



Rangitikei District Council

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Rangitikei
UNspoilt...

Council Meeting Order Paper

Thursday 31 August 2017, 1.00pm

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

Website: www.rangitikei.govt.nz

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Chair

His Worship the Mayor, Andy Watson

Deputy Chair

Councillor Nigel Belsham

Membership

Councillors Cath Ash, Richard Aslett, Jane Dunn,
Angus Gordon, Dean McManaway, Soraya Peke-Mason, Graeme Platt,
Ruth Rainey, Lynne Sheridan, Dave Wilson

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

Agenda – Thursday 31 August 2017 – 1:00 p.m.

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The quorum for the Council is 6.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

2 Public Forum

3 Apologies/Leave of Absence

4 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 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.

6 Confirmation of minutes

Recommendation

That the Minutes of the Council meeting held on 27 July 2017 be taken as read and verified as an accurate and correct record of the meeting.

7 Mayor's Report and schedule

The Mayor's report will be tabled at the meeting, the schedule is attached.

File ref: 3-EP-3-5

Recommendation

That the Mayor's Report to the Council meeting on 31 August 2017 be received.

8 Portfolio Updates

Ohakea	Cr Platt (<i>attached</i>)
Criterion Site	Cr Dunn
Shared Services	Cr Belsham/Cr McManaway
Southern Sport	Cr Sheridan
Samoan Community, Youth Development and Environment	Cr Ash
Marton Building (Civic Centre)	Cr Wilson
Iwi Interests	Cr Peke-Mason
Heritage and Tourism	Cr Aslett
Northern Sport and Taihape Building	Cr Gordon / Cr Rainey

Recommendation

That the portfolio updates to the Council meeting of 31 August 2017 be received

9 Administrative Matters – August 2017

A report is attached.

File ref: 5-EX-4

Recommendations

1. That the report 'Administrative matters – August 2017' be received.
2. That a proposal for a voluntary targeted rate for insulation of residential homes be EITHER included OR not included in the draft Consultation Document for the 2018-28 Long Term Plan.
3. That delegated Authority be given to the Assets/Infrastructure Committee at its meeting on 14 September 2017 to consider tenders and award the contract for managing the Taihape Swim Centre until September 2019.
4. That the opening hours of the Bulls Waste Transfer Station be amended from 24 September 2017 for the period of daylight savings as follows: Monday, Wednesday, Friday: 8.00 am to 11.00 am; Saturday and Sunday: 8.00 am to 4.30 pm.
5. That the Schedule of fees and charges for 2017/18 for roading be amended as follows:
 - Corridor Access Request: \$100.00 (down from \$262.00), excluding Council's own services
 - Vehicle and stock crossing consents \$262.00 (unchanged)
 - Licence fees – deleted
 - Road encroachments survey and documentation – at cost (unchanged)
6. That the annual grant (up to \$1,400) to the Lions Club for maintenance of the hanging baskets in Broadway, Marton, be adjusted from 2018/19 in line with the factor used on setting the annual expenditure budgets.

10 Top Ten Projects – August 2017

A memorandum is attached.

File ref: 5-EX-4

Recommendations

- 1 That the memorandum 'Top ten projects – status, August 2017' be received.

11 Developing the 2018-28 Long Term Plan – progress update, August 2017

A memorandum will be tabled (and circulated electronically beforehand)

File ref: 1-LTP-4-5

Recommendation

That the memorandum 'Developing the 2018-28 Long Term Plan – progress update, August 2017' to the Council meeting on 31 August 2017 be received.

12 Representation review - report to Council on the Electoral System August 2017

A report is attached

File ref: 3-OR-3-8

Recommendations

1 That the report 'Representation Review 2017/18 - Electoral System' be received.

2 That Council...

EITHER

....does not make a decision on the electoral system for the 2019 election, meaning that First Past the Post will continue to be used.

OR

...retains the status quo and continues the use of the First Past the Post electoral system, with the decision being publicly notified by 19 September 2017.

OR

...makes a decision to change the electoral system to Single Transferable Vote for the next two consecutive local government elections (2019 and 2022), with the decision being publicly notified by 19 September 2017.

OR

...does not make a decision on the electoral system, with a view to reconsider the option to hold a poll on the matter before 21 February 2018.

13 Annual Report 2016/17 on the administration of dog control policy and dog control practices under the Dog Control Act 1996

Section 10A of the Dog Control Act 1996 requires that Council prepares a report on its dog control policy and practices each financial year. The report for the year ending 30 June 2017 is attached. Once adopted, Council is required to give public notice (in a newspaper circulating within the District) of the report and send a copy to the Secretary for Local Government (in the Department of Internal Affairs).

File ref: 2-RE-1-7

Recommendation

That the Annual report for the year ending 30 June 2017 of the administration of dog control policy and dog control practices in the Rangitikei District [as amended] be adopted.

14 Proposals for Fire and Emergency New Zealand regulations (fire safety and evacuation of buildings and offence and penalties)

The Minister of Internal Affairs released discussion document earlier this month, looking for comment by 8 September 2017. It has been reviewed by the Council's Building team who consider that there is a confusing overlap with the building warrant of fitness program and the responsibilities of a territorial authority.

The document and the officer comments are attached.

File: 3-OR-3-5

Recommendations

1. That the Proposals for Fire and Emergency New Zealand regulations (fire safety and evacuation of buildings and offence and penalties) and officer comment be received.
2. That the Chief Executive convey the officer comment [as amended/without amendment] the Proposals for Fire and Emergency New Zealand regulations (fire safety and evacuation of buildings and offence and penalties) to the Department of Internal Affairs

15 Receipt of Committee minutes and resolutions to be confirmed

The minutes are attached.

Recommendations

- 1 That the minutes of the following meetings be received:
 - Finance/Performance Committee, 27 July 2017
 - Hunterville Rural Water Supply Management Subcommittee, 7 August 2017
 - Te Roopu Ahi Kaa, 8 August 2017
 - Bulls Community Committee, 8 August 2017
 - Erehon Rural Water Supply Management Subcommittee, 9 August 2017

- Taihape Community Board, 9 August 2017
- Marton Community Committee, 9 August 2017
- Assets/Infrastructure Committee, 10 August 2017
- Policy/Planning Committee, 10 August 2017
- Audit/Risk Committee, 15 August 2017
- Ratana Community Board, 16 August 2017
- Hunterville Community Committee, 21 August 2017

- 2 That the following recommendations from Finance and Performance Committee held on 27 July 2017 be confirmed:

~~17/FPE/137~~

~~That the Finance/Performance Committee recommends to Council that the Chair of Finance, Cr Wilson, Cr Platt and His Worship the Mayor forms a working group with a view to facilitate new subdivisions.~~

This was confirmed by Council on 27 July 2017

- 3 That the following recommendations from Hunterville Rural Water Supply Management Subcommittee held on 7 August 2017 be confirmed:

17/HRWS/019

That the Hunterville Rural Water Supply Subcommittee recommends to Council that it continues the present arrangements to support the Scheme.

- 4 That the following recommendations from Bulls Community Committee held on 8 August 2017 be confirmed:

17/BCC/021

That the Bulls Community Committee indicates the following drainage improvement works are preferred, and request Council consider prioritising these works for completion as part of the 2017/18 work programme:

- All works identified in Table 1 of the report 'Scotts Ferry Stormwater' provided to the 8 August 2017 Bulls Community Committee meeting.
- Further work to consider the implications (for stormwater management) of the levels along Amon's drain.

~~17/BCC/029~~

~~That the Bulls Community Committee recommends to the Policy/Planning Committee that no changes are made to the draft Urban Tree Plan 2017.~~

Confirmed by the Policy/ Planning Committee 10 August 2017

- 5 That the following recommendations from Taihape Community Board held on 9 August 2017 be confirmed:

~~17/TCB/051~~

~~That the Taihape Community Board still supports the Draft Traffic and Parking Bylaw 2017.~~

Will be considered through the Traffic and Parking Bylaw 2017 consultation process

17/TCB/053

That the Taihape Community Board supports Council in their proposal to ask that the Department of Conservation remove the Reserve Status for the Mangaweka recreation reserve.

- 6 That the following recommendations from Assets/Infrastructure Committee held on 10 August 2017 be confirmed:

17/AIN/075

That Council facilitate a public meeting and arrange a letter drop to all affected parties regarding the future of the Santoft Domain

- 7 That the following recommendations from Audit/Risk Committee held on 14 August 2017 be confirmed:

17/ARK/020

That the Audit/Risk Committee recommends to Council that tenders presented for Council approval include (i) a description of the work/services (from the tender document), (ii) an outline of the evaluation process followed; and (iii) detail on the assessment of price and non-price attributes for each tenderer; and that this consideration by Council be taken in public excluded session, with the outcome – name of successful tenderer and price –being confirmed by resolution in open meeting of Council.

16 Late items

As agreed at item 6.

17 Public Excluded

Recommendation

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; Annual performance review of the Chief Executive

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 Broadway Marton upgrade – award of contract	Briefing contains information which if released would be likely unreasonably to 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> .	Section 48(1)(a)(i)
Item 2 Annual performance review of the Chief Executive	Briefing contains information which if released would be likely reasonable to prejudice the privacy of natural persons – <i>section 7(2)(a)</i> .	Section 48(1)(a)(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.

18 Open meeting

Resolutions from Public excluded to be confirmed in open meeting.

19 Future Items for the Agenda

20 Next Meeting

Thursday 28 September 2017, 1.00 pm
(with the Elected Members only session being from 12.45 pm)

21 Meeting Closed

Attachment 1

Rangitikei District Council

Council Meeting

Minutes – Thursday 27 July 2017 – 1:00 PM

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Present: His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Cath Ash
Cr Richard Aslett
Cr Jane Dunn
Cr Angus Gordon
Cr Soraya Peke-Mason
Cr Graeme Platt
Cr Ruth Rainey
Cr Lynne Sheridan
Cr David Wilson

In attendance: Mr Ross McNeil, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Mr George McIrvine, Finance & Business Support Group Manager
Mr Katrina Gray
Ms Nardia Gower, Governance Administrator

Tabled Documents

Item 5: Late Item
Item 7: Mayors Report and Schedule
Item 7: Mayors Correspondence
Item 8: Cr Peke-Mason Portfolio Update
Item 9: Administrative Matters
Item 12: Long term Plan Update
Item 14: Status and maintenance of the Ratana playground
Item 15: Information centres – further consideration of service delivery options
Item 17: Representation Review – consideration of process

1 Welcome

His Worship the Mayor welcomed everyone to the meeting

2 Public Forum

3 Apologies/Leave of Absence

That the apology for the absence of Cr McManaway and the late arrival of Cr Ash be received

Cr Aslett / Cr Gordon. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

Cr Ash arrived at 1:25

5 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, Recommendation of a working group for Opportunities for subdivision in Marton and Bulls, be dealt with as a late item at this meeting.

6 Confirmation of minutes

Resolved minute number	17/RDC/239	File Ref
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That the Minutes and Public Excluded Minutes of the Council meeting held on 29 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham / Cr Sheridan. Carried

7 Mayor's Report and schedule

His Worship the Mayor spoke to his report.

Councillors discussed issues contained in the Mayor's report with the following highlights:

- There are no ongoing issues regarding the power shortage resulting from the July snow storm.
- Consideration for declaring a state of emergency include:

- Inability of existing services to cope with imminent threat to people's health/wellbeing/life and to property. Would a State of Emergency make any difference to that?
- Being in a State of Emergency allows local authority to remove people from their homes against their wishes.
- Factoring in those considerations and with hindsight, it is believed that not declaring a State of Emergency during the July snow storm was the correct course of action. A debrief is scheduled to further glean lessons from the event.
- The Mayor's membership to the 'Mayor's Task Force for Jobs' was noted, and the group's current focus on working with the Ministry of Education to ensure that everyone leaving secondary school has a full driver's licence. Councillors were encouraged to lobby individually.

Resolved minute number **17/RDC/240** **File Ref** **3-EP-3-5**

That the Mayor's Report to the Council meeting on 27 July 2017 be received.

His Worship the Mayor / Cr Ash. Carried

8 Portfolio Updates

Ohakea	Cr Platt
Criterion Site	Cr Dunn
Shared Services	Cr Belsham/Cr McManaway
Southern Sport	Cr Sheridan
Samoan Community, Youth Development and Environment	Cr Ash
Marton Building (Civic Centre)	Cr Wilson
Iwi Interests	Cr Peke-Mason
Heritage and Tourism	Cr Aslett
Northern Sport and Taihape Building	Cr Gordon / Cr Rainey

Cr Aslett highlighted from his report the memo from Ms Bronwyn Meads requesting anyone new to the Rangitikei District that may be willing to be filmed for marketing purposes to make contact either with herself bronwyn.meads@rangitikei.govt.nz or Ms Gaylene Prince gaylene.prince@rangitikei.govt.nz

Resolved minute number **17/RDC/241** **File Ref**

That the portfolio updates to the Council meeting of 27 July 2017 be received

Cr Aslett / Cr Peke-Mason. Carried

9 Administrative Matters – July 2017

Mr McNeil spoke the report.

Comments and discussion included the following:

- FENZ (Fire and Emergency New Zealand) replaced local government as authority over rural fire emergencies as of the 1 July 2017. Council are no longer able to influence rural fire volunteers, and their decision to stay active is a matter between themselves and FENZ. Rural fire permits are now applied for through the FENZ website www.fireandemergency.co.nz
- The Chief Executive and Mayor Watson attended functions with the District's rural fire services, acknowledging their partnership, and wishing them well for the future.
- Cr Belsham expressed concern over the clash of dates between the Hunterville Shemozzle and the Targa Rally of New Zealand. Both event organisers are scheduled to meet with the Mayor to work towards a resolution of this issue. Any road closures are at Council's discretion.
- Council is looking at a streamlined process following the number of requests for a waiver of the building application consent fee for large event marquee erection.
- Councillors noted that there are several businesses in the district, cafés included, that display and sell local art. A waiver of any fees could not be implemented for all of these.

Resolved minute number	17/RDC/242	File Ref	5-EX-4
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That the report 'Administrative matters – July 2017' be received.

Cr Peke-Mason / Cr Gordon. Carried

Resolved minute number	17/RDC/243	File Ref	5-EX-4
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That having regard for strengthening the Manawatu-Wanganui Regional Disaster Relief Fund Trust, the Rangitikei District Council:

- removes Douglas Duncan as its representative on the Trust Board;
- appoints His Worship the Mayor as its representative on the Trust Board;
- acknowledges that the Trust will now be administered by Horizons Regional Council; and
- notes His Worship the Mayor's intention to write to Mr Duncan thanking him for representing the Rangitikei on the Trust since its inception in 2004

Cr Belsham / Cr Wilson. Carried

Resolved minute number **17/RDC/244** **File Ref** **5-EX-4**

That, regarding the residual matters in Kevin Whelan's submission to the Consultation Document for the 2017/18 Annual Plan, Council

- a. confirms that there are no current plans to upgrade the Marton War Memorial Hall; and
- b. approves further investigation (for possible inclusion in the 2018-28 Long Term Plan) of a rural cycle/footpath along Nga Tawa Road similar to that constructed from the Marton Town boundary to Huntley School at an estimated cost of \$160,000; and
- c. requests the Chief Executive to convey these decisions to Mr Whelan with an apology that they were overlooked during Council's deliberations on submissions.

Cr Belsham / Cr Rainey. Carried

Resolved minute number **17/RDC/245** **File Ref** **5-EX-4**

That Council authorise the Chief Executive to enter into a purchase agreement with the Crown for the site at 7 King Street, Marton (Waste transfer station and Depot) provided the sale price does not exceed the budgetary provision in the 2017/18 Annual Plan.

His Worship the Mayor/ Cr Ash. Carried

Resolved minute number **17/RDC/246** **File Ref** **5-EX-4**

That the 'Review of Contractual Arrangements for the provision of Civil Defence and Emergency Management Services', commissioned jointly by Rangitikei, Manawatu and Horowhenua District Councils be received and noted as constituting a review of delivery of services under section 17A of the Local Government Act 2002.

Cr Sheridan / His Worship the Mayor. Carried

Resolved minute number **17/RDC/247** **File Ref** **5-EX-4**

That the Statement of Proposal for amending fees under the Resource Management Act be approved for public consultation together with the associated Submission form and Engagement plan.

His Worship the Mayor / Cr Sheridan. Carried

Resolved minute number **17/RDC/248** **File Ref** **5-EX-4**

That Council delegates the responsibility to the Policy/Planning Committee for hearing considering oral submissions on the changes to the Resource Management Act fees and charges for boundary activities and marginal or temporary non-compliances.

Cr Aslett / Cr Gordon. Carried

Resolved minute number **17/RDC/249** **File Ref** **5-EX-4**

That Council waive 100% of the building application consent fee (\$145.00, GST incl.) for the marquee to be used during the Huntaway festival in October 2017.

His Worship the Mayor / Cr Rainey. Carried

Resolved minute number **17/RDC/250** **File Ref** **5-EX-4**

That Council declines to waive the certificate of registration fee (\$392.00 GST incl.) payable in 2017/18 by the Marton Barber in recognition of its relocation and provision of larger gallery space for local artists.

Cr Sheridan / Cr Platt. Carried

10 Health & Safety Quarterly Report, April-June 2017

Mr McIrvine spoke to his report.

He noted that it is Council's responsibility under the Health and Safety Act to follow up on any contractor or employee vehicle speeding incidences.

Resolved minute number **17/RDC/251** **File Ref** **5-HR-8-3**

That the report 'Health & Safety Quarterly Report, April-June 2017' be received.

Cr Belsham / Cr Ash. Carried

11 Top Ten Projects – July 2017

Mr McNeil spoke to his report highlighting the following:

- An update on 'Sustainable provision of stock and irrigation water within the area now serviced by the Hunterville Rural Water Scheme, extended south to Marton, and provision of a safe, potable and affordable supply to Hunterville town' will be given at the Governance Group meeting on Monday 31 August. The project is on track to be completed by the end of October.
- An email was received from Taihape Community Development Trust stating they will not be seeking to renew the Taihape Swim Centre contract. Council is not anticipating any issue in receiving remaining pool revenue payment from the Trust. Advancements are being made to secure a contract for a new pool operator for the upcoming swim season.
- Fundraising is still going ahead for the Bulls Multi-Purpose Community Centre.
- The terms of reference for the Marton Heritage Precinct project will identify the definition of a 'Boutique Town'.

Resolved minute number **17/RDC/252** **File Ref** **5-EX-4**

That the memorandum 'Top ten projects – status, July 2017' be received.

Cr Sheridan / Cr Gordon. Carried

Resolved minute number **17/RDC/253** **File Ref** **5-EX-4**

That the terms of reference for the Marton Heritage Precinct project – 'Developing the compelling invitation for Marton CBD development' be confirmed without amendment.

Cr Wilson / Cr Sheridan. Carried

12 Long Term Plan update

Mr Hodder spoke to the tabled memorandum. Points of discussion from Councillors were:

- the need to compare the draft 3 year roading programme with the current programme
- the accuracy of previous reporting on serious/fatal road incidences.

Resolved minute number **17/RDC/254** **File Ref** **1-LTP-4-5**

That the memorandum 'Long term Plan update' to the Council meeting on 27 July 2017 be received.

Cr Peke-Mason / Cr Sheridan. Carried

13 LED Streetlight Accelerated Renewal Programme – Funding Approval request

Mr McNeil spoke to the report highlighting the following:

- Following concerns raised by the Taihape Community Board Chair, Mr McNeil reported that the LED lights, due to be installed, are of lower temperature resulting in white light versus the blue light considered to have a potential impact to animals. Mr McNeil has been unable to get confirmation from Palmerston North Council as to any negative impact their LED installation has received, noting that in Marton, Morris Street has had LED lighting fitted with no identified negative effects.
- The contract for servicing of Rangitikei street lights is not impacted by the contracts for supply or installation of the LED lighting.
- It is Council's obligation to accept a lower tender when the other weighting factors are considered correlative.

Resolved minute number **17/RDC/255** **File Ref** **6-RT-5-12**

That the report 'LED Streetlight Accelerated Renewal Programme – Funding Approval Request' be received.

Cr Sheridan / Cr Peke-Mason. Carried

Resolved minute number **17/RDC/256** **File Ref** **6-RT-5-12**

That Orange Teck Limited's quotation for \$263,255 plus GST to supply 1098 LED luminaires is accepted.

Cr Sheridan / Cr Belsham. Carried

Resolved minute number **17/RDC/257** **File Ref** **6-RT-5-12**

That East Coast Lines Limited's quotation for \$229,100 plus GST to undertake Stage Two LED installations is accepted.

Cr Rainey / Cr Sheridan. Carried

14 Status and maintenance of the Ratana playground

Mr Hodder spoke to the tabled report.

Cr Peke-Mason noted the Ratana community has discussed relocation of the playground and that the Church Governing Body (which oversees Church property in Ratana), is considering options.

Council accepted that it had responsibility to provide playground facilities at Ratana but that the location was a matter for the Ratana community to decide.

Resolved minute number **17/RDC/258** **File Ref** **6-RF-1-23**

That the report 'Status and maintenance of the Ratana playground' be received.

His Worship the Mayor / Cr Rainey. Carried

Resolved minute number **17/RDC/259** **File Ref** **6-RF-1-23**

That Council approves an unbudgeted expenditure of up to \$15,000 for the maintenance/development of a Ratana playground.

His Worship the Mayor / Cr Rainey. Carried

Meeting adjourned 3:05, reconvened at 3:21

15 Information centres – further consideration of service delivery options

Mr Hodder spoke to the tabled report.

Elected Members discussed the future value, role and co-service arrangements of information centres.

The viability of standalone centres will be a topic of discussion within Long Term Plan workshops. Previous long-term plans had set the goal of working towards both co-location of services as more efficient and addressing safety concerns of single staffed facilities.

Resolved minute number **17/RDC/260** **File Ref** **5-FR-1-2**

- 1 That the report 'Information centres – further consideration of service delivery options' be received
- 2 That a review of service delivery options (in terms of section 17A of the Local Government Act 2002) not be undertaken at this time for information centres because of their integration with libraries in both premises and staffing and the uncertainty about any viable alternative which would deliver a similar level of service.
- 3 That the future value and role of information centres be considered as part of developing the District Promotion Strategy, in the context of the 2018-28 Long Term Plan.

His Worship the Mayor / Cr Rainey. Carried

16 Annual Report of the Rangitikei District Council Licensing Committee for the year ending 30 June 2017

The Committee's report is attached.

Resolved minute number **17/RDC/261** **File Ref**

That the annual report of the Rangitikei District Council Licensing Committee for the year ending 30 June 2017 be approved.

Cr Platt / Cr Sheridan. Carried

17 Representation Review – consideration of process

Ms Gray spoke to her presentation with a printed copy given as a tabled document.

The following points were clarified in discussion:

- Consultation with Te Roopu Ahi Kaa has occurred.
- Council has discretion on how it makes a decision on separate Maori wards, including holding a poll.
- A Council resolution for establish (or not to establish) separate Maori wards would be subject to a poll should 5% or more of electors demand one.
- A poll would be with all electors – general and Maori. The result is binding.
- Anyone eligible can stand for a Council seat regardless of where in New Zealand they live, you do not have to be within a District to stand for their Council.
- Maori ward votes can only be made by those on the Maori electoral role.
- The question of electronic voting is a separate issue to the current representation review.
- Meshblocks (as a geographic unit) will be considered when discussing the +/- 10% rule.

Cr Ash left at 4:16 – 4:20

18 Receipt of Committee minutes and resolutions to be confirmed

Resolved minute number **17/RDC/262** **File Ref**

That the minutes of the following meetings be received:

- Finance/Performance Committee, 29 June 2017
- Assets/Infrastructure Committee, 13 July 2017
- Policy/Planning Committee, 13 July 2017

Cr Aslett / Cr Sheridan. Carried

Resolved minute number	17/RDC/263	File Ref
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That the following recommendations from Assets/Infrastructure Committee held on 13 July 2017 be confirmed:

17/AIN/058

That the Assets/Infrastructure Committee recommends that Council approve progression onto the Detailed Business Case of the single preferred option for the Mangaweka Bridge, which includes construction of a new bridge alongside the existing bridge.

Cr Rainey / Cr Peke-Mason. Carried

Resolved minute number	17/RDC/264	File Ref
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That the following recommendations from Policy/Planning Committee held on 13 July 2017 be confirmed:

17/PPL/070

That the Policy/Planning Committee recommends to Council that the delegations to Community Boards and Community Committees include 'authority to make decisions on major tree removals in public spaces, taking into account community consultation processes', and the advice of the Parks and Recreation team leader.

Cr Sheridan / Cr Platt. Carried

19 Late items

As agreed at item 6.

Resolved minute number	17/RDC/265	File Ref
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That the following recommendation from Finance/Performance Committee held on 27 July 2017 be confirmed:

17/FPE/137

That the Finance/Performance Committee recommends to Council that the Chair of Finance, Cr Wilson, Cr Platt and His Worship the Mayor form a working group with a view to facilitate new subdivisions.

Cr Belsham / Cr Peke-Mason. Carried

20 Future Items for the Agenda

21 Next Meeting

Thursday 31 August 2017, 1.00 pm
(with the Elected Members only session being from 12.45 pm)

22 Meeting Closed

4.22 pm.

Confirmed/Chair: _____

Date:

Attachment 2

Mayors Meetings and Engagements

August 2017

Date	Event
1	Met with Targa Rally and Shemozzle organisers - with council staff Attended LTP Stakeholder meeting with Mokai Patea Services Attended meeting at Te Kotuku Hauora re the White Ribbon Ride - November 2017
2	Was based in Taihape all day and attended the following up there: Met with Taihape residents Attended Networking Hui at Mokai Patea Attended meeting with Whanganui DHB
3	Attended Draft Traffic and Parking Bylaw - heavy vehicle stakeholders meeting Attended LTP Stakeholder meeting with Horizons Regional Council Attended Turakina Reserve Management Committee meeting Attended Turakina Community Committee meeting
7	Met with a Hunterville resident Attended Hunterville Rural Water Supply Committee
8	Attended Te Roopu Ahi Kaa Komiti meeting Attended Grey Power AGM meeting Attended LTP Stakeholder meeting with Rangitikei Heritage Attended Bulls Community Committee meeting
9	Was based in Taihape all day Attended Omatane and Erewhon Water Supply Committee meetings Attended Taihape Community Board meeting Attended Marton Community Committee meeting
10	Attended LTP workshop with Councillors Attended Assets/Infrastructure Committee meeting Attended Policy/Planning Committee meeting
11	Attended Local Government Enterprise Programme Workshop for Councils Met with Joe Grace of the Department of Internal Affairs with the CE
12	Attended the Marton Volunteer Fire Brigade – Presentation of service honours
14	Attended meeting with UPCV Advances Windows and Joinery Attended Adit/Risk Committee meeting
15	Attended Project Open Arms review meeting in Palmerston North Attended Grand Opening of Art for Arts Sakes

	Attended Ratana Community Board
16	Attended Accessing Central New Zealand Governance Group at Horizons Regional Council Attended the Youth Awards held at Council
17	Attended initiating of the Ngati Rangi Deed of Settlement at Grand Parliament Hall, Wellington Attended TRADOC Recognising Excellence Dinner held at Waiouru Military Camp
18	Met with various Marton residents Attended Youth meeting
19	Attended Blue Tie Ball Attended the Wearable Arts Show
21	Attended LTP Stakeholder meeting with Ross I'Anson of NZTA
23	Was Based in Taihape all day
24	Met with a potential Marton business owner Attended LTP workshop h Councillors
25	Traveled to Horowhenua Masonic Retirement Village in Levin for a site visit
28	To attend Tutaenui Rural Water Supply Governance Group meeting
29	To host drop in clinic for Bulls residents at the Bulls library To attend Project Open Arms review meeitng in Plamerston North
30	To host meeting with ANZCO
31	To attend Finance/Performance Committee meeting To attend Council meeting

Attachment 3

OHAKEA REPORT 24 AUGUST 2017

The full focus of the Ohakea community is on the Singaporean exercise which will run for all of September.

An advance party of Singaporeans is here now and the six F16 Aircraft will arrive next week. There will be increased flying activity at Ohakea during September and this will include some night flying.

The night flying will be limited and will not proceed late into the evening. It is hoped that the Base does not receive many noise complaints. Ideally there will be none as it would be unfortunate if any complaints were to prejudice a decision regarding the Singaporeans training at Ohakea in future.

For this Exercise the Singaporeans have endeavoured to source supplies from local providers. This includes accommodation and provisions.

After the Singaporeans have departed, there will be another exercise at Ohakea in October.

Wellington Airport.

Wellington Airport applied to CAA for permission to extend the runway. This was approved.

Subsequently the Pilots' association appealed to the High Court because the runway extension was only to provide a 90metre safety runoff zone where international guidelines call for 250metres.

The High Court agreed with the CAA decision. This was then appealed to the Court of Appeal which overturned the original decision and ruled that economic considerations cannot take precedence over safety.

Now, in a further move, this matter goes before our Supreme Court for a two day hearing commencing Thursday August 24th. If the Supreme Court endorses the Court of Appeal ruling, Jet services to both Wellington and Queenstown may have to cease.

What would this mean for Ohakea and our Region?

Graeme Platt

Attachment 4



REPORT

SUBJECT: **Administrative matters – August 2017**

TO: Council

FROM: Ross McNeil, Chief Executive

DATE: 22 August 2017

FILE: 5-EX-4

1 Voluntary targeted rate for ceiling and underfloor insulation

- 1.1 A request has been received whether Council would consider allowing home insulation costs to be paid off through rates.
- 1.2 The EECA (Energy Efficiency and Conservation Authority) runs the Warm up New Zealand: Healthy Homes programme, which is funded through central government. This provides a grant towards home insulation, which is available to low income home owners and to landlords who have tenants with low-incomes or high health needs. Those who are eligible may apply for a grant to cover 50% of insulation costs for properties built before 2000. This funding is available until July 2018.
- 1.3 Local authorities can also contribute to improving housing quality in New Zealand, by providing a scheme to help rate payers who are not eligible for the EECA grant, or who are unable to cover the remainder of the cost for the insulation. Under such a scheme the council provides a loan (a rates advance) which goes towards the cost of insulation and/or heating. The ratepayer repays the money, plus interest in instalments, over a number of years over and above their normal rates payments.
- 1.4 This practice has been adopted by several councils: the spreadsheet attached at [Appendix 1](#) shows the current arrangements made by ten of these. While they have slightly varying requirements in terms of eligibility criteria, interest rate thresholds and repayment terms, all but one typically charge a rate of interest such that the arrangement is not subsidised by other ratepayers.
- 1.5 If Council wished to pursue this, as a new rate type, it would be a matter for inclusion in the draft Consultation Document for the 2018-28 Long-Term Plan. That would seem the best time to gauge the likely interest in such a scheme.

2 Edale Home Trust Board

- 2.1 There is still some information to be provided before Council can properly consider the Board's request for an interest-free loan. As previously noted, the investigation will assume that, if Council were of a mind to provide a loan, it would be on the basis of there being no impact on rates.

3 Safe pedestrian access between Taihape CBD and Otaihape Valley Road/Dixon Way

- 3.1 Earlier reports noted that the New Zealand Transport Agency would run an investment logic mapping workshop with the Taihape Community Board to address the Board's expressed concern for a while about the pedestrian access between Taihape CBD and Otaihape Valley Road. (This is the same process as recently used in investigating options for the Mangaweka Bridge.)
- 3.2 The workshop has been rescheduled for 4 September 2017. yet to be re-scheduled.

