

COUNCIL MEETING

ORDER PAPER

THURSDAY, 26 March 2020, 1.00 pm

Council Chamber, Rangitikei District Council
46 High Street, Marton

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Chair - His Worship the Mayor, Andy Watson

Deputy Chair – Councillor Nigel Belsham

Membership

Councillors Cath Ash, Brian Carter, Fi Dalgety, Gill Duncan, Jane Dunn, Angus Gordon, Tracey Hiroa, Richard Lambert, Waru Panapa and 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.

Making this place home.



Rangitikei District Council

Council Meeting

Agenda – Thursday 26 March 2020 – 1:00 p.m.

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Public excluded minutes are provided separately to Elected Members

The quorum for the Council is 6.

Council's Standing Orders (adopted 31 October 2019) 11.1 provide: The quorum for Council is 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 late items at this meeting.

6 Confirmation of minutes

The minutes from the Council meeting held 19 March 2020 are attached.

Recommendation:

That the minutes (and public excluded) of the Council meeting on 19 March 2020 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting.

7 Mayor's Report

The Mayor's report and schedule are attached.

File ref: 3-EP-3-5

Recommendation:

That the 'Mayor's report and schedule' to the 26 March 2020 Council meeting be received.

8 2020/21 Annual Plan update

Work is now under way in preparing the draft 2020/21 Annual Plan. A financial consultant has been engaged to assist with the budget analysis and financial statements.

Further information via a verbal update will be given at the meeting, noting that a Council workshop session is planned for Thursday 23 April 2020.

9 Updated local governance statement

The Local Governance Statement is required to be prepared and publicly available within six months after each triennial election (Local Government Act 2002, Section 40). It may also be updated as a local authority considers appropriate.

The Local Governance Statement has been reviewed and updated to ensure the information is current, changes have been tracked in red.

The Local Governance Statement must include information on:

- The functions, responsibilities, and activities of the local authority.
- Any local legislation that confers powers on the local authority.
- The bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review.
- The electoral system and the opportunity to change it.
- Representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them.
- Members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct).
- Governance structures and processes, membership, and delegations¹.
- Meeting processes.
- Consultation policies.
- Policies for liaising with, and memoranda or agreements with, Māori².
- The management structure and the relationship between management and elected members.
- The remuneration and employment policy, if adopted.
- Equal employment opportunities policy.
- Key approved planning and policy documents and the process for their development and review.
- Systems for public access to it and its elected members.
- Processes for requests for official information.

Recommendations:

- 1 That the 'Local Governance Statement for Rangitikei District Council' to the 26 March 2020 Council meeting be received.
- 2 That the Rangitikei District Council Local Governance Statement [with/without amendment] be adopted.

10 Taihape Memorial Grandstand

An email from Rita Batley, Chair of the Taihape Heritage Trust, is attached.

The Trust requests the Council immediately pause any development of amenities block in order that the Trust can contact an independent architect and other professionals to assess and advise on the issues involved in the upgrade and preservation of the Grandstand.

Confirmation that representatives from the Trust would provide a presentation was not available when the Order Paper was finalised for distribution.

11 Submission on review of Burial and Cremation Act 1964

A report will be tabled at the meeting, taking into account the discussion of the presentation provide to the Policy/Planning Committee's meeting on 19 March 2020.

File: 3-OR-3-5

Recommendations:

1. That the 'Submission on review of Burial and Cremations Act' to the 26 March 2020 Council meeting be received.
2. That His Worship the Mayor, on behalf of the Council, be authorised to sign [without amendment/as amended] the draft submission to the Parliamentary Health Committee on the review of the Burial and Cremation Act 1964.

12 Dangerous and Insanitary buildings policy – statutory review and consultation

The report received by the Policy Planning Committee is attached. The committee's recommendations follow.

File: 3-PY-1-20

Recommendations:

- 1 That to meet the requirements of section 131 of the Building Act 2004, that the draft Dangerous and Insanitary Building Policy and supporting consultation material be adopted for public consultation.
- 2 That the Policy/Planning Committee be delegated to hear oral submissions to the draft Dangerous and Insanitary Building Policy.

13 Draft fees and charges 2020/21 for consultation

A review of the current fees and charges against movement in the local government cost index compiled shows that no increase is warranted in 2020/21. However, consultation is still required – and the fees applying to dog registration must be set in sufficient time to allow advice to dog owners during June 2020.

The following two changes are proposed:

- Code Compliance Certificates - \$160 for residential, \$280 for commercial. This will not apply to fixed fee consents such as for fireplaces and pole sheds. This new fee recognises that there is considerable staff time needed in providing these certificates. It is an approach taken by some (although) not all councils.

- Working dog evaluation - \$160 – fee payable only if the dog fails the test. This is identical to the fee levied by Manawatu District Council: it has proved a deterrent to people trying to obtain the cheaper fee for a non-working dog.

Supporting consultation documentation will be tabled at the meeting.

File: 1-AP-2-1

Recommendations

1. That Council approves the adoption of the proposed Schedule of fees and charges for 2020/21 and supporting consultation material for public consultation.
2. That the Policy/Planning Committee be delegated to hear oral submissions to the proposed Schedule of fees and charges for 2020/21.

