



Rangitikei District Council

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**Rangitikei**  
UNspoilt...

# Council Meeting Order Paper

**Thursday 31 March 2016, 1.00 pm**

**Council Chamber, Rangitikei District Council  
46 High Street, Marton**

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**Chair**

His Worship the Mayor, Andy Watson

**Deputy Chair**

Cr Dean McManaway

**Membership**

Councillors Cath Ash, Richard Aslett, Nigel Belsham, Angus Gordon, Tim Harris,  
Mike Jones, Rebecca McNeil, Soraya Peke-Mason,  
Ruth Rainey, Lynne Sheridan

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**Please Note:** Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



# Rangitikei District Council

## Council Meeting

Order Paper – Thursday 31 March 2016 – 1:00 p.m.

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*Public Excluded minutes provided separately to Elected Members*

## **1 Welcome**

## **2 Apologies/leave of absence**

## **3 Public Forum**

## **4 Confirmation of order of business**

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, ..... be dealt with as a late item at this meeting.

## **5 Confirmation of minutes**

### **Recommendation**

That the minutes (and public excluded minutes) of the Council meeting held on 29 February 2016 be taken as read and verified as an accurate and correct record of the meeting.

## **6 Mayor's report**

A report (and schedule of meetings and engagements) is attached

File: 3-EP-3-5

### **Recommendation**

That the Mayor's report to Council's meeting on 31 March 2016 be received.

## **7 Administrative matters**

A report is attached.

File: 5-EX-4

### **Recommendations**

- 1 That the report 'Administrative matters – March 2016' be received.
- 2 That at its meeting on 25 August 2016, Council determines whether to proceed with the Bulls multi-centre community centre, having regard for the extent to which 70% of the funding targets from external agencies and local fundraising have been met.
- 3 That Council recommend to the Remuneration Authority the following allocation of EITHER all OR zz% of the sum provided in the Authority's determination (\$40,582 annually) for additional responsibilities in the 2016-19 triennium:

Deputy Mayor (and chair of Assets/Infrastructure Committee)	aa% (\$-----)
Chair of Finance/Performance Committee	bb% (\$-----)

Chair of Policy/Planning Committee	cc% (\$-----)
Deputy chairs of the three standing committees [total]	dd% (\$-----)
Convenor of the Chief Executive Review process	ee% (\$-----)

- 4 That Council requests the views of the two Community Boards on payment for additional responsibilities before making a recommendation to the Remuneration Authority on this.
- 5 That from 2016/17 the due date for rates instalments be the 20<sup>th</sup> day of the relevant month or, when the 20<sup>th</sup> day falls in a weekend or a public holiday, the next business day.
- 6 That the rates remission policy be amended to includes the following additional section:

Remission of rates on the grounds of financial hardship, disproportionate rates compared to the value of the property or other extenuating circumstances

*Council may, on application of a ratepayer, remit all or part of a rates assessment for one or more years if satisfied there are sufficient grounds of financial hardship by the ratepayer, or where the size of the annual rates assessment compared with the rateable value of the property is deemed disproportionately high, or where there are other extenuating circumstances to do so.*

*Council's threshold for 'disproportionately high' is where the annual rates assessment exceeds 10% of the rateable value of the property.*

and that this proposal be included in the Consultation Document for the 2016/17 Annual Plan.

- 7 That Council confirms the submission made by His Worship the Mayor to the Chair of the Parliamentary Government Administration Committee on the Civil Defence Emergency Management Amendment Bill.
- 8 That Council notes the exercise of delegation by thee Chief Executive in the release of the caveat for the sale of Unit 1/21 Russell Street following the recent death of its previous owner.
- 9 That Council records its decision, under delegated authority in terms of section 48(1) of the Reserves Act 1977, to grant rights of way for the provision of water services (including storage tanks) to the north of the Taihape Pool to support underground irrigation of Taihape Memorial Park
- 10 That Council re-schedule the hearing of submissions to the Consultation Document for the 2016/17 Annual Plan (and any other documents consulted on at the same time) to Thursday 19 May 2016 to allow attendance by Elected Members at the Regional Forum on 12 May 2016.

- 11 That Council confirms the submission made by His Worship the Mayor to the Parliamentary Administration Committee on the Civil defence Emergency Management Amendment Bill.
- 12 That Council authorises the Assets/Infrastructure Committee to approve (for the Mayor's signature) a submission to the Ministry for the Environment on its consultation document 'Next steps for fresh water' with the signed submission being included in the Council Order Paper for its meeting on 28 April 2016.
- 13 That any objection to any of the proposed road closures for Anzac Day commemorations on Monday 25 April 2016 be considered and determined by the Mayor, Deputy Mayor and Chief Executive.
- 14 That Council approve/decline a total waiver of the hireage fee for the supper room at the Bulls Town Hall by the Rural Health Alliance to run its Suicide Prevention workshop on 11 April 2016.

## **8 Trans-Pacific Partnership Agreement**

At its meeting on 29 February 2016, Council deferred consideration (as a suggested late item) the Trans-Pacific Partnership Agreement until the analysis by Local Government New Zealand on the potential risk to the local government sector was available. That occurred the following day, including a commentary from Simpson Grierson. Local Government New Zealand will highlight any areas of concern to the Parliamentary select committee appointed to consider the Trans-Pacific Partnership Agreement Bill. Legislation is needed to align New Zealand's domestic legal regime with obligations under the Trans-Pacific Partnership Agreement; this enables New Zealand to ratify the Agreement.

## **9 Adoption of reference documents for the consultation document for the 2016/17 Annual Plan**

Prior to adopting the Consultation Document for the draft 2016/17 Annual Plan, section 95A(4) of the Local Government Act 2002 requires the Council to adopt the information relied on by the content of the Consultation Document. The Consultation Document must state where the public may obtain such information, which may be by links to the Council's website.

### **Recommendation**

That in terms of section 95A(4) of the Local Government Act 2002, Council adopts the following as being information relied on by the content of the Consultation Document 'What's new, What's Changed...?':

- the draft 2016/17 Annual Plan;
- the adopted 2015/25 Long Term Plan;
- the position paper on Youth Development
- the Marton Town Centre Plan; and
- Taihape Memorial Park – future development.

## **10 Adoption of ‘What’s new, What’s changed....?’ the Consultation Document for the draft 2016/17 Annual Plan**

A memorandum is attached.

File: 1-AP-1-2

### **Recommendation**

1. That the memorandum ‘Adoption of ‘What’s new, What’s changed....?’ the Consultation Document for the draft 2016/17 Annual Plan’ be received.
2. That Council resolves to adopt “What’s new, what’s changed....” as the consultation document for the 2016/17 Annual Plan in terms of sections 95A of the Local Government Act 2002 (subject to minor editorial and formatting changes), and to give effect to the timetable for receiving and hearing submissions.

## **11 Adoption of proposed 2016/17 Schedule of fees and charges for public consultation**

A memorandum is attached

File: 1-AP-2-1

### **Recommendation**

1. That the memorandum ‘Proposed Schedule of fees and charges 2016/17’ be received.
2. That Council adopt the Proposed Schedule of fees and charges (‘the Statement of Proposal’), the associated Summary of Information and Submission Form for consultation between 4 April 2016 and noon 6 May 2016, and the Engagement Plan.

## **12 Adoption of proposed change to speed limit bylaw – Parewanui Road**

At its meeting on 17 March 2016, the Policy/Planning Committee considered a survey from GHD that had been undertaken following concerns raised by residents about the speed of traffic entering the 50km/h Bulls urban area from Parewanui Road. The survey identified that a reduction in the speed limit to 80km/h is warranted, from the existing 50km/h speed signs to 50 metres south west of Brandon Hall Road. The Policy/Planning Committee have recommended that Council adopt a draft Speed Limit Bylaw implementing this change for public consultation using a special consultative procedure concurrently with the draft Annual Plan 2016/17.

File: 1-DB-1-7

The following are attached:

Draft Summary of Information  
Draft Statement of proposal

Speed Limit Development Rating Survey  
Draft Speed Limit Bylaw  
Draft Submission form  
Draft Engagement Plan

### **Recommendation**

That Council adopt the draft Speed Limit Bylaw 2013 and the associated Statement of Proposal, Summary of Information and Submission Form for consultation between 4 April 2016 and noon 6 May 2016.

## **13 Draft Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw**

Following the legal compliance review of Council processes, the Dog Control and Owner Responsibility Policy underwent changes that were considered by the Policy/Panning Committee on 17 March 2016. The Committee recommended the amended Dog Control and Owner Responsibility Policy, and moderately revised Control of Dogs Bylaw are released for public consultation simultaneously with the draft Annual Plan 2016/2017 consultation.

File: 3-PY-1-20

Attached are:

- Draft Summary of Information
- Draft Statement of proposal
- Draft Dog Control and Owner Responsibility Policy,
- Draft Control of Dogs Bylaw
- Draft Submission form
- Draft Engagement Plan

### **Recommendation**

That the Council adopts the Summary of Information, Statement of Proposal, draft Dog Control and Owner Responsibility Policy, draft Control of Dogs Bylaw and Submission Form, attached as Appendices 1-5, to be released for consultation between 4 April 2016 and noon 6 May 2016.

## **14 Draft Gambling Venue (Class 4) and TAB Venue policies**

At its meeting on 17 March 2016, the Policy/Planning Committee considered the current review undertaken of Council's Gambling Venue (Class 4) and TAB Venue policies, including the accompanying Social Impact Assessment of Gambling in the District.

The Committee recommended the Gambling Venue (Class 4) and TAB Venue policies are released for public consultation without amendment and that further information and community views on this decision are sought through a consultation process concurrent with the draft Annual Plan 2016/2017.

File: 3-PY-1-5

Attached are:

- Draft Social Impact Assessment
- Draft Summary of Information
- Draft Statement of Proposal
- Draft Gambling Venue (Class 4) policy
- Draft TAB Venue policy
- Draft submission form
- Draft Engagement Plan

### **Recommendations**

That the Council adopts the Summary of Information, Statement of Proposal, draft Gambling Venue (Class 4) policy, draft TAB Venue policy and Submission Form, attached as Appendices 2-6, to be released for consultation between 4 April 2016 and noon 6 May 2016.

## **15 Adoption of updated Local Governance Statement**

A marked-up revision of the Local Governance Statement adopted by Council on 27 February 2014 is attached. Section 40 of the Local Government Act 2002 requires each local authority to adopt a Local Governance Statement within six months of each triennial election; the minimum content for the Statement is also prescribed by that section. Since that time, there have been a number of legislative changes (and changes in Council's policies and procedures) so an update is proposed prior going into the triennial elections. The Act permits this. The review by Council staff was completed in February 2016.

The proposed changes were considered by the Policy/Planning Committee at its meeting on 17 March 2016, and recommended to Council for adoption without amendment.

File 3-PY-1-2

### **Recommendation**

That Council adopt the updated Local Governance Statement (reviewed February 2015) [without amendment/as amended].

## **16 Adoption of Rural Fire Authority Plan 2016**

The Council's obligations and duties in relation to rural fire are established in the Forest and Rural Fire Act 1974 and the Forest and Rural Fires Regulations 2005 (and subsequent amendments). As a Rural Fire Authority, Council has to review the Rural Fire Management Plan every two years for Readiness and Response and every five years for Reduction and Recovery; Council follows best practice and revises all four R's every two years.

The proposed Rural Fire Authority Plan is attached. It was considered by the Policy/Planning Committee at its meeting on 17 March 2016, and recommended to Council for adoption without amendment.

File 1-ER-5-4

**Recommendation**

That Council adopt [without amendment/as amended] the proposed revised Rural Fire Authority Plan 2016, and delegate the Chief Executive to sign it on behalf of the Council.

## **17 Submission to the reviewed Manawatu-Wanganui Emergency Management Group Plan, 2016-21**

The Manawatu-Wanganui Civil Defence Emergency Management (CDEM) Group is reviewing its current Group Plan and released the proposed plan for public consultation, requesting feedback by 1 April 2016. Section 56 of the Civil Defence Emergency Management Act 2002 requires that Groups review their Plans at least 5 yearly.

A draft submission will be tabled to the meeting based on discussion at the Policy/Planning Committee's meeting on 17 March 2016.

File: 1-ER-1-2

**Recommendation**

That His Worship the Mayor sign the proposed submission [without amendment/as amended] to the reviewed Manawatu-Wanganui Emergency Management Group Plan, 2016-21.

## **18 Deliberations on the Draft Heritage Strategy 2016**

A report is attached.

File: 1-CP-5

**Recommendations**

- 1 That the report 'Deliberations on the Draft Heritage Strategy 2016' be received.
- 15 That the Heritage Strategy 2016 [as amended/without amendment] be adopted.

## **19 Receipt of Committee minutes and resolutions to be confirmed**

**Recommendations:**

1. That the minutes of the following meetings be received:
  - Audit/Risk Committee 22 February 2016
  - Finance/Performance Committee 29 February 2016
  - Bulls Community Committee 8 March 2016
  - Marton Community Committee 9 March 2016 (*tabled, if available*)
  - Assets/infrastructure Committee 17 March 2016
  - Policy/Planning Committee 17 March 2016

2. That the following recommendation from Audit/Risk Committee dated 22 February 2016 be confirmed:

**~~16/ARK/019~~**

~~That the Audit/Risk Committee recommends that Council discusses, at the March Council meeting, a 70% threshold – for securing local funding and 70% for external funding for the Bulls multi-purpose facility. \*~~

\*Addressed by recommendation in item 7.

3. That the following recommendations from Policy/Planning Committee dated 17 February 2016 be confirmed:

**~~16/PPL/018~~**

~~[Adoption of Rural Fire Plan]\*\*~~

**~~16/PPL/023~~**

~~[Adoption of amendment to Speed Limit Bylaw – 80km/h strip on Parewanui Road – for consultation]\*\*~~

**~~16/PPL/025~~**

~~Adoption of draft Dog Control and Owner Responsibility Policy and draft Control of Dogs Bylaw for consultation]\*\*~~

**~~16/PPL/027~~**

~~Adoption of Gambling Venue (Class 4) and TAB Venue Policies for consultation]\*\*~~

\*\*Separate items in this Council agenda

## 20 Late items

## 21 Future items for the agenda

## 22 Next meeting

28 April 2016, 1.00 pm

## 23 Meeting closed

# Attachment 1



**Rangitikei**  
Happily...

# Rangitikei District Council

## Council Meeting

Minutes – Monday 29 February 2016 – 8:30 a.m.

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- Present:**
- His Worship the Mayor, Andy Watson
  - Cr Dean McManaway
  - Cr Cath Ash
  - Cr Richard Aslett
  - Cr Nigel Belsham
  - Cr Angus Gordon
  - Cr Tim Harris
  - Cr Mike Jones
  - Cr Rebecca McNeil
  - Cr Soraya Peke-Mason
  - Cr Lynne Sheridan
- In attendance:**
- Mr Ross McNeil, Chief Executive
  - Mr Michael Hodder, Community & Regulatory Services Group Manager
  - Mr George McIrvine, Finance & Business Support Group Manager
  - Ms Katrina Gray, Policy Analyst
  - Ms Samantha Whitcombe, Governance Administrator
- Tabled documents:**
- Item 6** Mayor's Report – Mayor's Report
  - Item 7** Administrative Matters – Submission on the Better Urban Planning paper.
  - Item 9** Draft heritage strategy – oral hearings – Submissions
  - Item 8** Proposed District Plan changes – report for notification – Maps
  - Item 11** Receipt of committee minutes and resolutions to be confirmed – Turakina Reserve Management Committee, Turakina Community Committee, Bulls Community Committee, Erewhon Rural Water Supply Sub-Committee.

## 1 Welcome and Council prayer

Cr Ash read the Council Prayer. His Worship the Mayor welcomed everyone to the meeting.

## 2 Public Forum

Nil

## 3 Apologies

That the apology for absence from Cr Rainey, and the apology for lateness from Cr McNeil be received.

Cr Peke-Mason / Cr Harris. Carried

## 4 Confirmation of Order of business

Oral submissions to the draft Heritage Strategy are timed to start at 9.45 am (John Vickers and Robert Snijders).

Cr Ash asked to have the Trans-Pacific Partnership Agreement considered as a late item. His Worship the Mayor expressed his willingness to accept that, if time allowed.

## 5 Confirmation of minutes

<b>Resolved minute number</b>	<b>16/RDC/022</b>	<b>File Ref</b>
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That the Minutes of the Council meeting held on 28 January 2016 be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett / Cr Belsham. Carried

## 6 Mayor's report

His Worship the Mayor spoke briefly to his tabled report. Discussion was held around the proposed changes to the Local Government (Rating) Act regarding Maori Land and the continuing issues around securing funding for youth services within the District.

<b>Resolved minute number</b>	<b>16/RDC/023</b>	<b>File Ref</b>	<b>3-EP-3-5</b>
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That the Mayor's report to Council's meeting of 29 January 2016 be received.

His Worship the Mayor / Cr Jones. Carried

## 7 Administrative matters

Mr McNeil spoke to the report.

Council requested that the proposed amendments to the Delegations register for Community Committees and Reserve Management Committees be highlighted in the agendas for the next Turakina Community Committee and Turakina Reserve Management Committee meetings, and that the Committees' views be sought on the proposed amendments.

**Resolved minute number**                      **16/RDC/024**                      **File Ref**                      **5-EX-4**

That the report 'Administrative matters – February 2016' be received.

Cr Jones / Cr Ash. Carried

**Resolved minute number**                      **16/RDC/025**                      **File Ref**                      **5-EX-4**

That the Delegations Register make explicit the qualification for nominators and electors for Council's community committees and reserve management committees as follows:

- a. Community Committees – residents of the relevant ward (as evident from the Rangitikei District electoral roll);
- b. McIntyre Reserve Management Committee – residents within 25 km of Ohingaiti (as evident on the Rangitikei or Manawatu District electoral roll)

Cr DM / Cr AG. Carried

**Resolved minute number**                      **16/RDC/026**                      **File Ref**                      **5-EX-4**

That when a public meeting is required to form a reserve management committee or a community committee, there must be at least eight (8) eligible voters present for a reserve management committee and ten (10) eligible voters present for a community committee.

Cr McManaway / Cr Belsham. Carried

**Resolved minute number**                      **16/RDC/027**                      **File Ref**                      **5-EX-4**

That Council continues to fund the Taihape Youth Hutt until the end of April 2016.

Cr Peke-Mason / Cr Gordon. Carried

**Resolved minute number**                      **16/RDC/028**                      **File Ref**                      **5-EX-4**

That Council consults on the provision of the Marton Youth Club and Taihape Youth Hutt in the 2016/17 Annual Plan.

Cr Gordon / Cr Sheridan. Carried

#### **Motion**

That the Parks Upgrade Partnership Fund Expression of Interest form be amended to make explicit that upgrade projects which have started are not eligible for a grant.

His Worship the Mayor / Cr Sheridan.

#### **Amendment**

... explicit that upgrade projects which are completed are not eligible for a grant.

Cr Belsham / Cr Peke-Mason. Carried

**Resolved minute number**                      **16/RDC/029**                      **File Ref**                      **5-EX-4**

That the Parks Upgrade Partnership Fund Expression of Interest form be amended to make explicit that upgrade projects which are completed are not eligible for a grant.

His Worship the Mayor / Cr Sheridan. Carried

**Resolved minute number**                      **16/RDC/030**                      **File Ref**                      **5-EX-4**

That the proposed carry-forward from 2015/16 to 2016/17 be approved for inclusion in the draft 2016/17 Annual Plan and included as an appendix to the minutes of Council's meeting on 29 February 2016.

Cr McManaway / Cr Gordon. Carried

**Resolved minute number**                      **16/RDC/031**                      **File Ref**                      **5-EX-4**

That, having regard for recommendations from the Taihape Community Board (16/TCB/004) and the Assets/Infrastructure Committee (16/AIN/016), Council agrees to include the proposed new amenity block on Taihape Memorial Park in the draft 2016/17 Annual Plan for public consultation.

Cr Aslett / Cr Gordon. Carried

Cr Speke-Mason left the meeting 9.40 am

Cr McNeil arrived 9.41 am

## 9 Draft heritage strategy – oral hearings

John Vickers	Heritage Strategy	<p>Mr Vickers spoke on behalf of the Wanganui Regional Heritage Trust. The Trust supports the draft Heritage Strategy without amendment. Mr Vickers gave a brief background to who the Trust are and the issues they are currently dealing with. Mr Vickers stated that in the District ‘...development is a rare and welcome flower,’ and acknowledged that there is a balance needed between preserving heritage and the need for development. He acknowledged the good relationship the Trust has with Council.</p> <p>Cr Gordon: how do we deal with preserving our heritage when majority of the heritage we are dealing with is built with wood which decays when exposed to the elements? For the most part very good quality materials have been used that can stand up to the elements, but in some areas some expensive maintenance is required to keep this heritage.</p> <p>Cr McManaway: There are some properties/sites within the District that I question being listed as heritage given the state of them, are there issues with the criteria for listing a site/building? The criteria for listing a site/building as being of historical significance have been recently overhauled.</p> <p>Cr Aslett: How do you view the long-term life of the Mangaweka Cantilever Bridge? We are still waiting the report on its structural integrity.</p>	9.43am
Robert Snijders	Heritage Strategy	<p>Mr Snijders feels that there is not a lot of action outlined in the Action Plan for the strategy. He suggested that when buildings/sites are being assessed as being of historical significance it should also be outlined what specific parts of those buildings/sites need to be protected. This would give potential buyers of heritage properties a better understanding of what they were getting themselves into before purchasing a property. Mr Snijders also suggested that any on-going costs associated with the Strategy needed to be made public knowledge.</p> <p>Cr Belsham: You say that this is a costly process (identifying properties) yet you also want an assessment of the specific parts of those properties that need to be protected? A high-level assessment of what needs to be protected.</p> <p>Hi Worship the Mayor: You acknowledge that this is a balancing act? Yes.</p> <p>Cr Sheridan: Are you suggesting that we identify features rather than sites/buildings? Yes. Could there be a trade-off between removing a feature from a building but adding to</p>	9.53am

another or replacing it with something similar? Yes.

Cr McManaway: There is a cost associated with identifying specific features, should this be undertaken once an expression of interest has come in on a property? There is already a cost associated with listing a property, and this could encourage interest.

Cr Ash: Would you see the costs being passed onto the building owner? Potentially, or it could be added to everyone's rates.

His Worship the Mayor: Are you suggesting an additional rate for listed properties? No, suggesting adding to rates to cover the cost of identifying a property and/or features of property.

The meeting adjourned 10.05am / reconvened 10.22am

## 7 Administrative matters

Continued...

<b>Resolved minute number</b>	<b>16/RDC/032</b>	<b>File Ref</b>	<b>5-EX-4</b>
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That His Worship the Mayor be authorised to sign the submission without amendment to the Local Government and Environment Committee on the proposed Resource Legislation Amendment Bill.

Cr Belsham / Cr Sheridan. Carried

<b>Resolved minute number</b>	<b>16/RDC/033</b>	<b>File Ref</b>	<b>5-EX-4</b>
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That His Worship the Mayor be authorised to sign the submission without amendment to the Productivity Commission's proposed approach to its first principles study of urban planning.

Cr Belsham / Cr Sheridan. Carried

<b>Resolved minute number</b>	<b>16/RDC/034</b>	<b>File Ref</b>	<b>5-EX-4</b>
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That Council confirms the submission made by His Worship the Mayor to the Chair of Horizons Regional Council on the Proposed Regional Pest Management Plan.

Cr Jones / Cr Sheridan. Carried

**Resolved minute number**                      **16/RDC/035**                      **File Ref**                      **5-EX-4**

That Council confirms the submission made by His Worship the Mayor to the Associate Minister of Transport on the proposed changes to the Vehicles Dimensions & Mass (VDAM) Rule

Cr Sheridan / Cr Gordon. Carried

## **8 Proposed District Plan changes – report for notification**

Ms Gray spoke briefly to the report and narrated a presentation on the proposed District Plan changes. She also introduced Alistair Beveridge from Catalyst Group, who has been assisting with the Plan change, and identified the tabled document provided to Council, being the maps identifying the proposed changes which are to be included with the documents for public consultation.

It was agreed that some minor amendments would be made to the flood maps for Hunterville prior to them being included in the documents for public consultation.

**Resolved minute number**                      **16/RDC/036**                      **File Ref**                      **1-PL-2-5**

That the report 'Proposed District Plan changes – report for notification' be received.

C Aslett / Cr Sheridan. Carried

**Resolved minute number**                      **16/RDC/037**                      **File Ref**                      **1-PL-2-5**

That the proposed District Plan changes are adopted for public consultation from 4 March 2016 to 4 April 2016.

Cr Sheridan / Cr Gordon. Carried

**Resolved minute number**                      **16/RDC/038**                      **File Ref**                      **1-PL-2-5**

That the Mayor and the Chief Executive be authorised to appoint an independent commissioner to conduct the hearing of submissions to the proposed District Plan changes.

Cr Jones / Cr Gordon. Carried

## **10 Proposed Treasury management policy**

**Resolved minute number**                      **16/RDC/039**                      **File Ref**

That the proposed Treasury management policy (including the Liability Management Policy and the Investment Policy) as issued for public consultation be adopted effective from 1

March 2016.

His Worship the Mayor / Cr Belsham. Carried

## 11 Receipt of committee minutes and resolutions to be confirmed

**Resolved minute number**                      **16/RDC/040**                      **File Ref**

That the minutes of the following meetings be received:

- Hunterville Rural Water Supply Management Sub-committee, 1 February 2016
- Taihape Community Board, 3 February 2016
- Turakina Community Committee, 4 February 2016 (tabled)
- Turakina Reserve Management Committee, 4 February 2016 (tabled)
- Te Roopu Ahi Kaa, 9 February 2016
- Bulls Community Committee, 9 February 2016 (tabled)
- Erewhon Rural Water Supply Management Sub-committee, 10 February 2016 (tabled)
- Marton Community Committee, 10 February 2016
- Assets/Infrastructure Committee, 11 February 2016 (*public excluded minutes provided separately to Elected members only*)
- Policy/Planning Committee, 11 February 2016

Cr Gordon / Cr Ash. Carried

**Resolved minute number**                      **16/RDC/041**                      **File Ref**

That the following recommendation from Hunterville Rural Water Supply Sub-Committee dated 1 February 2016 be confirmed:

**16/HRWS/007**

That the Hunterville Rural Water Supply Sub-Committee recommends to Rangitikei District Council that the rural water rate for the Hunterville Rural Water Supply to be set at a minimal \$280.

Cr McManaway / His Worship the Mayor. Carried

**Resolved minute number**                      **16/RDC/042**                      **File Ref**

That the following recommendation from Turakina Community Committee dated 4 February 2016 be referred to the Finance/Performance Committee:

**16/TCC/004**

That the Turakina Community Committee requests that any unused amount from the

Turakina Ward Small Projects Grant be allowed to roll-over/accrue each year.

Cr Sheridan / Cr McManaway. Carried

**Resolved minute number**                      **16/RDC/043**                      **File Ref**

That the following recommendation from Erewhon Rural Water Supply Management Sub-committee dated 10 February 2016 be confirmed:

**16/ERWS/0212**

That the Erewhon Rural Water Supply Sub-committee recommends that the rate of \$114.10 be confirmed for the 2016/17 year.

Cr Gordon / Cr McManaway. Carried

## 12 Late items

Nil

(The potential discussion on the Trans-Pacific Partnership Agreement was deferred for a subsequent meeting.)

## 13 Public Excluded

**Resolved minute number**                      **16/RDC/044**                      **File Ref**

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item 1: Council-owned property

Item 2: Chief Executive Remuneration

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

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1	Briefing contains information which if released would be likely unreasonably to	Section 48(1)(a)(i)

Council-owned property	prejudice the commercial position of the person who supplied it or who is the subject of the information and to enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>sections 7(2)(c) and (i)</i> .	
Item 2 Chief Executive remuneration	Briefing contains information where the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, and also to maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority for improper pressure or harassment – <i>section 7(2)(a) and (f)</i> .	Section 48(1)(i)

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

Cr McManaway / Cr Harris. Carried

## 14 Future items for the agenda

Outcome of the analysis by Local Government New Zealand of the potential risks of the Trans-Pacific Partnership Agreement (and their significance) to the local government sector.

Future of forestry within the District.

## 15 Next meeting

31 March 2016, 1.00 pm

## 16 Meeting closed – 12pm

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment 2

# Report

Subject: **Mayor's Report**

To: Council

From: Andy Watson  
Mayor

Date: 24 March 2016

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- 1 The last month has been dominated by trips to Wellington with meetings of Rural and Provincial (LGNZ), Mayors Taskforce for Jobs and meetings regarding the issues of land locked land. Each of these meetings gives opportunities to push our case as a district for funding or economic development.
- 2 At the Rural and Provincial meeting several ministers spoke and updates were given by our President Lawrence Yule and CE Martin Alexander.
- 3 The Minister for Local Government Peseta Sam Lotu-liga spoke about his priorities for local government. He talked about the need for better local services “we still want to retain local authority and democracy” but then gave reference to the need for shared services and CCOs. A very clear reference to legitimising shared services on a legal basis; you do it or we will legislate for you to do it, is the message.
- 4 The Minister also mentioned the need for local government transparency in delivery of services and how Government and LGNZ are using surveys to indicate how the local government sector is seen by the country in terms of efficiency and effectiveness.
- 5 Minister Louise Upton – Minister of Land Information, spoke including a reference to an App “Fix My Street” developed out of Christchurch which was subsequently picked up by Taupo.
- 6 Minister Nick Smith followed speaking on:
  - 6.1 Reforms to the RMA where he is looking to provide an additional collaborative process option which can be used to facilitate agreement between parties giving no further recourse to the environment court.
  - 6.2 With respect to the recent publicity on the need to fence stock out of waterways he said that “what is appropriate for one area may not be suitable for another”.
  - 6.3 Earthquake prone buildings – the indication is that legislation will be through the house in May and gave an indication that there may be low, medium and high risk areas which will have different timetables.
- 7 Minister Nathan Guy (MP) revealed a number of targets for the farming sector.
  - 7.1 Doubling GDP out of the primary sector by 2025 (nothing new here that target has been there for a while).
  - 7.2 Targeting 1,000,000 ha of irrigated land (currently sits about 750,000 ha)

- 7.3 Growth of rural broadband – with the provision of 135 new towers and the upgrade of 336.
- 7.4 \$27M extra in biosecurity.
- 8 Minister Peter Dunne spoke on synthetic cannabis saying that the situation is effectively dormant at the moment and that the reality of the testing regime means that in the short term nothing can enter the market. He also spoke more strongly on fluoridation saying that “it is a public health issue and that the Ministry wants a fluoridated supply. We can expect a position paper on this to Cabinet within 3 months. The Minister also talked regarding the re-organisation of the fire service saying that you can expect a “National operation with a regional flavour”.
- 9 Lawrence Yule, President LGNZ, indicated that Government will put in place changes to the local government acts this year. It is not known yet whether they will force changes or incentivise to get them. I suspect the changes will be around the need to formalise shared service agreements. It is also likely that local government will get more resources and greater areas of responsibility. Lawrence has also said that government has indicated the need to work with local government on a range of issues including:
  - 9.1 Climate change.
  - 9.2 Water as a strategic priority which should not be just left with Regional Authorities.
  - 9.3 Tourism – local government is struggling to cope with resourcing increases in tourism.
- 10 Lawrence also noted that local government is not getting its share of the income dollars, but is expected to meet the costs of increased tourism. For example DOC roads access is not funded.
- 11 Malcolm Alexander spoke on:
  - 11.1 ONRC (One Network Road Classification) – saying that NZTA thinks that some authorities are not prepared for the changes that will come.
  - 11.2 TPPA agreement – that LGNZ has looked further at the implications of this agreement. Their view is that “there will be very little direct impact on local government”.
  - 11.3 The LGNZ local government excellence program where LGNZ will develop performance measures for authorities which will be used to assess performance independently to award ratings will be a means to lift performance. LGNZ is looking for councils to trial this system which I think we should be involved in, if possible.
  - 11.4 Local Government Risk Agency – this is where LGNZ looks at a business case for a possible risk agency in conjunction with Central Government. The aim would be to improve risk analysis and resiliency.
- 12 I also attended the Mayor’s Taskforce for Jobs meeting in Wellington; this involves a small number of mayors and we get direct access to senior ministers and officials. Items of note at that meeting were:

- 12.1 Murray Eldridge from MYD reported on the changes to the ministry. Murray holds the new position of youth director reporting directly to Minister Nikki Kaye. Murray acknowledged that they still had to provide an adequate response to the Rangitikei regarding youth and social funding.
- 12.2 The taskforce for jobs is working with LGNZ to prepare remits asking government to implement a full driver's licence program in schools fully funding by Government.
- 13 Recently I and 4 other mayors, with our CEs, met with the Minister of Local Government and Minister of Maori Affairs to give feedback on the changes to the Te Ture Whenua land acts. The ministers acknowledged the efforts of the Rangitikei District Council and said that following this work there would be work done on progressing the issues of land locked land. I have also been invited to Parliament to discuss the issues of land locked land and the feasibility of opening up Ohakea for freight by the leader of the Opposition – Andrew Little. Councillor Cath Ash and I also had a meeting with labour party representatives on a similar vein.
- 14 On the economic development front I am continuing to meet with a number of businesses looking to expand or in need of support. There have been many meetings associated with the regional growth study, particularly with respect to honey production and the potential for a large scale poultry operation in the Rangitikei.
- 15 The last couple of weeks have involved a number of meetings around the District Plan review and the planning for the Annual Plan. Both will be dealt with as agenda items and I will answer questions there. However I want to:
- 15.1 Firstly thank staff for the time and effort that they put in especially for those staff working 'after hours'.
- 15.2 Both plans focus on moving our district forward; making business easier and facilitating and driving economic growth.
- 16 As previously advised I will be away in France with the commemorations of the 'Battle of the Somme' from 17 April to 2 May. During that time Deputy Mayor, Dean McManaway will be in the hot seat. If for some reason he is unavailable I would ask that Councillor Lynne Sheridan act in his place.
- 17 I would also like to thank the number of Councillors that turned up to the various public meetings throughout the District.
- 18 I am also recommending that Councillor Nigel Belsham be appointed as Chair of Finance for the balance of the term. I understand that there is sufficient funding available without the need to reconfigure the remuneration to other Councillors.

Andy Watson  
Mayor

## Mayor's Meetings and Engagements

March 2016

Date	Event
1	<p>Attended:</p> <ul style="list-style-type: none"> <li>- Emergency Management Joint Standing Committee</li> <li>- Regional Transport Committee Meeting</li> <li>- Meeting re Young Enterprise Trust</li> <li>- Sector Workshop on Local Government Excellence Programme</li> </ul>
2	<p>Phone appointment with the Chronicle</p> <p>Meetings with:</p> <ul style="list-style-type: none"> <li>- Local Marton Resident</li> <li>- Turks Poultry</li> <li>- Locals re Arahina</li> <li>- Nga Tawa re France trip</li> </ul>
3	Attended Pasifika Showcase and Talanoa
4	Attended Mayoral Taskforce for Jobs in Wellington
8	Attended Bulls Community Committee meeting
9	Based in Taihape all day and met with locals
10	Attended Rural and Provincial meeting in Wellington
11	<p>Attended Rural and Provincial meeting in Wellington</p> <p>Hosted the Hodges with their VW Beetle as they came through Marton</p>
12	Attended gumboot day
14	Hosted public meeting on Town Centre Plans
17	<p>Attended Assets &amp; Infrastructure and Policy and Planning Meetings</p> <p>Attended Ballance Farm Environmental awards</p>
18	<p>Undertook mobility scooter ride around Marton</p> <p>Attended Field Days and networking lunch</p>
21	<p>Presented for jury service (not chosen)</p> <p>Met with Bulls business representative</p> <p>Attended Public meeting on proposed changes to the District Plan in Taihape</p>
22	<p>Met with locals</p> <p>Met with Principal James Cook school</p> <p>Visited Eagle Street, Taihape properties</p> <p>Chaired public meeting on proposed changes to the District Plan in Mangaweka</p>
23	<p>Based in Taihape most of the day</p> <p>Attended RSA AGM</p> <p>Visited After School kids, Pukepapa Road, Marton</p> <p>Attended Marton Placemaking meeting</p>
24	Chair meeting with Marton Heritage building owners on proposed changes to the District Plan
29	Attend Accelerate25 Poultry Steering Group meeting
30	Chair meeting with Marton Business owners
31	<p>Attend Finance &amp; Performance and Council meeting</p> <p>Attend cocktail function at Ohakea</p>

# Attachment 3



# REPORT

SUBJECT: Administrative matters – March 2016

TO: Council

FROM: Ross McNeil, Chief Executive

DATE: 22 March 2016

FILE: 5-EX-4

## 1 Remuneration Authority processes

- 1.1 As foreshadowed in last month's report, the Remuneration Authority has issued its circular concerning remuneration for Elected Members from 1 July 2016. The Authority has set the following base remuneration for the Mayor, Councillors, and Community Boards as follows:

Role	2015/16 remuneration	2016/17 remuneration
Mayor	82,350	84,821
Councillor	19,700	20,291
<b>Taihapa Community Board</b>		
Chair	8,000	8,240
Member	4,000	4,120
<b>Ratana Community Board</b>		
Chair	4,000	4,120
Member	2,000	2,060

As with this triennium, the Authority recognises that some Councillors have additional duties and workload, and is asking for Council's recommendations. It is suggested that this be done on the existing structure and responsibilities: it will be open to the newly elected Council to make recommendations reflecting any alteration in this after October 2016.

- 1.2 This triennium, the amount available was 150% of the base remuneration; this has now been increased to 200% (or \$40,582). In addition, the Authority has removed the caps on payment to individual councillors, which had meant that the Council's recommendation for these additional payment as for the 2013/16 triennium was not fully approved.
- 1.3 That recommendation was a resolution by at its meeting on 30 January 2014:

That Council recommend to the Remuneration Authority the following allocation of the sum provided in the Authority's determination (\$27,450

annually) for additional responsibilities:

Deputy Mayor (and chair of Assets/Infrastructure Committee)	50% (\$13,725)
Chair of Policy/Planning Committee	25% (\$6,862.50)
Deputy chairs of the three standing committees [total]	21% (\$5,764.50)
Convenor of the Chief Executive Review process	4% (\$1,098)

- 1.4 Providing scope to appoint a different chair to the Finance/Performance Committee and assuming Council continues to use the full entitlement, a possible allocation could be:

Deputy Mayor (and Chair of Assets/Infrastructure Committee)	39	15,827
Chair of Finance/Performance Committee	20	8,116
Chair of Policy/Planning Committee	20	8,116
Deputy Chairs of Committees (total – i.e. each Councillor in such a role would be paid \$2,435)	18	7,305
Chair of Chief Executive's Review Committee	3	1,217

- 1.5 Council did not make payments to the Community Boards for additional responsibilities in this triennium. The opportunity remains. Council may wish to consult with both Community Boards before making a recommendation on this to the Authority.

- 1.6 The Authority requires Council's response by 16 May 2016 and preferably as soon as possible.

## **2 Funding threshold for Bulls multi-purpose community centre**

- 2.1 At its meeting on 22 February 2016, the Audit/Risk Committee recommended that Council discusses, at this meeting, a 70% threshold – for securing local funding – and 70% for external funding for the Bulls multi-purpose facility.
- 2.2 The funding plan for the new centre is noted in the Feasibility Study for the Bulls multi-purpose community centre as follows:

Council budget	\$1,575,000
Sale of Town Hall site	205,000
Sale of Information Centre site	260,000
Sale of Plunket site	75,000
Lotteries: Community Facilities & Heritage	700,000
Regional and Local Trusts	350,000
Other Government Funding	300,000
Local fundraising	100,000
<b>TOTAL</b>	<b>\$3,615,000</b>

- 2.3 The architects are now working on the final design for the centre, which is intended to be complete by the end of May. Once that is done, it becomes feasible to engage with the local community for a financial contribution. By that time the view of the Lotteries Community Facilities Fund should be known and also the Powerco Trust, to which an application for a grant has also been submitted.
- 2.4 Under the agreement with the joint venture partners, Council must exercise its right to purchase the site by 28 September 2016, making this the latest date when Council determines whether it has sufficient financial support to proceed with the project: that could be when the suggested 70% threshold test for both external and local is applied..

### **3 Update on town centre plans (including place-making initiatives) Denise**

- 3.1 7-Day Makeovers took place in Bulls and Marton in early February. Both makeovers were managed by Creative Communities International. The reports for each event are attached as Appendices 1a and 1b. These will be circulated to the Bulls and Marton Community Committees for information during April.
- 3.2 Since the Makeovers, the Mayor held a public meeting in Marton to correct misinformation on the cost of the Marton event that had been circulated through social media sites. The Marton Place-making Group has since met twice to discuss, firstly, the next place-making project for the group and, secondly, to look further ahead at future place-making projects. The next project identified is a mural on the entrance to the Old Post Office. The Place-making Group has also thrown its support behind the youth-led 7 Day Makeover that is currently being planned for Centennial Park during the school holidays in April.
- 3.3 Town Centre Plans have been developed for Mangaweka and Turakina following the Exploring Possibilities workshops held in each town and facilitated by Creative Communities International. The Plans are attached as Appendices 1c and 1d.

#### **4 MW LASS update**

- 4.1 A major focus for Directors is the Health & Safety project, managed by Sylvie Hickton, with detailed audits now carried out on all participating councils, including Rangitikei. At their February 2016 meeting, Directors approved a cross-council graduate development programme in 2016/17 although this will depend on whether there are sufficient eligible graduates and the required budget. Directors also approved the preparation of a business case for the ongoing management of and accessibility to the legacy FileTrak systems at Horowhenua and Rangitikei as a prototype for other legacy records keeping systems which may become redundant with the projected move to a common system.
- 4.2 The Archives Central newsletter for February is attached as Appendix 2). It notes that the scanning of ratebooks now includes those from the Rangitikei County for 1899-1908. The images are available at [www.archivescentral.org.nz](http://www.archivescentral.org.nz)

#### **5 Due date for rates instalment**

- 5.1 For some years the due date for paying rates has been the third Monday in August, November, February and May. If this practice continued in 2016/17, the dates would range from the 15<sup>th</sup> to the 17<sup>th</sup>. A number of ratepayers have asked whether it could be fixed as the 20<sup>th</sup> day of the respective months, with adjustments when the 20<sup>th</sup> day falls in a weekend or a public holiday. .
- 5.2 The dates are specified in the Council resolution adopting the rates for the new financial year. A change would have minimal impact on Council's cashflow. A recommendation is included which, if approved, will be included in the 2016/17 rates resolution at Council's meeting on 30 June 2016.

#### **6 Proposed amendment to rates remission policy: low value properties**

- 6.1 A letter has been received from Sam and Helen Janes requesting a full rates remission on their property at 5A Missel Street, Taihape (which is in the West Taihape slip zone). A copy of that letter is attached as Appendix 3. The property was extensively damaged by fire in June 2015, which has reduced the rateable value to \$3,000. The current rates on the property are \$2,127.20.
- 6.2 Council may remit rates only if it has a policy covering the circumstance in question. One option is to have within the Council's rates remission policy a section which permits Council on a case-by-case basis to remit rates on the grounds of financial hardship or other extenuating circumstances. Some councils do this. However, such a policy gives no guidance – it is simply providing an opportunity for Council to exercise discretion. With such an approach, it is difficult to demonstrate consistency.

- 6.3 One option is postponement of rates. To do this, Council would need to adopt a postponement of rates policy (and consult on that). At present, Council negotiates payment plans with ratepayers who are finding a short-term difficulty in making their rates payment in full at the due dates. A rates postponement policy will add little to that process, and it seems unlikely to be useful in the case of 5A Missel Street.
- 6.4 A second option is to set a threshold – in terms of the rateable value of the property and the percentage that the total rates requirement should be with respect to that value.
- 6.5 An analysis has been done on the rates database on rateable properties which have a rateable value of \$10,000 or less. There are currently 406 such properties, of which 109 are paying at least \$900 each (largely due to the UAGC and other fixed charges). The reason for the much higher rates on the property at 5A Missel Street is that it remains connected to Council's water, wastewater and stormwater systems. It is exceptional for that to be the case with properties of this value.<sup>1</sup> The remaining 297 properties are contiguous to other rating units and thus are liable for the general and roading rate only. None has a rates assessment more than \$30.
- 6.6 Where the rates assessment is high in comparison with the rateable value, disposal of the property can prove difficult. There is a risk that such properties will simply be abandoned, which leads to additional cost to Council. On the other hand, this group of properties does not show arrears which are disproportionately high to properties which have higher value. The total rates assessment on the 109 properties with rateable value of \$10,000 or less and paying at least \$900 in annual rates is \$103,389. A rates remission so that such properties paid no more than 10% of the rateable value for the property would mean a rates income from these properties would reduce to \$48,675.
- 6.7 Allowing such a remission as of right does not seem necessary at this time. But using such criteria in giving Council discretion to reduce rates may be a helpful addition to the rates remission policy. A suggested statement is included as a recommendation. Public consultation is required in making changes to the policy.<sup>2</sup> The most expedient way of doing this is inclusion in the Consultation Document for the 2016/17 Annual Plan.

## **7 Waiver of right to purchase, Unit 1/21 Russell Street, Marton**

- 7.1 There are four 'own-your-own' flats at 21 Russell Street, Marton, constructed by the Marton Borough Council in 1988. Council owns the land; the tenants own the flats but they pay an annual maintenance levy to the Council. The

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<sup>1</sup> Disconnecting such services incurs a fee: \$250 each for water and wastewater. Reconnection is \$1,200 for water and subject to quote for wastewater.

<sup>2</sup> Local Government Act 2002, s.102(4)(b)

deed of arrangement includes the right for Council, at its option, to buy back any unit under certain conditions, or to allow the sale of the unit to another person. This latter has been safeguarded by caveats.

- 7.2 The delegations to the Chief Executive include signing on behalf of Council all documents relating to a range of property issues including caveats and encumbrances, but a report on the documents signed is to be submitted to the next available meeting of Council. Recently, the owner of Unit 1 died and Council was asked to release the caveat on sale to another person. Council has no interest in purchasing the flat and the release has been signed. A copy of that is attached as Appendix 4.

## **8 Installation of water tanks on Taihape Memorial Park**

- 8.1 The adopted 2015/25 Long Term Plan included a commitment from Council of up to \$50,000 to work with the Taihape Memorial Park Users Group to make a water source available for irrigating the playing surfaces of the park. The irrigation system itself is currently the subject of an application to Powerco Wanganui Trust submitted by Taihape Community Development Trust on behalf of the Park Users Group.
- 8.2 Given the potential for low flows on the Hautapu River during the summer months, Council staff have found that the most secure way of guaranteeing a sufficient water supply is to install tanks, north of the Taihape Pool (and largely buried in the ground so that the top of the tanks will be at approximately at the existing level of grass at the top of the bank). An aerial view is attached as Appendix 5. The total capacity is 90,000 litres.
- 8.3 Section 48(1) of the Reserves Act 1977 allow the Council, with the consent of the Minister of Conservation, to grant rights of way and other easements over any part of the reserve for (a) any public purpose... or (e) the provision of water systems. Delegations given to territorial authorities remove the requirement to have the Minister's consent under this provision. No application to the Department of Conservation for an easement is required. However, departmental guidance is that territorial authorities make a formal record of such decisions. A recommendation for this is included.

## **9 Proposed change of date for hearing of submissions to the Consultation Document for the 2016/17 Annual Plan etc.**

- 9.1 The schedule of meetings adopted at Council's meeting on 17 December 2015 has hearings of submissions to the draft Annual Plan on 12 May 2016. This second Thursday of the month would normally be when the Assets/Infrastructure and Policy/Planning Committees would meet.
- 9.2 However, at the end of February an invitation was issued by the Chair of Horizons Regional Council for the Mayor, Councillors and senior staff to attend

the Regional Forum in Palmerston North on 12 May 2016, 10.00 am to 2.00 pm. It is feasible to re-schedule the hearings to 19 May but not 5 May as submissions do not close until noon on 6 May. If the hearings took place on 19 May 2016, deliberation on all submissions would still occur at Council's meeting on 26 May 2016, but the record of the oral hearings may not be available to Elected Members until close of business on Monday 23 May 2016.

## **10 Submissions**

- 10.1 The Civil Defence Emergency Management Bill was referred to the Government Administration Committee on 9 February 2016, with submissions due on 24 March 2016. At its meeting on 17 March 2016, the Policy/Planning Committee endorsed a draft submission for consideration by the Mayor, Deputy Mayor and Chief Executive. No further changes were made. A copy of the signed submission is attached as Appendix 6. Council is asked to confirm that. The Mayor has asked for an opportunity to speak with the Committee.
- 10.2 On 25 February 2016 the Ministry for the Environment released its consultation document 'Next steps for fresh water'. The Utilities Asset Manager provided an outline presentation to the Asset/Infrastructure Committee at its meeting on 17 March 2016. A draft submission will be prepared for the Committee's next meeting, on 14 April 2016. As submissions are due with the Ministry by 22 April 2016, (i.e. before the next scheduled Council meeting) Council may wish to delegate approval of that submission to the Committee.

## **11 Proposed road closures**

- 11.1 The Bulls and Districts Historical Society has applied for a partial road closure for High Street (SH1) in Bulls on Saturday 18 April 2015, from 11.000 am to 2.00 pm, for the opening of the Mounted Rifles Display in the Bulls Museum that day. The length will be from the intersection with Bridge Street to the intersection with Criterion Street.
- 11.2 Council's intention to allow this temporary closure has been advertised in the District Monitor, and on the Council's website, and a copy is attached as Appendix 5a. Objections are due by noon on 27 March 2015. If any objections are received, it is suggested that they are considered and determined by the Mayor, Deputy Mayor and Chief Executive.
- 11.3 The Bulls RSA has applied for a road closure of part of High Street (SH1), part of Criterion Street and part of Daniell Street in Bulls on Monday 25 April 2015, from 5.40 am to 7.00 am, for their ANZAC Day Dawn Service and Parade. The Marton RSA has applied for a road closure of part of Wellington Road from Morris Street to Beavan Street in Marton on Monday 25 April 2016 from 5.45 am to 7.00 am. The Taihape RSA has applied for a road closure of part of Hautapu Street (SH1), part of Huia Street, and part of Kokako Street, Taihape

part of Papakai Road also on Saturday 25 April 2015 from 5.45 am to 6.30 am, for their ANZAC Day Dawn Service and Parade.

- 11.4 Council's intention to allow these temporary closures have been advertised (respectively) in the District Monitor and Central District Times, and the relevant copy is attached as Appendix 7a and Appendix 7b. (The original advertisement for Marton specified Harris Street rather than Morris Street, so a correction was subsequently notified).
- 11.5 The Friends of Bess have applied for a road closure of Forest Road, Bulls on Monday 25 April 2016 from 6.00 am to 1.00 pm to allow the Friends to hold their Memorial Service. Council's intention to allow this temporary closure has been advertised in the District Monitor, and the relevant copy (plus flyer issued by the Friends) is attached as Appendix 7c.
- 11.6 In all instances, objections are due at 4.00 pm on Thursday 31 March 2016. Should there be objections it is suggested that they are considered and determined by the Mayor, Deputy Mayor and Chief Executive.
- 11.7 Whatever the outcome of the objections process, a further public notice, in form B in Schedule 1 of the Transport (Vehicular Traffic Road Closure) Regulations 1965, of the road closure must be made no later than 24 hours before the proposed period of closure.

## **12 Request for waiver of all fees**

- 12.1 One new application has been received to reduce fees to a greater extent than allowed under Council's delegation to the Chief Executive. This is from Karen Greer, on behalf of the Rural Health Alliance, which is having a Suicide Prevention worship in the supper room at the Bulls Town Hall on 11 April 2016. As noted in the letter (attached as Appendix 8) this workshop is part of the Ministry of Health funded emergency response to current rural economic and climate stresses, and it is open to all rural health professionals.
- 12.2 A full waiver of the hireage fee is requested. The fee payable is \$27.50. This takes into account that community groups pay one-fifth the applicable charge.

## **13 Service request reporting**

- 13.1 The summary reports for first response and feedback (requests received in February 2016) and resolution (requests received in January 2016) are attached for information, as Appendix 9.

## **14 Staffing**

- 14.1 Casey Johnston, who had been assisting the IT team on various projects and providing part of the help desk service, resigned on 25 February 2016.

- 14.2 Don Stewart, Project Engineer – Utilities (in the Infrastructure Shared Services Group), will leave his position on 1 April 2016.
- 14.3 Matt Blythe, Senior Animal Control Officer, will leave his position on 13 April 2016. The vacancy has been advertised.
- 14.4 Aldo Fehr was engaged as a casual labourer for Parks team during 21 March to 1 April 2016.

## 15 Recommendations

- 15.1 That the report 'Administrative matters – March 2016' be received.
- 15.2 That at its meeting on 25 August 2016, Council determines whether to proceed with the Bulls multi-centre community centre, having regard for the extent to which 70% of the funding targets from external agencies and local fundraising have been met.
- 15.3 That Council recommend to the Remuneration Authority the following allocation of EITHER all OR zz% of the sum provided in the Authority's determination (\$40,582 annually) for additional responsibilities in the 2016-19 triennium:

Deputy Mayor (and chair of Assets/Infrastructure Committee)	aa% (\$-----)
Chair of Finance/Performance Committee	bb% (\$-----)
Chair of Policy/Planning Committee	cc% (\$-----)
Deputy chairs of the three standing committees [total]	dd% (\$-----)
Convenor of the Chief Executive Review process	ee% (\$-----)

- 15.4 That Council requests the views of the two Community Boards on payment for additional responsibilities before making a recommendation to the Remuneration Authority on this.
- 15.5 That from 2016/17 the due date for rates instalments be the 20<sup>th</sup> day of the relevant month or, when the 20<sup>th</sup> day falls in a weekend or a public holiday, the next business day.
- 15.6 That the rates remission policy be amended to includes the following additional section:

Remission of rates on the grounds of financial hardship, disproportionate rates compared to the value of the property or other extenuating circumstances

*Council may, on application of a ratepayer, remit all or part of a rates assessment for one or more years if satisfied there are sufficient grounds of financial hardship by the ratepayer, or where the size of the annual rates assessment compared with the rateable value of the property is deemed*

*disproportionately high, or where there are other extenuating circumstances to do so.*

*Council's threshold for 'disproportionately high' is where the annual rates assessment exceeds 10% of the rateable value of the property.*

and that this proposal be included in the Consultation Document for the 2016/17 Annual Plan.

- 15.7 That Council confirms the submission made by His Worship the Mayor to the Chair of the Parliamentary Government Administration Committee on the Civil Defence Emergency Management Amendment Bill.
- 15.8 That Council notes the exercise of delegation by the Chief Executive in the release of the caveat for the sale of Unit 1/21 Russell Street following the recent death of its previous owner.
- 15.9 That Council records its decision, under delegated authority in terms of section 48(1) of the Reserves Act 1977, to grant rights of way for the provision of water services (including storage tanks) to the north of the Taihape Pool to support underground irrigation of Taihape Memorial Park
- 15.10 That Council re-schedule the hearing of submissions to the Consultation Document for the 2016/17 Annual Plan (and any other documents consulted on at the same time) to Thursday 19 May 2016 to allow attendance by Elected Members at the Regional Forum on 12 May 2016.
- 15.11 That Council confirms the submission made by His Worship the Mayor to the Parliamentary Administration Committee on the Civil defence Emergency Management Amendment Bill.
- 15.12 That Council authorises the Assets/Infrastructure Committee to approve (for the Mayor's signature) a submission to the Ministry for the Environment on its consultation document 'Next steps for fresh water' with the signed submission being included in the Council Order Paper for its meeting on 28 April 2016.
- 15.13 That any objection to any of the proposed road closures for Anzac Day commemorations on Monday 25 April 2016 be considered and determined by the Mayor, Deputy Mayor and Chief Executive.
- 15.14 That Council approve/decline a total waiver of the hireage fee for the supper room at the Bulls Town Hall by the Rural Health Alliance to run its Suicide Prevention workshop on 11 April 2016.

Ross McNeil  
Chief Executive

# *Appendix 1a*

BULLS TOWN CENTRE  
**7 DAY**  
*makeover*  
1-7 FEB.



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# Background

In the Bulls Town Centre Plan, Creative Communities made a recommendation that each town in the Rangitikei District Council be allocated a budget for community-led, grass-roots place making. The plan states:

*Building civic pride in a space is not just about providing the space and filling it with landscape items. The more involved the community is in creating these civic spaces the greater the sense of "emotional attachment" and civic pride.*

*It is therefore imperative that Council provide mechanisms for the community to build aspects of these civic spaces themselves.*

In response, Council allocated funds to the Bulls Community Committee to run a place making program in Bulls. Creative Communities was engaged to run a 7 Day Makeover.

On December 7, 2015, David Engwicht ran an Information Night for interested people, explaining how the process would work.

The makeover itself happened February 1 – 7, 2016

Any community placemaking program has the following **risk factors** (based on 25 years experience):

- The community doesn't understand the basic principles of placemaking, and invests in ineffective projects.
- The community can't agree on the most important projects or on the design for a project and the process becomes bogged down in endless meetings.
- The town naysayers oppose what is proposed and nothing ends up happening.

Creative Communities has been looking at sharpening its approach in how we involve communities in creating great public places. We wanted to increase the quality of the training of local leadership, and the transfer of skills. And we wanted to minimise the potential for projects to go off track.

The result of this hard work was *The 7 Day Makeover*.

The 7 Day Makeover trains local people in the art of agile place making.

The process can be replicated in further makeovers.



## A sharper system

*The 7 Day Makeover* was designed to overcome some of the limitations of traditional methods of involving the community in place making,

- *The 7 Day Makeover* is an integrated system with a robust process which can be replicated by the community (and Council) over and over again. This process has systems that were developed to help prevent projects from going off track.
- Much higher level of training for Council staff and residents in the art of agile place making.
- Higher levels of pride in the outcome because participants create the *Makeover Strategy* themselves, rather than it being created by Creative Communities.
- Higher levels of community involvement overall because of better advance notice of process.
- Greater flexibility for community members in choosing their level of involvement.

# The Process

The process involved two key phases:

## PHASE ONE: INFORMATION AND SIGN UP

- A comprehensive communications plan was implemented.
- David visited Bulls December 7 and conducted an information evening to prepare for the 7 Day Makeover.

## PHASE TWO: THE MAKEOVER

- The process outlined in the diagram below was implemented.



# Outcomes

## PARTICIPATION

- About 20 people attended the Info Night.
- 12 people participated in the 2 day Ideas Workshop.
- Approximately 20 people participated in the Makeover.

## MAKEOVER PROJECTS

Two areas were chosen for the makeover – the space between the bakery and the Info Centre and the space outside the fish and chip shop on the corner of Bridge and Criterion Streets.

These two spaces were chosen because they are the transition point between the “food and travellers quarters” and the “destination shopping quarters”, (see *Bulls Town Centre Plan* P12. This transition point was of low quality and did not reflect the quality of the destination shops quarters.

These two spaces were also chosen to demonstrate how design could “stitch the two sides of the highway together” and make it feel like the traveller is passing through “The civic lounge room of Bulls” and therefore should act as a guest.

The quality of work was generally very high. There were no incidents of unacceptable quality.

The following was delivered at the bakery/info site:

- Two long banquet tables on upper level restored and waxed.
- Walls of Info Centre painted the same colour as the bakery to create the feeling of a coherent courtyard.
- Key bollards removed to create a sense of entry into the space and to expand the space to include the unused space in front of the Info Centre.
- The mural on the back wall, which was faded and peeling in places, was re-purposed by painting out sections..
- An “art installation” on the bakery wall utilising old window frames.
- Extensive landscaping
- New tables and chairs and umbrella.

The following was delivered in the fish and chip area:

- A deck with “Bulls” on front
- Two picnic tables refurbished and painted.
- Landscaping
- Sun lounge, bean bag and other furnishing for deck.

- Two umbrellas for picnic table
- Painting of large rusted sign.

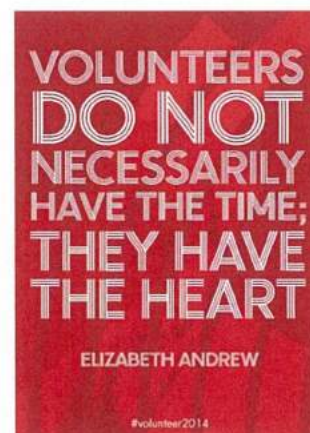
## FINANCES

- The makeover went over the \$5000 budget by \$270.

## PROCESS

Generally speaking the process achieved exactly what we set out to achieve:

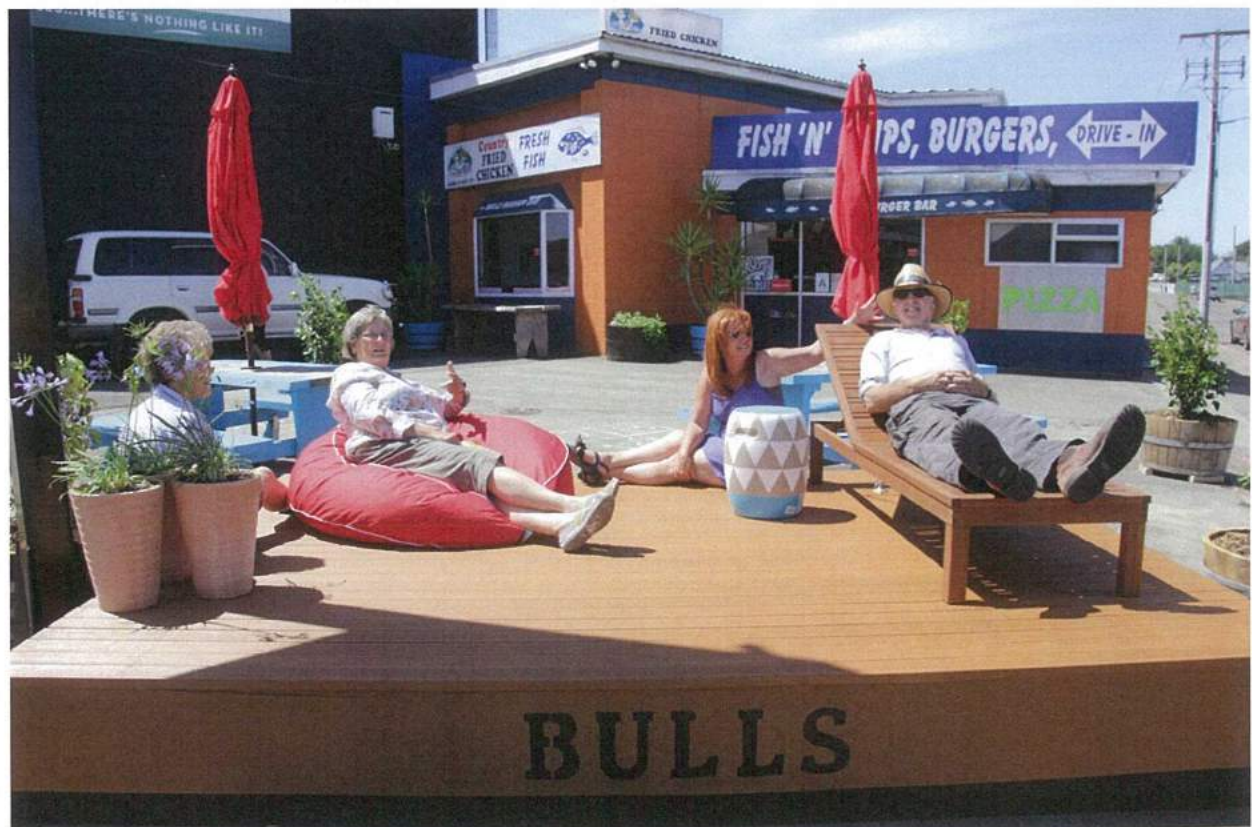
- The tight time-frame of seven days meant people were in action mode and didn't get bogged down in endless talk and planning.
- The short time-frame did not give the naysayers time to organise.
- The final design emerged from the process and was better than anyone could have planned.
- Participants stayed agile.
- There was quite a deal of conflict over the overall aesthetics: the “pro-colourful” camp and the “pro-retrained-and-classy” camp. (This was a natural extension of a conflict that has been going on in the town for some time.) Combining these two aesthetic approaches was challenging, but I think we managed to marry the two successfully.
- Some participants were impatient to get on with the planning as they had done the Place Making training previously. This has led to a significant refinement in the 7 Day Makeover process that gets participants into the practical planning much earlier in the workshop.





REPORT 7 Day Makeover - BULLS





# Feedback

Two participants responded to our post-event survey

**Q1: Overall, how would you rate the 7 Day Makeover**

- Excellent
- Very Good 1
- Fairly Good 1
- Mildly Good
- Not Good at all

**Q2: What did you enjoy most about the 7 Day Makeover?**

- Seeing the end product/s. The new spaces look good.

**Q3: What could we do to make the 7 Day Makeover even better?**

- I think the first two days could have been compacted as most people attending had already attended and been through the process. Perhaps more time looking at different options. I know we have quite a few staid people in Bulls and it is hard to get them to think outside the square (literally)- look at the platform...!!! I also think there needs to be a contingency for ongoing work and how it can be developed and paid for and contributions from the community. 7 day makeover is good and meets a purpose but we need an ongoing plan of action and need to get more input from other community groups/schools etc and develop the ownership connection within our community.
- Less talk and sitting, more hands on. Forget the 7 days and make it an on going event with a "local" in charge

**Q4: Do you feel like you made a valuable contribution to your community?**

- Yes
- No 1

**Q5: Is there anything else you'd like to share about your experience of the 7 Day Makeover?**

- I think it would be good to work with the Community Committee to develop a skills/resources list within the community that we can then draw on for further creative developments.....how exciting!!! Thank you for your contribution David - it's appreciated.
- I feel there are more important ways to improve our community rather than hurriedly choosing somewhere then having a time limit on getting those sites finished with a limited amount of money to spend.



# Recommendations

## Key recommendations

1. That Council continue to fund grass-roots place making in future budgets.
2. That the Bulls community be encouraged to undertake another makeover, but that this be something that can be done in a shorter time – say a weekend.
3. That the same process, as used in the 7 Day Makeover, be followed:
  - Choose a location to be made over
  - Generate ideas for the space, using the questions in the Workshop Manual provided to participants.
  - Ask drivers to nominate for various aspects of the makeover
  - Begin the makeover without a long lead-in time. (Maximum of one week. The longer the lead-in time the more chance the process will go off track and the participants begin over-planning.)