4 Refurbishment of the old BNZ building, 12-14 High Street, Marton

- 4.1 The situation is unchanged from that reported to Council at its meeting on 1 December 2016, i.e. the plan of work has not yet been received, and the owner is not permitted to allow the use of the downstairs apartment until this matter is resolved.

5 Taihape Swim Centre

- 5.1 As a result of the decision by the Taihape Community Development Trust not to renew the management contract for the Taihape Swim Centre, proposals will be invited to manage the complex for the remaining period of the contract (i.e. two years). The expiry date coincides with that for the Marton Swim Centre.
- 5.2 In order to provide a new operator maximum lead-in time for the 2017/18 swim season, it is suggested that the Assets/Infrastructure Committee is delegated authority to award the contract at its meeting on 14 September 2017.

6 Altered hours for the Bulls Waste Transfer Station

- 6.1 The Bulls Community Committee has asked the Solid Waste Officer for changes to opening hours for the Bulls Waste Transfer Station which allows longer hours in the weekend but does not increase the overall opening hours. The proposed changes are as follows:

Day	Present times	Proposed times
Monday	7.30am to 11.30am	8am to 11.00am
Wednesday	7.30am to 11.30am	8am to 11.00am
Friday	7.30am to 11.30am	8am to 11.00am
Saturday/Sunday	8.00am to 3.00pm	8.00am to 4.30pm

- 6.2 A recommendation to introduce these from 24 September 2017 (the beginning of daylight saving) is included.

7 New determination by the Remuneration Authority

- 7.1 A new determination took effect from 1 July 2017 for the year ending 30 June 2018. It has increased salaries by 1.7% for all member positions. This reflects changes in the Statistics New Zealand Labour Market Statistics for the public sector in the year to March 2017. The Authority is currently reviewing and consulting local authorities on potential changes to the remuneration framework, so there have been no changes in approach in this determination. Any changes will be implemented in 2019.

- 7.2 However, there has been a review of vehicle mileage allowances with effect from 1 July 2017 so these allowances are now the equivalent of those for other self-employed people claiming the costs off their tax. The changes are—

- a. removal of the 30 km rule:

This rule previously required the first 30 km of travel to and from meetings held at local authority or board offices (i.e., 15 km each way) to be a “threshold distance” for which allowances were not paid. This threshold has been removed to align expense payments to what a self-employed contractor may charge a client:

- b. increase in mileage allowance:

The previous allowance set by the Authority for reimbursement for travel on council business was 73 cents per kilometre up to 5,000 km, then 37 cents per kilometre for distances beyond that. The 5,000 km threshold is the formula that has been used by IRD for self-employed taxpayers. Members are geographically spread across the whole of the country, including larger rural areas, and evidence that the Authority has on vehicle usage by mayors pointed to 5,000 km being too low to represent the typical experience of members in most of the country, whatever its relevance to urban councils. The IRD is changing its formula for assessing the reimbursement of vehicle costs. Until the new rates for 2017/18 are set, the Authority will adopt a fixed reimbursement rate of 81 cents per kilometre for electric vehicles and 73 cents per kilometre for all other vehicles, including hybrid vehicles, in line with new IRD rates. This will apply to all local authority-related travel up to a maximum of 10,000 km, and all additional justified use will be reimbursed at the rate of 37 cents per kilometre.

8 Marine and Coastal Area (Takutai Moana) Act 2011 (MACA)

- 8.1 Under this Act, iwi, hapū, and whanau had until 3 April 17 to lodge applications for recognition of Customary Marine Title (CMT) and/or Protected Customary Rights (PCR) in the Common Marae Coastal Area (CMCA). Horizons is maintaining a watching brief on this situation for the region, advising that the collation of applicants into regions for High Court hearings has started.
- 8.2 All areas of the coast line in the region have two or more MACA applications lodged.

9 Proposed amendment of the Schedule of Fees and Charges

- 9.1 The Roding team (part of Infrastructure Shared Services) has suggested that there is alignment with Manawatu District Council on fees for vehicle crossings, stock crossings and road openings (or corridor access requests). The reason for this is that there are many utilities with infrastructure in the road corridor and it will ensure fees are charged consistently. At present, Rangitikei has a licence fee (of \$130) but it is uncertain what this is intended to cover, and its kerb opening (of \$262) is much higher than Manawatu's (\$100).
- 9.2 The new fees proposed are:
- Corridor Access Request: \$100.00 (down from \$262.00), excluding Council's own services
 - Vehicle and stock crossing consents \$262.00 (unchanged)
 - Licence fees – deleted
 - Road encroachments survey and documentation – at cost (unchanged)
- 9.3 A recommendation is included.

10 Proposed road closures

- 10.1 The organisers of the Targa Rally have withdrawn their application to close local roads on 28 October 2017. This date coincided with the Hunterville Huntaway Festival. The Mayor hosted a meeting with the organisers of both events, attended by members of Council's roading team, but the logistics proved too complex for both events to be run. Targa has arranged an alternative route in the Wairarapa.

11 Sale of 16 Barnett Drive, Marton

- 11.1 This vacant site was put on the market for sale by tender. An unconditional cash offer of \$87,000 has been accepted.

12 Inflation indexing of annual grant to the Lions Club for the ongoing maintenance of the hanging baskets in Broadway, Marton

- 12.1 The current annual grant, of up to \$1,400, dates from a decision by the Assets/Infrastructure Committee on 9 April 2015. It has not been inflation indexed, so means the Club is slowly losing ground on this project. It is suggested that, in future, the grant is increased at the same rate used for setting the annual expenditure figures.

13 Request for waiver of all fees

- 13.1 There have been no new requests for waiver or reduction of fees beyond the Chief Executive's delegations

14 Application for rates remission

- 14.1 There are no new applications for rate remissions.

15 Service request reporting

The summary reports for first response and feedback and for resolution (requests received in June 2017) are attached as Appendix 2.

16 Health and Safety update

- 16.1 Rangitikei hosted a regional health and safety forum on 28 July 2017.
- 16.2 The MW LASS Health and Safety Business Partner is developing an emergency asbestos procedure and an associated media release to contractors.
- 16.3 Warning signage will be erected in old areas in the cemeteries where masonry is crumbly and unstable.

17 Staffing

- 17.1 The search for a suitable appointee to the new role of Principal Adviser Infrastructure continues, with assistance from a recruitment company.
- 17.2 Interviews have been held for the Strategy and Community Planner vacancy, and further assessment of the short-listed applicants is in progress.
- 17.3 Christin Ritchie has been appointed Governance Administrator (to the vacancy created by the recent resignation of Linda Holman). She started on 16 August 2017.
- 17.4 Eila Ogden will be retiring on 7 September 2017. Eila has worked with the District Council and the former Marton Borough Council in a number of roles, in a career spanning more than 30 years. She has agreed to come in one morning

a week until the end of the year to help in the transfer of the immense knowledge she has acquired.

- 17.5 Anthony Woodside has resigned his position as GIS Officer, effective 1 September 2017 for a role with Massey University. He has been In Council's employment for ten years.

18 Recommendations

- 18.1 That the report 'Administrative matters – August 2017' be received.
- 18.2 That a proposal for a voluntary targeted rate for insulation of residential homes be EITHER included OR not included in the draft Consultation Document for the 2018-28 Long Term Plan.
- 18.3 That delegated Authority be given to the Assets/Infrastructure Committee at its meeting on 14 September 2017 to consider tenders and award the contract for managing the Taihape Swim Centre until September 2019.
- 18.4 That the opening hours of the Bulls Waste Transfer Station be amended from 24 September 2017 as follows: Monday, Wednesday, Friday: 8.00 am to 11.00 am; Saturday and Sunday: 8.00 am to 4.30 pm.
- 18.5 That the Schedule of fees and charges for 2017/18 for roading be amended as follows:
- Corridor Access Request: \$100.00 (down from \$262.00), excluding Council's own services
- Vehicle and stock crossing consents \$262.00 (unchanged)
- Licence fees – deleted
- Road encroachments survey and documentation – at cost (unchanged)
- 18.6 That the annual grant (up to \$1,400) to the Lions Club for maintenance of the hanging baskets in Broadway, Marton, be adjusted from 2018/19 in line with the factor used on setting the Council's annual expenditure budgets.

Ross McNeil
Chief Executive

Appendix 1

	Auckland Council	BOP Regional Council	Clutha District Council	Dunedin City Council	Greater Wellington Regional Council	Hawkes Bay Regional Council	Invercargill City Council	New Plymouth City Council	South Taranaki District Council	Marlborough District Council
Eligibility Criteria	Ratepayer Up to date with payments and good payment history Approved installer	Ratepayer Up to date with rates Property is located in Rotorua urban airshed Approved installer	Ratepayer, up to date and good payment history Home must be built before year 2000 Rates agreed as direct debited	Ratepayer, Up to date with payments and good payment history, Home must be built before year 2000 (for insulation) Rates agreed as direct debited Approved installer	Ratepayer Up to date with payments For heating grant, live in Masterton or Wainuiomata and be replacing non-compliant heating Approved installer	Ratepayer Up to date with payments For heating must, live in 'airshed' area and be replacing non-compliant heating Approved installer	Ratepayer Up to date with payments For heating, live in 'airshed' area and be replacing non-compliant heating Approved installer	Ratepayer Up to date with payments Home must be built before 2000 (for insulation) Approved installer	Ratepayer Up to date with payments Home must be built before 2000 (for insulation) Approved installer	Ratepayer Up to date with payments Home must be built before 2000 Approved installer
Amount Available	Up to \$5000	Up to \$6785 for heating (dependent on heating method option selected) and \$4600 for insulation	Up to \$5000 total	Up to \$5000 total	Up to \$3900 for insulation Up to \$5000 to install clean heat (Masterton + Wainuiomata only)	Up to \$4500 for clean heat (airshed area only) Up to \$4500 for insulation	Up to \$2,600 for insulation (ceiling and underfloor) Up to \$5,000 for clean heat	Up to \$2,600 for insulation (ceiling and underfloor) Up to \$5,000 for clean heat	Up to \$3,900 for insulation OR Up to \$5000 for clean heat	Up to \$5000 for insulation
Options Available	Home insulation, clean heating, fireplace removal, extractor fans, water tank installation, water efficient devices	Home insulation (must have compliant heating) for heating there must be a non-compliant wood burner..	Insulation and heating (for clean heating your home must already be insulated)	Insulation and heating, heating (for heating the home must already be insulated)	Insulation and heating (heating only on offer to those living in Wainuiomata or Masterton)	Insulation and heating	Insulation and heating	Insulation and heating (for heating the home must already be insulated)	Insulation and heating (for heating the home must already be insulated)	Insulation only
Repayment Term	9 years	10 years	5 years	10 years	9 years	10 years	7 years	9 years	9 years	9 years
Interest Rate	6.6%	Dependent on individual factors, some loans interest free	3.98%	7.2% (fixed)	7%	3.5% (heating) 6.5% (insulation)	3.95%	7%	7%	6%

Attachment 5



Memorandum

To: Council

From: Ross McNeil

Date: 24 August 2017

Subject: **Top Ten Projects – status, August 2017**

File: 5-EX-4

This memorandum is an update from the statements provided to the Council's meeting on 28 July 2016 and subsequent months.

1. Mangaweka Bridge replacement

In the Consultation Document for the 2017/18 Annual Plan, Council signalled its preference to build a new bridge to replace the century-old Mangaweka Bridge. It had become apparent that the bridge structure would need to be totally replaced to take the loads required by local farmers and those operations servicing them. As a boundary bridge, costs will be shared equally with the Manawatu District Council but a business case must be accepted by the New Zealand Transport Agency for payment of the Financial Assistance Rate (63% for Rangitikei) without which the project would not be viable. At its meeting on 29 June 2017, the costs for an indicative business case were formally allowed for (which could be met from provision included in the 2017/18 Annual Plan).

The indicative business case has been completed which recommended a new bridge alongside the existing one, with a preference to retain the exiting bridge for pedestrian and cycle traffic. The next stage is the preparation of the detailed business case for the recommended option. A new bridge with a design capacity of 53-80 tonnes has an estimated costing of between \$8 and 10 million.

A submission has been made to the New Zealand Transport Agency for approval (and funding) to proceed with the detailed business case. Both councils have committed their local share.

2. Upgrade of the Bulls wastewater treatment plant to meet new consent conditions

The consent application remains under consideration by Horizons, which effectively puts the project on hold. Riverlands had expressed interest in a collaborative approach to the upgrade of the Bulls wastewater treatment plant but, on further consideration, seems unlikely to make such a commitment. Although Horizons is keen to see the merging of the two discharges, it would be entirely a Council decision to do that. It would mean withdrawing the current consent application and submitting a new one. The same applies to

discussions being held with Horizons about piping Marton's wastewater to be treated at Bulls, thus ending any discharge to the Tutaenui Stream.

This position is unchanged from the last update.

3. Upgrade of the Marton wastewater treatment plant to meet new consent conditions

The initial focus until December 2017 is on acceptable management of the leachate from the Bonny Glen landfill. The Heads of Agreement has been signed between Midwest Disposal and Council; the management plan to define the arrangements for transporting the leachate to Marton, storing it, and releasing it into the waste water treatment plant has been finalised. The document was presented to the Assets/Infrastructure Committee at its meeting on 11 August 2016. The storage tanks and pumping system for pre-treated leachate is now in place at the Marton wastewater treatment plant (WWTP). This means that there is now a managed entry of pre-treated leachate into the treatment plant.

Midwest has yet to see a commercially running plant that can demonstrate the efficiency of their preferred option of on-site treatment of leachate. Midwest aims to have its pre-treatment plant operating by April 2017. However, it seems that the leachate will require further treatment before it can be discharged into a waterway. Council has been specific that the application for the new consent for the Marton wastewater treatment plant will not allow leachate to be accepted.

The Advisory group membership has been reviewed, with a combination of re-appointments and new appointments. The Group met on 3 March 2017. In light of a potential option to pipe effluent from Marton to Bulls, it will be appropriate for Council to review the membership of the Advisory Group to include representation from the Bulls community.

In conjunction with Horizons and local Iwi, an application has been made to the Ministry for the Environment Freshwater Improvement Fund to seek financial support for the piping of effluent from the Marton WWTP to the Bulls WWTP. The application was unsuccessful, meaning the feasibility of the project needs further review – not only in terms of the potential impact on borrowing (and rates) but also in terms of the identification and evaluation of practicable options. A long list of options and associated high level assessment (pros and cons) will be presented to Council prior to consideration and evaluation by the Advisory Group.

4. Upgrade of the Ratana wastewater treatment plant to meet the demands from the anticipated housing development

Planning and legal formalities are under way for the 60 lot subdivision at Ratana. This subdivision has been approved as a 'partition' through the Maori Land Court, rather than a subdivision consent under the Resource Management Act. As the land is under multiple ownership, the partition process allows for specific areas (parcels) to be defined and assigned to owners. This is similar to a cross-lease arrangement.

External funding support for the wastewater treatment plant capacity upgrade has yet to be confirmed. However, Te Puni Kokiri, as the social housing funder for this development, is

aware of the funding shortfall and discussions are being held with staff from that organisation. Council budgets do include funding to upgrade the plant to meet future treatment standards.

An update on the subdivision project was included in the Administrative matters report to Council's meeting on 29 September 2016. The Waipu Trust, which is advancing the development, will be seeking an agreement with Council for management and maintenance of the core infrastructure and open space areas associated with the development. Council's legal advisers have prepared a draft agreement.

Planning continues for the wastewater plant upgrade/renewal to meet new conditions of consent. To this end an application has been made to the Ministry for the Environment Freshwater Improvement Fund to seek financial support for a land-based treatment option for the Ratana WWTP. This application was successful, meaning that the discharge will be entirely to land with none going into Lake Waipu as is the case now.

A project plan will now be developed, noting that a new resource consent application will need to be lodged with Horizons Regional Council by 31 January 2018 (being 6 months ahead of the 31 July 2018 expiry of the current consent).

5. Sustainable provision of stock and irrigation water within the area now serviced by the Hunterville Rural Water Scheme, extended south to Marton, and provision of a safe, potable and affordable supply to Hunterville town

The Ministry for Primary Industries (MPI) approved the Tutaenui pre-feasibility study, and officials visited on 1 August 2016 to view the area and discuss their views on what a pre-feasibility study should achieve and how it would be best done. This included engaging a specialist consultancy, and Brian Kouvelis and David Voss were engaged in this regard. Their first task has been to complete concept designs for the reconfiguration of the Hunterville rural scheme and for supply through the proposed Tutaenui scheme. This work is supported by water network modelling. Draft demand profiles have been produced, and these have informed the concept designs. The engineering report is nearing completion.

Horizons Regional Council has completed a GIS resource for the project, i.e. an online viewer that will enable all spatial data (such as climate and soil conditions) to be easily viewed, with layers that can be turned on and off to suit.

450 surveys were sent to properties within the project area, and 73 responses have been received. They show a high preference for additional horticultural production if irrigation water is available. Murray Robinson was engaged to carry out face to face interviews. 25 interviewees were selected, and the results of the interviews presented to the Governance Group's meeting in May. All interviewees were in support of a full feasibility study being carried out and were positive about the impact that additional water could have on their farming operations.

The focus for July-August is finishing the engineering investigation and the economic analysis.

BakerAg have completed Stage 1 of the economic analysis. This was a high-level examination of the findings from Stage 1 of the engineering investigation, and what the availability of irrigation water would translate into for farmers, particularly in the Tutaenui area. A range of water uses was examined in this work. In terms of payback, the most attractive option appears very strongly to be horticulture. This finding aligns well with both the engineering investigation, which revealed that this is the quantum of water available, and with the demand investigation, which revealed that in the Tutaenui area at least this is the most likely attractive end use for that water.

Stage 2 of the engineering investigation is mostly complete, with a presentation being made to the Governance Group on 31 July. At this meeting, a long list of options was presented. The consultants sought feedback and are now finalising their work on route analysis and costing for the resulting short list of options (for both the proposed Tutaenui Rural Water Supply area and the existing Hunterville Rural Water Supply). As well as robust information on use of the various sources available, the results of this study will be options for a proposed reticulation layout, with pipe sizings, routes and costings.

From a technical perspective, it appears that Hunterville town can be separated out from the Hunterville Rural Water Supply. However, an analysis is underway to determine the financial implications on the Hunterville scheme of such an outcome.

The next steps in this study will be to finalise Stage 2 of the engineering investigation, and deliver Stage 2 of the economic analysis. Following these bodies of work, the final report can be completed, and Council can look ahead to the potential for a full feasibility study, again with funding support from MPI.

The project is due for completion by 31 October 2017.

6. Future management of community housing

Council has committed to examine other options for managing its community housing stock, using one or more specialist organisations with the ability to tap into government financial assistance. The Manawatu Community Trust is the only organisation which has continued to express interest in taking over the ownership and management of all 72 units. However, Council has indicated that the four units at Ratana are to be excluded.

Over the past twelve months the level of occupancy has risen considerably. A further report to Council's meeting on 15 December 2016 showed that, at this level of occupancy, there is a small comparative financial benefit for Council in retaining ownership and managing the housing directly. Forming a Rangitikei-trust is an option to direct management

The Manawatu Community Trust made a presentation to Council at its meeting on 23 February 2017 and is meeting with its legal advisers to discuss some options in an attempt to clarify the issue of ownership. Investigations are in progress on the feasibility of establishing a similar Rangitikei-specific trust or having a committee structure within the Manawatu Community Trust. A presentation was made to the Assets/Infrastructure Committee's meeting on 8 June 2017 on a ten-year plan for the housing (if remaining under direct Council

control). A further workshop session was held on 29 June 2017, setting out three scenarios, resulting in a request for a more detailed analysis. It is intended to present that during the LTP workshop session on 21 September 2017.

7. Upgrade of Taihape Pool

Major work is required in filtration and heating to get this pool to a satisfactory standard. An expert assessment was obtained and peer reviewed. Initially, there was an assessment that the existing electricity supply to the pool would need upgrading, but on further examination will not be necessary. The costs for the full extent of work were estimated at \$430,000 which took the project beyond the funds committed by Council and the Trust.

There has been a meeting with the Taihape Community Development Trust (which has a service contract to manage the Pool) and a commitment secured to work on a joint funding strategy to secure the funding gap of \$200,000 to enable the work to be done during 2017. A contingency budget to fund this upgrade has been included in the draft 2017/18 Annual Plan, and is an element for community consultation. No application for external funding as yet been submitted.

The tender was issued on 13 April 2017. Under delegated authority, at its meeting on 11 May 2017, the Assets/Infrastructure Committee awarded the contract to Ian Coombes Limited for \$374,900 (including contingencies). Work is progressing well and is expected to be completed well before the intended the start of the 2017/18 swimming season.

8. Bulls multi-purpose community centre

Community feedback was sought at the public launch of the project on 8 August 2016, and as a consequence the design has been modified to provide a larger auditorium, a wider stage, and additional toilets. The funding implications from these changes were considered by Council at its meeting on 29 September 2016. The total cost of the facility is likely to be \$4.36 million but the rate-funded loan (for \$1.6 million) will not increase. The required additional funding will come from corporate sponsorship, a higher target for local community funding and sale of further surplus Council property in Bulls or use of financial reserves. The architects suggested a mesh-style exterior cladding to lighten the look: subject to confirming the price, this change in the building appearance has got strong support. However, this brings the estimated cost very close to the budget. Before proceeding to the detailed design and specification, a value management workshop was held on 31 January 2017 to review what savings are available from alternative products and systems. The objective was to lower the design estimates by at least 10%. The actual savings outcomes achieved were 18.7%. As the detailed design and specification will cost between \$100,000 and \$150,000, it is critical to avoid substantial revision of that further in the process.

Agreement has now been reached with the Joint venture (JV) partners (who own the whole former Criterion Hotel site) in regard to the area to be purchased by Council – including the retention by the JV partners of the civic square area (so Council does not need to purchase it) which will be subject to enduring control by the Council. A geotech assessment and the site survey have both been completed.

The application to Lotteries' Community Facilities Fund was submitted by the due date, 31 August 2016. In December the Fund decided to grant \$500,000 although it will not be paid before 23 November 2017 and the Fund administrator will require evidence that the balance of remaining funds has been raised for the project, a copy of the final construction contract, a copy of the building consent, confirmation of the project start date, estimated completion date and that the project is as submitted in the grant request.

A funding application was lodged with the Dudding Trust; it will be discussed further in the coming funding round. Additional funding applications have been submitted to Lotteries Significant Projects Fund and the Four Regions (PowerCo) Trust. The outcome of these applications is unlikely to be known until at least mid-2017.

During the Annual Plan consultation, work on investigating the legal saleability of surplus properties was paused. The information centre/bus stop at 113 Bridge Street has no impediment to sale and it will be offered for sale through an open tender process in accordance with Council policy on the sale of surplus property. Such a sale will be conditional on allowing Council to continue using the site as now until the new facility is available. (The sale is being managed by Property Brokers). Properties proposed for sale, but not flagged for disposal in the initial discussions with the community, were an item in the Consultation Document for the 2017/18 Annual Plan

Preparations for the local fund-raising campaign are well advanced. A newsletter was distributed to every property in Bulls outlining the background to the project, its current status, and the next stages of the development. The Give-a-little page has been launched. The potentially significant source of funding from selling (on commission) the FM radios (providing information about the aircraft and Base facilities) during the Ohakea Air Show was declined because Council would have had to purchase the radios. The Mayor has had a number of discussions with likely corporate sponsors. Local and corporate funding and pledges now exceed \$81,000, with the target being \$350,000.

At its meeting on 29 September 2016 Council resolved to proceed with the preparation of detailed plans and tender documents, and, subject to budget, invite tenders for the construction of the new facility when at least 70% (\$1.19 million, including at least \$105,000 in local community funding from the Bulls community) of the external funding is secured by way of grants from external agencies, local community funding and corporate sponsorship. This does not commit Council to continuing the project. Detailed design is not essential for other funding bids but it must be complete before the Lotteries grant will be paid. It will take about three months to complete.

The design, costings and proposed property sales associated with the proposed Centre were the focus of an Annual Plan consultation meeting held in Bulls on 8 March 2017. The preparation of detailed plans and specifications to support a tender process for the Centre's construction were put on hold pending the close of the submission period for the draft 2017/18 Annual Plan. The majority of those submitting on this matter favoured continuation, and Council has resolved accordingly.

The funding application to the Lotteries Significant Projects Fund was completed and submitted to the Department of Internal Affairs. The application presented the proposed

Bulls Community Centre project as part of a District-wide town centre development programme, and references the proposed Marton City Centre and Taihape town hall/service centre development projects. The Department confirmed that the application will proceed through to assessment and then to the Committee for a funding determination. However, the decision, released earlier this month, was unfavourable. Rangitikei's project was considered not to demonstrate regional or national significance in the way that the Hunterwasser Gallery in Whangarei or the Sergeant Art Gallery in Whanganui.

The preparation of detailed plans and tender documents will cost around \$125,000. At its meeting on 25 May 2017, Council confirmed its previous decision for the Chief Executive to commission detailed drawings and specifications. However, this commission has not yet been made because there is a potential shortfall of \$1 million, with government, philanthropic and corporate funding less than envisaged. Ways of bridging this gap without additional ratepayer cost are being explored, including discussions with relevant Ministers.

During the past month there has been discussion with senior officials in Internal Affairs and, as a result, a supplementary application is being prepared to the Lotteries Community Facilities Fund (which closes 31 August 2017) to cover the present shortfall of the 70% external funding target. On that basis work to prepare the detailed drawings and specifications will proceed.

9. Development of Cobbler/Davenport/Abraham & Williams site in Marton for Council's administration centre and the town library

Possession was gained on 31 August 2016. A meeting has been held with building owners and businesses in this area and an opportunity provided for them to see inside the buildings.

Following a call for Expressions of Interest, Opus was engaged to assist in preparing a heritage assessment and concept development, not just for the Council's site, but more generally within the Broadway precinct between High Street and Follett Street. The Opus team visited Marton on 23 November 2016 to undertake preliminary site investigations and discuss their initial thinking. The project was completed just before Christmas and 'rough-order' cost estimates provided for four options –

- retain, strengthen and refurbish;
- retain all facades, with new facility behind;
- retain, strengthen and refurbish Davenport; retain facades of Cobbler B and Abraham and Williams, with new facility behind, demolish Cobbler B and replace with new one storey build;
- demolish all and construct new facility.

In all cases, a structure at IL4¹ rating for the Civil Defence function is envisaged on the Cobbler A site.

The costs have now been peer-reviewed. Given the high community interest, the three main options were included within the Consultation Document for the 2017/18 Annual Plan to inform the community and invite their views.

The Marton heritage precinct concept was shared before Christmas with building owners who showed interest in progressing it. The objective in this part of the project is to develop a heritage precinct plan which could be submitted for funding in the Government's Heritage Earthquake Upgrade Incentive Programme (EQUIP). Draft terms of reference for a Marton Heritage Panel have been prepared, which is attached for consideration. The Ministry has expressed interest in a precinct application.

In some places collaboration to regenerate urban centres has been formalised through an approach known as the 'Precinct Model'. This will be explored with property owners. A preliminary action is to gather information about spending by Marton residents in Marton and in nearby centres. It had been intended that this work is completed by the end of May but it is a larger task than anticipated and will not be complete before September/October

A meeting for Marton business/commercial property owners was held on 1 March to provide an overview of the information to be presented in the draft 2017/18 Annual Plan. The public meeting on 13 March for the draft Annual Plan provided a focus for presenting the concepts associated with the proposed Marton Civic Centre and heritage precinct. Attendees were encouraged to submit their views on the ideas presented in the consultation document.

The majority of submitters on this topic wanted Council to continue investigating options for the site, but views were evenly split between those who wanted the heritage character of the corner retained and those who favoured demolition and a completely new building. The logic of this is for Council to focus on two specific options – retaining all street facades and building new behind these and demolishing all three buildings and erecting a new one. Understanding the different costs (including the potential for lotteries support for the heritage approach) is a critical part of this next stage. Retaining the linkage between Council's own buildings and those privately owned in the Marton civic centre is being maintained as likely to present the best case for external funding.

At its previous meeting, Council requested a concept design with costings on retaining all the facades and building new behind them, demolishing all buildings and erecting an entirely new building, with regard to the impact on the Broadway streetscape and opportunities for

¹ i.e. Importance Level 4, which denotes buildings that must be operational immediately after an earthquake or other disastrous event, such as emergency shelters and hospital operating theatres, triage centres and other critical post-disaster infrastructure. Clause A3 of the Building Code defines the significance of a building by its importance level (IL), which is related to the consequences of failure. There are five levels of importance, considered by the importance of the building to society:

external funding support. In addition, Council asked for scoping and costing an upgrade of buildings on the Marton Library site and the Marton Administration site so that they are fit for purpose as a reference point for the investigations on the Cobbler/Davenport/Abraham & Williams Buildings site. This work has progressed more slowly than envisaged but will be given priority in September.

10. Taihape civic and community centre

As noted in previous commentaries, this is the least conceptualised town centre complex – but its location, on the Town Hall site, has previously found strong support.

Council has previously anticipated that, early in 2017, the Taihape community would be asked to say where their preferred site is for the new amenity block on Memorial Park (approved following the consultation process for the 2016/17 Annual Plan). That facility will have provision for a second storey, which may be part of finding a long-term solution for those organisations currently using the former Taihape College buildings on Rauma Road. That discussion will provide an opportunity to think in more detail the nature of the facility on the town hall site and the extent to which the current building can be an integral part of that. Both these issues were explored at a joint meeting between Council and the Taihape Community Board on 3 November 2016 and with the users of the Rauma Road facilities on 14 November 2016.

The Annual Plan consultation meeting for Taihape (22 March) focused on the need to identify the preferred site for the proposed amenity block and encourage community views on the future of the Memorial Park grandstand. The Council resolved that a rethink as to identifying and assessing the viable options for amenity/grandstand/recreational facilities on Memorial Park was required given the lack of consensus evident from those submitting to the 2017/18 Annual Plan.

At its meeting on 25 May 2017, Council requested that a project brief and timeline be prepared to guide the identification and assessment of viable options for amenities/grandstand/recreational facilities on the Park, and that the process engage user groups and the wider community, taking a long-term view of needs, opportunities and funding. A draft project brief was discussed with the Assets/Infrastructure Committee at its meeting on 8 June 2017. The Committee agreed that a view from the Taihape Community Board (which met on 14 June 2017) about the nature, scope and process for the project was essential prior to Council finalising the project brief.

However there was no consensus at the Board. meeting about the scope of the project While the Board resolved to ask that the Taihape grandstand decision be set aside and that the project focus on where the new amenities block is to be located, there was an opposing view favouring dealing with the grandstand first, and a further perspective that any review should take a broader view about developing the Park. What all views had in common was getting going. On that basis, the draft project brief was revised and adopted at Council's June 2017 meeting.

Cr Gordon is leading this project, which is currently focussed on information gathering. Healthy Families Whanganui-Rangitikei-Ruapehu has been added to the list of key stakeholders.

Recommendation

That the memorandum 'Top ten projects – status, August 2017' be received.