14 Rates remission policy – statutory review and consultation

The policy is attached. It was last formally reviewed in May 2013. Since then there have been several amendments – in 2014, 2015, 2016 and 2019. Section 109(2A) requires a review at least once every six years using a consultation process that gives effect to the requirements of section 82.

No changes are proposed as part of this review. It is simply being done to achieve statutory compliance. The consultation will coincide with that proposed for the Dangerous and insanitary buildings policy and draft fees and charges 2020/21.

Supporting documentation will be tabled.

File: 3-PY-1-18

Recommendations:

1. That to meet the requirements of section 109(2A) of the Local Government Act 2002, Council approves the adoption of the Rates Remission Policy and supporting consultation material for public consultation.
2. That the Policy/Planning Committee be delegated to hear oral submissions to the statutory review of the Rates Remission Policy.

15 Review of the provision of swimming pools under s.17A Local Government Act 2002

A report is attached.

File: 6-RF-2-4

Recommendations:

1. That the 'Review of the provision of swimming pools under s.17A Local Government Act 2002' to the 26 March 2020 Council meeting be received.

- 3 That this report be accepted as a Section 17A review of swim centre operations and that the management and operation of the Marton and Taihape Swim Centres continue to be outsourced.

EITHER

- 4 That, taking into consideration staffing requirements and building condition, the most cost effective option for providing the swim centre service in Marton and Taihape is to contract out the operation and management of the swim centres, and that the Chief Executive be authorised to call tenders as provided in the Council's procurement policy.

OR

- 5 That, in light of the findings of the section 17A review and the potential to secure a more cost-effective model for providing swim centre services in Marton and Taihape which better reflects user preferences, Council authorises the Chief Executive –
- a) to negotiate an extension of the current contract with West End Aquatics for two years, and
 - b) to include in the engagement process for the 2021-31 long-term plan a range of options for providing swim centre services in the District.

16 Positive ageing policy and senior/kaumātua support

A report is attached.

File: 1-CO-4-3

Recommendations:

- 1 That the report 'Positive ageing policy and senior/kaumātua support' to the 26 March 2020 Council meeting be received.
- 2 That an assessment of the opportunities in the Council's Positive Ageing Strategy be provided to the Policy/Planning Committee by May 2020 so that further consideration is feasible within the development of the 2021-31 Long Term Plan.

17 Consideration of Grant Schemes due to COVID

A report is attached.

File reference: 3-GF-11

Recommendations:

- 1 That the memorandum 'Consideration of Grant Schemes due to COVID 19' to the Council 26 March meeting be received.

2 That in relation to the Events Sponsorship Scheme

That the Community Grants Assessment Sub-Committee continue to assess Round 2 2019/2020 with a teleconference substituting the face to face meeting. Following which any funds are held by Council and only paid if the event goes ahead.

OR

That the Event Sponsorship Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

3 That in relation to the Creative Communities Scheme

Council follow the recommendation by Creative NZ that each application is offered a chance to provide an updated project timeline.

- If the updated project timeline would place the project inside the 12 month period of the grant, it can proceed to the assessment committee meeting with the new timeline. We recommend extra time at the meeting to allow discussion on the new project dates.
- If the updated project timeline would place the project outside of the 12 month period of the grant, you can advise the applicant that it will not be assessed in the current round, but it will be assessed in the next funding round, and that the applicant can choose to update the application at the next round if they wish (or it can proceed to assessment as is).

OR

That the Creative Communities Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are processed in accordance with direction from Creative NZ, subject to approval by Creative NZ.

4 That in relation to the Community Initiatives Scheme

Council will amend the criteria for the upcoming round of applications due to open 4 April 2020 to be solely for initiatives that support community dealing in with COVID 19.

And

That the application are assessed by (the Community Grants Assessment Sub-Committee / a temporary committee be made up of His Worship the Mayor, Cr..... and Cr.....)

OR

That the Community Initiatives Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

5 That in relation to the Sports NZ Rural Travel Scheme

That Council administer the fund as per usual and any funds not used are returned in line with normal accountability procedures, and should Sport NZ given further direction that prior to allocation of funds that Council follow their recommendation.

18 Administrative Matters – March 2020

A report is attached.

File ref: 5-EX-4

Recommendations:

- 1 That the report 'Administrative Matters – March 2020' to the 26 March 2020 Council meeting be received.
- 2 That, recognising the financial hardship to many people, organisations and businesses caused by responding to the COVID-19 pandemic, Council commits to exploring the implications of having no overall rates increase in 2020/21 compared with 2019/20.

19 Top Ten Projects – status, March 2020

A memorandum is attached.

File ref: 5-EX-4

Recommendation:

That the memorandum 'Top Ten Projects – status, March 2020' to the 26 March 2020 Council meeting be received.

20 Minutes and recommendations from Committees

The minutes are attached.