## Changes to process

While the process worked extremely well, the following refinements would potentially make it work even better:

- **EASIER ENTRY POINT:** Potential participants can too easily get the impression that they need to give up seven days to be involved, or that they need to attend the full two days of the Ideas Workshop. Potential participants should be given a broader range of options of how they can be involved, starting with just one hour.
- **CHOOSE MAKEOVER LOCATION AT START:** The location for the makeover was chosen at the end of day one, *after* the place making training. This led to some frustration for those who had already done the training. It also meant that people were learning theory, then had to apply this later on. In future 7 Day Makeovers, the location should be chosen as the first step, and then place making theory applied directly to the chosen space.





# *Appendix 1b*

MARTON TOWN CENTRE  
**7 DAY**  
*makeover*  
 8-14 FEB.



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# Background

In the Marton Town Centre Plan, Creative Communities made a recommendation that each town in the Rangitikei District Council be allocated a budget for community-led, grass-roots place making. The plan states (p10):

*Ensure Marton develops its own unique boutique-town style by providing funding to enable the community to undertake place making projects.*

In response, Council allocated funds to Project Marton to run a place making program in Marton. Creative Communities was engaged to run a 7 Day Makeover.

On December 8, 2015, David Engwicht ran an Information Night for interested people, explaining how the process would work.

The makeover itself happened February 8 – 14, 2016

Any community placemaking program has the following **risk factors** (based on 25 years experience):

- The community doesn't understand the basic principles of placemaking, and invests in ineffective projects.
- The community can't agree on the most important projects or on the design for a project and the process becomes bogged down in endless meetings.
- The town naysayers oppose what is proposed and nothing ends up happening.

Creative Communities has been looking at sharpening its approach in how we involve communities in creating great public places. We wanted to increase the quality of the training of local leadership, and the transfer of skills. And we wanted to minimise the potential for projects to go off track.

The result of this hard work was *The 7 Day Makeover*.

The 7 Day Makeover trains local people in the art of agile place making.

The process can be replicated in further makeovers.



## A sharper system

*The 7 Day Makeover* was designed to overcome some of the limitations of traditional methods of involving the community in place making,

- *The 7 Day Makeover* is an integrated system with a robust process which can be replicated by the community (and Council) over and over again. This process has systems that were developed to help prevent projects from going off track.
- Much higher level of training for Council staff and residents in the art of agile place making.
- Higher levels of pride in the outcome because participants create the *Makeover Strategy* themselves, rather than it being created by Creative Communities.
- Higher levels of community involvement overall because of better advance notice of process.
- Greater flexibility for community members in choosing their level of involvement.

# The Process

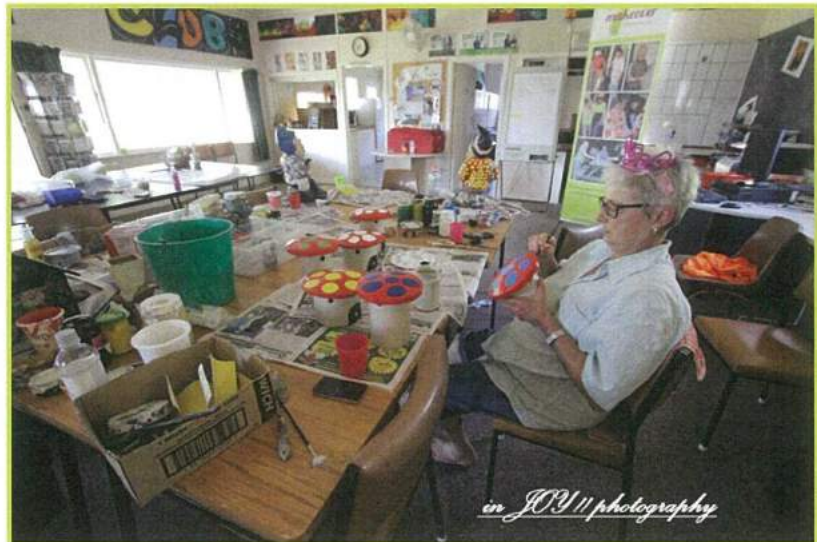
The process involved two key phases:

## PHASE ONE: INFORMATION AND SIGN UP

- A comprehensive communications plan was implemented.
- David visited Marton December 8 and conducted an information evening to prepare for the 7 Day Makeover.

## PHASE TWO: THE MAKEOVER

- The process outlined in the diagram below was implemented.



# Outcomes

## PARTICIPATION

- About 35 people attended the Info Night.
- 20 people participated in the 2 day Ideas Workshop.
- Approximately 30 people participated in the Makeover.

## MAKEOVER PROJECTS

On the walk around town we identified four potential makeover sites. The mid-block "crossing" on Broadway was chosen because: participants felt that it was achievable; the makeover would have maximum impact; that it provided a golden opportunity to provide a social gathering space; and that being able to do both sides of the road would help reduce the dominance of car traffic on Broadway.

The quality of work was generally exceptionally high. There were no incidents of unacceptable quality, although some elements have a limited life.

The following was delivered:

- Two large, well constructed, stained decks, including one with a built in seat and sun lounge. This was a totally original design and features "Marton" on the side for those taking photographs.
- Two bean-bags for the flat deck.
- Two crocheted socks for the bollards.
- A lime-chipped adventure path for children with professionally laid brick edge.
- A stained swing bridge and arched bridge at the two entries to the path.
- A stained archway at the midpoint.
- Adult and children seating made out of slumped terracotta pipes. (Seat tops are being made for these.)
- Extensive replanting on both sides of the road.
- Four large rocks placed in garden.
- Fairy garden elements, such as painted toad stools, throughout the garden.
- A fairy garden letter box.
- A restored park bench and garden in the dead corner near the second-hand book store.
- A feature made out of the concrete lamp post which was in very poor condition.
- Uplighting of the trees with LED colour change lights set in the deck and on the shop awning.

## FINANCES

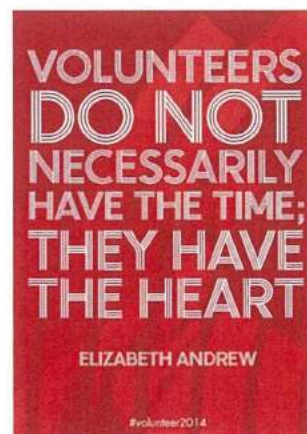
- A notable aspect of this makeover was the involvement of businesses who donated tradespeople time and materials.
- The initial costing suggested we would go \$600 over the allocated budget. However, due to the generosity of local businesses, the makeover was \$515 under budget. That money has been set aside for the next makeover.

## PROCESS

We trialled a highly successful innovation with this makeover. We moved the town centre audit to the start of the day, and chose the makeover space *before* doing the place making training. This meant participants were able to apply the learning to a specific site rather than it just being theoretical.

Generally speaking the process achieved exactly what we set out to achieve:

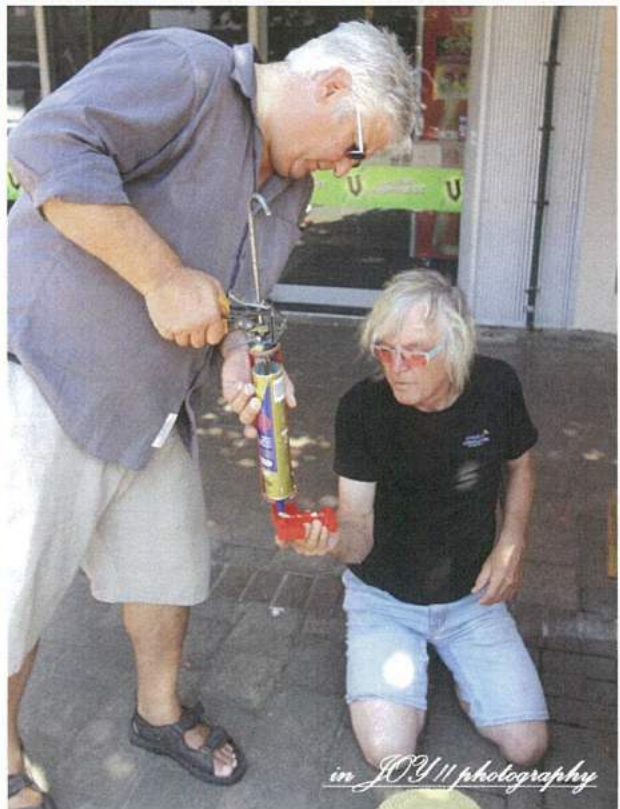
- The tight time-frame of seven days meant people were in action mode and didn't get bogged down in endless talk and planning.
- The short time-frame did not give the naysayers time to organise.
- The final design emerged from the process and was better than anyone could have planned in advance.
- Participants stayed agile.
- Surprisingly there was very little conflict over the design. There was one minor disagreement over the placement of the letterbox, but this was resolved by having a team meeting.











# Feedback

Five participants responded to our post-event survey

**Q1: Overall, how would you rate the 7 Day Makeover**

Excellent 3

Very Good 2

Fairly Good

Mildly Good

Not Good at all

**Q2: What did you enjoy most about the 7 Day Makeover?**

- I enjoyed the community spirit that took over during the week, how people pulled together despite upsets now and then, and created a truly beautiful project.
- The community spirit
- Everything
- The community interaction bringing mixed skills together to achieve a great project outcome. Meeting new people of like minded objectives.
- Watching it all come together as we worked

**Q3: What could we do to make the 7 Day Makeover even better?**

- I think it will happen organically like our build did.
- Bury the naysayers in the concrete
- In this instance the sequence of works and community interaction flowed really well. My only disappointment being the installation postponement for the connect four. How do we better engage the shop owners.....or do we ignore them?
- Seemed a bit of a mess at the start of each day so made it hard to just get in and help

**Q4: Do you feel like you made a valuable contribution to your community?**

Yes 5

No 0

**Q5: Is there anything else you'd like to share about your experience of the 7 Day Makeover?**

- It was an amazing experience all around. I can't wait to start the next phase!
- Would be great to have more people involved.
- We need to keep going.
- No, very happy



# Recommendations

## Key Recommendations

1. That Council continue to fund grass-roots place making in future budgets.
2. That the Marton community be encouraged to undertake another makeover, but that this be something that can be done in a shorter time – say a weekend.
3. That the same process, as used in the 7 Day Makeover be followed:
  - Choose a location to be made over
  - Generate ideas for the space, using the questions in the Workshop Manual provided to participants.
  - Ask drivers to nominate for various aspects of the makeover
  - Begin the makeover without a long lead-in time. (Maximum of one week. The longer the lead-in time the more chance the process will go off track and the participants begin over-planning.)



# *Appendix 1c*

FEBRUARY 2016 v2



# MANGAWEKA REPORT

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3.	RECORD OF IDEAS	5
4.	ACTION PLAN	7
5.	AGILE PLANNING PROCESS	8



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CLIENT: Rangitikei District Council  
Version 2; 7/2/2016



# 1. SUMMARY

Creative Communities International (CCI) was engaged by Rangitikei District Council to conduct an Exploring Possibilities Workshop in Mangaweka on Sunday, 6 December, 2015.

David Engwicht shared the basic principles of place making with participants before leading the participants on an exploratory walk of the town centre.

On this walk it was identified that the major task is to get travellers to stop, and then get them to go on a short adventure walk that would take in the historic main street, a hidden gem just a few paces from the main road.

It was decided to start this walking circuit by creating a picnic area and children's activities in the grassed area opposite the Hub Cafe. From here travellers would be encouraged to "find the ghosts in the ghost town." This would be potentially reinforced with a map of the ghost trail handed out by cafés and galleries located on the highway.

Since the workshop it has emerged that the grassed area is owned by NZTA and that they are not keen to see a picnic area here. This requires a change in tactics:

- Enhance existing stop points to make them more attractive for travellers to stop
- Create the Ghosts and Forgeries Discovery Walk
- Create wayfinding signs to the Ghosts and Forgeries Discovery Walk.



## 2. LONG TERM PLAN



**STOP OFF POINT:** Attractions that encourage motorists to stop. It is at these points they must be encouraged, via brochure or signage, to go on the walking tour.

Even those these are on private land, one or more of these stop off points need to be enhanced as a place for kids to stretch their legs and for people to have a picnic.



**SIGNED WALKING TRAIL:** Must include wayfinding signage.



**GHOST TOWN:** Find the ghosts of famous and infamous people (limited to main street). Plus find the fake shops and forgeries.



### 3. RECORD OF IDEAS

#### Resources Bank

\$? Placemaking fund  
\$1000

\$400 - 600 Creative Communities

Council Depot

Historic Fake People

Old Buildings / Facades

Patch of Grass

Wide Street

Historic Junk (Cars)

Arts Community / Galleries

Masterpieces

Skeleton Walking Circuit

DC3

Landscape / River

Highway

Railway Viaduct

Bushwalks

Hydro

History  
Museum

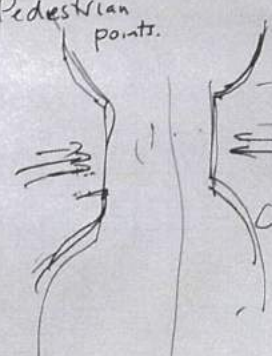
Revised map - given out by businesses

Grassy knoll - raft / kayak

- playhouse - historic look
- picnic table / chairs.
- paint railings - renewed (colours) - historic. & totara post.
- paint on streets

Pedestrian points.

Bank corner <sup>Access to</sup> ~~left bank~~ <sup>next left</sup>



Matching things / colours on each side

- paint bottom of power poles.
- Cafe - furniture, large coffee cup on corner.

T.G. Taylors - hard wave in window.

- park benches paint

Welcome signage?

Entrances - fisherman with rods.

- or raft / kayak.

Recognisable <sup>character</sup> / character / signs with arrows underneath ~~bottom~~ pointing to Broadway.

Display old photos et al in museum frame.

Updated <sup>A</sup> Mangaweka brochure to include walks, cycleways, museum info, historic buildings, fakes & forgeries. - funded by businesses.

spread  
community  
native food  
direction signs  
Stockyards  
-stake in them  
Old Tractory tyre  
front of museum  
Surrender your  
Dead  
-immortalised in  
Manawaeka  
I went to  
Wall of shame  
+ fame  
Crazy connections  
"Cathedral Tower" on village green.  
for intrigue / Shosh up  
name signage  
eg Norsewood  
old Norsewood  
Broadway clear  
Entrance to  
Inviting  
self guided  
tours  
marked - ghosts  
-themed - ghouls  
-scary things / art  
Calm  
Signage on  
Te Kahui Kupa  
(Henry's shed)  
Hero images  
Companion  
Geocaching  
scally wags.  
-ghosts,  
Adventure Trail  
picnic + furniture  
Plane - hosties for  
alt. signage  
farewell sign  
Signage  
Town of character  
Mangaweka -  
Character village  
Signage  
Discovery  
create and the "Map"  
characters  
all over Broadway -  
EMPTY CHAIRS  
TOWN TABLE  
WHERE'S PAUL  
Henry  
Waka  
footprints

## 4. ACTION PLAN

### PROJECT PRIORITY

1. **PICNIC AREA:** Explore possibilities to create a picnic area at one of the stopping points, even if this is on private land – relaxing seats, things for children to play on, shade, and landscaping.
2. **ORGANISE GHOST WALK:** Who are the ghosts, where do they live, and what is their story? Where are the fakes, and what is their story. Develop numbered plaques at the appropriate locations, detailing the story.
3. **CREATE WALKING TRAIL:** Put up a sign at the three stopping points, “Can you find the [number] Ghosts and [number] of Fakes?” with an arrow and length of time it will take to walk there. There should be a series of way-finding signs at strategic locations. These would have a symbol for the Ghost Walk, The Gallery, The Plane, with time it takes to walk to each.
4. **PROMOTE THE GHOST WALK:** Create a map that is handed out at the stop-off points. Maybe a different map for kids and adults.

### PROCESS

Work should be done in an agile manner (see next section). To minimise organising, I suggest deciding the next project, and who is driving that project, at the end of each working bee.



*Example of good wayfinding sign. Notice that it gives the time it takes to walk rather than the actual distance.*

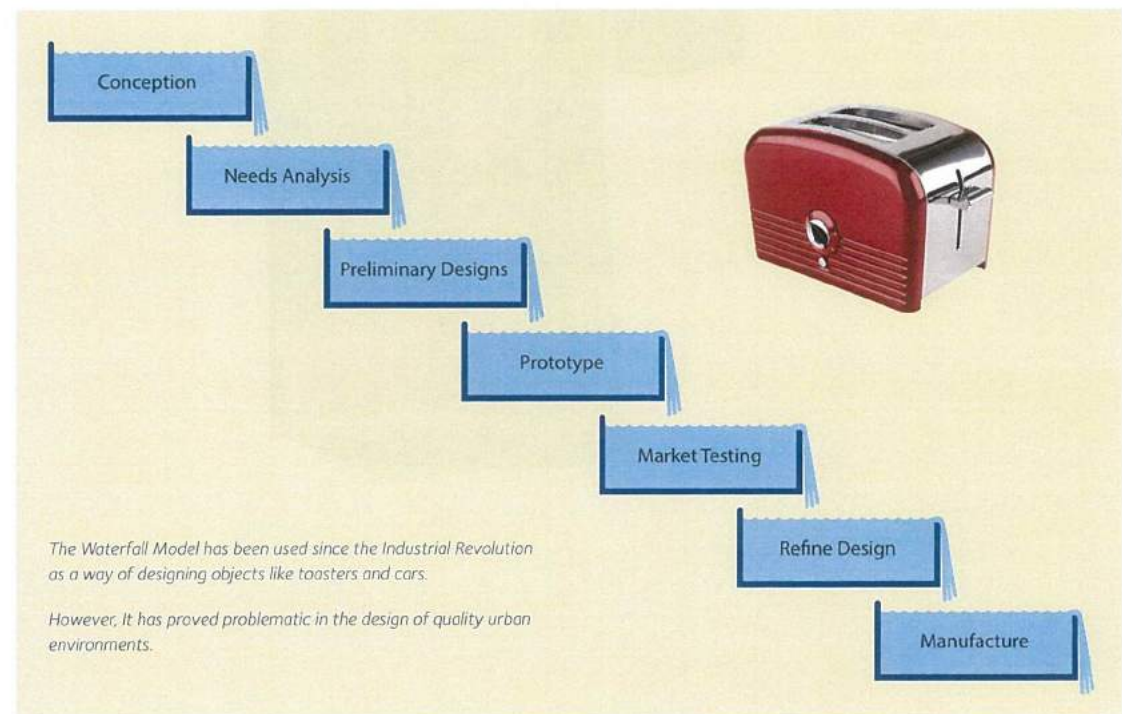
## 5. AGILE PLANNING PROCESS

There is a revolution happening in the way great public spaces are being created around the world. Some call it *Lighter, Quicker, Cheaper* while others call it *Tactical Urbanism*. We call it *Agile Planning*.

We borrowed the term *Agile Planning* from the software development world, because this is where the revolution began. Traditionally, software development (like urban planning) used a design process called the waterfall model (see diagram below). This design process, inherited from the Industrial Revolution, goes through a series of logical, non-reversible one way steps – from scoping of desirable features through to full-scale production. When computers first made their debut, software developers unconsciously adopted this same waterfall model used in industrial design.

However, the waterfall model has proved very problematic in dynamic, fast-changing environments, like the world of technology, or planning our cities and towns. Here are the fatal flaws for software – you make the connection to the way we try to create better public places (OK we will give you some hints).

- Software takes several years to develop, by which time the computer world has changed dramatically and the software is outdated – so a lot of very expensive software ends up sitting on a shelf gathering dust. (Think of all the grand plans for great public spaces sitting on Council shelves gathering dust – or the studies already done on your makeover area.)
- Small mistakes made at the start of the development process become entrenched and built into the software, making it difficult and expensive to remove these bugs at the end of the development process. (Think of very expensive makeovers that don't work because the designers got some small details wrong.)
- The clients only know about 20% of what they really want from the software at the start of the process. They discover the other 80% during the development process. Because the analysis-of-requirements phase is at the start of the process, and has long passed, the resultant software is only 20% as effective as it could have been. (Think of the very expensive makeovers that seem to have delivered only 20% of their potential.)



### *The agile alternative*

Many software companies have moved to the agile model. Instead of the linear, unidirectional flow of the waterfall model, the agile model moves in small, incremental steps – in a series of sprints lasting two weeks.

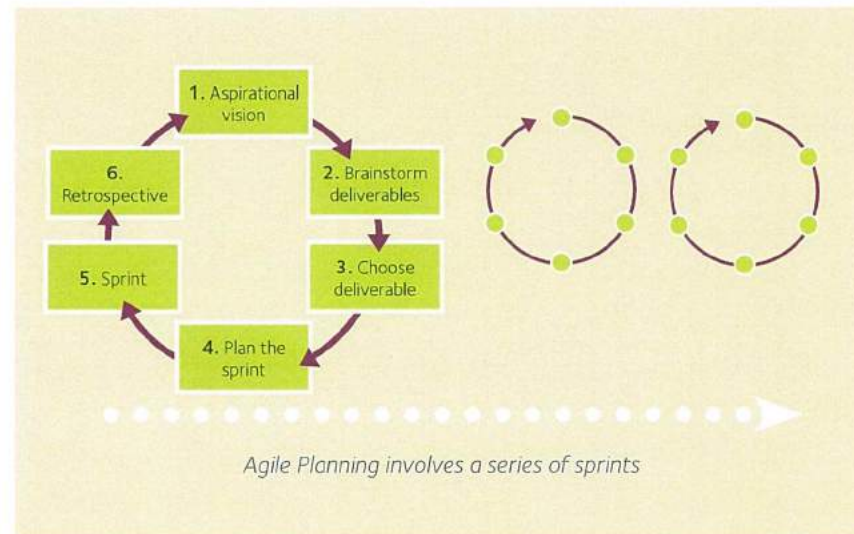
Here is an overview of the agile framework. **You will notice that the Exploring Possibilities Workshop covered the first four steps in this process.**

1. **Aspirational vision:** Ask, "What do we think the client wants". The agile model does include master-planning, but it does not try to construct an all-encompassing picture of the "end product". The picture is tentative and aspirational, recognising the picture will become clearer as the process unfolds.
2. **Brainstorm deliverables:** What are some small deliverables that would move the client closer to what we *think* they want?
3. **Choose deliverable:** Which of these small deliverables would potentially benefit our client the most?
4. **Plan the sprint:** How do we work together as a company to deliver this in a sprint? Agile teams are not compartmentalised. Tasks are allocated to whoever has the capacity to deliver. The focus is on delivering the deliverable, not on work positions.
5. **Sprint:** The deliverable is delivered in the shortest time frame possible
6. **Retrospective:** After implementing each sprint the team asks: What did we learn? How do we need to adjust our plans for the product? What features should we drop? What new features should we add? Does the aspirational vision need adjusting?

### *A warning*

Councils and communities have been using the waterfall method of planning for so long, it is an ingrained habit. Even when we give a clear outline of the alternative approach, people revert back to the old model of endless committee meetings, over-planning and over-thinking. Projects lose their spontaneity – and all the action-oriented people bail out. Sometimes the projects get closed down by the town nay-sayers.

Do not think too far ahead. Trust the process. If you find yourself having lots of meetings, you are off track.



# *Appendix 1d*



FEBRUARY 2016 v1

# TURAKINA REPORT

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CLIENT: Rangitikei District Council  
Version 1; 16/2/2016



# 1. SUMMARY

Creative Communities International (CCI) was engaged by Rangitikei District Council to conduct an Exploring Possibilities Workshop in Turakina over two evenings – on Wednesday, 3 and Thursday 11, February, 2016.

David Engwicht shared the basic principles of place making with participants before leading the participants on an exploratory walk of the town centre.

On this walk, David identified two major opportunities for Turakina.

## THE PHOTO TRAIL

Turakina typifies a classic New Zealand rural town, that even to an Australian, is quaint and intriguing. However, local residents are not aware of how much character their little town contains because they have lived with it for so long. And driving through the town, a visitor has no idea that, hiding just below the surface, is an incredibly photogenic town.

This suggests a three part strategy:

1. Enhance the Coach House (located at the cross-roads) into the star photo opportunity.
2. Create a "Picture Opportunity Trail" map and display in the Coach House Notice Board
3. Run a yearly or bi-yearly photo competition and use the resultant pictures to promote Turakina as "the photogenic town".

## THE KIDS TRAIL

Turakina has some fantastic spaces for kids to stretch their legs and let off some steam. This is complemented by some easy off-highway parking. These kid-friendly spaces could be combined into a kid's adventure trail that would complement the photo trail.



## 2. PHOTO TRAIL & COMPETITION

### 1: Enhance Coach House

Enhance the Coach House (located at the cross-roads) into the star photo opportunity. This can be easily done as a weekend project by:

- Placing a couple of classic park benches in front of the house that people can sit on when they are having their photo taken.
- Putting a Coach House sign on the bracket extending from the front wall.

### 2: Picture Opportunity Trail

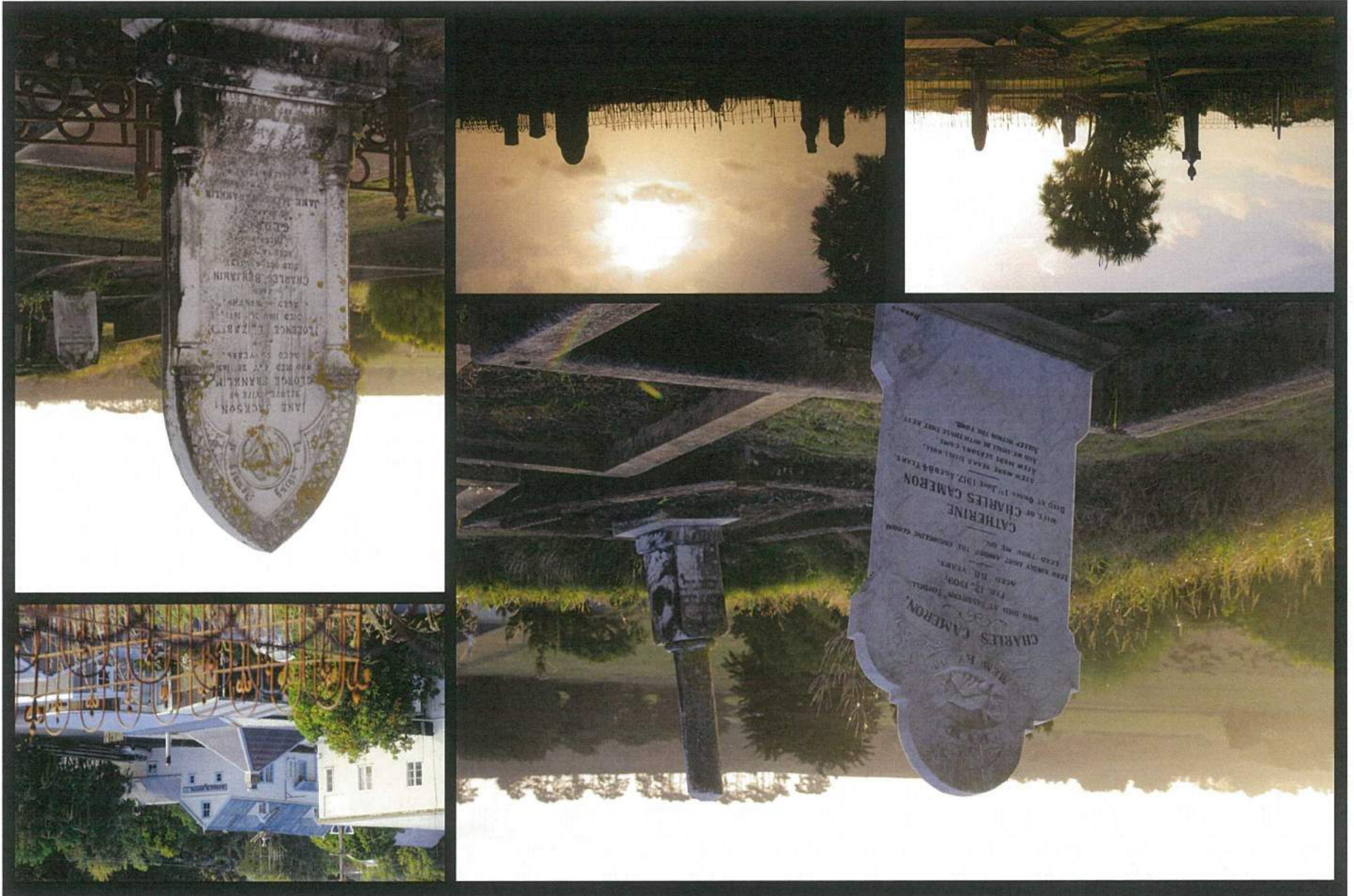
- Identify the key locations where there is a picture opportunity. The pictures in this report gives a clue as to where these locations might be.
- Create a stylized map of the town with the key photo opportunities identified. Perhaps include inspiring thumb-nail photos depicting the opportunity at each point. (You can use the photos from this report, existing photos, or the photos from your first photo competition.) Request that people respect the privacy of locals.
- Display the map on the front of the Coach House in the ready-made notice board area.

### 3: Photo Competition

- Run a yearly or bi-yearly photo competition, drawing participants from across New Zealand
- Create a "gallery" in an existing business, church, or empty shop window.
- Publish the results on line or as a book for purchase.







# 3. KIDS TRAIL

## 1: Enhance Parking

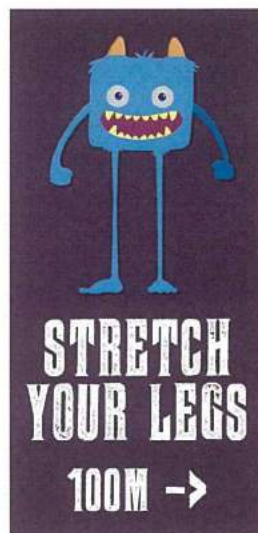
- Work with NZTA and the carpark owner to put a new entry into car-park so it can be entered from both sides

## 2: Signage

- Put up signage inviting children to stretch their legs at the outskirts of town and at the entry to the car-park.
- Put up a map of the walking trail and key attractions at the car-park and the noticeboard at the Coach House. (This can be done as a combined map with photo opportunity trail.)
- Create wayfinding signage that tells you how far it is to walk to the key attractions. Alternatively, create a series of markers with the character featured on the *Stretch Your Legs* sign.

## 3: Enhance trail

- Add discovery points along the trail, such as a troll under the bridge or a funky picnic table at one of the points where kids can stretch their legs.



Example of good wayfinding sign.  
Notice that it gives the time it takes to walk rather than the actual distance.



Ready-made play area next to car-park



Opportunity- troll under bridge

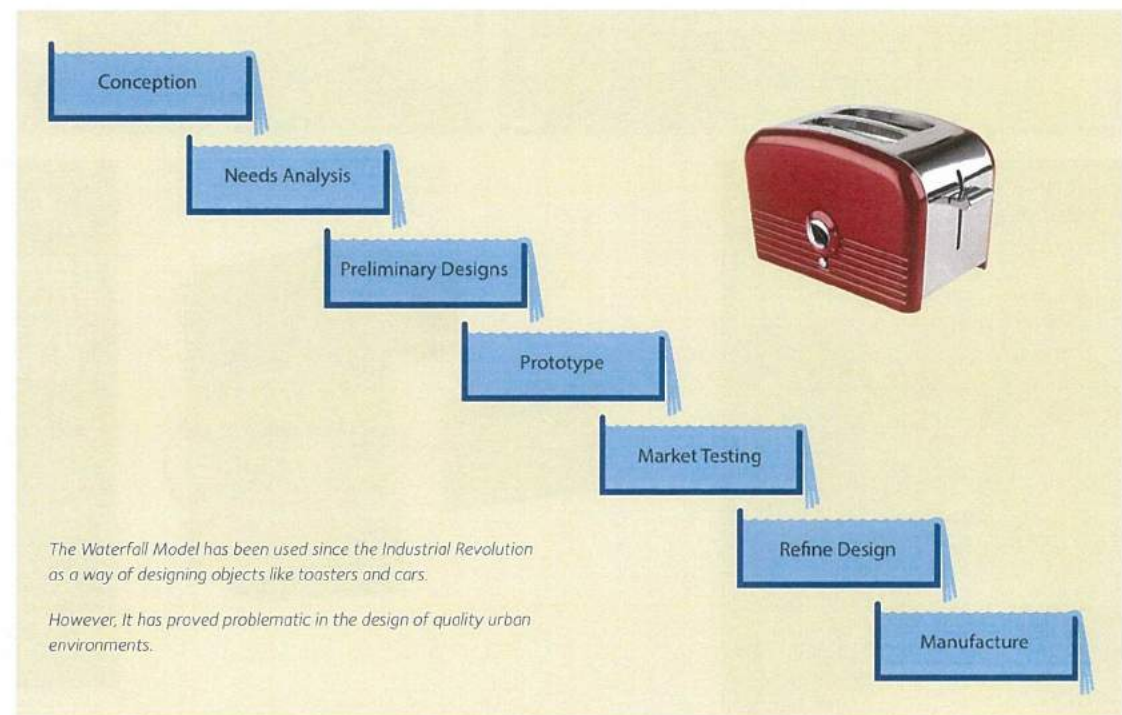
## 4. AGILE PLANNING PROCESS

There is a revolution happening in the way great public spaces are being created around the world. Some call it *Lighter, Quicker, Cheaper* while others call it *Tactical Urbanism*. We call it *Agile Planning*.

We borrowed the term *Agile Planning* from the software development world, because this is where the revolution began. Traditionally, software development (like urban planning) used a design process called the waterfall model (see diagram below). This design process, inherited from the Industrial Revolution, goes through a series of logical, non-reversible one way steps – from scoping of desirable features through to full-scale production. When computers first made their debut, software developers unconsciously adopted this same waterfall model used in industrial design.

However, the waterfall model has proved very problematic in dynamic, fast-changing environments, like the world of technology, or planning our cities and towns. Here are the fatal flaws for software – you make the connection to the way we try to create better public places (OK we will give you some hints).

- Software takes several years to develop, by which time the computer world has changed dramatically and the software is outdated – so a lot of very expensive software ends up sitting on a shelf gathering dust. (Think of all the grand plans for great public spaces sitting on Council shelves gathering dust – or the studies already done on your makeover area.)
- Small mistakes made at the start of the development process become entrenched and built into the software, making it difficult and expensive to remove these bugs at the end of the development process. (Think of very expensive makeovers that don't work because the designers got some small details wrong.)
- The clients only know about 20% of what they really want from the software at the start of the process. They discover the other 80% during the development process. Because the analysis-of-requirements phase is at the start of the process, and has long passed, the resultant software is only 20% as effective as it could have been. (Think of the very expensive makeovers that seem to have delivered only 20% of their potential.)



### *The agile alternative*

Many software companies have moved to the agile model. Instead of the linear, unidirectional flow of the waterfall model, the agile model moves in small, incremental steps – in a series of sprints lasting two weeks.

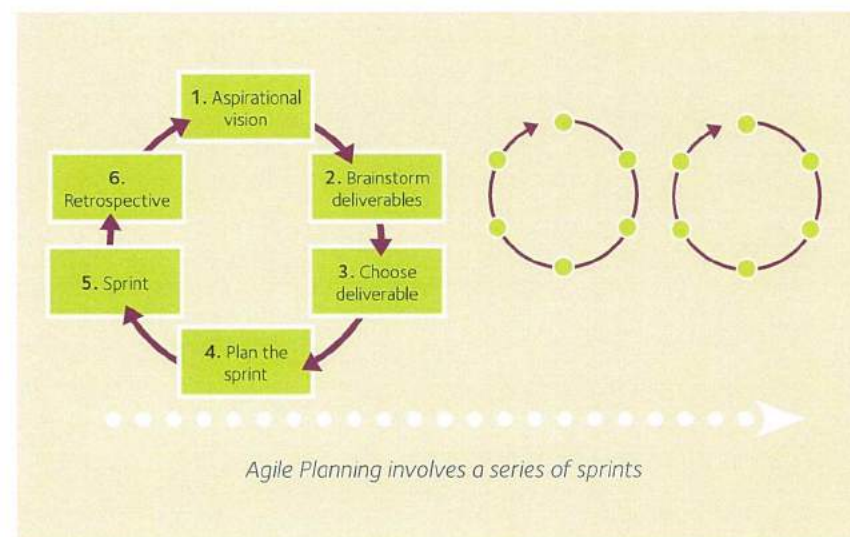
Here is an overview of the agile framework. **You will notice that the Exploring Possibilities Workshop covered the first four steps in this process.**

1. **Aspirational vision:** Ask, "What do we think the client wants". The agile model does include master-planning, but it does not try to construct an all-encompassing picture of the "end product". The picture is tentative and aspirational, recognising the picture will become clearer as the process unfolds.
2. **Brainstorm deliverables:** What are some small deliverables that would move the client closer to what we *think* they want?
3. **Choose deliverable:** Which of these small deliverables would potentially benefit our client the most?
4. **Plan the sprint:** How do we work together as a company to deliver this in a sprint? Agile teams are not compartmentalised. Tasks are allocated to whoever has the capacity to deliver. The focus is on delivering the deliverable, not on work positions.
5. **Sprint:** The deliverable is delivered in the shortest time frame possible
6. **Retrospective:** After implementing each sprint the team asks: What did we learn? How do we need to adjust our plans for the product? What features should we drop? What new features should we add? Does the aspirational vision need adjusting?

### *A warning*

Councils and communities have been using the waterfall method of planning for so long, it is an ingrained habit. Even when we give a clear outline of the alternative approach, people revert back to the old model of endless committee meetings, over-planning and over-thinking. Projects lose their spontaneity – and all the action-oriented people bail out. Sometimes the projects get closed down by the town nay-sayers.

Do not think too far ahead. Trust the process. If you find yourself having lots of meetings, you are off track.



# *Appendix 2*



*First Meeting of the Sealding  
Borough Council held in the Immigration  
Boards on Monday, the 15<sup>th</sup> August 1881.  
Present, His Worship the Mayor, D. H. Macdonald  
(Chairman), Councillors Littlebridge, Chambers, Law,  
Rutherford, London, Johnston, Baker, Higgins,  
and Thomson.*



## WELCOME

Welcome to the Archives Central newsletter. This is a monthly update that lets you know what we are up to, the sorts of archives we hold in the stacks and a bit about the history of the region.

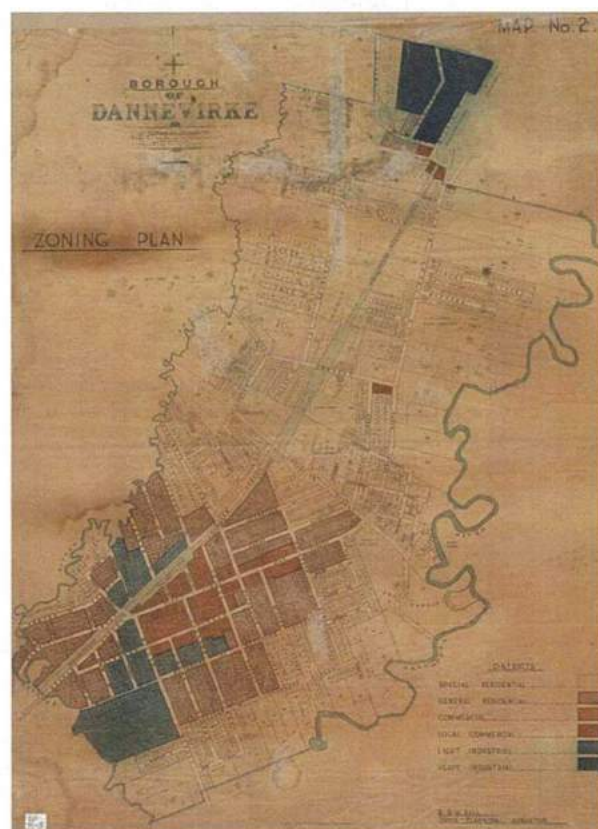
## HIGHLIGHTS OF THE MONTH

Over January we had:

- 45 requests lodged with archives staff
- 1,856 unique visitors to the Archives Central website

We scanned the following items which can be viewed on our website:

- Dannevirke Borough Town Planning Scheme, 1935-1965
- Map of Horowhenua and Hutt Counties, 1884-1887
- Rangitikei County Rate Books, 1899-1908
- Halcombe Town Board Minute Book, 1880-1891

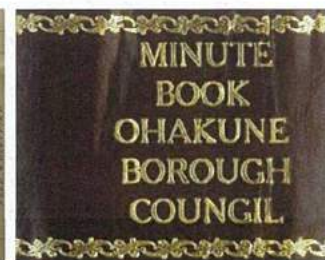
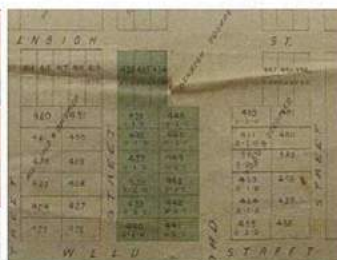


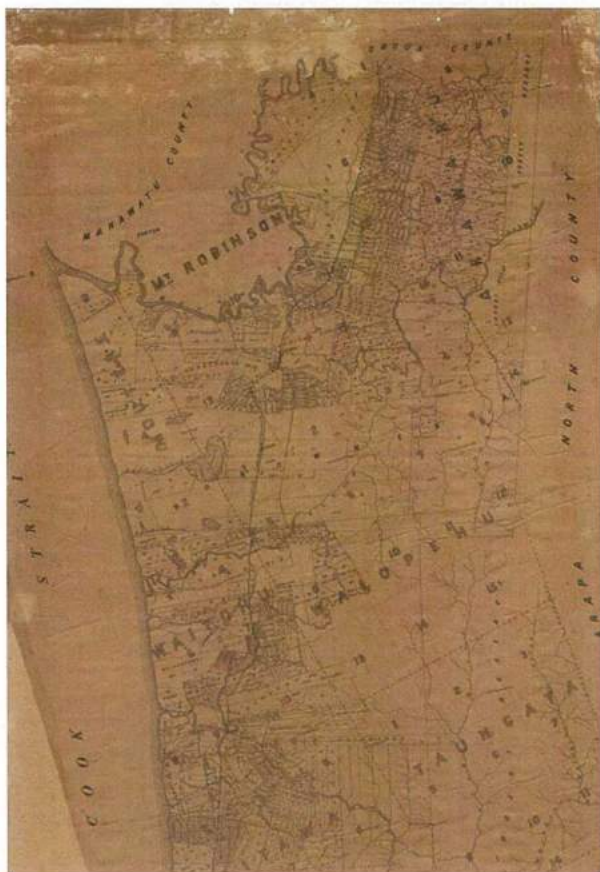
*Halcombe Local District  
First Election of Commissioners  
1880.*

*The following persons were duly elected as Commissioners  
to the Halcombe Local Board on the first day of February 1880 in accordance with  
the provisions of the "Regulation of Local  
Elections Act 1866."*

STAFF ONSITE  
8.00am - 5.00pm Monday - Friday  
for enquiries

READING ROOM  
Open to Public 1.00pm - 5.00pm  
Tuesday to Friday





## FROM THE STACKS – MAP OF HOROWHENUA COUNTY CIRCA 1887

We recently found this intriguing map in the Rangitikei District Council Collection. It was pasted together from two separate maps of the Hutt and Horowhenua Counties.

Why the Rangitikei County Council had this, we couldn't say, but it's handy that it was kept. As outlined in our last newsletter, a fire destroyed many Horowhenua records in 1898, so no equivalent map exists in the Horowhenua District Council collection.

The Hutt County portion is clearly dated 1884, but the Horowhenua County section has no date. Checking the features shown on the map and the land subdivisions that had occurred, we were able to narrow it down to about 1887.

This is a great example of how different council collections can hold material relating to one another. As the map could be quite useful to users of the Horowhenua County rate books, this is now available online.

## DID YOU KNOW?

### -Local Body voting

Rules around voting in council elections often mirror those of central government, but the timelines don't always match up.

Most people in NZ would know that we were one of the first countries to grant women the vote in 1893. But some women had already been voting in local body elections before this.

In the 19th Century you had to be over the age of 21 and own property to vote in a council election, and gender was not a qualifier. Of course property was often owned by the husband, so only a small number of women could vote under these rules. It was also possible to have up to five votes, depending on the value of your property.

Local body voting was gradually reformed. In 1898 a residential qualification was brought in for Borough

Councils and plural voting was abolished.

Counties took a little longer to change. In 1899 plural votes were reduced to three and the required land value was substantially increased. In 1944 a residential qualification was created and it was only in 1974 plural voting was finally abolished.

In comparison with central government, all men over 21 gained the right to vote in 1879, plural voting was abolished in 1889 and women could vote from 1893.

181	Patersan	Chas.	
182	Pharagyn	B. J.	
183	Robinson	Mrs.	
184	Rowley	Samuel	Handum

A Mrs Robinson appears on the Feilding Borough Electoral Roll (or Burgess list) for 1882-83

# *Appendix 3*

Ross McNeil  
Chief Executive  
Rangitikei District Council  
46 High Street,  
Marton

February 29<sup>th</sup>, 2016

Dear Ross,

We own a property at 5A Missel street, Taihape which was extensively damaged by fire in June 2015.

Following the fire we received advice from Council staff that there were numerous building restrictions in place regarding re-building on the site due to the slow moving slip. These restrictions meant we have been unable to build a house which suits our needs within the one year time frame and therefore have purchased another property in Taihape.

We would like to continue discussions with you regarding gifting the land back to the council as we do not wish to retain ownership of the property however we understand there is a process to follow regarding this.

We therefore request a full rates remission on the property.

We look forward to hearing from you.

Sam and Helen Janes  
15 Tirowhanga Road,  
Paremata  
Porirua 5024  
[samhelenjanes@gmail.com](mailto:samhelenjanes@gmail.com)

# *Appendix 4*

DEED dated *29 February* 2016

**BETWEEN**                    **RANGITIKEI DISTRICT COUNCIL,**  
a body corporate pursuant to the provisions of the Local  
Government Act 1974 ("the Council")

**AND**                         **KEITH ANDREW HUGHES and JACKIE HUGHES,**  
Trustees of the Estate of BARRY JOHN HUGHES,  
("the Trustees")


RECITALS:

- a) The Trustees are authorised to act pursuant to Probate of the will of the late Barry John Hughes issued under no
- b) The Trustees wish to be registered as proprietors of the land comprising part of the Council's Pension Housing Scheme.
- c) The land is described as Flat 1, Deposited Plan 64074, created by Lease 970059.2 and being Certificate of Title 33C/313 (Wellington Registry). ("the land")

IT IS AGREED:

- 1. The Council, as Caveator of the described land, consents to registration of a Transmission into the names of the Trustees.
- 2. The Trustees notify the Council of their intention to sell the land through a Real Estate Agency.
- 3. The Council agrees to waive its right of purchase pursuant to Clause 16 (b)(i) of the deed made on 8 September 2006 between itself and the late Barry John Hughes.
- 4. As part of the terms of settlement of such sale, both parties agree to sign such further documents as may be required by the Council to secure its rights as Caveator registered number 7051610.1

Signed by  
**RANGITIKEI DISTRICT COUNCIL**

  
 .....  
 Ross McNeill  
 Chief Executive

Signed by **KEITH ANDREW HUGHES**

and

**JACKIE HUGHES**

and witnessed by:

.....

.....

.....

# *Appendix 5*



# *Appendix 6*



23 March 2016

File No: 3-OR-3-5

Ruth Dyson  
Chair  
Government Administration Committee  
Parliament Buildings  
Private Bag 18041  
**WELLINGTON 6160**

By email: [selectcommittees@parliament.govt.nz](mailto:selectcommittees@parliament.govt.nz)

Dear Ruth

## **Civil Defence Emergency Management Amendment Bill**

The Rangitikei District Council appreciates the opportunity to submit on the Civil Defence Emergency Management Amendment Bill. We strongly support the intent of the Bill, the Council's experience with major flood incidents – most recently in June 2015 – is that well managed recovery is crucial. The structured approach set out in the Bill will assist both local councils and their communities when further such events arise.

We draw on that experience in the following comments and suggestions, which we hope are useful to the Committee.

### **1 Strategic recovery plan**

- 1.1 New section 57A in the Bill requires each Civil Defence Emergency Management Group to prepare and approve a civil defence emergency management strategic recovery plan "in accordance with any guidelines, codes, or technical standards issued under section 9(3) [of the principal Act]". In its Regulatory Impact Statement, the Ministry acknowledges that this imposes costs, but expects an offset through the resulting more effective and timely recovery. We accept that view.
- 1.2 However, there is no specific provision in the Bill on when these plans are to be done, if it is at the time all provisions come into effect – 180 days after the Bill receives Royal Assent – that may be an unrealistic timeline especially if the Ministry wishes to prepare new guidelines etc. for the Groups to use.

## 2 Recovery managers

- 2.1 New section 30 allows (but does not require) a Civil Defence Emergency Management Group to appoint one or more persons to be a Local Recovery Manager. We think the Group should be required to make such an appointment if a resolution from a local council requests that. This could be achieved by amending 30(1) to read:

A Civil Defence Emergency Management Group may (or must, if it receives a resolution from a local council requesting it to do so) appoint.....

- 2.2 New section 94H specifies powers available to recovery managers during a transition period:

(a) carry out or require to be carried out all or any of the following:

(i) works

(ii) clearing of roads and other public places:

(iii) removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be:

(b) provide for the conservation and supply of food, fuel, and other essential supplies:

(c) disseminate information and advice to the public.

- 2.3 While these powers are certainly relevant, the Bill is silent on ensuring collaboration between external organisations, including government agencies, particularly their communications with the community. This proved a significant issue for Rangitikei after the rainfall event in June 2015. During a transition period it is essential that there are consistent and coherent messages to the community, and the logical co-ordination point is the Recovery Manager. This could be assured by adding to 94H:

(ba) require external organisations (including government agencies) to advise (and, if necessary, to modify) intended communications to the community within the area covered by the transition period;

- 2.4 In addition, both the recovery manager and police constables are given specific powers during a transition period to:

- direct the evacuation of any premises or place and the exclusion of any person or vehicles from any premises or place;
- enter or break into any premise or place to save life, prevent injury or rescue people;
- require a person to stop any activity which may cause or substantially contribute to the consequences of an emergency; and
- require proof of identity and authority.

These are all relevant too.

### 3 The transition period

- 3.1 Clause 28 details the important concept of ‘transition period’ either nationally or at a local level, to ensure “a timely and effective recovery”. A local transition period is limited to 28 days, but this may be extended. A national transition period ends after 90 days, but this may also be extended. Where a local state of emergency has not been declared, a local transition period can be declared only with the approval of the Minister for Civil Defence. We support that precaution.
- 3.2 The combination of specified powers and a transition phase addresses the risk of stalling or undermining progress during the response phase. We agree with the Ministry’s view in the Regulatory Impact Statement that it recognises that ‘there may be circumstances where broader public interests outweigh individual interests’.
- 3.3 The Ministry’s view (which has been carried into the Bill) is that the powers used would be ‘proportionate in the circumstances’ and ‘only exercised to the extent reasonably necessary for the public interest’ but it accepts that such powers may impinge on property rights and impact on natural justice. The Ministry considers that the reporting requirements<sup>1</sup> play an important role in subjecting the use of powers to public scrutiny. However, these reports are required only at the end of each transition period, for submission (if local) to the regional Civil Defence Emergency Management Group and to the Director of Civil Defence Emergency Management.<sup>2</sup> Public accountability would be strengthened if local reports were:
- posted on the relevant council and the Ministry’s website (the Ministry suggested that for national transition periods),
  - notified in at least one newspaper circulating in the area) and
  - the Director was required to give a copy of all such reports to the Minister.
- 3.4 The following amendments to new section 95P would give effect to these suggestions:
- (2) add and be posted on the Ministry’s website and (if applicable) the local council’s website and notified in at least one newspaper circulating in the area.
- (5) (b) ~~may~~ must give a copy of the report to the Minister....
- 3.5 The Bill does not provide for diminishing powers for extended transition periods, relying on the concept of ‘proportionate’ use. While Council accepts the principle of informed judgement being applied by those entrusted with making such decisions, there is a risk of creating a ‘new norm’, especially since there is no limit on the number of extensions to the transition period. The Bill should strike the best balance between public interest (and safety) and individual rights and needs. We think amending section 94K would be a good recognition of this objective:
- (1) Despite anything in section 94G, a Recovery Manager or a constable may, if necessary, in his or her opinion, for the preservation of human life, direct –
- (a) the evacuation of any premises or place, including any public place:
  - (b) the exclusion of any persons or vehicles from any premise or place including any public place.

<sup>1</sup> Clause 28: proposed new section 94P.

<sup>2</sup> The Ministry’s preference was for reporting for the national transition period to be every 28 days, but that isn’t reflected in the Bill, which would be after 90 days if the full 90 days is notified and used.

(2) In a second or subsequent transition period, a person may not be excluded from any premises or place which that person owns or normally occupies unless that person is prohibited by other enactments.

- 3.6 An example of other enactments is as formal notification of a dangerous, affected, earthquake-prone or insanitary building under section 128 of the Building Act 2004.

#### **4 Compensation and reimbursement**

- 4.1 The Bill extends sections 108 and 109 of the principal Act to include compensation for loss or damage as a result of actions taken by the National Recovery Manager, Group Recovery Manager, Local Recovery Manager or the Police. However, the Crown accepts liability only for actions by the National Recovery Manager, police constables or their delegates. The Regional Civil Defence Emergency Management Groups have the liability for actions by the Group or Local Recovery Managers.
- 4.2 This follows the position adopted in sections 107-110 of the principal Act for the response phase. However, since these actions have been sanctioned by legislation, it seems more reasonable that all compensation claims should be the Crown's responsibility.
- 4.3 We support the proposed amendment to section 110 to extend the denial of subrogation<sup>3</sup> for insurers through the period when a transition notice is in effect.
- 4.4 Council is pleased to see new section 115A 'Permanent legislative authority for payment of certain expenses', which should assist in providing more timely payments. However, while it seems reasonable that the expenses for payment must be those that "are incurred in respect of civil defence emergency management activities specified in the national civil defence emergency management plan or any relevant guidelines", we are unclear whether (a) this will ease the amount of work which Ministry and council officials currently spend in assessing eligibility of claims and (b) the criteria (which are outside the ambit of legislative control) will provide a reasonable balance in sharing costs between the Crown and local councils.

#### **5 The longer-term view**

- 5.1 During the first reading debate, Adrian Rurawhe, MP for Te Tai Hauāuru observed:
- I think we also need to look at where incidents like this, events like this, happen to residents over and over again. Something more permanent needs to be done, whether it is relocation or it is raising their homes so that they do not flood. These are things that could be easily remedied, I think. I had a conversation with the Mayor of Rangitikei, who really wants to address that issue with the residents in the Rangitikei who are continually being flooded. In the Act itself, of course, we do support the inclusion of the transition periods. I think the implementation, though, needs to be carefully thought out.
- 5.2 While this longer-term view is within the scope of section 33.6.1 of the *Guide to the National CDEM Plan 2015*, Council suggests that a legislative mandate is potentially useful reinforcement. The Bill's focus on recovery 'transition' periods' may mean that a longer-term view is easily lost. An additional requirement could address that:

---

<sup>3</sup> i.e. recovering from local authorities or the Crown any amounts insurers have paid to insured persons in relation to claims for damages.

94HA      Post-transition needs

A recovery manager must give consideration to community and business needs following the end of the transition period which is not subsequently extended and include that analysis and any recommendations in the final report.

I would like to talk with the Committee. The person to contact at Council on this is Carol Downs, phone (06) 327 0163 or email [carol.downs@rangitikei.govt.nz](mailto:carol.downs@rangitikei.govt.nz).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andy Watson', written in a cursive style.

Andy Watson  
**Mayor of Rangitikei**

# *Appendix 7a*



## **INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC**

PURSUANT to Section 342 (b) and the Tenth Schedule of the Local Government Act 1974, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting the Bulls RSA and the Marton RSA to hold their respective ANZAC Day Dawn Service and Parade on Monday 25 April 2016.

Roads to be closed

**Bulls**

0540 – 0700 hrs

**High Street (SH1)** – From Bridge Street (SH3) to Wilson Street

**Criterion Street** - From Bridge Street (SH3) to High Street (SH1)

**Daniell Street** - From intersection of High (SH1) and Criterion Streets to Bull Street

**Marton**

0545 -0700 hrs

**Wellington Road** – From Harris Street to Beavan Street

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, Thursday 31 March 2016, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Ross McNeil  
**Chief Executive**



## **AMENDMENT**

### **INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC**

Please note an amendment for the Marton RSA Anzac Day Parade route on 25 April 2016 which differs to that advertised on 03 March 2016. All other information remains the same.

Road to be Closed:

**Roads** – Wellington Road – from Morris Street to Beaven Street

Ross McNeil  
**Chief Executive**

# *Appendix 7b*



## **INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC**

PURSUANT to Section 342 (b) and the Tenth Schedule of the Local Government Act 1974, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting the Taihape RSA Anzac Day Dawn Service and Parade on Monday 25 April 2016.

Roads to be closed

0545 – 0630 hrs

**Hautapu Street (SH1) – From Kuku Street to Huia Street**  
**Huia Street – From Hautapu Street (SH1) to Kokako Street**  
**Kokako Street - From Huia Street to Kuku Street**

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, Thursday 31 March 2016, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Ross McNeil  
**Chief Executive**

# *Appendix 7c*



## **INTENTION TO CLOSE ROAD TO VEHICULAR TRAFFIC**

PURSUANT to Section 342 (b) and the Tenth Schedule of the Local Government Act 1974, NOTICE IS HEREBY GIVEN that, the Rangitikei District Council intends to consider closing the roads as listed below for the purpose of permitting The Friends of Bess to hold their Memorial Service Anzac Day 25 April 2016.

Road to be closed

6.00am – 1.00pm

**Roads – Forest Road, Bulls**

Any person objecting to the proposals is called upon to lodge notice of his/her objection and grounds thereof in writing, before 4.00 pm, Thursday 31 March 2016, at the office of the Rangitikei District Council, Private Bag 1102, Marton 4741.

Should the Rangitikei District Council decide to close the said roads, a public notice shall be given.

Ross McNeil  
**Chief Executive**

SCOTT'S FERRY



TE HAKEKE  
MEMORIAL



MEMORIAL  
GATES



FLOCK HOUSE



McKELVIE HOUSE



BESS CAIRN

AWAMETE PA



FOREST ROAD

3 KILOMETRES TO THE WOOLSHED



URUPA



X  
WOOLSHED

ROAD

RANGITIKEI RIVER



PAREWANUI PA

WHERICO (X)  
(JERICO CHURCH)

DALRYMPLE ROAD

PAREWANUI

PLEASE NOTE:

THIS MAP DOES NOT INCLUDE ALL  
SIDE ROADS ETC, SO PLEASE  
CONSULT **GOOGLE MAPS** ONLINE  
BEFORE SETTING OFF ON YOUR  
ADVENTURE, THANK YOU.



WELLINGTON

SH 1

BULLS

(A TOWN LIKE NO UDDER)

WANGANUI →

SH 1

↓  
TAUPO



# *Appendix 8*

**BULLS MEDICAL CENTRE LTD**

71 High Street

PO Box 7

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15392

25 Feb 2016

Councillors

Rangitikei District Council

46 High Street

Marton 4710

Dear Councillors

Please could you consider waiving the hireage fees for the supper room at the Bulls Town Hall.

Rural Health Alliance New Zealand are having a Suicide Prevention workshop there on the 11 April 2016. This is part of the Ministry of Health-funded emergency response to current rural economic and climate stresses. This workshop will be open for all Rural Health Professionals.

We would greatly appreciate it if you could consider this.

Yours sincerely



Karen Greer

PRACTICE MANAGER

Please fax back that you have received this referral to Bulls Medical Centre Ltd (06 322 0133)

## INTRODUCING DR ANNETTE BEAUTRAIS



Dr Annette Beautrais is Adjunct Professor at the University of Canterbury, Christchurch, and Suicide Prevention Co-ordinator at the South Canterbury DHB.

She has worked in suicide research and prevention in New Zealand, and internationally, since 1991. While her work has covered many aspects of suicide prevention, she currently focuses on translating suicide research to effective intervention and prevention programmes, systems-based approaches to suicide prevention, suicide prevention in rural regions, workplace and gatekeeper training in suicide prevention, suicide prevention in men, and longitudinal studies of suicidal behaviour.

As part of a Ministry of Health-funded emergency response to current rural economic and climate stresses, the Rural Health Alliance Aotearoa NZ (RHAANZ) has contracted Dr Beautrais to deliver training programmes in suicide risk and prevention for rural health professionals throughout New Zealand.

The 3-hour programme is designed to equip participants with the practical knowledge, skills and confidence to recognise people at risk of suicidal behaviour and to refer them to appropriate resources. The programme is based on the well-evaluated, widely used and internationally recognised safeTALK programme. All participants receive a safeTALK training certificate, and continuing education credits are available.

# *Appendix 9*

## Service Request Breakdown for February 2016 - First Response

Service Requests Department	Compliance Completed in time	Completed late	Current	Overdue	Grand Total
<b>Animal Control</b>	<b>103</b>	<b>9</b>	<b>1</b>	<b>4</b>	<b>117</b>
Animal Control Bylaw matter	6	1		1	8
Animal welfare	4				4
Attacks on animal	5				5
Attacks on humans		2			2
Barking dog	10	1		1	12
Dog Property Inspection (for Good Owner status)	5	1	1		7
Found dog	8	1			9
Lost animal	15				15
Microchip dog	1				1
Rushing at human	3			2	5
Wandering stock	23	3			26
Wandering/stray dog	23				23
<b>Bridges</b>		<b>1</b>			<b>1</b>
Maintenance (bridges)		1			1
<b>Council Housing/Property</b>	<b>8</b>	<b>1</b>			<b>9</b>
Council housing/property maintenance	8	1			9
<b>Culverts, Drainage and Non-CBD Sumps</b>	<b>4</b>				<b>4</b>
Maintenance (culverts/drainage)	4				4
<b>Environmental Health</b>	<b>45</b>	<b>4</b>		<b>2</b>	<b>51</b>
Dead animal	2				2
Dumped Rubbish (outside town boundary)	4	1			5
Dumped rubbish (within town boundary)	4				4
Fire Permit - urban (restricted fire season only)	1				1
Livestock (not normally impounded)	4	1			5
Noise - day and night	24	1		2	27
Smell/smoke - refer to Horizons	1				1
Untidy/overgrown section	5	1			6
<b>Footpaths</b>				<b>1</b>	<b>1</b>
Maintenance (footpaths)				1	1
<b>General enquiry</b>	<b>8</b>			<b>3</b>	<b>11</b>
General Enquiry	8			3	11
<b>Graffiti/Vandalism</b>	<b>1</b>	<b>1</b>			<b>2</b>
Maintenance (graffiti/vandalism)	1	1			2
<b>Halls</b>	<b>2</b>	<b>1</b>			<b>3</b>
Maintenance (halls)	2	1			3
<b>Parks and Reserves</b>	<b>8</b>	<b>1</b>			<b>9</b>
Maintenance (parks and reserves)	7				7
Water leak - Parks and Reserves only	1	1			2
<b>Public Toilets</b>	<b>7</b>	<b>7</b>		<b>5</b>	<b>19</b>
Maintenance (public toilets)	7	7		5	19
<b>Road Signs</b>	<b>4</b>				<b>4</b>
Maintenance (road signs)	4				4
<b>Roads</b>	<b>19</b>				<b>19</b>
Maintenance (roads - not potholes)	16				16
Maintenance (roads - potholes only)	3				3
<b>Roadside Berm Mowing</b>	<b>3</b>	<b>2</b>		<b>2</b>	<b>7</b>
Rural berm mowing	2	1			3
Urban berm mowing (not parks and reserves)	1	1		2	4
<b>Roadside Weeds/Vegetation/Trees</b>	<b>4</b>			<b>1</b>	<b>5</b>
Maintenance (roadside weeds/vegetation/trees)	4			1	5
<b>Stormwater</b>	<b>3</b>				<b>3</b>
Stormwater blocked drain (non urgent)	2				2
Stormwater road surface flooding (non urgent)	1				1
<b>Street Lighting</b>	<b>2</b>			<b>1</b>	<b>3</b>
Maintenance (street lighting)	2			1	3
<b>Swimming Pools</b>	<b>1</b>				<b>1</b>

Maintenance (swimming pools)	1				1
<b>Wastewater</b>	<b>1</b>				<b>1</b>
Wastewater odour	1				1
<b>Water</b>	<b>45</b>	<b>1</b>			<b>46</b>
HRWS Maintenance required	3	1			4
HRWS No water supply	2				2
Location of meter/toby/other utility	2				2
Low drinking water pressure (non urgent)	1				1
No drinking water supply (urgent)	1				1
Replace lid (non urgent)	1				1
Replace toby or meter	7				7
Water leak - council-owned network, not parks or cemeteries	17				17
Water leak at meter/toby	11				11
<b>Grand Total</b>	<b>268</b>	<b>28</b>	<b>1</b>	<b>19</b>	<b>316</b>

## Service Request Breakdown for January 2016 - Resolution

Service Requests Department	Compliance Completed in time	Completed late	Overdue	Grand Total
<b>Animal Control</b>	<b>80</b>	<b>7</b>	<b>5</b>	<b>92</b>
Animal Control Bylaw matter	3		1	4
Animal welfare	3	1		4
Attacks on animal	1			1
Attacks on humans	2		1	3
Barking dog	11	1	1	13
Dog Property Inspection (for Good Owner status)	2		2	4
Found dog	12			12
Lost animal	15	1		16
Property Investigation - animal control problem	3			3
Rushing at animal	1			1
Rushing at human	3			3
Wandering stock	14	3		17
Wandering/stray dog	10	1		11
<b>Building Control</b>		<b>1</b>		<b>1</b>
Dangerous or unsanitary building		1		1
<b>Cemeteries</b>	<b>4</b>			<b>4</b>
Cemetery location enquiry	1			1
Cemetery maintenance	3			3
<b>Council Housing/Property</b>	<b>12</b>	<b>4</b>	<b>1</b>	<b>17</b>
Council housing/property maintenance	12	4	1	17
<b>Culverts, Drainage and Non-CBD Sumps</b>	<b>3</b>		<b>1</b>	<b>4</b>
Maintenance (culverts/drainage)	3		1	4
<b>Environmental Health</b>	<b>34</b>	<b>2</b>	<b>9</b>	<b>45</b>
Dead animal	1			1
Dumped Rubbish (outside town boundary)	3		4	7
Dumped rubbish (within town boundary)	1			1
Food premises health issue			1	1
Livestock (not normally impounded)	1			1
Noise - day and night	20	1	3	24
Pest problem (Council property)	1			1
Untidy/overgrown section	7		1	8
Vermin		1		1
<b>Footpaths</b>	<b>3</b>		<b>1</b>	<b>4</b>
Maintenance (footpaths)	3		1	4
<b>General enquiry</b>	<b>8</b>	<b>1</b>		<b>9</b>
General Enquiry	8	1		9
<b>Halls</b>	<b>1</b>			<b>1</b>
Maintenance (halls)	1			1
<b>Parks and Reserves</b>	<b>4</b>	<b>1</b>		<b>5</b>
Empty rubbish bins - parks and reserves only		1		1
Maintenance (parks and reserves)	3			3
Playground equipment	1			1
<b>Public Toilets</b>	<b>2</b>	<b>6</b>		<b>8</b>
Cleaning (public toilets)	1	2		3
Council housing/property maintenance	1			1
Maintenance (public toilets)		4		4
<b>Road Signs</b>	<b>4</b>			<b>4</b>
Maintenance (road signs)	4			4
<b>Roads</b>	<b>17</b>	<b>1</b>	<b>4</b>	<b>22</b>
Maintenance (roads - not potholes)	15	1	4	20
Maintenance (roads - potholes only)	2			2
<b>Roadside Berm Mowing</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>7</b>

Rural berm mowing	1		2	3
Urban berm mowing (not parks and reserves)		2	2	4
<b>Roadside Weeds/Vegetation/Trees</b>	<b>3</b>	<b>5</b>		<b>8</b>
Maintenance (roadside weeds/vegetation/trees)	3	5		8
<b>Solid Waste</b>		1		1
Waste Transfer Station		1		1
<b>Stormwater</b>	<b>2</b>		<b>1</b>	<b>3</b>
Stormwater blocked drain (non urgent)	2		1	3
<b>Street Cleaning and Litter Bins</b>	<b>1</b>			<b>1</b>
Street Cleaning - non CBD	1			1
<b>Street Lighting</b>	<b>3</b>	1		<b>4</b>
Maintenance (street lighting)	3	1		4
<b>Wastewater</b>	<b>9</b>	<b>1</b>		<b>10</b>
Caravan effluent dump station	4			4
Maintenance (wastewater)		1		1
Wastewater blocked drain	2			2
Wastewater overflow (dry weather)	2			2
Wastewater overflow (wet weather)	1			1
<b>Water</b>	<b>22</b>			<b>22</b>
HRWS No water supply	4			4
Location of meter/toby/other utility	3			3
Low drinking water pressure (non urgent)	2			2
No drinking water supply (urgent)	2			2
Replace lid (non urgent)	1			1
Replace toby or meter	5			5
Water leak - council-owned network, not parks or cemeteries	2			2
Water leak at meter/toby	3			3
<b>Grand Total</b>	<b>213</b>	<b>33</b>	<b>26</b>	<b>272</b>

## Feedback Required

(Multiple Items)

## Service Requests

## Feedback Method

Department	After hours	Email	In Person	Not able to contact	Telephone	Not Provided	Grand Total
Animal Control			10	1	13	10	34
Cemeteries						1	1
Council Housing/Property			1				1
Culverts, Drainage and Non-CBD Sumps		1				1	2
Environmental Health	1			2		3	6
Footpaths					1		1
General enquiry		1		1	4		6
Public Toilets						2	2
Roads		1		2	2	4	9
Roadside Berm Mowing					1	1	2
Roadside Weeds/Vegetation/Trees		2	1			1	4
Solid Waste					1		1
Stormwater						1	1
Street Lighting				1			1
Wastewater			1	1			2
Water		3	3	1	3		10
<b>Grand Total</b>	<b>1</b>	<b>8</b>	<b>16</b>	<b>9</b>	<b>25</b>	<b>24</b>	<b>83</b>

# Attachment 4

# MEMORANDUM

TO: Council

FROM: Michael Hodder

DATE: 24 March 2016

SUBJECT: Adoption of "What's new, what's changed...?" the Consultation Document for the draft 2016/17 Annual Plan

FILE: 1-AP-1-6

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## 1 Background

- 1.1 Every local authority must prepare and adopt an annual plan for each financial year.<sup>1</sup>
- 1.2 The amendments made in November 2014 to the Local Government Act 2002 changed the consultation requirements for the annual plan. Up until then, it was mandatory to use the Act's special consultative procedure before adopting an Annual Plan, irrespective of the significance of the changes for the year from those projected in the long term plan.
- 1.3 Now local authorities have the option to adopt an annual plan by resolution, if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.<sup>2</sup>
- 1.4 However, if there are significant or material differences, the annual plan may only be adopted after a consultation document has been issued and submissions on it considered. The anticipated proposal to establish a Council-Controlled Organisation for Infrastructure Services is in itself such a difference because it was not a topic in Rangitikei's adopted 2015/25 Long Term Plan.