Ross McNeil
Chief Executive

Attachment 6

Report

Subject: Representation Review 2017/18 - Electoral System

To: Council

From: Katrina Gray, Senior Policy Analyst/Planner

Date: 18 August 2017

File: 3-OR-3-8

1 Introduction

- 1.1 The Local Electoral Act 2001 gives each local authority the opportunity to review the electoral system to be used for the election of Elected Members. The purpose of this report is to provide information to elected members, so they can decide on whether to change the electoral system to be used in the 2019 local government elections for the Rangitikei District.
- 1.2 The Council may choose to maintain the current First Past the Post (FPP) system or change to the Single Transferable Voting (STV) electoral system, or hold a poll on the matter.
- 1.3 A decision must be made by 12 September 2017, if Council wishes to adopt the STV electoral system, although a final decision (to hold a poll) can still be made up until 21 February 2018. A poll can either be held by a resolution of Council, or if demanded by 5% of electors.
- 1.4 The selected electoral system will apply to the election of the Mayor, the Council and community boards.

2 Electoral systems

- 2.1 Until the 2004 triennial elections, FPP was traditionally the only electoral system used for all local government and District Health Board (DHB) elections in New Zealand. Amendments to legislation¹ made the use of STV mandatory for DHB elections from 2004.
- 2.2 A brief overview of the FPP and STV voting systems are provided below, with further detail provided as Appendix 1.

¹ The New Zealand Public Health and Disability Act 2000 – Section 9A

3 First Past the Post

- 3.1 Council has, in the past, used the FPP electoral system. This system has also been used by the majority of local authorities nationally. Electors vote by indicating their preferred candidate(s), and the candidate(s) who receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

Advantages	Disadvantages
Simple	Obstacles to minority candidate election
Familiar	Wasted votes – those that do not contribute to the election of the candidate. E.g. if a candidate was popular so did not need all the votes, or was very unpopular so had no chance of being elected.
Results show how many people voted for each candidate	Winner is unlikely to have the majority of votes, just the largest group of votes

4 Single Transferable Vote

- 4.1 STV, which is used in district health board elections, and was used by eight local authorities² for the 2016 elections (there are 78 local authorities nationally). Of these local authorities, two use a district-wide structure, one uses a mixed district/ward structure, and the other five use ward structures which range from 1 to 6 members per ward.
- 4.2 With this system, electors rank candidates in order of preference, rather than simply pick their most preferred candidate. The number of votes required for a candidate to be elected depends on the number of positions to be filled and number of valid votes. This system has the best results in wards/a district-wide system with between 3 – 9 candidates.

Advantages	Disadvantages
Reflects the views of the majority of voters	Less simple
In single member wards the winner will have the majority of votes (not just the most)	Requires a programme to calculate votes
Fewer wasted votes	Results do not show number of votes per candidate

² These local authorities were Dunedin City, Kaipara District, Kapiti Coast, Marlborough District, Palmerston North City, Porirua City, Wellington City and Greater Wellington.

5 Process

- 5.1 The process that the Council can follow to determine its electoral system for 2019 and beyond is:
- i. Council can make a decision on which electoral system is to be used, with the required public notification to follow (by 12 September 2017).
 - ii. Five per cent of electors can demand a poll on the issue (by 21 February 2018).
 - iii. Council may choose, of its own volition, to hold a poll on the issue, irrespective of whether or not a poll is demanded by electors (by 21 February 2018).
- 5.2 If Council wishes to stay with FPP, it must keep this system for the 2019 election (unless a poll determines otherwise), and can reconsider the issue for the 2022 election.
- 5.3 If Council resolves to change to STV this system will be in place for the 2019 and 2022 elections (unless a poll determines otherwise).
- 5.4 If a poll is held, the results are binding for the 2019 and 2022 elections.

6 Recommendations

- 6.1 That the report 'Representation Review 2017/18 - Electoral System' be received.

- 6.2 That Council...

EITHER

....does not make a decision on the electoral system for the 2019 election, meaning that First Past the Post will continue to be used.

OR

...retains the status quo and continues the use of the First Past the Post electoral system, with the decision being publicly notified by 19 September 2017.

OR

...makes a decision to change the electoral system to Single Transferable Vote for the next two consecutive local government elections (2019 and 2022), with the decision being publicly notified by 19 September 2017.

OR

...does not make a decision on the electoral system, with a view to reconsider the option to hold a poll on the matter before 21 February 2018.

Katrina Gray
Senior Policy Analyst/Planner

Appendix 1

First Past the Post³

Under the FPP electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world.

Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters. The following examples show how results of FPP elections may vary.

Where one candidate has a clear majority of votes, it can be seen that the majority of people did support the winning candidate.

	Number of Votes	Percentage of Votes
Candidate One	140	70%
Candidate Two	20	10%
Candidate Three	20	10%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

In this example, the winning candidate received 70% of the total votes.

However, the winning candidate might receive more votes than any other one candidate, but receive fewer votes than the other candidates put together.

	Number of Votes	Percentage of Votes
Candidate One	80	40%
Candidate Two	60	30%
Candidate Three	40	20%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

In this case, the winning candidate got 40 per cent of the total votes, the other candidates received 60 percent of votes. It could be said that the election result did not reflect the wishes of the majority.

Some people have also argued that even when the winning candidate gets the majority of the votes, many people's votes are "wasted".

³ Information sourced from the Department of Internal Affairs.

Single Transferable Vote (STV)

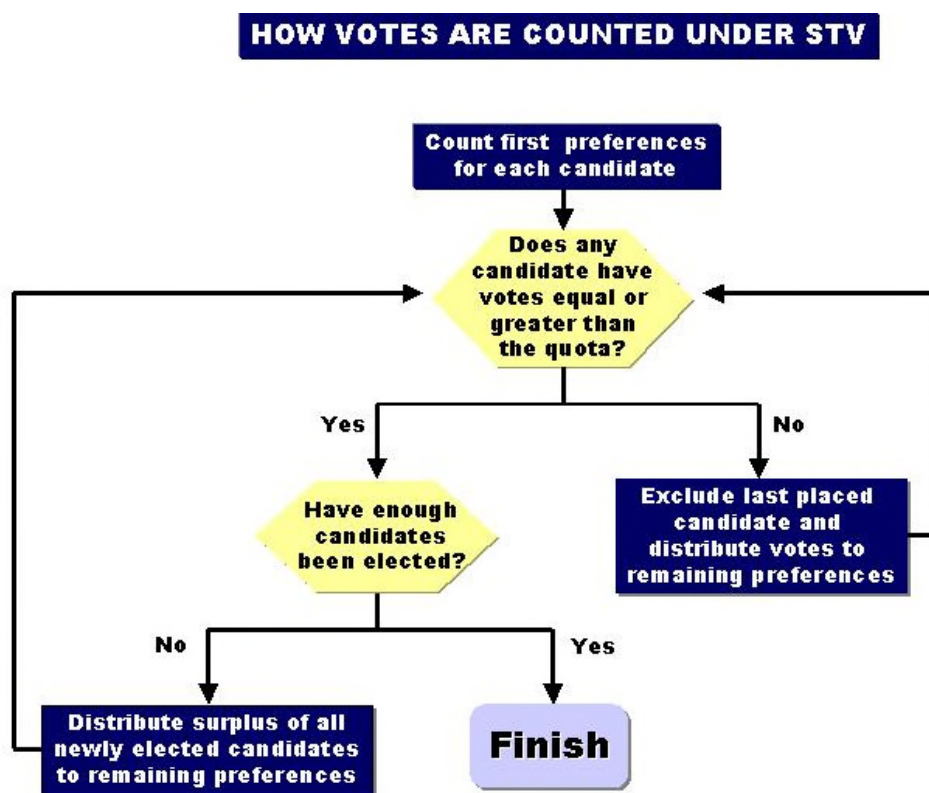
In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy.

Under an STV electoral system, voters have one vote and rank candidates in their order of preference. A good example to consider is an election to select three councillors for a ward in a council election. Under STV, you would write '1' next to the name of your favourite candidate, '2' next to your second favourite candidate and 3 next to your third favourite candidate.

The number of vacancies and votes determines the quota a candidate must reach to be elected. The formula for deciding the quota is total number of valid votes, divided by the number of vacancies plus one. This process is illustrated in the diagram below.

Example:

3 candidates and 1500 votes = quota of 500 votes to be elected.



Further information

Further information can be found in a report [Local Government Electoral Option 2008](#).

Attachment 7

Rangitikei District Council Report pursuant to Section 10A of the Dog Control Act 1996

for the period 1 July 2016 – 30 June 2017

PART 1 – Dog Control Policy and Practices

1. Dog Control in the District

- Number of dog owners in District – 2235
- Number of registered dogs in District – 4895 comprising, 2530 working dogs, 2100 Good Dog Owners and 265 non working dogs.
- The Council employs five Animal Control Officers and one Senior Animal Control Officer.
- A shared service agreement for animal control has continued with the Manawatu District Council. Two Animal Control Officers are based in the Rangitikei, and two in the Manawatu and one is a permanent floater. Throughout the month a weekly roster provides an Animal Control Officer for afterhour on call cover for both Districts with regards to animal control complaints. The Senior Animal Control Officer supervises activities in both districts.
- Animal Control Officers respond to priority one calls after hours. Priority one calls include dog attacks and secured dogs.

Continued efforts have been made to improve education surrounding dog registration and dog behaviour in general in the District. This has included a drive towards 'public engagement' and involvement in reporting offences, there has been a slight increase in request for service overall (4.2%) compared to last year it shows that the public is still consistent with regards to reporting non compliance.

The number of infringements notices is consistent with last year with three more being issued compared to last year. This is primarily the result of continuing to take a stronger line with owners of unregistered dogs, particularly those who continue trying to evade their responsibilities. Visiting all properties where dogs are known to be held has been a major factor in this. It has also resulted in an increase in the number of dogs classified as menacing by breed.

The number (and proportion) of infringements sent to Court for processing have also increased considerably, Court action is permitted once the infringement fine is 56 days overdue.

Wandering dogs still relate to nearly 20% percent of all requests for service (which is a decrease of 11 % from last year. While some wandering dogs are identified during patrols, we are largely dependent on people reporting them, although extra patrols are regularly undertaken. It is vital that those who report an incident have confidence to speak up and know that they will be listened to and appropriate action taken.

2. Dog Control Enforcement Practices

- Animal Control Officers responded to 1117 service requests/complaints during the reporting period in response to the following:
 - 69 attacks (human and animal – includes rushing)
 - 204 barking
 - 232 wandering/stray
 - 116 Animal Welfare/Property Investigation
 - 132 Found
 - 157 Lost
 - 3 Stock Worrying
 - 204 Other (e.g. microchipping, Good Dog Owner status/Bylaw/General)
- 162 infringement notices were issued.

3. Dogs Prohibited, Leash Only and Exercise Areas

The problem of dogs in public places or otherwise prohibited areas is not one that is common within this District. When dogs are reported as wandering unaccompanied within such areas, the Animal Control Officers respond promptly.

4. Dog Control Registration and Other Fees

- Non working dogs registration decreased from \$180 to \$122
- Non working neutered/spayed decreased from \$120 to \$82.
- Good Dog Owner non neutered/spayed increased from \$56 to \$57.
- Good Dog Owner neutered/spayed increased from \$56 to \$57
- Working Dogs increased from \$30 to \$40.

The dog registration fees reflect the respective levels of service required by each category of dog owner. Reduced fees therefore apply to working dogs and dogs belonging to good dog owners. The good dog owner system aims to provide an incentive within the registration fee structure that promotes responsible dog ownership. The fee structure will reward dog owners who:

- adequately fence their section,
- de-sex their dog,
- have a good record of dog ownership,
- register their dog on time, and
- care for their dogs properly, i.e. provide them with a secure yard and a kennel that is weatherproof, of sufficient size, clean and sanitary.

Council's approach to dogs that remained unregistered after the usual warnings and penalties etc. is for the Animal Control Officers to visit all known properties previously recorded as housing a registered dog. Checks are made to ascertain whether a dog was still housed at that property. If such a visit verifies that a dog is still owned, infringements are sent to owners, and in some cases, dogs have been impounded.

5. Dog Education and Dog Obedience courses

The Council contracts an instructor to deliver its quality dog education programme targeted at schools within the Rangitikei District. Positive feedback has been received from schools in response to the education programme to date. The service provider uses her own dogs to enforce the message during her presentations.

6. Disqualified and Probationary Dog Owners

No owners were classified as disqualified or probationary during the year.


7. Menacing and Dangerous Dogs

- The Rangitikei District Council received funding from DIA as part of the central governments initiative to reduce dog attacks by assisting in the de-sexing of new dogs to the Local Government Dog Register belonging to the breeds or type listed in the 4th Schedule of the Dog Control Act 1996. This resulted in 40 dogs being brought on to the register and being classified as menacing by breed/type.
- The Council has not had any issues with owners of menacing dogs not complying with the requirements relating to their classification.
- There are 2 dogs classified as dangerous in the District.

PART 2 – Statistical Information

Category	As at 30 June 2016	As at 30 June 2017
1) Total Registered Dogs	4914	4895
2) Total Probationary Owners	Nil	Nil
3) Total Disqualified Owners	Nil	Nil
4) Total Dangerous Dogs	2	3
Dangerous by Owner Conviction Under s31(1)(a)	Nil	Nil
Dangerous by Sworn Evidence s31(1)(b)	2	1
Dangerous by Owner Admittance in Writing s31(1)(c)	Nil	2
5) Total Menacing Dogs	53	70
Menacing under s33A(1)(b)(i) – i.e. by behavior	6	8
Menacing under s33A(1)(b)(ii) by Breed Characteristics	Nil	19
Menacing under s33C(1) by Schedule 4 Breed	47	43
6) Total Infringement Notices	159	162
7) Total Complaints Received	1064	1117
8) Total Prosecutions Taken	Nil	Nil
9) Infringements Sent to Court	67	95

Attachment 8



Proposals for Fire and Emergency New Zealand regulations (fire safety and evacuation of buildings, and offences and penalties)

Discussion Document

August 2017



Foreword

On 1 July 2017 the Fire and Emergency New Zealand Act (FENZ Act) came into force, and Fire and Emergency New Zealand (FENZ) was established. This new organisation brings together rural and urban firefighters, the New Zealand Fire Service, the National Rural Fire Authority, 38 Rural Fire Authorities for the first time in New Zealand's history.

It represents the biggest change to New Zealand's fire services in 70 years, and the most significant change to fire legislation in over 40 years.

The new Act recognises the expanded mandate of firefighters in New Zealand, and provides them with the appropriate powers and functions to do their jobs effectively. It recognises the importance of volunteers, the input of communities, and the need for greater funding.

The Fire Services Review and the creation of Fire and Emergency New Zealand would not have been possible without the input and support from stakeholders, communities and individuals.

Some regulations to support the FENZ Act have already been put in place. However we are seeking your views on two key areas of regulation - the replacement of the Fire Safety and Evacuation of Buildings Regulations 2006, and offences and penalties which will form part of the compliance and enforcement strategy to be developed by FENZ.

These regulations are important to provide for the safety of buildings occupants, and ensure safe evacuation in the event of a fire or fire alarm. The offences and penalties are an important avenue for FENZ to address issues of non-compliance with the new legislation and to provide appropriate and proportional penalties.

Please take the opportunity to have your say on these important issues.

Hon Peter Dunne

Minister of Internal Affairs

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Introduction

Background to fire service reform

On 1 July 2017, the New Zealand Fire Service (NZFS), National Rural Fire Authority (NRFA), and 38 Rural Fire Authorities (RFAs) amalgamated to become one organisation, Fire and Emergency New Zealand (FENZ). This is the most significant reform of New Zealand's fire services since the 1940s.

The Fire and Emergency New Zealand Act 2017 (FENZ Act) was passed in May 2017 giving effect to Cabinet's decisions on fire services reform. The new legislation addresses key issues identified in the reform including changing expectations of the fire services, lack of coordination and variable leadership, inconsistent investment for community needs and differences in culture between rural and urban fire services.

Purpose of this discussion document

This discussion document discusses options and proposals relating to new regulations to support the FENZ Act. This discussion document seeks your views on:

- new regulations to replace the current Fire Safety and Evacuation of Buildings Regulations 2006; and
- offences and penalties for infringement offences, which will form part of the compliance and enforcement strategy to be developed by FENZ.

New regulations for these matters are expected to be ready by 1 May 2018, and come into force on 1 July 2018.

How to respond to this consultation

Submissions can be emailed to: FireServicesTransition@dia.govt.nz

Submissions can also be posted to:

Fire Services Review
Department of Internal Affairs
PO Box 805
Wellington 6140

This document is a summary of information only. If you'd like more information on the decisions made by Cabinet on Fire and Emergency New Zealand and the latest news on the transition programme, please visit: <https://www.dia.govt.nz/Fire-Services-Transition>

The closing date for submissions is 5pm Friday 8 September 2017.

How your submissions will be used

All feedback received by the closing date will be taken into consideration before the government makes final decisions about the proposals in this discussion document.

Anyone can make a submission. If you have a view about the proposed regulations – please tell us what you think.

All submissions will be kept by the Department of Internal Affairs (the Department). The Department may publish the submissions it receives and provide a summary of them on its website www.dia.govt.nz. This would include your name or the name of your group, but not your contact details.

Submissions may be subject to a request to the Department under the Official Information Act 1982. Personal details can be withheld under this Act, including names and addresses. If you or your group do not want any information contained in your submission to be released, you need to make this clear in the submission and explain why. For example, you might want some information to remain confidential because it is commercially sensitive or personal.

The Department will take your request into account. The Privacy Act 1993 governs how the Department collects, holds, uses and discloses personal information about submitters and their applications. Submitters have the right to access and correct personal information.

Part 1: Fire Safety and Evacuation of Buildings

The FENZ Act has repealed the Fire Service Act 1975 (FS Act), and will revoke the current Fire Safety and Evacuation of Buildings Regulations 2006 (the FSEBR) as of 30 June 2018.

There are transitional saving provisions in the FENZ Act which allow the relevant provisions from the FS Act, and the FSEBR to remain in force until new regulations are made. There are also provisions which recognise the ongoing validity of already approved evacuation schemes.

In effect this means that the current FSEBR can remain in place until 30 June 2018, and new regulations will come into force on 01 July 2018, unless new regulations are made prior to this date.

New regulations replacing the FSEBR are necessary to ensure that there continues to be requirements and an approval system for the safe evacuation of buildings within a reasonable time in the event of a fire, or fire alarm.

The current system for fire safety and requiring building owners to provide and maintain either an evacuation procedure or an evacuation scheme works effectively to ensure the safety of building occupiers during a fire emergency.

As this system is widely understood and broadly effective we are not proposing to fundamentally change the basic requirements of providing and maintaining an evacuation procedure or evacuation scheme for relevant buildings.

The key consideration for any new fire safety and evacuation of buildings regulations is the safety of all building occupiers, their ability to be notified of any fire emergency, and to safely evacuate in the event of a fire emergency as well as the safety of responding firefighters. The options presented in this discussion document reflect these key considerations of occupier and firefighter safety.

Policy objectives

We are seeking to meet the following policy objectives for the new regulations:

- improves safety and effectiveness in relation to building safety and evacuations;
- improves consistency, accountability and clarity;
- improves integration with other building design or compliance regimes; and
- improves ease of compliance for users and assessment of compliance for FENZ.

Fire Safety and Evacuation of Buildings Regulations 2006

The FSEBR is in two parts – part one (fire safety and evacuation procedures) and part two (evacuation schemes).

Part one of the FSEBR covers most buildings that the public frequent such as hotels, hospitals, airports, shopping centres, places of worship, child care centres, restaurants and bars, libraries and cultural institutions. The FSEBR sets out the requirements and offences relating to means of escape, evacuation procedures, appliances and firefighting equipment for these types of buildings.

Part two of the FSEBR details additional requirements for an approved evacuation scheme, which covers ‘relevant buildings’ that are used for gatherings of 100 or more people, provide employment for 10 or more persons, provide accommodation for over a specified numbers of persons, or have hazardous substances present over minimum amounts.

Early childhood facilities, places providing nursing, medical specialised care for those with disabilities, geriatric care or places of lawful detention are also ‘relevant buildings’ covered by the FSEBR.

There are also four schedules to the regulations which cover:

- buildings to which part one applies (schedule 1);
- minimum amounts of hazardous substances (schedule 2);
- requirements relating to evacuation schemes (schedule 3); and
- forms related to evacuation schemes (schedule 4).

Fire and Emergency New Zealand Act 2017

The FENZ Act contains provisions similar to some of the requirements under the FS Act for evacuation schemes. The FENZ Act sets out:

- a definition of ‘relevant buildings’ that require an evacuation scheme (section 75);
- requirements for owners of relevant buildings to provide and maintain evacuation schemes (section 76);
- that owners must apply to FENZ for approval of their evacuation scheme (section 77);
- that FENZ may revoke or require variations of an approved evacuation scheme (section 78);
- the ability for the District Court to order a relevant building be closed if the owner fails to comply with legislative requirements relating to evacuation schemes; and
- the ability for FENZ inspectors to enter and inspect buildings to ensure compliance, or undertake pre-incident planning (sections 165 and 170).

The FENZ Act contains two regulation making powers which provide for the creation of new regulations relating to fire safety, evacuation procedures (section 191) and evacuation schemes (section 192).

Regulations can be made under section 191 prescribing duties for fire safety and evacuation procedures for buildings and covering:

- the maintenance of escape routes in buildings;
- having evacuation procedures in place;
- the taking of fire prevention precautions for systems and appliances;
- controls on open flames in buildings;
- the packing/unpacking of goods in flammable packaging materials inside buildings;
- the storage of spontaneously combustible materials inside and outside of buildings; and
- the storage of goods in flammable packing materials inside and outside of buildings.

Regulations can be made under section 192 relating to evacuation schemes for relevant buildings:

- specifying the minimum amounts of hazardous substances that may be stored or processed in a building;
- specifying other purposes that buildings may be used for that would require the building to have an evacuation scheme (in addition to the 'relevant buildings' already identified under section 75);
- prescribing the matters to be included in an evacuation scheme;
- prescribe requirements for evacuation schemes;
- prescribing the process for approval of evacuation schemes including notification requirements on FENZ if they agree an evacuation scheme is not required, and have been notified as such by the building owner;
- prescribing the minimum standards required for automatic sprinkler systems; and
- prescribing the process for revoking, or requiring variation of an approved evacuation scheme.

Key changes from the FSEBR

There are three key changes from the current FSEBR in the FENZ Act and expected new regulations. We have highlighted these changes below, but are only seeking comment on the revocation or required variation of an approved evacuation scheme.

The other changes identified are for information only but have been highlighted as they may have an impact on building owners.

Revocation or required variation of an approved evacuation scheme

The FENZ Act contains the ability for FENZ to revoke or require amendments to an already approved evacuation scheme. This is a change from the FSEBR which allowed the National Commander to require amendments to unapproved schemes but contained no ability to require amendments be made to approved evacuation schemes.

We are considering the thresholds or triggers that may result in amendments being required, or revocation of an approved evacuation scheme. Examples of possible triggers or thresholds might be:

- building work carried out on the building which significantly affects its means of escape from fire;
- unsuccessful or missed trial evacuations; or
- the occupancy, the purpose of the building or the activities carried out in the building change to the extent they impact of the safe and timely evacuation of occupants.

This information is important as changes to the building, its use, or occupancy may affect the efficacy of any previously approved evacuation scheme.

We are also considering the process that would be followed by FENZ when either requiring an amendment to, or the revocation of an already approved scheme. The process could include matters such as:

- FENZ must notify the building owner in writing when requiring an amendment to, or the intention to revoke, an already approved evacuation scheme; or
- timeframes for amendments to be made to an approved scheme and for FENZ to approve an amended scheme.

If you have any comments on this matter, we welcome your views.

No exemptions from evacuation schemes

The FS Act allowed the National Commander to exempt a building from the requirement of having an approved evacuation scheme if the National Commander was satisfied there were systems and structures in place to ensure the safe evacuation of the building in the event of an emergency.

The FENZ Act removes this ability, which means owners of all relevant buildings will have an approved evacuation scheme.

There are some exceptions to this. Section 76 (3) provides that if a building either provides employment facilities for more than 10 people, or accommodation for more than 6 people, and (in either case) has an automatic sprinkler system, the building owner may notify FENZ the building does not require an evacuation scheme.

Penalties for non-compliance

Regulation 14 of the FSEBR contains the offence and penalty provisions for any person who breaches a provision of part 1 (fire safety and evacuation procedures). The penalty is a fine not exceeding \$200, and if the offence is a continuing offence, a further fine not exceeding \$20 for each day or part of a day that the offence continues.

We recognise that this penalty is low, and may no longer provide an appropriate deterrent. The infringement scheme that is being consulted on as part of this discussion document will cover offences made under section 187 of the FENZ Act relating to non-compliance with evacuation procedures and schemes, and will discuss appropriate penalties for non-compliance.

The FENZ Act also provides that FENZ may apply to the District Court for an order requiring the owner of a relevant building to comply with the requirements to provide and maintain an evacuation scheme. The District Court may order the building be closed until the relevant requirements have been met.

Questions

- Do you agree with the example thresholds or triggers that may result in the revocation or amendment of an approved evacuation scheme?
- What do you consider should be covered by regulations for the process of FENZ requiring an amendment or revoking a previously approved evacuation scheme?

Key Issues for new regulations

Issue 1: Information relating to evacuation schemes

The FSEBR contain matters that must be included within an evacuation scheme. Matters include places of safety, how occupants will be alerted to a fire within the building, how occupants will be informed of an emergency and requirements relating to listing firefighting equipment, the number of signs and notices, and trial evacuations. The full list of matters to be included in an evacuation scheme currently is attached as **Appendix A**.

What's the problem?

The current focus of the required evacuation scheme information is how occupants will be notified of an emergency, rather than how occupants will safely evacuate within a reasonable time.

As a result evacuation scheme applications currently lack, or make optional, information that will be important for FENZ to assess whether an evacuation scheme is appropriate.

Information such as the number of occupants, and the purpose/s that a building is used for are not currently required information. Other examples of information that is not currently required include:

- a contact name;
- whether the building is multi-storey and number of floors;
- the activities undertaken within the building;
- hazardous substance information; and
- whether the building has or is required to have an emergency plan under the Hazardous Substances (Emergency Management) Regulations 2001¹ or the Health and Safety at Work (Major Hazard Facilities) Regulations 2016².

The information identified above impacts on the effectiveness of an evacuation scheme to evacuate people safely and in a reasonable time if there is a fire or a fire alarm, and FENZ's response to a fire. As the information is currently optional it is often not supplied which affects FENZ's ability to assess the suitability of an evacuation scheme for a building.

Options

Requiring additional information about a building, its use and occupancy will allow informed decisions to be made regarding:

¹ The Hazardous Substances (Emergency Management) Regulations 2001 describe the requirements for having an emergency plan in place when certain quantities of hazardous substances are present.

² The Health and Safety at Work (Major Hazard Facilities) Regulations 2016 describe the requirements for major hazard facilities to have emergency plans that cover the plan for a major incident at the site.

- the appropriateness of the proposed evacuation scheme;
- the degree of assistance required to safely evacuate occupants;
- the level of FENZ resource required to respond to fires within the building;
- the suitability and location of safe assembly places; and
- the expected time required to evacuate the building safely.

It is proposed that regulations require standard information for all evacuation schemes. Additional information could be grouped according to relevant factors such as whether the building stores hazardous substances over the minimum amounts, is multi-purposed or multi-storey. This would make it easier for those applying for an evacuation scheme to provide the information required by FENZ.

Options	Description
Option A1 – Status quo continued	Continue status quo. Some information is required, but some is optional.
Option A2 – Optional information is required, information is grouped	<p>Make current optional information required and expand the list of relevant information to be included. This could include information such as number of floors, number of occupants and the purpose/s the building is used for.</p> <p>Additional information required is grouped according to relevant factors such as whether the building exceeds the minimum amounts of hazardous substances, or is multi-purposed or multi-storey.</p>
Option A3 – Optional information is required, requirements are specified, information is grouped	<p>Regulate for required outcomes as well as require relevant information. Relevant information would include current information, as well as additional information similar to option A2. Requirements could include, for example, that an evacuation scheme must specify how a building will be evacuated safely within a reasonable time.</p> <p>Additional information required is grouped according to relevant factors such as whether the building exceeds the minimum amounts of hazardous substances, or is multi-purposed or multi-storey.</p>

Analysis of options

Option A1, Status quo continued - This option would provide limited information to FENZ about the suitability of an evacuation scheme and the ability of building occupiers to safely evacuate in the event of fire or fire alarm.

Option A2, Optional information is required, information is grouped - This option would provide a greater level of information to FENZ when determining whether an evacuation scheme is appropriate or not. The grouping of information required would assist building owners to comply with requirements for their buildings when submitting an evacuation scheme.

Option A3, optional information is required, requirements are specified, information is grouped - Option A3 would provide a high level of assurance for building occupiers and FENZ as to the suitability of an evacuation scheme. Having required information as well as appropriate requirements would provide for evacuation schemes to set out the details of the building, occupiers, uses etc. as well as how the building will be evacuated in the event of a fire or alarm of fire.

The grouping of information required would assist building owners to comply with requirements for their buildings when submitting an evacuation scheme.

Option	Objective – improves safety and effectiveness for building evacuations	Objective – improves consistency, clarity and accountability	Objective – improves integration with other building design/compliance regimes	Objective – improves ease and assessment of compliance
Option A1	Does not meet the objective – FENZ would be constrained in their ability to assess the suitability of an evacuation scheme	Does not meet the objective – information required is limited which reduces the clarity and accountability of an evacuation scheme	Partially meets the objective – would continue current levels of integration with other regimes	Partially meets the objective – would make compliance easier for building owners, but would not assist FENZ in their assessments
Option A2	Partially meets the objective – would increase FENZ’s ability to assess the suitability of an evacuation scheme	Meets the objective – would give FENZ greater information which would improve consistency of safety, provide clarity for FENZ and accountability of building owners	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective - would make compliance easier for building owners, but would not assist FENZ in their assessments

Option A3	Meets the objective – would allow FENZ to accurately assess the suitability of an evacuation scheme for a building	Meets the objective – would give FENZ greater information which would improve consistency of safety, provide clarity for FENZ and accountability of building owners	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective – would require additional information and consideration by building owners, but would enable FENZ to assess the suitability of an evacuation scheme
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Preferred option

Our preferred option is option A3. Requiring this level of information from an evacuation scheme application means that FENZ will know how persons will be notified of a fire or alarm of fire, how the building will be safely evacuated within a reasonable time as well as providing certain requirements for the evacuation of buildings.

Questions

- What information do you consider should be required for an evacuation scheme application?
- What issues might there be from requiring more information on an evacuation scheme application?
- What is your preferred option and why?
- Any other comments?

Issue 2: Interaction and consistency with other agencies and their legislation

The FSEBR are part of a complex system of legislation that governs buildings, workplaces, safety and evacuation. The Building Act 2004 (Building Act), the Health and Safety at Work Act 2015, the Sale and Supply of Alcohol Act 2012 (SSA Act), the Gas Act 1992, the Electricity Act 1992 and the Residential Tenancies Act 1986 all interact with the FSEBR in various ways. Examples of these interactions are set out in **Appendix B**.

For example the Building Act contains various requirements relating to fire safety including consideration of the means of escape from fire which ensures that buildings can be evacuated. The FSEBR governs how building occupants will be notified of a fire emergency and how those evacuations will take place.