Recommendations:

- 1 That the following minutes be received:
 - Hunterville Rural Water Scheme Sub-Committee, 3 February 2020
 - Ratana Community Board, 11 February 2020 *not available at this time, may be tabled*
 - Erewhon Rural Water Scheme Sub-Committee, 12 February 2020 *not available at this time, may be tabled*
 - Audit/Risk Committee, 27 February 2020
 - Finance/Performance Committee, 27 February 2020
 - Santoft Domain Management Committee, 11 March 2020 *not available at this time, may be tabled*
 - Assets/Infrastructure Committee, 19 March 2020
 - Policy/Planning Committee, 19 March 2020

- 3 That the following recommendations from the Audit Risk Committee meeting held on 27 February 2020 be confirmed:

20/ARK/003

That, noting the issues on the West Coast, the Audit/Risk Committee advises it is concerned around the work planning and consenting timelines for remediation of the exposed Putorino landfill and requests Council to urgently take this concern to Horizons Regional Council and/or the Minister for the Environment regarding our environmental risk and reputation.

- 4 That the following recommendations from the Policy/Planning Committee meeting held on 19 March 2020 be confirmed:

20/PPL/015

~~That to meet the requirements of section 131 of the Building Act 2004, the Policy and Planning Committee recommends to Council that the draft Dangerous and Insanitary Building Policy and supporting consultation material be adopted for public consultation.~~

20/PPL/016

~~That the Policy/Planning Committee be delegated to hear oral submissions to the draft Dangerous and Insanitary Building Policy.~~

20/PPL/015 and 20/PPL/016 were dealt with in Item 12

20/PPL/018

That the Policy/Planning Committee recommends to Council that the Bulls and District Community Trust is granted \$26,500 for their proposed 2020/2021 work plan.

20/PPL/019

That the Policy/Planning Committee recommends to Council that Project Marton is granted \$30,500 for their proposed 2020/2021 work plan.

20/PPL/020

That the Policy/Planning Committee recommends to Council that Mokai Patea Services is granted \$8,500 for their proposed 2020/2021 work plan.

20/PPL/021

That the Policy/Planning Committee recommends to Council that the Taihape Community Development Trust is granted \$20,000 for their proposed 2020/2021 work plan.

21 Late items

As agreed at Item 6.

22 Public excluded

Recommendation:

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

1. Property matters

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 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</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.

23 Open Meeting

24 Next Meeting

Scheduled for Thursday 23 April 2020, 1.00pm TBC

25 Meeting Closed

Attachment 1



Rangitikei District Council

Council Meeting

Minutes – Thursday 19 March 2020 – 9:30 am

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Present:

His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Cath Ash
Cr Brian Carter
Cr Fiona Dalgety
Cr Gill Duncan
Cr Jane Dunn
Cr Angus Gordon
Cr Tracey Hiroa
Cr Richard Lambert
Cr Waru Panapa
Cr Dave Wilson

In attendance:

Mr Peter Beggs, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Jo Devine, GM – Finance and Business Support
Mr Arno Benadie, Principal Advisor – Infrastructure
Mr Aldo Fehr, Building Officer
Ms Carol Gordon, Manager – Executive Team
Ms Bonnie Clayton, Governance Administrator

1 Welcome

His Worship the Mayor welcomed everyone to the meeting at 9.36am.

2 Council Prayer

Cr Ash read the Council Prayer.

3 Apologies/Leave of Absence

That the apology for lateness of Councillor Waru Panapa be received.

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.

There were no conflicts declared.

5 Confirmation of order of business

There were no change to the order of business.

6 Confirmation of minutes

Resolved minute number	20/RDC/070	File Ref
------------------------	------------	----------

That the minutes of the Council meeting on 27 February 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Wilson/Cr Lambert. Carried

7 Public excluded

Resolved minute number	20/RDC/071	File Ref
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I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Property matters

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 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</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.

Cr Belsham/Cr Ash. Carried

Cr Panapa arrived 10.02am.

20/RDC/072

20/RDC/073

20/RDC/074

20/RDC/075

8 Open Meeting

Resolved minute number 20/RDC/076 **File Ref**

That the public excluded meeting move into an open meeting, and the following recommendation **20/RDC/075** be confirmed in an open meeting.

Cr Dalgety/Cr Duncan. Carried

Resolved minute number 20/RDC/075 **File Ref**

That Council engage with the governance group (comprising of His Worship the Mayor, the three Southern Ward Councillors, the Chair of the Bulls Community Committee, the Chair of the Bulls & District Community Trust, and a representative from each of the Iwi (Nga Wairiki-Ngati Apa and Ngati Parewahaha) around cultural input, design and naming of the Bulls Community Centre building.

Cr Dunn/Cr Carter. Carried

10.39am.

9 Next Meeting

Thursday 26 March 2020, 1.00pm

Cr Hiroa left 10.40am-10.42am

10 Meeting Closed

10.42am.

Confirmed/Chair: _____

Date:

Unconfirmed

Attachment 2

Report to Council March 2020

It has been an interesting last couple of weeks with a lot happening.

I'll start with the difficult one. Last Thursday evening I held a public meeting in the Bulls Town Hall to explain where the Bulls build project is at and to answer the questions around a significant over-expenditure or, in the more accepted language, a cost blow out. I was supported by our new CE Peter Beggs with several Councillors present. As expected, the meeting was well attended, which was great. I spent some time outlining the different stages of the budget and the approval process that was used throughout the long term and annual plans. Yes, there have been difficulties with the build process but essentially the cost over-runs were in the areas of extra work bought on by the needs for power or water and the costs of the consultancies – these being the biggest issue: they had gone from \$185k to \$990K. I felt it was important to put these things to the community and make sure that the governance (i.e. Council) and operational team learnt from these mistakes. I won't go through all of the figures as part of this report but the biggest lesson to be learnt is about, always, to keep asking the questions around the total budget rather than the build costs, and to continually update the community. The next most important lesson is for Council to have clear identification of who is in charge – who is the project manager for the site and build?