## 2 Comment

- 2.1 Section 82A(3) of the Local Government Act 2002 requires that consultation on the annual plan must take the form of a consultation document that complies with section 95A of the Act. The consultation document is intended to provide a basis for effective public participation in decision-making processes relating to the activities to be undertaken by the local authority in the coming year – although, as noted above,

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<sup>1</sup> Local Government Act 2002, s.95(1)

<sup>2</sup> s. 95(2A).

only where there is significant or material *differences* between the proposed annual plan and the content of the long-term plan for the financial year to which the annual plan relates.

- 2.2 The consultation document is required to explain these differences in a way that can be readily understood by interested or affected people in order to enable informed discussions between the local authority and its communities about these changes.
- 2.3 Specifically, it must explain identified differences between the proposed annual plan and what is described in the long-term plan in relation to the financial year to which the annual plan relates. It must also provide information about:
- variations or departures from the financial statements or the funding impact statement contained in the Long Term Plan;
  - a description of significant new spending proposals, the costs associated with those proposals, and how these costs will be met;
  - an explanation of any proposal to substantially delay, or not proceed with, a significant project, and the financial and service delivery implications of the proposal; and
  - the expected consequences of proceeding with these changes to the Long Term Plan including the implications for the local authority's financial strategy.

It is not an opportunity to inform the community about ongoing programmes which were included in the long term plan.

- 2.4 The consultation document must be presented in as concise and simple a manner as possible within the provisions of the s95A of the Act. It must be a standalone document that does not require the full annual plan or any other document to be attached to it in order to enable the informed discussion to take place between Council and its communities.
- 2.5 However, it must state where members of the public may obtain this supporting information, including by providing links or references to the relevant information on an Internet site maintained by or on behalf of the local authority.
- 2.6 The consultation document for an annual plan is not subject to review by the Council's auditors, unlike the Consultation Document for a long-term plan.
- 2.7 Finally, the local authority must adopt the supporting information (including the draft annual plan) before it adopts the consultation document.

### **3 Next Steps**

- 3.1 Rangitikei's Consultation Document for the 2016/17 Annual Plan is titled 'What's new, What's changed...?' It comprises a preface from His Worship the Mayor, a section on 'What's new', a section on 'What's changed', summary financial information (including an abbreviated table of rating impacts), a submission form, details on how to make a submission, intended public meetings, and commentary on the supporting information.

- 3.2 A draft text on 'What's new' and 'What's changed' and the summary financial information has been circulated separately to Elected Members. A full printer's draft of the Consultation Document will be available at the meeting.
- 3.3 Council needs to be satisfied that the draft consultation document meets the requirements of section 95A of the Local Government Act 2002, subject to any amendments required by its previous consideration of the supporting information.
- 4 Recommendations**
- 4.1 That the memorandum 'Adoption of 'What's new, What's changed....?' the Consultation Document for the draft 2016/17 Annual Plan' be received.
- 4.2 That Council resolves to adopt "What's new, what's changed...." as the consultation document for the 2016/17 Annual Plan in terms of sections 95A of the Local Government Act 2002 (subject to minor editorial and formatting changes), and to give effect to the timetable for receiving and hearing submissions.

Michael Hodder  
Community and Regulatory Services Group Manager

# Attachment 5

# Memorandum

**To:** Council

**From:** Michael Hodder

**Date:** 24 March 2016

**Subject:** Proposed Schedule of Fees and Charges 2016/17

**File:** 1-AP-2-1

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At its meeting on 29 February 2016, the Finance/Performance Committee considered a draft of the proposed fees and charges for 2016/17. The two main issues raised there were the complexity of the dog registration fees and the need to have a clear procedure for the one free tanker load of water available per year to a property not connected to an urban supply.

The revised draft attached as in Appendix 1 shows an amended approach to dog registration fees. The procedure for the tanker load of water has been clarified with the Customer Service team.

Because some fees must be set using the special consultative procedure, it has been the practice to use that procedure each year for the full Schedule. This ensures that there is a reasonable profile across the community to the proposed changes in 2016/17. Consultation will occur at the same time as that for the Consultation Document for the 2016/17 Annual Plan.

The Summary of Information (required as part of the special consultative procedure) is attached as Appendix 2, the Submission Form as Appendix 3 and the Engagement Plan (as specified under Council's significance and engagement policy) is attached as Appendix 4.

## Recommendations

1. That the memorandum 'Proposed Schedule of fees and charges 2016/17' be received.
2. That Council adopt the Proposed Schedule of fees and charges ('the Statement of Proposal'), the associated Summary of Information and Submission Form for consultation between 4 April 2016 and noon 6 May 2016, and the engagement plan.

Michael Hodder  
Community & Regulatory Services Group Manager

# *Appendix 1*



# **Rangitikei District Council**

## **Schedule of Fees and Charges**

1 July 2016 to 30 June 2017

*All fees expressed on a GST inclusive basis (15%)*

**Statement of Proposal under section 83 Local Government Act 2002**

*Document shows current 2015/16 fees and proposed fees for 2016/17*



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## Explanatory note

The fees and charges set by the Council follow from the revenue and financing policy (part of the 2015/25 Long Term Plan). This policy expresses Council's view about how various services are to be funded, particularly the balance between the share to be funded by ratepayers (because there is advantage to everyone in having the service available and used) and the share to be funded by those making use of it (because the benefit from the service is primarily, or wholly, enjoyed by such people). In determining this balance, Council has regard for thinking in other councils, especially our neighbours.

All fees in 2016-2017 have been raised by 1.9%, the inflation factor used in setting Council's budgets for 2016/17. This inflation factor is different from cost-of-living adjustments, because there are significant elements in Council's expenditure whose costs have risen more sharply – particularly materials to support maintenance of roads and infrastructure. The Schedule shows the proposed fees alongside the 2015/16 fees.

The actual fees from applying this factor have been rounded to the nearest dollar except for solid waste fees which are rounded to the nearest 10c.

Some fees are set by regulation and thus are not changed during this review.

The notable changes are:

- Setting similar fees for use of all Council parks,
- Reducing fees for hall hire and being more flexible over short-term hire (with the objective of attracting greater use) and allowing discounts to non-profit community groups,,
- Altering library photocopying, faxing and scanning fees to reflect actual cost more accurately,
- Providing for the applicable charges under the Food Act 2014,
- Simplifying the fee structure for dog registration, and
- Introducing a volumetric fee structure for wastewater.

Discussions are in progress with the Ombudsman's office regarding the basis for charging for Land Information Memoranda.

Fees and charges for parks relate to exclusive use only. They have been set to encourage regular use by local sports clubs and organisations, and other non-profit community users.

Adjustment to rents in Council's community housing must be made in accordance with the requirements of section 24 of the Residential Tenancies Act 1986. Typically this means that a change to rents for existing tenants will not occur for two months after Council adopts the Schedule of Fees and Charges for the coming year.

Several Council-owned or administered facilities are managed by other organisations, which set their own fees (typically in consultation with the Council):

Marton Swim Centre .....	Nicholls Swim Academy
Taihape Swim Centre .....	Taihape Community Development Trust
Huntermville Town Hall .....	Huntermville Sports and Recreation Trust
Turakina Domain .....	Turakina Reserve Management Committee
Koitiata Hall.....	Koitiata Residents Association
Shelton Pavilion .....	Marton Saracens Cricket Club

## Cemetery Charges

Charges for the cemeteries under the administrative control of the Rangitikei District Council at Bulls, Mt View, Taihape, Mangaweka, and Turakina:

	2016/17	2015/16
<b>Plot</b>		
Adult – over 12 years	\$809.00	\$794.00
Child – up to and including 12 years of age	\$309.00	\$309.00
Ashes – all sections	\$180.00	\$180.00
Memorial Wall Plaque – Mt View	\$98.00	\$98.00
Rose Berm – Mt View	\$98.00	\$98.00
<b>Interment Fees</b>		
Wall Niche – Bulls	\$180.00	\$180.00
Adult – over 12 years	\$809.00	\$794.00
Child – up to and including 12 years of age	\$335.00	\$329.00
Stillborn	\$207.00	\$203.00
Ashes	\$212.00	\$208.00
Ashes – placed by family	\$39.00	\$38.00
Extra depth – extra charge	\$162.00	\$159.00
Saturdays sexton fees – extra charge	\$475.00	\$466.00
Extra charge for all out of district interments – does not apply to ashes, stillborn or child interments	\$798.00	\$783.00
Disinterment/re-interment charges	\$1,750.00	\$783.00
Disinterment of ashes	\$196.00	\$192.00
Monumental permit - fee will be waived if an image of the headstone is supplied	\$30.00	\$30.00
RSA Burials at Marton and Taihape - Interment Fees only apply		

## Ratana Cemetery Separate Charges

For all interments arranged and carried out by the Ratana Community. The cemetery is managed by the Ratana Communal Board of Trustees and details of plot maintenance and interment charges are available from the Board. This includes limits to the number of plots that can be reserved at any one time and possible additional charges to out-of-District residents for plot maintenance and interment.

	2016/17	2015/16
Adult – over 12 years (including plot reinstatement/maintenance)	\$476.00	\$476.00
Child – up to and including 12 years of age	\$138.00	\$138.00
Ash plot	\$138.00	\$138.00

## Parks and Reserves

Fees below are for exclusive use of Council-owned parks. Anyone may use Council-owned parks for leisure and recreational activities. Where exclusive use is required, the schedule of fees and charges applies and reflects the wear and tear on the grounds of various activities. These fees, but not deposits against damage, can be waived at the discretion of the Chief Executive. Where an organisation or group wishes to have exclusive use of a Council facility not otherwise specified in the Schedule, the fee (if any) will be determined by the Chief Executive or his nominee.

*Turakina Domain* is managed by the Turakina Reserve Management Committee. For bookings, please contact Laurel Mauchline Campbell on 06 327 8279.

	2016/17	2015/16
<b>Memorial Park – Taihape.</b>		
<b>Annual users per annum*</b>		
No 1, 2 and 3 fields (each)	\$557.00	Field 1 - \$915.00 Fields 2 and 3 - \$773.00
Taihape Area School – for a maximum of 5 days exclusive use of all three fields (with the exception of any equestrian event)	\$1,694.00	\$1,662.00
<b>Casual one-off exclusive users per use (1 day)</b>		
No 1, 2 and 3 fields (each)	\$190.00	\$186.00
<b>Huntermville Domain</b>		
Annual users per annum*	\$318.00	\$312.00
Casual one-off exclusive users per use (1 day)	\$190.00	\$186.00
<b>Bulls Domain, Marton Park, Centennial Park and Wilson Park</b>		
Annual users per annum (per ground)*	\$557.00	\$547.00
Casual one-off exclusive users per use (1 day)	\$190.00	\$186.00
<b>All Parks</b>		
Special event users (per day) to include circus, equestrian events, festivals and tournaments	\$669.00	\$657.00
<b>Refundable deposit against damage**</b>	\$614.00	\$603.00
<b>Refundable key deposit***</b>	\$50.00	\$50.00
<b>Weighting of deposit/fees specified below at all parks</b>		
Horse trials/events	200% of deposit	200% of deposit
Other animals outside defined enclosures	200% of deposit	200% of deposit
Rugby (including league), soccer	100% of fee	100% of fee
Hockey, cricket, softball, horse trials/events, other animals outside of enclosures	50% of fee	50% of fee
Athletics, marching other contact sports	25% of fee	25% of fee
Non-contact sport, non-profit recreational users	10% of fee	10% of fee
After-hours staff call out	\$45.00	

*Notes*

\* Annual User charges give sole use of a ground to a sporting code for Saturday and practice night. Actual electricity use to be charged to clubs by measured and metered arrangement.

\*\* Where the damage costs are more than the deposit, the actual cost of reparation will be charged

\*\*\* Where the replacement cost is more than the deposit, the actual cost will be charged

## Hall Charges

The charges outlined below relate to hiring the whole facility or dedicated meeting rooms. The full fee is payable by any commercial hirer, and a substantial discount applied for non-profit community users. Fees, but not deposits against damage or for keys, can be waived at the discretion of the Chief Executive. Where an organisation or group wishes to have exclusive use of a Council facility not otherwise specified in the Schedule, the fee (if any) will be determined by the Chief Executive or his nominee.

	2016/17	2015/16
Refundable deposit against damage to be charged to all users*	\$150.00	\$246.00
Refundable deposit against damage to be charged for 21st birthdays*	\$500.00	
<b>Taihape Town Hall, Marton Memorial Hall, Bulls Town Hall and Mangaweka Town Hall</b>		
Half day (up to five hours)	\$100.00	\$263.00
Full day (key returned before 5.00 pm)	\$150.00	\$525.00
Evening (key returned by 10.00 am the following day)	\$150.00	
Multiple days	One day at full cost, consecutive days at half full day rate	
Full day and evening	\$225.00	
Profit making/commercial use per day	\$550.00	
Projector screen	\$5.00	\$5.00
<b>Furniture</b> is not to be removed from any of Council-owned buildings, except for <b>trestle table hire</b> – by arrangement	\$15 per trestle table	\$15 per trestle table
<b>Cancellation Fee for all halls</b>		
Payable if cancelled later than 14 days prior to booked event	Full fee	Full fee
<b>Key deposit for all halls</b>		
Refundable when key returned**	\$50.00	\$50.00
<b>Commercial kitchen – Marton Memorial Hall***</b>	\$15 per half day	\$15 per half day
<b><i>Weighting of fees specified below at all halls</i></b>		
Local, non-profit community organisation	One fifth of full fee	One fifth of full fee
Callouts – staff	\$45.00	
Callouts – security	\$150.00	

\* Where the damage costs are more than the deposit, the actual cost of reparation will be charged

\*\* Where the replacement cost is more than the deposit, the actual cost will be charged

\*\*\* Local residents preparing food for sale within the district, on a casual basis, up to ten times a year. More frequent usage would be at the daily charge for the hall hireage

Fees for using the Hunterville Town Hall are set by the Hunterville Sport and Recreation Trust which has a lease agreement with Council to operate the Hall. Contact Barry Lampp on 06 322 8662 or 06 322 8009 for all bookings.

Fees for the Shelton Pavilion are set by Marton Saracens Cricket Club. Contact Fellix Bell on 06 327 8984.

Where an organisation or group wishes to have exclusive use of a Council facility not otherwise specified in the Schedule, the fee (if any) will be determined by the Chief Executive or his nominee.

## Library Charges

	2016/17	2015/16
<b>All borrowing</b> , for first three weeks (DVD/CDs one week)	Free	Free
Borrowing limit (per borrower)	20 items	20 items
DVDs limit (per borrower)	5 items	5 items
<b>Renewals</b>		
For second and third week periods	No charge	No charge
Overdue charge (per day)	No charge	No charge
Borrowing may be suspended if any item is overdue for more than three weeks		
<b>Reserves</b>	\$1.00	\$1.00
<b>Interloans</b> (interloan libraries)	\$6.00	\$6.00
<b>Replacement cards</b>	\$1.00	\$1.00
<b>Internet</b>		
Use of computers - first 30 minutes	Free	Free
Each 15 minutes	\$1.00	\$1.00
<b>Photocopying and printing</b> (per page)		
A4	\$0.20	\$0.20
A3	\$0.50	\$0.50
A4 colour	\$2.00	\$4.00
A3 colour	\$3.00	\$7.00
<b>Fax: New Zealand</b>		
First page	\$2.00	\$2.00
Following pages (per page)	\$0.20	\$1.00
<b>Fax: International</b>		
First page	\$2.00	\$4.00
Following pages (per page)	\$0.50	\$1.00
<b>Fax: Receiving</b> (per page)	\$0.20	\$1.00
<b>Out of District Membership</b>	No charge	No charge

## Building Consent Fees

Set by Council in accordance with Section 219 of the Building Act 2004 and Section 150 of the Local Government Act 2002.

		2016/17	2015/16
<b>Work Type : Exempt Building Work (Note 1)</b>			
The Building Act allows some building work to be exempt as of right (specified in Part 1 of Schedule 1), and no consent is needed for that.		No charge (unless application for exemption made so project documented in Council's records)	No charge (unless application for exemption made so project documented in Council's records)
The Act also allows discretion to Council to exempt other building work using its discretion (specified in Clause 2 of Part 1 in Schedule 1). A formal application is required for this. Details of Schedule 1 are provided on the following pages.		\$141.00	\$138.00
<b>Work Type: Fixed Building Consent Fee (Note 2)</b>			
<b>Domestic/Residential Small Projects</b>			
Install freestanding fire		\$293.00	\$288.00
Install inbuilt fire		\$408.00	\$400.00
If installation includes a wet back	In addition	\$59.00	\$58.00
Residential demolition		\$408.00	\$400.00
Proprietary garage, carport, pole shed, garden shed, un-plumbed sleep out		\$701.00	\$688.00
Temporary/freestanding signs		\$466.00	\$457.00
Conservatory placed on existing deck		\$677.00	\$664.00
Grease trap installation		\$400.00	\$377.00
Remove an interior wall		\$408.00	\$400.00
Install external window/door		\$408.00	\$400.00
Install storm water drain		\$400.00	\$377.00
Install WC/shower		\$400.00	\$377.00
Install hot water cylinder		\$198.00	\$194.00
Install on-site effluent disposal system and field		\$451.00	\$443.00
Marquee (greater than 100m <sup>2</sup> erected for longer than one month)		\$204.00	\$200.00
Property Information Memorandum – if requested prior to lodging a building consent application	See also note 5	\$102.00	\$100.00

		2016/17	2015/16
<b>Work Type: Variable Building Consent Fee (Note 3)</b>			
<b>Larger Domestic/Residential Projects</b>			
Swimming pools and fencing	Deposit required (note 3)	\$466.00	\$457.00
New dwellings and alterations/additions	Deposit required (note 3)	\$932.00	\$915.00
Code of Compliance bond (potentially refundable)		\$586.00	\$575.00
Kerb and footpath bond (potentially refundable)		\$703.00	\$690.00
<b>Agricultural/Rural Buildings</b>			
Wool sheds, dairy sheds, silos, intensive agriculture	Deposit required (note 3)	\$703.00	\$690.00
<b>Commercial, Government, Educational Building Work</b>			
Project value: \$0.00 to \$10,000.00	Deposit required (note 3)	\$586.00	\$575.00
Project value: \$10,001.00 to \$100,000.00	Deposit required (note 3)	\$1,160.00	\$1,138.00
Project value: \$100,000.00 to \$250,000.00	Deposit required (note 3)	\$2,327.00	\$2,284.00
Code of Compliance bond (potentially refundable)		10% of Consent Fee	10% of Consent Fee
Kerb and footpath bond (potentially refundable)		\$2,901.00	\$2,847.00

	2016/17
<b>PIM Fees</b>	
<b>Domestic/Residential Small Projects</b>	
Install freestanding fire	\$15.00
Install inbuilt fire	\$15.00
Residential demolition	\$31.00
Proprietary garage, carport, pole shed, garden shed, un-plumbed sleep out	\$41.00
Conservatory placed on existing deck	\$41.00
Remove an interior wall	\$61.00
Install storm water drain	\$41.00
Install on-site effluent disposal system and field	\$41.00
<b>Work Type: Variable Building Consent Fee (Note 3)</b>	
<b>Larger Domestic/Residential Projects</b>	
Swimming pools and fencing	\$41.00
New dwellings and alterations/additions	\$148.00
<b>Agricultural/Rural Buildings</b>	
Wool sheds, dairy sheds, silos, intensive agriculture	\$87.00

	2016/17
<b>Commercial, Government, Educational Building Work</b>	
Project value: \$0.00 to \$10,000.00	\$61.00
Project value: \$10,001.00 to \$100,000.00	\$82.00
Project value: \$100,000.00 to \$250,000.00	\$107.00

		2016/17	2015/16
<b>Other Fees</b>			
Compliance Schedule (new)		\$123.00	\$121.00
Compliance Schedule (alteration)		\$72.00	\$71.00
Building Warrant of Fitness (renewal)		\$77.00	\$77.00
Inspections (BWOFF, swimming pool, building consent, general compliance)		\$192.00	\$188.00
Certificate for Acceptance for unconsented work done under urgency (Sec 42 and 96(1)(b) of the Building Act 2004)	+ Staff time	\$296.00	\$290.00
Certificate of Acceptance for unconsented work not done under urgency (Sec 96(1)(a) if the Building Act 2004)	+ Staff time	\$592.00	\$581.00
Certificate of Public Use	+ Staff time	\$116.00	\$114.00
Extension to consent timeframes (maximum 12 months)		\$111.00	\$109.00
Application for amendment	+ Staff time	\$116.00	\$114.00
Consent endorsements (Sec.37, 75 certificates etc.)		\$296.00	\$290.00
Independently Qualified Person – registration		\$351.00	\$344.00
Independently Qualified Person – renewal		\$87.00	\$85.00
LIM Report – residential (within 10 working days) <sup>4</sup>		As per LGOIMA (page 28)	As per LGOIMA (page 28)
LIM Report – commercial (within 10 working days) <sup>4</sup>		As per LGOIMA (page 30)	As per LGOIMA (page 30)
Urgent LIM surcharge (within 2 working days) <sup>4</sup>		As per LGOIMA (page 30)	As per LGOIMA (page 30)
Property file access (other than by property owner or owner's authorised agent)		\$15.00	\$15.00
Kerb and footpath bond (potentially refundable) for relocating a house off or onto a property		\$703.00	\$690.00

		2016/17	2015/16
<b>Building Control staff time (per hour or part thereof)</b>			
Consents Administrator		\$104.00	\$102.00
Building Officer		\$196.00	\$192.00
Manager		\$223.00	\$219.00
BRANZ and DBH Levies on projects over \$20,000	per \$1,000	\$3.01	\$3.01

## Notes:

- 1 The Building Act 2004, Schedule 1, allows for some works to be undertaken without a Building Consent. Each application will be considered on a case-by-case basis. See Council's website for details of how to apply.
- 2 Fixed fee consents will be charged at stated rate.
- 3 Variable fee consents will be calculated based on actual and reasonable costs. In the event of fees being inadequate to cover Council's costs, for example where additional inspections are required or where specialist technical or professional consultation is required, additional charges may be made to recover actual and reasonable costs.
- 4 LIM charges reflect the actual costs incurred in providing the LIM rather than a flat fee. This will ensure a fairer user-pays pricing approach.

## Schedule 1

### Building work for which building consent not required

#### Part 1

#### Exempted building work

##### General

#### 1 General repair, maintenance, and replacement

- (1) The repair and maintenance of any component or assembly incorporated in or associated with a building, provided that comparable materials are used.
- (2) Replacement of any component or assembly incorporated in or associated with a building, provided that—
  - (a) a comparable component or assembly is used; and
  - (b) the replacement is in the same position.
- (3) However, subclauses (1) and (2) do not include the following building work:
  - (a) complete or substantial replacement of a specified system; or
  - (b) complete or substantial replacement of any component or assembly contributing to the building's structural behaviour or fire-safety properties; or
  - (c) repair or replacement (other than maintenance) of any component or assembly that has failed to satisfy the provisions of the building code for durability, for example, through a failure to comply with the external moisture requirements of the building code; or
  - (d) sanitary plumbing or drainlaying under the [Plumbers, Gasfitters, and Drainlayers Act 2006](#).

#### 2 Territorial and regional authority discretionary exemptions

Any building work in respect of which the territorial authority or regional authority considers that a building consent is not necessary for the purposes of this Act because the authority considers that—

- (a) the completed building work is likely to comply with the building code; or
- (b) if the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or on other property.

#### 3 Single-storey detached buildings not exceeding 10 square metres in floor area

- (1) Building work in connection with any detached building that—
  - (a) is not more than one storey (being a floor level of up to one metre above the supporting ground and a height of up to 3.5 metres above the floor level); and
  - (b) does not exceed 10 square metres in floor area; and
  - (c) does not contain sanitary facilities or facilities for the storage of potable water; and
  - (d) does not include sleeping accommodation, unless the building is used in connection with a dwelling and does not contain any cooking facilities.
- (2) However, subclause (1) does not include building work in connection with a building that is closer than the measure of its own height to any residential building or to any legal boundary.

#### 4 Unoccupied detached buildings

- (1) Building work in connection with any detached building that—

- (a) houses fixed plant or machinery and under normal circumstances is entered only on intermittent occasions for the routine inspection and maintenance of that plant or machinery; or
- (b) is a building, or is in a vicinity, that people cannot enter or do not normally enter; or
- (c) is used only by people engaged in building work—
  - (i) in relation to another building; and
  - (ii) for which a building consent is required.
- (2) However, subclause (1) does not include building work in connection with a building that is closer than the measure of its own height to any residential building or to any legal boundary.
- 5 Tents, marquees, and similar lightweight structures**  
Building work in connection with any tent or marquee, or any similar lightweight structure (for example, a stall, booth, or compartment used at fairs, exhibitions, or markets) that—
  - (a) does not exceed 100 square metres in floor area; and
  - (b) is to be, or has been, used for a period of not more than 1 month.
- 6 Pergolas**  
Building work in connection with a pergola.
- 7 Repair or replacement of outbuilding**  
The repair or replacement of all or part of an outbuilding if—
  - (a) the repair or replacement is made within the same footprint area that the outbuilding or the original outbuilding (as the case may be) occupied; and
  - (b) in the case of any replacement, the replacement is made with a comparable outbuilding or part of an outbuilding; and
  - (c) the outbuilding is a detached building that is not more than 1 storey; and
  - (d) the outbuilding is not intended to be open to, or used by, members of the public.

### Existing buildings: additions and alterations

- 8 Windows and exterior doorways in existing dwellings and outbuildings**  
Building work in connection with a window (including a roof window) or an exterior doorway in an existing dwelling that is not more than 2 storeys or in an existing outbuilding that is not more than 2 storeys, except,—
  - (a) in the case of replacement, if the window or doorway being replaced has failed to satisfy the provisions of the building code for durability, for example, through a failure to comply with the external moisture requirements of the building code; or
  - (b) if the building work modifies or affects any specified system.
- 9 Alteration to existing entrance or internal doorway to facilitate access for persons with disabilities**  
Building work in connection with an existing entrance or internal doorway of a detached or semi-detached dwelling to improve access for persons with disabilities.
- 10 Interior alterations to existing non-residential building**  
Building work in connection with the interior of any existing non-residential building (for example, a shop, office, library, factory, warehouse, church, or school) if the building work—
  - (a) does not modify or affect the primary structure of the building; and
  - (b) does not modify or affect any specified system; and
  - (c) does not relate to a wall that is—
    - (i) a fire separation wall (also known as a firewall); or

- (ii) made of units of material (such as brick, burnt clay, concrete, or stone) laid to a bond in and joined together with mortar; and
- (d) does not include sanitary plumbing or drainlaying under the [Plumbers, Gasfitters, and Drainlayers Act 2006](#).

**11 Internal walls and doorways in existing building**

Building work in connection with an internal wall (including an internal doorway) in any existing building unless the wall is—

- (a) load-bearing; or
- (b) a bracing element; or
- (c) a fire separation wall (also known as a firewall); or
- (d) part of a specified system; or
- (e) made of units of material (such as brick, burnt clay, concrete, or stone) laid to a bond in and joined together with mortar.

**12 Internal linings and finishes in existing dwelling**

Building work in connection with any internal linings or finishes of any wall, ceiling, or floor of an existing dwelling.

**13 Thermal insulation**

Building work in connection with the installation of thermal insulation in an existing building other than in—

- (a) an external wall of the building; or
- (b) an internal wall of the building that is a fire separation wall (also known as a firewall).

**14 Penetrations**

- (1) Building work in connection with the making of a penetration not exceeding 300 millimetres in diameter to enable the passage of pipes, cables, ducts, wires, hoses, and the like through any existing dwelling or outbuilding and any associated building work, such as weatherproofing, fireproofing, or sealing, provided that—

- (a) in the case of a dwelling, the dwelling is detached or in a building that is not more than 3 storeys; and
- (b) in the case of an outbuilding, the outbuilding is detached and is not more than 3 storeys.

- (2) In the case of an existing building to which subclause (1) does not apply, building work in connection with the making of a penetration not exceeding 300 millimetres in diameter to enable the passage of pipes, cables, ducts, wires, hoses, and the like through the building and any associated building work, such as weatherproofing, fireproofing, or sealing, provided that the penetration—

- (a) does not modify or affect the primary structure of the building; and
- (b) does not modify or affect any specified system.

**15 Closing in existing veranda or patio**

Building work in connection with the closing in of an existing veranda, patio, or the like so as to provide an enclosed porch, conservatory, or the like with a floor area not exceeding 5 square metres.

**16 Awnings**

Building work in connection with an awning that—

- (a) is on or attached to an existing building; and
- (b) is on the ground or first-storey level of the building; and
- (c) does not exceed 20 square metres in size; and

- (d) does not overhang any area accessible by the public, including private areas with limited public access, for example, restaurants and bars.

**17 Porches and verandas**

Building work in connection with a porch or a veranda that—

- (a) is on or attached to an existing building; and
- (b) is on the ground or first-storey level of the building; and
- (c) does not exceed 20 square metres in floor area; and
- (d) does not overhang any area accessible by the public, including private areas with limited public access, for example, restaurants and bars.

**18 Carports**

Building work in connection with a carport that—

- (a) is on or attached to an existing building; and
- (b) is on the ground level of the building; and
- (c) does not exceed 20 square metres in floor area.

**19 Shade sails**

Building work in connection with a shade sail made of fabric or other similar lightweight material, and associated structural support, that—

- (a) does not exceed 50 square metres in size; and
- (b) is no closer than 1 metre to any legal boundary; and
- (c) is on the ground level, or, if on a building, on the ground or first-storey level of the building.

### Other structures

**20 Retaining walls**

Building work in connection with a retaining wall that—

- (a) retains not more than 1.5 metres depth of ground; and
- (b) does not support any surcharge or any load additional to the load of that ground (for example, the load of vehicles).

**21 Fences and hoardings**

- (1) Building work in connection with a fence or hoarding in each case not exceeding 2.5 metres in height above the supporting ground.
- (2) Subclause (1) does not include a fence as defined in [section 2](#) of the Fencing of Swimming Pools Act 1987.

**22 Dams (excluding large dams)**

Building work in connection with a dam that is not a large dam.

**23 Tanks and pools (excluding swimming pools)**

Building work in connection with a tank or pool and any structure in support of the tank or pool (except a swimming pool as defined in [section 2](#) of the Fencing of Swimming Pools Act 1987), including any tank or pool that is part of any other building for which a building consent is required, that—

- (a) does not exceed 500 litres capacity and is supported not more than 4 metres above the supporting ground; or
- (b) does not exceed 1 000 litres capacity and is supported not more than 3 metres above the supporting ground; or
- (c) does not exceed 2 000 litres capacity and is supported not more than 2 metres above the supporting ground; or

- (d) does not exceed 4 000 litres capacity and is supported not more than 1 metre above the supporting ground; or
- (e) does not exceed 8 000 litres capacity and is supported not more than 0.5 metres above the supporting ground; or
- (f) does not exceed 16 000 litres capacity and is supported not more than 0.25 metres above the supporting ground; or
- (g) does not exceed 35 000 litres capacity and is supported directly by ground.

**24 Decks, platforms, bridges, boardwalks, etc**

Building work in connection with a deck, platform, bridge, boardwalk, or the like from which it is not possible to fall more than 1.5 metres even if it collapses.

**25 Signs**

Building work in connection with a sign (whether free-standing or attached to a structure) and any structural support of the sign if—

- (a) no face of the sign exceeds 6 square metres in surface area; and
- (b) the top of the sign does not exceed 3 metres in height above the supporting ground level.

**26 Height-restriction gantries**

Building work in connection with a height-restriction gantry.

**27 Temporary storage stacks**

Building work in connection with a temporary storage stack of goods or materials.

**28 Private household playground equipment**

Building work in connection with playground equipment if—

- (a) the equipment is for use by a single private household; and
- (b) no part of the equipment exceeds 3 metres in height above the supporting ground level.

### Network utility operators or other similar organisations

**29 Certain structures owned or controlled by network utility operators or other similar organisations**

Building work in connection with a motorway sign, stopbank, culvert for carrying water under or in association with a road, or other similar structure that is—

- (a) a simple structure; and
- (b) owned or controlled by a network utility operator or other similar organisation.

### Demolition

**30 Demolition of detached building**

The complete demolition of a building that is detached and is not more than 3 storeys.

**31 Removal of building element**

The removal of a building element from a building that is not more than 3 storeys, provided that the removal does not affect—

- (a) the primary structure of the building; or
- (b) any specified system; or
- (c) any fire separation.

## Fees Applying to Specific Licences

	2016/17	2015/16
<b>Amusement Device Permit</b> (prescribed by the Amusement Devices Regulations 1978)		
<b>One device at one site:</b>		
First seven days	\$10.00	\$10.00
Second and subsequent seven day period	\$1.00 per week	\$1.00 per week
<b>Additional device at one site:</b>		
First seven days	\$2.00	\$2.00
Second and subsequent seven day period	\$1.00 per week	\$1.00 per week
<b>Licensed Premises Fees</b> – set by Council in accordance with the Health (Registration of Premises) Regulations 1966 and Section 150 of the Local Government Act 2002		
Your attention is drawn to the <b>33% prompt renewal discount</b> available on transactions completed within 10 working days of invoice		
Food Premises – restaurants, bakeries (where food is prepared)	\$683.00	\$670.00
Food Premises – dairies, petrol stations etc (where pre-packaged food is reheated etc)	\$532.00	\$522.00
Food Premises – ancillary premises, coffee carts, etc	\$385.00	\$378.00
Hairdressers	\$385.00	\$378.00
Food Control Plan application processing	\$114.00	\$112.00
Verification visit for Food Control Plan (Audit) – first hour	\$199.00	\$195.00
Verification visit for Food Control Plan (Audit) – subsequent hours	\$69.00	\$68.00
Funeral Director	\$385.00	\$378.00
Amusement Gallery	\$385.00	\$378.00
Camping Ground	\$385.00	\$378.00
Mobile Shop selling or supplying food	\$385.00	\$378.00
Offensive Trade*	\$385.00	\$378.00
Prompt Renewal Discount (within 10 working days)	33%	33%
Any inspections or advisory visits requested by licence holders or other persons (per hour)	\$183.00	\$183.00

\* Means any trade, business, manufacture, or undertaking, as specified in Schedule 3 of the Health Act 1956 including blood or offal treating; bone boiling or crushing; collection and storage of used bottles for sale; dag crushing; fellmongering; fishing cleaning; fishing curing; flax pulping; flock manufacturing, or teasing of textile materials for any purpose; tanning; gut scraping and treating; nightsoil collection and disposal; refuse collection and disposal; septic tank desludging and disposal of sludge; slaughtering of animals for any purpose other than human consumption; storage, drying, or preserving of bones, hides, hoofs, or skins; tallow melting; wood pulping; and wool scouring.

## Liquor Licensing Fees

Prescribed by the Sale and Supply of Alcohol (Fees) Regulations 2013. No change from 2014/15.

Applications for new licences	2016/17	Transferred to ARLA
Cost/risk rating*		
Very low (0-2)	\$368.00	\$17.25
Low (3-5)	\$609.50	\$34.50
Medium (6-15)	\$816.50	\$51.75
High (16-25)	\$1,023.50	\$86.25
Very high (26 and over)	\$1,207.50	\$172.50
<b>Annual licence fees</b>		
Cost/risk rating*		
Very low	\$161.00	\$17.25
Low	\$391.00	\$34.50
Medium	\$632.50	\$51.75
High	\$1,035.00	\$86.25
Very high	\$1,437.50	\$172.50
<i>*The cost/risk ratings are those specified in clause 5 of the Regulations</i>		
<b>Other application fees</b>		
Manager's Certificate	\$316.50	\$28.75
Temporary Authority	\$296.70	N/A
Temporary Licence	\$296.70	N/A
	\$517.50	Paid directly to ARLA
Extract of Register	\$57.50	\$57.50 (if extract from ARLA register)
<b>Special Licences</b>		
Class 1: 1 large event, more than 3 medium events, more than 12 small events	\$575.00	
Class 2: 3-12 small events; 1-3 medium events	\$207.00	
Class 3: 1 or 2 small events	\$63.25	

Clause 9 of the Regulations provides the following definitions:

Large event = more than 400 people

Medium event = 100 to 400 people

Small event = fewer than 100 people

## Food Act Fees

	2016/17
Hourly charge out rate - up to one hour	\$140.00
Additional fee per hour - 15 minute blocks	\$140.00
FCP registration fee - up to one hour	\$140.00
Additional FCP registration fee per hour - 15 minute blocks	\$140.00
NP registration fee - up to one hour	\$140.00
Additional NP registration fee per hour - 15 minute blocks	\$140.00
FCP renewal fee	\$140.00
NP renewal fee	\$140.00
Verification fees FCP - up to one hour	\$140.00
Additional verification fees FCP per hour - 15 minute blocks	\$140.00
Verification fees NP - up to 30 minutes	\$70.00
Additional verification fees NP per hour - 15 minute blocks	\$140.00

## Resource Management Act Administrative Charges

Set in accordance with section 36 of the Resource Management Act 1991

		2016/17	2015/16
Resource Consent applications – notified (land use and subdivision)	Deposit required (note 1)	\$2,500.00	\$1,810.00
Resource Consent applications – limited notification (land use and subdivision)	Deposit required (note 1)	\$1,500.00	\$850.00
Resource Consent applications – non-notified (land use)	Deposit required (note 1)	\$650.00	\$450.00
Resource Consent applications – non-notified (subdivision)		\$800.00	\$850.00
Resource Consent applications - controlled activity signage	Fixed fee	\$250.00	\$450.00
RMA certification (e.g. s223, s224 etc) charged at \$100.00 + staff time	Fixed fee	\$300.00	\$220.00
Requests for Plan Changes	Deposit required (note 1)	\$5,640.00	\$5,640.00
Application for alteration to designation – notified	Deposit required (note 1)	\$2,000.00	\$1,805.00
Application for alteration to designation – non-notified	Deposit required (note 1)	\$650.00	\$450.00
Cancellation/change of consent conditions	Deposit required (note 1)	\$300.00	\$280.00
Resource consent extension (s125)	Deposit required (note 1)	\$300.00	\$280.00
Right of Way application (s348 LGA)	Deposit required (note 1)	\$300.00	\$280.00
Outline plans for designations	Deposit required (note 1)	\$500.00	\$310.00
Waiver for requirement for Outline Plan	Deposit required (note 1)	\$250.00	\$220.00
Hard copy of District Plan (available free on RDC website)		\$222.00	\$220.00
RMA hearing deposit	Deposit required (note 1)	\$2,200.00	\$2,190.00

	2016/17	2015/16
<b>Charges for Council Staff (per hour or part thereof)</b>		
Administration/Committee Administration Staff	\$105.00	\$105.00
Planning Officer/Consents Planner	\$150.00	\$150.00
Senior/Consultant Planner	\$190.00	\$190.00
Technical and professional staff from all other Council units	\$190.00	\$190.00
Manager	\$220.00	\$220.00
Commissioner	At cost + disbursements	At cost + disbursements
All advertising, consultant and solicitor fees associated with all work types including processing of a consent or certificate (including specialist technical or legal advice) and new Notice of Requirements, designation alterations, removal of designations and District Plan changes	At cost + disbursements	At cost + disbursements

## Notes:

- 1 Council will recover its reasonable costs and a deposit is required which will be off set against the final invoice. However, Council cannot guarantee the final invoice amount that will be due to recover its reasonable costs.
- 2 Cost and time of travel by staff is included in the fees. Additional fees will be charged to cover other actual and reasonable costs incurred at the applicable staff charge-out rate together with the costs associated with employing the services of professional consultants where necessary.

Note: The chargeout rate for staff undergoing training who handle a consent application will be at the rate applicable to that staff member not whoever is providing the supervision.

- 3 Any difference will be payable/refundable once a decision has been made on the application as per the relevant section of the Resource Management Act 1991. Actual and reasonable costs associated with any resource consent hearing will be recovered from the applicant.
- 4 Other charges for Certificates, monitoring of Resource Consents, processing various applications, providing information in respect of Plans and Consents and the supply of information to be charged at the applicable staff charge-out rate.
- 5 Interim invoices for the processing of Resource Consents may be generated when costs exceed the deposit paid.

## Dog Registration Fees

Set by Council in accordance with Section 37 and 68 of the Dog Control Act 1996. The Act makes provision to fix reduced fees for dogs under a specified age (not exceeding 12 months). However, Council has not made provision for reduced fees for young dogs/pups.

	2016/17	2015/16
<b>Registration fees</b>		
Working dogs	\$39.00	\$38.00
Working dogs (late payment)	\$58.50	\$59.00
Non working dogs	\$120.00	\$175.00
Non working dogs (late payment)	\$180.00	\$263.00
Non working dogs de-sexed	\$80.00	\$161.00
Non working dogs de-sexed (late payment)	\$120.00	\$241.00
Good owner dog	\$56.00	De-sexed - \$55.00 Otherwise \$69.00
Good owner dog (late payment)	\$84.00	\$263.00
<b>Dangerous Dogs</b>		
Section 32(1)(e) of the Dog Control Act, Effect of classification as dangerous dog states "...must, in respect of every registration year commencing after the date of receipt of the notice of classification, be liable for dog control fees for that dog at 150% of the level that would apply if the dog were not classified as a dangerous dog".		
<b>Impounding Charges</b>		
Impounding first offence (within 12 month period)	\$125.00	\$192.00
Impounding second offence (within 12 month period)	\$175.00	\$192.00
Impounding third offence (within 12 month period)	\$225.00	\$246.00
Sustenance - per day	\$12.00	\$12.00
Destruction fee – per dog	\$34.00	\$33.00
<b>Other fees</b>		
Replacement tags	No charge	No charge
Micro-chipping and registration onto National Dog Database	\$40.00	\$43.00

### Note 1:

The Dog Control Act 1996 does not allow Council to levy separate fees for application and monitoring in respect of Approved Good Owner Classification but does allow Council to set fees having regard to the relative cost of registration and monitoring. Therefore, these fees have been incorporated into the fees applicable to Approved Good Owner Classifications.

## Stock Impounding

Set by Council in accordance with sections 14, 15 and 33(3) of the Impounding Act 1955

	2016/17	2015/16
<b>Poundage Fees</b>		
Sheep, goats (per animal)	\$20.00	\$13.00 scalable
Cattle, horses, deer, pigs	\$44.00	\$32.00 scalable
These charges are to be doubled for impound of stock of any owner that are impounded more than once in a 12 month period		

## Sustenance Charges

	2016/17	2015/16
<b>No of Animals (per animal, per day)</b>		
Sheep, goats (per animal)	\$6.00	\$4.00 scalable
Cattle, horses, deer, pigs	\$12.00	\$4.00 scalable
* or actual expenses, if higher		

Trespass charges, where applicable, are prescribed by clause 7 of the Impounding Regulations 1981.

## Driving Charges

	2016/17	2015/16
<b>Float Hire/Transport</b>	<b>At cost</b>	<b>At cost</b>
Callout	Fee will be based on recovery of actual and reasonable costs incurred associated with the callout – minimum charge of \$160.00	Fee will be based on recovery of actual and reasonable costs incurred associated with the callout – minimum charge of \$162.00

## Animal Control Miscellaneous Fees

	2016/17
Costs associated with, but not limited to, tagging (NAIT), vet treatment, inspection, supplementary feeding or animal husbandry will be charged at cost plus hourly rate for staff time if applicable.	

## Storage of Hazardous Substances

Set by Council in accordance with section 23 of the Hazardous Substances and New Organisms Act 1996 and section 150 of the Local Government Act 2002.

	2016/17	2015/16
Charge out rate for carrying out any of the enforcement functions required by section 97 (h) of the Hazardous Substances and New Organisms Act 1996 (per hour)	\$192.00	\$188.00

## Noise Control

	2016/17	2015/16
Charge to property owner for every call out attended by Council's noise control contractors where in the view of the officer a noise reduction instruction was warranted	\$71.00	\$70.00
Charge to complainant for unsubstantiated complaint where the complainant has lodged three previous unsubstantiated complaints within the preceding 12 months	\$71.00	\$70.00

## Miscellaneous Permits/Authorities/Fees

	2016/17	2015/16
<b>Certificates under the Overseas Investment Act</b>		
Set in accordance with Section 150 of the Local Government Act 2002	\$131.00	\$129.00
<b>Return of Property Seized Pursuant to Section 328 of the Resource Management Act 1991</b>		
Set in accordance with Section 36 of the Resource Management Act 1991 and Section 150 of the Local Government Act 2002	\$191.00	\$187.00
<b>Gambling Venue Consent – Application Fee</b>		
Set in accordance with Section 150 of the Local Government Act 2002	\$191.00	\$187.00
<b>Costs associated with removal of dumped rubbish</b>		
Set in accordance with Section 150 of the Local Government Act 2002	Actual cost + staff time	Actual cost + staff time

## Water Charges – Urban Areas

	2016/17	2015/16
<b>Extraordinary Consumers (Water by Meter)</b> Refer also to Rates Notice		
Taihape untreated water	\$1.45m <sup>3</sup>	
Ordinary supply – 20mm diameter – domestic only, per single dwelling unit to property boundary, maximum overall length 5m, unmetered, manifold.	\$1,250.00	\$1,200.00
Connection will be installed by the Rangitikei District Council. Installation will occur after payment in full is received by the Council.	Plus proportionate share of targeted rate for water (connected) due for balance of year	Plus proportionate share of targeted rate for water (connected) due for balance of year
Extraordinary supply – all other connections to property boundary	Quote	Quote
Connections shall be installed by the Rangitikei District Council. An installation quotation will be provided to the applicant and installation will occur after payment in full is received by Council.	Plus proportionate share of targeted rate for water (connected) due for balance of year	Plus proportionate share of targeted rate for water (connected) due for balance of year
<b>Disconnection Fees (including restrictors)</b>		
<i>All types of supply</i> - per disconnection		
Includes all work to disconnect service. Work shall be undertaken by Rangitikei District Council.		
Where applicable, a final meter reading shall be taken and the applicant will be responsible for payment of water consumed to the date of disconnection	\$275.00	\$250.00
<b>Reconnection Fees (including restrictors)</b>		
Per reconnection	Quote based on investigation	Quote based on investigation
<b>Bulk Water Sales</b>		
Marton – located in King Street		
Taihape – located behind Town Hall		
Bulls – (to be installed)	\$3.10 per m <sup>3</sup> plus \$6.20 per load	\$3.10 per m <sup>3</sup> plus \$5.90 per load
One free tanker load per year for each unconnected property in the District (freight not covered)		
Access is via PIN for pre-approved contractors		

## Rural Water Schemes

	2016/17
<b>Rural Water Schemes</b>	
Refer also to Rates Notice	

Rural Water Schemes are managed entirely by committees established by the users of each scheme. The fees and charges are set by the relevant committee based upon the cost of running the schemes shared equitably by the users of that scheme.

### Huntermville Rural Water Scheme

10% penalty will be incurred on late payment. Reconnection fee of \$500.00.

## Stormwater Charges – Urban Areas

	2016/17	2015/16
<b>Connection Fees</b>		
100mm diameter – Domestic consumers only, per single dwelling unit to property boundary, total length up to 10m, galvanised kerb outlet	\$575.00	\$55.00
Connections shall be installed by the Rangitikei District Council. Installation will occur after payment in full is received by Council.	plus proportionate share of the targeted rate for stormwater (urban) due for the balance of the year	plus proportionate share of the targeted rate for stormwater (urban) due for the balance of the year
All other connections to property boundary	Quote	Quote
Connections shall be installed by the Rangitikei District Council. An installation quotation will be provided to the applicant and installation will occur after payment in full is received by Council.	plus proportionate share of the targeted rate for stormwater (urban) due for the balance of the year	plus proportionate share of the targeted rate for stormwater (urban) due for the balance of the year
<b>Disconnection Fees</b>		
Per disconnection, capped at boundary	Quote based on investigation	Quote based on investigation
<b>Reconnection Fees</b>		
Per reconnection	Quote based on investigation	Quote based on investigation

## Wastewater Charges

	2016/17	2015/16
<b>Extraordinary Consumers</b>		
Refer to Rates Notice		
<b>Volumetric wastewater charges</b>		
Base charge per water meter connection - charged per 3-month period includes 76m <sup>3</sup> of flow use per period	\$678.14	
Domestic wastewater discharge consumption is calculated at 80% of the volume of water used as measured by water meter. (This cost excludes trade waste)	\$2.23	
<b>Connection and Reconnection Fees</b>		
All connections and reconnections	Quote based on investigation	Quote based on investigation
Connections shall be installed by the Rangitikei District Council. A quote will be provided based on investigation. Installation will occur after payment in full is received by Council. Cost is highly dependent on depth of connection, length of later and mains diameter.	plus proportionate share of targeted wastewater (connected) rate due for balance of year	plus proportionate share of targeted wastewater (connected) rate due for balance of year
All other connections to property boundary	Quote	Quote
Connections shall be installed by the Rangitikei District Council. An installation quotation will be provided to the applicant and installation will occur after payment in full is received by Council.	plus proportionate share of targeted wastewater (connected) rate due for balance of year	plus proportionate share of targeted wastewater (connected) rate due for balance of year
<b>Disconnection Fees</b>		
Per disconnection	\$250.00	\$250.00
<b>Septage Discharge Fee</b>		
Per cubic metre	\$23.00	\$20.00
<b>Trade Waste Charges</b>		
Flow per cubic metre	\$1.00	
BOD per kg	\$0.60	
COD per kg	\$0.60	
TSS per kg	\$0.65	
Phosphorous charge per kg	\$30.00	
Ammoniacal nitrogen per kg	\$30.00	
<b>Other Trade Waste Charges</b>		
Trade Waste Consent (includes first 2 hours of processing)	\$200.00	
Consent processing fee (cost per hour)	\$100.00	
Annual compliance monitoring	\$380.00	
Re-inspection fees (per inspections)	\$100.00	
Oil or Grease trap inspection and annual monitoring (cost per visit)	\$65.00	

## Solid Waste

		2016/2017	2016/2017
		Refuse	Green Waste
Refuse bag charges (60 litre volume)	Only accepted at Ratana Waste Transfer Station	\$2.50	\$1.20

Waste Transfer Station		Refuse	Greenwaste Marton, Bulls, Taihape
Wheelie bin		\$11.50	\$6.00
Car boot		\$16.50	\$8.70
Van/station-wagon		\$27.50	\$13.80
Trucks		\$129.00	\$64.50/tonne
Small trailer (deck)	All subject to standard weighbridge charge \$129.00/tonne where this service is available. Where a weighbridge is not available, these prices will be used.	\$35.00	\$17.50
Medium (deck up to 2.4 m long)		\$43.50	\$22.00
Large (deck up to 3.0 m long)		\$64.50	\$32.00
Overloads (loads greater than 1.5m in height) – extra \$6.00		\$76.50	\$38.00
Oversize (deck over 3.0m long)		\$127.00	\$63.50
Overloads (loads greater than 1.5m in height) – extra \$21.00		\$165.00	\$84.50

	2016/2017
<b>Other chargeable items</b>	
Hazardous waste (household quantities – max 20 litres/kilos (Marton, Bulls, Taihape WTSs only)	\$0.00
Fridges and freezers – degassing fee	\$16.70
Whiteware – except refrigeration (each)	\$0.00
Microwave/small appliances	\$0.00
TVs	\$25.00
Monitors	\$15.00
E-waste desktop/VCRs/Fax/Scanners/Printers/UPS	\$5.50
Tyres – car	\$7.80
Tyres – 4x4	\$8.40
Tyres – light truck less than 50 kg	\$13.00
Tyres – long-haul vehicle	\$15.50
Tyres – tractor	\$90.00
Automotive oil (per litre in excess of 20 litres)	\$0.3/litre
Gas bottles (each)	\$5.20
Fluorescent tubes (each)	\$0.00
Eco bulbs (each)	\$0.00

	2016/2017
<b>Other chargeable items</b>	
PCBs per kg (fluorescent light ballasts)	\$66.00/kg
Paint 4 litre pail (each)	\$2.00
Paint 10 litre pail (each)	\$4.50

	2016/2017
<b>Recycling accepted - no gate charge (Marton, Bulls, Taihape and Ratana)</b>	
Paper and cardboard - unsoiled	\$0.00
Glass bottles and jars - colour sorted	\$0.00
Tins and cans - rinsed clean	\$0.00
Plastics 1-6 - rinsed clean	\$0.00
Metals (charges may apply if scrap incurs handling charges)	

	2016/2017
<b>Recyclables not accepted for recycling</b>	
Plastic bags	Refuse rate
Plastic wrap	Refuse rate
Food contaminated recyclables	Refuse rate
Hazardous waste contaminated recyclables	Refuse rate

## Solid Waste 2015/16

	2015/2016	2015/2016
	Charges – Marton	
Waste Transfer Station Accepted Refuse	Refuse	Green Waste
Rubbish bag	\$2.40	\$1.20
Wheelie bin	\$11.00	\$6.00
Car boot	\$15.80	\$8.70
Van/station-wagon	\$26.00	\$13.80
Trucks		\$62.50/tonne
<b>Trailers</b>		
Small trailer (deck)	All subject to standard weigh- bridge charge: \$122.00/tonne Minimum trailer charge less than 100 kg: \$12.00	\$17.00
Medium (deck up to 2.4 m long)		\$21.50
Large (deck up to 3.0 m long)		\$31.80
Overloads (loads greater than 1.5 m in height)		Plus \$6.00 on above
Oversize (deck over 3.0 m long)		\$62.50
Overloads (loads greater than 1.5 m in height)		Plus \$21.00 on above

	2015/16	
	Charges – Taihape, Bulls, Ratana, Hunterville	
Waste Transfer Station Accepted Refuse	Refuse	Green Waste Bulls
Rubbish bag	\$2.40	\$1.20
Wheelie bin	\$11.00	\$6.00
Car boot	\$15.80	\$8.70
Van/station-wagon	\$26.00	\$13.80
Trucks	Large trucks (3 tonne plus) are required to use the weighbridge at Marton. Smaller trucks determined as per Refuse or Green Waste trailer charges	
<b>Trailers</b>		
Small trailer (deck)	\$33.00	\$17.00
Medium (deck up to 2.4 m long)	\$41.00	\$21.50
Large (deck up to 3.0 m long)	\$61.00	\$31.80
Overloads (loads greater than 1.5 m in height)	Plus \$12.00 on above	Plus \$6.00 on above
Oversize (deck over 3.0 m long)	\$120.00	\$62.50
Overloads (loads greater than 1.5 m in height)	Plus \$38.00 on above	Plus \$21.00 on above

	2015/2016
<b>Recycling</b>	
Glass	no charge for recycling
Metal	
Paper/cardboard	
Plastic bottles (grade 1, 2 and 4)	
Can (tin and aluminium)	
Oil and hazardous waste (20 ltr or 20 kg max)	
Fluorescent tubes	
Eco bulbs	
Agrichemical containers – triple rinsed	
<b>Special rates for toxic/non-permitted items</b>	
TVs	\$23.00
Monitors	\$15.00
E-waste desktop/VCRs	\$5.50
Refrigeration requiring degassing	\$16.70
PCBs per kg	\$66.00
Used vehicle oil – over 20 litres (per litre)	\$0.30
Paint – 4 litre pail	\$2.00
Paint – 10 litres and over	\$4.50
Tyres – car	\$7.80
Tyres – 4x4	\$8.40
Tyres – light truck less than 50 kg	\$13.00
Tyres – long-haul vehicle	\$15.50
Tyres – tractor	\$90.00
Gas bottles	\$5.20

## Roading

	2016/17	2015/16
<b>Road Opening Application Fee</b>		
Excavations in road, footpath, berm or road reserve – including Network Utility Operators and trenchless technology	\$257.00	\$252.00
Licence fee	\$128.00	\$126.00
<b>Road Encroachments Survey and Documentation</b>	Actual cost	Actual cost
<b>Kerb Opening/Vehicle Crossing Inspection Fee</b> (private works)	\$257.00	\$252.00
<b>Stock Underpass Street Opening Inspection Fee</b>	\$257.00	\$252.00
All work in road to be done by Council-approved contractor		

## Miscellaneous Charges

	2016/17	2015/16
<b>Council publications, (Draft Annual Plan, Annual Plan, Annual Report, Long Term Plan (including Consultation Document), Activity Management Plans)</b>		
To District residents and ratepayers	Free	Free
To non-ratepayers and non-residents (reproduction costs)	Actual cost	Actual cost
<b>Customer Services</b>		
<i>Photocopying charges</i>		
Black and white A4	\$0.20	\$0.20
Black and white A3	\$0.50	\$0.50
Black and white A2	\$3.00	\$3.00
Black and white A1	\$4.00	\$4.00
Colour A4	\$2.00	\$4.00
Colour A3	\$3.00	\$7.00
Electronic GIS copies	No charge	No charge
<b>District Electoral Roll</b>		
Full District listing	\$83.00	\$81.00
Full Ward Listing (each)	\$42.00	\$41.00
<b>Rural Numbers</b>		
Application and placement of rural numbers	No charge	No charge
Replacement rural number plates	\$25.00	\$25.00
<b>Valuation Rolls/Rating Information Database</b>		
One booklet for the whole District	\$259.00	\$254.00
Electronic version	\$135.00	\$132.00
<b>Rural Fire</b>		
Burn-off supervision by the Rural Fire Officer – per hour	\$94.00	\$92.00

## Community Housing

Rental rates apply to superannuitant tenants only. Council reserves the right to charge non-superannuitants a market rent for the housing units. Adjustment to rents in Council's community housing must be made in accordance with the requirements of section 24 of the Residential Tenancies Act 1986. Typically this means that a change to rents for existing tenants will not occur for two months after Council adopts the Schedule of Fees and Charges for the coming year. Council has included a provision for a small contract with Age Concern Wanganui and Older & Bolder, Taihape to support elderly residents to remain independent in their housing.

	2016/17	2015/16
Single	\$98.00	\$96.00
Double	\$160.00	\$157.00
Fully renovated unit – Single	\$125.00	
Fully renovated unit – Double	\$185.00	

## Requests for Official Information

Official information requests are able to be made to the Council by any person, in accordance with the Local Government Official Information and Meetings Act 1987.

Council reserves the right to charge for this information as follows:

	2016/17
<b>Official Information Request</b>	
Staff time – first hour	Free
Staff time – each subsequent half hour (after the first hour)	\$40.00
Photocopying – first 20 pages	Free
Photocopying – each subsequent page (after the first 20 pages)	Current charges apply
Other actual and reasonable costs	At cost

(These charges are drawn from guidelines issued by the Ministry of Justice on Official Information Act requests.)

A deposit may be required where the estimated cost of the request exceeds \$76.00.

Charges may be modified or waived at the Council's discretion.

End of document

# *Appendix 2*



**Rangitikei**  
UNSPOILT...

# SUMMARY OF INFORMATION

## PROPOSED FEES AND CHARGES, 2016/17

### Reason for the Proposal

The fees and charges set by the Council follow from the revenue and financing policy (part of the 2015/25 Long Term Plan). This policy expresses Council's view about how various services are to be funded, particularly the balance between the share to be funded by ratepayers (because there is advantage to everyone in having the service available and used) and the share to be funded by those making use of it (because the benefit from the service is primarily, or wholly, enjoyed by such people). In determining this balance, Council has regard for thinking in other councils, especially our neighbours.

All fees in 2016-2017 have been raised by 1.9%, the inflation factor used in setting Council's budgets for 2016/17. This inflation factor is different from cost-of-living adjustments, because there are significant elements in Council's expenditure whose costs have risen more sharply – particularly materials to support maintenance of roads and infrastructure. The Schedule shows the proposed fees alongside the 2015/16 fees.

The actual fees from applying this factor have been rounded to the nearest dollar except for solid waste fees which are rounded to the nearest 10c.

Some fees are set by regulation and thus are not changed during this review.

The notable changes are:

- Setting similar fees for use of all Council parks,
- Reducing fees for hall hire and being more flexible over short-term hire (with the objective of attracting greater use) and allowing discounts to non-profit community groups,,
- Altering library photocopying, faxing and scanning fees to reflect actual cost more accurately,
- Providing for the applicable charges under the Food Act 2014,
- Simplifying the fee structure for dog registration, and
- Introducing a volumetric fee structure for wastewater.

Discussions are in progress with the Ombudsman's office regarding the basis for charging for Land Information Memoranda.

Fees and charges for parks relate to exclusive use only. They have been set to encourage regular use by local sports clubs and organisations, and other non-profit community users.

Adjustment to rents in Council's community housing must be made in accordance with the requirements of section 24 of the Residential Tenancies Act 1986. Typically this means that a change to rents for existing tenants will not occur for two months after Council adopts the Schedule of Fees and Charges for the coming year.

Several Council-owned or administered facilities are managed by other organisations, which set their own fees (typically in consultation with the Council):

Marton Swim Centre .....	Nicholls Swim Academy
Taihape Swim Centre.....	Taihape Community Development Trust
Huntermville Town Hall.....	Huntermville Sports and Recreation Trust
Turakina Domain .....	Turakina Reserve Management Committee
Koitiata Hall .....	Koitiata Residents Association
Shelton Pavilion .....	Marton Saracens Cricket Club

## More Information

### Where to get a copy of the Statement of Proposal

The Statement of Proposal (i.e. the full proposed Schedule of fees and charges, 2016/17) is available for inspection at Council's libraries in Marton, Bulls and Taihape, and at the Council's Main Office in Marton. Copies are also available from the above locations, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

### Period for Consultation

Written submissions on the Proposed Schedule of fees and charges may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2016** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# *Appendix 3*



**Rangitikei**  
UNDISPUTED...

## SUBMISSION FORM

### Proposed Schedule of fees and charges 2016/17

*Please print clearly*

**Submissions close at 12  
noon on 6 May 2016.**

**Return this form, or send your  
written submission to:**

Schedule of Fees and Charges  
2016/17 Submission  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

**Email:** [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

**Fax:** (06) 327 6970

#### **Oral submissions**

You may wish to speak in support of  
your written submission.