The SSA Act requires those applying for a liquor licence to state that they have provided and maintain an evacuation scheme in accordance with the FS Act. However evacuation schemes do not note whether the scheme is for a building that has or is applying for a liquor licence.

What's the problem?

As a result of multiple legislative requirements it can be difficult and confusing for building users and owners to determine what is required, what is covered and what is not by legislation and how to comply with requirements. For example building occupants or agencies involved in approving buildings for certain uses sometimes consider that an evacuation scheme covers all types of emergencies such as earthquakes, and not just fires.

Conflicts can arise where one legislative requirement is more stringent than another, such as requirements around automatic sprinkler systems within buildings. The FSEBR require full compliance with identified New Zealand Standards, however the Building Act (through compliance documents for the Building Code) allows variations from the standards. This can mean a building's automatic sprinkler system is compliant with the Building Act and the Building Code, but does not meet the standards required for an evacuation scheme.

Options

As we are seeking to understand the magnitude and complexity of these issues, particularly from the perspective of building owners and occupiers we have not developed any options at this time. Where possible we will look to align any new regulations with current legislative requirements.

We welcome your views on what issues arise from differing legislative requirements and how we might address these.

Questions

- What are the key areas of interaction for you between the current FSEBR and other legislation?
- Are there issues or inconsistencies for you that result from differences in the current FSEBR and other legislation?
- Any other comments?

Issue 3: Responsibilities of building owners and occupants

Under the FS Act and the FSEBR the onus of providing and maintaining an evacuation procedure or scheme is on the building owner. The FENZ Act continues this allocation of responsibility on building owners by requiring the building owner to provide and maintain an evacuation scheme for their relevant building. The FENZ Act does not prescribe responsibilities in relation to evacuation procedures; however these responsibilities will be prescribed through regulation.

The FS Act and FSEBR do not address how owners, tenants, and occupiers are to work together to comply with the requirements around evacuation procedures and evacuation schemes.

Evacuation Procedures - What's the problem?

The FSEBR currently contain certain requirements for evacuation procedures that relate to building tenants, but not other occupants. This can make it unclear that all building occupants must comply with an evacuation procedure.

Evacuation schemes - What's the problem?

Building owners do not necessarily occupy the building that they own, and there are an increasing number of absentee owners or offshore owners who do not reside in New Zealand. This can make ensuring building owners compliance with providing and maintaining an evacuation scheme difficult to enforce. There is also no requirement for a building owner to nominate an alternate point of contact if they are absent from the country or do not occupy the building.

Evacuation schemes do not specify responsibilities of building occupants in relation to the safe evacuation of the building.

Options

It is important that there are clear lines of responsibility for the provision and maintenance of evacuation procedures and schemes. However there also needs to be provision for other points of contact in the event the building owner does not occupy the building or is not present in New Zealand.

Placing duties or responsibilities on building tenants and occupants, not just building owners would recognise the role of tenants and occupants in the compliance with, and maintenance of, the provisions in evacuation procedures and schemes.

Options	Description
Option B1 – Status quo continued	Maintain status quo. Responsibility for compliance with evacuation requirements sits predominately with buildings owners, with some requirements on building tenants.
Option B2 – emphasis on tenants and owners, providing points of contact	<p><i>Evacuation procedures and schemes</i></p> <p>Describe specific duties and requirements for all building tenants' compliance with evacuation procedures and schemes.</p> <p>The overall responsibility for providing and maintaining evacuation procedures and schemes would sit with the building owner.</p>

	<p>Evacuation schemes</p> <p>Require buildings owners to nominate a contact if absent or overseas for a length of time. Specify requirements for authorised agents or applicants if not the building owner.</p>
<p>Option B3 – emphasis on all building occupants, primary responsibilities still on building owners, providing points of contact</p>	<p>Evacuation procedures and schemes</p> <p>Describe specific duties and requirements for all building occupants' compliance with fire safety requirements, evacuation procedures and schemes i.e. building occupants must keep means of escape from fire unobstructed.</p> <p>The overall responsibility for providing and maintaining an evacuation procedure would sit with the building owner.</p>
	<p>Evacuation schemes</p> <p>Require building owners to nominate a contact if absent or overseas for a length of time. Specify requirements for authorised agents or applicants if not the building owner.</p>

Analysis of options

Option B1, Status quo continued - This option limits the ability of FENZ to work with or contact buildings owners who are absent or are overseas. It would limit the responsibilities to building tenants, not all building occupants.

Option B2, emphasis on tenants and owners, providing points of contact –

- **Evacuation procedures and schemes:** under option B2 building tenants would have prescribed responsibilities (not all building occupants). This could result in building occupants being unaware of requirements such as keeping a means of escape unobstructed, and would limit FENZ's ability to address issues where identified.
- **Evacuation schemes:** option B2 would allow for greater flexibility for building owners, and increase FENZ's ability to work with a building owner, or their nominated contact if required.

Option B3, emphasis on all building occupants, primary responsibilities still on building owners, and providing points of contact –

- **Evacuation procedures and schemes:** Describing specific duties for all building occupants would make it clear that building occupants have responsibilities to ensure the safety of building occupants, and the ability to safely evacuate if required.
- **Evacuation schemes:** option B3 would allow flexibility for building owners, while ensuring there is a point of contact for FENZ to communicate with if required.

Option	Objective – improves safety and effectiveness for building evacuations	Objective – improves consistency, clarity and accountability	Objective – improves integration with other building design/compliance regimes	Objective – improves ease and assessment of compliance
Option B1	Does not meet the objective – does not make clear nor prescribe responsibilities on all building occupants and owners	Does not meet the objective - does not make clear or prescribe responsibilities on all building occupants	Partially meets the objective – would continue current levels of integration with other regimes	Partially meets the objective – would allow building owners to comply but limits FENZ’s ability to assess compliance with an evacuation scheme
Option B2	Partially meets the objective – would make clear and prescribe responsibilities for building tenants and owners	Partially meets the objective – would prescribe responsibilities for only some building occupants	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective – would require compliance from a wider group of people, limits FENZ’s ability to assess compliance with an evacuation scheme
Option B3	Meets the objective – makes clear the responsibilities and duties for all building occupants and owners	Meets the objective – would make clear the responsibilities and duties for all building occupants and owners	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective – would require compliance from a wider group of people but would give FENZ confidence evacuation procedure and schemes are being complied with

Preferred option

Our preferred option is option B3. This option would continue the responsibility of building owners to provide and maintain an evacuation procedure or scheme, but would also make allowances for instances where the building owner is not always present or is outside of New Zealand.

It would also help ensure that all building occupants have a level of responsibility in maintaining safety and compliance within the building they occupy.

Questions

- Do you agree that building owners should be required to identify point of contact if they are absent or overseas?
- Do you agree that all building tenants and occupants should have specific duties and responsibilities in ensuring safety within the building they occupy?
- What is your preferred option and why?
- Any other comments?

Issue 4: Evacuation of those requiring assistance to evacuate during a fire emergency

The evacuation from buildings of persons requiring assistance such as disabled persons, the elderly or young children, is not currently well catered for in the FSEBR.

The FSEBR currently provide that if disabled persons cannot be evacuated from a building using its buildings means of escape, they can be gathered in a place or places within the building.

There are no specific considerations for buildings such as rest homes, or early childhood centres where the occupants may need a higher level of assistance to safely evacuate within a reasonable time.

What's the problem?

Leaving disabled persons inside a building during an evacuation potentially places those left inside at risk. This increases the reliance on firefighters to safely evacuate those left inside a building during an emergency, and results in greater risk to the responding firefighters.

The needs of other persons requiring assistance to evacuate such as the elderly or young children are also not well catered for. These groups of people may require additional support and resources to evacuate safely however there are not specific requirements for evacuation schemes relating to these groups.

For example evacuation schemes are often based on assumed levels of staffing. For buildings such as rest homes staffing levels fluctuate between day and night meaning that if an evacuation is required during the night there could be insufficient staff on hand to evacuate the building's occupants safely and within a reasonable time.

Options

It is important that evacuation procedures and schemes cater for the safety of all building occupants whether through evacuation from the building or being moved to a place of safety.

It is also important to consider the safety of firefighters if they are required to enter buildings to evacuate those left in a place of safety.

Options	Description
Option C1 – Status quo continued	<p>Maintain status quo. Disabled persons may be moved to a place within the building if they cannot be evacuated by a building's means of escape.</p> <p>No specific additional information or considerations for other people requiring assistance i.e. elderly or young children.</p>
Option C2 – require additional information, incl. minimal staffing, schemes must identify evacuation or movement to place of safety	<p>Require additional information regarding how people who require assistance will be evacuated or moved to an internal place of safety, including during times of minimal staffing.</p> <p>People requiring assistance to evacuate may be moved to an internal place of safety if they cannot be evacuated by a building's means of escape to a place of safety outside.</p>

Analysis of options

Option C1, Status quo continued – This option makes it difficult for FENZ to determine the suitability of an evacuation scheme particularly in relation to those requiring assistance to evacuate or move to a place of safety.

Option C2, require additional information, incl. minimal staffing, schemes must identify evacuation or movement to place of safety – This option would provide FENZ a greater level of information to determine the suitability of an evacuation scheme, as well as better provide for the evacuation or the movement to an internal place of safety for those requiring assistance.

Option	Objective – improves safety and effectiveness for building evacuations	Objective – improves consistency, clarity and accountability	Objective – improves integration with other building design/compliance regimes	Objective – improves ease and assessment of compliance
Option C1	Does not meet the objective – continues current issues with FENZ being unable to assess the suitability of an evacuation scheme	Does not meet the objective – continues current issues of the lack of information and consideration in evacuation schemes of all those requiring assistance	Partially meets the objective – would continue current levels of integration with other regimes	Partially meets the objective – would continue current levels of compliance, restricts FENZ’s ability to assess an evacuation scheme for all occupants
Option C2	Meets the objective – would address current issues and improve FENZ’s ability to assess the suitability of an evacuation scheme	Meets the objective – would provide greater consistency and clarity for building occupants and greater accountability for building owners	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective – would require greater information from building owners but would give FENZ confidence evacuation procedure and schemes are appropriate

Preferred option

Our preferred option is option C2. This option would provide better consideration and information regarding the safety and evacuation from buildings for those requiring assistance. It would also ensure evacuation schemes are safe and practical for all building occupants and responding firefighters.

Questions

- Do you agree that additional information should be required for evacuation schemes that cover buildings with persons who require assistance to evacuate?
- Do you consider it appropriate for certain building occupants to remain in an internal place of safety within the building during a fire emergency?
- What is your preferred option and why?
- Any other comments?

Issue 5: Timing of evacuation schemes and trial evacuations

Application for approval of an evacuation scheme

The FSEBR require that an application for approval of an evacuation scheme be made no later than 30 days after the earlier of building code compliance certificate is issued or the date that the building is first lawfully occupied.

The National Commander, now FENZ, has 20 working days to decide whether to approve an evacuation scheme, with one extension of 10 working days if further information is required or a trial evacuation is carried out.

Timing of trial evacuations

The FSEBR currently contains the requirements for building owners who provide and maintain evacuations schemes to undertake a trial evacuation³ every 6 months, to notify FENZ no less than 10 days before a trial evacuation, as well as notify FENZ of the result of the trial evacuation no later than 10 working days after the trial evacuation has taken place.

Application for an evacuation scheme - What's the problem?

The current timings can result in buildings being occupied for 30 working days before an evacuation scheme must be applied for, and up to another 30 plus working days between the evacuation scheme application and the approval of that evacuation scheme. Two months is a significant amount of time for a building to be potentially occupied with no approved evacuation scheme and no trial evacuations of the building.

For temporary structures such as event marquees the current timings can mean that the structure is built, occupied, and taken down before the timeframe for applying for an evacuation scheme expires. This means the requirement to apply for an evacuation scheme can be avoided, even though the building triggers the requirement and may require a building consent⁴. Large temporary structures can have capacity for large numbers of people which could pose a risk to occupiers in a fire emergency.

Timing of trial evacuations – What's the problem?

Currently under the FSEBR if an unscheduled building evacuation, such as a false alarm, takes place this cannot be counted as a valid trial evacuation as FENZ will not have been notified within the required timeframe of 10 days. This could mean that a building could be evacuated due to a false alarm one week, but then be required to run a trial evacuation the next week to meet the obligations under the FSEBR. This is inconvenient and frustrating for building owners, tenants and occupiers.

³ Evacuation training programmes are a permissible alternative to regular trial evacuations for some buildings.

⁴ Temporary structures that are over 100 square metres, or are in place longer than one month require a building consent.

Options

We are seeking to understand the impact of changes to timing for both application for and approval of evacuation schemes. We are also seeking to understand the impact of requiring evacuation schemes for temporary structures such as those that require building consents.

As a result we have not developed options for the timing of applications or approvals for evacuation schemes, both generally for relevant buildings, or how they might apply to temporary structures.

We welcome your views on these matters, and how new requirements relating to the timing of applications and approvals for evacuation schemes, and evacuation schemes for temporary structures may impact you.

Where possible we would like to align with other legislative requirements such as those under the Building Act.

The options outlined below describe options for the timings and requirements of trial evacuations and unscheduled evacuations.

Options	Description
Option D1 – Status quo continued	Maintain status quo. Trial evacuations must be undertaken every 6 months, with FENZ notified no less than 10 days prior. Other evacuations such as false alarms cannot be counted as a trial evacuation. FENZ must still be notified of the result of the trial evacuation.
Option D2 – unscheduled evacuations within notice period can be counted as trial evacuations	If an unscheduled evacuation takes place within the 10 day notice period for a scheduled trial evacuation, the unscheduled evacuation may 'count' as the trial evacuation. FENZ must still be notified of the result of the evacuation.
Option D3 – unscheduled evacuations can be counted as trial evacuations	Maintain the requirement for building owners to conduct trial evacuations every 6 months, but allow unscheduled evacuations to be counted if within the 6 month time period. FENZ must still be notified of the result of the evacuation.

Analysis of options

Option D1, Status quo continued – This option allows for the continuation of trial evacuations but carries over the current limitations of timings.

Option D2, unscheduled evacuations within notice period can be counted as trial evacuations – This option allows for improved flexibility for trial evacuations, but is limited in the time that unscheduled evacuations can be counted. Most unscheduled evacuations would still not be able to be used as a trial evacuation.

Option D3, unscheduled evacuations can be counted as trial evacuations – This option would allow for greater flexibility with trial evacuations, and unscheduled evacuations. It would ease the compliance burden of trial evacuations on building owners and occupiers while maintaining building safety.

Option	Objective – improves safety and effectiveness for building evacuations	Objective – improves consistency, clarity and accountability	Objective – improves integration with other building design/compliance regimes	Objective – improves ease and assessment of compliance
Option D1	Partially meets the objective – would continue trial evacuations as an effective tool but remains inflexible	Does not meet the objective -	Does not meet the objective	Does not meet the objective – restricts trial evacuations to only scheduled trials
Option D2	Partially meets the objective – would continue trial evacuations as an effective tool with some flexibility	Partially meets the objective -	Meets the objective – new regulations can be made taking account of and aligning current regimes	Partially meets the objective – would allow some flexibility for trial evacuations
Option D3	Meets the objective – would continue trial evacuations as an effective tool with flexibility about when trial evacuations occur	Meets the objective – would provide greater consistency and clarity for building occupants and greater accountability for building owners	Meets the objective – new regulations can be made taking account of and aligning current regimes	Meets the objective – would allow flexibility while maintain safety requirements for trial evacuations

Preferred option

Our preferred option is D3. This option would allow greater flexibility for building owners, tenants and occupiers while ensuring the requirements of the evacuation scheme are met. It would also ensure FENZ is notified of the result whether the evacuation is scheduled or not.

Questions

- If the timings for the application for and approval of an evacuation scheme were changed, what do you consider to be suitable timeframes?

- If evacuations schemes were required for temporary structures such as those that require a building consent, how would this impact you?
- Do you agree that unscheduled evacuations should be able to be counted as trial evacuations for the purposes of maintaining an evacuation scheme?
- What is your preferred option and why?
- Any other comments?

Updates or other changes

There are a number of updates or other changes that will need to be made in any new FSEBR regulations. These are set out in the table below.

Change	Details
<p>Update the minimum amounts of hazardous substances allowed to be present.</p> <p>This may require more relevant buildings to provide and maintain an evacuation scheme.</p>	<p>The minimum amounts for hazardous substances are currently set out in schedule 2 of the FSEBR. The current amounts are based on 10% of the amount for transportation which does not necessarily tie to the impact of those hazardous substances during a fire emergency.</p> <p>The amounts that will trigger the requirement for an evacuation scheme will be reviewed and will be based on the risk the substance poses during a fire.</p> <p>Where possible we will look to align requirements with other regimes. The new amounts may result in some buildings that did not previously require an evacuation scheme to develop one.</p>
Definitions	Updating current definitions, aligning definitions with other legislation where possible and adding new definitions where required.
Updating and simplifying Schedule one (relevant buildings for Part one of the FSEBR)	Schedule one lists the buildings to which part one of the FSEBR applies. We will be reviewing the list to update and simplify the list but expect the list to cover the same or similar buildings as the FSEBR.
Contents of signs and notices	We will look at updating the content of signs and notices to reflect the changes to the regulations.

Part 2: Offences and penalties

Background

Section 187 of the FENZ Act provides for the establishment of offences and their associated penalties through regulations. Regulations can be made:

- prescribing the offences;
- providing for the maximum infringement fee or maximum court imposed fine;
- setting different fees for different offences or in respect of different persons or individuals; and
- prescribing the form of infringement notices and reminder notices.

The offences and penalties made through regulation will form part of the compliance and enforcement strategy that is being developed by FENZ. They will be targeted at low to moderate offending.

More serious offending is covered by offences contained in the FENZ Act, and higher maximum fines or terms of imprisonment are attached to them.

The offences made through regulations will be part of a range of compliance tools available to FENZ to ensure that there are proportionate responses to the conduct being targeted. FENZ will take a tiered approach to these compliance tools, for example:

- education and guidance – *make education and guidance available so the public knows what they can and cannot do;*
- warnings – *issue warnings where non-compliance is identified;*
- offences made through regulation – *will deal with low to moderate level offending;* and
- criminal offences – *for serious offending where identified.*

Offences made under section 187 will have either a lower level infringement fee prescribed to it, or in some cases offences will have both a lower level infringement fee, and a higher level court imposed fine available to it.

Which penalty will apply will be a matter for FENZ to determine based on the offending at the time. The fees and fines payable in respect of offences must be paid into a Crown (Government) bank account.

The two levels of penalty for offences prescribed through regulations are:

- **lower level penalties** – *dealt with by way of an infringement notice and infringement fee. The maximum fee is \$1,000 for an individual, and \$5,000 in any other case.*

- **higher level penalties** –*dealt with through the courts. FENZ will file a charging document, and the court will impose a fine as appropriate up to the maximum amounts prescribed in regulations. The maximum fine is \$15,000 for an individual or \$30,000 in any other case.*

For offences created under section 187 of the FENZ Act and that are dealt with by way of a court imposed fine, section 375 of the Criminal Procedure Act 2011 will apply. In effect this section means that if an offence has both an infringement fee, and a court imposed fine available to it, when a court imposed fine is issued the Court may not enter a criminal conviction for that offence.

We intend that any offences made under section 187 will not have a criminal conviction attached to them, and will not result in a term of imprisonment.

In setting the penalties for offences, we want to take a similar approach with how criminal offences are treated under the FENZ Act. That is, grouping offences by the relative seriousness of the offending.

Depending on the seriousness of the behaviour, having offences made through regulations provides an efficient method of encouraging compliance with the law by imposing a set financial penalty following relatively lower level offences.

However, it is important to ensure that fees and potential fines are set at a level commensurate with the risks posed by behaviour being controlled. If fees or fines are too lenient, there is a risk that non-compliance will be common as it would be cheaper to pay the penalty than comply with the law.

Process for offences made through regulations

The FENZ Act sets out two ways that offences made through regulations can be dealt with. Either approach may be taken by FENZ. The approaches are set out in the table below:

Table 1: Two approaches to processing offences

	Infringement notice	Charging document filed
How the offence processed	FENZ serves an infringement notice	FENZ files a charging document in court
Maximum penalty in the Act	Individual: \$1,000 Any other case: \$5,000	Individual: \$15,000 Any other case: \$30,000
How is the amount of the fee or fine decided?	The regulations will set a fixed infringement fee for that offence	If a person is found guilty, the court would be able to impose a fine, up to the maximum fine set in regulations for that offence

Policy objectives

This discussion document asks questions about:

- the types of conduct that should be captured by offences made through regulation; and
- determining and setting the amount of penalties for these offences.

We are seeking to meet the following policy objectives for the new regulations:

- provides consistency and effectiveness of offence penalties;
- improves accountability of offenders;
- encourages good fire safety practices;
- improves clarity of the offences and penalties;
- creates a fair system;
- supports the overall FENZ enforcement and compliance strategy; and
- makes it easier to understand and comply with the law.

As part of considering whether a system is fair, we will consider:

- the harm (potential or actual) to people or property from the offending; and
- the affordability and appropriateness of the penalty for the target group.

Regarding the appropriateness of the penalty, we note that offences made through regulation are for less serious offending than criminal offences such as those in the FENZ Act. However, there may be levels of seriousness within the less serious offending. For example, leaving a burning substance in open air is potentially more serious than failing to keep records for seven years, because the first action creates a potential fire risk.

Issue 1: What offences should there be?

Appendix C sets out the criminal offences in the FENZ Act and the proposed conduct to be covered by new offences. The Government has agreed that low to moderate level offending would be dealt with by infringement fees and court-imposed fines⁵. The specific types of conduct captured by these offences needs to be confirmed before regulations can be made.

Some of these proposed offences to be made through regulations were previously offences within the FS Act and the FRF Act. They are proposed offences to be made through regulations under the FENZ Act because:

⁵ See Cabinet paper EGI-16-SUB-007 and Cabinet Minute EGI-16-MIN-0075.

- the behaviour generally involves straightforward issues of fact an enforcement officer could easily identify and issue an infringement notice for them;
- penalising this conduct through infringement notices is expected to achieve a proportionate deterrent effect; and
- charges could be filed in court for more serious misconduct (including repeated behaviours) and the court can impose a much higher penalty, though still without imposing a criminal conviction.

We are seeking your feedback on whether the following conduct, or similar conduct, should be captured by offences made through regulations:

Lower-level offences (these do not have equivalent criminal offences under the FENZ Act)

- Unlawfully interfering with a fire alarm;
- Obliterating or removing fire hydrant markings;
- Removing, defacing, obscuring, or otherwise rendering ineffective or inoperative any forest gate, or any notice board, placard, indicator, other warning or sign set up for the purpose of fire control;
- Preventing, obstructing, interfering with, impairing, otherwise rendering inoperative or less effectual any apparatus or any other fire control measure;
- Setting fire to vegetation by way of a backburn without the specific directions from FENZ or an authorised person;
- Operating spark hazardous machine e.g. helicopter without consent (agriculture excluded);
- Undertaking activities in breach of a prohibition or restriction;
- For person who has a lease or licence on Crown land, failing to take all measures necessary to prevent spread of fire;
- Entering an area in breach of a prohibition or restriction;
- Failing to comply with the standards for water supply volume and pressure in the Code of Practice; and
- Failing to comply with FENZ direction to remove vegetation or other things creating a fire risk.

Moderate-level offences (these have equivalent criminal offences under the FENZ Act)

- Lighting or allowing another person to light a fire in open air when there is a prohibition on lighting fire in open air in effect and has notice, without a permit or in breach of permit conditions;
- Carrying out prohibited or restricted activity if have notice of prohibition or restriction;
- Lighting or allowing another person to light a fire in open air during a prohibited or restricted season, without a permit or in breach of permit conditions;
- Causing or allowing a burning or smouldering substance in open air without taking reasonable steps to reduce likelihood of harm damage, or notifying FENZ;

- An owner of a relevant building (set out in section 75 e.g. early childhood education and care centre) not providing or maintaining an evacuation scheme;
- Failing to make a levy return to FENZ;
- Failing to keep specified levy records for 7 years;
- Failing to provide information that FENZ considers is reasonably necessary or relevant for administering or enforcing the levy provisions;
- Failing to provide information that FENZ considers is reasonably necessary or relevant for administering or enforcing the levy provisions;
- Giving false alarm of fire;
- Obstructing, hindering, resisting or deceiving a FENZ inspector or authorised person in the performance of duties; and
- Storing spontaneously combustible material in breach of requirements under Act or regulations.

Questions

- Do you have any comments on the proposed conduct that should be captured by offences made under section 187 of the FENZ Act?

Issue 2: Options for setting offence penalties

For infringement fees the maximum penalty for an individual of up to \$1000, and \$5000 in any other case. These maximum fees are prescribed in the FENZ Act. Infringement fees for each offence will be set out in regulations and will be the amount charged for an offence identified in an infringement notice.

Court-imposed fines are recovered through court proceedings and have a maximum amount fixed in the FENZ Act. This means that this amount will be the maximum amount a court can impose for an offence processed through a court proceeding. For a fine imposed by the court the maximum fine for an individual is \$15,000, or \$30,000 in any other case.

Even though the court has discretion to fine an offender less than the maximum penalty set in the FENZ Act, setting maximum penalties in the regulations allows for less serious conduct to have a lower maximum penalty.

In some cases, the offence can only be undertaken by an individual, for example, the impersonation of operational personnel. In those cases, only the individual penalty is relevant.

After determining what types of conduct will be captured by offences made through regulations, we intend to group these offences into three groups (low, moderate and serious offences).

Each group will have a corresponding penalty, with serious offences attracting the highest penalty.

Options

We are considering what percentages of the maximum amount of penalty should be applied to each level of offending (low, moderate and serious offending). Both options set penalties based on the seriousness of the conduct, with more serious offending attracting a higher penalty.

The highest proposed penalty is not set at the maximum penalty in the Act (i.e. 100%), to allow for upward adjustment to penalties in regulations in the future, if appropriate.

There is no set formula for how penalty levels might be decided or set. We have used the percentages as we consider that both options could provide appropriate penalty levels.

Option F1: Apply the following percentages: 25%, 50%, 75%

Table 2: Setting penalties: Option 1

	Group 1 penalty (low)	Group 2 penalty (moderate)	Group 3 penalty (serious)	Maximum penalty in Act
Fixed fee set in regulation				
Individual	\$250	\$500	\$750	\$1,000
Body Corporate	\$1,250	\$2,500	\$3,750	\$5,000
Maximum fine set in regulation				
Individual	\$3,750	\$7,500	\$11,250	\$15,000
Body Corporate	\$7,500	\$15,000	\$22,500	\$30,000

Option F2: Apply the following percentages: 40%, 60%, 80%

Table 3: Setting penalties: Option 2

	Group 1 penalty (low)	Group 2 penalty (moderate)	Group 3 penalty (serious)	Maximum penalty in Act
Fixed fee set in regulation				
Individual	\$400	\$600	\$800	\$1,000
Body Corporate	\$2,000	\$3,000	\$4,000	\$5,000
Maximum fine set in regulation				

Individual	\$6,000	\$9,000	\$12,000	\$15,000
Body Corporate	\$12,000	\$18,000	\$24,000	\$30,000

Analysis of options

In considering the affordability and appropriateness of the penalty for the target group, the goal is to strike a balance between:

- being sufficient to adequately deter unwanted behaviour; and
- being limited, to reflect the ability of the offender to pay (i.e. affordability).

The deterrence element is in conflict with the affordability element and they must be balanced in the maximum penalties.

Having different penalties for individuals and bodies corporate is one way to reflect the ability of the offender to pay, as organisations may be more likely to be able to afford a higher penalty.

The difference between the two options is a trade-off between deterrence and relative affordability of the infringement penalty.

Preferred option

We have no preferred option at this stage.

Questions

- Do you agree that non-criminal offences should be grouped on the basis of the seriousness of offending, with more serious offences attracting a higher penalty?
- What option for setting penalties do you prefer? Where do you see the balance between deterrence and affordability?
- Do you have other percentage amounts you consider to be more appropriate?

Interaction of fire safety and evacuation of buildings regulations with the options for offences

Currently, it is an offence to breach Part 1 of the Fire Safety and Evacuation of Buildings Regulations 2006. The requirements in Part 1 of the Regulations apply to particular types of buildings and include:

- failing to maintain means of escape;
- failing to have evacuation procedures;
- tenants failing to follow evacuation procedures; and
- owners and occupants failing to take reasonable fire prevention precautions.

The specific offences relating to fire safety, evacuation procedures and evacuations schemes will depend on what is included in the new regulations. When setting these offences and penalties, we will align the new fire safety and evacuation regulations with decisions on penalties.

The FENZ Act already contains criminal offences for an owner knowingly failing to maintain a means of escape from fire for specified buildings (section 191 (4)), or failure to maintain an approved evacuation scheme (section 76 (4)). The penalty for these offences is for an individual a term of imprisonment not exceeding 6 months, or a fine not exceeding \$75,000, or both. A fine not exceeding \$150,000 applies in any other case.

Questions

- Do you have any comments on the proposed interaction between the fire safety and evacuation regulations and offences?

Appendix A: Matters to be included in an evacuation scheme under the FSEBR

General matters to be included in an evacuation scheme:

- Designated place of safety inside or outside of the building if the building has an automatic sprinkler system;
- If no sprinkler system a designated place of safety outside the building;
- How the building occupants will be alerted to a fire emergency within the building;
- How the buildings occupants are informed of:
 - The measures they should take for their personal safety;
 - The need, if necessary to evacuate to a place of safety;
 - Where the place/s of safety are, and the fastest way to reach them;
- A list and location of firefighting equipment available for use by the buildings occupants;
- Requirements for appropriate numbers of signs and notices to be erected in the building;
- Requirement that the building owner must notify the National Commander in writing if certain things happen (i.e. building work alters the means of escape, the building life is extended, the occupancy of the building changes to an extent that affects the evacuation of the building);
- A requirement that trial evacuations of the building be undertaken in the prescribed manner (i.e. every 6 months, National Commander must be notified no less than 10 days prior) or if appropriate prepare and implement an evacuation training programme.

Matters to be included in evacuation schemes in relation to persons with disability:

- Designated place/s of safety where disabled person are gathered if they can't evacuate using the buildings means of escape;
- How the buildings occupants and firefighters are notified of the place/s of safety;
- How firefighters are notified whether there are people still inside the building;
- Details of equipment available for assisting disabled persons to evacuate from the building and how people are trained in its use.

Matters to be included for certain buildings automatic sprinkler systems:

- Requirement certain persons specified in the scheme to remain in the building with the building occupants in a place/s of safety;
- Requirement for building occupants to evacuate from the place/s of safety if directed to do so by the specified persons, or a member of the NZFS.

Appendix B: Interaction of FSEBR and other legislation

Act or other legislation	Details
Building Act 2004	Provides that new building work must comply with the building code and sets out requirements for upgrading means of escape from fire when altering existing buildings.
The Building Code	Sets out performance standards for buildings, including occupant movement to places of safety and access and safety for firefighting operations.
Sale and Supply of Alcohol Act 2012	Contains requirements for those applying for a liquor licence (or renewal) to state that they have provided and maintain an evacuation scheme approved by FENZ.
Residential Tenancies Act 1986	Contains requirements on landlords and tenants for the installation and maintenance of smoke alarms, and tenants' obligations not to interfere with or render inoperative any means of escape from fire.
Gas Act 1992, and associated regulations	Sets out safety, inspection and certification requirements for certain types of gas fitting work.
Electricity Act 1992, and associated regulations	Sets out safety, inspection and certification requirements for certain types of electrical work
Health and Safety at Work Act 2015, and associated regulations	Governs health and safety in workplaces, including those with hazardous substances and major hazard facilities.