These lessons are incredibly important. We have a very significant capital build over the next few years; we have replacement centres to be built in Marton and Taihape and wastewater and water projects to be completed. These are not wish lists: they are compliance driven from central government.

Last week the Deputy Mayor Cr Nigel Belsham and I attended a two-day summit meeting involving all of the Mayors and most of the CE's in the Horizons region. This was facilitated by Steve Maharey and involved speakers who gave their time at no cost. I shall ask Cr Belsham to provide his feedback and I have included the publicity blurb that was sent out post meeting. I shall also comment on a couple of issues which I found interesting.

Ralph Sims from Massey University spoke on climate change referencing back to the Paris accord, which is that "the Paris accord aims to limit temperature rise to 2 degrees above pre industrial time and to pursue efforts to limit that rise to 1.5 degrees. I must admit that I thought that New Zealand was doing ok and that China was the huge villain; however, on a per capita basis, I think that we are in the top five worst nations.

The meeting was attended by Emma Speight and Nicole Rosie from the new Zealand Transport Agency (NZTA). Nicole is, I think, three weeks into her job as CE of NZTA, so to have her there was fantastic. Palmerston North City staff combined with Manawatu economists to provide an incredible data summary for all of the authorities, something that I am sure they will be prepared to update in the future.

Below is the draft media statement from the summit.

DRAFT Media Release: Regional Approach to Challenges

Tuesday 11 March 2020

The Manawatū-Whanganui mayors and chief executives are taking a regional approach to challenges and opportunities facing the area.

Twenty-one of the region's mayors and chief executives spent two days discussing and workshopping a range of topics.

Rangitikei Mayor Andy Watson said it was great to hear what other councils are doing in the region.

"While we are all working to improve the lives for our communities in our districts and cities, as a region we have recognised we can do better working together."

Palmerston North Mayor Grant Smith said the region has performed well in recent years.

"Our GDP has grown on average, 2.5% higher than the national level, and our regional population has increased by 2.5%. This growth brings many positives, but also issues for our communities. As a region we know we will be stronger confronting these together," he said.

The group workshopped the top priorities they would focus on as a collective for the next 12 months, deciding on a final five. These included:

- Sharing data and ensuring the region's wellbeing is being captured accurately
- Reviewing the Accelerate25 Strategy
- Identifying and mitigating the effects of climate change
- Creating a regional spatial plan
- Developing an identity as a strong economic and tourism destination.

Manawatū Mayor Helen Warboys said there was also a clear commitment regionally to improve iwi partnerships.

"We are all aware that we can better enhance our partnerships with tangata whenua and we recognised this needs to be done at a local level," she said.

The priorities will be a standing item on the Regional Chiefs meeting, which are held every quarterly.

The district plan change – rural to industrial – is nearing the hearing stage, finally, and I thank all of the submitters both for and against for their interest in the case. I shall be appearing for the Council in support of the plan change.

The realities of living with a pandemic are upon us. Covid 19 at the time of writing this report has 12 infected people in New Zealand. Stringent border controls are now in place and I add my voice to the many urging that people comply with the Ministry of Health directions and use common sense around public activities. This week we have seen many

national and International activities cancelled and a series of local events canned. Project Marton's Harvest Festival, Pedal for Pleasure, Central District Field Days and U Col graduations are amongst those events, which have been postponed or cancelled. There is a cost to this and a huge amount of organization has been lost. However, restricting the spread of the pandemic trumps all.

Council has made a series of plans to handle the local issues and they will be actioned as threat levels lift or on advice from the Ministry of Health or the National Emergency Management Agency.

Local Government New Zealand (LGNZ) recently held its Rural and Provincial sector meeting in Wellington. I was a late arrival after attending a local funeral so I will leave comments to Cr Fi Dalgety and CE Peter. However, I shall comment on what I thought was an outstanding presentation from the CE of the Far North District Council, Shaun Clarke. They have taken the CouncilMark process – which is an audit process and grading for councils – as a means of improvement. The Far North District Council looked for examples of better councils and travelled to the South Island to spend time understanding what they could do to improve. They identified 34 separate improvement strategies. Their quote was “CouncilMark is a means to an end not an end in itself.” This serves as a lesson to our Council as to how we can improve.

Along with most of the North Island, our District has been classified officially as a drought region. This brings with it national funding for rural support and triggers possible assistance through Inland Revenue and the Ministry of Social Development. These are difficult times rurally: it is hard to get stock killed and returns from forestry have dried up. This coupled with the pandemic may mean that Council needs to look very carefully at the timing of capital work programs and the impact on rates.

This update from me seems to be full of bad news, so I would like to end on a positive note. I attended the 80th anniversary of Young Farmers in Marton. The Marton Young Farmers deservedly celebrated the high percentage of winners they have had in national competitions and the fellowship they have enjoyed. The turnout for the night was fantastic and the stories grew in their retelling.