If you wish to speak to your  
submission, please tick the box  
below.

I wish to speak at:

- ☐ Marton Council Chambers  
19 May 2016

Five minutes are allowed for you to speak,  
with a further five minutes for questions from  
Elected Members. If you have any special  
requirements, such as those related to visual  
or hearing impairments, please note them  
here:

Name: \_\_\_\_\_

Organisation: *(if applicable)* \_\_\_\_\_

Property Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Do you agree or disagree with the proposed Schedule of fees  
and Charges 2016/17?

**Agree/Disagree**

If you disagree, what changes do you think should be considered?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attach additional information or pages if necessary*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# *Appendix 4*

## Engagement Plan

### Schedule of fees and Charges

#### Project description and background

Each year, as part of the Annual Plan process, Council reviews its Schedule of Fees and Charges. A special consultative procedure is required under the Local Government Act 2002 for the setting of some fees. Council considers it appropriate to consult upon all its fees and charges.

#### Engagement objectives

The purpose of the engagement is to obtain the community's view of:

- Whether the Council's fees and charges are appropriate and establish the right balance for user pays services.
- Whether there are any other changes to the fees and charges that Council should consider.

#### Timeframe and completion date

Key project stages	Completion date
Draft Schedule reviewed by Finance/Performance Committee	29 February 2016
Draft consultation documents and engagement plan prepared	31 March 2016
Documents approved for community engagement	31 March 2016
Public notices and letters etc. notifying the public of Council's proposed schedule of fees and charges for 2016/17	4 April 2016
Community engagement (written submissions)	4 April – 12noon 6 May 2016
Community engagement (oral submissions)	19 May 2016
Oral and written submissions considered by Council, final amendments made, policies adopted.	26 May 2016

#### Communities to be engaged with

- The entire Rangitikei District community
- Community Boards and Community Committees

- Te Roopu Ahi Kaa

## Engagement tools and techniques to be used

Community group or stakeholder	How this group will be engaged
Rangitikei District community	Website Rangitikei Line Printed media Information in libraries
Community Committees and Community Boards	Officer's report
Te Roopu Ahi Kaa	Officer's report

## Resources needed to complete the engagement

Resources beyond staff time required for this engagement are:

- Notification in the local print media
- The production of printed materials

## Communication planning

### Key messages

- Some of Council's services are best paid for by those who directly use them
- The fees should be set at a level that does not prohibit residents and ratepayers from using these services and should be set at a level which encourages compliance

### Reputation risks

- Council perceived as over-charging for services that the public must use, hence increasing costs unnecessarily
- That the services that Council charges for are not good value

## Basis of assessment and feedback to the communities involved

After analysing community input, Council officers will prepare a report outlining the communities' views, and any suggested changes to the draft schedule. This will then be referred to Council for consideration prior to final adoption. The feedback to the communities will follow after Council adopts the schedule. A response will be sent to each person who makes a submission. Copies of the final Schedule of Fees and Charges 2016/17 will be available on Council's website and from the District's libraries.

## Project team roles and responsibilities

Team member	Role and responsibilities
Michael Hodder	Project sponsor
Michael Hodder	Project leader
Carol Downs	Print media
Michael Hodder	Officers reports/letters
Anna Dellow	Website

# Attachment 6

# Appendix 1



**Rangitikei**  
UNSPOILT...

# SUMMARY OF INFORMATION

## PROPOSED SPEED LIMIT BYLAW AMENDMENT 2016

### **Speed Limit Bylaw Amendment: Parewanui Road, Bulls**

#### **Reason for the Proposal**

Concerns have been raised by residents of Parewanui Road, Bulls, about the appropriateness of a 100km/h speed limit along the road at the outskirts of the Bulls township.

A survey of drivers and vehicles on Parewanui Road has identified that a reduction in the speed limit to 80km/h is warranted.

#### **What changes are proposed?**

It is proposed that the speed limit along Parewanui Road, from the existing 50km/h sign to 50 metres south west of Brandon Hall Road, 50 metres along Brandon Hall Road and 50 metres along Ferry Road, is reduced from 100km/h to 80km/h. This speed reduction is consistent with the current speed environment and would ensure greater consistency of the roading network.

#### **Legislative requirements**

Council as a Road Controlling Authority (RCA) has the power to make a Speed Limit Bylaw but must follow the criteria set under the New Zealand Transport Agency's Setting of Speed Limit Rule 2003. This means that certain road conditions must be present for a speed limit to be set.

#### **Penalties**

All speed limits that are adopted under this draft Speed Limit Bylaw are enforceable by the Police, people caught speeding are liable for a speeding ticket and other penalties prescribed by law.

#### **Commencement**

The proposed commencement date for the proposed amendment to the Speed Limit Bylaw 2009 is 20 days after the amendment to the Bylaw is publicly notified.

#### **More Information**

##### Where to get a copy of the Statement of Proposal

The Statement of Proposal contains the reasons for the proposal and a copy of the amended Bylaw. The Statement of Proposal is prepared in accordance with section 86 of the Local Government Act 2002. It is available for inspection at Council's libraries in Marton, Bulls and Taihape, and at the Council's Main Office in Marton. Copies are also

available from the above locations, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

#### Period for Consultation

Written submissions on the Proposed Speed Limit Bylaw Amendment 2016 may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2016** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 2



**Rangitikei**  
UNSPOILT...

# STATEMENT OF PROPOSAL

## PROPOSED SPEED LIMIT BYLAW AMENDMENT 2016

### Speed Limit Amendment: Parewanui Road, Bulls

#### Reason for the Proposal

Concerns have been raised by residents of Parewanui Road, Bulls, about the appropriateness of a 100km/h speed limit along the road at the outskirts of the Bulls township.

A survey of drivers and vehicles on Parewanui Road has identified that the reduction in the speed limit to 80km/h is warranted. The main findings were:

- Traffic heading into Bulls along Parewanui Road is travelling in an open road speed limit. Accordingly, it was estimated that the mean speed is about 80km/h while the 85<sup>th</sup> percentile speed is closer to 90-100km/h. Site observations indicate that the traffic does not appear to start slowing down until they get to the speed limit signs so they are still travelling at open road speeds past the speed limit signs.
- Drivers' lines of sight as they enter Bulls are blocked by large hedges which prevent drivers from seeing and recognising their approach to the Bulls urban environment. Compounding this problem is the fact that the road widens out once inside the urban area which gives the impression to drivers that they can go faster.
- There are no visual clues to drivers to alert them to the change in speed environment until after they get past the speed limit signs, hence the contributing factor to the perceived speed problems experienced by local residents.
- The survey results show the average development rating for the 700 metre long length of Parewanui Road from the existing 50/100km/h speed limit signs to 50 metres west of Brandon Hall Road is 5.14 units per 100 metres. This equates to 80km/h speed limit.
- The extension of a 50km/h speed limit 150 westwards along Parewanui Road, to include the first 5 houses, is not warranted since the average development rating unit is only 6.00 per 100 metres.

#### What changes have been made?

It is proposed that the speed limit along Parewanui Road, from the existing 50km/h sign to 50 metres south west of Brandon Hall Road, 50 metres along Brandon Hall Road and 50 metres along Ferry Road, is reduced from 100km/h to 80km/h. This speed reduction is consistent with the current speed environment and would ensure greater consistency of the roading network. This change affects Schedule 8 of the current Speed Limit Bylaw.

## **Legislative Requirements**

The Speed Limit Bylaw is a legal requirement under the NZTA Setting of Speed Limit Rule 2003. Councils (as Road Controlling Authorities or RCA) are required to develop bylaws that allow speed limits on roads within their respective areas (other than state highways).

Every RCA must follow the guidelines set in the Setting of Speed Limit Rule 2003 for determining which speed limit is appropriate. Certain road conditions must be present for a certain speed limit to be set - thus creating uniformity throughout the national roading network.

## **Penalties**

All speed limits that are adopted under this draft Speed Limit Bylaw are enforceable by the Police, people caught speeding are liable for a speeding ticket and other penalties prescribed by law.

## **Commencement**

The proposed commencement date for the amendments to the Speed Limit Bylaw 2009 is 20 days after the amendments to the Bylaw are publicly notified.

## **More Information**

### Where to get a copy of the Summary of Information

A Summary of Information details the major matters listed in this Statement of Proposal. The Summary of Information can be collected from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

### Period for Consultation

Written submissions on the Proposed Speed Limit Bylaw Amendment 2016 may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2016** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 3



# **Rangitikei District Council**

## Parewanui Road

### Speed Limit Development Rating Survey

March 2016



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# Appendices

- Appendix A – Speed Limit Survey Form (Rating Diagram)
- Appendix B General Information Form

# 1. Introduction

## 1.1 Background

Rangitikei District Council received a complaint from residents in High Street / Parewanui Road about the high speed of traffic entering the township of Bulls from the west. They requested the 50 km/h speed limit be extended to the west of its current location to encourage drivers to slow down before they entered the Bulls urban area.

## 1.2 Purpose of this report

GHD was engaged to consider what practicable steps could be taken to address this speed problem and to ascertain whether or not the speed limit on Parewanui Road could/should be altered as requested by residents.

## 1.3 Disclaimer

This report: has been prepared by GHD for the Rangitikei District Council and may only be used and relied on by Rangitikei District Council for the purpose agreed between GHD and the Rangitikei District Council as "Principal".

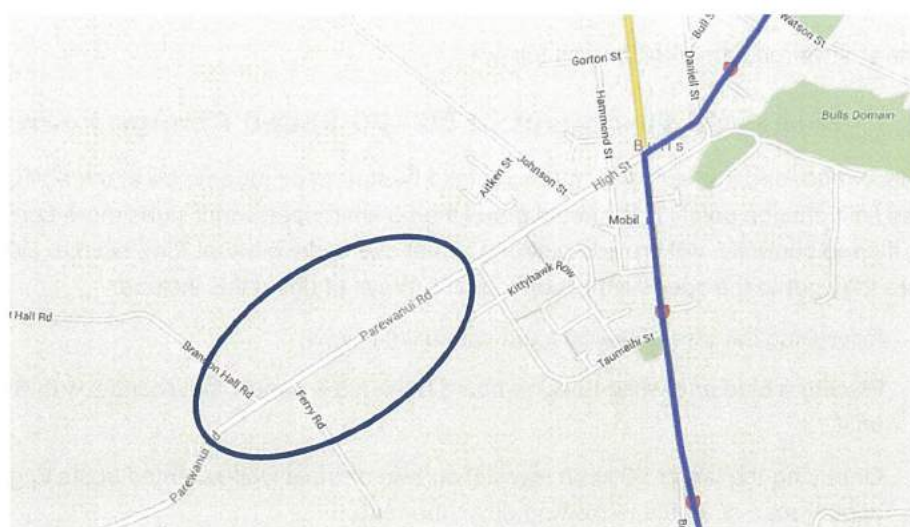
The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

## 1.4 Assumptions

The speed limit development rating survey was undertaken in accordance with the requirements of the "Land Transport Rule: Setting of Speed Limits (2003)".

## 1.5 Location

Parewanui Road starts at the western end of High Street in Bulls and runs out toward the Tasman Sea.



**Figure 1 Location Map**

## 2. Findings

### 2.1 Speeds on Parewanui Road

Traffic heading into Bulls along Parewanui Road is travelling in an open road speed limit. Accordingly it is estimated that the mean speed is about 80 km/h while the 85<sup>th</sup> percentile speed is closer to 90 to 100 km/h. Site observations indicate that the traffic does not appear to start slowing down until they get to the speed limit signs so they are still travelling at open road speeds past the speed limit signs.

This is very similar to what used to happen in Marton on Calico Line and Wanganui Road.

### 2.2 Threshold Treatment

Drivers' lines of sight as they enter Bulls are blocked by large hedges which prevent drivers from seeing and recognising their approach to the Bulls urban environment. Compounding this problem is the fact that the road widens out once inside the urban area which gives the impression to drivers that they can go faster.

There are no visual cues to drivers to alert them to the change in speed environment until after they get past the speed limit signs, hence the contributing factor to the perceived speed problems being experienced by local residents.

### 2.3 Development Rating Survey Findings

The survey results show the average development rating for the 700 metre long length of Parewanui Road from the existing 50/100 km/h speed limit signs to 50 metres west of Brandon Hall Road is 5.14 units per 100 metres. This equates to an 80 km/h speed limit.

If one were to look at extending the existing 50 km/h speed limit 150 metres westward along Parewanui Road to include the first 5 houses, the average development rating value is only 6.00. This is well short of the 11.00 plus required by the Speed Limit Setting Rule so cannot be supported.

## 3. Recommendations

There are two recommendations as follows:

### 3.1 Threshold Treatment of 50/100 Speed Change Point

It is recommended that some form of threshold treatment be introduced at the 50/100 km/h speed limit change point. This should make the 50 km/h speed limit signs more conspicuous and, if done correctly, will provide a strong visual cue to drivers that they need to slow down before they get to the speed limit change point. Ways of doing this include:

- Increasing the size of the 50 km/h speed limit signs.
- Placing a blue and white backing board behind the speed limit roundel with Bulls written on it.
- Or putting the larger 50 km/h roundel on twin or triple white painted posts to give the appearance of a gate narrowing down the road.
- Constructing a low kerbed garden with low growing vegetation around the base of the signs to give the appearance that the road narrows at this point.
- Painting a flush median along the centreline of the road between the speed limit signs.

- Change the 100 km/h roundel to 80 km/h if second recommendation below is adopted.
- Replace the 100 km/h roundel with an RS3 speed limit derestriction sign.

### 3.2 Introduce a new 80 km/h Speed Limit

It is also recommended that Council give serious consideration to introducing a new 80 km/h speed limit along Parewanui Road from the existing 50/100 km/h speed limit signs to a position 50 metres south/west of Brandon Hall Road, as shown in Figure 2 below.



**Figure 2 Proposed speed limit change points**

### 3.3 High visibility garments

When residents mow the grass verge in front of those properties near the speed limit change point, it is recommended that they be encouraged to wear a high visibility orange Day-Glo jacket so they can be clearly seen by approaching drivers. If pedestrians are clearly visible close to edge of the road, most drivers tend to slow down and give them a wider berth.

## **4. Likely Outcome**

If these recommendations are adopted and implemented by Council we would expect a similar lowering of operating speed along Parewanui Road as it enters Bulls as has occurred on Calico Line and Wanganui Road in Marton when the speed limits were reduced on those roads. Reducing the speed limit on Wellington Road through Crofton south of Marton also had the effect of lowering operating speeds in that location.

Upgrading the speed limit signs where the 50 km/h speed limit starts by introducing a threshold treatment will also have the effect of making the speed limit change point more conspicuous, encouraging drivers to slow down before they reach the urban area of Bulls thereby improving the safety of adjoining residential properties along High Street through lower vehicle operating speeds.

## Appendices

## **Appendix A** – Speed Limit Survey Form (Rating Diagram)

# SPEED LIMIT SURVEY FORM (RATING DIAGRAM)

Road Controlling Authority Rangitikei District Council At Bulls  
 Road Parewanui From 50/100 signs To West of Brandon Hall  
 Surveyed by Roger McLeay Date 27/1/16

TO	DEVELOPMENT RATING			ROADWAY RATING							Total	Notes
	Frontage	Side Road	Sub Total	Peds	Cyclist	Parking	Geometry	Traffic Control	Use	Sub Total		
808 — 168	1	—	1									
161 — 730	1	—	1									
648 — <u>Brandon Hall Road</u>	—	3	3	1	1	1				3		
143 — <u>Ferry Road</u> 586 558 — 146 520	2	3	5	—	1	1				2		
428 — 130 129 — 415	2	—	2	—	1	1				2		
<u>Garage</u> — 364 — 322	2	—	2	—	1	1				2		
279 — 114 <u>Horses</u> — 244 — 239 — 204	4	—	4	—	1	1				2		
— 123 195 — 105	2	—	2	—	1	1				2		
193 — 75 189 — 69 187 — 45	3	—	3	—	1	1				2		
<u>100/50</u> FROM <u>100/50</u>			21							15		

Average rating between 50/100 and Brandon Hall equals 5.14

This equates to an 80km/h speed limit.

## **Appendix B** General Information Form

# GENERAL INFORMATION FORM

Instructions: Circle the answer, tick the box, describe or fill-in data as appropriate

Road Controlling Authority Rangitikei D.C At Bulls  
Road Parewani From 50/100 To Past Brandon Hall Road  
Surveyed by Roger McLeay Date 27 / 1 / 2016

1. The surrounding land environment is: Fully developed urban ☐ Low density urban ☐  
Urban fringe ☒ Rural settlement ☐ Rural selling place ☐ Fully rural ☐  
Holiday resort ☐

2. The classification of this section of road is: Arterial ☐ Collector ☒ Local ☐

3. What is the length of road under consideration? 1 km m

4. What is the current speed limit on the road? 100 km/h km/h

5. What are the speed limits on the adjoining road sections? 100 km/h, 50 km/h

6. Are there any features that would provide suitable change points between limits?

Yes / No

Describe: Brandon Hall Road

7. Is the road divided by a solid or flush median? ~~Yes~~ / No Solid ☐ Flush ☐  
Note: a median should extend for at least 500 metres.

8. How wide is the median? NA m

9. Does the median provide sufficient width and turn slots to provide adequate protection for turning and crossing vehicles? ~~Yes~~ / No

10. How many lanes? 2 What is the typical lane width? 3.5 m  
Note: count only the number of through lanes normally used by drivers.

11. Note any special lanes, e.g. cycle lanes: None

12. What is the setback of the through traffic lanes to the property boundary? 12 m  
Note: If the development is similar on both sides of the road, use the lower value. If development is not balanced, use the setback on the more developed site.

13. Is there a consistent standard of street lighting? ~~Yes~~ / No

14. What is the mean speed 80 km/h and 85<sup>th</sup> percentile speed 90 km/h for free running vehicles on this section of road?

15. Examine crash data for the section of road for the previous two years. Note any changes that have occurred that may affect crashes. \_\_\_\_\_

Number of injury crashes / 100 million vehicle km (two year average): \_\_\_\_\_

List any special crash types \_\_\_\_\_

16. Are there any special traffic conditions or roadside developments that may affect speeds, or require special consideration? Describe: Approaching Bulls it is

not obvious that one is about to enter  
an urban environment because it is  
hidden by high hedges

GHD

Level 2, 52 The Square  
Palmerston North 4410

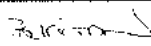
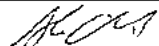
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Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
2	Roger McLeay	Brian Hickton		Alex Chisholm		18/3/2016

[www.ghd.com](http://www.ghd.com)



# Appendix 4



# Speed Limit Bylaw 2009

Including the 2013, ~~and~~ 2014 and 2016 Amendments

## Rangitikei District Council

### 1 Introduction

Pursuant to Section 684(1)(13) of the Local Government Act 1974, the Local Government Act 2002, the Land Transport Rule: Setting of Speed Limits 2003, the Land Transport Rule: Setting of Speed Limits Amendment 2005 and Land Transport Rule: Setting of Speed Limits Amendment 2006, the Rangitikei District Council makes this bylaw to set speed limits as specified in the schedules.

This Bylaw applies only to roads under the jurisdiction of the Rangitikei District Council.

### 2 Title

The title of this bylaw is the Rangitikei District Council Speed Limit Bylaw 2009.

### 3 Date the speed limits come into force

The speed limits described in the schedules come into force on 2/11/2009 excluding;

- the amendments to Wellington Road, Marton, in Schedule 7, which comes into force on 10/1/2014 and the amendments to Goldings Line in Schedule 7 and Wanganui Road in Schedule 8 which come into force on 4/7/2014; and
- the amendment to Nga Tawa Road, Marton, in Schedule 8, which comes into force on 5/12/2014, and
- the amendment to Parewanui Road, Bulls, in Schedule 8, which comes into force on xx/xx/2016.

### 4 Definitions

#### Road

(a) includes:

- i. a street

- ii. a motorway; and
  - iii. a beach; and
  - iv. a place to which the public have access, whether as of right or not ; and
  - v. all bridges, culverts, ferries, and fords forming part of a road or street or motorway, or a place referred to in (iv); and
  - vi. all sites at which vehicles may be weighed for the purposes of the Land Transport Act 1998 or any other enactments; and
- (b) includes a section of a road

**Rural Area** means a road or a geographical area that is not an urban traffic area, to which the rural speed limit generally applies.

**Rural Speed Limit** means a speed limit of 100km/h.

**Speed limit** means

- (a) the maximum speed at which a vehicle may legally be operated on a particular road, but does not mean the maximum permitted operating speed for classes or types of vehicles in any Act, regulations or rule;
- (b) for a minimum speed limit, the minimum speed at which a vehicle may legally be operated in a specified lane of the road
- (c) an urban, rural, permanent, holiday, temporary, variable or minimum speed limit.

**Urban traffic area** means an area designated under this rule that consists of one or more specified roads or a specified geographical area, to which the urban speed limit generally applies.

**Urban traffic limit** means a speed limit of 50km/h.

## 5 Speed limits

The roads or areas described in the schedules specified in paragraph 6 or as shown on a map referenced in the schedules are declared to have the speed limits specified in the schedules and maps, which are part of the bylaw.

## 6 Schedules

Schedule 1: Roads that have a speed limit of 10 km/h (Schedule 1 is not in use in this bylaw).

**Schedule 2: Roads that have a speed limit of 20 km/h.**

Schedule 3: Roads that have a speed limit of 30 km/h (Schedule 3 is not in use in this bylaw).

Schedule 4: Roads that have a speed limit of 40 km/h (Schedule 4 is not in use in this bylaw).

**Schedule 5: Roads that have a speed limit of 50 km/h.**

Schedule 6: Roads that have a speed limit of 60 km/h (Schedule 6 is not in use in this bylaw).

**Schedule 7: Roads that have a speed limit of 70 km/h.**

**Schedule 8: Roads that have a speed limit of 80 km/h.**

Schedule 9: Roads that have a speed limit of 90 km/h (Schedule 9 is not in use in this bylaw).

**Schedule 10: Roads that have a speed limit of 100 km/h.**

Schedule 11: Roads that have a holiday speed limit (Schedule 11 is not in use in this bylaw).

Schedule 12: Roads that have a variable speed limit (Schedule 12 is not in use in this bylaw).

Schedule 13: Roads that have a minimum speed limit (Schedule 13 is not used in this bylaw).

## **7 Date bylaw made**

This Bylaw was made by the Rangitikei District Council at a meeting of Council on 27 August 2009 (resolved minute number 09/RDC/300).

The Amendment to the Crofton intersection was adopted by the Rangitikei District Council at a meeting of Council on 26 November 2013 (resolved minute number 13/RDC/318).

The Amendments for Goldings Line and Wanganui Road were adopted by the Rangitikei District Council on 1 May 2014 (resolved minute number 14/RDC/096 and 14/RDC/097).

The Amendments for Nga Tawa Road were adopted by Rangitikei District Council on 20 October 2014 (resolved minute number 14/RDC/231).

The Amendments for Parewanui Road were adopted by Rangitikei District Council on xx May 2016 (resolved minute number 16/RDC/xxx).

## Schedule 2    Traffic Areas 20 km/h

The roads or areas described in this schedule and shown on a map referenced in this schedule are declared to have a speed limit of 20 km/h.

Map	Description	Legal Instrument
Camping Grounds RDC 09-01	<b>Dudding's Lake Camping Ground</b> Covering all roads from the entrance off State Highway 3 right around the lake.	Rangitikei District Council Speed Limit Bylaw 2009
Camping Grounds RDC 09-01	<b>Mangaweka Camping Ground</b> Covering the road from the entrance off Ruahine St, Mangaweka right through the camping ground.	Rangitikei District Council Speed Limit Bylaw 2009
Camping Grounds RDC 09-01	<b>Bulls Domain</b> Covering all roads and car parks from the entrance off Domain Road, Bulls throughout the Domain.	Rangitikei District Council Speed Limit Bylaw 2009

## Schedule 5 Urban Traffic Areas 50 km/h

The Rangitikei District Council declares Urban Traffic Areas as defined below in this Register. All roads within the nine separately defined areas have a speed limit of 50 km/h unless otherwise designated. Roads that are not 50 km/h within the Urban Traffic Areas are listed separately in this register and shown on the speed limit maps. The roads covered by the nine Urban Traffic Areas exclude State Highways where the Road Controlling Authority is the New Zealand Transport Agency and those roads or areas that are marked on the said map and identified in the legend as having a different speed limit, as referenced in the appropriate schedule of this bylaw.

Map	Description	Legal Instrument
Taihape RDC 09-02	<b>Taihape</b> All the roads within the area marked on the map entitled <u>Taihape RDC 09-02</u> and identified in the legend as an urban traffic area having a speed limit of 50 km/h.	Rangitikei District Council Speed Limit Bylaw 2009
Mangaweka RDC 09-03	<b>Mangaweka</b> All the roads within the area marked on the map entitled <u>Mangaweka RDC 09-03</u> and identified in the legend as an urban traffic area having a speed limit of 50 km/h.	Rangitikei District Council Speed Limit Bylaw 2009
Hunternville RDC 09-04	<b>Hunternville</b> All the roads within the area marked on the map entitled <u>Hunternville RDC 09-04</u> and identified in the legend as an urban traffic area having a speed limit of 50 km/h.	Rangitikei District Council Speed Limit Bylaw 2009
Bulls RDC 09-06	<b>Bulls</b> All the roads within the area marked on the map entitled " <u>Bulls RDC 09-06</u> " and identified in the legend as an urban traffic area having a speed limit of 50 km/h.	Rangitikei District Council Speed Limit Bylaw 2009
Marton RDC 09-05	<b>Marton</b> All the roads within the area marked on the map entitled <u>Marton RDC 09-05</u> " and identified in the legend as an urban traffic area having a speed limit of 50 km/h.	Rangitikei District Council Speed Limit Bylaw 2009
Scott's Ferry and Koitiata RDC 09-07	<b>Scott's Ferry</b> All the roads within the area marked on the map entitled " <u>Scott's Ferry and Koitiata RDC 09-07</u> " and identified in the legend as an urban traffic area having a speed limit of 50 km/h,	Rangitikei District Council Speed Limit Bylaw 2009
Rātana and Whangaehu RDC 09-08	<b>Rātana</b> All the roads within the area marked on the map entitled " <u>Rātana and Whangaehu RDC 09-08</u> " and identified in the legend as an urban traffic area having a speed limit of 50 km/h,	Rangitikei District Council Speed Limit Bylaw 2009

Map	Description	Legal Instrument
Scott's Ferry and Koitiata RDC 09-07	<b>Koitiata</b> All the roads within the area marked on the map entitled "Scott's Ferry and <u>Koitiata RDC 09-07</u> " and identified in the legend as an urban traffic area having a speed limit of 50 km/h,	Rangitikei District Council Speed Limit Bylaw 2009
Rātana and Whangaehu RDC 09 - 08	<b>Whangaehu village</b> All the roads within the area marked on the map entitled " <u>Rātana and Whangaehu RDC 09-08</u> "	Rangitikei District Council Speed Limit Bylaw 2009

### Schedule 7: 70 km/h

The roads or areas described in this schedule or as shown on a map referenced in this schedule are declared to have a speed limit of 70 km/h.

Map	Description	Legal Instrument
Turakina RDC 09-09	<b>Turakina</b> All roads marked on the map entitled Turakina RDC 09-09.	Rangitikei District Council Speed Limit Bylaw 2009
Marton RDC 09-05	<b>Pukepapa Road, Marton</b> along Pukepapa Road starting south of Henderson Line 400 m to 121 Pukepapa Road.	Rangitikei District Council Speed Limit Bylaw 2009
Crofton RDC 13-01	<b>Wellington Road, Marton</b> along Wellington Road beginning 200 metres south of Neal Dow Road/Lawson Street to a point adjacent to #567 Wellington Road, and down Hawkestone Road 240 metres to the Bridge, and down Neal Dow Road 600 metres onto Makirikiri Road, and down Lawson Street to a point 50 metres east of Goldings Line onto Makirikiri Road, and down Golding Line to 100m south of Alexandra Street.	Rangitikei District Council Speed Limit Bylaw Amendment 2014

## Schedule 8    Traffic Areas 80 km/h

The roads or areas described in this schedule and shown on a map referenced in this schedule are declared to have a speed limit of 80 km/h.

<b>Map</b>	<b>Description</b>	<b>Legal Instrument</b>
Marton RDC 13-01	<b>Calico Line, Marton</b> – 1.4 km down Calico Line from a point east of Nga Tawa School to the current 50 km/h sign near Marton.	Rangitikei District Council Speed Limit Bylaw 2009
Marton RDC 13-02	<b>Wanganui Road, Marton</b> – down Wanganui Road west from the current 50km/h sign to 180m west of Johnston Road and down Johnston Road.	Rangitikei District Council Speed Limit Bylaw Amendment 2014
Marton RDC 14-01	<b>Nga Tawa Road, Marton</b> – down Nga Tawa Road south from Calico Line to 180m north of Marumaru Street.	Rangitikei District Council Speed Limit Bylaw Amendment 2014
<u>Bulls RDC 16-xx</u>	<u>Parewanui Road, Bulls</u> – down Parewanui Road west from the current 50km/h sign to 50 metres south west of Brandon Hall Road, <u>50 metres along Brandon Hall Road and 50 metres along Ferry Road.</u>	<u>Rangitikei District Council Speed Limit Bylaw Amendment 2016</u>

### Schedule 10: Rural traffic areas 100 km/h

The roads or areas described in this schedule are declared to have a speed limit of 100 km/h.

Speed Limit	Description	Legal Instrument
100 km/h	All Rangitikei District Council roads outside an urban traffic area listed in Schedule 5 have a speed limit of 100 km/h, except for roads or areas that are: (a) described as having a different speed limit in the appropriate schedule of this bylaw; or (b) shown on a map as having a different speed limit, as referenced in the appropriate schedule of this bylaw.	Rangitikei District Council Speed Limit Bylaw 2009



RANGITIKEI DISTRICT COUNCIL

## Proposed 80km/h zone Parewanui Road, Bulls

SCALE  
1 : 100



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Land Information New Zealand  
Core Record System (CRS)  
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# Appendix 5



**Rangitikei**  
UNDISPUTED...

## SUBMISSION FORM

### Proposed Speed Limit Bylaw Amendment 2016

### Parewanui Road

*Please print clearly*

**Submissions close at 12  
noon on 6 May 2016.**

**Return this form, or send your  
written submission to:**

Speed Limit Bylaw Submission  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

**Email:** [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

**Fax:** (06) 327 6970

#### **Oral submissions**

You may wish to speak in support of  
your written submission.

If you wish to speak to your  
submission, please tick the box  
below.

I wish to speak at:

☐ Marton Council Chambers  
19 May 2016

Five minutes are allowed for you to speak,  
with a further five minutes for questions from  
Elected Members. If you have any special  
requirements, such as those related to visual  
or hearing impairments, please note them  
here:

Name: \_\_\_\_\_

Organisation: *(if applicable)* \_\_\_\_\_

Property Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Do you agree or disagree with the proposed reduction in the  
speed limit from 100km/h to 80km/h along Parewanui Road,  
between High Street and Brandon Hall Road, Bulls?

#### **Agree/Disagree**

Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attach additional information or pages if necessary*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix 6

## Engagement Plan

### Proposed Speed Limit Bylaw Amendment 2016 – Parewanui Road, Bulls

#### Project description and background

Concerns have been raised by residents of Parewanui Road, Bulls, about the appropriateness of a 100km/h speed limit along the road at the outskirts of the Bulls township.

A survey of drivers and vehicles on Parewanui Road has identified that the reduction in the speed limit to 80km/h is warranted.

Council has agreed to amend the Speed Limit Bylaw to include this change. A special consultative procedure is required consult on this change.

#### Engagement objectives

The purpose of the engagement is to inform the community about the proposed change to the speed limit on Parewanui Road and to explain why it is necessary.

#### Timeframe and completion date

The period of community engagement will be one month for written submissions, followed by oral submissions, analysis and reporting back to Council for final adoption.

Key project stages	Completion date
Draft consultation documents and engagement plan prepared	24 March 2016
Documents approved for community engagement	31 March 2016
Public notices and letters etc. notifying the public of Council's intent to amend the bylaw	4 April 2016
Community engagement (written submissions)	4 April – 12pm 6 May 2016
Community engagement (oral submissions)	19 May 2016
Oral and written submissions considered by Council, final decision on whether to amend the Bylaw made, amendments to Bylaw adopted if required.	26 May 2016

## Communities to be engaged with

- Residents and occupiers of adjoining properties.
- Statutory agencies (as required by legislation)
- Bulls Community Committee
- General public
- Regular truck operators on this route

## Engagement tools and techniques to be used

Engagement Spectrum position desired: Consult

Community group or stakeholder	How this group will be engaged
Property owners and occupiers	Letter and submission form posted to each property owner (based on rates information) and occupiers (where known).
Regular truck operators on this route	Letter and submission form posted to relevant operators (based on local knowledge).
Statutory agency consultation	Letter and set of associated documents posted to each NZ Automobile Association, the NZ Police, The Road Transport Association, Horizons Regional Council, the Road Safety Co-ordinator and the NZ Transport Agency.
Bulls Community Committee	Report and set of associated documents to April 2016 meeting.
General Public	Website  Public notices – Wanganui Chronicle, District Monitor, Central District Times.

## Resources needed to complete the engagement

Resources beyond staff time required for this engagement are:

- Public notices
- Printing costs

## Communication planning

### Key messages

- Residents have had concerns and Council has responded by undertaking a survey.

- The survey identifies that a reduction in the speed limit along Parewanui Road is warranted.
- The survey identifies that a reduction to 80km/h is warranted along the section of Parewanui Road from the existing 50km/h speed limit signs to 50 metres south west of Brandon Hall Road

#### **Reputation risks**

- That the community does not understand why Council has taken this step to reduce the speed limit or why it has not reduced the speed limit further to 50km/h
- Lack of clear communication about the proposed changes could result in the community feeling that they have not been listened to.

#### **Basis of assessment and feedback to the communities involved**

Council officers will prepare a letter outlining the community's views, Council's response and any proposed changes to the Speed Limit Bylaw. This letter will be sent to each person who made a submission.

The feedback to the community will occur after Council has adopted changes to the Bylaw.

#### **Project team roles and responsibilities**

<b>Team member</b>	<b>Role and responsibilities</b>
Michael Hodder	Project sponsor
Katrina Gray	Project leader
Katrina Gray	Community point of contact
Katrina Gray	Administration/public notices
Anna Dellow	Website

# Attachment 7

# Appendix 1



**Rangitikei**  
UNAPOLOGETICALLY...

## SUMMARY OF INFORMATION

### DRAFT DOG CONTROL AND RESPONSIBILITY POLICY AND CONTROL OF DOGS BYLAW

#### Reason for the Proposal

A recent review of Rangitikei District Council's processes to meet its obligations under the Dog Control Act 1996 suggested that Council could tighten some of the provisions of its dog control policy to support the Animal Control Team in carrying out their duties under the Act. Whilst no change to the provisions in the Control of Dogs Bylaw is warranted, the opportunity is taken to make some minor wording changes.

#### Legislative Requirements

Under the Dog Control Act 1996, every council **must** have a dog control policy and **may** have a dog control bylaw. When a dog control bylaw is reviewed, the Act requires a council's dog control policy to be reviewed at the same time. In consulting on a proposed new dog control policy and bylaw, the Local Government Act 2002 requires the use of the Special Consultative Procedure.

#### What changes have been made?

The amendments suggested to the Dog Control and Owner Responsibility Policy relate primarily to enabling a discretionary power to neuter menacing dogs (rather than a mandatory one) and the introduction of a property inspection regime which ensures properties are regularly inspected prior to a menacing dog classification. In addition, the Policy's definition of "good owners" has been revised to better align with the Dog Control Act 1996. The Control of Dogs Bylaw has received minor wording changes to better align with the Local Government Act 2002.

#### Commencement

The proposed commencement date for the revised Dog Control and Responsibility Policy and Control of Dogs Bylaw is 20 days after the amendments to the Policy and Bylaw are adopted by Council and publicly notified following this period of consultation.

#### More Information

##### Where to get a copy of the Statement of Proposal

The Statement of Proposal contains the reasons for the proposal, and copies of the draft Policy and Bylaw. The Statement of Proposal is prepared in accordance with section 86 of the Local Government Act 2002. It is available for inspection at Council's libraries in Marton, Bulls and Taihape, and at the Council's Main Office in Marton. Copies are also available from the above locations, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

### Period for Consultation

Written submissions on the Draft Dog Control and Responsibility Policy and Control of Dogs Bylaw policies may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2014** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 2



# STATEMENT OF PROPOSAL

## DRAFT DOG CONTROL AND RESPONSIBILITY POLICY, AND CONTROL OF DOGS BYLAW

### Reason for the Proposal

A recent review of Rangitikei District Council's processes to meet its obligations under the Dog Control Act 1996 suggested that Council could tighten some of the provisions of its dog control policy to support the Animal Control Team in carrying out their duties under the Act. Whilst no change to the provisions in the Control of Dogs Bylaw is warranted, the opportunity is taken to make some minor wording changes.

### Legislative Requirements

Under the Dog Control Act 1996, every council **must** have a dog control policy and **may** have a dog control bylaw. When a dog control bylaw is reviewed, the Act requires a council's dog control policy to be reviewed at the same time. In consulting on a proposed new dog control policy and bylaw, the Local Government Act 2002 requires the use of the Special Consultative Procedure.

### What changes have been made?

The following minor editorial changes have been made across the Policy and Bylaw:

- All references to the Dog Control Bylaw have been changed to Control of Dogs Bylaw for consistency
- All references to "Good Owner" have been changed to "Responsible Owner". This removes a perception of subjectivity about "good" and aligns with the term used in the Dog Control Act
- References to specific fees have been removed which enables Council to consider fees annually without requiring changes to the Policy
- Senior dog control officer has been added to the definitions section in order to align more closely with the delegations provided to a Senior Dog Control Officer in the Delegations Register
- Abatement of Nuisance paragraph has been condensed and reworded for clarity in both the Policy and the Bylaw
- Barking Dogs paragraph in the Policy has been aligned more closely with the enabling legislation (s. 55 of the Act)
- The inclusion as appendices of GIS maps of dog exercise areas in the main towns of Bulls, Marton and Taihape

The more significant changes are:

- 7.1.9: Introduction of an enabling clause to explicitly permit penalties for late registration of dogs
- 7.2.8: A new clause suggesting a maximum period between property inspections of five years. This allows the Dog Control team to inspect properties more frequently if necessary

- 7.4.10 Introduction of a discretionary authority, rather than a mandatory one, for the Senior Dog Control Officer to require that a menacing dog is neutered. This aligns the policy with the Delegations Register and enables the Council to avoid potentially lengthy appeals processes
- 7.5.1 and 7.5.2 Further clarification of the requirements to achieve Responsible Owner classification, and hence to secure reductions in registration fees

## **Commencement**

The proposed commencement date for the revised Dog Control and Responsibility Policy and Control of Dogs Bylaw is 20 days after the amendments to the Policy and Bylaw are adopted by Council and publicly notified following this period of consultation.

## **More Information**

### Where to get a copy of the Summary of Information

A Summary of Information details the major matters listed in this Statement of Proposal, and is prepared in accordance with section 89 of the Local Government Act 2002. The Summary of Information can be collected from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

### Period for Consultation

Written submissions on the Draft Dog Control and Responsibility Policy and Control of Dogs Bylaw policies may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2014** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 3



# Rangitikei District Council

Policy Title	Dog Control and Owner Responsibility Policy
Date of Adoption by Council	<del>XXXX</del> 27 November 2016 <sup>4</sup>
Resolution Number	<del>146</del> /RDC/ <del>XXX</del> 247
Date by which review must be completed	<del>XXX</del> 27 November 2026 <sup>19</sup>
Statutory reference for adoption	Dog Control Act 1996
Statutory reference for review	Dog Control Act 1996 Section 10 and 10AA Local Government Act 2002 Section 83
Included in the LTP	No

# PROPOSED

## DOG CONTROL AND OWNER RESPONSIBILITY POLICY

### Table of Contents

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### **ABSTRACT**

- ❖ Section 10 of the Dog Control Act statutorily mandates Council to develop and adopt a policy on dogs in accordance with the special consultative procedure set out in Section 83 of the Local Government Act 2002.
- ❖ Council must give effect to the enforcement of this policy by developing and adopting under Section 20 of the Act the necessary Control of Dogs Bylaw.
- ❖ Council wishes to encourage dog ownership with the accompanying positive effects such ownership brings, however, Council recognises that this must be balanced by ensuring measures are in place to minimise and mitigate problems that dogs can cause.

## **1. INTRODUCTION**

- 1.1 Under the Dog Control Act 1996 Council is responsible for both administering the Dog Control Act 1996 within its territorial district and developing a dog control bylaw. This policy forms the basis of the Rangitikei District Council Dog Control Bylaw 2014 which is made pursuant to Section 20 of the Act and sets out a framework on how Council proposes to implement the various measures prescribed by the Act as being the responsibility of Council, meet community outcomes and Council's performance measures for dog control as set out in its 10 Year Long Term Plan.
- 1.2 Council acknowledges that the majority of dog owners within the Rangitikei district are responsible dog owners and that most interactions between dogs and people are positive. However, there will always be instances when a dog becomes a nuisance or danger to the community. A core feature of this policy is ensuring a balance is maintained between public safety and meeting the recreational needs of dogs and their owners.
- 1.3 In developing this policy Council has had regard to the urban / rural character of the Rangitikei district and has sought to encourage and reward responsible dog ownership recognising the value of well-behaved dogs whilst ensuring adequate measures are in place to minimise or mitigate the nuisance to the community that dogs can cause.

## **2. DEFINITIONS**

**"Act"** means the Dog Control Act 1996 and any amendments to it.

**"At Large"** means at liberty, free, not restrained.

**"Bylaw"** means the Control of Dogs Bylaw 2014.

**"Confined"** means enclosed securely in a building or vehicle or tied securely to an immovable fixture on a premise or within an enclosure from which the dog cannot escape.

**"Dangerous Dog"** means any dog that behaves aggressively or threatens the safety of any person, stock, poultry, domestic animal or protected wildlife as defined under Section 31 of the Act.

**"Disability Assist Dog"** has the same meaning as defined under the Act.

**"Dog Control Officer"** means a dog control officer appointed under Section 11 of the Act; and includes a warranted officer exercising powers under Section 17 of the Act.

**"Dog Ranger"** means a dog ranger appointed under Section 12 of the Act; and includes an honorary dog ranger.

**“Senior Dog Control Officer”** is of the same meaning as “Dog Control Officer” with the addition of further delegated responsibilities.

**“Domestic Animal”** has the same meaning as defined under the Act

**“Council”** means Rangitikei District Council.

**“Infringement Offence”** has the meaning given to it under Section 65(1) of the Act.

**“Menacing Dog”** has the same meaning as defined under the Act and means any dog that Council considers may pose a threat to any person, stock, poultry, domestic animal or protected wildlife due to either observed or reported behaviour or dogs which are classified as menacing under Section 33A or 33C of the Act.

**“Neutered Dog”** has the same meaning as defined under the Act.

**“Non-Working Dog”** means all dogs that are not working dogs as defined in this Policy.

**“Owner”** has the same meaning as defined under the Act.

**“Policy”** means the Dog Control and Owner Responsibility Policy.

**“Poultry”** has the same meaning as defined under the Act.

**“Probationary owner”** means a dog owner who has received three or more infringement notices in a 24 month period or been convicted of any offence under the Act or any offence against Part 1 or Part 2 of the Animal Welfare Act 1999 in respect of a dog, or any offence against Section 26ZZP of the Conservation Act 1987, or Section 561 of the National Parks Act 1980.

**“Protected Wildlife”** has the same meaning as defined under the Act.

**“Public Place”** has the same meaning as defined under the Act.

**“Under Control”** means a dog that is under the direct control of a person either through the use of a leash, voice or hand commands (when in a leash free area) or which has its movements physically limited through the use of a leash and/or muzzle.

**“Registration Year”** has the same meaning as that given to the term “financial year” in Section 5(1) of the Local Government Act 2002.

**“Roaming Dog”** has the meaning given under Section 52 of the Act any is any dog unaccompanied by its owner found in a public place or on private land or premises other than that occupied by the owner.

“Responsible Owner” means any person who demonstrates to the satisfaction of a Council dog control officer, that they are able to comply with the requirements as specified in section 7.5.1 of this policy.

“Rushing” has the same meaning as defined under Section 57 (1) of the Act and includes a dog in a public place which rushes at, or startles any person or animal in a manner that causes a person to be killed, injured or endangered; or any property to be damaged or endangered; or which rushes any vehicle in a manner that causes or is likely to cause an accident.

“Stock” has the same meaning as defined under the Act.

“Working Dog” has the same meaning as defined under the Act.

### 3. LEGISLATIVE CONTEXT

3.1 Section 4 of the Act states that the purpose of the Act is

- “(a) to make better provision for the care and control of dogs –*
- i. by requiring the registration of dogs; and*
  - ii. by making special provision in relation to dangerous dogs and menacing dogs; and*
  - iii. by imposing on the owners of dogs, obligations designed to ensure that dogs do not cause a nuisance to any person and do not injure, endanger, or cause distress to any person; and*
  - iv. by imposing on owners of dogs obligations designed to ensure that dogs do not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife; and*
- (b) to make provision in relation to damage caused by dogs.*

3.2 Dog owners are responsible for their dog and its behaviour. Section 5 of the Act sets out statutory obligations for every dog owner which they are required to comply with and include:

- “(a) Ensuring that the dog is registered in accordance with the Act and that all relevant territorial authorities are promptly notified of any change of address or ownership of the dog;*
- (b) Ensuring that the dog is kept under control at all times;*
- (c) Ensuring that the dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter;*
- (d) Ensuring that the dog receives adequate exercise;*
- (e) Taking all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent and loud barking or howling or by any other means;*

- (f) *Taking all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person;*
- (g) *Taking all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife;*
- (h) *Taking all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person;*
- (i) *Complying with the requirements of the Act and of all regulations and bylaws made under the Act.*

*Nothing in the Act limits the obligations of any owner of a dog to comply with the requirements of any other Act or of any regulations or bylaw regulating the control, keeping, and treatment of dogs.*

#### **4. POLICY CONSIDERATIONS**

4.1 Dog control is a statutory regulatory function which Council is required under Section 6 of the Act to provide. Further, Council is required under Section 10 of the Act to adopt a dog control policy which must:

- a) Specify the nature and application of any bylaw made or to be made under Section 20;
- b) Identify any public place from which dogs are to be prohibited, either generally or at specified times, pursuant to a bylaw made under Section 20(1)(a);
- c) Identify any particular public place, and any areas or parts of the district in which dogs (other than working dogs) in public places are required by a bylaw made under Section 20(1)(b) to be kept on a leash;
- d) Identify those areas or parts of the district in respect of which no public place or area has been identified under paragraph (b) or (c) above; and
- e) Identify any space within areas or parts of the district that are to be designated as dog exercise areas permitting dogs to be exercised at large;
- f) State whether dogs classified by any other Council as menacing dogs under Section 33A or 33C are required to be neutered under Section 33EB(2) if the dog is currently registered with Council and, if so whether the requirement applies to all such dogs and if not, the matters Council will take into account when determining whether a particular dog must be neutered;
- g) Include such other details of the policy as Council thinks fit including, but not limited to, details of the policy in relation to:
  - i. Fees or proposed fees;
  - ii. Owner education programmes;
  - iii. Dog obedience courses;
  - iv. The classification of owners;
  - v. The disqualification of owners; and

- vi. The issuing of infringement notices.

## **5. POLICY OBJECTIVES**

- 5.1 Council seeks to promote a high standard of dog care and control so that people can enjoy the benefits of a dog ownership without adversely affecting other members of the public, and for people of all ages to feel safe in our communities during their interactions with dogs.
- 5.2 As required by Section 10(4) of the Act, this policy has been made having regard to the need to:
  - a) Minimise danger, distress and nuisance to the community;
  - b) 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; and
  - c) 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
  - d) Provide for the exercise and recreational needs of dogs and their owners.

## **6. SHARED SERVICES AND COMMUNITY PARTNERSHIPS**

- 6.1 Council Officers liaise on dog control issues (as appropriate) with key external community stakeholders such as the SPCA, veterinary surgeons, New Zealand Police, dog obedience clubs, kennel/dog breed clubs and adjoining councils.
- 6.2 Recent amendments to the Local Government Act 2002 require Council to fulfil its dog control obligations under the Act in an efficient and cost effective method. Council does this partly through contractual agreement with Manawatu District Council and Wanganui District Council.

## **7. NATURE AND APPLICATION OF POLICY**

### **7.1 FEES AND CHARGES**

#### Registration fees

- 7.1.1 Registration of dogs is a central principle of the Act, with all registered dogs listed in the national dog database. Councils are statutorily required to keep a register of all dogs registered in their district and dog owners must ensure that their dogs are registered with Council each year. Dog registration is an effective tool for Council to use to communicate with known dog owners, and creates a valuable record detailing the history of each dog and dog owner within the district.
- 7.1.2 Council's tiered fee structure reflects a partial "user pays" system in that the dog control activity is partially funded through Council rates as the service incorporates an element of public good associated with community safety

outcomes. Despite payment of both registration and impounding fees Council does not fully recover the costs associated with this regulatory activity.

- 7.1.3 The dog registration fees are set by Council each year and reflect the respective levels of service required by each category of dog owner. Payable by 31 July each registration year, reduced registration fees are payable for neutered dogs, working dogs, and "Responsible Owners" providing an incentive for responsible dog ownership.
- 7.1.4 A key component of this policy is the control of dogs within the district particularly unwanted dogs and accordingly registration fees for dogs which have been neutered are set lower than dogs which have not been neutered.
- 7.1.5 All dogs over the age of three months are required to be registered. Accordingly, when a dog is first registered only the balance of the current years registration fee is payable.
- 7.1.6 Dog owners are required to advise Council promptly of any change of dog ownership or address.
- 7.1.7 Registration fees are set for all dogs over three months of age for each registration year. The registration fee shall be payable by 31 July in each registration year.
- 7.1.8 Pursuant to Section 32(1)(e) of the Act the registration fee of a dog classified as dangerous is 150% of the level that would apply if the dog were not so classified.

#### Penalties for late registration

- 7.1.9 Council may choose to apply a penalty fee on late registrations as stipulated under Section 37(3) of the Dog Control Act 1996 and outlined in the current schedule of fees and charges.

#### Impounding fees

- 7.1.9 Council has a statutory duty of care pursuant to Sections 67-72 of the Act for all dogs impounded, seized or committed to its custody. Each year Council pursuant to Section 68 of the Act sets fees relating to the impounding, seizing or committing dogs to its custody and the costs associated with this activity.

These fees are intended to capture the costs of Councils Officers time undertaking such activities, the daily sustenance costs for impounded dogs and also the costs associated with euthanising impounded dogs. As part of the tiered user pays fees structure for dog control activities but also as a sanctioning /deterrent element of this policy Council resolved to impose higher pound fees on the owner of any dog which has a second or subsequent impoundment within a single 12 month period.

- 7.1.10 Before any impounded dog can be released into the care of its owner or rehomed all impounding fees and charges must be paid in full and the dog (if not already) must be registered and micro chipped.

## **7.2 DOG CONTROL MATTERS**

- 7.2.1 Dog owners must keep their dogs on a leash at all times when in a public place, (excluding those locations designated as dog exercise areas or where dogs are specifically prohibited). Dog owners are required to keep their dog under continuous and effective control when in a public place.
- 7.2.2 Any dog which is placed on an open tray of a vehicle must be kept restrained by a leash or chain of a length which is sufficiently short to ensure that the dog cannot fall from the vehicle or rush at passers-by. This provision will not apply if the dog is placed in a suitable cage or box which can adequately contain it.
- 7.2.3 Bitches in season are not permitted to enter or remain upon a public place except a registered veterinary clinic and must be kept contained upon their owner's property in such a way so that they are inaccessible to roaming dogs.
- 7.2.4 Dogs suffering from any infectious disease are not permitted to enter or remain upon a public place but must be kept contained within its owner's property or alternatively be confined at a registered veterinary clinic while the disease, is being medically treated.
- 7.2.5 Council provides signage to inform the community of areas where dogs are prohibited or required to be on a leash or where they may be exercised off the leash. Signage is also used to reinforce Council's requirement that dog owners remove their dog's faeces when on public places.
- 7.2.6 Any dog owner or person responsible for a dog when out on any public place or upon land not owned or occupied by that person, must carry a suitable container to collect and remove any dog faeces defecated by the dog under their control, and dispose of it in a sanitary manner. Dog faeces can contain bacterial disease or parasites which are potentially dangerous to public health particularly for children.
- 7.2.7 Any dog found roaming on any public place or private land not owned or occupied by its owner shall be in breach of Council's Control of Dogs Bylaw and may be impounded or destroyed.
- 7.2.8 All properties of registered dog owners will be checked by Council's dog control officers or dog rangers within a 5 year period in relation to the contents of this Policy, the Control of Dogs Bylaw, and Dog Control Act 1996

## **7.3 DOG OWNERSHIP**

### Minimum Standard of Care

- 7.3.1 Dog ownership carries with it responsibilities on the part of the owner to provide the dog with proper facilities, care, attention and exercise. Failure to do so can lead to unhealthy conditions for the dog and give rise to nuisance to neighbours through odours, vermin, pests and noise from the dog barking or howling.
- 7.3.2 Every owner, or person responsible for a dog must ensure that the area of the property that the dog has access to is fully fenced suitable for the purpose of confining the dog.
- 7.3.3 Every owner, in respect of every dog in the care of the owner, must provide accommodation, which meets the following minimum standards:
- a) A weatherproof kennel in which there is sufficient room for the dog to stand and turn around;
  - b) The kennel must be constructed on dry ground and be sheltered from the weather. It should be a solid structure with a roof and a floor, and allow the dog access to clean water at all times and be kept in a clean and sanitary condition.
- 7.3.4 The kennel must not be located nearer than one metre to any boundary of the property. Failure to comply with this is an offence under the Control of Dogs Bylaw and may result in an infringement notice being issued.
- 7.3.5 The dog owner must ensure that their dog is supplied with proper and sufficient food and water, is free from injury or infection or, is receiving proper care and attention for the injury or infection. Failure to comply with this is an offence under the Control of Dogs Bylaw and may result in an infringement notice or prosecution under the Act.
- 7.3.6 Each dog owner must ensure that the dog receives adequate exercise.
- 7.3.7 Where a case of neglect or cruelty to a dog is found an appropriate agency will be informed and the dog may be seized immediately.

## **7.4 DOG CLASSIFICATION**

### **Dangerous Dog**

- 7.4.1 Sections 31 – 33 of the Act set out the reasons how or why a dog may be classified as dangerous and the obligations and responsibilities such a classification imposes on the dog owner.
- 7.4.2 Pursuant to Section 31 of the Act Council must classify a dog as dangerous if:
- a) the owner of the dog has been convicted of an offence in relation to the dog under section 57A(2)<sup>1</sup> of the Act; or

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<sup>1</sup> 57A Dogs rushing at persons, animals, or vehicles

(1) This section applies to a dog in a public place that—

- b) the territorial authority has, on the basis of sworn evidence attesting to aggressive behaviour by the dog on 1 or more occasions, reasonable grounds to believe that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife; or
  - c) the owner of the dog admits in writing that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife.
- 7.4.3 When a dog is classified as dangerous Council must give the owner of the dog notice of its classification whereupon the owner has 14 days to object in writing to Council of its classification. The owner is entitled to be heard by Council in support of their objection to the classification.
- 7.4.4 The owner of a dog classified as dangerous must ensure that the dog is:
  - a) kept contained within a securely fenced area of their owners property which it is not necessary to enter to obtain access to at least 1 door of any dwelling on the property;
  - b) kept confined within a vehicle or cage, or muzzled in such a manner to prevent the dog from biting but allowing it to breathe and drink without obstruction, or controlled on a leash (except when in a dog exercise area) when in a public place or private way; and
  - c) neutered or has been neutered within 1 month of receipt of the dangerous dog classification and produces to Council a veterinary certificate confirming this; or
  - d) there are reasons why the dog is not in a fit condition to be neutered before the date specified in the veterinary certificate. In such circumstances, the dog owner must produce to Council a certificate that the dog has been neutered within 1 month of the date specified in the veterinary certificate.
- 7.4.5 The owner of a dog which has been classified as dangerous is not permitted to transfer ownership of the dog without the prior written permission of Council. The obligations imposed by Section 32 of the Act and owning a dangerous dog transfer to any new owner.
- 7.4.6 The classification of a dangerous dog extends throughout all of New Zealand.

- 
- (a) rushes at, or startles, any person or animal in a manner that causes—
      - (i) any person to be killed, injured, or endangered; or
      - (ii) any property to be damaged or endangered; or
    - (b) rushes at any vehicle in a manner that causes, or is likely to cause, an accident.
  - (2) If this section applies,—
    - (a) the owner of the dog commits an offence and is liable on conviction to a fine not exceeding \$3,000 in addition to any liability that he or she may incur for any damage caused by the dog; and
    - (b) the court may make an order for the destruction of the dog.
  - (3) A dog control officer or dog ranger who has reasonable grounds to believe that an offence has been committed under subsection (2)(a) may, at any time before a decision of the court under that subsection, seize or take custody of the dog and may enter any land or premises (except a dwellinghouse) to do so.

## Menacing Dog

7.4.7 Sections 33A – 33EC of the Act set out the reasons how or why a dog may be classified as menacing and the obligations and responsibilities such a classification imposes on the dog owner.

7.4.8 Pursuant to Section 33A of the Act Council may classify a dog as menacing if:

- a) it has not been classified as a dangerous dog under Section 31; but Council considers may pose a threat to any person, stock, poultry, domestic animal or protected wildlife because of any observed or reported behaviour of the dog; or any characteristics typically associated with the dog breed or type.

7.4.9 When a dog is classified as menacing pursuant to Section 33A(2) of the Act Council must give the owner of the dog notice of its classification whereupon the owner has 14 days to object in writing to Council of its classification. The owner is entitled to be heard by Council in support of their objection to the classification.

7.4.10 The owner of a dog classified as menacing must ensure that the dog is:

- a) not allowed to be at large or in any public place or in any private way, except when kept confined within a vehicle or cage, or muzzled in such a manner to prevent the dog from biting but allowing it to breathe and drink without obstruction, or controlled on a leash (except when in a dog exercise area) when in a public place or private way; and
- c) ~~is neutered or has been neutered within 1 month of receipt of the menacing dog classification and produces to Council a veterinary certificate confirming this; neutered as required by a Senior Dog Control Officer, who at his/her discretion can, on a case by case basis, require a classified menacing dog to be neutered within a month of notice and for the owner to provide a veterinary certificate to Council as confirmation;~~
- d) ~~there are reasons why the dog is not in a fit condition to be neutered before the date specified in the veterinary certificate. In such circumstances, the dog owner must produce to Council a certificate that the dog has been neutered within 1 month of the date specified in the veterinary certificate. In such circumstances where a dog is not in a fit condition to be neutered before the date specified by the Senior Dog Control Officer, the Owner must produce to Council a veterinary certificate advising of the date when neutering may take place, and the dog must be neutered within 1 month of the date specified in the veterinary certificate.~~

7.4.11 All breeds listed in Schedule 4 of the Act, or types of dog belonging wholly or predominantly to 1 or more breeds or types listed in Schedule 4 of the Act will be classified as menacing and will be subject to muzzling and a ban on importation.

7.4.12 The classification of a menacing dog extends throughout all of New Zealand.

## **7.5 DOG OWNER CLASSIFICATION**

### Responsible Owner

7.5.1 Any person who demonstrates to the satisfaction of the Council's dog control officer that they are able to comply with all the following requirements will be designated a Responsible Owner and will be entitled to a discounted registration fee as outlined in the current Schedule of Fees and Charges:

- a) The dog is provided with adequate accommodation. Kennels are sited on a hard surface and kept clean, and are able to provide the dog with shelter from the elements and be free from dampness. In the event that the dog does not have a kennel, the dog must be kept in a building.
- b) ~~When the dog is not under the direct control of the owner it must be kept in a completely fenced-off or contained area.~~
- c) At all times the dog is under the proper control of the owner at all times either through direct interaction with the owner (voice, sightlines, leash), or via a control apparatus (full fenced space, running wire).
- d) ~~The Dog responds to owner's basic commands~~
- d) ~~The dog is not fed, nor has access to, any raw offal or untreated sheep or goat meat.~~
- e) The dog is registered and microchipped.
- f) ~~There has been no justified complaints within a 24 month period made against the dog.~~
- g) ~~The Owner has not received a conviction under the Dog Control Act 1996, nor receive any infringement notice in the last year.~~
- h) ~~The owner has not had a dog impounded over the last year.~~
- i) ~~The owner has not been classified as a Probationary or Disqualified owner.~~
- f) The Owner will be in attendance when required for any inspection and shall provide the dog control officer with assistance as requested.
- g) The owner will promptly notify Council of any ~~birth, death, sale~~ or transfer of any dog they own.
- h) The owner will comply with all requirements of the Act and Council's Control of Dogs Bylaw.
- i) Has submitted an application to be a Responsible Owner four weeks prior to 31 July each registration year and a Council dog control officer has visited the property and determined that the owner is appropriately classified as a Responsible Owner.

7.5.2 Failure to comply with any of the above conditions may result in the dog owner losing their Responsible Owner classification for a minimum of two complete registration years effective immediately, except in the case of late registration, in which case the dog owner will lose their Responsible Owner classification for a period of one registration year.

As Responsible Owner classification is granted to the person identified as the owner of a dog or dogs, the inability of the owner to meet Responsible Owner classification as specified under 7.5.1 due to the transgression of one dog, will effectively mean the Responsible Owner classification be revoked even though other dogs under the Owner's ownership have not transgressed.

The loss of Responsible Owner classification will result in the dog owner being liable for the payment of the difference between their Responsible Owner classification fee and whichever other fee they would otherwise be liable for. This will impact all dogs under the ownership of the Owner.

#### Probationary owner

- 7.5.3 Council may under Section 21 of the Act classify a dog owner as a probationary owner. Council must give the person notice of its decision to classify them as a probationary owner whereupon they shall have 14 days to object in writing to Council of their classification. The probationary owner is entitled to be heard by Council in support of their objection to the classification.
- 7.5.4 The effect of such a classification shall continue for a period of 24 months, unless Council or the Environmental and Regulatory Services Manager determine that a lesser period of time is appropriate.
- 7.5.5 The classification of a probationary owner extends throughout all of New Zealand.

#### Duties of a Probationary Owner

- 7.5.6 A probationary owner is not permitted to be the registered owner of a dog, unless they were the registered owner of the dog on the date of the classification. Within 14 days of receiving the probationary owner classification the probationary owner must dispose of any unregistered dog that they own.
- 7.5.7 Council may require the probationary owner to attend at the dog owners expense a dog owner education programme or dog obedience course (or both) which has been previously approved by Council or the Environmental and Regulatory Services Team Leader.
- 7.5.8 Every person commits an offence and is liable upon conviction to a fine not exceeding \$3,000 who without reasonable excuse fails to attend the dog owner education programme or dog obedience course (or both).

#### Disqualified Owner

- 7.5.9 Where section 25 of the Act applies Council must disqualify a person from being a dog owner unless Section 25(1A) applies. Owners can be disqualified from owning a dog for a period of up to five (5) years.
- 7.5.10 Council must give the person notice of its decision to disqualify them from being permitted to own a dog whereupon they shall have 14 days to object in writing to Council of this decision. The disqualified dog owner is entitled to be heard by Council in support of their objection to being disqualified.
- 7.5.11 The disqualification from being permitted to own a dog extends throughout all of New Zealand.

#### Duties of a Disqualified Owner

- 7.5.12 A disqualified person is not permitted to be the registered owner of any dog, and must within 14 days of receiving notice that they have been disqualified from owning any dog must dispose of all dogs that they own.
- 7.5.13 All of the disqualified person's dogs must be disposed of in a manner that does not constitute an offence under the Act or any other Act; and they must not be disposed of to any person who resides at the same address as the disqualified person.
- 7.5.14 Every disqualified person commits an offence and is liable upon conviction to a fine not exceeding \$3,000:
- If they fail to dispose of all of the dogs that they own within the specified time frame; or
  - do not dispose of their dogs in a manner which doesn't constitute an offence under the Act or any other Act, or if they dispose of their dogs to any person who resides at the same address; or
  - if at any time while they are disqualified to own a dog become the owner of a dog.
- 7.5.15 Every person commits an offence and is liable upon conviction to a fine not exceeding \$3,000 if they dispose of or give custody or possession of a dog to any person, knowing that that person is disqualified from owning a dog pursuant to Section 25 of the Act.
- 7.5.16 Where a disqualified person fails to dispose of any dog that they own within the specified 14 day timeframe then Council's dog control officers may seize any dog owned by the disqualified person.

## 7.6 **PROHIBITED AREAS**

- 7.6.1 ~~All dogs~~ A dog (except working dogs whilst carrying out their function as a working dog) shall be prohibited at all times from the following areas:
- All public buildings;
  - The playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground;
  - Public swimming pools;
  - All children's playgrounds in public places;
  - Picnic areas;
  - Wilson Road stock route, Hunterville.
- 7.6.2 All areas from which a dogs are prohibited from entering shall have appropriate signs posted notifying the public that dogs are prohibited within that area.
- 7.6.3 A Dogs ~~which are~~ kept on a leash by their owner or person in charge of the dog are permitted to move through the playing surface of sports grounds, children's playgrounds, picnic areas and the Wilson Road stock route travelling from one side to the other if there is no viable alternative route; however, the dog owner or

person in charge of the dog is not permitted to stop with the dog whilst within any of these areas.

- 7.6.4 Council, may upon written request, allow a dogs to enter public buildings for the purpose of a dog show or such other events as Council may at its discretion authorise. In considering such written requests, Council will consider the suitability of the building concerned for holding such an event, the duration of the event, and measures necessary to ensure public health and safety. The determination of this request will be made at the appropriate delegation level within Council.

#### Conservation areas

- 7.6.5 No dogs (except working dogs carrying out their function as a working dog) are permitted in scenic reserves, conservation or forest parks and named conservation areas unless the dog owner has obtained a permit from the Department of Conservation.

### **7.7 LEASH CONTROL AREAS**

The owner of a dog shall not allow the dog on any public place (not being a prohibited area or dog exercise and recreation area) unless the dog is controlled on a leash or is under the continuous control to the satisfaction of Council's dog control officer.