Appendix C: Offences and penalties in Fire and Emergency New Zealand Act, Fire Service Act, and Forest and Rural Fires Act

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
Offences with no criminal equivalent					
1.	Interference with fire alarm	Offence for a person to unlawfully interfere with a fire alarm	N/A	s88(1)d), s89(2)	N/A
2.	Remove fire hydrant marking	Offence for a person to obliterate or remove hydrant marking	N/A	s88(1)(f), s89(2)	N/A
3.	Interference with gates notices etc for fire control	Offence to remove, deface, obscure, or otherwise render ineffective or inoperative any forest gate, or any notice board, placard, indicator, other warning or sign set up for the purpose of fire control	N/A	N/A	s61(1)(d), s61(4)
4.	Interference with apparatus or other fire control measure	Offence to prevent, obstruct, interfere with, impair otherwise render inoperative or less effectual any apparatus or any other fire control measure	N/A	N/A	S61(1)(e), s61(4)

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
5.	Backburning	Offence to set fire to vegetation by way of a backburn without the specific directions from FENZ or an authorised person	N/A	N/A	s40, s61(3)
6.	Operating spark hazardous machine e.g helicopter etc without consent (agriculture excluded)	Offence to operate spark hazardous machine e.g helicopter etc without consent (agriculture excluded)	N/A	N/A	S31, s61(4)
7.	Undertaking activities in breach of a prohibition or restriction	Offence to fail or refuse to comply with requirements for sawmill or tree felling operation	N/A	N/A	S33, s61(4)
8.	Undertaking activities in breach of a prohibition or restriction	Offence to fail to obtain a fire safety clearance if required in respect of a processing plant	N/A	N/A	r59 FRFRegs 2005, r60 FRFRegs 2005
9.	Obligations of licensees etc for fire prevention measures and provision of equipment	Offence for person who has a lease or license on Crown land to fail to take all measures necessary to prevent spread of fire	N/A	N/A	s34, s61(4)

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
10.	Restriction on entry into forest	Offence to enter forest without permit or breaches permit	N/A	N/A	r57 FRF Regs 2005 r60 FRFRegs 2005
11.	Entry into forests	Offence to enter forest when been excluded by fire control measure	N/A	N/A	S32, s61(4)
12.	Failing to comply with the standards for water supply volume and pressure in the Code of Practice	Offence to fail to comply with the standards for water supply volume and pressure in the Code of Practice	N/A	N/A	N/A
Offences with a criminal equivalent					
13.	Failure to produce permit	N/A	S59 Offence to fail, without reasonable excuse, to carry and provide on demand permit when preparing for fire, lighting fire and until fire is extinguished 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A	N/A

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
14.	Failing to provide information (including returns) that must be provided to the new organisation under the new Act	Offence for levy payer to without reasonable excuse, fail to make a levy return to FENZ	S93 Offence for levy payer to knowingly and without reasonable excuse, fail to make a levy return to FENZ 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A – but see r9 FS Regulations 2003	s61(1)(f)
15.	Failure of levy payers and insurance intermediaries to keep records for 7 years	Offence to without reasonable excuse, fail to keep specified records for 7 years	S94 Offence to knowingly and without reasonable excuse, fail to keep specified records for 7 years 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A	N/A

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
16.	Failing to provide additional information	Offence to without reasonable excuse, fail to provide information that FENZ considers is reasonably necessary or relevant for administering or enforcing the levy provisions	S95 Offence to knowingly and without reasonable excuse, fail to provide information that FENZ considers is reasonably necessary or relevant for administering or enforcing the levy provisions 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A – but see r9 FS Regulations 2003	N/A
17.	Failure to comply with conditions relating to publication or disclosure of information	N/A	S98 Offence to refuse or fail without reasonable excuse to comply with any conditions set on the publication or disclosure of information relating to levy returns 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A	N/A

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
18.	Providing false or misleading information	N/A	S99 Offence to knowingly provide false or misleading information in a levy return or in response to a request from FENZ 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A	N/A
19.	Contravening an order prohibiting or restriction publications in relation to adjudications	N/A	S135 Offence to knowingly contravene an order prohibiting or restricting the publication of a report of an adjudication or a decision on disputes in relation to levy shortfalls 2 months imprisonment, \$25,000 fine (individual) \$50,000 fine (body corporate)	N/A	N/A

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
20.	Impersonating personnel with intent to deceive	N/A	s156 Offence if person, with intent to deceive, pretends to be operational personnel, FENZ inspector or person who works for any brigade 2 months imprisonment, \$25,000 fine	s88(1)(g), s88(3)	N/A
21.	Owner must provide and maintain evacuation scheme for a relevant building	Offence for an owner of a relevant building (set out in s75 eg early childhood education centre) to not provide or maintain an evacuation scheme	S76 Offence for an owner of a relevant building (set out in s75 eg early childhood education centre) to knowingly not provide or maintain an evacuation scheme 6 months imprisonment, \$75,000 fine (individual) \$150,000 fine (body corporate)		
22.	Causing a false alarm of fire to be made	Offence to give false alarm of fire	s157 Knowingly give false alarm of fire 6 months imprisonment \$75,000 (individual), \$150,000 fine (body corporate)	s88(1)(c), s89(1), s88(2), s88(3)	s61(1)(b), s61(4)

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
23.	Storage of spontaneously combustible material by industrial operator	Offence to store spontaneously combustible material in breach of requirements under Act or regulations	S159 offence to knowingly or recklessly store spontaneously combustible material in breach of requirements under Act or regulations 6 months imprisonment, \$75,000 fine (individual) \$150,000 fine (body corporate)	N/A	r54 FRFRegs 2005 r60 FRFRegs 2005
24.	Interference with people or equipment at fire / emergency	Offence to obstruct, hinder, resist or deceive a FENZ inspector or authorised person in the performance of duties	s158 Offence to knowingly obstruct, hinder, resist or deceive a FENZ inspector or authorised person in the performance of duties 2 years imprisonment, \$300,000 fine (individual), \$600,000 fine (body corporate)	s88(1)(a) and (b), s88(2), s88(3)	s36(1), s36(4), s61(4)
25.	Causing or allowing fire to get out of control and to spread	Offence to cause or allow a fire to get out of control and to spread	s60 Offence to knowingly or recklessly cause or allow a fire to get out of control and to spread 2 years imprisonment, \$300,000 fine (individual) \$600,000 fine (body corporate)	N/A	s25(1)

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
26.	Leaving a burning or smouldering substance in the open air	Offence to cause or allow a burning or smouldering substance without taking reasonable steps to reduce likelihood of harm damage, or notifying FENZ	<p>S61</p> <p>Offence of knowingly or recklessly causing or allowing a burning or smouldering substance in open air without taking reasonable steps to reduce likelihood of harm damage, or notifying FENZ</p> <p>2 years imprisonment, \$300,000 fine (individual)</p> <p>\$600,000 fine (body corporate)</p>	N/A	s26(1), s61(3)

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
27.	<p>Variety of offences around lighting fires or carrying out operations in breach of prohibitions or restrictions:</p> <ul style="list-style-type: none"> • Lighting fires in the open air • Lighting fire during extreme fire hazard • Lighting fire, or carrying out operations in breach of order for fire control measures <p>Failing to comply with fire control measures</p>	<p>Offence to light or allow another person to light a fire in open air when there is a prohibition or restriction in effect and has notice</p> <p>Offence to carry out prohibited activity if have notice of prohibition</p> <p>Offence to carry out restricted activity if have notice of restriction</p>	<p>s53 – Offence to knowingly or recklessly light, or allow another person to light a fire in open air when prohibition is in effect and has notice</p> <p>s54 – Offence to knowingly or recklessly to carry out prohibited activity if have notice of prohibition or restriction</p> <p>s55 – Offence to knowingly or recklessly to carry out restricted activity if have notice of prohibition or restriction</p> <p>s57 – Offence to knowingly or recklessly lighting fire in open air during prohibited fire season without permit or in breach of permit conditions</p> <p>s58 – Offence to knowingly or recklessly lighting fire in open air during restricted fire season without permit or in breach of permit conditions</p> <p>2 years imprisonment, \$300,000 fine (individual)</p> <p>\$600,000 fine (body corporate)</p>	N/A	<p>s23(1), s61(3)</p> <p>S20(3), Form 7</p> <p>FRF Regs 2005, s61(2) FRF ACT</p> <p>s21(1), s61(2)</p> <p>s61(1)(a), s61(4), s27(1)</p>

No.	Description of offence	Cabinet decision on offence	Fire and Emergency New Zealand Act criminal offence	Fire Service Act (repealed)	Forest and Rural Fires Act (repealed)
Offences to be developed					
28.	<p>Breaches of fire safety and evacuation regulations e.g.:</p> <ul style="list-style-type: none"> • failing to maintain means of escape • failing to have evacuation procedures • tenants failing to follow evacuation procedures • owners and occupants of particular types of buildings failing to take reasonable fire prevention precautions 	<p>The specific offences will depend on what is included in the new regulations (also part of this consultation process)</p> <p>Penalty: to be confirmed</p>	<p>S76</p> <p>Offence for knowingly not providing or maintaining an approved evacuation scheme</p> <p>S191</p> <p>Offence for knowingly failing to maintain a means of escape from fire</p>	<p>Offence to breach Part 1 of Fire Safety and Evacuation of Buildings Regulations 2006</p>	N/A

Appendix 1

Officers Comments

Proposals for Fire and Emergency New Zealand regulations: fire safety and evacuation of buildings, and offences and penalties

Part 1: Fire Safety and Evacuation of Buildings

Key changes from the Fire Safety and Evacuation of Buildings Regulations 2006 (pgs. 9-10)

- Do you agree with the example thresholds or triggers that may result in the revocation or amendment of an approved evacuation scheme?
No
- What do you consider should be covered by regulation for the process of FENZ requiring an amendment or revoking a previously approved evacuation scheme?
FENZ could make evacuation scheme recommendations, FENZ should not be issuing penalties this should be left to the TA (Territorial Authority), If building owners are non-compliant report them to the TA.

Key Issues for new regulations

Issue 1: Information relating to evacuation scheme (pgs. 11-14)

- What information do you consider should be required for an evacuation scheme application?
No application necessary, detailed evacuation plan including people with particular needs (disabled, children, elderly, etc.), assembly points, routes taken, fire warden details, detail specific for site.
- What issues might there be from requiring more information on an evacuation scheme application?
Building owners confuse it with BWOFF and double ups with BWOFF
- What is your preferred option and why?
None but out of the ones listed option A1 because there are too many individual pieces of legislation making thing more confusing than necessary. Combine it with the existing BWOFF program and solve many of the current issue including enforcement as the TA has the ability to do so under current acts.
- Any other comments?

It should be mandatory for FENZ to evaluate evacuation scheme and make recommendations but it should be left up to the TA to enforce. FENZ could make evacuation scheme recommendations, FENZ should not be issuing penalties; this should be left to TA, If building owners are non-compliant report them to the TA. There should be bigger emphasis on educating/awareness and therefore achieving compliance without enforcement. Threats of fines will get people to comply but because it is forced many will not understand. Educate people and many will realise the importance and/or it coincide with what they are trying to achieve.

Issue 2: Interaction and consistency with other agencies and their legislation (pgs. 14-15)

- What are the key areas of interaction for you between the current FSEBR and other legislation?

Evacuation schemes and BWOF's, and the confusion it creates with building owners.

- Are there issues or inconsistencies for you that result from differences in the current FSEBR and other legislation?

Evacuation plan should be part of BWOF like a specified system this would reduce confusion and help with compliance and enforcement

- Any other comments?

Evacuation plan should be part of BWOF like a specified system

Issue 3: Responsibilities of buildings owners and occupants (pgs. 15-19)

- Do you agree that building owners should be required to identify a point of contact if they are absent or overseas?

If enforcement was the TA's responsibility this would not be an issue as they have the contact details for either owner or agent under the building act.

- Do you agree that all building tenants and occupants should have specific duties and responsibilities in ensuring safety within the building they occupy?

No

- What is your preferred option and why?

None but out of the ones listed option B1 because there are too many individual pieces of legislation making thing more confusing than necessary. Combine it with the existing BWOF program and solve many of the current issue including enforcement as the TA has the ability to do so under current acts.

- Any other comments?

There are too many individual pieces of legislation making thing more confusing than necessary. Combine it with the existing BWOF program and solve many of the current issue including enforcement as the TA has the ability to do so under current acts. There should be bigger emphasis on educating/awareness and therefore achieving compliance without enforcement.

Issue 4: Evacuation of those requiring assistance to evacuate during a fire emergency (pgs. 19-21)

- Do you agree that additional information should be required for evacuation schemes that cover buildings with persons who require assistance to evacuate?

Yes

- Do you consider it appropriate for certain building occupants to remain in a place of safety within the building during a fire emergency?

Yes, preferably balconies or areas providing easy accesses.

- What is your preferred option and why?

Option C2, More information will help evacuate people quicker therefore saving lives.

- Any other comments?

[Click here to enter text.](#)

Issue 5: Timing of evacuation schemes and trial evacuations (pgs. 22 – 25)

- If the timings for the application for and approval of an evacuation scheme were change, what do you consider to be suitable timeframes?

Evacuation scheme/plan should be part BWOFF/Compliance Schedule and should be extended to 45 days.

- If evacuations schemes were required for temporary structures such as those that require a building consent, how would this impact you?

Currently it would not, if it was integrated with the BWOFF it would.

- Do you agree that unscheduled evacuations should be able to be counted as trial evacuations for the purposes of maintaining an evacuation scheme?

Yes

- What is your preferred option and why?

Option D3, learnings can be taken from any evacuation and should not be restricted timing or notice period

- Any other comments?

Evacuation plan/scheme should be integrated with BWOFF compliance system.

Part 2: Offences and penalties

Issue 1: What offences should there be? (pgs. 28-30)

- Do you have any comments on the proposed conduct that should be captured by offences made under section 187 of the FENZ Act?

FENZ should not be issuing penalties and offences for non-compliance should not be criminal offences

Issue 2: Options for setting offence penalties (pgs. 30-32)

- Do you agree that non-criminal offences should be grouped on the basis of the seriousness of offending, with more serious offences attracting a higher penalty?

No, FENZ should not be issuing penalties this should be left to the TA and offences should not be criminal. The last known death in a commercial fire was more than 50 year ago so education and awareness should be the focus.

- What option for setting penalties do you prefer? Where do you see the balance between deterrence and affordability?

All options are too stringent; TAs should be issuing penalties.

- Do you have other percentage amounts you consider to be more appropriate?

Penalties should only be issued once all other avenues have been exhausted and be issued on a case by case bases including amount as there are many factors to consider which differ from region to region.

Interaction of fire safety and evacuation of buildings regulations with the options for offences (pg. 32)

- Do you have comments on the proposed interaction between the fire safety and evacuation regulations and offences?

An amalgamation of regulations would help building owners manage and understand their obligation to keep patrons safe in a disaster as fire is not the only threat in this country that can be devastating and an evacuation plan/scheme should encompass all likely disasters. Penalties for offences should be an absolute last resort and should be issued by the TA.

Attachment 9

Rangitikei District Council

Finance and Performance Committee Meeting

Minutes – Thursday 27 July 2017 – 9:30 AM

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The quorum for the Finance and Performance Committee is 5.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Present:

- Cr Nigel Belsham
- Cr Cath Ash
- Cr David Wilson
- Cr Soraya Peke-Mason
- Cr Graeme Platt
- Cr Ruth Rainey
- Cr Lynne Sheridan
- His Worship the Mayor, Andy Watson

Also Present:

- Cr Jane Dunn
- Cr Angus Gordon

In attendance:

- Mr Ross McNeil, Chief Executive
- Mr Michael Hodder, Community & Regulatory Services Group Manager
- Mr George McIrvine, Finance & Business Support Group Manager
- Ms Nardia Gower, Governance Administrator
- Ms Linda Holman, Governance Administrator

1 Welcome

The Chair welcomed everyone to the meeting

2 Council Prayer

Cr Platt read the Council Prayer

Cr Sheridan arrived at 9:32

Cr Peke-Mason arrived at 9:40

3 Public Forum

Community Initiatives Fund – Speakers

Clifton School Kapahaka Group

Danelle Whakatihi of Clifton School spoke to the application made for new Kapa Haka uniforms. Ms Whakatihi informed the Committee that the current uniforms are 11 years old and not fit for purpose for the growing participation in Kapa Haka. The group now consists of 65 participants. For a full Kapa Haka kit including but limited to pui pui, poi and taiaha will exceed \$20,000. Due to the multi iwi whakapapa of the various participants targeting single iwi to financially contribute has been difficult. The school, parents and friends are committed to fundraising and will continue to assist in the construction of uniforms when fitting to do so.

Marton Community Garden – Bed Build II

Nardia Gower of the Marton Community Garden spoke to their application. Ms Gower stated the high usage of both the garden and the Marton #foodisfree Wagon where harvested produce is given freely to and appreciated by the community. Positive statements from donators on the Give a Little Page were read. The current bank balance of the Marton Community Garden of only \$670 approximately, falls short of the funds needed to buy soil and timber to construct the remaining beds. The Committee queried the higher cost of soil in comparison the previous funding applications, and asked if a cheaper medium such as straw and manure would be more suited and cheaper. Ms Gower replied that the soil supplier had reached their limit of discounted soil for the project and was now charging full price. Spray free baleage and manure has been used and is still used when available but the sources have been drained by the previous bed builds. Further discussions between Committee members and Ms Gower highlighted the following

- The beds are a large size at 6 x 2 metres
- More beds are needed as the number of people who require a free source of produce is high. The Marton Community Committee has agreed at this stage that a donations box will not be situated on the wagon.
- Marton Community Garden works with other service providers such as Get'n'Give and the Opportunity Shop by sharing information about the garden's location, wagon and workshops requesting in turn they share that with their clients. At this stage all harvested produce is given away via the wagon.

Project Marton – Festival for the Future Leaders Forum

Cr Cath Ash spoke to the Project Marton application for the Future for the Festival Youth conference. Cr Ash highlighted that, although surrounding councils and others throughout New Zealand fund their youth to attend the annual conference, the Rangitikei District Council has never done so. Project Marton has been able to significantly reduce the cost to \$400 per youth which includes accommodation, the event and transport. Discussions between Committee members and Cr Ash highlighted the following:

- Funding applications as a group have been sought as raising funds for each individual youth would have been difficult particularly given the short time period between Project Marton being made aware of the conference and the event date.
- Although numbers of attending Rangitikei youth have fluctuated the per youth cost remains at \$400
- Parent/Caregiver contributions have made up approximately \$2000 of the required funds.

Bulls & District Historical Society – Scotts Ferry Restoration

Cr Jane Dunn spoke to the application for the Scotts Ferry restoration and offered to answer any questions the Committee may have. Discussions between Committee members and Ms Dunn highlighted the following:

- The advice received by Heritage New Zealand is that Scotts Ferry can retain its Heritage One status by using materials that are as close as like to like as possible.
- Like the last restoration this new project will utilise a large portion of in-kind community labour.
- Poor maintenance has been attributed to the lack of a committee set up following the previous restoration.
- The community is fundraising with the descendants of Thomas Scott contributing.

Events Sponsorship Scheme- Speakers**Samoan Ministers' Association – four events**

Mr Farani Va'a spoke to the Samoan Ministers Association application for four events. Mr Va'a expressed the desire for the sports event to engage Samoan youth. Mr Va'a commented that all four events aim at building internal relations between the all Marton's Churches and the wider community.

Discussions between Committee members and Mr Va'a highlighted the following:

- The Samoan Ministers Association works with other non-Samoan Churches and with other community groups and organisations. The Samoan ministers work closely with other church ministers building the community as one.
- All the events are open to the wider community and districts
- The performance fee component of the application is to aid with purchasing performance uniforms
- No other funding has yet been applied for.

Hunternville Huntaway Festival – 2017 Shemozzle

Shane Ratima spoke to the application for the Hunternville Shemozzle. Mr Ratima informed the committee that this will be the 20 year anniversary of the event and for that reason the event organisers set about building their coffers from last year's event and are seeking

external funding to make this a memorable anniversary. The Shemozzle committee are increasing their expenses this year by \$20,000, increasing their participation numbers and upgrading the event. Mr Ratima stated that the event participation and buy-in stretches beyond the Rangitikei District as shown by current Shemozzle Committee members living in Feilding, Marton, and Whanganui along with Hunterville.

Discussions between Committee members and Mr Ratima highlighted the following:

- Various categories of sponsorship can allow for naming on radio advertising. The radio ads are set up to enable all qualified sponsors airtime.
- It would be logistically difficult to charge an entry fee to the Shemozzle due to the town's streets being incorporated into the event.
- The \$7000 expense for merchandise includes items such as shirts and hoodies in both adult and youth sizes, that will be sold and used for prizes.

4 Apologies/Leave of Absence

That the apologies for Cr McManaway be received

Cr Rainey / Cr Wilson. Carried

5 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. The Chair advised that Councillors declare their conflict of interest pertaining to any application at the time of discussion.

The Committee agreed that Cr Dunn was able to sit in on deliberations and take part in discussions (other than the application the Cr Dunn is associated with) but will have no voting rights.

6 Confirmation of order of business

The Chair noted the Order of business was unchanged.

7 Minutes of Previous Meeting

Resolved minute number	17/FPE/127	File Ref
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That the Minutes of the Finance/Performance Committee meeting held on 29 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Cr Ash / Cr Wilson. Carried

8 Chair's Report

The Chair took his report as read.

Resolved minute number **17/FPE/128** **File Ref** **3-CT-14-1**

That the Chair's Report to the Finance/Performance Committee meeting on 27 July 2017 be received.

Cr Belsham / Cr Peke-Mason. Carried

9 Progress with strategic issues

The Committee noted the progress outlined in the meeting agenda.

10 Interim financial results for 2016/17

Mr McIrvine narrated his presentation highlighting:

Re-evaluations completed

- Roothing is down 8 million
- 3 Waters is up 15 million
- Council Buildings – up 1.827 million

Highlights

- 35.5 million of revenue
- Expenses currently 30.6 million
- Bank remains in good position
- Costs remain in check against budgets

\$5 million retained from working capital
Rates on LGFG better than banks

Resolved minute number **17/FPE/129** **File Ref**

That the interim financial results for the year ending 30 June 2017 be received.

Cr Peke-Mason / Cr Rainey. Carried

11 Consideration of applications to Community Initiatives Fund

The Chief Executive spoke to the matter of Conflicts of Interest stating two components for consideration by the Committee:

- Pecuniary Interest
- Perception of bias by the public, for example a member of the Committee having connections to any of the applications.

The Committee discussed the potential perception of conflict and bias of interest towards all applications from any Committee member that has applied to either CIF or ESS funding application themselves, and whether that member should abstain from all discussions and voting.

In discussing the potential perception of bias the Committee agreed that, due to the Rangitikei District's size and population, Councillors are likely to have some association with one or more applications. Councillors are elected by the public on the understanding that they will make fair and just decisions. Committee members concluded that declaring a conflict of interest and abstaining from deliberation and voting from applications with which they have a direct involvement with the organisation and/or event, was an adequate course of action.

Resolved minute number **17/FPE/130** **File Ref**

Where Elected Members have declared a Conflict of Interest in considering an application for grant funding, they will remove themselves from voting on that application.

Cr Belsham / Cr Wilson. Carried

The Committee discussed the ranking system used when considering funding applications versus the monetary value placed on the initiative or event, and agreed to remove the ranking system in future funding rounds, requesting corresponding guidance questions as a replacement.

Members questioned whether the ICT Hubs could be considered for core Council funding. They suggested promotion of Council support for each funded initiative/event on the Council website and Facebook page.

The Committee discussed the merits of each application. A granted total was decided for each application by each Committee member providing a figure they would be happy providing the applicant and an average was taken of these figures.

The following Councillors abstained from the following funding applications

- Cr Peke-Mason Ratana Playground
- Cr Ash Festival for the Future and Marton Community Garden

Cr Peke-Mason noted that she had no conflict of interest with the Whangaehu Hall application.

Resolved minute number **17/FPE/131** **File Ref** **3-GF-8-3**

That the report 'Consideration of applications for the Community Initiative Fund 2017/2018 – Round One be received.

Cr Peke-Mason / Cr Ash. Carried

Resolved minute number **17/FPE/132** **File Ref** **3-GF-8-3**

That the following Project Report Forms be received:

- Marton Community Garden – Garden Bed Build Part I
- Marton & Surrounds ICT Hub Charitable Trust
- Diabetes NZ – Support Group
- Koitiata Centenary Committee – celebrations
- Alzheimers Whanganui – The Group
- Rangitikei Heritage Group – Heritage Brochure
- Marton Junior Rugby Club – Rugby Jerseys

Cr Rainey / Cr Ash. Carried

Resolved minute number **17/FPE/133** **File Ref** **3-GF-8-3**

That the Finance / Performance Committee approve the applications, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants.

- | | |
|---|---------|
| • Clifton School Kapahaka Group | \$ 1300 |
| • Marton & Surrounds ICT Hub | \$ 3000 |
| • Ratana Communal Board | \$ 1500 |
| • Royal NZ Plunket | \$ 1600 |
| • Bulls & District Historical Society | \$ 2000 |
| • Project Marton | \$ 1900 |
| • Marton Community Garden | \$ 2000 |
| • Majestic Theatre Trust | \$ 1200 |
| • Wanganui Area Neighbourhood Support Group | \$ 800 |
| • Whangaehu Hall Committee | \$ 2500 |
| • Rangitikei Heritage Group | \$ 2000 |
| • Alzheimers' Whanganui – The Group | \$ 600 |

Cr Rainey / His Worship the Mayor. Carried

12 Consideration of applications to Event Sponsorship Scheme

The Committee discussed the merits of each application. A granted total was decided for each application by each Committee member providing a figure they would be happy providing the applicant and an average was taken of these figures.

The following Councillors abstained from the corresponding funding applications

- His Worship the Mayor Rotary's Pedal for Pleasure
- Cr Belsham Rotary's Pedal for Pleasure

- Cr Wilson Rotary's Pedal for Pleasure
- Cr Sheridan Rangitikei Shearing Sports

Cr Peke-Mason noted that she had no conflict of interest with the Ratana Rugby application.

Resolved minute number **17/FPE/134** **File Ref** **3-GF-11-3**

That the report 'Consideration of applications for the Events Sponsorship Scheme 2017-2018 – Round One be received.

His Worship the Mayor / Cr Wilson. Carried

Resolved minute number **17/FPE/135** **File Ref** **3-GF-11-3**

That the following Project Report Forms be received:

- Ruapehu REAP – 11th Annual Whanau Sports event
- Marton Country Music Festival – 2017
- Hunterville Huntaway Festival – 2016 Shemozzle
- Mangaweka Community Committee – French Twilight Dinner
- Marton Jaycees – Marton Christmas Parade 2016
- Turakina Caledonian Society – 153rd Highland Games
- Parklee Bullride Club – Hunterville Bullride
- Rangitikei Tourism – The Mudder 2016
- Ratana Sports Club - 90 Years of Sports
- Rangitikei Shearing Sports – 2017 event
- Taihape Area Dressage Group

Cr Sheridan / Cr Rainey. Carried

Resolved minute number **17/FPE/136** **File Ref** **3-GF-11-3**

That the Finance / Performance Committee approve the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

- | | |
|---|---------|
| • Samoan Ministers' Association – four events | \$ 2200 |
| • Turakina Caledonian Society – Highland Games | \$ 2500 |
| • Hunterville Huntaway Festival – 2017 Shemozzle | \$ 2750 |
| • Rangitikei Shearing Sports – 2018 Shearing Sports event | \$ 1900 |
| • Marton Rotary – Pedal 4 Pleasure | \$ 650 |
| • Marton Country Music Festival – 2018 Country Music Festival | \$ 2750 |
| • Ratana Rugby - Jamie Berry Memorial Shield | \$ 800 |
| • Nga Iwi o Mokai Patea Services Trust - Whanau Sports Day | \$ 1600 |

Cr Ash / Cr Sheridan. Carried

Cr Ash left at 10:52 – 10:56
 Cr Gordon arrived at 11:46
 Cr Dunn left at 12:10-12:23
 Cr Peke-Mason left at 12:29-12:32

13 Opportunities for subdivision in Marton and Bulls

Ms Gray spoke to her presentation which was tabled.

The Committee discussed the merits of Council acting as developers or offering incentives for external developers. Benefit was seen in increasing rateable properties alongside potential profit on property sale.

The following incentive options were discussed

- Where subdivision development is on private land incentives could include rating as a parcel until property is sold versus individual rate of unsold subdivided land.
- Council could offer to put in the infrastructure against a lien on each property.

It was suggested that the Committee form a working group to with a view to facilitate new subdivisions.

Resolved minute number	17/FPE/137	File Ref
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That the Finance/Performance Committee recommends to Council that the Chair of Finance, Cr Wilson, Cr Platt and His Worship the Mayor forms a working group with a view to facilitate new subdivisions.

His Worship the Mayor / Cr Belsham. Carried

Resolved

That the Finance / Performance Committee adjourn the meeting at 12.43 and reconvene following the Council meeting.

Cr Belsham / Cr Rainey. Carried

Meeting adjourned at 12:43 pm and reconvened at 4:24 pm

14 Standardising lease arrangements for sports club facilities

Mr Hodder spoke to the report. During the discussion the following points were clarified:

- The area used by each facility will bear no weight in the lease figure.
- Variations of the different rental values to date has occurred through different contracts being drawn by past Boroughs, Counties and Councils.
- Parks are non-rateable, therefore these facilities pay no rates.
- The new lease agreements will include provisions for maintenance and general level of upkeep.

Resolved minute number**17/FPE/138****File Ref****6-CF-5-5**

That the report 'Standardising lease arrangements for facilities on Council land' be received.

Cr Rainey / Cr Sheridan. Carried

Resolved minute number**17/FPE/139****File Ref****6-CF-5-5**

That a rental of \$200.00 per annum be applied to an organisation with facilities on Council land (or Council administered land), with this rental to be considered annually as part of the Fees and Charges annual consultation, and that all utility fees are to be paid by the organisation, including a specific water charge if a meter is not installed.

Cr Wilson / Cr Sheridan. Carried

15 Late items

None

16 Future items for the agenda

None

17 Next Meeting

Thursday 31 August 2017, 9.30am

18 Meeting closed

4.36 pm.

Confirmed/Chair: _____

Date:

Rangitikei District Council

Huntermville Rural Water Supply Sub-Committee Meeting

Minutes – Monday 7 August 2017 – 3:00 p.m.

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12	Options for management of the Huntermville Rural Water Supply Scheme	4
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16	Meeting Closed	5

Present:

Mr Bob Crawford - Chair
 Mr Brett Journeaux
 Mr Bernie Hughes
 Mr Sam Weston
 Mr Paul Peterson
 His Worship the Mayor, Andy Watson

In attendance:

Mr David Rei Miller, Asset Engineer – Roading and Utilities
 Mr George McIrvine, Finance & Business Support Group Manager
 Mr Andy Sargent, Financial Services
 Mr Andrew van Bussel, Operations Manager – Utilities
 Mr Ivan O'Reilly, Waste/Water Technician
 Ellen Webb-Moore, Policy Planner

1 Welcome

The meeting opened at 3:00pm. The Chair welcomed everyone to the meeting.