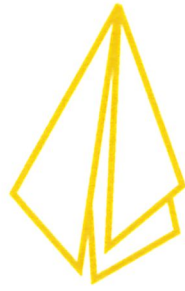
Andy Watson
Mayor.

Mayors Engagement

March 2020

2	Attended the Public meeting on the District Plan Change
3	Attended the following meetings in Palmerston North: <ul style="list-style-type: none"> • EM Joint Standing Committee Meeting • Regional Transport Committee • Regional Chiefs meeting
4	Attended the TUIA 2020: Mayoral Workshop - Wellington
5-6	Attended the LGNZ Rural & Provincial Sector meeting - Wellington
9-10	Attended the Horizons Region: Mayor's and CE's Retreat – Makoura Lodge
11	Met with various Marton and Taihape residents Attended the Santoft Domain Management Meeting - Bulls
12	Met with various Bulls, Marton and Taihape residents Attended the Bulls Public meeting
13	Attended What Matters To You? Day - Taihape Attended the interview for the Chief Fire Officer at the Mangaweka fire brigade Attended the District Plan Evening Session
14	Attended the Marton Young Farmers 80 th Reunion Event – Palmerston North
15	Attended the Ford Ranger New Zealand Rural Games
16	Attended the monthly catch-up meeting with Mayor Helen Worboys, Manawatu District Council – Marton
19	Attended the following meeting at RDC: <ul style="list-style-type: none"> • Council Meeting • Assets/Infrastructure Meeting • Policy/Planning Meeting
22	To attend the Youth Council meeting
23	To visit James Cook School to read to the students as part of book week To meet with a potential business owner
24	To phone into the Regional Transport Matters - Fortnightly Teleconference
25	To meet with a local business owner
26	To attend the Finance Performance Meeting To attend the Council Meeting To attend stormwater discussion meeting - Koitiata
27	To attend the James Cook School library opening
30	To attend the Recital at St Stephen's Anglican Church
30-1 Apr	To attend the District Plan Change - rural to industrial hearing (may take up to 3 days)

Attachment 3



RANGITIKEI
DISTRICT COUNCIL

Local Governance Statement

RANGITIKEI DISTRICT COUNCIL

Rreviewed March 20~~2016~~

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1. Introducing the Local Governance Statement

1.1 What is the Purpose of the Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how citizens can influence these processes. A Local Governance Statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic processes.

1.2 The Legal Requirement to Have a Local Governance Statement

Section 40 of the Local Government Act 2002 (LGA 2002) requires Council to have a Local Governance Statement.

1.3 What Information Does the Statement Contain?

To meet the purposes, this Local Governance Statement includes the following broad categories of information or identifies for citizens where this information can be found:

- Functions, responsibilities and activities of the Rangitikei District Council¹;
- Electoral arrangements²;
- The way elected members' make decisions and relate to each other and to the management of the Rangitikei District Council³;
- Governance structures and processes⁴; and
- The key policies of the Rangitikei District Council⁵.

1.4 Where do I get further information?

The documents mentioned in this Local Governance Statement (including plans, reports, policies and memorandum of understanding agreements) are available from the Rangitikei District Council's website www.rangitikei.govt.nz. Hard copies are available on request (and are in some cases subject to a charge or fee), and are available for viewing at the Council's Office in Marton or at any of the District's libraries. This includes:

- Rangitikei District Council Long Term Plan.
- Rangitikei District Council Annual Plan.
- Rangitikei District Council Annual Report.
- Rangitikei District Council Bylaws.
- Membership list of the Taihape and Ratana Community Boards, and the Marton, Turakina, Bulls and Hunterville Community Committees.
- Rangitikei District Council Agendas and Minutes.
- Memorandum of Understanding: Tutohinga.
- Rangitikei District Plan

¹ LGA 2002 s.40(1)(a)

² LGA 2002 s.40(1)(c)

³ LGA 2002 s.40(1)(g)

⁴ LGA 2002 s.40(1)(f)

⁵ LGA 2002 s. 40(1)(l)

2. Functions, Responsibilities and Activities of the Council

2.1 Functions

Under the LGA 2002, the purpose of local government has been defined as being:

- *“To enable democratic local decision-making and action by, and on behalf of communities and;*
- *To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.⁶”*

The 2012 Amendments to the LGA 2002 changed the focus of local government, from promoting the social, economic, environmental and cultural well-being of communities to providing infrastructure and local public services in a cost-effective manner⁷.

And the role of a local authority has been defined as being to:

- *“Give effect, in relation to its district, to the purpose of local government and; perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.⁸”*

Core services of Council are identified as;

- network infrastructure,
- public transport services,
- solid waste collection and disposal,
- the avoidance or mitigation of natural hazards, and,
- libraries, museums, reserves, recreational facilities, and other community infrastructure⁹.

2.2 Principles

The LGA 2002 sets out a number of principles which the Council must act in accordance with¹⁰:

- Conduct business in an open, transparent and democratically accountable manner.
- Implement priorities and outcomes as effectively and efficiently as possible.
- Have regard to the views of the community.
- Take account of; the diversity of the community, community interests, interests of both current and future communities, when making a decision.