### **7.8 DOG EXERCISE AND RECREATION AREAS**

- 7.8.1 Dog exercise areas are designated locations within the district where Council permits dogs to run at large off the leash. The dog owner must have the dog under their control at all times and a leash to be used if necessary. The areas listed below have been designated by Council as dog exercise areas:

<b>Marton</b>	<b>The periphery of Wilson Park (excluding the children's playground) (Appendix 1)</b>
<b>Taihape</b>	<b>The north eastern section of Taihape Domain (Appendix 2) 16-18 Robin Street, Taihape (Appendix 3)</b>
<b>Bulls</b>	<b>The northern section of Bulls Domain (Appendix 4)</b>

7.8.2 Other areas may be designated dog exercise areas by resolution of Council and these may include certain beach areas.

7.8.3 Subject to the practicality of undertaking the necessary work, some dog exercise areas may be fenced to provide a secure area for both dog owners and non-dog owners alike.

7.8.4 All dog exercise areas shall have appropriate signs posted prominently notifying the public that dogs are permitted to exercise within that area.

## **7.9 EDUCATION PROGRAMMES**

7.9.1 While Council itself does not provide any owner education programmes or dog obedience courses it will continue to visit schools to familiarise children on issues of dog safety and caring for their dog.

7.9.2 Areas where ~~dogs~~ a dog is prohibited or conversely where they may exercise will be publicised through this Policy and appropriate signage will be displayed on the street or at the park concerned or sports ground.

7.9.4 Additionally, an extensive website containing information for dog owners, adults and children on dog safety is maintained by the Department of Internal Affairs <http://www.dogsafety.govt.nz/>.

7.9.5 Owners whose dogs come to the attention of Council dog control officers through nuisance behaviour or, those owners who are classified as probationary, may be directed to approved courses or classes.

## **7.10 CONTROL OF DOGS BYLAW**

7.10.1 The main tool that Council will use to meet its statutory obligations and implement this policy in order to achieve its policy objectives is its Control of Dogs Bylaw ~~2014~~2016. This Bylaw will include inter alia:

- a) Prescribing minimum standards for the housing of dogs;

- b) Regulating and controlling dogs in Public Places;
- c) Designating specific areas as dog exercise areas;
- d) Requiring dogs, other than working dogs, to be controlled on a leash in specified public places, or in public places in specified areas of parts of the district;
- e) Requiring owners of dogs that defecate in public places (except as exempted by the Bylaw) to immediately remove faeces;
- f) Requiring bitches in season to be confined;
- g) Providing for the impounding of dogs, whether or not they are wearing a collar having the proper label or disc attached, that are found at large in breach of any bylaw made by Council under the Act.

7.10.2 As required by Section 10(6)(a) of the Act Council will review its Control of Dogs Bylaw within 60 days of adopting this Policy.

### **ENFORCEMENT**

7.11.1 Council provides a 24 hour Animal Control Service and encourages people to report nuisance dog behaviour and dangerous or menacing dogs.

7.11.2 Council seeks to promote a high standard of dog care and control within the district and acknowledges that the majority of dog owners within the Rangitikei district are responsible dog owners. Council recognises that sometimes even a responsible dog owner may breach the policy, Bylaw or Act. On such occasions Council's Environmental and Regulatory Services Team Leader may use discretion and issue a written warning provided that the incident did not involve injury or distress to a person or animal, or a health issue e.g. the non-removal of dog faeces.

7.11.3 Dog owners who are in contravention of the Act (including any subsequent amendments) or a Council Bylaw will be liable to enforcement action. Such enforcement action may generally take the form of one or more of seven (7) mechanisms:

1. A verbal or written warning;
2. The issuance of an infringement notice (an instant fine) for an Infringement Offence pursuant to Sections 65-66 of the Act as specified in Schedule 1 of the Act; or
3. Filing Court papers for those statutory infringement offences under the Act which are enforced under Section 21 of the Summary Offences Act 1957;
4. Seizing and impounding dogs;
5. Classifying dogs as menacing or dangerous;
6. Classifying dog owners as probationary or disqualifying people from being allowed to own a dog;
7. Prosecuting dog owners.

7.11.4 Infringement notices shall be issued by Council's dog control officers and dog rangers for infringement offences as specified in Schedule 1 of the Act. With

respect to any of those offences, Council gives delegated authority to the Senior Animal Control Officer who may in his absolute discretion decide to issue either a verbal or written warning or an Infringement Notice for any subsequent offending of that offence.

- 7.11.5 There will be instances whereby legal action is initiated for serious offences under the Act or Control of Dogs Bylaw. A serious offence in this instance would include but not be limited to, situations where a dog:

- a) Creates a nuisance to any person;
- b) Causes distress to any person;
- c) Causes damage or injury to any person;
- d) Causes serious injury to any person;
- e) Causes damage to property;
- f) Causes damage or injury to any animal;

Where legal action has been initiated Council gives delegated authority to the Environmental and Regulatory Services Team Leader in his absolute discretion to determine if it is appropriate to proceed with legal action.

- 7.11.6 In addition to statutory offences contained within the Act, Council may impose further penalties for offences specific to Rangitikei district through its Control of Dogs Bylaw.

## **7.12 DOG POUND**

- 7.12.1 Due to the costs associated with building, maintaining, securing and staffing an impounding facility for dogs, bitches or puppies Council does not have a permanent pound facility, rather Council uses the Wanganui District Council and Manawatu District Council pound facilities through a contractual agreement.

- 7.12.2 Whenever a dog is impounded Council officers shall make all reasonable efforts to contact the owner to advise them that their dog has been impounded and shall provide written notice to the owner advising that they have seven (7) calendar days to pay in full all fees payable or their dog may be sold, euthanised or otherwise disposed of. Where Council officers are able to identify and contact the owner of a dog which has been impounded, regardless of the outcome, Council will seek to recover from the Owner all fees and costs incurred as a consequence of the impounding with respect to the dog.

- 7.12.3 Before any dog can be released from the pound the following conditions must be satisfied:

- a) When a dog is claimed by its owner it must be registered, micro chipped (if it is not already), and all other fees and charges must be paid in full.
- b) Council dog control officers must be satisfied that the prospective new owner of a dog being rehomed is a fit and proper person and that the property condition where they reside is suitable for a dog.

- c) Any unregistered dog before being rehomed and prior to it being released from the pound to its new owner must be both registered and micro chipped at the new owner's expense and all fees and charges must be paid in full.
  - d) The release of any impounded dog from the pound shall be by a pre-arranged appointment.
- 7.12.4 Council will not rehome any dog which in the opinion of Council dog control officers is menacing, dangerous or has undesirable traits.
- 7.12.5 It is an offence under Section 72 of the Act to attempt to unlawfully release a dog from a council controlled pound or to be in possession of a dog that has been unlawfully released from such a pound.

### **7.13 NUISANCE**

- 7.13.1 A person must not keep a dog on any land or premises if:
- a) The dog is causing a nuisance; or
  - b) The dog poses a significant health or safety risk to people.
- 7.13.2 Any person is in breach of this policy if they cause a dog on any land, premises or public place to become unmanageable; or if they incite a dog to fight with or attack any domestic animal, poultry, protected wildlife, stock or person.

#### **Abatement of Nuisance**

- 7.13.3 Where a dog or dogs on any property has become or is likely to become a nuisance or injurious to health, a notice will be issued to the owner at the discretion of a dog control officer or dog ranger.

The notice will request the owner within a specific timeframe to complete reasonable action to minimise or remove said nuisance or injury to health and can include the following:

- c) reducing the number of dogs living on the property
- d) repairing kennel so that it meets Council's minimum standard of accommodation
- e) constructing a new kennel so that it meets Council's minimum standard of accommodation

#### **Barking Dogs**

- 7.13.4 Where the dog control officer or dog ranger has received a complaint and has reasonable grounds for believing that a nuisance is being created pursuant to Section 55 of the Act by the persistent and loud barking or howling of a dog, the dog control officer or dog ranger, under the provisions of section 55. may:

- a. "Enter the property at any reasonable time (excluding the dwelling house), on which the dog is kept, to inspect the conditions under which the dog is being kept; and
- b. Regardless of whether or not the dog control officer or dog ranger makes such an entry upon the property, may give the owner of the dog an abatement notice requiring them to make such provision on the property to abate the nuisance as specified in the notice or, if considered necessary, to remove the dog from the land or premises."

7.13.5 Non-compliance with an abatement notice may result in Council taking enforcement action.

#### Roaming Dogs

7.13.6 Roaming dogs can cause annoyance and danger to the community, domestic animals, poultry, protected wildlife and stock.

7.13.7 In the first instance, when the owner of a roaming dog can be identified by dog control officers or dog rangers the dog control officers or dog rangers will have discretion to return the dog to the owner with a warning or alternatively to issue the owner with an Infringement Notice.

7.13.8 Excepting paragraph 7.13.7 above roaming dogs may be impounded by dog control officers or dog rangers and the dog owner will be required to pay all impound fees and other associated charges, daily sustenance before the dog will be allowed to be released from the pound to its owner.

#### **7.14 POLICY REVIEW**

7.14.1 Pursuant to Section 10 of the Act, this policy shall be reviewed or amended, using the special consultative procedure prescribed by Section 83 of the Local Government Act 2002, within ten (10) years from the date that the policy is adopted, or earlier if directed by Council or in response to changed legislative or statutory requirements.

#### **7.15 REPEAL**

Upon the commencement date of this policy all previous Rangitikei District Council Dog Control and Owner Responsibilities policies are hereby repealed.

## **7.16 COMMENCEMENT DATE**

7.16.1 This policy was duly adopted by Council by a resolution passed on the ~~27<sup>th</sup> day of November 2014~~, following the use of the special consultative procedure as set out in Section 83 of the Local Government Act 2002.

7.16.2 The Rangitikei District Council Dog Control and Owner Responsibility Policy will commence on the ~~28<sup>th</sup> day of November 2014~~.

## **7.17 RELEVANT LEGISLATION**

- Dog Control Act 1996.
- Dog Control Amendment Act 2003.
- Dog Control Amendment Act 2004.
- Dog Control Amendment Act 2006.
- Dog Control Amendment Act 2010.
- Dog Control (Perro de Presa Canario) Order 2010.
- Dog Control Amendment Act 2012.
- Impounding Act 1955.
- Animal Welfare Act 1999.

# Appendix 4



# Rangitikei District Council

## CONTROL OF DOGS BYLAW

### 1. INTRODUCTION

Pursuant to the powers vested in it by the Local Government Act 2002 and amendments, together with the Dog Control Act 1996 and amendments, the Impounding Act 1955 and amendments, together with every other power and authority conferred on it, the Rangitikei District Council hereby makes this bylaw.

### 2. PURPOSE OF THE BYLAW

The purpose of this Bylaw is to give effect to the Rangitikei District Council Dog Control and Owner Responsibility Policy 2016<sup>4</sup> by specifying standards of control which must be observed by dog owners in the Rangitikei District. The requirements are deemed necessary to ensure compliance with the Dog Control Act 1996 ~~and the Rangitikei District Council Dog Control and Owner Responsibility Policy 2014~~, and to give effect to the objectives of that Act and the Council's Dog Control and Owner Responsibility Policy.

### 3. SCOPE OF THE BYLAW

3.1 Under Section 10(6) of the Dog Control Act 1996 Council must give effect to the Policy adopted under Section 10 of the Act by adopting the necessary bylaw under Section 20 of the Act.

3.2 Section 20(1) of the Act permits Council in accordance with the Local Government Act 2002, to make bylaws for all or any of the following purposes:

- a) prohibiting dogs, whether under control or not, from specified public places;
- b) requiring dogs, other than working dogs, to be controlled on a leash in specified public places, or in public places in specified areas or parts of the district;
- c) regulating and controlling dogs in any other public place;
- d) designating specified areas as dog exercise areas;
- e) prescribing minimum standards for the accommodation of dogs;
- f) limiting the number of dogs that may be kept on any land or premises;

- g) requiring dogs in its district to be tied up or otherwise confined during a specified period commencing not earlier than half an hour after sunset, and ending not later than half an hour before sunrise;
- h) requiring the owner of any dog that defecates in a public place or on land or premises other than that occupied by the owner to immediately remove the faeces;
- i) requiring any bitch to be confined but adequately exercised while in season;
- j) providing for the impounding of dogs, whether or not they are wearing a collar having the proper label or disc attached, that are found at large in breach of any bylaw made by the territorial authority under this or any other Act;
- k) requiring the owner of any dog (being a dog that, on a number of occasions, has not been kept under control) to cause that dog to be neutered (whether or not the owner of the dog has been convicted of an offence against Section 53);
- l) any other purpose that from time to time is, in the opinion of the territorial authority, necessary or desirable to further the control of dogs.

3.3 Pursuant to Section 20(3) of the Act no bylaw authorised by any of the provisions of paragraphs (a) to (d) of subsection (1) above shall have effect in respect of any land for the time being included in—

- a) a controlled dog area or open dog area under section 262S of the Conservation Act 1987; or
- b) a national park constituted under the National Parks Act 1980; or
- c) Te Urewera, as defined by section 7 of the Te Urewera Act 2014.

3.4 This Bylaw is authorised by Section 20 of the Dog Control Act 1996 and is made in accordance with the Local Government Act 2002. ~~This Bylaw shall be deemed to have been made under the Local Government Act 2002.~~

3.5 Under Section 20(5) of the Act any person who commits a breach of this Bylaw commits an offence and is liable on conviction to the penalty prescribed by section 242(4) of the Local Government Act 2002.

3.6 An injunction preventing a person from committing a breach of any bylaw authorised by Section 20(5) of the Act may be granted in accordance with section 162 of the Local Government Act 2002.

#### 4. SHORT TITLE

The short title of this bylaw is the Rangitikei District Council Control of Dogs Bylaw ~~2014~~2016.

#### 5. COMMENCEMENT

This bylaw shall commence on ~~28 November 2014~~.

## **6. REVOCATION OF BYLAW**

This bylaw repeals the Rangitikei District Council Bylaw 2004 adopted on 16 December 2004 and amended 30 September 2010. However, with respect to infringement notices issued or the enforcement of any offences which occurred prior to the commencement of this Bylaw the Rangitikei District Council Bylaw 2004 will continue to apply.

## **7. APPLICATION OF BYLAW**

This bylaw applies to the whole Rangitikei District unless otherwise stated.

## **8. INTERPRETATION**

In this bylaw the terms used have the meaning given to them in the Dog Control Act 1996 except these terms which have the following meanings:

**“Act”** means the Dog Control Act 1996.

**“At large”** means at liberty, free, not restrained.

**“Bylaw”** means the Rangitikei District Council Control of Dogs Bylaw.

**“Confined”** means enclosed securely in a building or vehicle or tied securely to an immovable fixture on a premise or within an enclosure from which the dog cannot escape.

**“Under Control”** means a dog that is under the direct control of a person either through the use of a leash, voice or hand commands (when in a leash free area) or which has its movements physically limited through the use of a leash and/or muzzle.

**“Council”** means Rangitikei District Council.

**“Designated Dog Exercise Area”** means a public place designated for the exercise of dogs under this bylaw.

**“District”** means the Rangitikei District.

**“Dog Control Officer”** means a dog control officer appointed under Section 11 of the Act; and includes a warranted officer exercising powers under Section 17 of the Act.

**“Dog Ranger”** means a dog ranger appointed under Section 12 of the Act; and includes an honorary dog ranger.

**“Policy”** means the Dog Control and Owner Responsibility Policy.

**“Occupier”** means any person, who is not the owner of the land or premises in question, who has the right to occupy and use the land or premises by virtue of a lease, sub-lease, licence or renewal thereof, granted by the owner of the land or premises.

**“Owner”** has the same meaning as defined in Section 2 of the Dog Control Act 1996 and shall include any person who has a dog in their possession for the purpose of caring for such dog for a short period of time on behalf of the owner.

## **9. PENALTIES**

Every person who commits a breach of this bylaw is liable to either:

- a) An infringement fee not exceeding \$750 or
- b) Upon summary conviction, a fine not exceeding \$20,000

## **10. CONTROL OF DOGS IN PUBLIC PLACES**

10.1 An owner or the person responsible for or having custody or control of a dog must have his or her dog on a leash at all times when the dog is in a public place (excluding those areas which are designated prohibited areas or dog exercise and recreation areas). A working dog is not required to be on a leash in a public place, while it is working if it is not normally on a leash when carrying out the work being undertaken.

10.2 Any dog which is placed on an open tray of a vehicle must be kept restrained by a leash or chain of a length which is sufficiently short to ensure that the dog cannot fall from the vehicle or rush at passers-by. This provision will not apply if the dog is placed in a cage or similar enclosure which can adequately contain it.

## **11. DOG PROHIBITED AREAS**

All dogs (except working dogs whilst carrying out their function as a working dog) shall be prohibited from the following areas:

- a) All public buildings;
- b) The playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground;
- c) Public swimming pools;
- d) All children’s playgrounds in public places;
- e) Picnic areas;
- f) Wilson Road stock route, Hunterville.

## **12. DOG SHOWS**

Clause 11.1(a) above does not apply to any use of any prohibited public place for the purposes of a dog show not exceeding 48 hours and authorised in writing prior to the show by Councils principal administrative officer.

## **13. DESIGNATED DOG EXERCISE AND RECREATION AREAS**

13.1 Council may from time to time, declare by resolution any public place, except in all cases the playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground, to be a designated dog exercise area. The following areas within the District are designated dog exercise areas:

- a) The northern section of the Bulls Domain, Bulls;
- b) The north eastern section of Taihape Domain, Taihape;
- c) The periphery of Wilson Park, Marton (and excluding the children's playground);
- d) 16-18 Robin Street, Taihape<sup>1</sup>.

13.2 Within a dog exercise and recreation area the owner of a dog shall ensure that the dog is under their continuous control but shall not be obliged to keep the dog on a leash.

## **14. MINIMUM STANDARDS FOR THE ACCOMMODATION AND CARE OF DOGS**

14.1 Every owner must provide their dog with a kennel that meets the following standards:

- a) There is sufficient room for the dog to stand up and turn around;
- b) The kennel is on dry ground and sheltered from the elements;
- c) The kennel must be a solid structure with a roof and floor;
- d) The kennel and its surrounds must be kept in a clean and sanitary condition.

14.2 If a kennel is not provided, dogs must be confined inside premises with an adequate sleeping area provided.

14.2 Every owner of a dog must ensure at all times:

- a) That the dog receives proper care and attention and is supplied with proper and sufficient food and water;
- b) That the dog is not fed, nor has access to, any untreated sheep or goat meat.
- c) That the dog receives adequate exercise.

14.3 No owner shall permit a kennel to be located closer than 1 metre to any boundary of the premises.

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<sup>1</sup> So long as it remains available for this purpose under the licence from the Ministry of Justice.

## **15. CONFINEMENT OF DOGS**

The owner of any dog must provide means of confining the dog upon the owner's property so that it is unable to gain access to any other private property or to any public place.

## **16. BITCHES IN SEASON AND DISEASED DOGS**

16.1 The owner of a bitch dog in season or any dog suffering from an infectious disease, distemper or mange shall at all times ensure the dog does not enter on or remain in a public place or on any land or premises other than the land or premises occupied or owned by the owner of the dog, or at a registered veterinary clinic.

16.2 The owner of any bitch dog in season or dog suffering an infectious disease, distemper or mange must do the following:

- a) Keep the dog confined;
- b) Provide the dog with adequate food, water, veterinary care and exercise.

## **17. REMOVAL OF FAECES**

The owner of a dog that defecates on any land or premises, other than that occupied by the owner, must promptly remove and dispose of the faeces.

## **18. AGGRAVATION OF DOGS**

No person shall wilfully or negligently cause any dog to behave or contribute to any dog behaving in such a manner that would, if that person were the owner of the dog constitute a breach of the obligations imposed by Section 5(1)(e), (f) or (g) of the Act.

## **19. ABATEMENT OF NUISANCE**

~~If in the opinion of a Council dog control officer or dog ranger a dog or dogs or the keeping of dogs on any property, has become or is likely to become a nuisance or injurious to health, the dog control officer or dog ranger may, by notice in writing, require the owner or occupier of the property, within a timeframe which is specified in the notice to take such reasonable action as the dog control officer or dog ranger deems necessary to minimise or remove the likelihood of nuisance or injury to health. Such action may include reducing the number of dogs living on the property; repairing or constructing a new kennel so that it meets Councils minimum standard of accommodation facility.~~

Where a dog or dogs on any property has become or is likely to become a nuisance or injurious to health, a notice will be issued to the owner at the discretion of a dog control officer or dog ranger.

The notice will request the owner within a specific timeframe to complete reasonable action to minimise or remove said nuisance or injury to health and can include the following:

- a) reducing the number of dogs living on the property
- b) repairing kennel so that it meets Council's minimum standard of accommodation
- c) constructing a new kennel so that it meets Council's minimum standard of accommodation

## **20. IMPOUNDING OF DOG FOUND IN BREACH OF THIS BYLAW**

20.1 Any dog found at large in breach of this bylaw, whether or not it is wearing a registration label or disc as required by the Act, may be seized and impounded by a Dog Control Officer or a Dog Ranger.

20.2 As soon as practicable after any dog has been impounded Council shall:

- a) In the case of a dog wearing a registration label or disc or where the owner of the dog is known through some other means, give written notice to the owner that the dog has been impounded and unless the dog is claimed and any fee payable paid within seven (7) days of receipt of the notice, it may be sold, euthanised or otherwise disposed of in such a manner as Council sees fit; and after the expiry of that period Council may so dispose of the dog.
- b) Where the owner of the dog is not known or despite reasonable enquiry cannot be identified, Council may, after the expiration of seven (7) days after the date of the seizure and impounding of the dog, sell, euthanize or otherwise dispose of the dog in such manner as it thinks fit.
- c) No dog which is not registered in accordance with the Act shall be released until it is registered, micro chipped and all fees due paid in full.
- d) The sale, destruction or disposal of any dog in accordance with this Bylaw shall not relieve the owner of the dog of liability for the payment of any fees or penalties payable under this Bylaw.

## **21. DATE BYLAW MADE**

This Bylaw was made by the Rangitikei District Council, passed and adopted at a meeting of Council on TBC.

# Appendix 5



Submissions close at  
12 noon on  
6 May 2016

Return this form, or send your  
written submission to:

Dog Policy & Bylaw Submission  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

Email: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

Fax: (06) 327 6970

### Oral submissions

Oral submissions will be held at  
the Marton Council Chambers  
on 19 May 2016. I wish to speak  
to my submission ☐

Ten minutes are allowed for  
you to speak, including  
questions from Elected  
Members. If you have any  
special requirements, such as  
those related to visual or  
hearing impairments, please  
note them here:

### Privacy

All submissions will be public,  
please tick this box if you would  
like your name withheld

☐

## SUBMISSION FORM DRAFT DOG CONTROL AND RESPONSIBILITY POLICY, AND CONTROL OF DOGS BYLAW

Name: \_\_\_\_\_

Organisation: (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_

Property address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### Dog Control and Responsibility Policy

#### Dog Owner Classification

Question 1: Are you generally supportive of *Section 7.5: Dog Owner Classification* found within the policy (including 7.5.1 & 7.5.2)?

☐ Yes ☐ No

Comments:

\_\_\_\_\_

\_\_\_\_\_

#### Scheduled registered owner property visits

Question 2: Do you agree that Council's dog control officers should regularly inspect all properties of registered dog owners to ensure compliance to the Policy, Bylaw and the Dog Control Act 1996?

☐ Yes ☐ No

Question 2a: Is a maximum interval between inspections of 5 years the right timeframe for inspections?

☐ Yes ☐ No

Comments:

\_\_\_\_\_

\_\_\_\_\_

*Please turn over*

### Neutering Menacing Dog

Under the Dog Control Act 1996, a dog can be classified as menacing if the Council's dog control officers believe that the dog may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife because of observed or reported behaviour of the dog or any characteristics typically associated with the dog's breed or type. Council's Policy may also require all menacing dogs to be neutered

Question 3: Which of the following options do you prefer?

*Please tick only one response*

☐ **Option A:** All dogs classified as menacing must to be neutered (blanket)

☐ **Option B:** A dog classified as menacing is neutered only at the discretion of Senior Dog control officer (discretion)

Comments:

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### **Control of Dogs Bylaw**

Question 4: Are you generally supportive of the contents of Council's Control of Bylaw?

☐ Yes ☐ No

Comments:

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Question 5: Do you have any further comments you wish to make to Council with regards to the Dog Control and Responsibility Policy, and/or the Control of Dogs Bylaw?

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*Council welcomes additional information or pages if necessary*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 6

## **Engagement Plan – Draft Dog Control and Owner Responsibility Policy & Draft Control of Dogs Bylaw**

### **Project description and background**

The purpose of these proposed amendments is to better align current dog control policies and operations with the Dog Control and Owner Responsibility Policy. A recent review of the Council's dog control processes found that the policy could be amended to better support the Animal Control Team particularly when dealing with a menacing dog classification event. A concurrent review of the Control of Dogs Bylaw enables the review cycle of the Policy and Bylaw to be extended to 10 years. A review of the Bylaw requires a special consultative procedure.

### **Engagement objectives**

The purpose of the engagement is to obtain the community's view of:

- Whether the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw is clear, unambiguous and easy to understand
- Whether the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw reflects the community's views of how dog control is managed by Council.
- Whether the community would like to see any further changes to the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw.

### **Timeframe and completion date**

<b>Key project stages</b>	<b>Completion date</b>
Amended Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw adopted by Council for public consultation	29 February 2016
Community engagement (written submissions)	4 April – 12pm 6 May 2016
Community engagement (oral submissions)	19 May 2016
Oral and written submissions considered by Council, final amendments made, amended Policy and Bylaw adopted.	26 May 2016
Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw publicly notified	Day after adoption

## Communities to be engaged with

- The entire Rangitikei District community
- Community Boards and Community Committees
- Te Roopu Ahi Kaa
- Registered Dog Owners within the District
- SPCA Wanganui
- New Zealand Institute of Animal Control Officers
- Southern Rangitikei Veterinary Services
- Hunterville Veterinary Clinic/Club
- New Zealand Kennel Club

## Engagement tools and techniques to be used

Engagement Spectrum position desired: Consult

Community group or stakeholder	How this group will be engaged
Rangitikei District community	Website Rangitikei Line Printed media Information in libraries
Community Committees and Community Boards	Officer's report
Te Roopu Ahi Kaa	Officer's report
Registered Dog Owners within the District	Letters to Registered Dog Owners within the District
SPCA Wanganui	Letter/email to SPCA Wanganui
New Zealand Institute of Animal Control Officers	Letter/email to New Zealand Institute of Animal Control Officers
Southern Rangitikei Veterinary Services	Letter/email to Southern Rangitikei Veterinary Services
Hunterville Veterinary Clinic/Club	Letter/email to Hunterville Veterinary Clinic/Club
New Zealand Kennel Club	Letter/email to New Zealand Kennel Club

## Resources needed to complete the engagement

Resources beyond staff time required for this engagement are:

- Notification in the local print media
- The production of printed materials

## Communication planning

### Key messages

- Enhancing dog control and dog care is valued by the community
- Council's dog registration process is necessarily robust

### Reputation risks

- Responsible owner status is more prescriptive than previously, change may not be supported by community

## Basis of assessment and feedback to the communities involved

After analysing community input, Council officers will prepare a report outlining the communities' views, and any suggested changes to the amended Policy and Bylaw. This will then be referred to Council for consideration prior to final adoption. The feedback to the communities will follow after Council adopts the Policy and Bylaw. A response will be sent to each person who makes a submission. Copies of the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw will be available on the website and from the District's libraries.

## Project team roles and responsibilities

Team member	Role and responsibilities
Denise Servante	Project sponsor
Alex Staric	Project leader
Alex Staric	Print media
Alex Staric	Officers reports/letters
Anna Dellow	Website

# Attachment 8

# Appendix 1



# Rangitikei District Council

## Assessment of the Social Impact of Gambling

Draft

March 2016

## **1 Introduction**

The obligations of territorial authorities to develop, and review, Gambling venue (Class 4) and TAB venue policies are contained in the Gambling Act 2003 and the Racing Act 2003, respectively. Decisions on Class 4 and TAB venue policies should therefore be consistent with the purposes of these Acts.

### **1.1 Purpose of the relevant Acts in relation to gambling venue policies**

The Gambling Act 2003 categorises gambling activities into four classes. Territorial authorities have responsibilities with respect to venues for Class 4 gambling. Class 4 gambling is any activity that involves the use of a gaming machine outside a casino. Class 4 gambling is gambling from which the net proceeds (profits) are applied to or distributed to authorised purposes: in general terms this means the profits are distributed back to the community.

The purpose of the Gambling Act 2003 is to:

- a) control the growth of gambling
- b) prevent and minimise the harm caused by gambling, including problem gambling
- c) authorise some gambling and prohibit the rest
- d) facilitate responsible gambling
- e) ensure the integrity and fairness of games
- f) limit opportunities for crime or dishonesty associated with gambling
- g) ensure that money from gambling benefits the community
- h) facilitate community involvement in decisions about the provision of gambling.

Racing and sports betting do not fall within the classification system under the Gambling Act 2003 but are subject to the Racing Act 2003. Territorial authorities have responsibilities with respect to standalone TAB<sup>1</sup> venues where race and sports betting are conducted.

The purpose of the Racing Act 2003 is to:

- a) provide effective governance arrangements for the racing industry
- b) facilitate betting on galloping, harness, and greyhound races, and other sporting events
- c) promote the long-term viability of New Zealand racing.

It should also be noted that one of the functions of the New Zealand Racing Board, under the Racing Act 2003, is to develop or implement, or arrange for the development or implementation of, programmes for the purposes of reducing problem gambling and minimising the effects of that gambling.

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<sup>1</sup> A standalone TAB venue is any premise that is owned or leased by the Totalisator Agency Board and where the main business carried out is providing racing-betting or sports-betting services.

## **1.2 Limits to influence of Council's policy**

Territorial authority consent is required to establish or re-establish a Class 4 venue or to increase the number of gaming machines operated at a Class 4 venue. Consents are issued in line with the Gambling venue (Class 4) policy.

Territorial authority consent is also required to establish new standalone TAB venues in the District. Again consents are issued in line with the TAB venue policy.

It should be noted that territorial authority consent is irrevocable once issued, and cannot lapse or expire. Council does not have any retrospective powers under the Gambling Act 2003 over venues it has already consented.

Therefore Council's sphere of influence over gambling in the District is extremely limited and applies only to new Class 4 or TAB venues that require territorial authority consent.

## **1.3 Social Impact Assessment**

Territorial authorities must review their Gambling venue (Class 4) and TAB venue policies at least every three years. As part of the review process, Council is required to undertake an assessment of the social impact of gambling in its District. The Council may also have regard to any other relevant matters, including the cumulative effects of additional opportunities for gambling in the District.

Whilst the focus of this social impact assessment, therefore, is Class 4 gambling and, to a lesser extent, race betting and sports betting (through the TAB), nationally available data relating to other forms of gambling is summarised to provide the context for a consideration of the cumulative effects of other forms of gambling.

This report is the fourth social impact assessment to be conducted by the Rangitikei District Council in relation to gambling. The previous report was compiled in October 2012. The data from the 2012 report has been updated to allow comparisons to be made with previous data and to confirm or establish trends.

In assessing the social impact of gambling in the District, this report draws on the following sources and considers both the positive and negative impacts of gambling:

- reviews of national information about gambling behaviours and patterns.
- information about the District and its communities;
- information about existing Class 4 and TAB venues, drawn from the Department of Internal Affairs and Statistics New Zealand
- information about the distribution of funding throughout the District from Class 4 venue gambling drawn from the various Gaming Machine Trusts operating in the District, and
- information about/from gambling support agencies that provide services to the District, drawn from the Ministry of Health and Problem Gambling Foundation.

## **2 Pertinent information about the District and its communities**

### **2.1 Deprivation**

People living in high deprivation neighbourhoods are more likely than people living in other neighbourhoods to be problem gamblers and to suffer gambling-related harm (Ministry of Health 2006). Low income groups tend to spend proportionately more of their household incomes on gambling, and gambling harm disproportionately affects low income New Zealanders (Abbott and Volberg, 2000).

For these reasons, areas with low income and high deprivation figures may warrant particular consideration when reviewing the venue policy, especially if these figures correlate with other demographic factors associated with a higher risk of gambling harm (such as high gambling expenditure, and/or a high percentage of Māori and Pacific peoples).

Rangitikei is a district that has higher than average rates of high deprivation neighbourhoods and low income groups. High deprivation neighbourhoods are concentrated in the more densely populated areas of the District: Marton, Bulls, Taihape, Hunterville and also Mangaweka, Koitiata and Ratana. 2013 Socioeconomic deprivation scores from the 2013 Census for areas containing one or more Class 4 Venues compare to the figures derived from the 2006 Census as follows:

- Marton- Deprivation rating of 9 (up from 8 in 2006)
- Hunterville – Deprivation rating of 9 (up from 8 in 2006)
- Taihape – Deprivation rating of 8 (up from 7 in 2006)
- Bulls – Deprivation rating of 7 (unchanged from 2006)

It is unlikely that a viable business would be located outside of the population centres. The correlation between concentration of Class 4 gambling and TAB venues in areas of high deprivation/low income does not necessarily have the same implications for a rural District such as Rangitikei as it does for an urban authority, such as Auckland or Wellington.

### **2.2 Ethnicity**

Māori and Pacific people are more likely than other groups to be problem gamblers, and are more likely to suffer gambling-related harm (Ministry of Health 2008, Abbott and Volberg 2000).

- Māori populations are 36.1% of intervention service clients<sup>2</sup> and 17.9% of Helpline callers<sup>3</sup>, and only 15% of the population<sup>4</sup>.

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<sup>2</sup>For the most recently reported period, July 2013-June 2014. Ministry of Health (2015). Intervention Client Data. Retrieved 11 May 2015 from <http://www.health.govt.nz/our-work/mental-health-and-addictions/problem-gambling/service-user-data/intervention-client-data#ethnicity>

<sup>3</sup>For the most recently reported period, 2011. Ministry of Health (2012). Gambling Helpline client data. Retrieved 2 July 2014 from <http://www.health.govt.nz/our-work/mental-health-and-addictions/problem-gambling/service-user-data/gambling-helpline-client-data>

<sup>4</sup>Statistics New Zealand (2014). 2013 Census – Major ethnic groups in New Zealand. Retrieved 2 July 2014 from <http://www.stats.govt.nz/Census/2013-census/profile-and-summary-reports/infographic-culture-identity.aspx>

- 85.6% of Māori women seeking help for their gambling problems cite pokie machines as their major mode.<sup>5</sup>

Therefore, Class 4 gaming machines pose particular risks for Māori and Pacific people, especially women (Health Sponsorship Council 2007, Department of Internal Affairs 2008). Areas with higher percentages of Māori and/or Pacific people may warrant particular consideration when reviewing the venue policy, especially if these figures correlate with other demographic factors associated with a higher risk of gambling harm (such as high gambling expenditure and high deprivation).

3, 453 Māori usually residing in Rangitikei and make up 23 per cent of the District's total population. As nearly a quarter of the District's population is Māori, members of this group may be experiencing unreported gambling related harm.

### 3 Prevalence of Class 4 and TAB gambling and gambling venues in the Rangitikei

#### 3.1 Class 4 gaming machines and TABs in the Rangitikei

The location and density of TABs and Class 4 gaming machines is important because being a problem gambler is significantly associated with living closer to gambling venues (Ministry of Health 2008).

This means that areas with high population per machine figures may warrant particular consideration when reviewing the Gambling venue (Class 4) policy, especially if these areas correlate with other demographic factors associated with a higher risk of gambling harm (such as high deprivation and/or a high percentage of Māori and Pacific people).

Within the Rangitikei, the number of venues and gaming machines has dropped since the last review in 2012.

**Table 1: Number of Class 4 gambling venues in the Rangitikei**

Year	No. Venues	Count of EGM
June 2015	7	70
June 2014	8	85
June 2013	7	76
June 2012	8	83

Source: Department of Internal Affairs

**Table 2: Location and number of Class 4 gaming machines**

	Jun-12	Jun-13	Jun-14	Jun-15	Dec-15
<b>Bulls</b>					
Bulls RSA	5	5	5	5	5
Criterion Hotel	10	10	10		
Rangitikei Hotel	18	18	18	18	18
<b>Hunterville</b>					

<sup>5</sup> Centre for Social and Health Outcomes Research and Evaluation. (2008). Assessment of the social impacts of gambling in New Zealand. Auckland: SHORE. Retrieved 29 January 2013 [http://www.shore.ac.nz/projects/Gambling\\_impacts\\_Final%2010\\_02\\_09.pdf](http://www.shore.ac.nz/projects/Gambling_impacts_Final%2010_02_09.pdf)

Station Hotel	4	6	6	3	3
<b>Marton</b>					
Captain Cook	9	9	9	9	9
Club Hotel	18	18	18	18	18
Marton Hotel	9	0	9	7	7
<b>Taihape</b>					
Gretna Hotel	10	10	10	10	10
<b>Total</b>	<b>83</b>	<b>76</b>	<b>85</b>	<b>70</b>	<b>70</b>

Source: Department of Internal Affairs

There are five TAB venues in the District. These are all non-standalone TABs located in pubs and are not required to obtain territorial authority consent under the Racing Act 2003. There has been an increase of one non-standalone TAB venue since 2008 (Club Hotel, Marton).

**Table 3: Non-standalone TABs in the District**

	Non-standalone TABs		
	2008	2012	2012
Rangitikei Tavern, Bulls	Pub TAB	Pub TAB	Pub TAB
Station Hotel, Hunterville	Self-service	Self-service	Self-service
Captain Cook Marton	Pub TAB	Pub TAB	Pub TAB
Club Hotel, Marton		Self-service	Self-service
Gretna Hotel, Taihape	Pub TAB	Pub TAB	Pub TAB
<b>Total</b>	<b>4</b>	<b>5</b>	<b>5</b>

Source: Department of Internal Affairs and TAB website( [www.tab.co.nz](http://www.tab.co.nz))

### 3.2 Expenditure

It is important to know the gambling expenditure from Class 4 gaming machines within the district because problem gambling research indicates a strong relationship between preferences for regular involvement in, and high expenditure on, forms of gambling that are “continuous”<sup>6</sup> in nature (Abbott 2001).

If there are high expenditure-per-gaming-machine figures in particular areas, relative to other areas, this would indicate that the machines in these areas are being used more extensively than in other areas.

If there are high expenditure-per-person figures in particular areas, relative to other areas, then this would indicate that the people in that area spend proportionally more on gaming machines than people in other areas.

Areas with high-expenditure-per machine and high-expenditure-per-person figures, relative to other areas, may warrant particular consideration when reviewing the venue policy, especially if these figures correlate with other demographic factors associated with a higher

<sup>6</sup> “Continuous” is understood as those forms of gambling where there is a minimal delay period between playing and the result. These forms of gambling include gaming machines which involve very short delays between betting and outcome and thus enable rapid and repeated betting within a short period of time. Non-continuous forms (race betting and lotteries) involve time delays between placing a bet and knowing the outcome.

risk of gambling harm (such as low income, high deprivation and/or a high percentage of Māori and Pacific peoples).

**Table 4: Annual Gaming Machine Proceeds (GMP) - Rangitikei**

Year	GMP
2012	\$2,820,298
2013	\$2,623,099
2014	\$2,573,227
2015	\$2,708,892

Source: Department of Internal Affairs

A figure for the expenditure on race betting (TAB) within the district is harder to estimate. The prevalence of alternative means of access to race betting (internet and phone betting) means that figures obtained for revenue generated by physical sites within the district would disguise the revenue generated by these alternative means of access. In addition, race betting is a “non-continuous” form of gambling and less associated with problem gambling.

### 3.3 National comparisons

Every territorial authority is unique, and therefore assessing the impact of gambling within each territorial authority will be of primary importance. However, knowing how the numbers of, and expenditure on, Class 4 gaming machines in the Rangitikei district compares with the national average may provide some useful context.

Currently, the Rangitikei District has 0.7% of the population of New Zealand and 0.57% of its Class 4 venues and 0.43% of its Electronic Gaming Machines. Table 5 demonstrates that, in addition, the amount spent per machine is lower for Rangitikei than for the national average.

**Table 5: Comparison of Gaming Machine Proceeds (GMP) per Electronic Gaming Machine (EMG) between Rangitikei District and New Zealand**

12 Month Period	GMP - Rangitikei	EGMs (at 31/12/2015)	GMP/EGM - Rangitikei	GMP - NZ	EGMs (at end of period)	GMP/EGM - NZ
July 2011 - June 2012	\$2,934,447	83	\$35,355	\$853,962,784	17,943	\$47,593
July 2012 - June 2013	\$2,668,618	76	\$35,113	\$826,749,198	17,534	\$47,151
July 2013 - June 2014	\$2,587,567	85	\$30,442	\$806,271,431	17,130	\$47,068
July 2014 - June 2015	\$2,626,284	70	\$37,518	\$818,113,112	16,579	\$49,346
Jan 2015 - Dec 2015	\$2,708,892	70	\$38,698	\$828,026,639	16,393	\$50,511

Source: Department of Internal Affairs, Statistics New Zealand

It is impossible to know how many people will travel out of (or in to) the District rather than gamble locally since it is known that many people with gambling problems will travel to gamble so that the extent of their gambling is hidden from friends and family.

But it remains the case that gaming proceeds per machine are less than the national average. This is in line with findings in other aspects of service provision in rural areas; it is difficult to maximise use/profit for almost any service in areas of low population density.

## 4 Benefits of Gambling

There are a range of benefits to the community from gambling. These are largely the distribution of grant funds, but also include economic activity including employment opportunities, contribution to the tax base, and the role that gambling plays as a recreational and leisure activity for many New Zealanders. Two possible benefits from gambling, fundraising for community purposes and entertainment, are considered further in this report.

### 4.1 Grants to the Community

Gaming machines are set up to return to the gambler between 78-92 cents per dollar wagered. A minimum of 37% of the profits are returned to the community by way of grants - some societies consistently distribute 40-50% to the community. Of the remainder 32% goes to the Government by way of taxes including the Problem Gambling Levy, Gaming Duty, GST and fees and licences. Up to 26% is associated with the costs of owning and maintaining the machines and payment to venues for hosting the machines. The remainder (up to 5%) is spent on society administration costs.

Grants are made by the incorporated societies that operate gaming machines within the district. The Charity Gaming Association currently has three member trusts operating within the Rangitikei – the Lion Foundation, and Pub Charity.

The amount of grants available to a district depends on the amount of money generated through gambling in that district. So the fewer gaming machines in the Rangitikei, the less revenue is generated and the less money is available for community groups in the Rangitikei.

**Table 6: Charity Gaming Association members operating within Rangitikei<sup>7</sup>**

Society name	Venue
Pub Charity Limited	Rangitikei Hotel Captain Cook's Bar & Cafe Marton Hotel Gretna Hotel
The Lion Foundation	Station Hotel Club Hotel Marton

Source: Department Of Internal Affairs, Statistics New Zealand

The most recent figure available showing the amount of money granted to the community are shown in Tables 7 and 8.

<sup>7</sup> The Bulls RSA operates independently. The number of Clubs operating gaming machines in their own premises to raise funds for their own purposes has been decreasing for many years.

**Table 7: Pub Charity Donations<sup>8</sup>**

Period	How many recipients	Total for period
April 2015 –September 2015	18	\$63614.52
October 2015 – November 2015	11	\$30,681.00

Source: Pub Charity

**Table 8: The Lion Foundation Donations<sup>9</sup>**

Period	How many recipients	Total for period
April 2012- March 2013	15	\$33457
April 2013- March 2014	17	\$38315
April 2014- March 2015	17	\$94965

Source: The Lion Foundation

Generally, community perception is that the community effects of gambling and particularly gaming machines are negative and there are relatively few community benefits. However, with gambling funding being recognised as providing a significant support for aspects of communities which otherwise have difficulty raising money, there is a level of ambivalence.

## 4.2 Entertainment

There is, of course, an entertainment aspect to gambling, and the vast majority of gamblers do not have a gambling problem but merely enjoy a 'flutter' every so often. About half of New Zealanders have gambled during the previous twelve months – the vast majority playing Lotto (70% of all gambling).

## 5 Problem Gambling

The Gambling Act 2003 defines problem gambling to mean harm or distress of any kind arising from, or caused or exacerbated by, a person's gambling. Broadly, the social impacts of problem gambling revolve around:

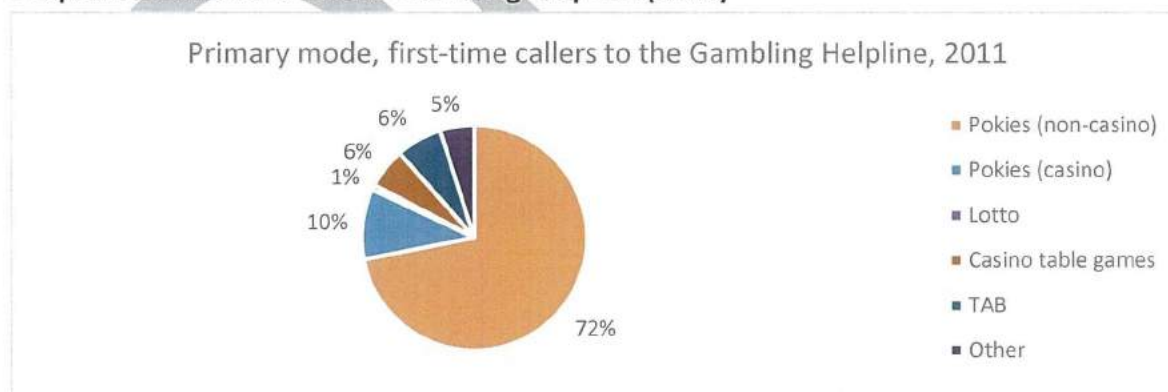
- Increased crime (particularly theft and fraud)
- Violence and violent crime
- Effects on family and friends of problem gambling behaviour
- Loss of productivity and/or employment
- Inability to provide the basics for oneself and/or ones family

The majority of gamblers are recreational gamblers – only a small proportion is at risk from their gambling (Ministry of Health 2012). In population studies, the indication is that moderate risk gambling affects between 1 - 9% of the adult population, problem gambling affects 0.3 - 1.8% of the adult population and up to 10 people are affected by someone else's problem gambling. The Problem Gambling Foundation estimates that problem gamblers are responsible for up to 24% of all annual gaming machine proceeds. The variance indicates that the available data is inconsistent and, therefore inconclusive.

The following list provides a snapshot of gambling trends and problem gambling harm in New Zealand.

- About 18% of adults use pub/club gaming machines over a 12 month period.<sup>10</sup> This is a ratio of 34 possible gaming machine users to any 1 machine.
- The \$823 million that gaming machines take annually requires each machine user to spend and lose an average of over \$1,400.<sup>11</sup>
- Just 1.7% use gaming machines weekly or more often. 82% of adults never use gambling machines.<sup>12</sup>
- 2 in 5 (40%) of regular gaming machine users (participates weekly or more) report experiencing a problem at some point.<sup>13</sup>
- 1 in 5 (20%) of regular gaming machine users have current problems.<sup>14</sup>
- 72% of first-time callers to gambling helpline counselling services cited non-casino pokie machines as their primary mode of gambling (Graph 1).
- 54% of problem gambling clients attending face-to-face counselling cited non-casino gaming machines as their primary mode of gambling, and a further 12% cited casino gaming machines<sup>15</sup> (Graph 2)

**Graph 1: First time callers to Gambling Helpline (2011)**



Source: Problem Gambling Foundation of New Zealand

<sup>10</sup> Abbott, M., Bellringer, M., Garrett, N., & Mundy-McPherson, S. (2014). New Zealand 2012 National gambling study: Overview and gambling participation. Wellington: AUT.

<sup>11</sup> Adult population for this district was determined using 2013 census data and the NZ.Stat tool from Statistics New Zealand, found online at <http://nzdotstat.stats.govt.nz/wbos/Index.aspx>.

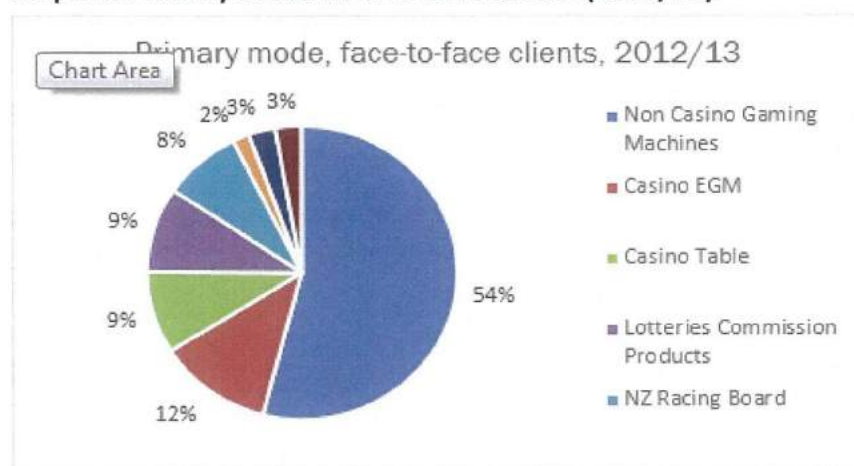
<sup>12</sup> Abbott, M., Bellringer, M., Garrett, N., & Mundy-McPherson, S. (2014). New Zealand 2012 National gambling study: Overview and gambling participation. Wellington: AUT.

<sup>13</sup> Devlin, M. & Walton, D. (2012). The prevalence of problem gambling in New Zealand as measured by the PGSI: adjusting prevalence estimates using meta-analysis. *International Gambling Studies*, 10.1080/14459795.2011.653384. Retrieved 31-May 2012 from <http://www.tandfonline.com/doi/abs/10.1080/14459795.2011.653384>

<sup>14</sup> Department of Internal Affairs (DIA). (2009) Problem gambling in New Zealand – a brief summary. Retrieved 29 Jan 2013 from [http://www.dia.govt.nz/pubforms.nsf/URL/ProblemGamblingFactsFinal.pdf/\\$file/ProblemGamblingFactsFinal.pdf](http://www.dia.govt.nz/pubforms.nsf/URL/ProblemGamblingFactsFinal.pdf/$file/ProblemGamblingFactsFinal.pdf)

<sup>15</sup> Ministry of Health (2013). Table 11: Problem gambling client presentation data. Provides information on client presentation numbers, both new and existing clients, by gambling industry sector, for the 2004/05 to 2012/13 Financial Years. Wellington, MOH. Retrieved 30 June 2014 from <http://www.health.govt.nz/our-work/mental-health-and-addictions/problem-gambling/service-user-data/intervention-client-data>

**Graph 2: Primary mode face-to-face clients (2012/13)**



Source: Problem Gambling Foundation of New Zealand

## 6 Problem Gambling in the Rangitikei District

The Ministry of Health collates and stores gambling intervention client data. This data represents the number of clients who have received problem gambling treatment services. The data indicates that the number of Rangitikei District residents accessing gambling treatments has dropped between June 2013 (3) and June 2015 (1).

It is difficult to find tangible evidence to support the assessment that the Gambling policy adopted in 2013 had some influence in the decline of residents accessing gambling health services, but nonetheless Council's stance and parameter may have played a partial role.

Gambling Lifeline New Zealand<sup>16</sup> indicates no new gambling helpline clients, from the Rangitikei District between 2013 and 2015.

## 7 Conclusion

This report seeks to provide Council with information to assess the social impacts of gambling within the district. This report is prepared for the purpose of the review of the Gambling venue (Class 4) policy, and the TAB venue policy.

Twelve years since the adoption of the Gambling venue (Class 4) policy and TAB venue policy, the number of gaming machines in the district has fallen from 112 (in 2003) to 83 (2012) to 70 (2015), and the number of Class 4 venues has fallen from 11 (2003), 8 (2012) and 7 in 2015. There are no standalone TAB venues in the District (and the Council's current policy does not provide for any to be established). Expenditure was trending downwards but there has been a slight increase in Gaming Machine Proceeds 2015.

There is no evidence from the data on people seeking help for problem gambling that this is a growing problem in the District.

<sup>16</sup> Gambling Helpline is a 24 hour free-phone service that provides immediate support, as well as referral and information services for gambling problems

In common with the vast majority of services/facilities available in the District, these venues are located in the towns of Marton, Bulls, Taihape and Hunterville. These are also areas of high deprivation, low income and high Māori population which are risk factors for problem gambling. However it is difficult to draw the conclusion that the charitable gaming trusts are targeting areas where the risk of problem gambling is higher.

Nonetheless, it appears that treatment services to support people with problem gambling, and those affected by someone else's problem gambling, are generally not as available for residents in the District as for the population as a whole. Again, this is a common phenomenon in rural areas. It seems unlikely that the issue of equitable service provision in rural areas is going to be addressed. It is more likely that inequality of access to services will get higher as resources become increasingly scarce and rural areas become further depopulated.

The benefits that accrue to the District from gambling, beyond opportunities for the local population to access gambling facilities for recreational use, are two-fold. Firstly, the viability of businesses which include pokies (7 venues) is increased through the host fees available from the charitable gaming trusts and, secondly, the grants to the community from the charitable gaming trusts (approximately \$185,000 during 2015). Set against this is the \$2.7 million lost to the pokies in the District, disproportionately lost from those who, arguably, can least afford to lose money in this fashion.

The question for Council is one of balance. Through its Gambling venue (Class 4) policy, Council can further limit the access of the local population to gaming machines. The aim of this would be to protect those at risk from problem gambling, at least from being able to easily access pokie machines in the urban centres of the District. The cost would be to deprive the majority of (social and leisure) gamblers of the opportunity for an "occasional flutter" in the District. Whilst the costs of gambling to the District can be counted as \$2.7 million, it is unknown whether this money would be retained in the District should the number of pokies reduce further, and this is set against the very real economic benefits of gambling to the businesses involved and to the community organisations that receive grants from the proceeds.

# Appendix 2

## SUMMARY OF INFORMATION

### DRAFT GAMBLING VENUE (CLASS 4) AND TAB VENUE POLICIES

#### Reason for the Proposal

The Gambling Venue (Class 4) and TAB Venue policies are statutory policies required under S 103(5) of the Gambling Act 2003, and S 65(e) of the Racing Act 2003 (respectively). Under these Acts, Council is required to review these policies at least every three years. In determining its policies, the territorial authority must have regard to the social impact of gambling with the district.

#### Legislative requirements

This review is required under the under S 103(5) of the Gambling Act 2003, and S 65(e) of the Racing Act 2003.

#### Options considered

Council currently permits the establishment of new Class 4 venues in the District. New venues may apply for a licence to operate up to 9 gaming machines, providing that the total number of gaming machines in the District does not exceed 83. As part of the Gambling venue (class 4) policy review, Council considered whether to continue to allow the establishment of new Class 4 venues and whether to retain the current cap on gaming machines at 83, or whether to increase or decrease the maximum number of gaming machines permitted in the District.

Similarly, there are currently no standalone TAB venues in the District and Council's policy does not permit new venues to be established. During the review, Council considered whether it should permit new standalone TAB venues to be established.

#### What changes have been made?

Council agreed not to make any changes to its existing Gambling Venue (Class 4) and TAB Venue Policies since the Social Impact Assessment provided little evidence of widespread or growing harm in the District from problem gambling. However, Council recognises that the community may have more information about the specific, local harm caused by problem gambling and it welcomes written and oral submissions from the public on this matter.

#### More Information

##### Where to get a copy of the Statement of Proposal

The Statement of Proposal contains the reasons for the proposal, copies of the draft policies, and the social impact assessment of gambling within the district. The Statement of Proposal is prepared in accordance with section 86 of the Local Government Act 2002. It is available for inspection at Council's libraries in Marton, Bulls and Taihape, and at the Council's Main Office in Marton. Copies are also available from the above locations, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

### Period for Consultation

Written submissions on the Draft Gambling Venue (Class 4) and TAB Venue policies may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2014** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 3



# STATEMENT OF PROPOSAL

## DRAFT GAMBLING VENUE (CLASS 4) AND TAB VENUE POLICIES

### Reason for the Proposal

The Gambling Venue (Class 4) and TAB Venue policies are statutory policies required under S 103(5) of the Gambling Act 2003, and S 65(e) of the Racing Act 2003 (respectively). Under these Acts, Council is required to review these policies at least every three years. In determining its policies, the territorial authority must have regard to the social impact of gambling with the district.

### Legislative requirements

This review is required under the under S 103(5) of the Gambling Act 2003, and S 65(e) of the Racing Act 2003.

### Options

Council currently permits the establishment of new Class 4 venues in the District. New venues may apply for a licence to operate up to 9 gaming machines, providing that the total number of gaming machines in the District does not exceed 83. As part of the Gambling venue (class 4) policy review, Council considered whether to continue to allow the establishment of new Class 4 venues and whether to retain the current cap on gaming machines at 83, or whether to increase or decrease the maximum number of gaming machines permitted in the District.

Similarly, there are currently no standalone TAB venues in the District and Council's policy does not permit new venues to be established. During the review, Council considered whether it should permit new standalone TAB venues to be established.

### Social Impact Assessment

The Social Impact Assessment (SIA) provides little evidence of widespread or growing harm in the District from problem gambling. Key findings of the SIA are summarised as follows:

- Rangitikei District residents are at risk of gambling harm based on average high level of socio-economic deprivation and high percentage of Māori.
- There are no standalone TAB venues and seven Class 4 gambling venues containing 70 pokie machines.
- In 2015, the Gaming Machine Proceeds of pokie machines in the District was \$2,708,892.
- During April 2014 - March 2015, the Lion Foundation granted \$94,965 to local community groups, and during April - November 2015, Pub Charity provided \$94,295.52 in grants to local community groups.

- The number of Rangitikei residents accessing gambling harm services, including telephone services, has reduced since 2012.

### **What changes have been made?**

Council agreed not to make any changes to its existing Gambling Venue (Class 4) and TAB Venue Policies since the Social Impact Assessment provided little evidence of widespread or growing harm in the District from problem gambling. However, Council recognises that the community may have more information about the specific, local harm caused by problem gambling and it welcomes written and oral submissions from the public on this matter.

### **More Information**

#### Where to get a copy of the Summary of Information

A Summary of Information details the major matters listed in this Statement of Proposal, and is prepared in accordance with s89 of the Local Government Act 2002. The Summary of Information can be collected from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a copy be posted to you by calling 0800 422 522.

#### Period for Consultation

Written submissions on the Draft Gambling Venue (Class 4) and TAB Venue policies may be made from **4 April to 12 noon 6 May 2016**. Submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton, from the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) or you may request a form be posted to you by calling 0800 422 522.

Those who make a written submission may also choose to make an oral submission. Hearings of oral submissions are scheduled for **19 May 2014** at the Council Chambers in Marton. Please indicate on your submission form if you wish to speak to your submission.

# Appendix 4

## **GAMBLING VENUE (CLASS 4) POLICY**

**Policy Title:** GAMBLING VENUE (CLASS 4) POLICY

**Date of Adoption:** 25 March 2004

**Resolution:** 04/RDC/064

**Review Date:** 2016

**Statutory reference for adoption:** Gambling Act 2003 /Resource Management Act 1991

**Statutory reference for review:** Gambling Act 2003 s102 (5)

**Included in the LTP:** no

<b>Date Amended or Reviewed</b>	<b>Resolution</b>
13 April 2006	06/RDC/122
29 January 2009	09/SPP /026 – 09/RDC/067
28 February 2013	13/RDC/043
30 May 2013	13/RDC/124

### **1 POLICY OBJECTIVES**

- 1.1 To ensure the Rangitikei District Council and the community has influence over the location of new Class 4 gambling venues and new gaming machines (pokie machines) within the District as a whole in compliance with the Gambling Act 2003.
- 1.2 To place a cap on the number of gaming machines which may be operated in the District.
- 1.3 To ensure that the local community may continue to access funding from the proceeds of Class 4 gaming in the District.

### **2 GENERAL CONDITIONS (for establishing a Class 4 gambling venue)**

- 2.1 Any new Class 4 venue may only be established on licensed premises where the primary activity is not predominantly associated with family and/or children's activities.
- 2.2 An applicant for Council consent under this policy must:
  - comply with the objectives of this policy;
  - comply with the general conditions of this policy;
  - meet the application requirements specified in this policy; and
  - meet the fee requirements specified in this policy;
- 2.3 The application will be publicly notified and a notice will be displayed on the proposed premises.

### **3 APPLICATION DETAILS REQUIRED**

- 3.1 Applications for Rangitikei District Council consent must be made in writing and provide the following information:

- a) Name and contact details of the applicant.
- b) Street address of premises proposed for the Class 4 venue licence.
- c) Description of the structure of the applicant (Society or Corporate Society) together with incorporation details:
  - trust and trustee details if appropriate;
  - the names of management staff; and
  - a 12 month business plan or budget for the establishment, covering both gambling and other activities proposed for the venue.
- d) Details of Host Responsibility policies and procedures covering:
  - training for operational staff on dealing with problem gamblers;
  - provision and display of problem gambling material;
  - support for and supervision of those affected by addictive gambling; and
  - implementation and monitoring plans.
- e) Details about the venue operator including:
  - operating structure;
  - ownership of the premises;
  - evidence of police approval for owners and managers of the venue; and
  - nature of the businesses operated from the premises.
- f) A floor plan covering both gambling and other activities proposed for the venue, including:
  - layout of each floor of the venue;
  - location and number of Class 4 machines being proposed for the premises;
  - location of clocks;
  - location and description of signage; and
  - location of displays of problem gambling material.
- g) Details of liquor licence(s) applying to the premises.
- h) A location map showing the nature of businesses and other activities conducted in the general neighbourhood.
- i) Information about the Trust responsible for the distribution of gambling profits will be made available to the public (as required under the Gambling Act 2003) and to the Rangitikei District Council, and will include:
  - contact details (address, phone numbers, electronic contact); and
  - names of trustees
- j) Evidence and any supporting material to assure the Rangitikei District Council that their proposed application is a permitted activity under the Rangitikei District Council District Plan, the Resource Management Act 1991 and the Gambling Act 2003.

3.2 Council may request comment from health providers or those working with problem gambling.

#### **4 NUMBER OF GAMING MACHINES TO BE ALLOWED**

- 4.1 Council wishes to reduce the number of gaming machines in the District through a process of natural attrition as machines cease operating.
- 4.2 New venues may apply for a licence to operate up to 9 gaming machines, providing that the total number of gaming machines in the District does not exceed 83<sup>1</sup>.

#### **5 DECISION MAKING**

- 5.1 The Council has 30 working days to determine a consent application.
- 5.2 Such determination will be made at the appropriate delegation (officer) level within the Council and will be considered against the criteria set out in this policy.
- 5.3 When considering an application for a new gaming venue under Class 4, the relevant council officer will consider:
- comply with the objectives of this policy;
  - comply with the general conditions of this policy; and
  - meet the application requirements specified in this policy.

#### **6 APPLICATION FEES**

- 6.1 These will be set by the Rangitikei District Council from time to time, pursuant to section 150 of the Local Government Act and shall include consideration of:
- The cost of processing the application, including any consultation involved;
  - The cost of monitoring notification of the distribution of profits and provision of information;
  - The cost of reviewing Gambling Venue policies.

#### **7 ADOPTION AND COMMENCEMENT**

- 1) This policy was adopted on 30 May 2013 at the duly notified Council Meeting after completion of the special consultation procedure, of the Local Government Act 2002.

#### **8 REVIEW**

- 9 This policy will be reviewed 3 years after it is adopted and comes into effect.

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<sup>1</sup> This number equals the number of gaming machines in the District as at 6 May 2013

# Appendix 5

## **TAB VENUE POLICY**

<b>Policy Title:</b> TAB VENUE POLICY	
<b>Date of Adoption:</b> 30 September 2004	<b>Resolution:</b> 04/RDC/229
<b>Review Date:</b> 2016	
<b>Statutory reference for adoption:</b> Racing Act 2003, Gambling Act 2003 schedule 8, Local Government Act 2002 s 83	
<b>Statutory reference for review:</b> Gambling Act 2003 s102 (5)	
<b>Included in the LTP:</b> no	
<b>Date Amended or Reviewed</b>	<b>Resolution</b>
13 April 2006	06/RDC/122
29 January 2009	09/SPP/ 026 - 09/RDC/067
28 February 2013	13/RDC/045

### **1 INTRODUCTION**

The Racing Act 2003 (amended by Schedule 8 of the Gambling Act 2003) requires that the Rangitikei District Council adopt a Totalisator Agency Board (hereinafter referred to as TAB) venue policy for the District in accordance with the special consultative procedure in s83 of the Local Government Act 2002.

The TAB Venue Policy must specify whether or not new TAB venues may be established in the District and, if so, where they may be located. In the development of its policy, Council must have regard to the social impact of gambling on the Rangitikei District communities.

### **2 POLICY OBJECTIVES**

Among the objectives of the Gambling Act 2003 is control of the growth of gambling and the prevention and minimization of harm caused by gambling, including problem gambling. Over and above the objectives stated in the Act, the objective of the Rangitikei District Council's TAB venue policy is:

- To control the growth of gambling in the Rangitikei District within the scope of the Gambling Act 2003, while providing for the continued availability of sports or race betting within the District in accordance with the purpose and intent of the Gambling and Racing Acts. All current opportunities for sports or race betting within the District have been considered when setting this policy and include current Pub/social outlets and opportunities for telephone and Internet gambling.

### **3 TAB VENUE CONDITIONS**

There will be no new Board venues established in the Rangitikei District.

### **4 REVIEW**

- 4.1 The TAB Venue Policy will be reviewed concurrently with the Gambling Venue (Class 4) Policy.

# Appendix 6



## SUBMISSION FORM GAMBLING VENUE (CLASS 4) AND TAB VENUE POLICIES

**Submissions close at  
12 noon on  
6 May 2016**

**Return this form, or send your  
written submission to:**

Gambling Policies Submission  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

**Email:** [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

**Fax:** (06) 327 6970

### Oral submissions

Oral submissions will be held at the Marton Council Chambers on 19 May 2016. I wish to speak to my submission ☐

Ten minutes are allowed for you to speak, including questions from Elected Members. If you have any special requirements, such as those related to visual or hearing impairments, please note them here:

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### Privacy

All submissions will be public, please tick this box if you would like your name withheld

☐

Name: \_\_\_\_\_

Organisation: *(if applicable)* \_\_\_\_\_

Phone: \_\_\_\_\_

Property address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### Gambling venue (class 4) policy

Question 1: Which of the following options do you prefer?  
*(please tick one response)*

☐ **Option A:** No changes made to current CAP of 83 Class 4 gaming machines permitted in the District

☐ **Option B:** Increase the CAP on Class 4 gaming machines permitted in the District from 83 to:  
(please provide your preference)

☐ **Option C:** Reduce the CAP on Class 4 gaming machines permitted in the District from 83 to:  
(please provide your preference)

☐ **Option D:** Replace the current CAP on Class 4 gaming machines with a SINKING LID CAP (i.e. do not replace gaming machines as they are lost to the District)

*Please turn over*

Question 2: Would you like to see any other changes to Council's Gambling Venue (Class 4) policy?