Apologies

Resolved minute number

That the apologies from Mr Bernie Hughes and Mr John McManaway be received.

Mr B Hughes / Mr P Peterson. Carried

2 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. No conflicts of interest were noted.

3 Confirmation of order of business

The matter of intake issues will be dealt with as a late item.

4 Confirmation of Minutes

Resolved minute number

File Ref

3-CT-3-2

That the Minutes of the Hunterville Rural Water Supply Sub-Committee meeting held on 3 April 2017 be taken as read and verified as an accurate and correct record of the meeting.

Mr P Peterson / Mr B Journeaux. Carried

5 Chair's Report

The Chair did not have a verbal report

6 Council decisions on recommendations from the Committee

Mr van Bussel gave an operational report. A new style of impellor motor has been installed and the motor is now not working as hard as it was previously. At full speed, the motor can d

7 Council responses to queries raised at previous meetings

Mr Miller provided a verbal update to the meeting regarding ownership of the assets of the scheme. Mr Miller has spoken to various people involved in various water schemes, and found that at the inception of most schemes Government required Councils' involvement and stipulated that assets should be vested to the Councils. Conflicting legal opinions have

been found, creating a lack of clarity around the issue. Mr Miller's conclusion is that, on balance, it appears that Council owns the assets. The Committee is happy to keep the status quo.

(The Mayor 3:17 / 3:25pm)

Resolved minute number **17/HRWS/013** **File Ref**

That the verbal update on the vesting of assets information made to the meeting on 19 June 2017 be received.

Mr P Peterson / Mr B Hughes. Carried

8 Hunterville Rural Water Supply – Operations Report

Mr van Bussel takes the report as read and spoke to the report. Discussion was held as to how much water goes across the Makohine Viaduct, whether there is an alternative route across, and whether it is better to just keep repairing the pipe instead of replacing it. Mr van Bussel confirmed that the Committee will be consulted before any decision is made to replace the pipe.

Resolved minute number **17/HRWS/014** **File Ref** 6-WS-3-4

That the 'Hunterville Rural Water Supply – Operations report' dated 1 June 2017 be received, and that maintenance costs for the Control Valves estimated at \$1,325.40 are agreed.

Mr B Journeaux / Mr S Weston. Carried

9 Financial Report – February 2017

(Mr van Bussel 3:30 / 3:41 pm)

Mr McIrvine took the financials as read and spoke to the report. Discussion was held regarding the percentage of consented water taken and the impact on infrastructure if a larger percentage was taken, and the impact of electricity prices on the unit costings.

Resolved minute number **17/HRWS/015** **File Ref** 3-CT-3-1

That the Financial Statements and corresponding commentary for the period ending 30 April 2017 be received.

Mr B Journeaux / Mr S Weston. Carried

10 Tutaenui Community Irrigation/Stock Water Scheme – update on pre-feasibility study

Mr Journeaux gave a verbal update and noted the low attendance at the last meeting. Progress is good, Mr Murray Robinson has completed the interviews and found 100% would take support it to the next stage. The next step is to finalise the engineering considerations.

Resolved minute number 17/HRWS/016 **File Ref**

That the verbal update on the pre-feasibility study for the Tutaenui Community Irrigation/Stock Water Scheme made to the meeting on 19 June 2017 be received.

Mr B Journeaux / Mr B Hughes. Carried

11 Options for management of the Hunterville Rural Water Supply Scheme

Discussion was held around the future of the scheme, including the current status of Hunterville township and the water scheme, permission, and funding.

Resolved minute number 17/HRWS/017 **File Ref** 6-WS-3-4

That the report 'Options for management of the Hunterville Rural Water Supply Scheme' be received and noted as (for the Council) constituting a review of delivery of services under section 17A of the Local Government Act 2002.

Chair / Mr B Hughes. Carried

Resolved minute number 17/HRWS/019 **File Ref** 6-WS-3-4

That the Hunterville Rural Water Supply Subcommittee recommends to Council that it continues the present arrangements to support the Scheme.

Mr B Journeaux / Mr S Weston. Carried

12 Late Items

Mr van Bussel noted the issues currently experienced at the intake site are being monitored, and he is investigating options for further filtering closer to the source of intake.

13 Next Meeting

Monday 7 August 2017, 3.00pm

14 Meeting dates for the rest of 2017

- 2 October
- 4 December

15 Meeting Closed

The Chair closed the meeting at 4:09pm

Confirmed/Chair: _____

Date: _____

Unconfirmed

Rangitikei District Council

Te Roopu Ahi Kaa Komiti Meeting

Minutes – Tuesday 8 August 2017 – 11:00 am

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12	Developing Maori Capacity to Contribute to Decision –Making	5
13	Draft Traffic and Parking Bylaw 2017	5
14	Guidance on the appropriate kaumātua and kuia to call upon	6
15	Maori Community Development programme	6
16	Update on landlocked land	6
17	Update on Te Pae Tawhiti	6
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Present: Mr Pahia Turia (Chair)
Ms Tracey Hiroa
Mr Robert Gray
Mr Thomas Curtis
Ms Coral Raukawa-Manuel
Mr Charlie Mete
Mr Terry Steedman
Ms Jacqui Johnson (standing in for Ms Katarina Hina)
Mr Chris Shenton
Ms Naumai Wipaki
His Worship the Mayor, Andy Watson
Cr Cath Ash

Also present: Cr Soraya Peke-Mason

In attendance: Mr Ross McNeil, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Katrina Gray, Senior Policy Analyst / Planner
Ms Ellen Webb-Moore, Policy analyst/Planner

1 Karakia/Welcome

The meeting opened at 11.17am. The Chair welcomed everyone to the meeting.

2 Apologies

Resolved minute number

File Ref

That the apologies from Ms Kim Savage and Ms Hari Benevides be received.

Ms Hiroa / Mr Curtis. Carried

3 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

No conflicts of interest were declared.

4 Confirmation of order of business and late items

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, Singapore be dealt with as a late item at this meeting. Such matters will be dealt with at the end of this agenda.

The Chair accepted the late item.

5 Whakatau Nga Tuhinga Korero / Confirmation of minutes

Resolved minute number

17/IWI/022

File Ref

3-CT-8-2

That the Minutes of the Te Roopu Ahi Kaa Komiti meeting held on 13 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Mr Steedman / Ms Raukawa-Manuel. Carried

6 Chair's report

The Chair noted that the matters he wished to discuss would be addressed through later items on the agenda.

7 Feedback on Komiti's workshop

The Komiti's workshop covered the following issues:

- Kaumatua – to be discussed with item 14.
- Maori Community Development programme – to be discussed with item 12.
- Youth awards – concerns were raised over Council decision-making processes.
- Maori wards – The Komiti still supports Council consideration for establishing Maori wards. It is important to have discussions with Council about the issue and to continue to develop relationships between iwi and Council.

8 Council decisions on recommendations from the Komiti

The Komiti noted the Council decisions on previous recommendations from the Komiti.

9 Council responses to queries raised at previous hui

Emergency services/civil defence

A question was raised about how a Marae could become a community defence centre. Mr McNeil explained that local communities have community response plans, some of which are being reviewed later this year. The community response plan would be the appropriate location to include the Marae as a civil defence centre.

10 Update from Council's meetings from June to July 2017

Mr McNeil spoke to the memorandum and highlighted the following matters:

- Annual Plan – Council is undertaking more initiatives, but for a lower rates increase than initially proposed.
- Long Term Plan – Council is currently undertaking pre-consultation with key stakeholders.
- Annual Residents Survey – tracking relatively positively, nevertheless managers are developing improvement plans.
- Economic development – Council will be considering economic development initiatives through the Long Term Plan development process.

Resolved minute number

17/IWI/023

File Ref

3-CT-8-1

That the memorandum 'Update from Council's meetings in June and July 2017' be received.

Mr Steedman / Mr Shenton. Carried

11 Update from the representative to Council's Assets/Infrastructure Committee

Ms Hiroa noted she was unable to attend the 13 July 2017 Assets/Infrastructure Committee meeting.

12 Developing Maori Capacity to Contribute to Decision –Making

Ms Webb-Moore spoke to the report and highlighted the following matters:

- Council is seeking feedback from the Komiti.
- Templates were provided from other local authorities to provide examples of how other Statements might look.
- Suggestion that a working group be established to further discuss the piece of work.

Discussion was held about the Statement, with it being considered as a good opportunity for further engagement in economic development (particularly in terms of the Maori perspective on economic development), and as a key mechanism for reflecting the Komiti's aspirations.

A working group will be established to discuss the Statement prior to Council's workshop in September.

Resolved minute number	17/IWI/024	File Ref	3-PY-1-23
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That the memorandum 'Developing Maori Capacity To Contribute To Decision-Making' be received.

Mr Curtis / Mr Shenton. Carried

13 Draft Traffic and Parking Bylaw 2017

Mr McNeil spoke to the report and highlighted the following matters:

- The draft Bylaw has arisen as a result of Council not being able to address persistent issues e.g. parking.
- The draft Bylaw has provision for restricting heavy vehicle use if significant issues are occurring on Council roads.
- Council is undertaking engagement with the heavy vehicle industry to refine the draft Bylaw.
- The current stage is consultation to seek feedback on the draft Bylaw.

Discussion was held around the potential impact of the Bylaw on the forestry industry. It was noted that the intent of the Bylaw is not to unduly restrict harvesting. The issue of mobility parking spaces in Taihape was raised, with the approach needing to be through the Taihape Community Board.

Resolved minute number	17/IWI/025	File Ref	1-DP-1-14
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That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Mr Curtis / Ms Raukawa-Manuel. Carried

14 Guidance on the appropriate kaumātua and kuia to call upon

In the first instance the local Komiti member should be approached to discuss the appropriate kaumātua and kuia for the situation.

15 Maori Community Development programme

Discussion was held that the community development programme is intended to be shared around the District, and not as a competitive process.

Resolved minute number

17/IWI/026

File Ref

That the Komiti supports Ngati Hauiti's application to the Maori Community Development Programme for 2017/2018 and Ratana's application for 2018/2019.

Ms Hiroa / Ms Johnson. Carried

16 Update on landlocked land

The Mayor noted he is waiting for iwi representatives to be identified to make a joint approach to Parliament. Mr Steedman noted a letter with their representative will be provided soon.

17 Update on Te Pae Tawhiti

The Chair updated that the Te Pae Tawhiti group are working on a range of initiatives, but are constrained with resourcing issues. Work is being done with Te Puni Kokiri to address the resourcing constraints. The most significant project is the development of a Maori business hub in Whanganui.

18 Update on the 'Path to Well-Being' initiative – June 2017

The report was taken as read.

Resolved minute number

17/IWI/027

File Ref

3-CT-8-1

That the memorandum 'Update on the Path to Well-Being initiative – July 2017' be received.

Mr Steedman / Mr Turia. Carried

19 Panui/Announcements

Ms Johnson reported that Kauangaroa Marae is planning to relocate due to the flooding hazard associated with the existing site. Potential sites are being considered. Council support for the project would be appreciated. Mr McNeil noted similarities with the recent Whangaehu resilience project which could be applied to the Kauangaroa context.

Mr Steedman updated that part of Winiata Marae is being renovated in anticipation for the upcoming Waitangi Tribunal hearing occurring at the Marae later in the year.

Ms Raukawa-Manuel updated that the Tini Waitara Marae site is having a new building constructed on the site to provide for conference facilities/sleeping.

20 Late items

Singapore

Mayor Watson updated on the progress in the proposal for Singapore to have F15 aircraft based from Ohakea. A trial with F16 aircrafts will occur later in the year, with Singapore undertaking a range of feasibility assessments.

21 Future Items for the Agenda

None identified.

22 Next meeting

Tuesday 10 October 2017, 11am

23 Upcoming meetings for 2017

- 5 December

24 Meeting closed/Karakia

1.23pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 13 June 2017 – 5:30 p.m.

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Present:

Mr Tyrone Barker (Chair)
Mr Nigel Bowen
Ms Tricia Falkner
Mr Raewyn Turner
Mr Russell Ward
Mr Perrin Turner
Cr Graeme Platt
Cr Jane Dunn
Julie Toomey

In attendance:

Ms Jan Harris, Bulls and District Community Development Manager
Ms Ellen Webb-Moore , Policy Analyst/ Planner

1 Welcome

Mr Barker welcomed everyone to the meeting

2 Public Forum

Nil

3 Apologies

Resolved minute number	17/BCC/011	File Ref	3-CC-1-1
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That the apologies of Sandra Boxall, Jack Wheeler, Annabel Sidey, Lynette Andrews and Matt Holden be received.

Ms Turner/ Cr Jane carried

4 Members' Conflict of Interest

No conflicts were mentioned.

5 Confirmation of Order of Business and Late Items

Resolved minute number	17/BCC/012	File Ref	3-CC-1-1
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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, the land locked cemetery, update about the Bulls Community Trust projects and AGM and the issue of rumble strips on State Highway One be dealt with as a late item at this meeting

Mr Barker/Cr Dunn Carried

6 Confirmation of Minutes

Resolved minute number	17/BCC/013	File Ref	3-CC-1-1
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That the minutes of the Bulls Community Committee held on 11 April 2017 be taken as read and verified as an accurate and correct record of the meeting.

Cr Dunn/ Mr Ward Carried

7 Chair's Report

The Chair the ongoing issue of rubbish dumping, and that Mr David McMillan would be attending to discuss the issue of dump hours. People have also been dumping rubbish at the back of the Four Square and this is being removed by the owner; this should not be happening.

There is also going to be a golf tournament this weekend which will be a fundraising event for the Bulls Community Centre, this will be further updated on in item 11.

Resolved minute number	17/BCC/014	File Ref	3-CC-1-1
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That the Chair's verbal report to the Bulls Community Committee meeting of 13 June 2017 be received.

Ms Turner/ Ms Toomey Carried

8 Council Decisions on Recommendations from the Committee

There were no recommendations from the Committee to Council at the last meeting.

9 Council Response to Queries Raised at Previous Meetings

David McMillan was absent at this meeting so this item was not able to be discussed. This will be on the agenda for the next meeting.

10 Update on Place-Making Activities

Ms Harris spoke to this item. Recently some planters (the building of these was a former place making project) in Bulls were stolen; the thief was a local resident and the incident was caught on camera. Police obtained the footage and he is scheduled to appear in Court on 22 June.

A new seat has been kindly donated; it will be located at the front of the Town Hall.

11 Update on the Bulls Community Centre

The Chair spoke to this item. Council is still waiting to hear the outcome of the Lotteries funding application, this news is still to come but they should hear soon. Fundraising for the centre is still underway, and there is going to be a golf tournament fundraiser on Sunday 18 June. There has been a large amount of support from local businesses with \$7,000 worth of prizes donated and large participation with a full field of golfers.

12 Update from Bulls and District Community Development Manager

Ms Harris updated this, drawing attention to the Annual work plan for 2017/18 between Bulls and District Community Trust and the Council: this emphasised the community-led focus of work - the wearable arts group can be seen as an example.

13 Small Projects Grant Scheme Update – June 2017

Cr Dunn has organised that the money for the banners is on hold until the banners are ordered. Just waiting on Bulls and Clifton school and the Marae to organise their photos. There will be 11 photo banners in total – one of these will be sponsored.

Resolved minute number	17/BCC/ 015	File Ref	3-CC-1-1
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That the memorandum 'Small Projects Grant Scheme Update – June 2017' is received

Ms Toomey/ Mr Ward Carried

That the Bulls Community Committee recommends to Council that it approves the carrying-forward of \$1,343.59 which includes \$919 for both the beanbag outside the Bridge Street fish and chip shop and the banners for the Criterion site fence, into the 2017/2018 financial year.

Ms Falkner/ Cr Dunn Carried

14 Current Infrastructure Projects/Updates and Other Council Activities within the Ward

The Committee noted the memorandum.

File ref: 3-CC-1-5

Resolved minute number	17/BCC/016	File Ref	3-CC-1-1
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That the memorandum 'Current Infrastructure Projects/Upgrade and Other Council Activities within the Ward – March-April 2017' be received.

15 Public access through Ngati Apa land

At an earlier meeting the Committee sought clarification about walking access along a track through lands now owned by Ngati Apa. Investigation of access revealed that the right of access was attached to the forestry licence issued by the Crown. That has been surrendered. There is no legal unformed road through this land so there is no public access. A memorandum was tabled at the meeting.

Resolved minute number **17/BCC/017** **File Ref** **3-CC-1-1**

That the memorandum 'Access through Ngati Apa lands – Beamish Road to Brandon Hall Road' be received

Mr Barker/ Cr Dunn Carried

16 Funding rounds open

The funding rounds for the Community Initiative Fund and Event Sponsorship Scheme have opened and will close on Friday 30th June. It was requested that Bulls and District Community Trust circulate this information.

17 Rangitikei Youth Awards Scheme 2017

Resolved minute number **17/BCC/017** **File Ref** **3-CC-1-1**

That the report 'Rangitikei Youth Awards Scheme 2017' dated 30 May 2017 be received.

Cr Dunn, Cr Platt Carried

18 Proposed revocation of the Fire Prevention Bylaw

Resolved minute number **17/BCC/018** **File Ref** **3-CC-1-1**

That the memorandum 'Proposed Revocation of Fire Prevention Bylaw and section 6.3 of the Public Places Bylaw 2013' be received.

Cr Dunne/ Ms Toomey Carried

19 Draft Urban Tree Plan 2017

Resolved minute number **17/BCC/019** **File Ref** **3-CC-1-1**

That the memorandum 'Draft Urban Tree Plan' be received

That the Bulls Community Committee supports being given authority to make decisions on major tree removals following a community consultation process

Ms Turner/Ms Turner Carried

The Bulls Community Committee requests that they be given more time to make changes to the draft Urban Tree Plan 2017. It will therefore be on the agenda for the next meeting.

20 Late Items

Cr Dunn updated about the Committee the Dalrymple Road cemetery which is land-locked and has no public access. Corrections have been given access and are going to assist in the cleaning up of the cemetery, and they have indicated that they are happy to maintain it. It is coming up to 100 years since someone was buried at the site.

Ms Harris updated that the Bulls and District Community Trust AGM which is going to be held 22 June at the Bulls Town Hall at 12 noon. Ms Harris also informed the Committee that the picnic area at the Bulls Domain is being upgraded and Bulls School is helping out.

Mr Baker suggested that a request be put through to NZTA about installing rumble strips on the SH1 entrance into Bulls. This could involve Council and BCC coordination

21 Next Meeting

Tuesday 8 August 2017, 5:30 pm

22 Upcoming Meetings in 2017

- 10 October
- 12 December

23 Meeting Closed

7.05 pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 8 August 2017 – 5:30 pm

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Present:

Mr Tyrone Barker (Chair)
Mr Nigel Bowen
Ms Sandra Boxall
Ms Tricia Falkner
Mr Matthew Holden
Ms Annabel Sidey
Mr Russel Ward
Mr Perrin Turner
Ms Raewyn Turner
Mr Russell Ward
Cr Jane Dunn
Cr Graeme Platt
His Worship the Mayor, Andy Watson

In attendance:

Ms Jan Harris, Bulls and District, Community Development Manager
Ms Katrina Gray, Senior Policy Analyst/Planner
Mr David Miller, Asset Engineer
Mr Glenn Young, Utilities Manager
Mr David McMillan, Solid Waste and Recycling Officer
Ms Helen Scully
Ms Tracey Gibbs
Mr John Gibbs

Tabled documents:

Item 5: Request for extra signs and waste facilities at Bulls Domain for dogs
Item 5: Scotts Ferry Drainage issues.
Item 6: Memorandum Scotts Ferry Stormwater
Item 10: Memorandum Rumble Strips on State Highway One

1 Welcome

The Chair welcomed everyone to the meeting, including the community members and Council staff.

2 Chair's Report

The Chair thanked the Committee members for organising the banners for the Criterion Street site, particularly the work Ms Falkner put in. The Chair noted that Ms Vicky Whiteman is no longer on the Committee. The new Ohakea Base Adjutant is FGOFF Alex Bertram and she has replaced FGOFF Jack Wheeler.

3 Apologies

Resolved minute number

File Ref

That the apologies from Lynette Andrews, Julie Toomey and Alex Bertram, for the whole meeting, from Mayor Andy Watson and Tricia Falkner for lateness, and from Cr Jane Dunn and Sandra Boxall for leaving early be received.

Mr Turner / Cr Dunn. Carried

4 Confirmation of Order of Business and Late Items

No late items were identified. The order of business was amended to reflect the public forum/Council staff present at the meeting.

5 Public Forum

Ms Helen Scully spoke about the following matters and provided tabled documents showing an image of a potential dog poo bin and signage:

- Dog owners – request that a picture of the leashed/non-leashed areas is provided at the start of the Domain, along with a warning about enforcement action which might be taken if you do not pick up after your dog. Ms Scully also requested that a dog poo bin is placed near the Kennel Club.
- Ambulance access to the town hall – Ms Scully noted that there is significant H&S documentation when hiring the town hall but, when big events are on, there is not room for ambulance parking. Would like Council to consider a clearway along State Highway 1 (to take up a parking space) so that an ambulance could gain access if required.

The committee discussed Ms Scully's request, and discussed a number of solutions (clearway, submission to the Bylaw, loading zone), however, decided that, at the suggestion of Mayor Andy, that his office would purchase two cones for people hiring the hall to use.

Undertaking Subject Bulls Town Hall Hireage

That Council updates the hall hireage documents to identify that cones are available to enable one carpark to be closed off for ambulance access during the event.

Undertaking Subject Signage at Bulls Domain

That the signage photos tabled by Ms Scully be forwarded to staff for their consideration.

Ms Tracey Gibbs spoke on the following drainage issues for Scotts Ferry and tabled a document outlining her views:

- Issue 1 – Scotts Ferry is not ratepayer funded.
- Issue 2 – The drainage system is not effective. Lack of maintenance by Council has resulted in performance issues.
- Issue 3 – The closing of the flood gates exacerbates flooding issues for the residents of Scotts Ferry. The flood gates flood paddocks which then flood over Parewanui Road, cutting off access to the village. The flood gates were closed 8 time between 14 and 25 July 2017.
- Issue 4 – Extra pressures on the drainage system. Work on the surrounding dairy farm has increased runoff the village.
- Consequences – Permanent residents, often retired put time into sandbagging, pumping our water and monitoring the situation. This is causing a strain on residents.
- Solution – Become ratepayer funded, increased maintenance of the drains, pumps installed, extend drain heading west.
- Conclusion – Residents do not feel safe in the community.

6 Drainage at Scott's Ferry

Mr Young provided an overview, that Council staff have been to the site and assessed the options. Mr Miller tabled a report which provided an overview of the issues for drainage in Scotts Ferry and some proposed solutions.

The Committee discussed a number of elements of the report, including issues with Amon's drain and extending the western drain through a culvert, accretion of sediment. Mr Miller noted that some maintenance work is already scheduled by the Roding Team on the drains.

Resolved minute number 17/BCC/020 File Ref 6-SW-1-9

That the report 'Scotts Ferry Stormwater' dated 8 August 2017 be received.

Ms Falkner / Ms Boxall. Carried

Resolved minute number	17/BCC/021	File Ref	6-SW-1-9
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That the Bulls Community Committee indicates the following drainage improvement works are preferred, and request Council consider prioritising these works for completion as part of the 2017/18 work programme:

- All works identified in Table 1 of the report 'Scotts Ferry Stormwater' provided to the 8 August 2017 Bulls Community Committee meeting.
- Further work to consider the implications (for stormwater management) of the levels along Amon's drain.

Ms Falkner / Ms Boxall. Carried

7 Members' Conflict of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

No conflicts were declared.

8 Confirmation of Minutes

Mr Turner noted that he was not included as present.

Ms Boxall noted that her apologies and those from Jack Wheeler were not included.

Resolved minute number	17/BCC/022	File Ref	3-CC-1-1
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That the amended Minutes of the Bulls Community Committee meeting held on 13 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Ms Turner / Mr Holden. Carried

9 Council Decisions on Recommendations from the Committee

The Council decisions for the carryover of the small projects fund was noted.

10 Council Response to Queries Raised at Previous Meetings

Bulls Waste Transfer Station

Mr McMillan provided an overview of the use of the transfer stations. He identified that weekends have the heaviest use, followed by Wednesday, with Monday the least busy. To extend the opening hours would cost an extra \$60 per hour. Usually when hours are extended the same number of people use the transfer station, but over a longer period of time. Mr McMillan suggested a fridge magnet be developed with the opening hours of the transfer station.

The Committee discussed a range of potential solutions, but agreed that 3pm on the weekends was too early for the transfer station to close. Possibly hours could be taken from less busy days and applied to the weekends.

The Committee also discussed whether recycling being available 24/7 was an option. Mr McMillan noted that this is an option, however, it is hard to manage because there is no supervision and results in dumped rubbish.

Discussion was also held about kerbside collection in 70km/h.

Undertaking Subject Bulls Waster Transfer Station

That Mr McMillan bring a proposal back to the Committee for amended opening/closing hours of the Bulls Waste Transfer Station to extend the opening hours on the weekend.

Undertaking Subject Kerbside collection in 70km/h

That Mr McMillan provide further information to Cr Dunn on kerbside collection in the 70km/h areas in Bulls.

Rumble strips

A memorandum on the issue was tabled. Questions were raised about what the other options were available to address the safety issue.

Resolved minute number 17/BCC/023 File Ref 3-CC-1-1

That the memorandum 'Rumble Strips on State Highway One' be received.

Mr Holden / Ms Boxall. Carried

Undertaking Subject Rumble Strips on State Highway 1

That the Bulls Community Committee is provided with updates on the discussions between Council's Roding Team and NZTA on the other options available in the area and that any information is emailed to the Bulls Community Committee members when it is available (rather than waiting for the next meeting).

Pedestrian refuge

Concern was raised about the safety of the pedestrian refuge outside of Mobil. A request was made as to whether Council could request NZTA to provided upgrades, potentially similar to the refuge in Sanson.

Undertaking Subject Pedestrian refuge outside Mobil

That Council engage in discussions with NZTA for increasing the safety of the pedestrian refuge outside of Mobile and provide the Bulls Community Committee with updates of these discussions.

11 Update on Place-Making Activities

The banners have been placed on the Criterion Street site.

The Committee expressed concerns about plans to put a bull in the alleyway outside of the town hall. This could cause safety and access issues.

Undertaking	Subject	Bulls on Council land in Bulls
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That the Bulls Community Committee is provided with information from Council on the process for approving the bulls on Council land and that the Bulls Community Committee be involved in future decisions about locating the bulls on Council land.

Resolved minute number	17/BCC/024	File Ref
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That the Bulls Community Committee oppose the proposal for a bull to be located in the alleyway outside of the Bulls Town Hall.

Cr Platt / Cr Dunn. Carried

12 Update on the Bulls Community Centre

Mayor Watson informed the Committee that Council has not achieved the level of central government for corporate funding that was targeted. There is currently a funding gap which Council is considering how to address.

13 Update from Bulls and District Community Development Manager

Ms Harris provided updates on the following activities:

- Arts for Arts Sake exhibition opening next week in the Town Hall. The exhibition will be open for 7 days, with the Wear-a-Bull arts event held the same week.
- Horizons have provided a grant of \$3,043 for upgrades to the picnic area by the river. The local schools will be involved in implementing the projects.
- Connect-a-Bull group is looking at trialling trail cameras for areas where unsociable activities are common.

14 Small Projects Grant Scheme Update

The memorandum on the small projects grant scheme was noted.

Resolved minute number **17/BCC/025** **File Ref** **3-CC-1-1**

That the memorandum 'Small Projects Grant Scheme Update – July 2017' be received.

Ms Turner / Mr Ward. Carried

15 Current Infrastructure Projects/Updates and Other Council Activities within the Ward

Singapore Air Force

Mayor Watson updated the Committee on the progress in the proposal for Singapore to have F15 aircraft based from Ohakea. A trial with F16 aircrafts will occur later in the year, with Singapore undertaking a range of feasibility assessments. The Minister of Defence is planning on coming to speak with the Bulls Community Committee, the date is yet to be confirmed. The process for complaints, is to refer people to Ohakea.

Other matters

Ms Turner requested that the report for Community and Leisure Assets include the year for the community meeting that was held on 8 August for the Bulls Community Centre.

Mayor Watson noted that the Bulls Wastewater Treatment Plant upgrades are being delayed so more collaborative options can be considered. The Havelock North Inquiry is likely to result in increased standards for drinking water.

Discussion was held whether the upgrades would be required to the water tower if it was empty. The Mayor noted that he is waiting on a response from staff.

Undertaking **Subject** **Bulls water tower**

That the Bulls Community Committee requests that information is provided on whether the Bulls water tower will require upgrading if it is empty.

Resolved minute number **17/BCC/026** **File Ref** **3-CC-1-5**

That the memorandum 'Current Infrastructure Projects/Upgrade and Other Council Activities within the Ward – May-June 2017 be received.

Mr Holden / Ms Sidey. Carried

16 Draft Traffic and Parking Bylaw 2017

Mayor Watson noted the draft Bylaw had been prepared in response to traffic related issues that Council cannot currently address. The most contentious issue are the provisions to allow Council to close roads to heavy vehicles. The intent is for road closures to be the last option.

Resolved minute number **17/BCC/027** **File Ref** **1-DP-1-14**

That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Mr Turner / Ms Sidey. Carried

Resolved minute number **17/BCC/0298** **File Ref** **1-DP-1-14**

That the Bulls Community Committee delegate authority to the Chair to put in a submission to the draft Traffic and Parking Bylaw 2017 on behalf of the Committee.

Ms Falkner / Ms Turner. Carried

17 Further Consideration of Draft Urban Tree Plan

Discussion was held about the appropriateness of the preferred species, concern was raised that some of the varieties were large.

Resolved minute number **17/BCC/029** **File Ref**

That the Bulls Community Committee recommends to the Policy/Planning Committee that no changes are made to the draft Urban Tree Plan 2017.

Ms Turner / Mr Holden. Carried

18 Change to fees made under the Resource Management Act 1991 - Consultation

Ms Gray provided further examples of what might be considered as a boundary activity or a marginal/temporary activity. The new process will be much simpler for applicants and will be cheaper.

19 Weed spraying in parks and reserves

The agenda note was noted. The Committee will inform the residents of Bulls through the Bulls Bullitin.

20 Plaques: Request for information

The request for information was noted. The Committee members will let Council know if they find anything.

21 Late Items

Ms Turner noted that applications for the Community Initiatives Fund, Creative Communities Fund and Events Sponsorship Grant will open before the next Bulls Community Committee meeting.

Mr Barker has had a request from the mother of someone who passed away after experiencing a heart attack on one of the wooden benches in Bulls. The mother would like to place a plaque on the chair to commemorate him. There was mixed discussion on the issue, but concerns about the wording, family names that are already on the chairs, setting a precedent, and the durability of the chair. A suggestion was provided that the mother could donate a chair to the new community centre instead.

Resolved minute number	17/BCC/030	File Ref
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That the Bulls Community Committee do not support the placing of a memorial plaque on the chair in Bulls where a young man recently passed away.		
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Cr Platt / Mr Bowen. Carried

22 Next Meeting

Tuesday 10 October 2017, 5:30pm

23 Upcoming Meetings in 2017

- 12 December

24 Meeting Closed

8.08pm



Rangitikei District Council

Erewhon Rural Water Supply Sub-Committee Meeting

Minutes – Wednesday 9 August 2017 – 4:03 p.m.