⁶ LGA 2002 s.10(1)

⁷ LGA 2002 s. 10(2)

⁸ LGA 2002 s. 11

⁹ LGA 2002 s. 11A

¹⁰ LGA 2002 s. 14

- Provide opportunities for Maori in decision making processes.
- Collaborate with other local authorities.
- Undertake commercial transactions in accordance with sound business practices.
- Periodically assess expected returns from commercial activities and ensure the returns are likely to outweigh the risks.
- Ensure prudent stewardship and the efficient and effective use of resources.
- Take a sustainable development approach considering; the social, economic, and cultural interests of people and communities; the need to maintain and enhance the quality of the environment; and the needs of future generations.

2.3 Delivery of Services

Since 2014, the Council has been required to review the cost-effectiveness of current arrangements for meeting the needs of communities within the district for good-quality local infrastructure, local public services, and performance of regulatory functions. A new provision within the LGA 2002 identifies Councils responsibility for the delivery of services¹¹. As soon as practicable after each triennial election the Council must review the cost-effectiveness of current arrangements for meeting the needs of the community for good quality infrastructure, public services and regulatory functions. The review must consider options for governance, funding, and delivery of infrastructure services and regulatory services.

Such reviews are normally undertaken at six-yearly intervals or when a contract expires. The Council may elect not to undertake such a review when a change is not feasible until two years have elapsed or where costs of the review outweigh the potential benefits.

2.4 Responsibilities

The Rangitikei District Council has determined that it has the overall responsibility and accountability for the proper direction and guidance of the activities under its direct control. This responsibility and accountability includes:

- Providing a leadership focus for the District.
- Formulating the District's strategic direction.
- Ensuring activities are carried out in accordance with the Long Term Plan.
- Managing the principal risks to Council assets, services, infrastructure and investments.
- Administering all relevant legislation and regulations, and upholding the law.
- Encouraging economic and social development within the District.
- Representing local and community interests as appropriate.
- Providing and maintaining recreational and leisure facilities and facilitating the provision of community services.
- Reporting to ratepayers on the above.

¹¹ LGA 2002 s. 17A(1) and s. 17A(2)

2.5 General and Local Legislation

In addition to the legislation that applies to all local authorities, and such further legislation and amendments that Government from time to time may impose, the Rangitikei District Council is also bound by the following local legislation (Acts or sections of Acts) that apply specifically to it. These Acts are:

- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1906. (Section 22 and schedule 6. Site for volunteer drill-shed Marton).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1907. (Section 55 and Schedule 20 - Vesting land to Bulls Town Board for the purpose of town hall).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1910. (Section 35 Exchange of certain lands in Bulls for recreation and rifle range purposes).
- Reserves and Other Lands Disposal Act and Public Bodies Empowering Act 1917. (Section 29 Authorising the erection of seaside cottage on Koitiata Domain).
- Maori Purposes Act 1954. (Section 5 Ratana Settlement administration).
- Local Legislation Act 1961. (Section 17 Validating deed of covenant between Marton Borough Council and Marton RSA).
- Water Conservation (Rangitikei River) Order 1993.

2.6 Local Bylaws

The Rangitikei District Council has a number of bylaws as follows:

- Speed Limit Bylaw 2009: Sets speed limits for the District. Adopted 27 August 2009. (Reviewed and amended 2013, 2014, 2015 and [2016, 2018 and 2019](#)).
- Water Related Services Bylaw 2013: Manages and regulates the water supply, wastewater, stormwater and land drainage systems. Adopted 2 May 2013¹².
- Animal Control Bylaw ~~2013~~²⁰¹⁹: Sets regulations on the keeping of animals (excluding Dogs) within the District so that they do not cause nuisance or endanger health. Adopted 7 October 2013; amended 29 October 2015 (for Turakina) and 17 December 2015 (for Mataroa and Crofton).
- Control of Dogs Bylaw 2014: Requires owners to suitably confine, house and otherwise control their dogs. Adopted 27 November 2014 (Reviewed and amended in 2016).
- Stock Droving and Grazing Bylaw 2013: Presents permitted standards on droving and grazing to protect road surfaces, improve road safety and avoid nuisance. Adopted 7 October 2013 ([Amended 2019](#)).
- Control of Advertising Signage Bylaw 2013: To ensure health and safety, reduce hazards and to maintain aesthetic standards. Adopted 31 January 2013.

¹² However, Part 2 and Part 3 are not yet in effect. They introduce provisions for public and private stormwater drainage. Before these parts are put into effect, a series of maps clarifying the status of public and private drains will be released for consultation. [Consultation has taken place on an amended bylaw, which will be proposed for adoption at Council's meeting on 23 April 2020.](#)