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**Tab Venue policy**

Question 3: Which of the following options do you prefer?  
(please tick one response)

☐ **Option A:** No changes made to TAB venue policy

☐ **Option B:** Permit new standalone TAB venues

Question 4: Would you like to see any other changes to Council's current TAB venue policy?

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Question 5: Do you have any further comments you wish to make to Council in relation to the TAB venue or Gambling venue (Class 4) policies?

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*Council welcomes additional information or pages if necessary*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix 7

## Engagement Plan

### Gambling Venue (Class 4) and TAB Venue

#### Project description and background

Last reviewed and adopted in 2013, the Council's current Gambling Venue (Class 4) and TAB Venue policies now require review.

The current policies have remained unchanged as current evidence formulating Council's social impact of gambling does not sufficiently indicate gambling harm in the district.

#### Engagement objectives

The purpose of the engagement is to obtain the community's view of:

- Whether the policies balance reducing gambling harm in the district whilst allowing community groups to access gambling revenue based grants
- To ask the community to provide further evidence of gambling harm in the District
- For the community to indicate their preferred level of gaming machines within the district
- Whether there are any other changes to the policies that Council should consider.

#### Timeframe and completion date

Key project stages	Completion date
Draft consultation documents and engagement plan prepared	31 March 2016
Documents approved for community engagement	31 March 2016
Public notices and letters etc. notifying the public of Council's intent to amend the bylaw	4 April 2016
Community engagement (written submissions)	4 April – 12noon 6 May 2016
Community engagement (oral submissions)	19 May 2016
Oral and written submissions considered by Council, final amendments made, policies adopted.	26 May 2016

## Communities to be engaged with

- The entire Rangitikei District community
- Community Boards and Community Committees
- Te Roopu Ahi Kaa
- Iwi/hapu groups
- Corporate societies that holds a class 4 venue licence for a venue in the district
- New Zealand Racing Board
- Public Health Whanganui DHB
- Nga Tai O Te Awa Trust

## Engagement tools and techniques to be used

Community group or stakeholder	How this group will be engaged
Rangitikei District community	Website Rangitikei Line Printed media Information in libraries
Community Committees and Community Boards	Officer's report
Te Roopu Ahi Kaa	Officer's report
Iwi/hapu groups	Letters to iwi/hapu.
Corporate societies <ul style="list-style-type: none"><li>• Pub Charity Limited</li><li>• The Lion Foundation</li></ul>	Letters to Pub Charity Limited and The Lion Foundation
New Zealand Racing Board	Letter to New Zealand Racing Board
Public Health Whanganui District Health Board	Letter to Public Health Unit at Whanganui DHB
Nga Tai O Te Awa Trust	Letter to Nga Tai O Te Awa Trust

## Resources needed to complete the engagement

Resources beyond staff time required for this engagement are:

- Notification in the local print media
- The production of printed materials

## **Communication planning**

### **Key messages**

- Prevention and minimisation of gambling harm in the district
- Gambling revenue based grants are accessible to the public
- Facilitate responsible gambling
- Council's role in reducing gambling harm is limited

### **Reputation risks**

- Council perceived as doing too much or too little in reducing gambling harm within the district
- The policies' content post consultation will require Council to balance opposing spectrums (reducing gambling harm and permitting responsible gambling practices) that may be perceived as inconsistent with community feedback

## **Basis of assessment and feedback to the communities involved**

After analysing community input, Council officers will prepare a report outlining the communities' views, and any suggested changes to the draft policies. This will then be referred to Council for consideration prior to final adoption. The feedback to the communities will follow after Council adopts the policies. A response will be sent to each person who makes a submission. Copies of the Gambling Venue (Class 4) and TAB Venue policies will be available on Council's website and from the District's libraries.

## **Project team roles and responsibilities**

<b>Team member</b>	<b>Role and responsibilities</b>
Denise Servante	Project sponsor
Alex Staric	Project leader
Alex Staric	Print media
Alex Staric	Officers reports/letters
Anna Dellow	Website

# Attachment 9



# Local Governance Statement

## RANGITIKEI DISTRICT COUNCIL

[reviewed February 2015](#)

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# 1. Introducing the Local Governance Statement

## 1.1 What is the Purpose of the Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how citizens can influence these processes. A Local Governance Statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic processes.

## 1.2 The Legal Requirement to Have a Local Governance Statement

Section 40 of the Local Government Act 2002 (LGA 2002) requires Council to have a Local Governance Statement.

## 1.3 What Information Does the Statement Contain?

To meet the purposes, this Local Governance Statement includes the following broad categories of information or identifies for citizens where this information can be found:

- Functions, responsibilities and activities of the Rangitikei District Council<sup>1</sup>;
- Electoral arrangements<sup>2</sup>;
- The way elected members' make decisions and relate to each other and to the management of the Rangitikei District Council<sup>3</sup>;
- Governance structures and processes<sup>4</sup>; and
- The key policies of the Rangitikei District Council<sup>5</sup>.

## 1.4 Where do I get further information?

The documents mentioned in this Local Governance Statement (including plans, reports, policies and memorandum of understanding agreements) are available from the Rangitikei District Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz). Hard copies are available on request (and are in some cases subject to a charge or fee), and are available for viewing at the Council's Office in Marton or at any of the District's libraries. This includes:

- Rangitikei District Council Long Term Plan<sub>2</sub>
- Rangitikei District Council Annual Plan<sub>2</sub>
- Rangitikei District Council Annual Report<sub>2</sub>
- Rangitikei District Council Bylaws<sub>2</sub>
- Membership list of the Taihape and Ratana Community Boards, and the Marton, Turakina, Bulls and Hunterville Community Committees<sub>2</sub>
- Rangitikei District Council Agendas and Minutes<sub>2</sub>
- Memorandum of Understanding: Tutohinga<sub>2</sub>

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<sup>1</sup> LGA 2002 s.40(1)(a)

<sup>2</sup> LGA 2002 s.40(1)(c)

<sup>3</sup> LGA 2002 s.40(1)(g)

<sup>4</sup> LGA 2002 s.40(1)(f)

<sup>5</sup> LGA 2002 s. 40(1)(l)

- Rangitikei District Plan

## 2. Functions, Responsibilities and Activities of the Council

### 2.1 Functions

Under the ~~Local Government Act~~ LGA 2002, the purpose of local government has been defined as being:

- *“To enable democratic local decision-making and action by, and on behalf of communities and;*
- *To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.<sup>6</sup>”*

The 2012 Amendments to the ~~Act~~ LGA 2002 changed the focus of local government, from promoting the social, economic, environmental and cultural well-being of communities to providing infrastructure and local public services in a cost-effective manner<sup>7</sup>.

And the role of a local authority has been defined as being to:

- *“Give effect, in relation to its district, to the purpose of local government and; perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.<sup>8</sup>”*

Core services of Council are identified as;

- network infrastructure,
- public transport services,
- solid waste collection and disposal,
- the avoidance or mitigation of natural hazards, and,
- libraries, museums, reserves, recreational facilities, and other community infrastructure<sup>9</sup>.

### 2.2 Principles

The LGA 2002 sets out a number of principles which the Council must act in accordance with<sup>10</sup>:

- Conduct business in an open, transparent and democratically accountable manner.

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<sup>6</sup> LGA 2002 s.10(1)

<sup>7</sup> LGA 2002 s. 10(2)

<sup>8</sup> LGA 2002 s. 11

<sup>9</sup> LGA 2002 s. 11A

<sup>10</sup> LGA 2002 s. 14

- Implement priorities and outcomes as effectively and efficiently as possible.
- Have regard to the views of the community.
- Take account of; the diversity of the community, community interests, interests of both current and future communities, when making a decision.
- Provide opportunities for Maori in decision making processes.
- Collaborate with other local authorities.
- Undertake commercial transactions in accordance with sound business practices.
- Periodically assess expected returns from commercial activities and ensure the returns are likely to outweigh the risks.
- Ensure prudent stewardship and the efficient and effective use of resources.
- Take a sustainable development approach considering; the social, economic, and cultural interests of people and communities; the need to maintain and enhance the quality of the environment; and the needs of future generations.

~~The 2013 Bill seeks to change these principles by increasing the requirement for Council to actively collaborate with other local authorities~~

## 2.3 Delivery of Services

~~The 2013 Bill introduces a~~ A new provision within the LGA 2002 ~~which~~ identifies Councils responsibility for the delivery of services<sup>11</sup>. As soon as practicable after each triennial election the Council must review the cost-effectiveness of current arrangements for meeting the needs of the community for good quality infrastructure, public services and regulatory functions. The review must consider options for governance, funding, and delivery of infrastructure services and regulatory services.

## 2.4 Responsibilities

The Rangitikei District Council has determined that it has the overall responsibility and accountability for the proper direction and guidance of the activities under its direct control. This responsibility and accountability includes:

- Providing a leadership focus for the District.
- Formulating the District's strategic direction.
- Ensuring activities are carried out in accordance with the Long Term Plan.
- Managing the principal risks to Council assets, services, infrastructure and investments.
- Administering all relevant legislation and regulations, and upholding the law.

<sup>11</sup> ~~LGA 2013 Bill Section 17A~~ LGA 2002 s. 17A(1) and s. 17A(2)

- Encouraging economic and social development within the District.
- Representing local and community interests as appropriate.
- Providing and maintaining recreational and leisure facilities and facilitating the provision of community services.
- Reporting to ratepayers on the above.

## 2.5 General and Local Legislation

In addition to the legislation that applies to all local authorities, and such further legislation and amendments that Government from time to time may impose, the Rangitikei District Council is also bound by the following local legislation (Acts or sections of Acts) that apply specifically to it. These Acts are:

- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1906. (Section 22 and schedule 6. Site for volunteer drill-shed Marton).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1907. (Section 55 and Schedule 20 – Vesting land to Bulls Town Board for the purpose of town hall).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1910. (Section 35 Exchange of certain lands in Bulls for recreation and rifle range purposes).
- Reserves and Other Lands Disposal Act and Public Bodies Empowering Act 1912<sup>7</sup>. (Section 25-29 Authorising the erection of seaside cottage on Koitiata Domain).
- Maori Purposes Act 1954. (Section 5 Ratana Settlement administration).
- Local Legislation Act 1961. (Section 17 Validating deed of covenant between Marton Borough Council and Marton RSA).
- Water Conservation (Rangitikei River) Order 1993.

## 2.6 Local Bylaws

The Rangitikei District Council has a number of bylaws as follows:

- Speed Limit Bylaw 2009: Sets speed limits for the District. Adopted ~~2 November~~<sup>27</sup> August 2009. (Reviewed and amended 2013, ~~and~~ 2014 and 2015).
- Water Related Services Bylaw 2013: Manages and regulates the water supply, wastewater, stormwater and land drainage systems. Adopted 2 May 2013<sup>12</sup>.
- Animal Control Bylaw 2013: Sets regulations on the keeping of animals (excluding Dogs) within the District so that they do not cause nuisance or endanger health. Adopted 7 October 2013; amended 29 October 2015 (for Turakina) and 17 December 2015 (for Mataroa and Crofton).

<sup>12</sup> However, Part 2 and Part 3 are not yet in effect. They introduce provisions for public and private stormwater drainage. Before these parts are put into effect, a series of maps clarifying the status of public and private drains will be released for consultation.

- Control of Dogs Bylaw 20042014: Requires owners to suitably confine, house and otherwise control their dogs. Adopted ~~16 December 2004 (Reviewed 2010)~~ 27 November 2014.
- Stock Droving and Grazing Bylaw 2013: Presents permitted standards on droving and grazing to protect road surfaces, improve road safety and avoid nuisance. Adopted 7 October 2013.
- Control of Advertising Signage Bylaw 2013: To ensure health and safety, reduce hazards and to maintain aesthetic standards. Adopted 31 January 2013.
- Control of Skateboarding Bylaw 2010: control the use of skateboards to prevent injury, nuisance and damage. Adopted 24 June 2010.
- Trading in Public Places Bylaw 2013: To regulate the conduct of persons selling goods to the public on footpaths, roads or from vehicles. Adopted 31 January 2013.
- Public Places Bylaw 2013: To maintain standards of safety, amenity and civic values and address damage that may be caused to public places through use of facilities. Adopted 31 January 2013.
- Mokai Bridge Bungy Jumping Bylaw 2013: To ensure sufficient authority for an operator to use Mokai Bridge. Adopted 3 October 2013.
- Liquor Control in a Public Place Bylaw 2010: To minimise the potential for offensive alcohol related behaviour in public places. Adopted 1 September 2010.
- Food Business Grading Bylaw 2014: To ensure that all food businesses comply with minimum standards under legislating regulating the sale of food to the public and to introduce a grading system that will allow the community to make informed decisions in respect to food businesses. Adopted 27 November 2014.
- Fire Prevention Bylaw 2014: To prevent the spread of fire within Rangitikei urban fire district and prevent both nuisance and harm from fire within all parts of the Rangitikei district not zoned Rural in the operative District Plan. Adopted 30 January 2014.

- 3. Electoral Systems and Representation Arrangements

### 3.1 Electoral System

The Rangitikei District Council currently operates its elections under the first-past-the-post electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that the candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in District Health Board elections.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 percent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. - we cannot change our electoral system for one election and then change back for the next election.

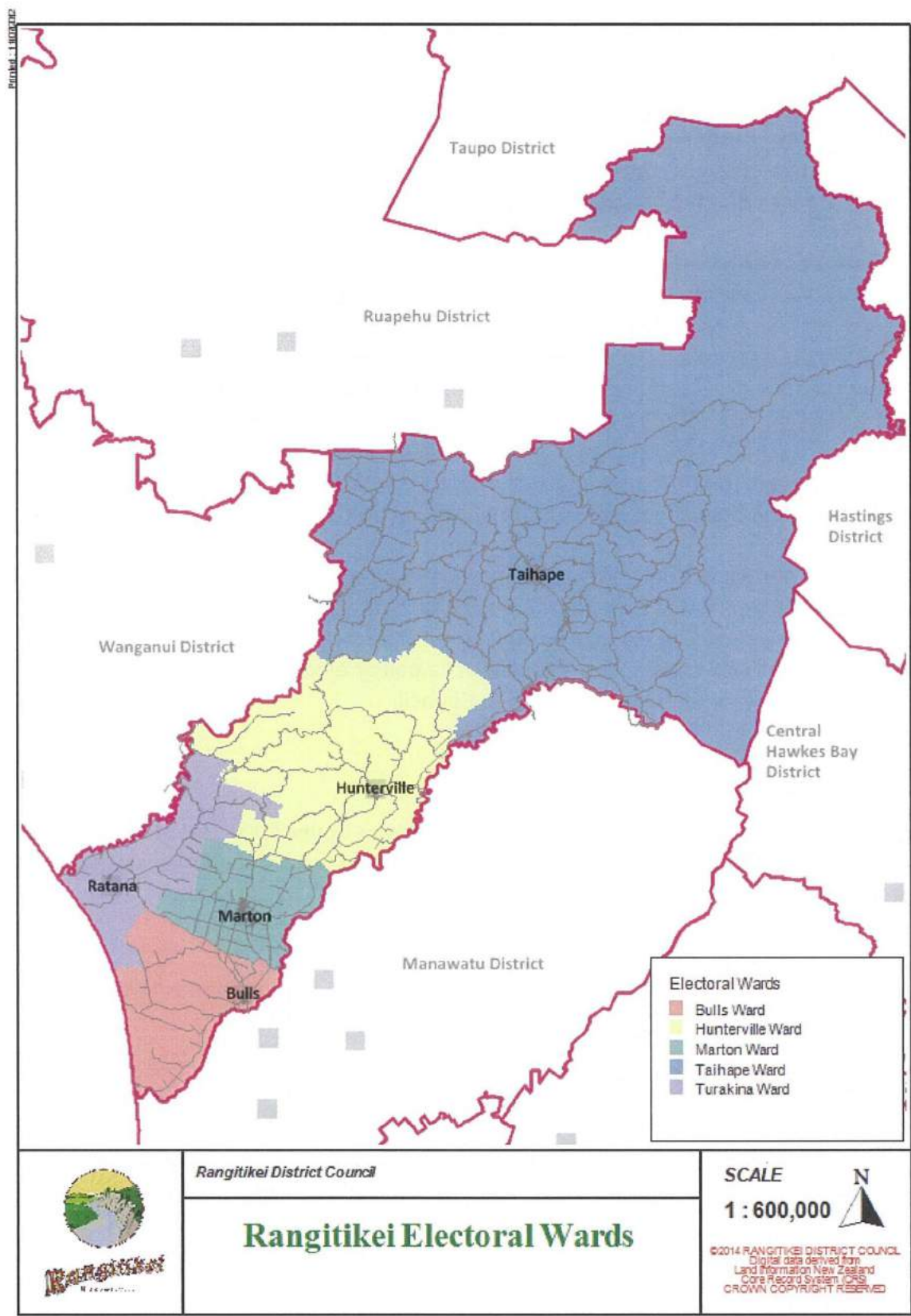
The Council's last review of electoral systems was in 2012 and (as a result) no change was made to Council's electoral system for the 2013 and 2015 elections. As no change was made to the electoral system, Council could resolve in 2017 to change the system for the 2018 elections or Council could also resolve to conduct a poll or electors could also demand a poll if ~~5% percent~~ of them made such a demand to Council.

### 3.2 Wards and Constituencies

The Rangitikei District Council has one Mayor and eleven Councillors. The Mayor is elected at large while Councillors are elected from five wards. The ward boundaries are illustrated on the next page.

Ward	Number of Councillors	Population estimate 2012 <sup>13</sup>
Bulls	Two	2517
Marton	Four	5849
Hunternville	One	1308
Turakina	One	1244
Taihape	Three	3794
<b>TOTAL</b>	Eleven	14330

<sup>13</sup> These population figures were the basis for revising the boundaries in the 2012 Representation Review.



### 3.3 Representation Options

#### 3.3.1 Maori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate Wards for Maori electors. The Council may resolve to create separate Maori Wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent of electors can require the Council to conduct a poll.

The question of having Maori Wards was discussed in conjunction with the 2012 representation review, and advice from Te Roopu Ahi Kaa was sought. The Komiti thought the priority was to review the value of the Komiti as an advisory group compared to direct relationships with iwi and the Council.

#### 3.3.2 Community Boards

The Rangitikei District Council has two Community Boards – the Taihape Community Board and the Ratana Community Board, both part of the initial arrangements for the District when established in 1989. These boards are currently constituted under s. section 49 of the ~~Local Government Act~~ LGA 2002 to<sup>14</sup>:

- Represent and act as an advocate for the interests of their community.
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board.
- Make an annual submission to Council on expenditure in the community.
- Maintain an overview of services provided by the Council within the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities).

The Ratana Community Board comprises of ~~five~~four members. Electors in the Ratana Community elect ~~four~~four members triennially. The fifth member is the Turakina Ward Councillor. ~~re are no members appointed from the Council but there is a Councillor who liaises with the Board.~~

The Taihape Community Board comprises of ~~six~~four members. Electors in the Taihape Community elect four members triennially and the Rangitikei District Council appoints any two of the Taihape Ward Councillors as members of the Community Board.

Both Community Boards elect their own Chairperson at their first meeting after the triennial election.

The Council reviewed the Community Board structures in 2012 as part of the Representation Review. It was decided, following public consultation, to retain both

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<sup>14</sup> LGA 2002 s. 52

~~Boards at the request of the respective Community Boards, to not change the structure of the community boards.~~

### **3.4 Changing Representative Arrangements**

The Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in 2012. It is not legally required to review representation again until 2018.

This review must include the following:

- The number of Elected Members (between six and 30 including the Mayor).
- Whether the Elected Members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems).
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred).
- Whether or not to have separate Maori Wards.
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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

Electors also have the right to appeal some decisions to the Local Government Commission, which will make a binding decision on the appeal.

## 4. Reorganisation Process

Local government reorganisation, as set out by the ~~Local Government Act~~LGA 2002 s. section 24, may provide for 1 or more of the following matters:

- The union of districts or regions,
- the constitution of a new district or region, including the constitution of a new local authority for that district or region,
- the abolition of a district or region, including the dissolution or abolition of the local authority for that district or region,
- the alteration of the boundaries of any district or region,
- the transfer of a statutory obligation from one local authority to another,
- the assumption by a territorial authority of the powers of a regional council.

The purpose of reorganisation<sup>15</sup> is to:

- Improve the effectiveness and efficiency of local government by:
  - Providing communities with the opportunity to initiate, and participate in considering, alternative local government arrangements for their area; and
  - Requiring the Commission, in consultation with communities, to identify, develop, and implement in a timely manner the option that best promotes good local government

A reorganisation application may be made to the Local Government Commission by any person, body or group. The 2012 and 2013 Amendments to the LGA 2002, ~~as well as, the 2013 Bill~~ have steadily increased the flexibility related to reorganisation.

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<sup>15</sup> LGA 2002 s. 24AA

## 5. Roles and Conduct

### 5.1 Mayor and Councillors' Role

The Mayor and the Councillors of the Rangitikei District Council have the following roles:

- Setting the policy direction of Council.
- Monitoring the performance of the Council.
- Representing the interests of the District
- Employing the Chief Executive.

On election, all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the District.

### 5.2 Mayor's Role

The Mayor is elected by the District as a whole. The Mayor shares the same responsibilities as other elected members of Council, and also has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- Advocate on behalf of the District. This role may involve promoting the District and representing interests of the District's residents. Such advocacy will be most effective where it carried out with the knowledge and support of the Council.
- Ceremonial head of Council.

The 2012 Amendments to the LGA 2002 also add the following roles of the Mayor<sup>16</sup>:

- Ability to appoint a Deputy Mayor.
- Ability to establish principal committees and appoint the Chair. The Mayor is a member of each committee.
- Provide leadership to elected members and people of the district.
- Lead the development of the District's plans, including the LTP and Annual Plan, policies, and budgets for consideration of Council.

### 5.3 Deputy Mayor's Role

The Mayor has the authority to elect the Deputy Mayor. The Deputy Mayor exercises the same roles as other elected members. In addition:

- If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties of the Mayor, and may exercise the powers of the Mayor.

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<sup>16</sup> LGA 2002 s. 41A

- The Deputy Mayor may be removed from office by resolution of Council.

#### **5.4 Committee Chairperson's Role**

The Chairperson of a committee is responsible for:

- Presiding over meetings of the Committee.
- Ensuring that the Committee acts within the powers delegated by Council, and as set out in the Council's Delegations Register.
- A Committee Chair may be removed from office by resolution of Council.

#### **5.5 Chief Executive's Role**

The Chief Executive is appointed by the Council in accordance with ~~Section s.~~ 42 and Clause 33 and 34 of Schedule 7 of the ~~Local Government Act~~ LGA 2002. Recruitment of any new Chief Executive will be through an open and transparent recruitment process, with the final decision being made by full Council.

The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under ~~s. section~~ 42 of the ~~Local Government Act~~ LGA 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the Council and Community Boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is the only employee of the Council, and the only person who may lawfully give instructions to other staff. Any complaint about individual staff members should therefore be directed to the Chief Executive and not elected members. Any complaints about the Chief Executive should be directed in the first instance to the Mayor or Deputy Mayor.

The Chief Executive has an annual performance review, which all Councillors contribute to in a public excluded meeting. The Council will only monitor performance against criteria that have been identified and agreed with the Chief Executive in advance, and are focused on organisational operation and delivery of the core services.

#### **5.6 Elected Members**

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the ~~Local Government Act~~ LGA 2002, which includes obligations to act as a good employer and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members Interest) Act 1968 which regulates the conduct of Elected Members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits Elected Members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

### **5.7 Code of Conduct**

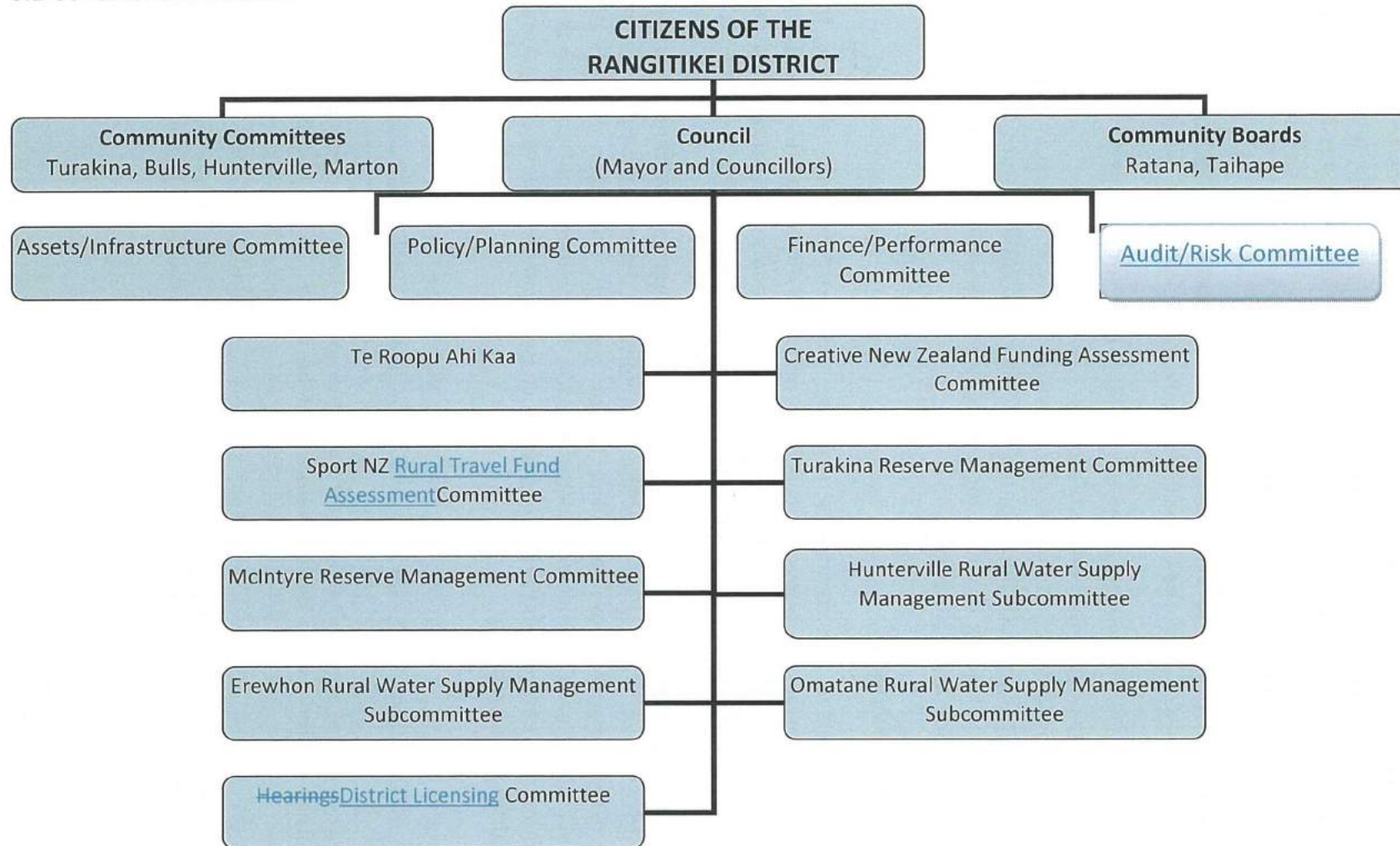
All elected members are required to adhere to Council's Code of Conduct. There is provision for Council to revise its Code of Conduct after each triennial election. Once adopted a Code of Conduct may only be amended by a 75 percent or more vote of the Council. The code sets out the Council's understanding and expectations of:

- How the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties;
- Disclosure of information and management of sensitive or confidential information.

The Code of Conduct also contains a general explanation of the Local Government Official Information and Meetings Act 1987.

## 6. Governance and Management Structure and Delegations

### 6.1 Governance Structure



## 6.2 Delegations<sup>17</sup>

Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive to carry out their functions, Council delegates some of these powers to act. The Chief Executive has to further delegate a number of these powers to allow Council staff to carry out their functions. The Council delegates authority to enable decisions to be taken at the lowest possible competent level subject to the provisions the ~~Local Government Act~~ LGA 2002. All delegations of power are contained in the Councils Delegations Register.

In delegating its powers to act under Schedule 7, clauses 32, 32A and 32B of the ~~Local Government Act~~ LGA 2002, the Council has regard for the following five principles;

- achieving more expert consideration of technical detail;
- gaining a more timely response;
- providing clarity where the responsibility for initial action lies;
- ensuring sufficient capacity to address and resolve issues; and
- maximising Council's focus on governance issues and matters which it may not lawfully delegate.

## 6.3 Council Committees<sup>18</sup>

The Mayor reviews the committee structure after each triennial election. The Mayor appoints committees as necessary to achieve optimum efficiency and effectiveness in the execution of Council's functions having regard to the need to minimise administration and maximise the opportunity for thorough deliberation and consultation.

Following the election in October 2012, the Mayor resolved to have three principal standing committees; the Assets/Infrastructure Committee, Policy/Planning Committee and Finance/Performance Committee. The Mayor appoints the Chair of each committee. Membership of each committee is determined by full Council. The Deputy Chair is elected by members of each committee. The Mayor is an ex officio member of each committee. The Committees meet monthly.

Subsequently, in July 2014, the Council endorsed the Mayor's proposal to establish a fourth standing committee, the Audit/Risk Committee, with an independent chair.

Council does not have ~~In addition the Council has~~ a Hearings Committee to deal with regulatory matters which by legislation must be heard. When the need arises, Council decides which members will conduct the hearing. It has delegation to hear any matter under the Council's bylaws or specified legislation (i.e. Building Act, Dog Control Act, Fencing of Swimming Pools Act, and Sale of Liquor Act. Hearing Panels for matters within the scope of the Resource Management Act are appointed by the Mayor and the Chief Executive.

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<sup>17</sup> Incorporating CLG1 from old Policy Manual

<sup>18</sup> Incorporating CLG2 from old Policy Manual

Council has appointed a District Licensing Committee (DLC), as required by s.186 of the Sale and Supply of Alcohol Act 2012. A commissioner has been appointed (under s.193) who is the chair of the DLC. Continuous service by a DLC member (and the commissioner) is limited to ten years. However, Council has limited the term to the end of the current triennium.<sup>19</sup>

The Council has a Maori Liaison Standing Committee called Te Roopu Ahi Kaa. They advise Council on issues that affect Maori and provide a Maori perspective for Council's policies, plans and bylaws.

The Council has four Community Committees (Bulls, Turakina, Marton and Hunterville) which meet bi-monthly. The purpose of these committees is to provide a local link and point of contact for Council liaison with the community, and to provide for the exchange of information, communication, and to assist with the Council's consultative processes. Membership of these Committees is available on the Council's website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz).

#### **6.4 Council Membership and Representation on other organisations<sup>20</sup>**

Council will maintain representation on other organisations as listed in the Delegations Register for the purposes of collaboration with these key stakeholders, including for the following reasons<sup>21</sup>:

- To respond to statutory requirements or pre-requisites for additional funding from central government.
- To demonstrate a commitment to community well-being and progressing community outcomes.
- To influence the strategy and programmes of regional organisations which operate in the Rangitikei as well as in neighbouring districts.
- To influence the distribution of funds into the Rangitikei.

Representatives may be elected members or other persons appointed by Council.

A Councillor may be a Board member in his/her own right but such an appointment is not as Council's representative.

#### **6.5 Management Structure**

A key to the efficient running of local government is that there is a clear division between the role of Council and that of management. The Rangitikei District Council elected members concentrate on setting policy, strategy, and determining the level of financial

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<sup>19</sup> [13/RDC/303 and 304.](#)

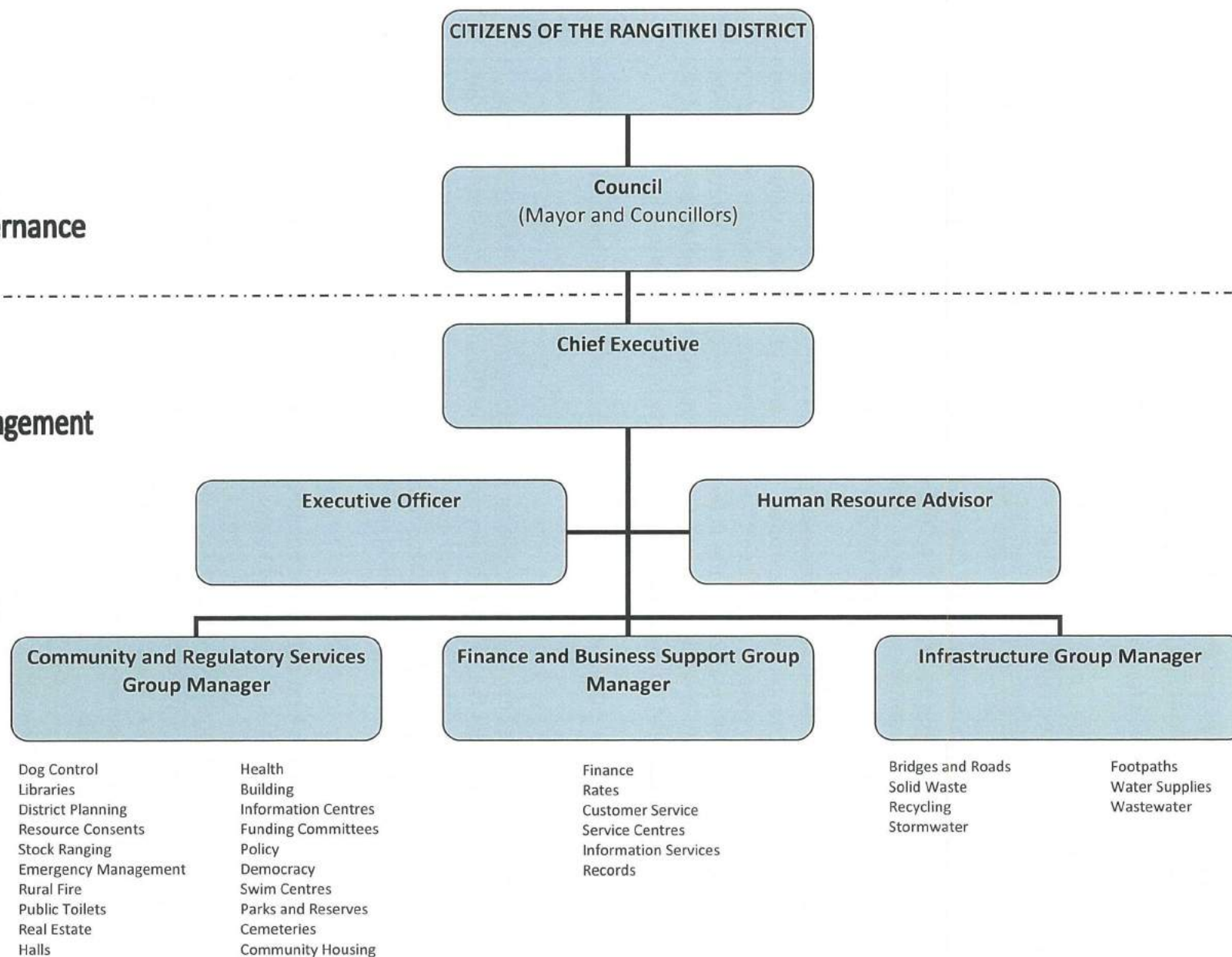
<sup>20</sup> Incorporating CLG3 from old Policy Manual

<sup>21</sup> 08/SPP/026

resources. The Council then reviews progress. Management is concerned with implementing Council policy and strategy.

## Governance

## Management



## 7. Meeting Processes

### 7.1 The Rules for Meetings and Standing Orders

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

All Council and Committee meetings are open to the public unless there is reason to consider some item 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council.

The scheduled monthly meetings of the Council provide a Public Forum which provides an opportunity for any person to address the Council on any matter which is relevant to the Council's business and statutory obligations. (This opportunity is also available at the start of meetings of Te Roopu Ahi Kaa and the Taihape Community Board).

The ~~Local Government Official Information and Meetings Act~~ LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order. Any decision to have an agenda item considered in the public excluded portion of the meeting may be challenged through referral of the matter to the Ombudsman.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings). With a few specific changes, the Council has adopted the NZS 9202:2003 Amendment 1. Model Standing Orders for meetings of Local Authorities and Community Boards.

Minutes of meetings are kept and made publicly available, subject to the provisions of the ~~Local Government Official Information and Meetings Act~~ LGOIMA.

For a meeting of the Council, at least 14 ~~days notice~~ days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working ~~days notice~~ days' notice. A monthly schedule of forthcoming meetings of the Council, its committees and the Community Boards is advertised in the local newspapers during the third week of every month.

During meetings of the Council, Committees or Community Boards, all Council participants (the Mayor or Chair, Councillors, or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75 percent (or more) of the members present.

In addition, the Council Code of Conduct sets out some expectations of the behaviour, which elected members expect of one another at meetings.

## 8. Consultation Policies

Local authorities must follow certain consultation principles and a procedure when making certain decisions. This procedure, the special consultative procedure, ~~is regarded as a minimum process and~~ is outlined in sections 83, 86 and 87 of the ~~Local Government Act~~ LGA 2002.

~~Under the Act, the Council must follow the special consultative procedure before it:~~

- ~~• Adopts or amends a Long Term Plan (LTP);~~
- ~~• Adopts, revokes, reviews or amends a bylaw; or~~

~~The 2013 bill removes the requirement to use the special consultative procedure when:~~

- ~~• Adopting the annual plan, unless the proposed changes are likely to have a significant public interest or impact, for example would trigger an amendment to the LTP.~~
- ~~• Changes the mode of delivery for a significant activity (for example from the Council to a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation) if that is not provided for in an LTP.~~

Consultation ~~would still have to~~ must be undertaken in accordance with best practice consultation principles given in section 82 of the LGA 2002 Act.

Under section 76AA of the Act LGA 2002, Council is required to have a Significance and Engagement Policy. This policy must set out:

- The Council's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
- Any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
- How the Council will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
- How the Council will engage with communities on other matters.

The Significance and Engagement Policy, which includes details of statutory consultation requirements, can be found in the Statutory Policy Manual. The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

### **8.1 Public Participation (Consultation) Policy**

~~The Rangitikei District Council believes that public participation is an essential part of good local government. Good consultation and participation processes that allow individuals and~~

organisations to contribute to democratic local decision-making and action both builds social capital and civic pride, and leads to better decisions.

When undertaking consultation, the Council will use the following set of principles to guide public participation processes. The Council will:

- Select appropriate tools and techniques for consultation depending upon the level of engagement sought<sup>22</sup> and the impact of the issue being consulted upon;
- use simple and straightforward language when asking for feedback on proposals;
- ensure that documents are accessible;
- encourage councillors, community boards and community committees to engage with local communities and assist Council in consulting on public proposals;
- exercise discretion in circumstances where:
  - the costs of consultation outweigh the benefits;
  - a pre-set deadline (outside of the Council's control) precludes meaningful public participation taking place;
  - the risk to health and safety would be increased by delaying the decision;
  - views held by affected or interested parties are already known to a reasonable degree.

## 8.2 Significance and Engagement Policy

The 2013 Bill introduces the requirement for Council to prepare a Significance and Engagement policy<sup>23</sup>. The policy must be adopted by 1 December 2014. The purpose of the policy is to enable Council and communities to:

- Identify the significance of particular issues;
- provide clarity about how and when communities can expect to be consulted, and;
- inform Council about the extent of public engagement which is expected and the type of engagement which is required.

This policy document Councils general approach to;

- determining the significance of proposals and decisions,
- outlining criteria for assessing the significance of proposals and decisions, and;
- how the council will engage with communities.

<sup>22</sup> For example, the IAP2 ([http://www.iap2.org/associations/4748/files/IAP2%20Spectrum\\_vertical.pdf](http://www.iap2.org/associations/4748/files/IAP2%20Spectrum_vertical.pdf)) or similar matrix

<sup>23</sup> Section 76AA

The policy must also list all assets which Council considers to be strategic. The policy may be amended when considered necessary by Council.

## 9. Liaison with Maori – Te Tangata Whenua O Rangitikei

### 9.1 Memorandum of Understanding: Tutohinga

The Memorandum of Understanding: Tutohinga establishes the protocols between the Rangitikei District Council, Te Tangata Whenua O Rangitikei and the [Maori community](#) Rātana ~~community~~. Under these protocols Te Roopu Ahi Kaa, as a Standing Committee of the Rangitikei District Council, has a number of significant responsibilities to discharge on behalf of Te Tangata Whenua O Rangitikei.

The Memorandum of Understanding Tutohinga was last reviewed in 2012. Reviews coincide with the six-yearly cycle of Representation Reviews.

The Memorandum of Understanding has been put together on the basis that:

- Both parties have entered into the Memorandum of Understanding: Tutohinga in good faith and with a view to making the partnership work.
- Both parties recognise that there may be constraints from time to time in respect of resources.
- Both parties can see mutual benefits being derived from the establishment of the Memorandum of Understanding: Tutohinga.
- Both parties express the wish that their partnership will develop and become stronger over time.

Conversely, the Council also has significant responsibilities to both Te Roopu Ahi Kaa and Te Tangata Whenua O Rangitikei under the Memorandum.

## **10. Equal Employment Opportunities**

### **10.1 Equal Employment Opportunity Policy**

The Council is committed to the principles of Equal Employment Opportunity for all its employees and will act in accordance with the following policy:

- People with the best skills and qualifications to do particular jobs are employed regardless of their gender, race, marital status, physical impairment, or sexual preference.
- All employees will have a fair and equitable chance to compete for appointment or promotion and to pursue their careers.
- The recruitment and promotion of employees is based on merit.
- All employees have equitable access to training and skills development.

## 11. Key Planning and Policy Documents

### 11.1 Long Term Plan (LTP)

In accordance with section 93 of the ~~Local Government Act~~ LGA 2002, the Council adopted its ~~fourth~~third Long Term Plan<sup>24</sup> (LTP) in June 201~~5~~2. The LTP was adopted following the special consultative procedure set out in sections ~~93A83 and 84~~ of the ~~Local Government Act~~ LGA 2002.

The purpose of the LTP is to:

- Describe the activities of Council.
- Describe community outcomes.
- Provide integrated decision making and co-ordination of resources.
- Provide a long-term focus for decisions and activities of council.
- Provide a basis for accountability to the community.
- ~~Provide an opportunity for participation by the public in decision making.~~

The LTP is the central focus for the Council's future over the next 10 years. The plan will be reviewed by 30 June 201~~8~~5 and will be reviewed every three years thereafter. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words, once the plan is adopted it determines the Council's direction for the next three years. The LTP is subject to audit.

The LTP is the Council's key document and contains information on:

- Groups of Activities: The LTP shows the level of service Council will provide for each activity, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- ~~Financial Strategy: to underpin prudent financial management, with an analysis of the key factors likely to impact on the Council (population change, investment in infrastructure etc.)~~
- Infrastructure: to make explicit how Council envisages it will manage its roads, water, wastewater and stormwater facilities over the next 30 years.<sup>25</sup>
- Variations between the LTP and earlier assessments of water services, sanitary services and waste management within the District.
- Forecast financial statements: Detailed forecasts for three years and summary forecasts for the seven years after the first three.
- Details of any Council-controlled organisations, its objectives, scope of activities and targets.
- Funding Impact Statement: How the rates are going to be allocated/charged to rRatepayers.

<sup>24</sup> The Long Term Plan was renamed in the 2010 changes to the Local Government Act 2002. The Long Term Plan was previously referred to in legislation as the Long Term Council Community Plan, or the LTCCP.

<sup>25</sup> Council has opted to include community and leisure assets within this strategy.

- A Revenue and Financing policy: who pays for services provided, why and how
- Significant Forecasting assumptions and associated risks to the financial estimates. A summary of the Council's Significance and Engagement Policy. ~~This Policy's purpose is to ensure that the Rangitikei District is fully consulted and able to actively participate in the consideration of issues, proposals, decisions or other matters, which are significant and/or involve the District's strategic assets.~~
- Development of Maori Capacity to Participate in Council Decision-making.
- How Council will develop Maori capacity to contribute to the decision making process.
- Describe community outcomes; good access to health services, a safe and caring community, lifelong educational opportunities, a treasured natural environment, a buoyant district economy and enjoying life in the Rangitikei.

~~The 2013 Bill also requires the inclusion of;~~ As a consequence of the LGA 2002 Amendment Act 2014, the LTP is now required to also include:

- the infrastructure strategy, and,
- the projected number of rating units within the District.

### **11.2 The Annual Plan**

In the intervening years of the adoption of a LTP, the Council adopts an Annual Plan through the ~~special consultative procedure as set out in sections 95A83 and 85-82~~ of the ~~Local Government Act LGA 2002.~~<sup>26</sup> The Annual Plan focuses on the budgets for the current financial year and the setting of rates. This document is not able to significantly deviate from the LTP.

### **11.3 The Annual Report**

Under section 98 of the ~~Local Government Act~~ LGA 2002 Council is required at the end of each financial year to report back to the community on how the year actually turned out compared with the Annual Plan or LTP. The purpose of this report is to ensure Council is accountable to the Community. The report is audited.

### **11.4 The Pre-Election Report**

Under s. 99A and clause 36 of Schedule 10 of the ~~Local Government Act~~ LGA 2002, Council is required to prepare a pre-election report with certain information for the three years preceding (and following) the year of the election.

### **11.5 The Rangitikei District Plan**

The Rangitikei District Plan was adopted on 3 October 2013. The Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use and development of resources and protection of the

<sup>26</sup> However, s.95(2A) allows the Council to dispense with this requirement if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.

natural and physical resources of the Rangitikei District. The principal method in the Plan to control the effects of land use and land subdivision is through rules. Rules are deemed to have the effect of regulation for the purposes of the Resource Management Act 1991 (RMA 1991).

The ~~Resource Management Act~~RMA 1991 prescribes submission and appeal processes before the notified plan becomes operative.

The Plan has been prepared to fulfil the requirement of Part 5 of the ~~Resource Management Act~~RMA 1991 that there be, at all times, one District Plan for each territorial authority district. Implementation of the Plan's policies and methods are intended to assist the Council to carry out its functions under the RMA Act 1991. The Plan is one of a number of initiatives to be used by the Council to achieve the (sustainable management) purpose of the RMA Act 1991.

### 11.6 Triennial Agreements

Triennial agreements contain protocols for communication and co-ordination among the named local authorities covering the period until the next triennial election. Agreements must be entered into no later than 1 March after each election.

~~The 2013 Bill widens the scope of~~ S. 15 of the LGA 2002 requires triennial agreements to include:

- Processes and protocols for identifying, delivering and funding facilities and services which are significant to more than one district<sup>27</sup>.
- May include commitments to establish or continue joint committees or other joint governance arrangements<sup>28</sup>.
- Terms of reference for committees or other arrangements, including delegations<sup>29</sup>.
- That council must notify other local authorities when making decisions which are inconsistent with the triennial agreement<sup>30</sup>.

The Council enters into two triennial agreements; it is a principal signatory with the Manawatu-Wanganui (Horizons) Region and a non-primary signatory with the Hawkes Bay Region.

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<sup>27</sup> LGA 2002 s. 15(2)(c)

<sup>28</sup> LGA 2002 s. 15(3)(a)

<sup>29</sup> LGA 2002 s. 15(3)(b)

<sup>30</sup> LGA 2002 s. 15(7)

## 12. Request for Official Information

### 12.1 Request for Official Information

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

Once a request is made the Council must supply the information unless reason exists for withholding it. The ~~Local Government Official Information and Meetings Act~~ LGOIMA says that information may be withheld ~~if~~ if the release of information would:

- Endanger the safety of any person<sup>31</sup>.
- Prejudice maintenance of the law<sup>32</sup>.
- Compromise the privacy of any person<sup>33</sup>.
- Reveal confidential or commercially sensitive information<sup>34</sup>.
- Cause offence to Tikanga Maori or would disclose the location of Waahi Tapu<sup>35</sup>.
- Prejudice public health or safety<sup>36</sup>.
- Compromise legal professional privilege<sup>37</sup>.
- Disadvantage the local authority while carrying out negotiations or commercial activities<sup>38</sup>.
- Allow information to be used for improper gain or advantage<sup>39</sup>.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). A charge shall be made to recover all reasonable costs incurred by Council in providing the information. An estimation of cost prior to providing the information can be made available. [Council has adopted the charging guidelines issued by the Ministry of Justice.](#)

In the first instance you should address requests for official information to:

Information Request  
Chief Executive  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

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<sup>31</sup> LGOIMA s. 6

<sup>32</sup> LGOIMA s. 6

<sup>33</sup> LGOIMA s. 7

<sup>34</sup> LGOIMA s. 7

<sup>35</sup> LGOIMA s. 7

<sup>36</sup> LGOIMA s. 7

<sup>37</sup> LGOIMA s. 7

<sup>38</sup> LGOIMA s. 7

<sup>39</sup> LGOIMA s. 7



# Attachment 10

# RANGITIKEI RURAL FIRE AUTHORITY



## FIRE PLAN

2016

*Rangitikei*  
UNSPOILT...



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## Foreword

The Rangitikei District with a population of over 15,000 comprises 450,000 Hectares of mainly lush, rural land and is under the jurisdiction of the Rangitikei District Rural Fire Authority.

It is a diverse district, ranging from the sand plains on the south coast which stretch inland almost as far as Bulls - to the magnificent hill country of the upper Rangitikei. The Tasman Sea bounds the district to the South, Wanganui District to the West, Ruapehu, Taupo and Hastings Districts to the North and Manawatu District to the East.

The Rangitikei District is characterised by its hills, which comprise 50% of the land area. The District is a mix of towns and rural communities, the economy stems mainly from the primary and manufacturing industries, together these two industries account for over half of the employment.

The Rural Fire Authority has two Volunteer Rural Fire forces with 30 volunteer fire fighters who give freely of their time to protect their community. Along with a the Rangitikei Civil Defence Response Team, our rural fire fighters assist not only with fire events but also Civil Defence Disasters.

This Fire Plan sets out how the Rangitikei District Council implements its policies and procedures to fulfil its statutory obligations and responsibilities to manage the risk if rural fires that may occur.

This Rural Fire Plan has been written in accordance with Part 2 of the Forest and Rural Fire Regulations 2005.

Paul Chaffe  
Principal Rural Fire Officer  
Rangitikei Rural Fire Authority

## Approval of the rural fire plan

To comply with the requirements of the Forest & Rural Fires Regulations 2005, the Rangitikei District Council authorises the issue of this Fire Management Plan.

This document details the planned processes the Rangitikei Rural Fire Authority will undertake to meet its accountability and statutory obligations for the readiness, response, reduction and recovery of rural fire in the district.

Plan prepared by Paul Chaffe, Principal Rural Fire Officer

Approved by

Ross McNeil  
Chief Executive

Date

## Distribution of the rural fire plan

Internal	Copy
Principal Rural Fire Officer	1
Deputy Principal Rural Fire Officer	2
Deputy Principal Rural Fire Officer	3
Environmental Services Team Leader	4
Rural Fire Officer - Marton	5
Rural Fire Officer – Taihape	6
Rural Fire Force Controller Marton	7
Rural Fire Force Controller Koitiata	8
Marton Emergency Operations Centre	9
Customer Service (Public Copy)	10

External	Copy
National Rural Fire Authority:	Disk Copy
NZFS Wanganui Area	Disk Copy
Central Fire Communications	Disk Copy
Ernslaw One Limited	Disk Copy

## Review of the rural fire plan

The fire plan will be reviewed every two (2) years

## Common abbreviations

Abbreviation	Definition
4x4	Four wheel drive vehicle
ACC	Accident Compensation Corporation
AMP	Australian Mutual Provident Society
BUI	Build Up Index
CD	Civil Defence
CDEM	Civil Defence Emergency Management
CIMS	Coordinated Incident Management System
DC	Drought Code
DOC	Department of Conservation
DPRFO	Deputy Principal Rural Fire Officer
EMQUAL	Emergency Management Qualifications Authority
EOC	Emergency Operations Centre
ESB	Emergency Services Band
FWI	Fire Weather Index
H&S	Health and Safety
HRC	Horizons Regional Council
IC	Incident Controller
ICP	Incident Control Point
ISI	Initial Spread Index
LMR	Land Mobile Radio
MSDS	Material Safety Data Sheet
MOU	Memorandum of Understanding
MWRRFC	Manawatu Wanganui Regional Rural Fire Committee
NRFA	National Rural Fire Authority
NRFO	National Rural Fire Officer
NZ	New Zealand
NZDF	New Zealand Defence Force
NZFS	New Zealand Fire Service
NZQA	New Zealand Qualifications Authority
PPE	Personal Protective Equipment
PRFO	Principal Rural Fire Officer
QEII	Queen Elizabeth Covenants
RAWS	Remote Automated Weather Station
RDC	Rangitikei District Council
RFA	Rural Fire Authority
RFB	Royal Forest and Bird Society
RFO	Rural Fire Officer
SMS	Station Management System
VHF	Very High Frequency
VRFF	Volunteer Rural Fire Force
WTA	Wildfire Threat Analysis

# PART ONE: OVERVIEW

## 1. Introduction

Fire is a significant threat to life, property and the environment. It is also a tool that has many uses in the Rangitikei District.

The District Plan identifies fire as a hazard in the Rangitikei. Increased rural habitation is increasing the fire risk in rural and rural/urban interface areas of the Rangitikei.

The obligations and duties of Territorial Authorities in relation to rural fire are established in the Forest & Rural Fire Act 1977, and any amendments to this Act, as well as the Forest & Rural Fires Regulations 2005 and any following amendments.

Rangitikei District Council (RDC) has a statutory role to provide for the protection of life, property and the environment against the threat of fire, particularly wildfire. This in turn imposes a cost on the community through the provision of rate payer funded resources to provide for fire control management. The community also has a duty to use fire in a safe and responsible manner.

It shall be the duty of the Rural Fire Authority (RFA) to promote and carry out fire control measures throughout the district, by permit, inspection and physical response.

Therefore, the following Fire Plan has been compiled to carry out fire control measures to conform to the above Act and Regulations.

1. The Reduction, Readiness, Response and Recovery of a rural fire event.
2. The safeguarding of life and property from damage or risk of damage by or in relation to fire.
3. Undertaking all measures conducive to or intended to further or effect, reduction, readiness, response and recovery.
4. In order to meet the requirements of the Forest and Rural Fire Regulations 2005, this document will be reviewed every two years.
5. This document is available at the Rangitikei District Council for public viewing.

## 1.1 Structure of the Plan

This Plan is prepared to meet the obligations set out in Regulation 39 to 46 of the Forest and Rural Fires Regulations 2005. Those Regulations specify in detail the required structure and content of Rural Fire Plans. This Plan is therefore organised into seven parts”

Part One	Overview
Part Two	Strategies
Part Three	Reduction
Part Four	Readiness
Part Five	Response
Part Six	Recovery
Part Seven	Administration

## 1.2 Policies

The Rural Fire Plan covers the following main topics:

- **Reduction**  
The Fire Plan includes policies and procedures to reduce likelihood and consequence of fires
- **Readiness**  
The Fire Plan includes policies and procedures in relation to readiness for fire-fighting events.
- **Response**  
The Fire Plan includes policies and procedures for response to fire in district  
Response systems
- **Recovery**  
The Fire Plan includes policies and procedures for activities following fire event

## 1.3 General description of the rural fire area

The District is predominately covered in pasture however there is on-going development of small forestry blocks. The District also contains larger forests owned by Ernslaw One Limited and Arbour Forestry. These, along with coastal dunes and scrublands pose the greatest wildfire hazard.

## 1.4 Statutory requirements

Rangitikei District Council (RDC) is the RFA for much of the Rangitikei District in terms of section 10 of the Forest and Rural Fires Act 1977. RDC is responsible for all that area that is not:

- An urban fire district, or
- Department of Conservation land and a one kilometre safety margin surrounding it,
- Within a rural fire district (there are no rural fire districts in Rangitikei at present).

The Act requires Council to exercise fire control management in its area. This is defined as:

*"In relation to forest, rural and other areas of vegetation, means -*

- (a) The prevention, detection, control, restriction, suppression, and extinction of fire; and*
- (b) The safeguarding of life and property from damage and risk of damage by or in relation to fire; and*
- (c) All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding."*

## 1.5 Urban fire control

Urban fire control rests primarily with the New Zealand Fire Service. The Rangitikei District is served by six urban New Zealand Fire Service (NZFS) volunteer fire brigades these are located in Ratana, Marton, Bulls, Hunterville, Mangaweka and Taihape.

To ensure continuity of prevention measures during fire seasons the Rangitikei District Council has adopted an Urban Fire Control bylaw for the control of outdoor fires in urban areas, see **Appendix A**

## 1.6 Health and Safety

RDC recognises the need to ensure the health and safety of its staff, contractors, volunteers and the public.

RDC acknowledges its obligations under the Health & Safety in Employment Act 1992 and its amendments.

Volunteers, including rural fire volunteers are now offered the same protection as paid staff under the Health & Safety in Employment Amendment Act 2002 and its amendments.

Staff are covered by Council's Health & Safety (H & S) policy. Copies of the H & S document are located in each Volunteer Rural Fire Force (VRFF) fire depot.

RDC contractors are required to provide adequate health and safety measures as covered in their agreements with Council.

The RDC H & S policy is attached as **Appendix B**.

Fire fighter safety is of prime importance, crews are to be briefed prior to commencing fire fighting operations. All VRFF members are to have regular safety training. The pink "LACES"

card is to be issued to and carried by all crew members. Crew leaders are to be issued with the rural fire management hand book "The Green Book"

## **PART TWO: STRATEGIES**

### **2. *Strategic Principles***

#### **2.1 Vision for rural fire in the district**

The vision for the Rural Fire Authority is:

##### ***Communities working together***

Home owners and residents are responsible for providing defensible spaces around their properties and introducing Fire Smart strategies.

Officials are responsible for land-use policies, planners and developers are responsible for designing and developing plans.

Rural fire management agencies are responsible for fire control in areas of vegetation: the prevention, detection, control, restriction, suppression, and extinction of fire.

For the successful control of property/vegetation interface fires, the community must work with emergency response agencies to manage fuels, make buildings fire resistant and develop the appropriate infrastructure and planning.

#### **2.2 Operational strategy policies**

The RFA will work to:

- Identify hazards and elements that create a high fire risk.
- Develop priority areas for action.
- Manage vegetation and other fuels to reduce the hazard.
- Control hazardous activities that create a fire risk.

#### **2.3 Working with local communities**

Rural Fire Officers' (RFOs') are encouraged to provide assistance to the community in fire education and control during the course of their day to day work.

#### **2.4 Assistance to Emergency Services**

The RFA will work with all Emergency Service Groups within the district to provide whatever support necessary. Combined training sessions and sharing of resources are to be encouraged.

## 2.5 Civil Defence emergency support

The goal of the RFA is to support in any ways necessary, council and other emergency services during civil defence related events that occur within the district or region or if requested nationally.

## 2.6 Voluntary Rural Fire Force establishment

The RFA has established 2 Volunteer Rural Fire Forces'. These are located at Marton (Registered VRFF #294) and Koitiata (Registered VRFF #295). The VRFF agreements' with the NRFA are attached at **Appendix C**

## 2.7 Employee/Employer relationships

Section 37 of the Forest & Rural Fire Regulations 2005 states:

*"Members of Voluntary force must be treated as employees of Fire Authority –*

- (1) For the purposes of these regulations, a member of a voluntary force must be treated as if he or she were an employee of the Fire Authority that established the force, and the provisions of the Act and these regulations apply accordingly, with all necessary modifications.*
- (2) Sub clause (1) applies except where these regulations expressly provide otherwise."*

## 2.8 Warrants of Appointment

Section 13 of the Forest & Rural Fires Act 1977 states in part:

*"In each district other than a state area the Fire Authority shall appoint 1 or more suitable persons as a Rural Fire Officer or as Rural Fire Officers. Where there are 2 or more persons, 1 shall be appointed as Principal Rural Fire Officer."*

Council has contracted out its rural fire delivery to Horizons Regional Council (HRC); the PRFO is appointed by HRC but warranted under Section 13 of the Forest and Rural Fires Act 1977 by the RFA.

RFOs' are appointed to fill the following requirements;

- To provide a duty RFO in the absence of the PRFO.
- To support the PRFO in enactment of his/her duties.

All RFOs' are warranted and all warrants must be signed by the Chief Executive, in accordance with section 38 (3) (iii) of the Forest and Rural Fire Regulations 2005.

Warrants may be limited to certain levels of delegation to match the role and experience of the fire officer either through their job description or by contract (for example a limit to authorised spending).

Current RFOs' are listed in Part 4 - Readiness.

RFOs' will be competent to fill their position or have a training plan implemented upon appointment.

## **2.9 Principal goals and objectives**

The principal goals and objectives of the RFA are:

- The prevention, detection, control, restriction, suppression, and extinction of fire;
- The safeguarding of life and property from damage and the risk of damage by or in relation to fire; and
- All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding from fire within the RFA's area.

## PART THREE: REDUCTION

### 3. Reduction Section

#### 3.1 Reduction policies

The RFA is committed to reduction of rural fire occurrences.

Fire prevention planning is a key part of rural fire control management. It should be directed toward mitigation or elimination of those hazards and risks which pose the greatest potential to cause unacceptable damage or losses.

Key inputs:

- Concentrate on addressing highest priority items.
- Focus on preventing large and damaging fires, threat to life, reduction of fire suppression costs and subsequent change in net value of assets.
- Plan actions on a priority basis for implementation.

#### 3.2 Wildfire Threat Analysis (WTA)

The WTA has been undertaken by Horizons RC on behalf of the Manawatu Wanganui Regional Rural Fire Committee. The WTA is attached as **Appendix D**.

#### 3.3 Population and main activities

The district has a population of over 15,000, many of whom choose to live here for the lifestyle alternative to urban living. The District is a mix of towns and rural communities. The District economy stems mainly from the primary and manufacturing industries. These two industries account for over half of the employment.

#### 3.4 Risk Management strategies

This is the management of the potential for ignition (risk) and the potential for fire damage (hazard).

Hazards relate to a fire's behaviour once it has ignited. The variables here include fuel, weather and topography. Reducing the danger can be achieved by:

- Boundary inspections for fire hazards
- Fire breaking, fuel modification or fuel reduction burning on land adjacent to forest boundaries or other elevated hazard areas.
- Pruning of branches or removal of fuels to mitigate fire development in elevated risk areas and/or areas of high value.

Risk relates to the potential for a fire to start. The variables here relate to the human input including uses, activities and events that have the potential to cause ignition. Some examples of increased risk are: population density, land use, power lines, recreational use and transient population. Reducing risk can be achieved by:

- Shielding ignition sources on machinery.

- Standards of ignition safety in forestry operations.
- Identification of likely ignition sources and activities.
- Determining controls for the above.
- Promotion of alternatives to using fire.

Council's hazard management activities may include such items as:

- Fire hazard inspections and removal of fire hazards. The focus to be on high risk and high value areas such as forests, urban/rural interface and specially protected areas.
- Public awareness regarding controlled burns.

Council uses section 183 of the Local Government Act 2002 to enforce removal of fire hazards in both urban and rural areas.

### **3.5 Fire prevention measures**

The RFA promotes fire prevention when and where possible, using the mediums of newspaper articles, letter drops to rural properties, fire danger signage, social media, website information, and the distribution of NRFA pamphlets and booklets.

These activities are based on minimising the number and impact of preventable fires (i.e. unplanned fires of human origin) through education and management of hazards and risks.

### **3.6 Public education activities**

Public awareness programmes are a key strategy of mitigation. Fire prevention works best if individuals and the community are informed about rural fire risks reducing the impact and highlighting responsibilities of persons that light fires.

The RFA will embark on a deliberate planned and sustained public education programme prior to, during and at the end of every fire season.

#### **Prior to the fire season**

- Make available awareness material to rural community (letter drops).
- Update RDC website as required to indicate change in Fire Season Status
- As required, liaise with other RFOs', NZFS and Defence Fire Officers and provide awareness material where appropriate.
- Make available awareness programmes to rural schools.
- Arrange broadcast radio interviews on community responsibilities.

### **During Fire Season**

- Display and update as required Fire Danger Today signs on appropriate roadsides.
- Display signage as appropriate for the Fire season Status.
- Make available pamphlets to users of Council rural assets.
- Provide local media with regular fire danger reports.
- Support regional fire committee programmes and awareness initiatives.
- Update RDC website as required to indicate change in Fire Season Status

### **End of Season**

- Removal or alter rural fire signage to the appropriate fire season level.
- Inform the community and thank them update Council web site.

## **3.7 Fire management control measures**

Council uses section 183 of the Local Government Act 2002 to enforce removal of fire hazards in both urban and rural areas.

In the Rangitikei fires in the open air are used for a number of purposes including:

- Crop farming
- Land clearing
- Forestry
- Rubbish disposal
- Traditional cooking
- Entertainment.

These activities are all permitted under the District Plan. Fire is becoming a less acceptable tool in urban and urban/rural interface areas and all reasonable alternatives need to be explored.

In certain circumstances the risk posed by fires outweighs the benefits. For example, high fire danger, proximity to roads, proximity to neighbours, or risk to property. Council will use education and enforcement to promote the use of alternatives in these situations.

The RFA will declare the appropriate fire season, use education and issue permits to ensure the safe use of fire.

## **3.8 Burn Plan requirements**

The practice of prescribed burning activities requiring a burn plan within the Rural Fire Authority's area is rare. However, should the need be determined by land or forest owners the following strategies will be applied by the PRFO.

Strategies with potential harmful consequences will be minimised by the application of a comprehensive operational plan, which clearly states objectives and incorporates principles of environmental care and safe work practices.

Planning for such a burn must satisfy the PRFO and any legal requirements, be thorough and carried out with defined procedures that maximises safety and manageable fire behaviour. Issues that are to be addressed in the plan should include but not be limited to the following:

- Burn objectives and location
- Surrounding vegetation
- Perimeter control lines
- Burn prescription

- Special conditions and resources required
- Risk of fire escape
- Rural Fire Authority to use fire
- Public and personnel safety
- Seasonal limitations
- Weather and fuel conditions
- Smoke hazards
- Post burn rehabilitation

Note: the PRFO may require additional conditions to be endorsed on the Burn Plan before formal approval. Burn Plan Template attached as **Appendix E**.