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Present: Mr J Gilbert (Chairperson)
Mr P Batley
Mr J Bird
Mr O Dickson
His Worship the Mayor

In Attendance: Mr D Miller, Asset Engineer, Roading and Utilities
Mr A van Bussel, Operations Manager
Mr D Smith, Taihape Plumbing
Ms R Baird, Administration

1 Apologies

Resolved minute number **17/ERWS/041** **File Ref**

That the apologies from Mr G Duncan, Mr B Thomas and Mr G Melville for absence be received.

Mr P Batley/Mr O Dickson. Carried

2 Confirmation of Minutes

Resolved minute number **17/ERWS/042** **File Ref**

That the minutes of the Erewhon Rural Water Supply Sub-Committee meeting held on 8 February 2017 be taken as read and verified as an accurate record of the meeting.

Mr J Bird/Mr J Gilbert. Carried

3 Matters Arising

There were no matters arising.

4 Operations Report

Mr van Bussel spoke to the report. He said that the scheme is going really well.

Mr van Bussel had driven around the proposed line route for the quotations on the properties of Jock Strattons, Kaiangaroa and the Mangaohane Face. He recommended that the quotes be accepted; however, permission from Mangaohane would need to be obtained first.

Mr Smith to show Mr Dickson what they were proposing. Mr van Bussel said they would build the track first then survey it to gauge what angle the pipe needed to be laid. The line would be re-routed but it would be at a better alignment. At this stage they were looking at a steel wrapped pipe due to it costing less. As the soil is slightly acidic there was a need for the pipe to be wrapped. This would also ensure that the life expectancy be twice as long - approximately 80 years. Mr Gilbert queried why they would use a digger when a bull dozer is faster and more cost effective. Mr Smith replied that it was due to some of the places being very difficult to access. Mr Dickson asked what length did the pipe come in. Mr van Bussel said it could be around 10 meters and that he currently had someone running tests on the stainless steel pipe.

Resolved minute number **17/ERWS/043** **File Ref**

That the Engineers Report, be received.

Mr P Batley/Mr J Bird. Carried

Resolved minute number**17/ERWS/044****File Ref**

That the quotes from Taihape Plumbing for renewals on Jack Strattons, Kaiangaroa and Stage one Mangaohane Face (subject to approval from Mangaohane Station), be received.

Mr J Gilbert/Mr O Dickson. Carried

5 Financial Report

Mr Gilbert noted that two debtor's accounts were in arrears. Mr van Bussel advised that there is a process and that a reminder letter would be sent out. Mr Miller said that the report ended on 30 July and the account may now be paid. Mr van Bussel said no water would be turned off without prior notice to members. Mr Bird questioned the daily usage data and why it was present in the report. His Worship the Mayor explained that the process is dictated by Local Government and when auditors came in they wanted to see statistics. Mr van Bussel referred to the 17A review and said questions would be asked to make sure they are getting value for money and the process is right. Mr Batley asked how do we know if it's a renewal or just a repair job. Mr van Bussel said that every repair is GPS'd and an assets report is done. The renewals are normally taken from multiple repair jobs being done in the same area. Mr van Bussel said Mr Smith undertakes 3, 6 & 12 monthly checks on the scheme.

Resolved minute number**17/ERWS/045****File Ref**

That the Statement of Operations not be accepted until a representative from the Finance department is present to explain the report.

Mr J Gilbert/Mr J Bird. Carried

6 Revised Rural Water Supply Policy

Mr Miller spoke to the report. He explained that the Hunterville Rural Water Scheme were keen to highlight that their water was not for human consumption and that properties should have 48 hours of storage whereas Omatane did not require 48 hours. Mr Batley said that when the scheme was first designed they had to have 24 hours storage. Mr Miller said it was up to the committee to decide the length of time. Mr Bird noted that the wastage of water is not relevant as their scheme is free flowing.

Mr Gilbert said with reference to 7.3, in regards to the amount of water that members are allocated, that it should be up to them what they do with it. Mr Miller said the committee should give prior approval.

His Worship the Mayor noted that in regards to 4.1, this would be monitored closely given what had recently happened to the water at Havelock North.

Mr van Bussel advised that a notice would be sent out with the accounts reminding members that the water is not for human consumption.

Resolved minute number**17/ERWS/046****File Ref**

That the Revised Rural Water Supply Policy be accepted and amended as follows:

5.2 "Each property owner shall provide on their property storage of water. The amount of storage required, and responsibility for the cost, shall be set by the relevant Committee".

Mr J Bird/Mr O Dickson. Carried

7 Late Item

"Options for management of the Erewhon Rural Water Supply Scheme"

The report was tabled.

Members agreed to discuss this at their next meeting.

8 Next meeting

8 November 2017, 4.00 pm.

9 Meeting Closed

The meeting closed at 5:10pm

Confirmed/Chair: _____

Date: _____

Rangitikei District Council

Taihape Community Board Meeting

Minutes – Wednesday 9 August 2017 – 5:35 p.m.

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Present: Mrs Michelle Fannin (Chair)
Mrs Ann Abernethy
Ms Gail Larsen
Mrs Yvonne Sicely
Cr Angus Gordon
Cr Richard Aslett
Cr Ruth Rainey (arrived 5.45pm)

Also present: His Worship the Mayor, Andy Watson

In attendance: Mr Michael Hodder, Community & Regulatory Services Group Manager
Mrs Sheryl Srhoj, Administration

Unconfirmed

1 Welcome

The Chair welcomed everyone to the meeting.

2 Public Forum

Mary Strange, owner of a rural mail delivery service, spoke to the Board about the pooling of water and flooding across State Highway 1 south of Taihape.

She said that around 26th July she reported this issue to NZTA, however no warning signage was put in place. Three days later she was then contacted by a Higgins employee who advised her that this was not a priority. That Friday following a very heavy frost there were three serious accidents on this piece of road due to the water icing over.

The Board acknowledged that this was a very serious issue and asked that the Mayor follow this matter up with NZTA.

3 Apologies

Resolved minute number 17/TCB/044 **File Ref**

That the apology from Cr Rainey for lateness be accepted.

Mrs Fannin/Cr Gordon. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest that they may have in respect of the items on this agenda.

5 Confirmation of order of business

It was agreed that the following item be taken under item 20 of the Agenda (Late Items)

Hautapu Reserve Gate

6 Minutes of previous meeting

Resolved minute number 17/TCB/045 **File Ref**

That the minutes of the Taihape Community Board meeting held on 14 June 2017, be taken

Mrs Fannin/Mrs Abernethy. Carried

7 Chair's report

The Chair spoke to her tabled report.

She acknowledged all those that had helped out with the recent snow event in Taihape. She said that a lot of lessons had been learnt and hoped that the public were now better prepared for any future weather events/disasters.

There was a brief discussion on heating for the Taihape town hall. His Worship the Mayor advised that there was still more work to be done on this matter.

More information to be provided to the Board's next meeting.

Resolved minute number	17/TCB/046	File Ref
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That the Chair's report to the 9 August 2017 meeting of the Taihape Community Board, as presented be received.

Mrs Fannin/Ms Larsen. Carried

8 Council decisions on recommendations from the Taihape Community Board and consideration of other matters affecting Taihape

Several Board members noted that they had received complaints from shop owners about the disruption during the Taihape water main renewal. They were unhappy that they were not notified about the cones that were to remain outside of their premises for longer than anticipated.

Mr Hodder to pass their concerns onto the Project Engineer.

Resolved minute number	17/TCB/047	File Ref
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That the report 'Council decisions on recommendations from the Taihape Community Board and consideration of other matters affecting Taihape' be received.

Mrs Fannin/Cr Gordon. Carried

9 Requests for Service concerning Taihape – June 2017

Mrs Abernethy noted that there was once again an issue with rabbits at the Taihape cemetery. Mr Hodder to ask that Council staff follow up with this matter.

Resolved minute number	17/TCB/048	File Ref
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That the report 'Requests for Service concerning Taihape for June 2017' be received.

Mrs Fannin/Mrs Abernethy. Carried

10 Update on place-making initiatives

Mrs Abernethy reported that she had purchased 2 litres of paint but had received the wrong order for the planter boxes. Once this has had been resolved, the Board to arrange a working bee to paint the planters as well as painting the bottom of the town clock.

11 Update on Small Projects Fund

Resolved minute number 17/TCB/049 **File Ref**

That the memorandum 'Small Projects Grant Scheme Update – July 2017' be received.

Mrs Fannin/Mrs Abernethy. Carried

12 Taihape Memorial Park project

Cr Gordon spoke briefly about the Project Terms of Reference. He said that this was a "work in progress" and that the first step would be to gain basic information.

Meretini Bennett-Huxtable, Rangitikei Health Promoter for Healthy Families WRR introduced herself and outlined her role.

Cr Gordon to include this organisation in the Key Stakeholders list and asked that members add to the list as he was keen not to leave any out.

13 Change to fees made under the Resource Management Act 1991 – Consultation

This was for the Board's information only.

14 Draft Traffic and Parking Bylaw 2017

Resolved minute number 17/TCB/050 **File Ref**

That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Mrs Fannin/Ms Larsen. Carried

Resolved minute number 17/TCB/051 **File Ref**

That the Taihape Community Board still supports the Draft Traffic and Parking Bylaw 2017.

Mrs Fannin/Ms Larsen. Carried

15 Renaming Inland Road

Following some discussion the Board were all in favour of Council undertaking consultation on changing the name of Inland Road to Keith Law Road.

Resolved minute number 17/TCB/052 **File Ref**

That the Taihape Community Board agrees that Council consult on changing the name of Inland Road to Keith Law Road

Mrs Fannin/Cr Rainey. Carried

16 Mangaweka recreation reserve

Resolved minute number 17/TCB/053 **File Ref**

That the Taihape Community Board supports Council in their proposal to ask that the Department of Conservation remove the Reserve Status for the Mangaweka recreation reserve.

Cr Rainey/Cr Gordon. Carried

17 Civil Defence actions from the July 2017 snow storm

The Chair was keen for clarification on what the official number of days was that Civil Defence recommended for people to be prepared for in the event of a disaster.

Cr Gordon to raise this at the next Civil Defence meeting.

18 Water conservation order application on Ngaruroro and Clive rivers

The advice of public notification of the water conservation order application was attached for the Board's information.

19 Matters arising not elsewhere on the agenda – progress update

Pedestrian route between Taihape CBD and Otaihape Valley Road/Dixon Way

The Board were keen to reschedule the Investment Logic Mapping session which had been cancelled due to the weather.

Mr Hodder to contact Ross I 'Anson and ask what dates would suit him.

Robin Street dog exercise area

The Board to review the conditions from the Office of Treaty Settlements in regards to erecting a removable fence. Further discussion on this to be held at the Board's workshop.

Resolved minute number **17/TCB/054** **File Ref**

That the report 'Matters arising not elsewhere on the agenda – progress update' be received.

Mrs Fannin/Ms Larsen. Carried

20 Late items

Gate at Hautapu Reserve

The Chair had received a request from a member of the public to have a small gate installed at the Hautapu Reserve which would allow for pedestrian access. The Reserve currently has a gate that is padlocked due to sheep in there to keep Old Man's Beard under control

Mr Hodder to ask that the Parks & Reserves Team Leader give consideration to installing a small swing gate at the reserve and suggest that he contact Cr Gordon for details on a local fencer that would do the job at a low cost.

The Board were all in favour of publicly acknowledging all those concerned with helping out with the recent snow event via the Talk up Taihape newsletter along with a small write up on Facebook.

21 Future items for the agenda

None

22 Date of next meeting

The next meeting to be held 11 October 2017

23 Meeting closed

The meeting closed at 7.10pm.

Confirmed/Chair: _____

Date:

Rangitikei District Council

Marton Community Committee Meeting

Minutes – Wednesday 9 August 2017 – 7:00 pm

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Present: Carolyn Bates (Chair)
Jennifer Greener
Donna Harris
Belinda Harvey-Larsen
Lynda Hunter
Wendy Wagner
Jennifer Greener
Cr Lynne Sheridan
Cr Dave Wilson

In attendance: Nardia Gower Governance Administrator
George London
Ian Williamson

Tabled Documents: **Item 23:** Correspondence from Ian and Kate Williams regarding Lions Marton Hanging Basket Project
Item 23: A report on Michael Samuels: Maori Carvings in need of repair

1 Welcome

The Chair Ms Carolyn Bates welcomed everyone to the meeting and extended that welcome to Mr George London as part of the Community Patrol to hear about the Skate Park Extension.

2 Public Forum

Ms Nardia Gower spoke to the skate park proposal (a project within the Centennial Park Development Plan). Ms Gower shared a brief account of the work undertaken by Pania and Ray Hemopo to get the proposal in front of Council and receive a grant of \$50,000 on a 1:2 basis. The total cost of the extension is \$150,000 with the remaining \$100,000 to be raised in order to access the Council fund. The \$100,000 can include in-kind labour and materials. Rich Landscapes is the contractor agreed to complete the build, with a planned start date of mid November 2017 and requires a \$100,000 payment. Rotary Club of Marton is acting as the umbrella organisation for raising funds from external sources and is currently awaiting reply from Duddings Trust with a request of \$50,000, Pub Charity Ltd and Lions Foundation each for \$25,000. The Committee supported the Skate Park Extension project.

3 Apologies

Resolved minute number	17/MCC/031	File Ref
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That the apology of absence from Ms Pip Hancock, Cr Ash and Lyn Duncan be received

Ms Bates / Ms Greener. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business and late items

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, last year's Wilson Park BBQ grant of \$6000, be dealt with as a late item at this meeting.

Mr Ian Williams will be provided a public forum regarding the hanging baskets in Broadway Marton, upon his arrival at the meeting.

6 Confirmation of Minutes

Resolved minute number **17/MCC/032** **File Ref**

That the Minutes of the Marton Community Committee meeting held on 14 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Ms Harvery-Larson / Ms Bates. Carried

7 Chair's Report

Signage

- Currently am compiling a list of potential interested parties in relation to town signage.
- Spoken to several people regarding town signage.

Info Table

- With Lynne Sheridan (Lynne will speak on this).

RDC Meeting

- Attended.

Potential New Residents

- Spoke with three sets of potential residents who are considering moving to Rangitikei.

Hanging Baskets

- Spoke, and met with members of Lions regarding applying for funds from the Small Grants allowance.

Centennial Park

- Attended meeting on Friday 4 August re Upgrade (Pania Hemopo will speak on this).

8 Council decisions on recommendations from the Committee

- 17/MCC/026 – Council approved the carry-forward of \$3,232 for the Small projects fund
- Draft Tree Policy - The suggestions made by the members of the Marton Community Committee were presented to the Policy / Planning Committee. No ratification is required.

9 Council responses to queries raised at previous meetings

- Community Committees are not able to apply for Council funding, as they have no separate status apart from Council and may not operate a bank account.

10 Update from the Project Marton Co-ordinator

A verbal report was provided by Project Marton treasurer and member of this committee Ms Lynda Hunter.

Cr Cath Ash along with 3 volunteers took 16 Rangitikei youth to Auckland to Festival of the Future Youth Conference. Cr Ash had a short time frame from being made aware of the youth conference to raising the funds. Council, Rotary Club of Marton and Marton Christian Welfare all financially supported the weekend. Youth came away invigorated to pursue avenues that they have strong interest in, including social start-ups, leadership roles and community service.

The General Election Meet the Candidate event is on 24 August 6.30 pm at the Friendship Hall.

The inaugural Craft Alive event is 23-24 September at Memorial hall. It is an interactive event where you can watch and become involved in various crafts. Entry is by Gold coin entry 12 and under free.

Marton Market Day is 25 November. Stall sites are still available and the early bird fee of \$45 applies until the 29th September.

The weekly email newsletter is an avenue for clubs and agencies to engage with a large audience. It was requested that the newsletter advertise the Marton Junction School Fashion Parade at Rangitikei College 19 Sept 1pm (all ages) and 7.30 at night (18 + alcohol). The organisers are to email a poster to Project Marton.

Monty's Surprise Apple Tree giveaway will be held on 12 August 12pm at the Marton Community Garden.

11 Update from the Marton Wastewater Advisory Group

Nothing to update.

12 Update on place-making initiatives

Athol Sanson, Parks and Reserves Team Leader, has advised that the new Placemaking project for Marton has commenced during July in the small garden outside of Countdown. This project incorporates the installation of new seating, new soil, new plantings and the possible movement of a rubbish bin. The current seat was removed and will be relocated to Civic Square to replace one that had been removed and never replaced. It is planned that the project gets completed on Saturday 5th August 2017.

Undertaking	Subject	Placemaking Team
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The Governance Administrator to update the Placemaking email list for members of the Marton Community Committee		
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13 Public Forum Continued

Mr Ian Williams from the Lions Club of Marton spoke to the Committee requesting \$1,000 to extend the hanging baskets. Mr Williams informed the committee that Council granted \$1,600 for this year's supply of baskets and plants. Each basket lasts no more than 7-8 years, and, as a course of maintenance, a certain number get replaced every year. The Lion's Club aim is keep two sets of baskets in order to supply Broadway Marton with a winter and summer display.

Mr Williams addressed questions from the Committee with the following outcomes:

- Vandalism has contributed to the loss of 6 baskets in this last 12 months. Some get pulled down and left on the footpath while others are stolen. This act simultaneously pulls the irrigation system down.
- The labour involved in each season's display involves – approximately 6 people working 3-4 days, 4 hours each day. All labour is volunteered. Mr Williams has established the facilities to pot and home the baskets at his own home, at his own expense.

Resolved minute number

17/MCC/033

File Ref

That the Marton Community Committee grant the Lions Club of Marton \$1,000 towards the Hanging basket in Broadway, Marton.

Cr Wilson / Ms Wagner. Carried

14 Update on the Marton Civic Centre/Heritage Precinct project

Cr Wilson spoke, informing the committee that a steering committee will be formalised within the next two months, which he would chair. Key stakeholders will be engaged as part of that steering group targeting interested parties such as but not limited to Councillors, the Historical Society, real estate agents, main street and greater area businesses, building owners, service agencies, Marton Community Committee including a youth voice. Part of their remit will be to discuss the future development and what that may look like. The initial stage is to engage directly with stakeholders, then go out to the general public.

For consideration is

- Council's Long Term Plan public submissions indicated a preference to retain facades of the Cobbler/Davenport/Abraham & Williams Buildings site and replace behind. The extent of how much to retain has yet to be discussed.
- What are the cost involved in making the existing Council buildings including the Library fit for purpose?
- Outcomes from discussions with external experts on what is possible with the Cobbler/Davenport/Abraham & Williams Buildings sit. Funding maybe dependent upon what of the building is retained.
- What does a boutique heritage precinct look like?

- Government has given a 7.5 year deadline for our earthquake prone buildings to be strengthened. Cr Wilson stated that these building are of priority (by their location) and would expect a significantly reduced time frame for completion.

At its meeting on 27 July 2017, Council approved terms of reference for the Heritage Precinct Project.

Work continues with gathering information about spending by Marton residents in Marton and in nearby centres and spending at Marton businesses by Marton residents and others.

Council has asked for scoping and costing an upgrade of buildings on the Marton Library site and the Marton Administration site so that they are fit for purpose as a reference point for the investigations on the Cobbler/Davenport/Abraham & Williams Buildings site.

15 Update on town signage

Recurring item. At the last meeting it was suggested that the following be discussed: suggestions for signage, consideration of which parties need to be involved, and who might be good people to sit on a 'Signs Committee'.

Ms Bates is compiling a list on who to approach and who to involve in forming a 'Signs Committee'. Both Ms Harvey-Larsen and Cr Sheridan expressed interest on being on this committee. Project Marton will be approached as part of the process.

Cr Wilson suggested 3 option for public consultation.

Committee discussed the merits on how to consult the public with ideas put forward including

- Creating a public notice informing of the concept to change the signage and asking for feedback
- Forgoing an open public invite for ideas and instead offering the public three options for the choice of a sign.

Further comments regarding town signage included

- The first step is to form the committee
- Marton's Town Planning with Dave Engwicht focused a lot of conversation on the signage into Marton.
- Mark Wilkson's signs for Marton could be revisited.
- Signs should advertise the facilities that Marton offers such three banks, cafes, toilets, petrol station

16 Council Street Table

Cr Sheridan provided a verbal report informing the Committee that two street table sessions have been completed. Feedback at those sessions included both negative and positive feedback enabling engagement over issues. There was a good uptake of brochures. Street

tables are on the first Saturday of each month and vary location between New World, Leader and Watt, and Marton Pharmacy.

17 Small Projects Grant Scheme update

Ms Bates tabled a report from Gypsy Wright.

At the last meeting Mr Wright requested \$162.90 for repainting the Maori carvings situated behind Memorial Hall and in the carpark of Marton School. The Committee asked him to reapply for a greater grant to cover the potential cost of relocation Ms Harvey Larsen suggested that Mr Wright discuss his ideas with Mike Samuels' family and other parties he identified within his report and seek their input into the repair and/or relocation. The carving will need to be blessed before any work goes ahead.

Resolved minute number **17/MCC/034** **File Ref**

That the Marton Community Committee request Mr Gypsy Wright to approach the whanau of Michael Samuels, Forest and Bird, Lions Marton and Rotary Club of Marton, for guidance on their wishes for repair or relocation.

Ms Harris / Ms Hunter. Carried

Resolved minute number **17/MCC/035** **File Ref** **3-CC-1-3**

That the memorandum 'Small Projects Grant Scheme Update – August 2017' be received.

Ms Bates / Cr Sheridan. Carried

18 Current Infrastructure projects/upgrades and other Council activities within the ward

Resolved minute number **17/MCC/036** **File Ref** **3-CC-1-5**

That the memorandum 'Current Infrastructure Projects/Upgrades and other Council Activities in the Marton Ward, May-June 2017' be received.

Ms Harris / Ms Bates. Carried

19 Draft Traffic and Parking Bylaw 2017

Resolved minute number **17/MCC/037** **File Ref** **1-DP-1-14**

That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Ms Harris / Ms Hunter. Carried

20 Update on Parks Programme

Cr Sheridan spoke to the report. Mr Sanson is preparing for a working bee to clean up the eastern side of Marton Park and plant kowhai as part of the Tui Trail and fernery project and is due to take place in about a month. The Returned Service Association is involved with fernery project. Funding applications for the Tui Trail project are underway.

Resolved minute number **17/MCC/038** **File Ref**

That the report 'Implementation of Marton Park Management Plan' be received.

Ms Harris / Ms Bates. Carried

21 Change to fees made under the Resource Management Act 1991 - Consultation

The Committee noted the commentary contained in the agenda.

22 Weed spraying in Marton and Centennial Parks

During September the Parks and Reserves team will commence a spring flat weed spraying program in two Parks in Marton: Marton Park and Centennial Park. This spraying will mainly be for cape weed and some flat weeds which is becoming increasingly prevalent in our region's sports fields. Spraying will only take place when conditions are favourable, and at a time that will not adversely affect park users.

All areas to be sprayed will be closed during and following spraying for a period of 24 hours. A registered spraying contractor will be used for this work, and all areas to be sprayed will have signs advising public of Park closures. All neighbouring properties will be advised by letter drop of the spraying programme.

Undertaking **Subject** **Wilson Park Weed spraying**

The Parks and Recreation team to ensure the spray advertising is in place at Wilson Park (in response to Ms Harvey-Larsen's comments that such signs aren't there).

23 Tree plaques: request for information

Currently the Parks and Reserves team is creating a database of the commemorative trees planted throughout the region. The database captures the tree species, who planted it, when and why it was planted, a GPS coordinate, and a photo of the plaque/tree.

The Parks and Reserves team would like further information on commemorative trees planted in the Rangitikei District on Council property. Any information can be forwarded to athol.sanson@rangitikei.govt.nz

24 Late Items

As accepted in item 5.

The Committee discussed the allocated funds of \$6000 towards a BBQ at Wilson Park. It is understood that the previous Committee was awarded this funding on 1:2 basis but was unable to raise the additional funding required.

Undertaking	Subject	Wilson Park BBQ grant of \$6000
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The Chair to write a report to this Committee regarding the Wilson Park BBQ detailing scope of the original project – including potential for current users of Wilson Park to continue the fundraising for the project.

25 Next Meeting

Wednesday 11 October 2017, 7:00 pm (updates by 3 October)

26 Upcoming meetings for 2017

- 13 December (updates by 5 December)

27 Meeting Closed

9.00 pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Assets and Infrastructure Committee Meeting

Notes – Thursday 10 August 2017 – 10:00 AM

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The quorum for the Assets and Infrastructure Committee is 6.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Present: His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Cath Ash
Cr Richard Aslett
Cr Angus Gordon
Cr Dean McManaway (Chair)
Cr Soraya Peke-Mason
Cr Ruth Rainey
Cr Lynne Sheridan
Cr David Wilson
Ms Tracey Hiroa

Also Present: Cr Graeme Platt

In attendance: Mr Hamish Waugh, Infrastructure Group Manager
Mr Glenn Young, Utilities Manager
Mr Michael Hodder, Community & Regulatory Services Group Manager
Mr George McIrvine, Finance & Business Support Group Manager
Mr Jim Mestyanek, Senior Projects Engineer – Roading
Ms Penny Cowie, Compliance Officer
Mr Wiremu Greening, Utilites Projects Team Leader
Mr Chris Pepper, Special Projects Manager
Mr Allan Geerkins, Project Engineer
Mr John Jones, Asset Manager – Roading
Ms Nardia Gower, Governance Administrator

Tabled Document: Item 4: Chair's Report
Item 16: 3 Waters Compliance - update
Item 18: RDC Roading Report July 2017

1 Welcome

The Chair welcomed everyone to the meeting

2 Council Prayer

Cr Aslett read the Council prayer

3 Apologies/Leave of Absence

Resolved minute number	17/AIN/070	File Ref
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That the apology for the absence of Cr Dunn be received.

His Worship the Mayor / Cr McManaway. Carried

4 Members' conflict of interest

The Chair reminded members of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business

The Chair noted that the Order of Business would follow the agenda.

6 Chair's Report

The Chair took the report as read

Resolved minute number	17/AIN/071	File Ref	3-CT-13-4
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That the Chair's Report to the Assets/Infrastructure Committee meeting on 10 August 2017 be received.

Cr McManaway / Cr Belsham. Carried

7 Confirmation of Minutes

Cr Platt noted that he was also present at the Assets/Infrastructure Committee meeting 13 July 2017.

Resolved minute number	17/AIN/072	File Ref	3-CT-13-2
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That the amended Minutes of the Assets/Infrastructure Committee meetings held on 13 July 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Wilson. Carried

8 Progress with strategic issues

The Committee noted the update commentary in the agenda.

9 Enviroschools

The Chair welcomed Ms Sarah Galley who gave a presentation on the Enviroschools operation in the Rangitikei. The Enviroschools programme supports children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides pathways from early childhood through primary, intermediate and secondary school and beyond.

Enviroschools is supported by a national team, in partnership with around 100 national and regional partners, including the majority of New Zealand's councils. Facilitators from these partner organisations work with a suite of resources to progress the sustainability journey.

The Committee asked question of Ms Galley with the following outcomes:

- With the change of Principal at Pukeokahu School they are becoming re-engaged with the programme. Mataroa in Taihape are scheduled for an Enviroschool visit next week.
- There are limiting factors such as funding and an individual schools desire, in having 100% of Rangitikei schools becoming Enviroschools. Enviroschools are conscious of mispending funding on schools that aren't dedicated to the programme.
- It is difficult to quantify the time each school invests in the programme; the initial set up may require more time investment, and is often led by a single passionate teacher with the support of the school.

10 Progress with actions from 2017/18 Annual Plan:

Mr Waugh took the report as read.

Elected members discussed the report on Toe Toe Rd highlighting the following:

- A discussion with roading is needed to identify and prioritise essential work.
- The road has a heavy truck use and is the alternative route to the Mangaweka Bridge currently not available for such vehicles.

Council will check that the outlined road extension at the Ratana cemetery is what the community requested.

Resolved minute number

17/AIN/073

File Ref

5-EX-3-2

That the memorandum 'Progress with actions in 2017/18 Annual Plan – roading, be received.

Cr Gordon / Cr Belsham. Carried

Community and leisure assets – these are all noted in the activity template, item 18

- Installing fencing on the perimeter of Centennial Park (Marton) and security cameras over the pavilion
- The requested demolition of the shed next to the Old Boys Rugby Club (Taihape Memorial Park)
- Options around temporary heating solutions in the Taihape Town Hall
- Provision of an additional seat on Kaka Road, Taihape
- Fencing the open drain at Marton Park
- Dog cemetery at Hunterville

11 Speed reduction around Pukeokahu School

This request will be considered in the context of a policy (to be developed) for applying the new speed limit guidelines. Pukeokahu School has concerns over the location of the signs along with the set speed limit.

12 Santoft Domain – present condition and future development

Mr Hodder spoke to the memorandum. The Committee discussed future actions for Council to consider undertaking which included:

- Identifying numbers of walkers on the Te Ara Track and the potential need for an ablution block to cater to them.
- Investigating the funding for an ablution block through the Tourism Infrastructure fund.
- Engaging with the community by way of a public meeting and letter drop.

Resolved minute number **17/AIN/074** **File Ref** **6-RF-1-14**

That the memorandum 'Santoft Domain – present condition and future development' be received

Cr Gordon / Cr Rainey. Carried

Resolved minute number **17/AIN/075** **File Ref** **6-RF-1-14**

That Council facilitate a public meeting and arrange a letter drop to all affected parties regarding the future of the Santoft Domain.

His Worship the Mayor / Cr McManaway. Carried

13 Outcome of application to Te Mana o Te Wai Fund

The outcome of Council's two applications to Te Mana o Te Wai Fund was announced after the distribution of the Committee's order paper.

Application one, for the Ratana wastewater upgrade, was approved for an additional \$800,000 towards the support of the land based waste disposal scheme, ending the current discharge into Lake Waipu. This application includes the purchase of land. Committee members congratulated Mr Waugh and his team for the successful application.

Application two sought \$4 million towards the Marton to Bulls wastewater pipe and Bulls wastewater upgrade. This application was unsuccessful. The upgrade included some discharge to the Rangitikei River, which ruled the application out of contention. At the time of applying the criteria for the fund had not been released. An LTP workshop will discuss the future plans of the Marton-Bulls wastewater pipe and Bulls waste disposal scheme.

A further funding round is anticipated and another application would be lodged.

14 Renewal of Marton wastewater treatment plant

The business case has been completed. Following staff considerations a meeting will be convened with the focus group, with further discussion taking place within a workshop.

The possibilities of various waste disposal methods were discussed identifying that the largest limiting factor for minimal environmental impact is financial restrictions.

15 Stormwater – identification of public and private drains – project update (bylaw)

This is to be a topic in the workshop on 24 August 2017.

16 3 Waters compliance – update

Mr Young tabled the 3 Water compliance report. My Young assured Council that the delay from Horizon is due to the considerable back log of compliance issues.

Resolved minute number

17/AIN/076

File Ref

5-EX-3-2

That the report '3 Waters Compliance – July 2017' be received.