- ~~● Control of Skateboarding Bylaw 2010: control the use of skateboards to prevent injury, nuisance and damage. Adopted 24 June 2010.~~
- Trading in Public Places Bylaw 2013: To regulate the conduct of persons selling goods to the public on footpaths, roads or from vehicles. Adopted 31 January 2013.
- Public Places Bylaw 2013: To maintain standards of safety, amenity and civic values and address damage that may be caused to public places through use of facilities. Adopted 31 January 2013.
- Mokai Bridge Bungy Jumping Bylaw 2013: To ensure sufficient authority for an operator to use Mokai Bridge. Adopted 3 October 2013.
- Liquor Control in a Public Place Bylaw 201~~80~~⁸⁹: To minimise the potential for offensive alcohol related behaviour in public places. Adopted 1 September 2010.
- Food Business Grading Bylaw 2014: To ensure that all food businesses comply with minimum standards under legislating regulating the sale of food to the public and to introduce a grading system that will allow the community to make informed decisions in respect to food businesses. Adopted 27 November 2014.
- ~~● Fire Prevention Bylaw 2014: To prevent the spread of fire within Rangitikei urban fire district and prevent both nuisance and harm from fire within all parts of the Rangitikei district not zoned Rural in the operative District Plan. Adopted 30 January 2014.~~

3. Electoral Systems and Representation Arrangements

3.1 Electoral System

The Rangitikei District Council currently operates its elections under the first-past-the-post electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that the candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in District Health Board elections.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 percent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. - we cannot change our electoral system for one election and then change back for the next election.

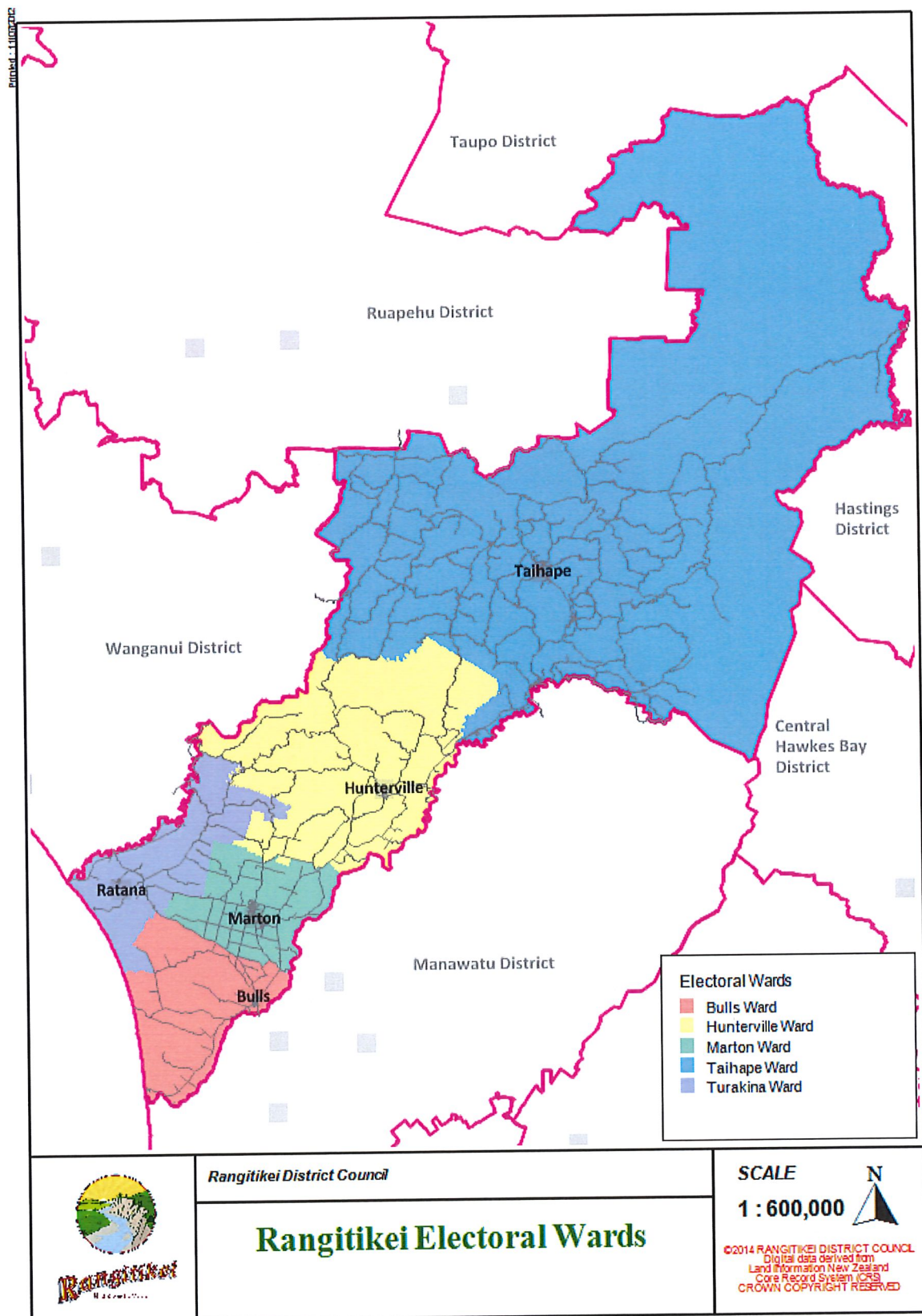
The Council's last review of electoral systems was conducted throughout 2018 and completed in 2019 and (as a result) no change was made to Council's electoral system for the 2019 and 2022 elections. ~~for the 2013 and 2015 elections. As no change was made to the electoral system, Council could resolve in 2017 to change the system for the 2018 elections or Council could also resolve to conduct a poll or electors could also demand a poll if 5% of them made such a demand to Council.~~

3.2 Wards and Constituencies

The Rangitikei District Council has one Mayor and eleven Councillors. The Mayor is elected at large while Councillors are elected from three wards. The ward boundaries are illustrated on the next page.