### 3.9 Declared forest areas

The District is predominately covered in pasture however there is on-going development of small forestry blocks. The District also contains larger forests owned by Ernslaw One Limited and Arbour Forestry.

At the time of the Fire Plan Review there are no Fire Safety Margins for forest areas within the RFA's Fire District.

Maps of the District boundaries including maps for Ernslaw and Arbour forests can be found attached as **Appendix F**

### 3.10 Fire safety margins

DOC land with a 1 km Fire Safety Margin, QE II Covenant Land and Royal Forest and Bird Protection Land is listed below.

<b>Name</b>	<b>Area (ha)</b>	<b>Administrator</b>
Lake Kaitiaki Wildlife Reserve	41.4650	DOC
Kaitiaki Recreation Reserve	70	RDC
Waimahora Swamp	30	DOC
Blind lakes	20	Ernslaw One
Tunnel Hill	30	Ernslaw One
Moore's Bush	1.6	QEII
Greystoke Scenic Reserve	8	RDC
Silverhope Scenic Reserve	11.3413	DOC
Pryce's Rahui	12.8150	RFB
Trickers Bush	3	QEII
Tutu Totara Trust	4	QEII
Tutu Totara Trust	2.4	QEII
Tutu Totara Trust	20	QEII
Dunsinane Bush	6	QEII
Denis Marshall Trust	4	QEII
Raketapauma Stewardship Area	138.275	QEII
Waiaheke Scenic Reserve	10	QEII
Ngaurukehu Scientific Reserve	87.1	DOC
Turangare Scenic Reserve	1.2849	DOC
Turangare Scenic Reserve	4.3903	DOC
Turangare Scenic Reserve	2.2030	DOC
Kaitapa Scenic Reserve	4.8411	DOC
Ringaringa Scenic Reserve	30	DOC
Puwakea Scenic Reserve	17	DOC
Papanui Scenic Reserve	55.2	DOC
Pohoruaitane Scenic Reserve	26	DOC
Te Kapua Stewardship Area	7.1832	DOC
Paengaroa Scenic Reserve	102	DOC
Taihape Domain	10	RDC
Taihape Scenic Reserve	80.3568	RDC
Namunui Scenic Reserve	32.2	DOC
Otaihape Scenic Reserve	80	DOC
Hiwera Rd Stewardship Area	2.0234	DOC
Omatane River Marginal Strip	57.6	DOC

Omatane Scenic Reserve	237	DOC
Nui Puke Bush	15	DOC
Te Rangipai Scenic Reserve	102.117	DOC
Mokai Stewardship Area	6.0476	DOC
Makino Scenic Reserve	383.4	DOC
Pukeroa Scenic Reserve	7.9369	DOC
Maungakaretu Scenic Reserve	29.3194	DOC
Turakina Valley Cons Area	12.9018	DOC
Karetu Scenic Reserve	13.804	DOC
Ohingaiti Scenic Reserve	70	DOC
Ratahauhau Bush	2	QEII
Makohine Scenic Reserve	26	DOC
Te Kapua Scenic Reserve	24.6302	DOC
Hawenga Rd Stewardship Area	6.879	DOC
Haweanga Stewardship Area	0.8852	DOC
Mangaweka Scenic Reserve	32	DOC
Mangaweka Scenic Reserve	40.5	DOC
Kapua Stewardship Area	0.5285	DOC
Kahu Scenic Reserve	39	DOC
Hautapu Scenic Reserve	8.8397	DOC
Utiku Scenic Reserve	25.09	DOC
Tunatau	37.3904	DOC
Rangitane Scenic Reserve	36	DOC
Kawhatau Scenic Reserve	167	DOC
Makopua Scenic Reserve	1.4163	DOC
Sutherlands Bush 1 and 2	60 and 12	RFB
Makohau Scenic Reserve	7.8668	DOC
Ngaruru Fragments		QE II
Lairds Bush	7	RFB
Poukiore Rec Reserve	2	DOC
Simpson Scenic Reserve	36	DOC
Glenmorven Scenic Reserve	30	DOC
Makohine Cons Area	1.0609	DOC
Ruahine Forest Park	26538	DOC
Hihitahi Forest Sanctuary	2170	DOC
Batley Private Protected land	899	
Motumatai DOC Lease	1295	DOC
Kaweka Forest Park	9672	DOC
Kaimanawa Forest Park	18112	DOC

Bruce Memorial Reserve	1.75	DOC
Bruce Park Scenic Reserve	14.08	DOC

### 3.11 Fire control bylaws

Rangitikei District Council adopted the Fire Prevention Bylaw 2014, on the 30<sup>th</sup> January 2014. The Fire Prevention Bylaw is attached as **Appendix A**

### 3.12 Clean air requirements

The Ministry for the Environment has produced National Air Quality Standards which came into effect on 8<sup>th</sup> October 2004. The National Air Quality Standards:

- Ban activities that discharge significant quantities of dioxins and other toxics into the air
- Set minimum standards for outdoor air quality
- Provide design standards for new wood burners installed in urban areas
- Establish the requirements for landfills of over 1 million tonnes of refuse to collect greenhouse gases

Horizons Regional Council has developed rules in Chapter 8 of the One Plan to limit the effects of discharges of fine particles into the air from industrial, agricultural and home based activities.

### 3.13 Storage of combustible material

Flammable or combustible materials must be kept in a suitable or protected area. Flammable or combustible material is not to be stored close to any building on neighbouring property.

**Hazardous materials must be clearly identified.**

### 3.14 Spark-hazardous engines

Sections 55 & 56 of The Forest & Rural Fire Regulations 2005 state:

**"55. Spark-hazardous engines treated as being approved for purposes of Act -**

*For the purposes of section 31 of the Act, a person must be treated as having obtained the written consent of a Rural Fire Officer for the operation of a motor vehicle in any of the places specified in that section if, -*

- (a) *for a petrol-powered motor vehicle that has a turbo-charger, the turbocharger -*
  - (i) *is fitted to the specifications of the manufacturer; and*
  - (ii) *is in good working order; or*
- (b) *for a diesel-powered motor vehicle that has a spark arrester, the spark arrester is properly fitted and the spark arrester -*
  - (i) *discharges vertically upwards and projects at least 23 cm above the top of the cab of the vehicle; or*
  - (ii) *is attached to a muffler of which the tailpipe exhaust directs backward (but does not protrude beyond the back wheels of the vehicle), and discharges within the width of the track of the vehicle; or*

- (c) *for a diesel-powered motor vehicle that does not have a spark arrester, the vehicle has attached, on the right side of the vehicle, a side delivery exhaust pipe that is fitted with a wire mesh envelope; or*
- (d) *for a petrol- or LPG-powered motor vehicle,-*
  - (i) *the vehicle has an efficient conventional exhaust system of which the tailpipe exhaust is directed vertically upwards as far as possible above the top of the cab of the vehicle; or*
  - (ii) *if the vehicle is not structurally able to comply with subparagraph (i), the vehicle has an efficient conventional exhaust system of which the tailpipe exhaust is aligned or protected to ensure that sparks are not discharged other than over the width of the track of the vehicle; or*
- (e) *for a vehicle with a solid fuel stove, -*
  - (i) *all relevant requirements in paragraphs (a), (b), (c), or (d) are met; and*
  - (ii) *a spark arrester is fitted to the chimney of the stove.*

**56. *Rural Fire Officer may require owner or operator to make vehicle or machinery available for inspection.***

- 1. *A Rural Fire Officer who has reasonable grounds to believe that any machinery or vehicle does not comply with section 31 of the Act may, by written notice, require the owner or operator of the machinery or vehicle to make the machinery or vehicle available for inspection.*
- 2. *Any machinery or vehicle to which a notice under sub clause (1) applies must be treated as machinery or a vehicle that is not approved under section 31 of the Act –*
  - (a) *from the time that the owner or operator receives the notice; and*
  - (b) *until the machinery or vehicle has been inspected and the owner or operator is given written notice from a Rural Fire Officer that the machinery or vehicle has been approved for the purposes of section 31 of the Act."*

### **3.15 Fire Permits**

Fire permits are required for fires in the open air during a restricted fire season and may be granted in special circumstances during a prohibited fire season.

Permits may only be issued during a prohibited fire season where an emergency exists or where there is temporary relief in fire danger conditions (except in urban fire districts where different rules apply). Extreme care must be exercised when issuing fire permits during a prohibited fire season.

Fire permits may only be issued by the PRFO or warranted RFOs'. In most cases an inspection will be required prior to the permit being granted. Permits should be handed directly to the permittee, and the permittee is to sign the permit in acknowledgement of their understanding of its conditions.

Anyone enquiring about lighting a fire should be made aware of their obligations and potential liability for fire fighting costs for damage caused by the fire.

The rules for authorizing fires and issuing fire permits are set out in:

- Sections 23 and 24 of the Forest and Rural Fires Act 1977.
- Regulation 50 of the Forest and Rural Fires Regulations 2005.

Normally Council will authorize fires by advertising in newspapers and on the RDC web site the type of fires authorized. This will usually be:

- Gas barbecues.
- Charcoal barbecues.

- Properly constructed incinerators (In rural areas only)
- Hangi and Umu (cultural cooking fires).

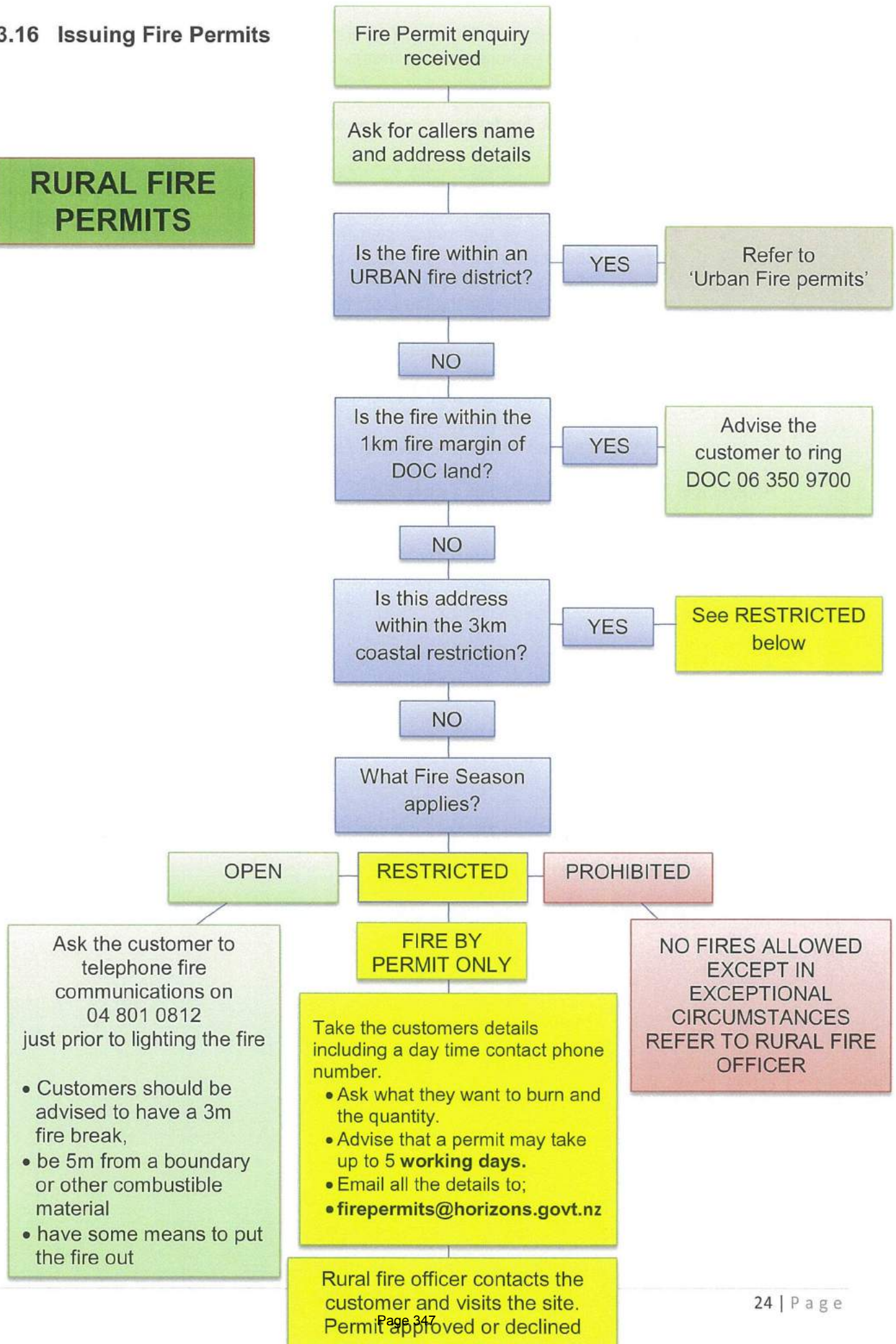
Any authorization must include reference to appropriate weather conditions, distance from other combustible material, fire fighting resources and advice to neighbours. These are likely to be:

- Fires must not be lit in strong winds or where strong winds are forecast (braziers in still or light winds only).
- Fires must be at least five metres away from the property boundary.
- Fires must be at least five metres away from buildings.
- A three-metre firebreak is to be made around the fire site.
- A means of extinguishing the fire must be available.
- Fires must not be left unattended.
- Neighbours are to be advised of the fire.
- Incinerators should have:
  - A chimney that contains a fine wire mesh (this mesh needs to be replaced annually as it will burn out).
  - A solid lid that completely cover the top of the incinerator.

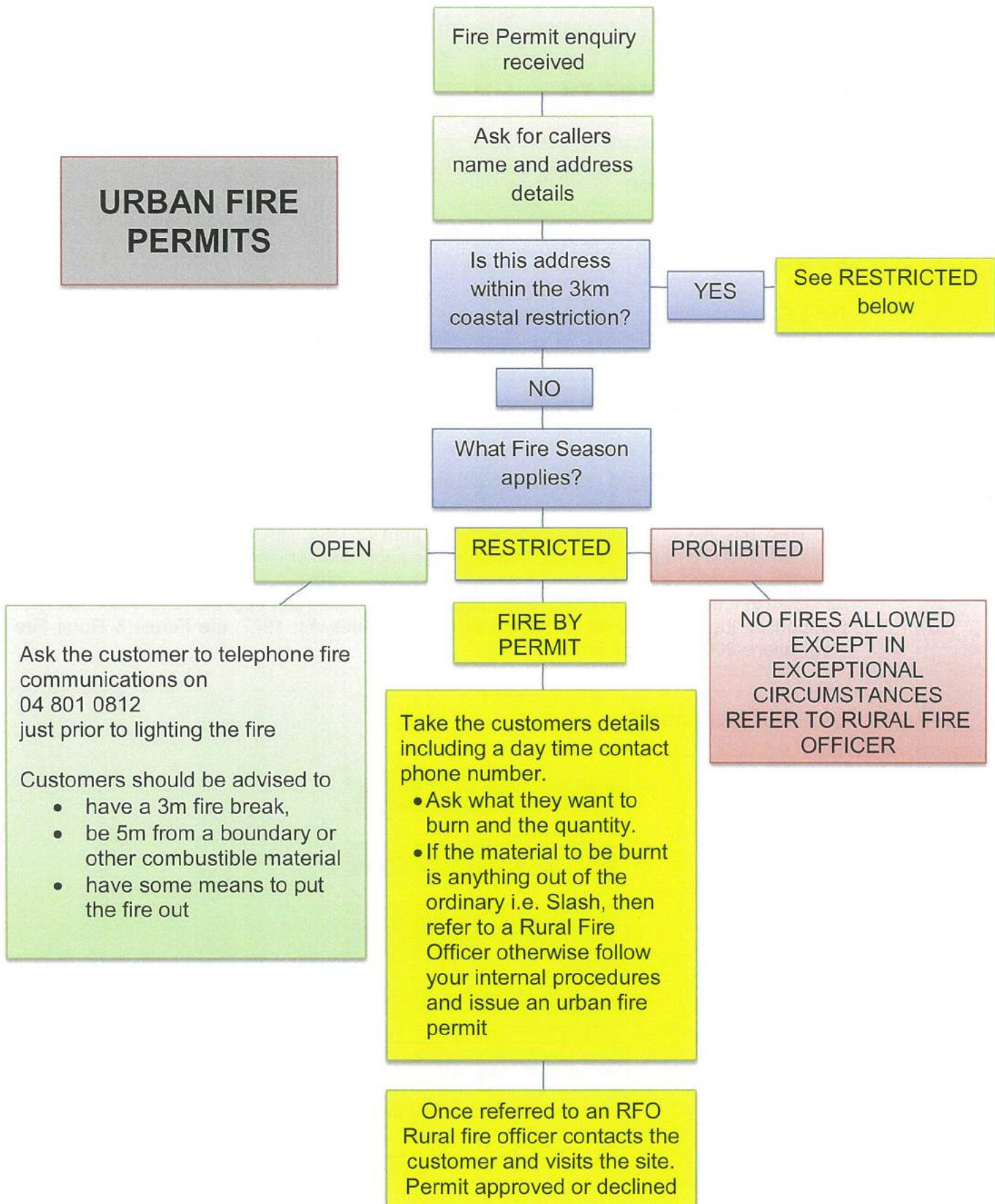
An example fire permit is attached as **Appendix G**

### 3.16 Issuing Fire Permits

## RURAL FIRE PERMITS



## URBAN FIRE PERMITS



# PART FOUR: READINESS

## 4. Readiness Section

### 4.1 Readiness policies

The RFA will maintain a level of fire readiness and preparedness by monitoring of fire danger using the Fire Weather Index (FWI), local knowledge and historic data appropriate to fire hazard conditions.

### 4.2 Map of rural fire district is attached at Appendix F

### 4.3 Rural Fire Authority's responsibilities

The RFA has the responsibility to protect the area of land within its mandate, that is land designated rural or outside those areas under the jurisdiction of New Zealand Fire Service.

As stated in the introduction, RDC has statutory obligations to carry out the functions of an RFA pursuant to the requirements of the Forest & Rural Fires Act 1977, the Forest & Rural Fire Regulations 2005 and their amendments.

### 4.4 Chain of Command



## 4.5 Principal Rural Fire Officer

Operational matters regarding rural fire are delegated to the Principal Rural Fire Officer (PRFO).

The PRFO and RFOs' shall be warranted by the Chief Executive as required.

RFOs' shall be the responsibility of the PRFO in consultation with the Environmental Services Team Leader.

## 4.6 Rural Fire Officers

Position	Name	Contact Details		Vehicle and call sign
PRFO	Paul Chaffe	Pager Mobile Phone Work	026 268 7006 021 227 7216 06 327 0084	HBM855 HORIZNRFO3
DPRFO	Bradley Shanks	Pager Mobile Phone	026 268 7006	GTR772 HORIZNRFO1
DPRFO	Tony Groome	Pager Mobile	026 268 7006 027 432 4255	GPH923 HORIZNRFO2
RFO	Kirsty Chaffe	Mobile	027 466 459	
RFO	Jo Uncles	Mobile	027 347 2134	
RFO	Pat McCarthy	Mobile Phone Work	027 445 9378 06 3221558	
RFO	Graham O'Hara	Work	06 388 0604	

The on duty RFO is available 24/7 by pager 026 268 7006.

## 4.7 Training and competency

The RFA is committed to ensuring its rural fire staff and volunteers are competently trained and equipped to undertake allotted tasks.

As a minimum every person entering the fire ground shall have attained competency in the NZQA Unit Standard 3285 or be under the close supervision of a person who has that competency in Unit Standard 3285.

PRFO and RFOs' are required to undergo training and be qualified in the all relevant matters that their position requires of them.

It is the policy of the RFA that it provides training to all fire fighters to NZQA standards which shall be to the minimum NRFA training standard. The RFA encourages fire fighters to gain as many skills as possible and to document training undertaken in task books to enable a training register to be maintained.

The RFA may sign up fire fighters to an Emergency Management Qualifications (EMQUAL) Industry Training Organisation Vegetation Level 2 Structured Training Programme and pay all costs involved in that training.

Training is on-going with all fire crews training weekly in the summer months and fortnightly in the winter months.

Other training days or evenings are carried out over the year with regional fire crews and surrounding NZFS and NZDFS.

The PRFO will make himself or another RFO available if requested to assist in rural fire training.

#### 4.8 Unit Standard training

A comprehensive list of Unit Standards and qualifications applicable to rural fire is available on the EMQUAL Website. ([www.emqual.org.nz](http://www.emqual.org.nz)).

#### 4.9 Competency standards

The competency standards required by industry for fire fighting personnel are set by the NRFA and facilitated by EMQUAL. The RFA is to ensure that fire fighting personnel meet the required standards.

Personnel should have their competencies assessed and registered on the New Zealand Qualification Authority (NZQA) Framework.

Where personnel do not have their competencies registered on the NZQA Framework, the RFA must provide proof through the NRFA audit process for compliance.

Reference: National Rural Fire Authority Guidelines for Forest and Rural Fire Management Positions March 2014

#### 4.10 Arrangements and agreements

The Rural Fire Authority has Agreements and Memoranda of Understanding (MOU) with the following agencies:

- MOU for rural fire control liaison between member organisations in the Manawatu-Wanganui Regional Rural Fire Committee is attached at **Appendix H**.
- Section 15 Agreement between New Zealand Fire Service Commission and Rangitikei District Council is attached at **Appendix I**.
- The Voluntary Rural Fire Force (VRFF) Agreements between the Rangitikei District Council and the Marton and Koitiata VRFFs' is attached in **Appendix C**

The Rural Fire Authority has informal agreements with water cartage contractors for rural fire response.

## 4.12 Specially protected areas

The Rangitikei Rural Fire Authority has no specially protected areas gazetted under section 6 of the Forest and Rural Fires Act 1977. A review of specially protected areas should be undertaken from time to time.

Department of Conservation land with a 1 km Fire Safety Margin, QE II Covenant Land and Royal Forest and Bird Protection Land can be found at paragraph 3.10.

Rangitikei Beaches have a total fire ban all year round.

## 4.13 Fire Protection of buildings in rural areas

New Zealand has two separate fire statutes. The Fire Service Act 1975 is the governing legislation of the Fire Service whose jurisdiction extends primarily to Fire Districts. The Forest and Rural Fires Act 1977 is the governing legislation for Fire Authorities whose jurisdiction operate in rural areas, being areas outside Fire Districts. The two statutes have a number of points of intersection and together provide for a system of cooperation between the Fire Service and Fire Authorities for operational fire response activities.

The Fire Service provides fire risk reduction and emergency response services in Fire Districts constituted and formally gazette under Section 26 of the Fire Service Act. Fire Districts cover the majority of urban communities in New Zealand. Fire Authorities have a duty under Section 12 of the Forest and Rural Fires Act to ensure that effective fire control measures are in place in their Areas. In the first instance, then, the responsibility and accountability for the provision of fire services and fire control measures is assigned according to geographical boundaries.

While the geographical division between the two fire management regimes is defined in legislation it is not intended to operate in a fixed or impractical way that would place obstacles in the way of providing effective firefighting services across all of New Zealand. Accordingly, both Acts make provision for responsibilities and accountabilities to be varied by agreement where it makes sound sense from a risk management perspective. The Fire Service will more often than not encounter structural fires, undertake associated fire safety tasks relating to buildings and are trained with emphasis on the idiosyncrasies of these activities. Fire Authorities predominantly undertake forest and land management tasks, encounter vegetation wildfires and are trained accordingly. However, both will encounter the spectrum of possible fires in both structure and vegetation.

The New Zealand Fire Service Commission is charged with the promotion of fire safety across the whole of New Zealand; i.e. without reference to any urban or rural geographical distinction. Similarly, the Fire Service has the statutory responsibility for approving evacuation schemes for buildings everywhere in New Zealand, again without reference to any urban or rural geographical distinction.

The Rangitikei Rural Fire Authority has identified commercial and industrial buildings in the RFA area that fall into one or more of the risk categories set out below;

- i. Places of assembly for more than 50 people;
- ii. Places of employment for more than 10 persons;
- iii. Accommodation for more than 5 paying guests or tenants (other than in a household unit);
- iv. Commercial or industrial buildings used for manufacturing or storage or processing including any facility containing hazardous or flammable substances held for any purpose; or

- v. High life risk buildings - special occupancies providing care to the very young, the very old or the disabled but not including household units.

All buildings that fall within these risk categories have been identified, and they have been entered into a permanent register to be maintained by the Fire Authority. The completed register was sent to Western Fire Region. Once the level of risk has been accurately assessed using the Building Risk Assessment System the Fire Service and a territorial authority can then determine whether a building or concentration of buildings carrying a particularly elevated risk would be better managed by more intensive risk planning, preparedness and response capability under the terms of an agreement under section 38 of the Fire Service Act.

The building register is attached at **Appendix J**.

#### 4.14 Fire Season trigger points

The RFA will use the following chart to assist with the Declaration of Fire Seasons. The FWI, historical information, local knowledge, current and predicted weather patterns will all assist the PRFO to determine the appropriate fire season.

Action Point	Grassland Curing%	Duff Moisture Code	Drought Code	Build-up Index
Daily reassess fire season status.	Over 50	Over 30	Over 175	Over 30
Impose a Restricted Fire Season	60+	40+	250+	45+
Impose a Prohibited Fire Season	80+	50+	300+	80+

Due to the topography of the Rangitikei District, it is not unusual for the Fire Season status to be different across the district, therefore a change in the fire season status may be declared for all, or part of the district.

#### Exotic Forest Access Trigger Points

The Authority shall use the following trigger points to assist with determining the need for restricted access into exotic forest within the fire authority area.

Trigger points will be used to assist the PRFO in conjunction with FWI, historical information, local knowledge, current and predicted weather patterns and with discussions with forest owners and their approval of restrictions.

Action Point	Duff Moisture Code	Drought Code	Build-up Index
Restricted access	Over 30	Over 200	Over 40
Close forests to the public	Over 60	Over 400	Over 80
Restrict chainsaws	Over 30	Over 200	Over 40
Ban chainsaws, silviculture operations	Over 60	Over 400	Over 80

The primary responsibility for managing forest operations and access to mitigate fire risk lies with the forest owner and intervention by the Rangitikei Rural Fire Authority must only be a last resort.

These constraints may be implemented for all, or part of the district prior to these FWI levels being reached. As the risk of fire increases, the Principal Rural Fire Officer should maintain regular contact with forest owner to determine whether operational constraints should be declared prior to the trigger point being reached.

#### 4.15 Fire Weather monitoring

During the fire season fire weather indices will be monitored daily from the NRFA website to determine the fire danger level.

Duty RFOs' are to make themselves aware of current fire weather conditions during their period of duty.

#### 4.16 Remote Automatic Weather Stations (RAWS)

The Rural Fire Authority will gather information from the following RAWS sites to monitor fire weather information:

- Tapuae
- Raumai
- Wanganui Aero
- Ngamatea
- Whangaehu
- Three Kings

#### 4.17 Fire seasons

The fire season for the RFA will be from 1<sup>st</sup> October to 30<sup>th</sup> April, in the following year or as conditions determine.

A Restricted Fire Season is in place all year round within a 3km buffer inland from the West coast.

During the fire season the RFA will inform the community of changes to the fire season status.

- The PRFO shall declare the appropriate restricted or prohibited fire seasons depending on the degree of fire danger and in consultation with adjacent RFAs'.
- During a restricted fire season no fire may be lit in the open, without a permit to burn issued by a warranted RFO.
- During a prohibited fire season no fire may be lit in the open, except in special circumstances and then only with a special permit.

#### 4.18 Fire signage

The RFA has the following fire signage:

- 5 x "Fire Danger Today" (Grapefruit signs') located at:
  - Napier – Taihape Road, near Timahanga Station.
  - Mangaweka Domain.
  - Marton Fire Station
  - Bulls Fire Station
  - SH 3 Whangaehu
  - Turakina Beach

Other "Fire Danger Today" signs are maintained by:

- NZ Defence Force SH 3 Ohakea and entrance to Raumai range.
- Ernslaw One Santoft Road and Scott's Ferry.
- 5 x Permanent Fire by Permit Only (restricted fire season) at the 3km from the west coast;
  - Parewanui Road
  - Raumai Road / Santoft Road intersection
  - Knottingly Road
  - Beamish Road / Santoft Road Intersection
  - Turakina Beach Road
  - Whangaehu Beach Road
- 2 x Permanent Total Fire Ban (prohibited fire season) signs;
  - Koitiata beach access

- Scott's Ferry beach access
- 12 x Fire by Permit Only (restricted fire season) stored in Marton
- 14 x Total Fire Ban signs (prohibited fire season).stored in Marton

The restricted and prohibited signs will be placed at all major roads into the area when that season applies.



## 4.19 Resource response

When, in the professional judgment of the PRFO, an extreme fire danger day may eventuate, this will be broadcast as widely as practical.

An extreme fire danger day is one where conditions may lead to extreme and unpredictable fire behaviour. Dry fuel and high winds are key factors in determining extreme fire danger days.

Procedures listed below will be based on prevailing fire hazards using FWI, historic data and local knowledge.

Fire Conditions	Staffing	Resources
Extreme	Duty RFO acknowledges page and responds On call RFO's respond	All VRFF appliances and crews respond 2 x Water tankers' respond
Very High	Duty RFO acknowledges page and responds	Nearest VRFF appliances and crews. Nearest Water Tanker
High	Duty RFO acknowledges page responds as appropriate	As appropriate.
Moderate	Duty RFO acknowledges page responds as appropriate	As appropriate.
Low	Duty RFO acknowledges page responds as appropriate	As appropriate.

Note 1: Levels are flexible and the Duty RFO is to adapt to meet situations and conditions.

Note 2: For Extreme and Very High ALL equipment is to be at a very high state of readiness. This may include daily checks of equipment at the discretion of the PRFO.

Local resources are listed in the Response section paragraph 5.5

Contact details for additional resources can be found in **Appendix K**

The Environmental Services Team Leader is to be kept fully informed of all changes to the Fire Season Status

District New Zealand Fire Service Brigades will be kept fully informed of all changes in Fire Season Status.

## **PART FIVE: RESPONSE**

### **5 Response policies**

The RFA will maintain an effective response to incidents based on rapid deployment of resources to minimise the effects of fire.

#### **5.1 Receiving of fire calls**

- i. The New Zealand Fire Service (NZFS) Communications Centre (Fire Com) receives fire notifications via the "111" emergency telephone system and initiates the service response to fire incidents in the Rangitikei District on a continuous 24-hour year round basis.
- ii. The RFA provides a continuous 24-hour year round duty (RFO) response to rural fire incidents in its rural fire district. Fire Com initiates this through its service response turnout process.
- iii. Council staff receiving fire notifications directly from any non-NZFS source are to advise the caller to notify the Fire Service via the '111' emergency telephone service.

#### **5.2 Response to fire calls**

- On receipt of the '111' call Fire Com despatches the NZFS predetermined brigade(s) to attend (in terms of their operating procedures).
- Within five minutes of the fire call Fire Com notify the duty RFO by pager.
- Duty RFO acknowledges this notification to Fire Com.
- Responding NZFS brigade provides a situation report which Fire Com relays to the duty RFO (usually by pager).
- Duty RFO determines response requirement and responds as required.
- If Marton or Koitiata VRFFs' are required, NZFS in attendance are to notify Fire Com, if they have not been responded on the first alarm.
- NZFS to continue with initial attack until relieved or fire out.
- Duty RFO may request Fire Com respond VRFF resources if not in attendance.
- On arrival, duty RFO receives a briefing from the IC Fire and either assumes or delegates the incident controller role from that point on.
- Duty RFO notifies the PRFO of fires that may require additional resources outside the duty RFO's delegation or where other factors warrant it.

### 5.3 Systems for response to fire calls

All rural fire personnel will be supplied with personal pagers for alert or response to fire calls and other incidents.

### 5.4 Deployment of fire fighting resources

- Any RFO warranted by the Rural Fire Authority and with appropriate delegation, or the NZFS IC Fire, may call upon such additional assistance and resources considered necessary for the early containment and suppression of vegetation fires in the rural fire district. .
- This authority applies to:
  - The immediate placement of helicopters or other aircraft on “**standby**”.
  - The immediate deployment of or placement of regional fire fighting resources including rural fire forces on “**standby**”.
- The immediate use of or placement on “**standby**” of equipment, chemicals and other resources available to the Rural Fire Authority through contracts or mutual fire agreements.
- Each request for additional resources must clearly identify the type, quantity and priority of the resources requested e.g. ground crews, smoke chaser, water tanker, pumps, chemicals, etc. The “blanket” or “non-specific” call out of resources is generally to be avoided.
- Where any large, serious or other fire operation is likely to become prolonged, contingency planning should commence early to meet on-going logistical support requirements i.e. catering, relief personnel, first aid, equipment, communications, etc., of the operation.
- All resources are to be tracked by the use of T Cards and the daily time record form RF 221. At large incidents the resource check in / out form is to be used.

### 5.5 Local resources

The RFA has fire resources on call and available as set out below. If further resources are required the RFA would call on other agreed suppliers as set down in the “Readiness” section of this document.

#### *Available Resources*

<b>Fire Appliances</b>	3 x Category Three Medium Rural Fire Appliances 1 x Category Two Smoke Chaser
<b>Pumps</b>	4 x High Pressure Low Volume pump (Wajax) 3 x Low Pressure Medium Volume
<b>Water Carriers</b>	1 Category Five Medium Water Carrier at Marton Fire Station. 1 Category Six Large Water Carrier at Mangaweka Fire Station
<b>Trailers</b>	2 x Trailer based smoke chaser units. 1 x Support trailer
<b>Hose</b>	25 & 41mm x 15 packs 70mm x 10 lengths
<b>Suppressants</b>	200 Litres Class A Foam 10 x Hydroblender capsules

<b>Flexidam</b>	3 x 2200 litre 1 x 6000 litre
<b>Power Tools</b>	2 x Chainsaws 1 x Polesaw
<b>Hand Tools</b>	10 x Shovels 5 x McLeod Tools 3 x Pulaski 3 x Axes 2 x Slashers
<b>Trained Personnel</b>	1 x PRFO 2 x DPRFO 3 x RFO 3 x Crew Leaders 15 x Fire fighters
<b>Radio Communication</b>	8 x LMR (NZFS Coms) 10 x ICOM handheld air to ground - NZFS incident/ground Cell phones Satellite phone BGAN
<b>4 Wheel Drive Vehicles</b>	PRFO (Horizons RFO3) RFO (Horizons RFO1 and 2) VRFF vehicles (Marton 8326)

## 5.6 Deployment of additional resources

Contact details for resources additional to those above are attached at **Appendix K**.

## 5.7 Recording of fire incidents

The RFA maintains a register in which the details of each rural fire call notification is recorded. The information noted includes the:

- Report method (method by which the call was received, i.e. via FireCom, or direct call).
- Date on which the report was received
- Time the report was received.
- Date on which the fire occurred.
- Location of the fire (property name, road address and NZMS 260 series map reference).
- Description of fire / fuel involved.
- Area burnt.
- Fire cause.
- Response.
- Date on which and time at which the fire was declared to be out.
- Debrief date & time.
- Debrief outcome.

For most fires this information is held in the NZFS Station Management System (SMS). A fire log (Form RF 200 CIMS Incident Management Organiser) is to be maintained at all times during a fire. The Incident Controller (IC) will initiate the fire log and then delegate the duties to an appropriate person.

The log and IAP will record:

- The incident name.
- The location of the fire.
- The incident number.
- Grid Reference.
- Assessment (Current situation).
- Action Taken.
- Factors (Weather and other factors or limitation should be noted including resource status).
- Predicted Incident development.
- Resource summary.
- Incident action plan.
- Incident management structure.
- Operational tasking.
- Log of actions.
- Communications plan.

Each member of the incident management team should record as much information on individual logs as appropriate.

As well as the RF 200 CIMS Incident Management Organizer the responding RFO is to complete a Rural Fire Report attached at **Appendix L**.

## **5.8 Notification of adjacent interested persons**

In the interests of the RFA, all adjacent Fire Authorities, Department of Conservation (DOC), NRFA, Rayonier New Zealand, other Forestry companies and any other groups deemed by the Rural Fire Authority to be interested persons, may be advised as soon as practicable of any incidents that have or could involve their real estate or could be deemed of public interest.

## **5.9 Command and Control at incidents**

The NZFS is to assume control of the incident if first on the scene, and operate under the Co-ordinated Incident Management System (CIMS) structure.

The NZFS will appoint the most senior officer at the fire as the IC Fire.

On arrival, where the NZFS has assumed control, the duty RFO will liaise with the IC Fire, receive a full briefing, then assume the position of Incident Controller (IC) or will nominate an IC. Note that RFA remains responsible for the fire whoever is the IC.

If the fire assumes larger proportions the PRFO may make the appointment instead of the duty RFO.

The PRFO (or in his absence the RFO) has authority over all resources.

CIMS will be used by the RFA for the effective management at larger fires, and where there are other organizations involved.

The IC will assign fire officers to other CIMS positions as appropriate.

Any person at any level (Incident Controller to Fire Fighter) should ensure for themselves and others that three basic requirements are met:

A clearly defined job within a person's capabilities

A clear understanding of who a person is responsible to, and

A clear understanding of what each person is responsible for

A Staging Area is to be established at the fire scene for the reception, briefing and assignment of arriving personnel and/or the re-assignment of existing resources.

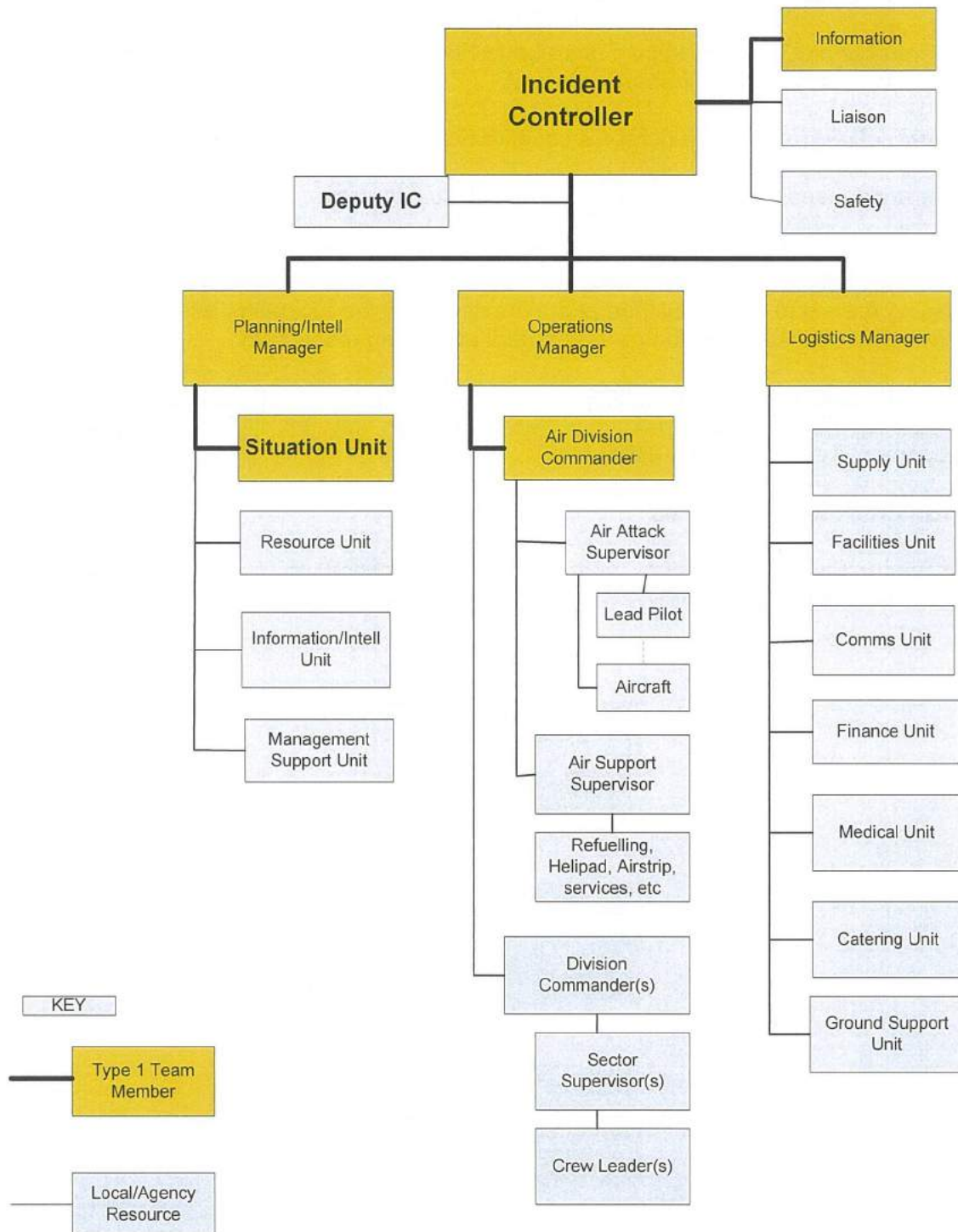
The command and control chart below and the associated position descriptions are based on the New Zealand CIMS structure. CIMS positions may be filled by Regional Incident Management Team Members (RIMT).

### Organisation chart for small fires

Most fires fall into this category, and supervision is "direct line" from crew leader to the fire fighters. This may include two crews with one Crew Leader.



# ORGANISATION CHART FOR LARGE FIRES



## Incident action plan

Phase	Step	Do this:
<b>Analyse the Situation</b>	Size up the incident	Provide an initial report
	Deductions	Ask "so what does this mean" to the issues identified in size-up. Record your conclusions
	Identify priorities Establish aims and objectives	Determine the problems (i.e. what must be done) and convert this to a clear aim and objective
	<b>Situation Report</b>	Complete the Situation Report Form and disseminate
<b>Plan the work</b>	Identify realistic courses of action	With your planning group, consider and record <b>realistic</b> possibilities
	Consider advantage and disadvantages of each course	Go through each of the possible courses and record advantages and disadvantages
	Identify best option using appropriate criteria	Agree first on your criteria and record how your decision was reached
	Consider implications	Identify how you will support this course of action and record requirements
<b>Incident Action Plan</b>		Produce and approve the Incident Action Plan
<b>Implement the Plan</b>	Disseminate the Incident Action Plan (IAP)	Ensure that those internally and externally involved are well informed
	Monitor and review progress	Identify and note progress and problems
	Revise as required	Revise the IAP according to new priorities.

## 5.10 Fire commands instructions for units attending

1. Check in at the Incident Control Point (ICP) naming all personnel and equipment contributed.
2. Receive a defined task identifying:
  - designation within the organisation
  - to whom responsible
  - responsibilities including supervisors, personnel, equipment and sector, etc
  - additional resources available.
3. Receive a full briefing on the:
  - communications system (disposition of resources, call signs, radio channels)
  - fire (fuel types, methods of suppression, sectors, threats, weather forecasts, hazards, etc.)
4. Brief accompanying personnel
  - ensure that accompanying personnel have assigned responsibilities and tasks.
5. Carry out assignment
  - maintain communication and progress reports up the chain of command
  - maintain records of the inputs to the fire.
6. Demobilisation
  - ensure successor is briefed
  - check out at the fire ICP
  - ensure the accompanying personnel and/or equipment are checked out
  - ensure that inputs to the fire are recorded.
7. Ensure that all personnel at the fire are working safely as described in the training manuals.
8. Monitor the progress of the fire, wind direction, fire weather index and location of fire crews to ensure that any changes do not result in personnel being trapped by the fire.
9. Ensure that commands are given calmly, simply and clearly, and are understood.

10. Maintain contact up and down the fire command chain at all times.

## **5.11 Inter-communications**

### **Initial Turnout**

FireCom will turnout the nearest NZFS brigade(s), and notify the duty RFO by pager.

### **Fire ground**

The NZFS will use NZFS LMR.

VRFFs' will use the NZFS LMR and RDC ESB.

Rangitikei Rural Fire Officers will use NZFS LMR and RDC ESB

### **Fire ground to FireCom**

NZFS LMR

Mobile phone

Satellite phone

### **Fire ground to Incident Control Point (ICP)**

Handheld incident ground VHF radio "Fire 1"

Mobile phone

Satellite phone

### **Incident Control Point to Emergency Operations Centre [EOC]**

RDC ESB

Mobile phone

Satellite phone

### **Ground to Air**

Handheld incident ground VHF radio "Fire 4"

Mobile phone

Satellite phone

## **5.12 Monitoring fire behaviour**

Fire behaviour is the way fire ignites and spreads. Fire behaviour is controlled by three elements of the fire environment - fuel, weather and topography. Monitoring of fire behaviour enables specialists to calculate fire spread, intensity, perimeter, growth and suppression difficulty.

The RFA monitors fire weather throughout the year to determine the fire danger and will respond resources to incidents accordingly.

### **5.13 Recording of personal and equipment**

The RFA will maintain a Register of Personnel's details, next of kin, etc.

All equipment controlled by the Rural Fire Authority shall undergo a stocktaking check immediately post fire and prior to and after the designated fire season.

- Equipment deficiencies identified as a result of stocktaking are to be made good as soon as possible. Major item deficiencies will be investigated.
- Crew leaders will physically account for equipment used during training or operational activities before leaving the fire ground.

### **5.14 Medical assistance**

All members of the RFA's Rural Fire Force are trained in basic First Aid. Where prolonged fire situations occur or should the situation dictate, specialist medical assistance will be placed on standby. This will normally be St John Ambulance in the first instance.

### **5.15 Logistical support**

Additional logistical support will initially come from RDC and contractor resources. Protracted fire logistical support will involve members of the Manawatu Wanganui Regional Rural Fire Committee, of which the RFA is a member, and which all members have signed a Memorandum of Understanding (MOU).

### **5.16 Welfare support**

Fire fighters are required to carry sufficient high-energy snack food and liquid for immediate use on the fire ground. The RFA has a support vehicle which carries snack food and hot drink preparation kit. This will be deployed to the fire ground as soon as possible when requested.

Substantial main meals will be provided for personnel who have been working on the fire ground for an extended period of four hours or more.

During prolonged activities, including fire watch patrols, substantial meals will be provided every four hours.

Fires of short duration welfare needs will be arranged by the Incident Controller.

Fires of longer duration and complexity, welfare resources are to be the responsibility of logistics (CIMS).

Drinking water supplies for short duration fires are carried on fire appliance and the support trailer.

Firefighters engaged in fire suppression will carry personal drink bottles.

## **5.17 Relief crews**

Once the Duty RFO/PRFO has assumed or appointed a person to be Incident Controller, all requests for outside assistance must be authorised by the Incident Controller or the Logistics Manager.

For prolonged incidents, urgent attention should be given to relief crews due to the arduous nature of fire fighting.

Relief crew resources will be arranged by the Logistics Manager.

## **PART SIX: RECOVERY**

### **6. Recovery policies**

The RFA will maintain procedures that will ensure effective post fire actions are carried out. Council acknowledges it has statutory responsibilities under the Resource Management Act 1991 Section 31, The District Plan for Management of Land Resources, and for reinstatement of land damaged during fire suppression operations.

#### **6.1 Protected areas**

The RFA has no specially protected areas gazetted under Section 6 of the Forest & Rural Fires Act 1977.

#### **6.2 Rehabilitation**

Both fire and fire suppression may have an adverse impact on the environment and assets.

Section 55 of the Forest and Rural Fires Act 1977 deems that damage caused by fire fighting is to be damage caused by the fire for the purpose of insurance claims.

Minimising the rehabilitation required is done by including damage control as part of fire suppression incident action planning. This will include being mindful of flora and fauna, water quality, soil disturbance and damage to assets.

Particular care must be taken when using suppressants and retardants due to their potential impact on the eco system.

The RFA will, as soon as practicable, facilitate, in conjunction with the landowner, where the level of damage warrants:

- Restoration of soil disturbance
- Other environmental damage
- Roading repairs
- Repairs to other assets
- Removal of debris caused by fire suppression (e.g. foam containers).

## 6.3 Use of additives

### General

All containers of Class A foam, fire-troll concentrates or hydro blender capsules shall be labelled to alert fire personnel that they do not contain plain water.

### Handling, Mixing and Applying

Personnel involved with additives are to be trained in their use to protect health and safety and the environment.

Commanders at all levels are to ensure fire fighters are trained before allocating tasks involving the handling, mixing and applying of additives.

### Precautions by Crew Leaders and Fire fighters

- Always have suitable First Aid supplies including an eye wash kit on site.
- Extra effort should be taken to mitigate against accidental spills on site.
- Users must be aware of Material Safety Data Sheet (MSDS) of the chemical giving warnings and potential health effects.
- Users must ensure correct mixing ratios are employed. If users are uncertain, stop activities and ask for the correct ratios.

### Personal Safety

Fire fighting personnel are to wear the following protective clothing whilst directly working with Class A foam and retardants.

- Eye protection: goggles or full-face agricultural mask.
- Clothing: waterproof overalls.
- Respiratory Protection: Vapour Respirator during dry and dusty conditions.
- Protective Gloves: Approved Neoprene Gloves. A special skin protective cream is to be used.
- Footwear: Waterproof Polyurethane gumboots should be worn where practicable
- Ear Protection: Grade 4 Earmuffs or Level 2 earplugs must be worn.
- Head Protection: Helmets will be worn to protect head and neck areas from spills during aerial operations.

Note: Extra protective clothing items are carried on the fire appliance and the support trailer.

## 6.4 Health and Safety

The RFA recognises the need for all people engaged in Council work, to be provided with a safe and healthy environment in which to work.

The RFA will be bound by Council's Health and Safety Policy and the Health and Safety in Employment Amendment 2002. Copies of the RDC Health and Safety Management manual are located at each fire depot.

RFO's are to monitor operational and training activities to ensure safe working practices are employed.

Note: All volunteer rural fire fighters are deemed as members of Council staff and are covered by AMP insurance arrangements. All volunteer rural fire fighters shall comply with the principles of Rangitikei District Council's Health and Safety Policy.

## **Protective Clothing/Equipment**

RFO's and rural fire fighters of the RFA have been issued with personal protective clothing which meets the standard set out in the appropriate NRFA, DOC or AS/NZ Standard.

This equipment is to be carried at all times on the fire ground and is to be worn as appropriate for the task assigned.

For pump operators, bucket operations and use of suppressants and retardants, suitable clothing is available from the fire appliance or the RFO duty vehicle, including wet weather kit.

## **Reporting of Accidents**

All rural fire personnel must report any accident, injury or near miss incidents during the operation as soon as practical, but at least within 24 hours. It shall be the responsibility of the PRFO to ensure that any documentation/medical certificates, etc, are collected or completed to support any likelihood of an ACC claim.

The PRFO and persons involved must fill in the Emergency Service's Accident Report book within 24 hours of any event or near miss.

The PRFO will arrange to carry out an accident investigation on all accidents and near misses.

## **6.5 Victim Support crisis management**

Fire fighters and any other personnel involved in accidents or serious harm are to be given the opportunity to receive counselling and support through Rangitikei District Council contracted service provider.

## **6.6 Safety when working with aircraft**

Safety, particularly Aircraft Safety, is a frame of mind requiring thought and effort. Safety must be present at all times and is sensible to practice, model and encourage in others.

We must be prepared to look out for others' safety at all times, to anticipate problems and isolate, mitigate or modify them so the problem is no longer an issue - whether site, equipment or people.

With isolated fires, aircraft are a key fire-fighting tool. People and aircraft must work safely together to maximise effectiveness. Failure to do this will compromise safety, add unnecessary expense and reduce fire fighting efficiency. If in doubt ask a more experienced or qualified person.

### **Under Civil Aviation Rule 91.211**

All passengers must receive a briefing prior to any take-off. It should never be assumed that experience negates the need for this requirement.

For New Zealand rural fire fighting, the pilot or an authorised person should conduct the safety brief, i.e. Aircraft Officer or Air Observer. It remains the responsibility of the person operating the aircraft to ensure that the briefing is conducted for all passengers.

The following points must be covered:

- (i) Conditions under which smoking is permitted.
- (ii) Occupancy of seats and fastening of passenger seatbelts or harnesses.

- (iii) Seat configuration for take-off and landing.
- (iv) Location and means of opening entry doors and emergency exits.
- (v) Location of survival and emergency equipment for passenger use. (Fire extinguisher, First Aid Kit, Axe, Emergency Locator Transmitter, Life jackets if operating over water = with demonstration (CAA Rule 91.525 & 91.211 (b)(3)).
- (vi) Emergency landing procedures (as well as crash position).
- (vii) Use of portable electronic devices (CAA Rule 91.7).
- (viii) Storage of baggage and cargo in accordance with CAA Rule 91.213 & 91.215.

Wear personal protective equipment. Know how to shut off fuel and electricity on the aircraft.

### Ground Safety

- (a) If working on or near airstrip/helipad **always** wear protective overalls, goggles, ear protection - grade 5 or better around gas turbines.
- (b) Carry all hats, including hard hats, unless chin-straps are secured. **Particularly watch for persons wearing soft-peaked (baseball-type) caps.**
- (c) Do not leave loose objects near aircraft or landing areas where they may be blown about.
- (d) Remain well clear of landing and take-off areas when aircraft are operating unless a specific task requires you to be in the area.
- (e) Do not smoke within 15m (50 ft) of an aircraft, fuel dump or refuelling equipment.
- (f) Ensure that campfires are at least 100m away from aircraft.
- (g) Stay away from any moving parts.
- (h) Always follow the directions given by the pilot, flight crew or aircraft marshal.
- (i) If moving large crews, conduct a briefing (Safety) before they enter the aircraft. Printed cards containing safety information pertinent to the type of aircraft or work may supplement briefings.
- (k) Keep crews and their equipment together to one side, upwind of the landing area. Instruct them to face away during take-off or landings.
- (l) Have each person responsible for their own gear and be ready to board as soon as the pilot signals.

The National Rural Fire Authority publication "Aircraft Safety" is to be made available to fire fighters. Training and assessment in unit standards:

20388 Working Safely with aircraft at Emergency Incidents; and  
3288 Load Water & Water Additives for Aerial Operations

is to be incorporated into the training programme.

## 6.7 Safety when working near electricity

Mains electrical voltages are a significant hazard. As such, health and safety policies as well as electrical requirements for safety apply.

## 6.8 Fire Fighter and Fire Appliance safety when working on roadways

The Rural Fire Authority is to ensure that its fire fighting personnel are adequately skilled and equipped to abide by safe procedures when working on roadways. This may include:

1. Providing high visibility concepts on fire appliances:
  - Day operations - adequate high visibility colour and warning lights.
  - Night operations - adequate reflective tape and warning lights.

2. Providing high visibility safety tabards and road marking cones/hazard warning signage as may be required for safety of fire fighting crews and personnel undertaking traffic control.
  - Tabards design to the requirement of AS/NZ 4602:1999;
  - Road cones and signage to Transit NZ requirements; and
  - May also include portable warning light devices.
3. Providing tuition on safe practices when working on roadways, including:
  - Being conversant with the requirements of Transit NZ - Code of Practice for Temporary Traffic Management.
  - Being conversant with safety procedures when working on roadways for the parking of fire appliances and make safe the area of work.
4. It is imperative to be stringent on the requirement to provide for safe operational procedures when undertaking fire operations that involve working on roadways.

## 6.9 Post fire investigation

To varying degrees all fire incidents will be investigated to determine cause, origin, any other factors contributing to liability and the need if viable for cost recovery.

The RFA may employ an independent fire investigator, where the PRFO believes necessary to determine the cause or any factors contributing to a fire.

The Rural Fire Authority will endeavour to recover all fire suppression costs for fires where practicable and liability can be determined.

The PRFO will discuss with the Environmental Services Team Leader fire incidents where prosecution action may be considered viable.

### Note: **Fire Investigations**

Will be instigated by the PRFO. Investigation levels shall be determined by actual or potential loss or damage.

Investigations can vary from RFO discussions, site visits or a full investigation by fire investigators.

All levels of investigation will include the following elements:

- Determine origin path and cause of fire
- Measures to protect point of origin
- Gathering, recording relevant facts
- Advising NRFA if a specialist fire investigation is needed
- Request the NRFA of another suitable person to carry out an independent investigation
- Arrange site guards or patrols if warranted.

The Wildfire Investigation - Initial Report is attached is attached at **Appendix M**.

### **Charging for services**

Council has a policy to charge fair and responsible costs for any service it provides.

In accordance with this policy, the RFA will pursue full cost recovery for fire suppression activities pursuant to Section 43 of the Forest & Rural Fires Act 1977.

**Charges for Equipment and Personnel** shall be set at the current NRFA schedule for fair and reasonable hire of equipment is attached at **Appendix N**.

## **COST RECOVERY PROCEDURES**

The Rural Fire Authority will apply the following procedures to recover fire suppression costs.

### **General Procedures**

- Establish facts and where possible culpability.
- Obtain costs from supporting agencies and authorities.
- Prepare and render account for payment in accordance with Council financial procedures to the person responsible for the fire.
- Inform the NRFA if there is any potential of a claim being logged with NRFA.
- Arrange payment for supporting agencies by their due date.

### **Prosecution**

A decision to proceed with prosecution actions is weighted against the severity of damage costs involved, magnitude of the breach against the Act and the likely costs of prosecution.

The responsibility for the decision to proceed or not proceed with prosecutions shall be made by the Manager, Environmental and Regulatory Services.

## **6.10 Operational debrief**

Debriefs are an important part of improving both organisational processes and providing individual development.

Formal debriefs will be held in terms of the NRFA National Debrief Template. The template is attached at **Appendix O**. Where possible all personnel who were involved in the incident should attend the debrief. As such, Council may meet reasonable costs of those attending.

Formal debriefs are required for the following events:

- Where there may be a claim on the Rural Fire Fighting Fund.
- Where a death or serious harm injury has occurred (including near misses for serious harm injury).
- Where there is public or land owner request to hold a debrief.
- Any other incident where lessons can be learnt.

A formal debrief must be held within 14 days of the fire being declared out (it will be facilitated by a suitably qualified independent person). The debrief must be documented including recommendations for improvement. A copy of the debrief will be forwarded to each organisation involved in the event.

Informal debriefs should be held as staff leave the fire ground of any event.

## **6.11 Operational review**

Fire Operational Review is an independent assessment of a significant fire in a Fire Authority's District carried out under the procedure developed by the NRFA under Section 14A of the Fire Service Act 1975.

## **PART SEVEN: ADMINISTRATIVE**

### **7. Administrative section**

This section sets out those administrative matters which enables Rangitikei District Council to operate as a safe, effective and efficient rural fire authority

#### **7.1 Rural fire representation**

##### **Regional Rural Fire Committee**

The RFA is a member of the Manawatu Wanganui Regional Rural Fire Committee and is normally represented by the PRFO at all meetings.

##### **Rangitikei District Emergency Management Committee**

Rangitikei District Council is a member of the Rangitikei District Emergency Management Committee and the Principal Rural Fire Officer is the Authority Representative on that committee

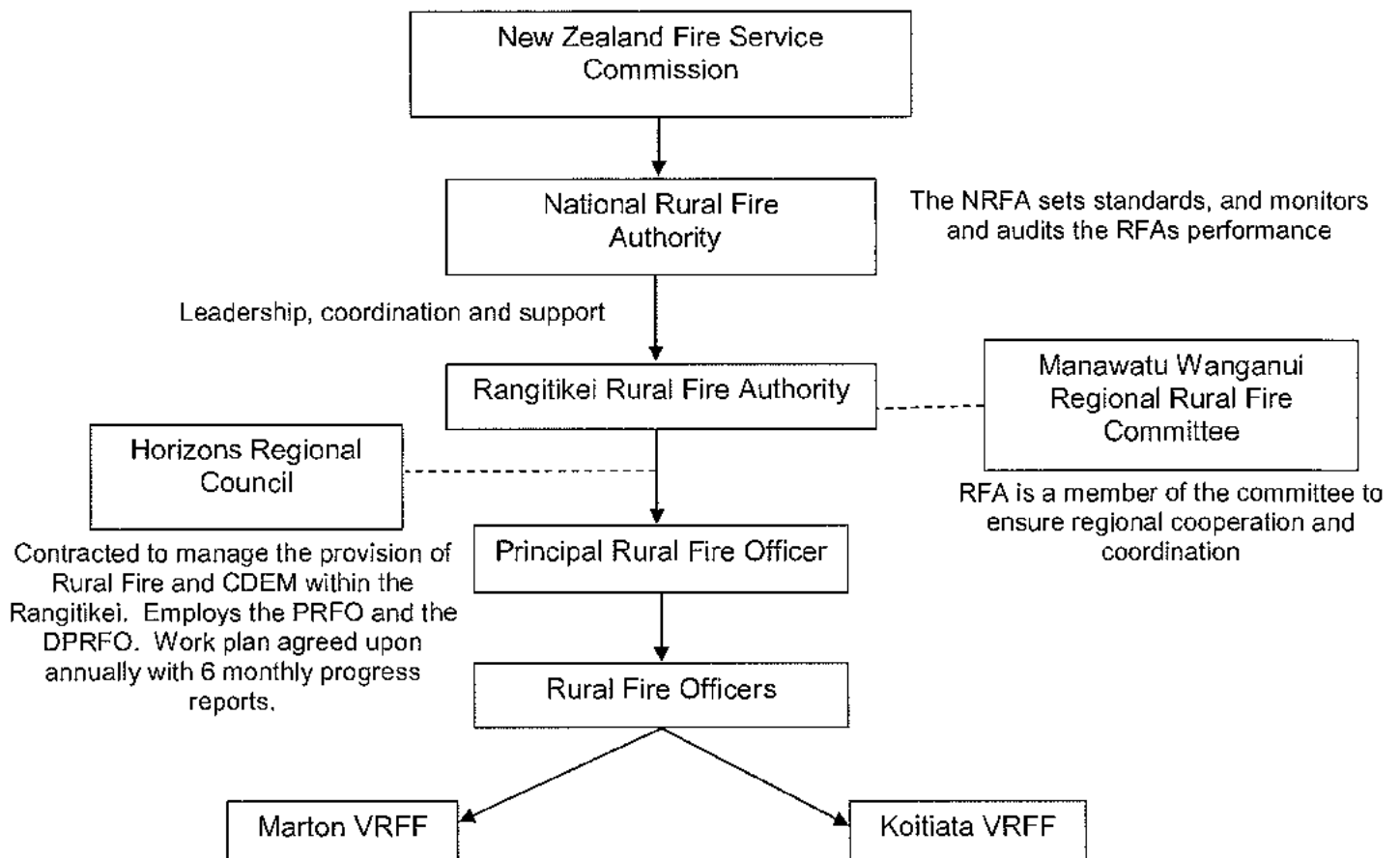
##### **Civil Defence Emergency Management Group**

As a requirement of the Civil Defence Emergency Management Act 2002, Rangitikei District Council is a member of the Manawatu Wanganui Civil Defence Emergency Management Group. It is also a member of the Manawatu Wanganui CDEM Coordinating executive group (CEG). The Chief Executive of the Rangitikei District Council is the council representative for all emergency management matters on the CEG.

Rural Fire interests are represented on the CEG by the chairman of the Manawatu Wanganui Regional Rural Fire Committee.

#### **7.2 Governance**

As per section 2.8 of the Fire Plan, the Rangitikei Rural Fire Authority has contracted out its rural fire delivery to Horizons Regional Council; the PRFO is appointed by Horizons Regional Council but warranted under Section 13 of the Forest and Rural Fires Act 1977 by the Rural Fire Authority. The PRFO is guided in his/her decision making by the Annual Business Plan and Key Performance Indicators as agreed upon by HRC and RDC and reports to the Manager of the Emergency Management Office, HRC.



### 7.3 Financial arrangements

Rural fire control is a core activity of Council which is funded by:

- General rates
- Cost recovery for fire incidents
- Cost recovery for fire hazard mitigation.

Rural fire control is contained in the Emergency Management section of the Regulatory and Environmental Services Budget.

### 7.4 Insurance provisions

Members of the VRFFs' have insurance cover under the AMP insurance scheme.

### 7.5 Delegated authority

The Rangitikei District Council has delegated full powers to its appointed Rural Fire Officer to perform their duties pursuant to Section 36 of the Forest and Rural Fires Act.

Rangitikei District Council has also delegated authority to the Principal Rural Fire Officer to make amendments to the Fire Plan, where those amendments are considered of a minor nature and do not significantly affect the policies of the Council.

## 7.6 Confidentiality of information

Personnel are not to disclose or divulge any sensitive or confidential information obtained in the course of employment if it is likely to be regarded by the Rangitikei District Council as not for disclosure to the public. This includes reports, records, correspondence, minutes and discussions.