Cr Aslett / Cr Belsham. Carried

17 Questions put at previous meeting for Council advice or action:

The following are under action for a later meeting:

- Further details on the future costs of the maintenance of the existing Mangaweka Bridge.
- Implications of bringing the cleaning service in-house.
- Report by a 3rd party on the impact to land due to easement access to the Ratana bore.

18 Activity management

The Committee considered the activity templates and associated reports.

Roading and footpaths (including roading contractor performance)

Mr Jones addressed issues raised by the Committee as follows:

- The culvert in Galpins Road will be repaired this financial year.
- Issues with un-wept roads following sealing completion should be raised with Council as this is the responsibility of the contractor.
- The repair to the curb and channel in Broadway Marton will commence following Council approval of tender at the September meeting.

Water (including rural water supplies)

Mr Young addressed question raised by the Committee as follows:

- The Property Group is working with Council and the Duncan family at Ratana who own the land on which water bore access is required. This process has been subject to previous misinformation regarding costs and water restrictions. Negotiations are under with Waipu Trust who, if successful, will negotiate directly with the Duncan family. A report will be tabled at the Ratana Community Board on the 15 August.
- A revised draft waste management and minimisation plan will be brought to the next LTP workshop

Community and leisure assets (including parks)

Mr Hodder spoke to the report. Main points raised by the Committee were:

- Council will purchase a self-contained, relocatable toilet for Mangaweka Campground. This will address the issue of the unknown location of the pending bridge while providing the necessary facilities.
- Mr Hodder will confirm with DoC on the estimated date for the ablution block to be installed at Bruce Park.
- Mangaweka Hall ablution block is anticipated to be completed by Christmas.
- The cleaning of the Springdale Hall septic tank will be completed soon.

- Hunterville Community Committee would be the appropriate group to apply to the Rangitikei District Council for resource consent for the Dog Cemetery. Horizons will need to be approached due to the stream on the property

Resolved minute number**17/AIN/077****File Ref**

That the activity management templates for August 2017 for Roading, 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 Rainey / Cr Peke-Mason. Carried

19 Future items for the Agenda

None

20 Next meeting

Thursday 14 Sept 2017, 9.30 am

21 Meeting closed

11.48 am.

Confirmed/Chair: _____

Date:

Rangitikei District Council

Policy and Planning Committee Meeting

Minutes – Thursday 10 August 2017 – 1:00 PM

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The quorum for the Policy and Planning Committee is 5.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Present:	Cr Angus Gordon (Chair) Cr Cath Ash Cr Richard Aslett Cr Nigel Belsham Cr Graeme Platt Cr Soraya Peke-Mason Cr Lynne Sheridan His Worship the Mayor, Andy Watson
In attendance:	Mr Michael Hodder, Community & Regulatory Services Group Manager Ms Nardia Gower, Governance Administrator
Tabled Document	Item 4: Chair's Report Item 7: Update on communications Strategy Item 7: Late Item – Urban Tree Plan Adoption Item 8: Late Item – Health Promotion Agency Community Partnership Fund Application for Swim 4 All

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies/Leave of Absence

Resolved minute number 17/PPL/079 **File Ref**

That the apology from Cr Dunn be received.

Cr Peke-Mason / Cr Aslett. Carried

3 Members' conflict of interest

The Chair reminded members of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

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, the Chair accepted two late items: (i) Urban Tree Plan and (ii) Adoption and Health Promotion Agency Community Partnership Fund Application for Swim 4.

4 Chair's Report

The Chair took his tabled report as read. .

Resolved minute number 17/PPL/080 **File Ref** 3-CT-15-1

That the Chair's Report to the Policy/Planning Committee meeting on 10 August 2017 be received.

Cr Gordon / Cr Sheridan. Carried

5 Confirmation of minutes

Resolved minute number 17/PPL/081 **File Ref** 3-CT-15-2

That the Minutes of the Policy/Planning meeting held on 13 July 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Peke-Mason. Carried

6 Progress with Strategic Intentions

The Committee noted the commentary in the agenda.

Cr Ash left at 1:44 to 1:50

7 Update on communications strategy

Cr Peke-Mason noted that the Wanganui Chronicle was incorrect in its article stating her view on Maori Wards in the Rangitikei. She considered that involvement of LGNZ could be of benefit when the Council comes to decide on the matter later this year.

Main points in the Committee's discussion were:

- Consultation with Te Roopu Ahi Kaa has occurred, with public preliminary consultation to be actioned late this year or early next year. The recommendation by Te Roopu Ahi Kaa is that Council consider having two Maori Ward seats. The merits of having the members of the Komiti join Council in a workshop were discussed.
- How Councillors make decision on representation is at the discretion of the Councillors.
- Any resolution would be subject to a poll should 5% or more of electors demand one.

In regards to the Rangitikei Communication Strategy it was suggested that a Rangitikei phone app could be a useful mechanism for communication with the public.

Resolved minute number	17/PPL/082	File Ref	3-CT-15-1
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That the update to the Communications Strategy to the Policy/Planning Committee meeting on 10 August 2017 be received.

Cr Ash / Cr Peke-Mason. Carried

8 Update on Legislation and governance issues

Mr Hodder spoke to his report highlighting the following

The Ministry of Business, innovation and Employment has yet to provide councils with specific guidelines on the consultation process with the community about priority earthquake-prone buildings.

The Department of Internal Affairs has released a discussion paper on evacuation procedures involving the provision for safety in specified buildings and the provision of evacuation schemes and procedures under the Fire and Emergency Act. A report will be brought before Council as this will impact on the District's building owners.

The recent decision by the Court of Appeal in Wellington in regards to Wellington City Council vs Minotaur Custodians Ltd, gives legal acceptance to the discretion of local

authorities when consulting with relevant stakeholders on Council issues. The Committee discussed the definition of discretion, agreeing that targeting affected parties to ensure consultation with key stakeholders is already common practice and that discretion does not mean the exclusion of anyone. It is the view of Council that any public consultation is open and welcoming of public engagement.

The Ture Whenua Bill has stalled for the time being. The Committee discussed working on a plan B regarding Maori land in particular land-locked land within the District at a Long Term Plan workshop.

Resolved minute number **17/PPL/083** **File Ref** **3-OR-3-5**

That the report 'Update on legislation and governance issues' to the Policy/Planning Committee meeting on 10 August 2017 be received.

Cr Belsham / Cr Sheridan. Carried

9 Community outcomes in the 2018-28 Long term Plan

The Committee expressed its support of the expansion on the statements of the strategic intentions of Environmental/climate change, Regulatory performance and Community resilience. It saw no need to integrate these with or review the strategic intentions.

Resolved minute number **17/PPL/084** **File Ref** **1-LTP-4-7**

That the memorandum 'Community outcomes in the 2018-28 Long term Plan' be received.

Cr Gordon / Cr Aslett. Carried

10 Update on youth development programme – July 2017

Mr Hodder spoke to the report which had been written by Ms Denise Servante before she left the Council.

Council's decision to employ two part-time in-house youth co-ordinators anticipated co-funding by service agencies. Council has yet to be successful in gaining that external support, and Council's limited resources into youth development can only so far. The Youth Zones in Taihape and Marton require volunteers to operate the space during opening hours but the take up by volunteers has been limited. All volunteers are required to undergo police checks as part of the Vulnerable Children's Act 2014.

Taihape Youth Zone is currently working towards a more suitable location.

The committee spoke at length on Youth Development within the District with the following highlights and suggestions for improvement:

- The group of 22 youth that attended the Festival for the Future Youth Conference in Auckland with Cr Ash came away inspired and are meeting regularly to continue momentum and evolve their action plan.
- The national Mayoral Taskforce for Jobs is concentrating on expressing to Ministers the high level of importance needed for youth to gain their driver's licence and the scope for that to fit within the national school curriculum.
- Identify the issues that our youth face and tailor making a youth development programme that targets specific problems that either engages youth directly or those supporting youth.
- Identity those councils that have successful youth programmes and tailor make the Rangitikei youth development programme from analysing those.

Cr Platt raised the concern of Rangitikei youth being taken to the Whanganui Court house by police and having to find their own means to return home. Cr Platt has agreed to investigate and produce a business case on the option of reopening the Marton Court house.

Cr Peke-Mason left at 2:00 – 2:03

Resolved minute number	17/PPL/085	File Ref	4-EN-12
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That the memorandum 'Update on youth development programme – July 2017' be received.

Cr Sheridan / Cr Ash. Carried

11 Update on the Path to Well-Being Initiative and other community development programmes – August 2017

Mr Hodder spoke to the memorandum.

Undertaking	Subject	Gallaghers' sponsorship of swimming lessons
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That a thank you letter be sent to Gallagher's acknowledging their support of the Swim 4 All programme in offering funding towards free swim lessons for 4 year olds in the Marton Swim Centre

The Committee discussed the current list of public toilets due to be built by Council and the merits and requirements of those that have the potential to be funded through the Tourism Infrastructure Fund. It was suggested that the list of toilets be ranked in order of priority, alongside identifying their fund source.

Resolved minute number	17/PPL/086	File Ref	1-CO-4
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1 That the memorandum 'Update on the Path to Well-Being initiative and other

community development programmes – August 2017’ be received.

- 2 That the Policy/Planning Committee approves applications being made on behalf of the Council to the

- a. Youth in Emergency Preparedness Fund,
- b. Ministry of Youth Development Partnership Fund – Local Government, and
- c. Tourism Infrastructure Fund.

subject to details of the applications submitted being provided to the Committee’s next meeting.

Cr Belsham / Cr Sheridan. Carried

12 Questions put at previous meeting for Council advice or action:

None

13 Activity management

Mr Hodder spoke to the continuation of development concepts and plans for Marton, Work is continuing with gathering information about spending by Marton residents in Marton and in nearby centres and spending at Marton businesses by Marton residents and others. Following hard analysis of the data as workshop on Economic Development will provide the space for a robust discussion on what Council will focus on and how it will be resourced.

Resolved minute number 17/PPL/087 **File Ref**

That the activity management templates for August 2017 for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.

Cr Aslett / Cr Peke-Mason. Carried

14 Late items

Resolved minute number 17/PPL/088 **File Ref** 6-RF-1-1

- 1 That the memorandum ‘Urban Tree Plan – Adoption’ be received.
- 2 That the Urban Tree Plan 2017 be adopted.

His Worship the Mayor / Cr Gordon. Carried

Resolved minute number**17/PPL/089****File Ref****6-RF-1-1**

- 1 That the memorandum 'Health Promotion Agency Community Partnership Fund Application for Swim 4 All' be received.
- 2 That the Policy/Planning Committee approves an application being made on behalf of the Council to the Health Promotion Agency Community Partnership fund to the value of \$5000 + GST for the Swim 4 All programme.

His Worship the Mayor / Cr Ash. Carried

15 Future items for the agenda

Policy approach to prioritising location for new toilets.

16 Next Meeting

Thursday 14 September 2017, 1.00 pm

17 Meeting Closed

2.46 pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Audit and Risk Committee Meeting

Minutes – Monday 14 August 2017 – 2:00 PM

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Present: Mr Craig O'Connell (Chair)
His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Angus Gordon
Cr Dean McManaway

In attendance: Mr Ross McNeil, Chief Executive
Ms Debbie Perera, Audit Director
Mr George McIrvine, Finance & Business Support Group Manager
Mr Hamish Waugh, Infrastructure Group Manager
Mr Michael Hodder, Community & Regulatory Services Group Manager

Tabled documents: Item 11 Interim Audit Management report for 2016/17
Item 15 Letter dated 9 August 2017 from the Deputy Controller and Auditor General on 2018-28 Long Term Plan audit fees

1 Welcome

The Chair welcomed everyone.

2 Council prayer

The Chair read the Council prayer.

3 Apologies

There were no apologies for absence; Cr McManaway noted he needed to leave at 3.30 pm.

4 Members' conflict of interest

The Chair reminded members of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business

The Chair accepted three late items on the basis that they had not been known at the time the meeting agenda was prepared and they needed discussion at this meeting.

- Standardising presentation of tender recommendations to Council.
- Update on Edale – subsequently taken at item 13.
- Letter from the Deputy Controller and Auditor General on 2018-28 Long Term Plan audit fees

6 Confirmation of minutes

Resolved minute number	17/ARK/015	File Ref
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That the Minutes of the Audit/Risk Committee meeting held on 12 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr McManaway. Carried

7 Chair's report

No report was provided.

8 Committee Review

Two responses were still to be received. The results would be discussed at the next meeting.

9 Work Programme Matrix – Further consideration

The Committee discussed the revised matrix:

- Important to include issues raised in Audit management report
- Updates from Chief Executive/Group Managers would provide assurance that this high-level framework did filter down to operational issues – so natural hazards would pick up work on business continuity.
- Useful to include separate columns on ‘frequency’ and ‘comment’ (to make progress/completion explicit).
- The suggested priorities reflected relative importance to Council not the risk; the Committee considered shared services was ‘high’ rather than ‘medium’ but was comfortable with the other suggested priorities in the matrix.

Resolved minute number **17/ARK/016** **File Ref** **3-CT-17-5**

That the Audit/Risk Committee’s proposed work programme as amended for the 2016-19 triennium be accepted, subject to alignment with the agreed Internal Audit programme and the outstanding issued raised in the final Audit management report for 2016/17.

Cr Gordon / Cr Belsham. Carried

10 Internal Audit Programme

The Committee noted that the final Audit management report could resolve some of the issues in the Internal Audit programme proposed for 2016/17, but otherwise thought it a useful starting point. The new internal auditor would attend Committee meetings when updates were needed or requested.

Resolved minute number **17/ARK/017** **File Ref** **5-EX-2-4**

That the proposed internal audit programme for 2017/18 (on the basis of that proposed for 2016/17) be accepted.

His Worship the Mayor / Cr McManaway. Carried

11 Interim Audit Management report for 2016/2017

The final interim Audit Management report was tabled. Mr McIrvine elaborated on the proposed management responses and the Committee discussed these:

4.1 Expenditure coding processes. Councils using MagiQ had experienced different problems with the upgrade – a reflection that the system was part SQL and part COBOL. He had provided an early alert of the problem to the Council’s Audit Manager.

4.2 Payroll reviews. There was evidence of checks being done; the issue was evidence that they had been done by the right people and at the right time. A checklist will be added to provide this assurance.

4.3 Manual expenditure approval processes. In the past two years there had been a transformation in payments, so that the vast majority were done through the purchase order system. PAYE and GST were manual, but had compensating controls at IRD. The main exceptions were Council grants, authorised by a Council resolution. In future a second authorising signature would be included. The Committee did not see this as a matter warranting review by the internal auditor.

4.4 Sensitive expenditure approvals. This was a necessary discipline.

5.1 Lack of controls around MagiQ staff access to Council's system. Council's preference would be to have individual logins for each MagiQ staff or (at least) have specified time limits for super user access. Council needs to ensure that appropriate access is always in place so upgrades/problem solving are not impeded.

5.2 Review of MagiQ users access levels. It is expected that a report would be provided through MagiQ to provide this assurance

5.3 Documentation of change management procedures. This had been a gap with MagiQ upgrades, although there was a clear testing process for upgrades.

5.4 Information system policies. Maintaining a high level of cybersecurity issues was important and would continue.

Outstanding matters from previous audits:

- Rates remission – this would be reviewed (and potentially cleared) at the final audit.
- Delegated financial authority – Audit accepted half-yearly checks could be sufficient but needed assurance that they were done by a staff member who could not change the online delegations register.
- Monitoring of contractor performance – the suggested \$50k threshold might be set too low.
- Request for service – reasonable progress
- Journal approval – issue confined to non-standard journals
- Project management – proposed actions by staff training in project management was a useful step.
- Marton Pool – proposed restructuring of contract was a viable solution.
- Creditors Masterfile maintenance review – monthly signoff would address the issue.
- Performance reporting – this would be reviewed (and potentially cleared) at the final audit.

- Payroll maintenance – checklist proposed at 4.2.
- Process for removing Manawatu District Council staff from Rangitikei District Council IT systems when they leave – Council aims to ensure that the process for MDC staff mirrors that for RDC staff.
- Inconsistent procedures for adding and removing users from [IT] systems – essentially the same issue now as for the previous issue, given the standardised procedures for RDC staff. The Committee sought assurance on how the procedures were applied to elected members who had completed their term.
- Virus and patch management – this would be reviewed (and potentially cleared) at the final audit.
- No regular testing of business continuity and IT disaster recovery plans – this work will leverage off work done by other councils.

Ms Perera noted that the new issues raised in the 2016/17 report were really housekeeping. There were no urgent issues or structural breakdowns in processes.

She was satisfied with progress being made with issues raised in previous audits. She suggested that Council was entitled to consider (and accept) the degree of risk in not complying with any recommendation in the Audit management report and, on that basis, if seen as reasonable, the matter would be considered cleared.

She explained that there was a statutory requirement to undertake an annual audit, to comply with audit standards, and reach a 95% assurance. Audit fees were set on the basis that adequate controls are in place: if that were found not the case there would be discussions with that council about the need for more testing and the fee associated with that. In essence, it was the duty of the Council's auditor to be vigilant every year.

Resolved minute number **17/ARK/018** **File Ref** **5-EX-2-4**

That the Interim Audit Management report for 2016/17 (and proposed management responses) be received.

His Worship the Mayor / Cr McManaway. Carried

12 Risk management framework – considering vulnerability and extrinsic risks

Mr Hodder spoke to his memorandum. In discussion, the Committee made the following points:

- Including vulnerability was a subtlety for understanding raw risk but needed a national framework to avoid being seen as arbitrary. As presented, it would be difficult for an interested reader of the framework to understand. It was preferable to park this refinement for the time being – but not indefinitely.

- Including extrinsic factors was useful and warranted being addressed in greater detail when presenting a revised framework.
- The revised framework (i.e. with reassessment of raw risk, present risk, effectiveness, the present systems and processes and recommendations about accepting or not accepting each risk should come to the Committee's October 2017 meeting.

Resolved minute number**17/ARK/019****File Ref****5-PO-1-3**

That the memorandum 'Risk management framework – considering vulnerability and extrinsic risks' be received.

Cr Belsham / Cr McManaway. Carried

13 Request from Edale Trust Board for Interest-free loan

His Worship the Mayor outlined recent developments. Press release were expected soon.

14 Aftermath of Havelock North drinking water contamination

The Committee accepted that the anticipated completion (by the end of December 2017) of stage 2 of the enquiry into the outbreak of gastroenteritis in Havelock North would provide an indication of the likely next steps to be taken by the Government. The broader review approved by Cabinet would undoubtedly take the findings of that enquiry into account and address the critical funding issues.

15 Late items

Standardising presentation of tender recommendations to Council

The Committee discussed recent recommendations made to Council and the appropriate balance about disclosing pricing of all contractors, having regard for conventions of commercial-in-confidence and public interest in transparent decision-making.

Resolved minute number**17/ARK/020****File Ref**

That the Audit/Risk Committee recommends to Council that tenders presented for Council approval include (i) a description of the work/services (from the tender document), (ii) an outline of the evaluation process followed; and (iii) detail on the assessment of price and non-price attributes for each tenderer; and that this consideration by Council be taken in public excluded session, with the outcome – name of successful tenderer and price –being confirmed by resolution in open meeting of Council.

His Worship the Mayor / Cr Belsham. Carried

Setting of fees of the 2018-28 Long Term Plan

Ms Perera explained that the next stage (once the adoption of the 2016/17 Annual Report was complete) was for her to prepare the arrangements letter and the engagement plan. She anticipated there would be a self-assessment as part of this process.

Resolved minute number**17/ARK/021****File Ref****5-PO-1-3**

That the letter from the Deputy Controller and Auditor General on 2018-28 Long Term Plan audit fees be received.

Cr Gordon / His Worship the Mayor. Carried

16 Future items for the agenda

October 2017

Committee review

Understanding Council's risk appetite – possible framework for exercising discretion
(This will progress the discussion from the Committee's June meeting.)

Revised risk management framework

17 Next meeting

Monday 9 October 2017, 2.00 pm (although this may change depending on the timing for release of the outcome of the Local Government Excellence Programme's assessment for the Council.

18 Meeting closed

4.05 pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Ratana Community Board Meeting

Minutes – Tuesday 15 August 2017 – 6:30 p.m.

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The quorum for the Ratana Community Board is 3.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Present: Mr Charlie Mete
Mr Charlie Rourangi
Mr Thomas Tataurangi
Cr Soraya Peke-Mason

Also present: Ms Doreen Gardiner
Mr Jason Hihira

In Attendance: His Worship the Mayor, Andy Watson
Mr Ross McNeil, Chief Executive
Mr Glenn Young, Utilities Manager

Tabled documents: Update on the Ratana Water Supply project

Unconfirmed

1 Whakamoemiti

Mr Tataurangi provided the opening Karakia.

2 Public Forum

Mr Hihira raised concerns on behalf of a local farmer near the Ratana Transfer Station about the number of plastic bags he had collected from his property. The suggestion was that these might be coming from unsecured bins at the Transfer Station. Mr McNeil advised he would pass on the information to Council's Waste Management Officer.

3 Apologies

Resolved minute number

17/RCB/049

File Ref

That the apologies for the absence of Maata Thompson and late arrival of His Worship the Mayor be received

Cr Peke-Mason / Mr Tataurangi. Carried

4 Members' Conflict of Interest

The Chair reminded members of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of Order of Business and Late Items

Resolved minute number

17/RCB/050

File Ref

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,

- the petition to Parliament on Maori representation in local government
- the proposed upgrade/extension to the Ratana Cemetery Road
- the proposed partnership Air Force partnership with Singapore at Ohakea
- the Tourism Infrastructure Fund;

be dealt with as late items at this meeting.

Cr Peke-Mason / Mr Mete. Carried

6 Confirmation of Minutes

Resolved minute number

17/RCB/051

File Ref

3-CB-1-1

That the Minutes of the Ratana Community Board meeting held on 13 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Mr Mete / Mr Tataurangi. Carried

7 Chair's report

The Chair gave a verbal report to the committee with the following highlights:

- 12 July Community Hui
- The Chair has been appointed as the community representative on Te Roopu Ahi Kaa
- The possible renaming of Ratana Road
- Vehicle speed in the Paa
- Ratana Playground Project – possible relocation
- New water supply

Resolved minute number

17/RCB/052

File Ref

That the Chair's verbal report at the 15 August 2017 meeting be received.

Mr Mete / Mr Rourangi. Carried

8 Council decisions on recommendations from the Board

There were no recommendations from the Board's previous meeting to Council for confirmation.

9 Council response to queries raised at previous meetings

There were no queries raised for Council at the previous meeting.

10 Update from Te Roopu Ahi Kaa

A verbal update from the Te Roopu Ahi Kaa meeting held on 8 August 2017 was given by Mr Mete:

- In the first instance the local Te Roopu Ahi Kaa member should be approached to discuss the appropriate kaumātua and kuia for the situation.
- The Komiti supported Ngati Hauiti's application to the Maori Community Development Programme for 2017/2018 and also indicated support for Ratana's likely application for 2018/2019.

11 Update on housing development

There was nothing new to report.

12 Update on water supply upgrade

Mr Young tabled an updated community newsletter and provided an update on the project. Setting a date for the open day was discussed and Saturday 4 November (10am – 12noon). An invitation to residents will be developed by Council, with the programme to be prepared by the Ratana Community Board.

Resolved minute number	17/RCB/053	File Ref	5-CM-1C975
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That the report on water supply upgrade to the Ratana Community Board's meeting on 8 August 2017 be received.

Mr Mete / Mr Tataurangi. Carried

13 Update on wastewater treatment plant (and meetings of reference advisory group)

Mr Young advised that the Ratana Wastewater Upgrade Project has received funding from the Government's Te Mana o Te Wai fund to enable the development of a land disposal option for treated effluent. Mr Young confirmed that the project reference group can now be convened and a suitable date will be arranged with members.

14 Future Ratana playground

The Board discussed the memorandum with the following comments:

- A community hui was held showing support of the relocation of the playground. A recommendation to the Communal Board will be made with a subsequent formal request to the Reserves Trust to make the final decision on the new location at the next meeting.
- That the current equipment be appropriately maintained in the interim.

Resolved minute number	17/RCB/054	File Ref	6-RF-1-23
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1. That the memorandum 'Future Ratana playground' be received.
2. That the Ratana Community Board recommends to the Ratana Communal Board of Trustees that consideration be given to an alternative location for the playground which is more central within the Paa.

Mr Mete / Mr Tataurangi. Carried

15 Update from the community hui

Mr Mete updated the Board in this matter in his Chair report.

16 Renaming part of Rātana Road

The Chair advised that this proposal will be considered at a community hui.

17 Update on burials since last meeting

Council's records show no burials since the Board's last meeting. Mr Mete has confirmed this from his records.

18 Current Infrastructure projects/upgrades and other Council activities within the ward

Mr McNeil advised the Board that both footpath upgrade proposals (Te Taitokorau and Seamer Streets) have been costed and their relative priority will be considered as part of Council's footpath programme.

19 Draft Traffic and Parking Bylaw 2017

His Worship the Mayor and Mr McNeil outlined the reasons behind the proposed bylaw.

Resolved minute number	17/RCB/055	File Ref	1-DP-1-14
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That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Cr Peke-Mason / Mr Tataurangi. Carried

20 Change to fees made under the Resource Management Act 1991 - Consultation

Mr McNeil provided an outline of the changes to the Resource Management Act which introduced a consenting process for minor non-complying activities, such as boundary set-backs. The amendment requires councils to introduce a new fee structure cover these matters, which must be publicly consulted on before they can be confirmed.

The written submission period is open until 1 September 2017. The consultation documents (including submission form) are on the Council website. Oral hearings will be held on 14 September 2017 at the Policy/Planning Committee meeting.

21 Late Items

Cr Peke-Mason provided an outline on Andrew Judd's petition to Parliament concerning the process for establishing Maori wards. This is a public process and submissions close 24 August

Mr McNeil provided an indicative layout for the extension/upgrade of the access road to the Urupa. Board members were in general agreement with the proposals.

His Worship the Mayor provided an update on discussions between the NZ and Singapore Governments on a proposal to establish a training base at Ohakea for the Singapore Air Force. It was noted that an extensive impact assessment process is underway, which should be completed by the end of the year. It was also noted that there would be a short visit in late August of a jet squadron from the Singapore Air Force.

Mr McNeil outlined the Tourism Infrastructure Fund, which was recently announced by the Government as a funding opportunity for councils to help fund infrastructure to meet the pressures associated with visitors. It was felt that the number of visitors to Ratana would meet the fund criteria, with parking, toilets and wastewater capacity being particular pressure points for the community.

22 Future Items for the Agenda

No specific items identified

23 Next Meeting

6:30 pm, Tuesday, 10 October 2017

24 Upcoming Meetings in 2017

- 12 December

25 Whakamoemiti/Meeting Closed

Mr Tautarangi provided the closing Karakia at 8.40pm

Confirmed/Chair: _____

Date:

Rangitikei District Council

Hunterville Community Committee Meeting

Minutes – Monday 21 August 2017 – 6:30 PM



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Present:

Ms Karen Kennedy (Chair)
Ms Jane Watson
Ms Maureen Fenton
Ms Sandra Carroll
Mr Trevor O'Connor
Ms Jean Signal
Mr Richard Gower
Ms Erina True
Ms Lynette Thompson
Mayor Andy Watson

In attendance:

Ms Ellen Webb-Moore (Policy Analyst/ Planner)
Mr David McMillan (Solid Waste and Recycling Officer)

1 Welcome

The Chair welcomed everyone to the meeting.

2 Public Forum

Nil

3 Apologies

Nil

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business

No late items were presented.

6 Confirmation of Minutes

Resolved minute number	17/HCC/020	File Ref	3-CC-1-2
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That the Minutes of the Hunterville Community Committee meeting held on 19 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

Ms True / Ms Thompson. Carried

7 Chair's Report

Nil.

8 Council decisions on recommendations from the Committee

The updates were noted.

9 Council responses to queries raised at previous meetings

Mr Richard Gower updated that he attended the Assets/Infrastructure Committee's meeting on 10 August 2017, but that there was no further progress on the dog cemetery. He also updated that the response he received from Council indicated that there was more work to be done before a resource consent could be applied for.

10 Update on place-making initiatives

Nil.

11 Small Projects Fund – update

Resolved minute number 17/HCC/021 **File Ref** 3-CC-1-2

That the memorandum 'Small Projects Grant Scheme Update – August 2017' be received.

Ms True / Ms Carroll. Carried

12 Draft Traffic and Parking Bylaw

Mayor Andy Watson spoke to the memorandum. The Traffic and Parking bylaw has come from two issues. Firstly, due to issues with vehicles parking on roads, which Council currently has no powers to address.

Secondly, the bylaw would provide for the situation where roads are unsuitable (perhaps due to flooding or being in disrepair) for some types of vehicles. The Bylaw would provide a mechanism for Council to close the road to certain types of vehicles. It also provides a mechanism to formally deal with those who repeatedly cause nuisance through engine braking.

Resolved minute number 17/HCC/022 **File Ref** 3-CC-1-2

That the memorandum 'Draft Traffic and Parking Bylaw 2017' be received.

Ms Kennedy / Mr Gower. Carried.

Resolved minute number 17/HCC/023 **File Ref** 3-CC-1-2

That the Community Committee/Board makes the following comments on the draft Bylaw:

- That they endorse the bylaw

Mr Gower / Ms Kennedy. Carried.

13 Changes to fees made under the Resource Management Act

Ms Ellen Webb-Moore provided an explanation that the proposed changes will remove the requirement to apply for resource consent in some situations, with the fees proposed less expensive than the current cost for a resource consent.

14 Current infrastructure projects/upgrades and other Council activities within the ward

Mayor Andy Watson spoke to the memorandum and provided an update about storm water drainage. There are some drains in the district which are private drains, but due to being blocked have the implication of causing flooding to other properties/ streets when there is a flood event. This is an ongoing issue, and widespread in the District. Council will be considering how to best address this issue.

Mayor Andy Watson also updated about the Singapore Airforce – work is ongoing to see if they will establish at Ohakea. A trial is likely to occur by the end of 2017.

Resolved minute number	17/HCC/024	File Ref	3-CC-1-2
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That the memorandum 'Current infrastructure projects/upgrades and other Council activities within the ward' be received.

Ms Kennedy / Ms True. Carried

15 Zero Waste Initiative

Mr David McMillan spoke to the item. He expressed concerns about the relocation of the recycling centre to Queens Park, as the site appropriate as it is very public. Formally supervised sites are ideal because some people make a mess of sites, this is the downside of 24 hour unsupervised sites. The Committee agreed that they would not pass the recommendation that the site be moved.

There was discussion around the opening hours of the current site, and it was raised that Sunday is a more suitable day than Saturday. There is also a lack of signage to direct the people to the site. Mr David McMillan explained that changing the day from Saturday to Sunday would be a straightforward process, provided that there was community agreement. It was decided that Ms Erina True would put a notice about changing the day from Saturday to Sunday in the local newsletter to obtain views from the community.

16 Weed spraying in parks and reserves

The update about weed spraying during September in Hunterville Domain was noted. This spraying will mainly be for cape weed which is becoming increasing prevalent in the regions lawns/sports fields. The Committee agreed that this would not be problematic.

17 Plaques: Request for information

The Committee agreed that they would provide information about commemorative trees planted in the Rangitikei District on Council property if they found any.

18 Late Items

There were no late items

19 Next Meeting

Monday 16 October 2017, 6:30pm.

20 Meeting Closed

7.55pm

Unconfirmed