## 7.7 Checklist for fire plans

Checklist for Fire Plans made under the Forest and Rural Fires Regulations 2005

The Forest and Rural Fires Regulations 2005 require Fire Plans to contain four sections in the following order;

- Reduction
- Readiness
- Response
- Recovery

Under each section there are requirements in the regulations for what the Fire Plan must contain. These are detailed below:

### Reduction

Regulation 41 deals with the matters of Reduction. Under the heading of "Reduction" the Fire Plan must contain the following:

Check	Regulation	What the plan must contain	Found at
	41(1)	The policies and procedure that the Fire Authority has to reduce the likelihood and consequences of fires in its district	3
	41(2)	The policies and procedures must include the:	
	41(2)(a)	Fire Authorities fire hazard and fire risk management strategies	3.4
	41(2)(b)	Fire prevention planning carried out in the Fire Authorities district	3.5
	41(2)(c)	Public education activities carried out in the Fire Authorities district	3.6
	41(2)(d)	Fire Authority's direction to people on the use of fire as a land management tool.	3.8
	41(2)(e)	Details of the following	
	41(2)(e)(i)	Any area in the Fire Authorities district that has been declared a forest area under section 17 of the Forest and Rural Fires Act 1977.	3.9
	41(2)(e)(ii)	Any fire safety margin attached to a forest area described in 41(2)(e)(i)	3.10
	41(2)(e)(iii)	All bylaws relating to fire control measures in the Fire Authorities district	3.11
	41(2)(e)(iv)	Where, and to what extent, in formulating fire control measures, the Fire Authority has had to regard any national or regional policy statement, regional or district plan, or regulations made under the Resource Management Act, 1991.	3.12
	41(2)(f)	Any other relevant matters.	3

### Readiness

Regulation 42 deals with the matters of Readiness. Under the heading of "Readiness" the Fire Plan must contain the following:

Check	Regulation	What the plan must contain	Found at
	42(1)	The policies and procedures that the Fire Authority has in relation to readiness for a fire-fighting event in its district.	4
	42(2)	The policies and procedures must include:	
	42(2)(a)	A map showing; The Fire Authority's district, and Any other area for which the Fire Authority is responsible, and The geographic boundaries of adjacent fire districts, and The principal roads in the areas described in subparagraphs (a) and (c).	4.2

	42(2)(b)	Details of the Fire Authority's responsibilities and chain of command.	4.3
	42(2)(c)	The name of the Principal Rural Fire Officer and the name or names of the Rural Fire Officers of the Fire Authority.	4.6
	42(2)(d)	In the case of a committee, the membership of the committee and a copy of its rules.	Appendix H
	42(2)(e)	Details of the training arrangements for the Fire Authority's managers and officers, including an outline of the way in which the Principal Rural Fire Officer and the Rural Fire Officers are educated on their legislative functions, powers, and duties under the Forest and Rural Fires Act 1977.	4.7
	42(2)(f)	A list of the agencies available to the Fire Authority for assistance with fire fighting or related activities, including the contact details of each agency.	Appendix K
	42(2)(g)	Details of all equipment and personnel listed as available to attend a fire call-out in the Fire Authority's district. <i>Note:</i> Regulation 42(3) states that the information relating to personnel is not Required to be included in the copy of the Fire Plan that is made available for public inspection in accordance with Section 12(4)(b) of the Act.	Available upon request
	42(2)(h)	A record of any arrangements or agreements made under Section 14, 15 or 16 of the Act.	Appendix I
	42(2)(i)	A record of any agreements between the Fire Authority and voluntary or other fire forces or persons for the delivery of fire services.	Appendix C
	42(2)(j)	A list of all specially protected areas in the Fire Authority's district.	4.12
	42(2)(k)	Details of the fire season status trigger points for the district.	4.14
	42(2)(l)	Details of the trigger points for imposing restricted access or for closing access into any exotic forest in the Fire Authority's district. <i>Note:</i> Regulation 42(4) states that before setting any trigger points, a Fire Authority must consult with the eligible landholders of the forest.	4.14
	42(2)(m)	Any other relevant matters.	

Regulation 43 deals with other matters which may be included in the Readiness section. This information is not required but may be useful.

Additional information relating to readiness that may be included in the Fire Plan:

Check	Regulation	What the plan must contain	Found at
	43(a)	Details of the fire protection works in the Fire Authorities district (e.g. location of fire breaks).	n/a
	43(b)	The way in which the Fire Authority implements the New Zealand Fire Danger Rating System.	4.16
	43(c)	The fire danger indicator signs used by the Fire Authority	4.18
	43(d)	The Fire Authorities awareness and resource response in relation to each level of fire danger.	4.19

## Response

Regulation 44 deals with the matters of Response. Under the heading of "Response" the Fire Plan must contain the following:

Check	Regulation	What the plan must contain	Found at
	44(1)	The policies and procedures that the Fire Authority has for responding to a fire in its district.	5
	44(2)	The policies and procedures must include details of the following matters:	
	44(2)(a)	How the Fire Authority receives and deals with calls for assistance at a fire	5.1
	44(2)(b)	How the Fire Authority initially responds to a fire that has received notice of	5.2
	44(2)(c)	How additional fire-fighting resources are deployed if extended action is required at a fire, including identification of the limits of local capacity	5.6
	44(2)(d)	The chain of command and control at a fire	5.9
	44(2)(e)	How all parties involved in the response to a fire establish effective	5.11

		communications with each other, and	
	44(2)(f)	Any other relevant matters.	
	45(1)	A description of the systems that the Fire Authority uses for responding to a fire in its district.	5.2
	45(2)	The description of the systems must include how the Fire Authority:	
	45(2)(a)	Records fire incidents attended by fire-fighting units in the Fire Authority's district	5.7
	45(2)(b)	Notifies other Fire Authorities, owners of forests, or other interested parties in the vicinity of a fire,	
	45(2)(c)	Records incoming and outgoing personnel and equipment	5.13
	45(2)(d)	Monitors fire behaviour, and	5.12
	45(2)(e)	Provides or organises logistical support (e.g. catering, relief personnel, first aid).	5.15

## Recovery

Regulation 46 deals with the matters of Recovery. Under the heading of "Recovery" the Fire Plan must contain the following

Check	Regulation	What the plan must contain	Found at
	46(1)	The policies and procedures that the Fire Authority has for activities it undertakes following a fire event in its district.	6
	46(2)	The policies and procedures must include details in relation to the following matters: The health and safety of personnel Fire operation reviews Operation debriefs Post fire investigations, and Any other recovery activities that occur after a fire has been contained.	6.4 6.9 6.11 6.10

# Attachment 11

# Report

**Subject:** Deliberations on the Draft Heritage Strategy 2016

**To:** Council

**From:** Alex Staric, Policy Analyst

**Date:** 23 March 2016

**File:** 1- CP-5

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## **1 Executive Summary**

- 1.1 At council's meeting held on 17 December 2015, the draft Heritage Strategy was approved for public consultation between 18 January 2016 and 19 February 2016.
- 1.2 A total of 9 written submissions were received, with 2 submitters speaking to their submission at Council's 29 February meeting.
- 1.3 It is recommended that a number of changes are made to the Heritage Strategy 2016 in accordance with feedback received during the consultation period.

## **2 Background**

- 2.1 The draft Heritage Strategy replaces the previously confirmed Heritage Protection Strategy 2008, taking a more holistic approach by considering heritage resources to include built, natural, cultural, and social characteristics.
- 2.2 The Strategy recognises heritage plays an important role in the overall well-being of the community and in the creation of communities and a District with a distinct identity.
- 2.3 The Strategy was developed during 2015 in conjunction with Te Roopu Ahi Kaa, the Policy/Planning Committee and in consultation with the Rangitikei Heritage Group.

## **3 Submissions**

- 3.1 Council received a total of 8 written submissions (5 written and 3 electronic) during the consultation period of 18 January 2016 – 19 February 2016. A further submission was received after the close of submissions on 26 February 2016 from Robert Martin on behalf of Te Maru o Ruahine Trust ([Appendix 1](#)).

- 3.2 Submissions were received from five organisation: Heritage New Zealand, Whanganui Regional Heritage Trust, Bulls Museum, Marton Community Committee, Te Maru o Ruahine Trust.
- 3.3 Two submitters (John Vickers on behalf of the Whanganui Regional Heritage Trust and Robert Snijders) spoke in support of their submission at Council's 29 February 2016 meeting.
- 3.4 One written submission was removed from the analysis as the submitter's only feedback was that they were not able to say whether they were supportive of Council's role in the draft Heritage Strategy. No contact details were provided from this submitter so staff were unable to follow up on the intent of this submission.

#### **4 Comment**

- 4.1 Feedback received indicates that 7 out of 8 submitters were supportive of the Heritage Strategy. They agreed the Strategy was clear to understand, heritage is important to the District, were supportive of the Strategy's goals and supported Council's role in the Strategy. See [Appendix 2](#) for a more detailed analysis.
- 4.2 The comments provided by submitters are summarised and proposed response is provided in [Appendix 3](#). All submitters (including Heritage New Zealand) were supportive of the Heritage Strategy, with some submitters requesting specific changes.
- 4.3 The amended Heritage Strategy is attached as [Appendix 4](#). Changes include:
- The addition of an overarching goal - *Recognise Rangitikei District's heritage and support its promotion, documentation and long term use in a manner that benefits the community and future generations*
  - The addition of 'Promotion of the Rangitikei District' as a method.
  - The expansion of the Action Plan to include the activities arising from the other methods stated in the Strategy.
  - Minor wording changes.
- 4.4 It is also recommended that Appendix 1 of the draft Strategy – which refers to the relevant provisions from the District Plan is removed as these provisions are likely to change following adoption of the Heritage Strategy.

#### **5 Recommendations**

- 5.1 That the report 'Deliberations on the Draft Heritage Strategy 2016' be received.
- 5.2 That the Heritage Strategy 2016 [as amended/without amendment] be adopted.

Alex Staric  
Policy Analyst

# Appendix 1

## RDC Draft Heritage Strategy 2016

#8

COMPLETE

Answers Entered Manually

Collector: Web Link - Manual Entry 6 (Web Link)

Started: Friday, February 26, 2016 12:02:38 PM

Last Modified: Friday, February 26, 2016 2:06:48 PM

Time Spent: 02:04:10

IP Address: 203.114.191.118

1-CP-S-2

PAGE 1

### Q1: Address

Name	Robert Martin
Company	Te Maru o Ruahine Trust
Email Address	hauiti.robert@xtra.co.nz
Phone Number	027 217 7772

Q2: Do you think the draft strategy is clear, unambiguous and easy to understand? Agree

Q3: Do you think heritage, defined as built, natural, cultural, and social, is important to the Rangitikei District? Agree

Q4: Are you supportive of the draft Strategy's Goals? Agree

Q5: Are you supportive of Council's role as outlined in the draft strategy? Agree

Q6: Do you have any further comment you wish Council to consider in relation to the draft heritage strategy?

No red flags were raised at recently held Ngāti Hauiti meeting. Hauiti is supportive of the relationship with Te Roopu Ahi Kaa Komiti and with Council and to be part of the decision making process. Timely reflections- involved prior to not after.

Q7: Do you wish to speak in support of your written submission to Council? no

PAGE 2: Privacy

Q8: All submissions will be public please tick this box if you would like your name withheld. ☒ Yes (name withheld)

# Appendix 2

## Heritage Strategy – Question Analysis

**Question 1: Do you think the draft Strategy is clear, unambiguous and easy to understand?**

Answer Options	Response Percent	Response Count
Agree	87.5%	7
Disagree	12.5%	1
Cannot say	0.0%	0

All but one respondent (12.5%) disagreed with question 1.

**Question 2: Do you think heritage, defined as built, natural, cultural, and social, is important to the Rangitikei District?**

Answer Options	Response Percent	Response Count
Agree	87.5%	7
Disagree	0.0%	0
Cannot say	12.5%	1

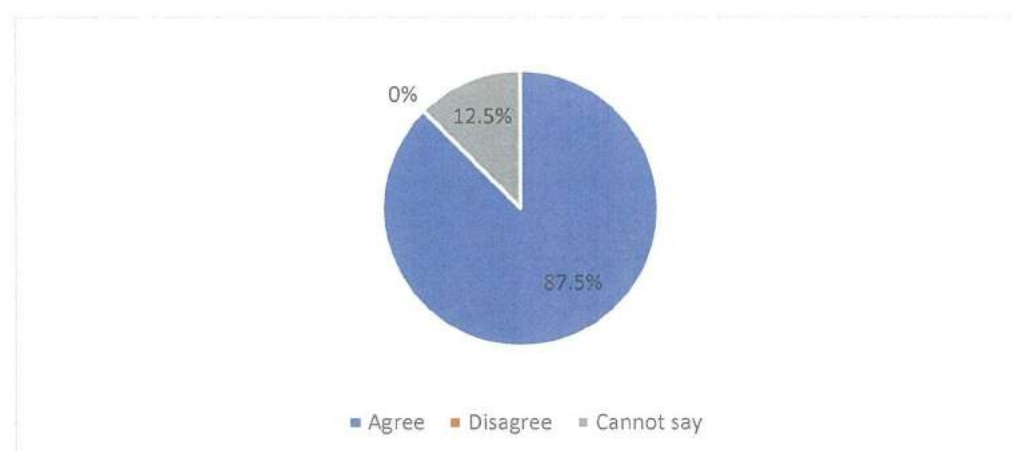
Only one respondent was undecided and provided the response “Cannot say”. The majority, 87.5 per cent of responses agreed with the draft Strategy’s definition of built, natural, cultural, and social.

**Question 3: Are you supportive of the draft Strategy’s Goals?**

Answer Options	Response Percent	Response Count
Agree	87.5%	7
Disagree	0.0%	0
Cannot say	12.5%	1

The majority, 87.5 per cent of respondents said they were supportive of the draft Strategy’s goals.

**Question 4: Are you supportive of Council’s role as outlined in the draft Strategy?**



Overall, 87.5 per cent of respondents were supportive of Council’s role as identified in the draft Strategy.

# Appendix 3

## Issues raised by Submitters

### Written submissions

Issues raised		Officer comments
<b>Heritage New Zealand</b>	Support for the proposed strategy – holistic approach and inclusion of Maori heritage.	Noted.
	Minor wording amendments proposed to various sections.	Changes made to Heritage Strategy.
	Propose the use of an overarching goal.	An overarching goal has been added to the Strategy.
	Town promotion as a key method for the survival of built heritage.	Council is actively involved with district promotion activities and provide support to lead agencies. A method to this effect has been added.
	Supportive of Rates Remission Policy, inventories and waiving of consenting fees	Noted.
<b>Keith G Scott-Bulls Museum</b>	Question the use of the term built and building in draft strategy	The use of 'built' 'building' in the strategy document have been reviewed and one changed has been made. The two terms have different meanings, therefore, it is appropriate to use both.
	Noted potential for conflict with demolition. Category 1 and 2 buildings should be preserved.	Regulatory requirements are found under the District Plan – cannot be changed through the Heritage Strategy.
<b>Pai Maraku</b>	Supportive of new initiatives in the proposed Strategy.	Noted.
<b>Madeleine and Vernon Grove</b>	Council approach to supporting heritage building owners could be more customer friendly.	Noted.
	Cut red tape and extend assistance more broadly than earthquake prone buildings.	Council is required to have restrictions around the development of heritage. Policies, such as the Rates Remission Policy have been put into place to support local business owners.
	Omission of Flock House from list of significant buildings	Flock house is listed under the District Plan along with the other significant heritage buildings.
	Expression to be further involved with Council and historical society.	Noted. Will provide the submitter with details of Bulls and District's Historical Society and the Rangitikei Heritage Group.

Issues raised		Officer comments
Anne George – Marton Community Committee	Minor wording amendments for the sharing of information with the Rangitikei Heritage Group and Treasured	Sharing of information is already common practice, but minor wording changes have been made to reflect this
Robert Martin – Te Maru o Ruahine Trust	Supportive that the Strategy was developed in conjunction with Te Roopu Ahi Kaa Komiti.	Noted.
John Vickers – Whanganui Regional Heritage Trust	Affirmed that the Trust shares many of the same goals and objectives for our district.	Noted.
	A good framework to achieve the necessary mix/balance of regulation/participation, and community buy in	Noted.
Robert Snijders	Omission of executive summary	Due to the Strategy's length, it is not considered that an executive summary would benefit the document.
	The action plan should include more actions	The action plan has been amended to include other the other methods identified in the Strategy.
	What is the cost for producing inventory	The Heritage Strategy will be implemented through existing budgets and staffing levels. Project specific funding will be sourced from external grants. Support is also provided by volunteers from the local museums.
	No discussion of street scenes	The proposed District Plan change incorporates a precinct concept for Marton.
	Council is not exercising powers to protect public buildings.	Council has a number of documents and policies that seek to protect and re-use buildings – e.g. District Plan, Rates Remission Policy.
	If heritage buildings are not protected through the inventory process then it is a waste of money.	The heritage inventories are important to document a historical record from the District.
	Heritage Group should take the lead in developing the inventories	The Rangitikei Heritage Group and Council are already and will continue to work in partnership to develop the heritage inventories.
	Council and NZHPT to co-develop a formula to protect Rangitikei's Heritage.	The strategy already provides the direction of how heritage within the district will be managed. Council will continue to work with Heritage New Zealand as integral stakeholder. Heritage NZ is generally supportive of Council's draft Strategy.

Oral submissions

Submitter	Summary of verbal submission	Officer comments
John Vickers – Whanganui Regional Heritage Trust	Outlined the role of the Whanganui Regional Heritage Trust and noted support for the Strategy.	Noted.
Robert Snijders	Action plan is not comprehensive	Methods included in section 7 have been added to the Strategy's Action plan.
	When buildings/sites are being assessed as being of historical significance it should also be outlined what specific parts of those buildings/sites need to be protected.	Heritage listed buildings are protected through the District Plan. The inventory project seeks to develop a record of the District's history and is not aimed at protection (only documentation). This is proposed for Marton under the Proposed District Plan Change 2016.
	Costs should be public.	The Heritage Strategy will be implemented through existing budgets and staffing levels. Project specific funding will be sourced from external grants. Support is also provided by volunteers from the local museums.

# Appendix 4

# RANGITIKEI DISTRICT COUNCIL

## HERITAGE STRATEGY 2016



### 1 Introduction

- 1.1 The Rangitikei District has a vast range of heritage resources which contribute to the well-being of the community. These resources range, from outstanding natural landscapes, places of natural beauty, to areas of cultural significance and physical resources. All of these heritage features tell stories of the past and provide an important link through the present and into the future.
- 1.2 It is recognised that our heritage assets provide benefit for the community, creating communities and a District with a distinct identity. They are also potential attractions for visitors and thus may contribute to growth of the District's economy. However, the District has a wide range of other factors which contribute to community well-being. Ensuring communities are vibrant places of economic and social activity is essential. Importance needs to be placed on consideration of the management of heritage resources within the wider context of overall well-being of local communities and the potential end use of the site.
- 1.3 Heritage is also preserved, promoted and supported through the documentation of narratives and stories. These can be the stories of the lives, or traditions of local communities and tangata whenua or the social or cultural context surrounding built and natural heritage. These oral histories and experiences contribute to an important part of Rangitikei's heritage resource which, if not documented, may be lost over time.

### 2 Rangitikei Tangata Whenua Perspective – Heritage Protection

- 2.1 Toi tu te kupu, toi tu te mana, toi tu te whenua – a plea to hold fast to our culture, for without language, without mana, and without land, the essence of being Maori would no longer exist but be a skeleton which would not give justice to the full body of Maoritanga.
- 2.2 This well-known saying reflects upon heritage being an important aspect to the overall drive for the sustainability of iwi Maori in general and also to hapu and iwi within the Rangitikei District. This is demonstrated by the extensive involvement of local hapu and iwi in ensuring their respective korero is nurtured for future generations.
- 2.3 In all gatherings of our people whakatauki and pepeha are recited and speakers are supported by waiata which all have elements of korero that link the people to the land and the rivers. They also refer to events in our history which also provide insight into our respective relationships within this land. Physically protecting places of significance helps sustain the korero further whilst also giving it greater meaning and understanding to whanau, hapu, iwi and non – iwi within the District. The pending

settlement of historic Treaty of Waitangi claims will clear a pathway for hapu and iwi to fulfil ambitions in heritage protection to take those responsibilities further to engage with their respective whanau and to an extent with all people.

- 2.4 Having a leading hand within this process is vital as the role of kaitiaki underpins the integrity of such pursuits to make it sustainable from a perspective of responsibility and also based upon a reciprocal relationship between people and place as well as with taonga and resources.

### 3 What is heritage?

- 3.1 Heritage is a term which is applied to buildings, sites, places, objects and other features of historical significance which are valued by people and communities. Heritage is inherited from the past and handed on for the benefit of future generations and includes:

- *Built heritage* – buildings and structures, such as those listed by the Heritage New Zealand.
- *Natural heritage* – natural places, objects and intangible attributes, such as identified outstanding natural landscapes and notable trees.
- *Cultural heritage* – objects and artefacts, places, language, stories, customs, protocols, knowledge and skills communities, groups and individuals recognise as part of their cultural heritage, such as sites of Waahi tapu.
- *Social heritage* – the history, traditions, knowledge and identities of local communities, such as the stories behind built heritage.

### 4 Statutory context

- 4.1 Rangitikei District Council has responsibilities for managing heritage within the District as follows:

- *Resource Management Act 1991* – as a matter of national importance<sup>1</sup> to ensure heritage is recognised, provided for and protected from inappropriate subdivision, use and development.
- *Reserves Act 1977* – reserves may be classified as historic reserves and vested in local authorities to control and manage.
- *Building Act 2004* – the need to facilitate the preservation of buildings of significant cultural, historical or heritage value needs to be taken into account<sup>2</sup>. The Building Act 2004<sup>3</sup> also contains a number of provisions regarding the need to ensure public safety and the priority to remedy issues with dangerous and insanitary buildings<sup>4</sup>.
- *Public Records Act 2005* – the requirement to ensure adequate protection and preservation of ‘protected records’<sup>5</sup>.

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<sup>1</sup> Section 6(f)

<sup>2</sup> Section 4(2)(l)

<sup>3</sup> Subpart 6 of Part 2

<sup>4</sup> The Buildings (Earthquake Prone Buildings) Amendment Bill will prescribe more vigorously how dangerous buildings should be treated, including heritage buildings.

<sup>5</sup> Section 40

- *Heritage New Zealand Pouhere Taonga Act 2014* - promotes the identification, protection, preservation and conservation of the historical and cultural heritage of New Zealand. Under this Act, the New Zealand Heritage List/ Rārangī Kōrero ~~It specially seeks to register~~ identifies historic buildings, sites or areas, or Waahi tupuna, Waahi tapu sites or areas,<sup>7</sup> ~~and to~~ The Act also provides for the of protect archaeological sites.

4.2 There is no specific mention of heritage in the Local Government Act 2002. However, when 'well-being' of the community formed part of the purpose of local government, this was generally viewed as including a heritage dimension.<sup>6</sup>

## 5 Purpose

5.1 This strategy provides the long term vision to guide Council's management of heritage resources throughout the Rangitikei District.

5.2 Heritage should be managed in accordance with the following goal overarching goal and seven sub-goals:

### Overarching Goal:

Recognise Rangitikei District's heritage and support its promotion, documentation and long term use in a manner that benefits the community and future generations

Goal 1: Document cultural and local histories.

Goal 2: Promote cultural and local histories of the Rangitikei.

Goal 3: Support tangata whenua to discover and document their physical, natural and intangible heritage.

Goal 4: Recognise the local context, providing management options which consider the overall and long term well-being of the community.

Goal 5: Consideration of the past use, current use and condition of the heritage resource<sup>7</sup> and the potential long term use of the heritage resource and/or site.

Goal 6: Partner with the community in the preservation and management of heritage resources.

Goal 7: Seek opportunities for regional/national collaboration and funding to assist with the protection of the District's heritage.

## 6 Challenges

6.1 The management of heritage resources presents a wide range of challenges for both the Council and the community. The main challenges include:

<sup>6</sup> Original purpose statement in section 10.

<sup>7</sup> Heritage resource can refer to a variety of heritage aspects such as; built heritage, cultural sites and natural landscapes.

Tension between the public benefit of heritage protection and the private cost of doing so

- 6.2 Often the cost or disadvantages associated with protecting heritage resources falls on the private property owner, hapu group, museum or historical society. However, the overall benefit of protecting the heritage resources may accrue to the wider community.

Cost of earthquake strengthening ~~built heritage buildings~~

- 6.3 ~~It is common for The majority of~~ heritage buildings ~~to be~~ are earthquake prone and require strengthening. Many are under-used and in need of general refurbishment. Often the cost of this ~~strengthening~~ work is prohibitive, with rents gained from tenants in the renovated building not able to cover that cost. ~~It may be preferable to demolish such under-used buildings in the District's CBD areas and replace them with structures which are more efficient and meet the needs of local businesses.~~ Not doing this runs the risk of such buildings being abandoned and eventually being demolished and not replaced. In the meantime, they do not meet the needs of local businesses and the wider community.

The economic and demographic context

- 6.4 Rangitikei is a District which is experiencing a slow population decline, with economic activity within the town centres also declining. This has resulted in an oversupply of commercial buildings. These factors, combined with the costs of earthquake strengthening can result in vacant buildings. Main streets with empty buildings reduce the amenity of these areas and can adversely affect community well-being.

Capacity of Tangata Whenua

- 6.5 Tangata whenua often have limited capacity for identifying, managing and enhancing their cultural heritage. There are a large number of Waahi tapu sites which are known only to the tangata whenua, and often the public recognition of these sites is not desirable.

Capacity of Council

- 6.6 Council has limited resources to identify, manage and enhance heritage resources. However, because of its leadership role in the community, it has some ability to attract sponsorship and relationships which support heritage initiatives.

Capacity of local museums

- 6.7 The Rangitikei District's five museums are operated solely by volunteers<sup>8</sup>. This provides a number of challenges for long term sustainability of the management of the heritage resources the museums care for. These challenges include: the number

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<sup>8</sup> Bulls, Marton, Hunterville, Mangaweka and Taihape.

of volunteers available, obtaining funding (funding is often sought via external funders), adequate facilities to care for collections and ongoing training of volunteers.

#### Present heritage can obscure past heritage

- 6.8 Often buildings, now considered as heritage, have replaced older buildings, whose appearance and use is effectively lost. In some situations there may be opportunities ~~it may be more important~~ to resurrect some tangible evidence of the earlier structure or use.

## **7 METHODS**

- 7.1 There are a wide range of possible methods for heritage management. The main methods Rangitikei District Council seeks to use through this strategy are:

- Rangitikei District Plan
- Rates Remission Policy
- Heritage Inventories
- Waiving of internal consenting fees
- Information education and support
- ~~Advocacy for external sponsorship/funding~~
- Promotion of the Rangitikei District

## **8 Rangitikei District Plan**

- 8.1 A key method for the management of heritage resources throughout the District is the Rangitikei District Plan. The District Plan provides for protection of natural, cultural and physical heritage through identification of valuable heritage resources and controls surrounding their use and development.
- 8.2 The District Plan provides the strategic direction for the management of heritage resources - to provide for the reuse of heritage in a manner which is appropriate for the particular context. It also seeks to ensure that the considerations surrounding the destruction of heritage resources involves how the replacement activities will provide for social, cultural and economic well-being of the affected community.

~~9.0 The relevant provisions from the District Plan are provided as Appendix 1.~~

## **10.9 Rates Remission Policy**

~~10.19.1~~ Rangitikei District has a Rates Remission Policy which provides remissions for owners of earthquake prone buildings. As most heritage buildings are highly likely to be earthquake prone, this policy is highly relevant to the District's physical heritage resources.

~~10.29.2~~ The Rates Remission Policy provides remissions for up to six months during strengthening/construction works, as well as up to three years upon completion of the building work. These provisions seek to encourage property owners to develop the building so that they can be better used.

## **11.10 Heritage Inventories**

**11.110.1** The District's museums already have inventories of their own collections, increasingly available online. The inventory process, however, is not limited to what is collected but rather what should be known: the development of a comprehensive heritage inventory increases the documentation and understanding about heritage resources throughout the District. Creating an inventory ensures that heritage resources are remembered, without necessarily requiring the physical resource to remain in perpetuity. It will be a continually evolving document, with new sites and items added as they are recognised and new information added when discovered.

**11.210.2** Two heritage inventories could be developed, one for the built heritage resources and one for Māori heritage. Having a separate inventory for Māori sites would ensure that it would remain a confidential document where appropriate. The development of a Māori heritage inventory would need to occur in partnership with Iwi and hapu. This will include discussions with Te Roopu Ahi Kaa, as well as with individual Iwi and hapu. There is also the opportunity to develop further inventories for the District's natural heritage resources.

**11.310.3** The heritage inventory process naturally extends to collecting information on narratives and associated collections from locals. These narratives and collections will provide an insight into Rangitikei's early history. Where possible such collections should be digitised for long-term protection and access.

## **12.11 Waiving of Internal Consenting Fees**

**12.111.1** The waiving of internal consenting fees for work on heritage buildings will be determined on a case by case basis by Council<sup>9</sup>. The internal consenting costs are the staff time required to process building and planning related consent applications<sup>10</sup>. To provide some guidance, the areas of consideration by Council when deciding whether to waive fees could be, but are not limited to:

- The extent to which heritage values will be retained or reused.
- The end use of the proposed development.
- The benefits of the proposed development.
- The significance of the heritage resource for the community.
- The significance of the social context behind the heritage resource and how it could be preserved.
- The degree of impact (positive/negative) for tangata whenua.

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<sup>9</sup> 15/RDC/031

<sup>10</sup> Costs not included as part of this provision are; external experts, such as fire safety experts, geotechnical advisors, heritage experts or the costs related to hearings processes.

## **13.12 Information Education and Support**

**13.12.1** Information and education are useful methods to increase awareness of heritage in the District and to engage communities with these resources. Information and education will be provided to local communities through the following methods.

### Support for the Rangitikei Heritage Group<sup>11</sup>

**13.12.2** Provision of resources to support the ongoing activities of the Rangitikei Heritage Group. This support will be through providing administrative assistance, assistance applying for grants, the continued sharing of heritage information, or assistance through the Community Initiatives Fund.

### Information about heritage resources

**13.12.3** The Heritage Inventory will provide this information which could be supplied to property owners and interested community members. It will be available (once published) in the District's libraries, information centres and museums as well as being uploaded to the Council's website.

### Support for the Treasured Natural Environment Group

**13.12.4** Continue to share environment issues, provide administrative support and assistance for applying for grants for projects which enhance community engagement with the natural environment.

### Use of the District libraries

**13.12.5** The libraries hold a small collection of historical published works on the District. The databases accessible through the libraries are a key resource in finding historical information held in other places.

### Archives Central

**13.12.6** The Council's archives are housed in a purpose-built public facility shared with neighbouring councils in Feilding. An online database is available and there is an ongoing programme of scanning of high-use records such as rating books.

## **14.13 Advocacy for external sponsorship/funding**

**14.13.1** Council is able to provide co-ordination for major projects, and develop relationships with major heritage and funding agencies. For some initiatives this will be critical.

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<sup>11</sup> The Rangitikei Heritage Group consists of representatives from the District's museums and historical societies (Bulls, Marton, Hunterville, Mangaweka, Taihape, Turakina), from Te Roopu Ahi Kaa, and from other interested heritage groups (Whanganui Regional Heritage Trust).

**13.2** Council is also well-placed to be aware of regional or national programmes which could have potential application to assist with heritage identification, preservation and access within the Rangitikei.

## **14** Promotion of the Rangitikei District

**14.214.1** Promotion of a vibrant town supports adaptive re-use possibilities for heritage buildings. Council supports and develops partnerships with key promotional organisations such as Project Marton, Taihape Community Development Trust and Bulls and District Community Trust, the provision of information centres and support for Town Centre Planning and community based place-making development.

## **15** **Action Plan**

Goal	Activity	Groups Involved	Completion
Development of a heritage inventory of built heritage.	Research into heritage resources (as identified by the Rangitikei Heritage Group).  Publication of research.	Rangitikei District Council  Rangitikei Heritage Group	2016
Development of a heritage inventory of Māori narratives and collections	Research, interviews and publishing of stories.	Rangitikei District Council  Local Iwi/hapu  Ratana Community	2016/17
Development of a heritage inventory of European / non-indigenous settler narratives and collections.	Research, interviews and publishing of stories.	Rangitikei District Council  Rangitikei Heritage Group	2017/18
Joint place naming	Using both the English and Māori place names in key Council correspondence/ documentation.	Council  Iwi groups	2016
<u>Support the development of local businesses</u>	<u>Rates Remission Policy</u>  <u>Waiving of internal consenting fees.</u>	<u>Council</u>	<u>On-going</u>

<u>Support heritage documentation and preservation, local historical groups and environmental groups.</u>	<u>Support Rangitikei Heritage Group</u>  <u>Support Treasured Natural Environment Group</u>  <u>Utilise libraries and Archives Central.</u>	<u>Council</u>	<u>On-going</u>
<u>Promotion of vibrant towns</u>	<u>Support local development organisations, support town centre development.</u>	<u>Council</u>	<u>On-going</u>

## 16 Review

The strategy will be due for review 1 December 2018.

## Appendix 1— Relevant provisions from the Rangitikei District Plan 2013

### NOTABLE TREES AND CULTURALLY SIGNIFICANT FLORA

#### Objective

*Notable Trees and culturally significant flora are identified, conserved and maintained, and their amenity values are recognised.*

#### Policies

*Require the protection and conservation of significant notable trees, as identified in Schedule C2 of the District Plan, from inappropriate subdivision, use and development.*

*Require the conservation of flora that has cultural significance for Māori and is within the conservation estate or is on publicly owned land.*

*Encourage public awareness and recognition of notable trees.*

### TANGATA WHENUA

#### Objective

*To recognise and provide for the relationship of Tangata Whenua with their ancestral lands, water, sites, waahi tapu and other taonga.*

#### Policies

*Provide for the relationship between Tangata Whenua and landscapes of cultural significance within the district through the development of non-statutory methods that ensure associative values are recognised and protected long term.*

*Recognise the role of Tangata Whenua as kaitiaki of key natural and physical resources with which they have a strong ancestral relationship, by ensuring that their views are sought on applications that may materially affect key natural and physical resources, particularly those sites identified in Schedule C1.*

*Enable development to encourage iwi, hapu and whanau to resettle within the District and reconnect with the land, provided that the adverse of development, subdivision and use are avoided or appropriately managed.*

*Collaborate with iwi on the identification and appropriate protection of sites of significance to Tangata Whenua.*

### HERITAGE PROTECTION

#### Objective

*Identify examples of historic, cultural, and other sites that reflect the District's heritage and cultural amenity, and provide for the management of those resources in a way that sustains the social, cultural and economic well-being of communities.*

#### Policies

*Ensure known examples of historic heritage are recognised in the District, and listed in Schedule C3.*

*Enable the protection, conservation or adaptive reuse of historic heritage listed in Schedule C3 of the Plan.*

*Evaluate in any application for the destruction or modification of heritage, the extent to which the replacement activities provide for the economic, social and cultural wellbeing of the affected community.*

# Attachment 12



**Rangitikei**  
Ua e pūtia...

# Rangitikei District Council

## Policy/Planning Committee Meeting

Minutes – Thursday 17 March 2016 – 1:00 p.m.

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**Present:** Cr Lynne Sheridan (Chair)  
Cr Richard Aslett  
Cr Cath Ash  
Cr Angus Gordon  
Cr Rebecca McNeil  
His Worship the Mayor, Andy Watson

**In attendance:** Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr John Jones, Asset Manager - Roading  
Mr Johan Cullis, Environmental Services Team Leader  
Ms Denise Servante, Strategy & Community Planning Manager  
Mr Matthew Blythe, Senior Animal Control Officer  
Mr Paul Chaffe, Principle Rural Fire Officer  
Ms Carol Downs, Executive Officer  
Ms Katrina Gray, Policy Analyst  
Ms Samantha Whitcombe, Governance Administrator

**Tabled Documents:** Item 14 Update on Legislation and Governance Issues – Better Local Services Summary

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies/leave of absence

That the apology for absence from Cr Peke-Mason be received.

Cr Gordon / Cr McNeil. Carried

## 3 Confirmation of order of business

The Chair informed the Committee that there would be no change to the order of business from that set out in the agenda.

## 4 Confirmation of minutes

Resolved minute number 16/PPL/010 File Ref

That the Minutes of the Policy/Planning Committee meeting held on 11 February 2016 be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett / Cr Gordon. Carried

## 5 Chair's report

The Committee discussed in depth the potential to create an app for the Rangitikei District and requested that some work be done by staff to further investigate this potential.

Resolved minute number 16/PPL/011 File Ref

That the Policy Planning Committee requests that a report on the costs, and potential opportunities and partnerships around an app promoting the Rangitikei District and economic development within the District, be brought to a future meeting.

Cr Sheridan/ Cr McNeil. Carried

Resolved minute number 16/PPL/012 File Ref

That the Chair's report to the meeting of the Policy/Planning Committee on 17 March 2016 be received.

Cr Sheridan / Cr Aslett. Carried

## **6 Queries raised at previous meeting**

The Committee noted the response provided to their queries raised at the previous meeting.

## **7 Risks to roading – flood damage**

Mr Jones spoke briefly to the report. The Committee discussed the need for staff to be having conversations with local agencies around protecting Council's biggest asset.

**Resolved minute number** 16/PPL/013 **File Ref** 1-AS-1-4

That the report 'Risk to roading – flood damage' be received.

Cr Gordon / Cr Ash. Carried

## **8 Proposed District Plan Change 2016 – update March 2016**

Ms Gray spoke briefly to the memorandum.

**Resolved minute number** 16/PPL/014 **File Ref** 1-PL-1

That the memorandum 'Proposed District Plan Change 2016 – update March 2016' be received.

Cr Ash / Cr Aslett. Carried

## **9 Activity Management:**

Ms Servante and Mr Cullis spoke briefly to the Activity Management reports for Community Leadership, Environmental and Regulatory Services and Community Well-Being.

**Resolved minute number** 16/PPL/015 **File Ref**

That the activity management templates for Community Leadership, Environmental and Regulatory Services and Community Well-Being (February 2016) be received

Cr Aslett / Cr McNeil. Carried

## 10 Update on communications strategy

Ms Downs spoke briefly to the update.

**Resolved minute number** 16/PPL/016 **File Ref** 3-CT-15-1

That the Update on communications strategy to the Policy/Planning Committee meeting on 17 March 2016 be received.

His Worship the Mayor / Cr Ash. Carried

## 11 Revised Rural Fire Plan

Paul Chaffe, Principal Rural Fire Officer, spoke briefly to the proposed Rural Fire Plan. Council is unlikely to need this beyond 2017, when the new unified fire service is planned to be in place.

**Resolved minute number** 16/PPL/017 **File Ref** 1-ER-5-4

That the revised Rural Fire Authority Plan 2016 be received.

Cr Gordon / Cr McNeil. Carried

**Resolved minute number** 16/PPL/018 **File Ref**

That the Policy/Planning Committee recommend to the Council (as the Rural Fire Authority) to adopt without amendment the proposed revised Rural Fire Authority Plan 2016, and delegate the Chief Executive to sign it on behalf of the Council.

Cr Gordon / Cr Aslett. Carried

Cr Ash 2.13pm / 2.22pm

## 12 Review of Manawatu-Wanganui Group Civil Defence Emergency Management Plan, 2016-21

Mr Chaffe spoke briefly to the Plan and narrated a presentation on the revised Plan. The Committee was in agreement with the suggested points for including in the submission from Council:

- the importance of community resilience – the need to build up volunteer capacity and capability
- the need to gain wide community understanding that for the first 48 hours 'you could be on your own'.

### 13 CDEM National Capability Assessment Report

Mr Chaffe explained the report, noting there was a five-yearly cycle for such assessments.

### 14 Update on legislation and governance issues

Mr Hodder spoke briefly to the report, and outlined the thinking behind the proposed submission on the Civil Defence Emergency Management Amendment Bill. The Committee looked to strengthen the profile of reports from the recovery manager at the end of the transition period by requiring them to be on the Ministry's website as well as that of the relevant council.

**Resolved minute number** 16/PPL/019 **File Ref** 3-OR-3-5

That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 17 March 2016 be received.

Cr Ash / Cr Sheridan. Carried

**Resolved minute number** 16/PPL/020 **File Ref** 3-OR-3-5

That the draft submission as amended on the Civil Defence Emergency Management Bill be referred for final consideration to the Mayor, the Deputy Mayor and the Chief Executive and, subsequently, for the Mayor to sign on behalf of the Council, with a copy of the final submission being included with the Chief Executive's Administrative matters report to Council's meeting on 31 March 2016.

Cr Sheridan / His Worship the Mayor. Carried

### 15 Update of Local Governance Statement

Mr Hodder spoke briefly to the updated Local Governance Statement.

**Resolved minute number** 16/PL/021 **File Ref** 3-PY-1-2

That the updated Local Governance Statement be received

Cr Gordon / Cr Aslett. Carried

**Resolved minute number** 16/PPL/022 **File Ref** 3-PY-1-2

That the Policy/Planning Committee recommends to Council that it adopts the updated Local Governance Statement without amendment.

Cr Sheridan / Cr Ash. Carried

## 16 Proposed speed-limit change on Parewanui Road

Mr Hodder spoke briefly to the report. The Committee requested that thought be given to the possible need to amend the signage on the adjoining Ferry Road and Brandon Hall Road.

**Resolved minute number** 16/PPL/023 **File Ref** 1-DB-1-7

- 1 That the Speed Limit Development Rating survey on Parewanui Road prepared by GHD be received.
- 2 That a new speed limit of new 80 km/h speed limit is introduced on Parewanui Road from the existing 50/100 km/h speed limit signs to a position 50 metres south/west of Brandon Hall Road and that the Chief Executive prepares a proposed revision to the Speed Limit Bylaw and associated consultation documents to be considered for adoption at the Council meeting on 31 March 2016

His Worship the Mayor / Cr McNeil. Carried

Afternoon tea 3.04pm / 3.18pm

## 17 Dog Control and Responsibility Policy and Control of Dogs Bylaw Review

Ms Servante and Mr Blythe spoke briefly to the report, outlining the proposed changes to the Policy and Bylaw.

**Resolved minute number** 16/PPL/024 **File Ref** 3-PY-1-20

That the report on "Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw Review" be received.

Cr Gordon / Cr McNeil. Carried

**Resolved minute number** 16/PPL/025 **File Ref** 3-PY-1-20

That the proposed draft Dog Control and Owner Responsibility Policy and draft Control of Dogs Bylaw, contained in Appendices 1 and 2 as amended with associated consultation documents be recommended to Council for adoption for a special consultative procedure at its meeting on 31 March 2016, and that the proposed Engagement Plan contained in Appendix 4 be recommended to Council for the special consultative procedure associated with these consultations.

Cr Ash / Cr Aslett. Carried

**Resolved minute number**                      **16/PPL/026**                      **File Ref**                      **3-PY-1-20**

That the proposed draft Animal Control Bylaw contained in Appendix 3 without amendment be recommended to Council for adoption, and that that no further consultation be undertaken.

Cr Sheridan / Cr Aslett. Carried

His Worship the Mayor 3.32pm / 3.34pm

## **18 Review of TAB Venue and Gambling Venue (Class 4) Policies**

Ms Servante spoke briefly to the report.

**Resolved minute number**                      **16/PPL/027**                      **File Ref**                      **3-PY-1-5**

- 1 That the report 'Triennial review of the Class 4 Gambling policy and the TAB venue policy' be received.
- 2 That the Policy/Planning Committee recommends to Council that the Gambling Venue (Class 4) and TAB Venue policies are released for public consultation without amendment and that further information and community views on this decision are sought through a consultation process concurrent with the draft Annual Plan 2015/2016.

Cr Ash / Cr McNeil. Carried

## **19 Evaluating Horizons' One Plan implementation – part one: water quality**

The Committee noted the invitation from Horizons for views on intensive land consenting and nutrient management and that there is no formal submission process.

## **20 Bulls Multi-purpose Community Centre – project update including progress with the fundraising plan for the Bulls Multi-purpose Community Centre**

The Committee noted the update on progress with the Bulls Multi-purpose Community Centre.

## **21 Update on the Path to Well-Being initiative and other community development programmes – March 2016**

Ms Servante spoke briefly to the report.

**Resolved minute number**

**16/PPL/028**

**File Ref**

**1-CO-4**

That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – March 2016' be received.

Cr Sheridan / Cr Aslett. Carried

## **22 Late items**

Nil

## **23 Future items for the agenda**

Nil

## **24 Next meeting**

Thursday 14 April 2016, 1.00 pm

## **25 Meeting closed – 4.07 pm**

**Confirmed/Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Rangitikei**  
UNDISCOVERED...  
UNEXPLORED...

# Rangitikei District Council

## Assets/Infrastructure Committee Meeting

Minutes – Thursday 17 March 2016 – 9:30 a.m.

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**Present:** Cr Dean McManaway (Chair)  
Cr Mike Jones  
Cr Nigel Belsham  
Cr Angus Gordon  
Cr Tim Harris  
Cr Ruth Rainey  
Cr Lynne Sheridan  
His Worship the Mayor, Andy Watson

**In attendance:** Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Mr John Jones, Asset Manager - Roading  
Ms Joanna Saywell, Asset Manager - Utilities  
Mr Reuben Pokiha, Operations Manager - Roading  
Mr Andrew van Bussel, Operations Manager - Utilities  
Mr Jim Mestyanek, Senior Project Engineer - Roading  
Ms Gaylene Prince, Community & Leisure Services Team Leader  
Ms Samantha Whitcombe, Governance Administrator

**Tabled Documents:**

<b>Item 5</b>	<b>Chair's Report – Chair's Report</b>
<b>Item 8</b>	<b>Activity Management – Roading Projects and Reseals List</b>
<b>Item 9</b>	<b>Roading Contract Performance – Roading Contract Performance</b>
<b>Item 10</b>	<b>Emergency Works Update – Roading Structures – March 2016</b> - Emergency Works Update – Roading Structures – March 2016
<b>Item 11</b>	<b>Additional Roading Proposals for 2015/16 - Additional Roading Proposals for 2015/16</b>
<b>Item 14</b>	<b>Electricity Supply to Council – Electricity Supply to Council</b>

## **1 Welcome**

The Chair welcomed everyone to the meeting.

## **2 Council Prayer**

Cr McManaway read the Council Prayer.

## **3 Apologies/leave of absence**

That the apology from absence from Cr Peke-Mason, and the apology for lateness from His Worship the Mayor be received.

Cr McManaway / Cr Gordon. Carried

## **4 Confirmation of order of business**

The Chair informed the Committee that there would be no change to the order of business from that set out in the agenda. He also informed the Committee that he would need to leave the meeting at 10.30am and that the Deputy Chair would take over the meeting.

## **5 Chair's report**

Resolved minute number **16/AIN/020** File Ref

That the Chair's report to the 17 March 2016 meeting of the Assets/Infrastructure Committee be received.

Cr McManaway / Cr Harris. Carried

## **6 Confirmation of minutes**

Resolved minute number **16/AIN/021** File Ref

That the Minutes (and Public Excluded Minutes) of the Assets/Infrastructure Committee meeting held on 11 February 2016 be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham / Cr Rainey. Carried

Cr Sheridan arrived 9.38am

## 7 Queries raised at previous meeting:

The Committee noted the response to the queries raised at the previous meeting. An in depth discussion was held around the potential to amend the opening hours for the Marton Waste Transfer Station on a Saturday and Sunday.

### Motion

That the opening hours for the Marton Waste Transfer Station on a Saturday and Sunday be altered by 2 hours (10am to 5pm) for a trial period of three months, and this trial period be well promoted.

### Amendment

...be extended until 4.30pm...

Cr Harris / Cr Jones. Carried

### Resolved minute number

16/AIN/022

### File Ref

That the opening hours for the Marton Waste Transfer Station on a Saturday and Sunday be extended until 4.30pm for a trial period of three months, and this trial period be well promoted.

Cr Belsham / Cr Sheridan. Carried

The Committee asked that the trial start in the first weekend of April.

Cr Harris 9.56am / 9.57am

## 8 Activity management

Mr Pokiha spoke to the Activity Management templates for Roading and Footpaths. The Committee requested that staff look into the vehicles crossings near PGG Wrightsons in Taihape as they are being degraded by heavy vehicles.

## 9 Roading contract performance

Mr Pokiha spoke briefly to the tabled report highlighting the fact that the performance issues experienced in the Rangitikei District have also been experienced in the Manawatu and Horowhenua Districts.

The Chair left the meeting 10.20am, the Deputy Chair took over for the remainder of the meeting.

## 11 Additional roading proposals for 2015/16

Mr Pokiha spoke briefly to the tabled report. The Committee suggested that the proposed walkway for Dixon Way could be considered a Minor Safety Improvement and could be eligible for a NZTA subsidy, staff undertook to investigate this option.

The Committee requested that further work be done to prioritise the projects outlined in the report and a further report be provided to a future meeting before anything is referred to Council.

**Resolved minute number** 16/AIN/023 **File Ref** 6-RT-5

That the memorandum 'Additional roading proposals for 2015/16' be received.

Cr Gordon / Cr Sheridan. Carried

## 8 Activity management

Continued...

Ms Saywell spoke to the Activity Management Templates for Water, Stormwater and Sewerage and the Treatment of Sewage, noting that the repairs to the leak identified in Mangaweka has greatly improved Council's water take.

Ms Prince spoke briefly to the Activity Management Template for Community and Leisure Assets. The Committee requested that further financial detail be added to the lines on the Bulls Multi-purpose Community Centre, the irrigation project on Taihape Memorial Park and the Parks Upgrade Scheme.

**Resolved minute number** 16/AIN/024 **File Ref**

That the activity management templates for February 2016 for Roothing, Water (including rural water supplies), Sewerage and the treatment and disposal of sewage, Stormwater drainage, Community and leisure assets, and Rubbish and recycling be received.

Cr Harris / Cr Rainey. Carried

## 10 Update on repair works from the June 2015 rainfall event

Mr Mestyanek narrated a presentation on the progress with the repair works from the June 2015 rainfall event and spoke briefly to the tabled report.

**Resolved minute number** 16/AIN/025 **File Ref**

That the report 'Emergency Works Update – Roothing Structures – March 2016' be received.

Cr Belsham / Cr Gordon. Carried

## 12 'Next steps for fresh water' MfE consultation document

Ms Saywell narrated a presentation and informed the Committee that a submission will be drafted for Council to approve at its next meeting.

## 13 Consent compliance – update

Ms Saywell spoke briefly to the report and noted the ongoing discussion with the owners of the Bonny Glen Landfill, Midwest Disposals Ltd, on the need to pre-treat the leachate that is accepted into the Marton Wastewater Treatment Plant and the potential increases to the Trade Waste fees if pre-treatment is not done.

Resolved minute number                      16/AIN/026                      File Ref                      5-EX-3

That the report 'Consent compliance – February 2016' be received

Cr Sheridan / Cr Gordon. Carried

Cr Rainey 11.4am / 11.46am

## 15 Renewal of Marton wastewater treatment plant – update

Ms Saywell gave a verbal update on the renewal of the Marton Wastewater Treatment Plant, noting that the plant has been consistently compliant with the conditions of its Resource Consent as there has been very little disposal of leachate from the Bonny Glen landfill.

## 14 Electricity Supply to Council

Mr McIrvine spoke briefly to the report. The Committee suggested that a legal viewpoint on the arrears for power usage at the Taihape Papakai pump station be obtained before any negotiations are entered into, and that a group be set up to work on negotiations with Meridian.

Resolved minute number                      16/AIN/27                      File Ref                      5-CF-4-9

That the report 'Electricity Supply to Council' be received.

Cr Jones / Cr Harris. Carried

Resolved minute number                      16/AIN/028                      File Ref                      5-CF-4-9

That regarding the arrears for power usage at the Taihape Papakai Pump station, Council agrees to endorse the approach to negotiate downward the amount due to Meridian as it stemmed from their errors.

Cr Jones / Cr Harris. Carried

**Resolved minute number** 16/AIN/029 **File Ref** 5-CF-4-9

That Council endorses the ECCA audit approach and having a clear accountability around this cost type and the supplier.

Cr Gordon / Cr Sheridan. Carried

## **16 Stormwater 'hot spots' update**

Ms Saywell gave a verbal update on the Stormwater 'hot spots' in Marton, noting that there has been very little rainfall lately to identify any new areas of concern.

## **17 Infrastructure Shared Services – further investigation of options**

Mr Hodder spoke briefly to the agenda note.

## **18 Mangaweka Camping Ground ablution block**

Ms Prince spoke briefly to the report.

**Resolved minute number** 16/AIN/030 **File Ref** 6-RF-1-1

That the report 'Mangaweka Camping Ground ablution block' be received

Cr Jones / Cr Sheridan. Carried

**Resolved minute number** 16/AIN/031 **File Ref** 6-RF-1-1

That additional funding of up to \$50,000 from the Restricted reserves (Reserves Act) – Rural Land Subdivision account be allocated for improving the ablution facilities at the Mangaweka Camping Ground through demolishing the present structure and rebuilding.

Cr Belsham / Cr Sheridan. Carried

## **19 Marton Park management plan**

Ms Servante spoke briefly to the report.

**Resolved minute number** 16/AIN/032 **File Ref** 1-CP-4-7

That the memorandum "Marton Park management plan" be received.

Cr Jones / Cr Gordon. Carried

## **20 Late items**

Nil

## **21 Future items for the agenda**

Nil

## **22 Next meeting**

Thursday 14 April 2016, 9.30 am

## **23 Meeting closed – 12.22 pm**

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_



**Rangitikei**  
UNUSUALLY...

# Rangitikei District Council

## Bulls Community Committee Meeting

Minutes – Tuesday 8 March 2016 – 5:30 p.m.

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#### Present:

Mr Hew Dalrymple (Chair)  
Ms J Dunn  
Mr J Guinan  
Mr B Hammond  
Mr Keith Scott  
Ms Heather Thorby  
Cr Tim Harris  
His Worship the Mayor, Andy Watson

#### In attendance:

Ms Katrina Gray, Policy Analyst  
Ms Jan Harris, Community Development Manager

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies

That the apologies for absence from Ms S Boxall, Ms J Jamieson, Mr A Walker and Cr R McNeil be received.

Mr B Hammond / Mr J Guinan. Carried

## 3 Confirmation of minutes

Resolved minute number                      16/BCC/006                      File Ref

That the Minutes of the Bulls Community Committee meeting held on 9 February 2016 be taken as read and verified as an accurate and correct record of the meeting.

Mr K Scott / Ms H Thorby. Carried

## 4 Matters arising not elsewhere on the agenda

- Footpath cleaning within the town centre; His Worship the Mayor informed the Committee that a contract for footpath cleaning throughout the District was pending.
- Item 7a, regarding graffiti; another service request needs to be made.
- Issue regarding the public toilets being locked early and vandalism to facilities.

## 5 Council decisions on recommendations from the Committee

Nil

## 6 Update on Bulls Town Centre Plan

- Mr K Scott reporting on the meeting in February with the architects and Council staff.
- The term 'Learning Hub' replaces library for fundraising purposes.
- A final design has not been approved.
- The hall must be enclosed.
- There are still some unknowns.
- There will be feedback in May 2016.
- There needs to be a firm plan by October 2016.

## 7 Update on Bulls Wastewater Upgrade Project Focus Group

The Committee noted that there is nothing further to report since their February meeting.

## **8 Council responses to queries at previous meetings**

The Committee noted the response to the queries raised at the previous meeting.

## **9 Small Projects Grant Scheme (balance)**

Nothing was tabled at the meeting.

## **10 Current infrastructure projects/upgrades and other Council activities within the ward**

This memorandum was not available at the time of the Committee's meeting. It was circulated to Committee members at a later date.

## **11 District Plan changes**

Ms Gray narrated a presentation on the District Plan Change currently out for public consultation.

The Committee discussed the following points:

- Te Impact on both Resource and Building Consents.
- Risk factor to future development.
- The Flood Zone in Bulls.
- The role of Horizons Regional Council.
- Building Regulations imposed by Central Government.

Resolved minute number **16/BCC/007** File Ref

That the presentation 'District Plan changes' be received.

Mr K Scott / Mr B Hammond. Carried

## **12 History of Bulls Town Hall**

Discussion around the structural integrity of the building, non-compliance and upstairs fire hazard.

## **13 Te Araroa Trail**

The Committee discussed the following points:

- Commercial possibilities.
- Signage at Koitiata for water.
- The Domain as a site for 'freedom camping'; further research needs to be done.
- Possibility of a water fountain near the junction of Brandon Hall Road and Parewanui Road.

## 14 Bulls Community Committee organisational paper

This item was deferred to the next meeting.

## 15 General Business

**Mr K Scott:**

- The Youth Project from the first round of makeover projects for the Town, the Cube Project, what is the current status?
- Requested an update on the status of the seating project; this project is about to start.

**Mr J Guinan:**

- Raised the issue of the build-up of on-road parking in Holland Crescent.
- Pointed out that the logging trucks using Hammond Street as a bypass to avoid the SH1/SH3 intersection.

**Ms K Gray:**

- Commented positively that she 'likes our meetings'.

**Ms J Harris:**

- Tabled her monthly report; including the success of the monthly reading programme, the 'Bull' is to get an Easter makeover, the Te Araroa walk, the sale of the Westpac building, three new businesses have opened up in town.

**Ms S Boxall (had emailed in an update):**

- Seven Air Force houses have been sold.

**Mr B Hammond:**

- This is a busy time for the Fire Brigade.
- A fundraising carwash will be held on the 26<sup>th</sup> of March.

**Ms J Dunn:**

- 7-Day Makeover follow-up: suggested the purchase of a shade sail for the corner of Criterion Street and SH1.

**Resolved minute number**

**16/BCC/008**

**File Ref**

That the Bulls Community Committee endorses the application to Pub Charity for the cost of purchasing a shade sail for the site on the corner of Criterion Street and SH1.

Mr K Scott / Ms H Thorby. Carried

## 16 Next meeting

12 April 2016, 5.30 pm

## 17 Meeting closed – 8.05 pm

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_

UNCONFIRMED

# Rangitikei District Council

## Finance/Performance Committee Meeting

Minutes – Monday 29 February 2016 – 1:10 p.m.

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**Present:** His Worship the Mayor, Andy Watson  
Cr Nigel Belsham  
Cr Dean McManaway  
Cr Cath Ash  
Cr Tim Harris  
Cr Rebecca McNeil  
Cr Soraya Peke-Mason  
Cr Lynne Sheridan

**In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Ms Samantha Whitcombe, Governance Administrator

**Tabled documents:** **Item 5** **Chair's Report – Chair's Report**  
**Item 10** **Review of Fees and Charges for 2016/17 – Fees and charges for Halls**

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies

That the apology for absence from Cr Rainey, and the apology for lateness from Cr Peke-Mason be received.

Cr McManaway / Cr Ash. Carried

## 3 Confirmation of order of business

The Chair informed the Committee that he would need to leave the meeting at 1.45pm and that at that point the Deputy Chair would take over for the remainder of the meeting, and that there would be no change to the order of business from that set out in the agenda.

## 4 Confirmation of minutes

Resolved minute number

16/FPE/001

File Ref

That the Minutes of the Finance/Performance Committee meeting held on 26 November 2015 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Belsham. Carried

## 5 Chair's report

The Chair spoke briefly to his tabled report.

Resolved minute number

16/FPE/002

File Ref

3-CT-14-1

That the Chair's report to the Finance/Performance Committee's meeting of 29 February 2016 be received.

His Worship the Mayor / Cr Belsham. Carried

## 6 Financial Highlights and Commentary to 31 December 2015

Mr McIrvine spoke briefly to the report providing a commentary on Council's overall financial positions and the major variances within the report.

The Committee requested information on the electricity consumption within the Waters Group of Activities and, given the recent spend on measures to make the electricity use within the group more efficient, when it could expect to see some return on this investment to be provided to the next meeting.

**Resolved minute number**                      **16/FPE/003**                      **File Ref**                      **5-FR-4-1**

That the memorandum 'Financial Highlights and Commentary to 31 December 2015' be received.

Cr Sheridan / Cr McManaway. Carried

His Worship the Mayor left the meeting 1.44pm. As Deputy Chair of the Committee, Cr Belsham took over as Chair for the remainder of the meeting.

## **7      Half-year Statement of Service Performance, 2015/16**

Mr Hodder spoke briefly to the Half-Year Statement of Service Performance highlighting those measures that cannot yet be calculated.

**Resolved minute number**                      **16/FPE/004**                      **File Ref**                      **5-FR-1-2**

That the half-year Statement of Performance, 2015/16 be received

Cr Harris / Cr Sheridan. Carried

## **8      Progress in the Economic development and District Promotion Activity Management Plan 2015/16**

Mr McNeil spoke to the report, highlighting the background to the recommendations. The Committee asked about progress with establishing free-WiFi within the Marton CBD. Mr McNeil explained that Council was still in discussion with InspireNet to find a solution. No bids had been made over the Rangitikei in the Government's Ultra-fast Broadband Initiative: alternatives were being investigated.

The commercial imperatives for KiwiRail were briefly discussed.

**Resolved minute number**                      **16/FPE/005**                      **File Ref**                      **4-ED-1**

That the report 'Progress in the economic development and District promotion activity management plan 2015/16' be received.

Cr McManaway / Cr Sheridan. Carried

**Resolved minute number**                      **16/FPE/006**                      **File Ref**                      **4-ED-1**

That the Finance/Performance Committee requests further information on the proposed Youth Awards Scheme including criteria and application processes for consideration at its meeting 31 March 2016.

Cr Sheridan / Cr McManaway. Carried

**Resolved minute number**                      **16/FPE/007**                      **File Ref**                      **4-ED-1**

That the Finance/Performance Committee requests that the Chief Executive undertakes an exploratory discussion with DryCrust to seek options for future Council branding and how this reinforces/complements the branding developed by Rangitikei.com.

Cr Sheridan / Cr McNeil. Carried

## **9 Update from Accelerate25 – February 2016**

Mr McNeil spoke briefly to the report, noting that there would be stronger communication in future about workshops. The Committee accepted the importance of finding new growth opportunities (and new entrants) to complement the development of existing businesses.

**Resolved minute number**                      **16/FPE/008**                      **File Ref**                      **4-ED-1**

That the report 'Update from Accelerate25 – February 2016' be received.

Cr Ash / Cr McManaway. Carried

## **10 Review of fees and charges for 2016/17**

Mr Hodder spoke briefly to the report. A final draft would be included on Council's agenda for its 31 March 2016 meeting.

The following points were raised by the Committee:

- the rationale for annual increases to most fees;
- the altered management arrangement for the Ratana cemetery
- remove the 's' from 'dogs' in the Dog Registration section to make it explicit that the fees are per dog;
- the format of the Dog Registration section needs to be reviewed so that it is easy for the general public to read;
- a procedure needs to be created and implemented around the free tanker load of water per-year.

**Resolved minute number**                      **16/FPE/009**                      **File Ref**                      **1-AS-2-1**

That the report 'Review of fees and charges for 2016/17' be received.

Cr McManaway / Cr Sheridan. Carried

## **11 Small Project Funds allocated to Community Boards and Community Committees – treatment on carry-forwards**

The Committee briefly discussed the notion of allowing the Small Projects Grant Scheme allowance for Community Boards and Committees to be carried forward to the next financial year.

**Resolved minute number**                      **16/FPE/010**                      **File Ref**

That, regarding carry-forward requests from special project funds allocated to Community Boards and Community Committees, the Finance/Performance Committee amends the guidelines to allow a carry-forward of up to 100% of the annual allocation provided this is recorded in a Board or Committee resolution.

Cr Sheridan / Cr Peke-Mason. Carried

## **12 Late items**

Nil

## **13 Future items for the agenda**

Breakdown of the costs of the Parks & Reserves team

## **14 Next Meeting**

31 March 2016, 9.30 am

## **15 Meeting closed – 3.07 pm**

**Confirmed/Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Rangitikei District Council

## Audit/Risk Committee Meeting

Minutes – Monday 22 February 2016 – 2:00 p.m.

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At its meeting of 28 October 2010, Council resolved that “The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3. The quorum for the Audit/Risk Committee is 3.

**Present:** Mr Craig O'Connell (Chair)  
His Worship the Mayor, Andy Watson  
Cr Nigel Belsham  
Cr Lynne Sheridan

**In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Mr Hamish Waugh, Infrastructure Group Manager  
Mrs Debbie Perera, Associate Director, Audit New Zealand  
Ms Carol Downs, Executive Officer

## **1 Council Prayer**

Chairman Craig O'Connell read the Council prayer.

## **2 Welcome**

Mr O'Connell welcomed the Committee members and Council staff.

## **3 Apologies/Leave of Absence**

Apologies were received from Cr Dean McManaway, and for lateness, from Mr Ross McNeil.

## **4 Confirmation of order of business**

The Committee agreed with the Chair's request to have item 6 - Investigation into the establishment of an infrastructure services Council – Controlled organisation delayed until the Chief Executive, Mr McNeil arrived at the meeting.

## **5 Confirmation of minutes**

<b>Resolved minute number</b>	<b>16/ARK/017</b>	<b>File Ref</b>
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That the Minutes of the Audit/Risk committee meeting held on 7 December 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham / Cr Sheridan. Carried

## **7 Audit management report for 2014/15 – progress update on outstanding issues**

Mr McIlrvine provided a verbal update on the outstanding issues from the 2014/15 audit management report, in particular:

- IT backup systems – a system provided by Spark is being looked at, this would back up all Council's systems each night and be stored off-side on a "cloud" type system
- June floods – there are some outstanding issues from the floods which are expected to be resolved during the remainder of the year

Mr McNeil arrived at 2.35pm

<b>Resolved minute number</b>	<b>16/ARK/018</b>	<b>File Ref</b>
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That the verbal update be received.

Cr Belsham / Cr Sheridan. Carried

## 8 Risk management framework: Proposed actions to address areas of unacceptable risk

A schedule of the actions proposed were provided to the Committee, showing the risk assessment agreed in December 2015. Additions were made to the table, including:

- 1.6 – add potential Property Brokers deal in Marton.
- 2.1 – it was noted that Councillors were going to be provided with a weekly report on Request for Services (RFS) received.
- In discussing the funding for the Bulls multi-purpose facility, the Committee considered an appropriate trigger level to be recommended to Council for discussion, this was agreed as a 70% threshold.

**Resolved minute number**                      **16/ARK/019**                      **File Ref 5-CP**

1. That the schedule of proposed actions to address areas of unacceptable risk be received.
2. That the proposed actions (as amended) to address areas of unacceptable risk in the Council's risk management framework be approved

AND

That the Audit/Risk Committee be provided with a report to its August 2016 meeting on the proposed actions to address unacceptable risk showing the current assessment of risk (including control effectiveness ratings) attached to those particular activities

Cr Belsham / Mayor Watson - Carried

AND

That the Audit/Risk Committee recommends that Council discusses, at the March Council meeting, a 70% threshold – for securing local funding and 70% for external funding for the Bulls multi-purpose facility.

Mayor Watson / Cr Belsham Carried

## 9 Internal Audit – programme update

The Committee noted and discussed the documents provided in the agenda. During discussion it was agreed that if there was a delay in the appointment of an internal auditor the relevant Councils (RDC, MDC HDC and Horizons) may need to consider appointing an external consultant.

**Resolved minute number**                      **16/ARK/020**                      **File Ref 5-EX-2-6**

That the documents for 'Internal Audit – programme update' be received.

Cr Belsham / Cr Sheridan. Carried

## **6 Investigation into the establishment of an infrastructure services Council-Controlled organisation**

Mr O'Connell introduced this item and tabled a document that summarised the Office of the Auditor-General guidance on the establishment and management/governance of a CCO.

The Committee agreed to develop this document further, which will be initially discussed at management level and then presented to Council for their consideration. The document will look at the issues, risks and the impact of any decision on the establishment of a CCO. A suggested format was a table style outlining relevant questions, actions and identifying any risks if the CCO did not go ahead.

## **10 Late items**

No late items were requested.

## **11 Future items for the agenda**

One item was identified for a future agenda:

- Implications from the proposed changes to the Rating Act on rating of Maori land.

## **12 Next meeting**

To be determined and advised to members.

## **13 Meeting closed**

The meeting closed at 3.50pm.

Confirmed / Chair: \_\_\_\_\_

Date: \_\_\_\_\_