Ward	Number of Councillors	Population estimate 2017 ¹³
<u>Northern Ward</u>	<u>3</u>	<u>3,700</u>
<u>Central Ward</u>	<u>5</u>	<u>7,410</u>
<u>Southern Ward</u>	<u>3</u>	<u>3,890</u>
<u>Bulls</u>	<u>Two</u>	<u>2517</u>
<u>Marton</u>	<u>Four</u>	<u>5849</u>
<u>Huntermville</u>	<u>One</u>	<u>1308</u>
<u>Turakina</u>	<u>One</u>	<u>1244</u>
<u>Taihape</u>	<u>Three</u>	<u>3794</u>
<u>TOTAL</u>	<u>Eleven</u>	<u>14330</u>

¹³ Based on 2017 estimates ~~These population figures were the basis for revising the boundaries in the 2012 Representation Review.~~



3.3 Representation Options

3.3.1 Maori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate Wards for Maori electors. The Council may resolve to create separate Maori Wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent of electors can require the Council to conduct a poll.

In the 2018/19 Representation Review Council considered whether or not to establish Maori wards, but did not make a decision. For now this means Council will not establish Maori Wards.

~~The question of having Maori Wards was discussed in conjunction with the 2012 representation review, and advice from Te Roopu Ahi Kaa was sought. The Komiti thought the priority was to review the value of the Komiti as an advisory group compared to direct relationships with iwi and the Council.~~

3.3.2 Community Boards

The Rangitikei District Council has two Community Boards – the Taihape Community Board and the Ratana Community Board, both part of the initial arrangements for the District when established in 1989. These boards are currently constituted under s. 49 of the LGA 2002 to¹⁴:

- Represent and act as an advocate for the interests of their community.
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board.
- Make an annual submission to Council on expenditure in the community.
- Maintain an overview of services provided by the Council within the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities).

The Ratana Community Board comprises of five members. Electors in the Ratana Community elect four members triennially. The fifth member is a Southern ~~the Turakina~~ Ward Councillor.

The Taihape Community Board comprises of six members. Electors in the Taihape Community elect four members triennially and the Rangitikei District Council appoints any two of the NorthernTaihape Ward Councillors as members of the Community Board. The Taihape Community Board boundary was amended to be the same as the NorthernTaihape Ward boundary.

Both Community Boards elect their own Chairperson and Deputy Chairperson at their first meeting after the triennial election.

¹⁴ LGA 2002 s. 52

The Council reviewed the Community Board structures in 2018/2019 as part of the Representation Review. It was decided, following public consultation, to retain both Boards.

3.4 Changing Representative Arrangements

The Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in throughout 2018 and completed the review in 2019. It is not legally required to review representation again until 2024.

This review must include the following:

- The number of Elected Members (between six and 30 including the Mayor).
- Whether the Elected Members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems).
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred).
- Whether or not to have separate Maori Wards.
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to be heard if they wish.

Electors also have the right to appeal some decisions to the Local Government Commission, which will make a binding decision on the appeal.

4. Reorganisation Process

Local government reorganisation, as set out by the LGA 2002 s. 24, may provide for one or more of the following matters:

- the union of districts or regions,
- the constitution of a new district or region, including the constitution of a new local authority for that district or region,
- the abolition of a district or region, including the dissolution or abolition of the local authority for that district or region,
- the alteration of the boundaries of any district or region,
- the transfer of a statutory obligation from one local authority to another,
- the assumption by a territorial authority of the powers of a regional council.

The purpose of reorganisation¹⁵ is to:

- Improve the effectiveness and efficiency of local government by:
 - Providing communities with the opportunity to initiate, and participate in considering, alternative local government arrangements for their area; and
 - Requiring the Commission, in consultation with communities, to identify, develop, and implement in a timely manner the option that best promotes good local government

A reorganisation application may be made to the Local Government Commission by any person, body or group. The 2012 and 2013 Amendments to the LGA 2002 have steadily increased the flexibility related to reorganisation.

¹⁵ LGA 2002 s. 24AA

5. Roles and Conduct

5.1 Mayor and Councillors' Role

The Mayor and the Councillors of the Rangitikei District Council have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of the Council
- Representing the interests of the District
- Employing the Chief Executive

On election, all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the District.

5.2 Mayor's Role

The Mayor is elected by the District as a whole. The Mayor shares the same responsibilities as other elected members of Council, and also has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- Advocate on behalf of the District. This role may involve promoting the District and representing interests of the District's residents. Such advocacy will be most effective where it carried out with the knowledge and support of the Council.
- Ceremonial head of Council.

The 2012 Amendments to the LGA 2002 also add the following roles of the Mayor¹⁶:

- Ability to appoint a Deputy Mayor.
- Ability to establish principal committees and appoint the Chair. The Mayor is a member of each committee.
- Provide leadership to elected members and people of the district.
- Lead the development of the District's plans, including the LTP and Annual Plan, policies, and budgets for consideration of Council.

5.3 Deputy Mayor's Role

The Mayor has the authority to elect the Deputy Mayor. The Deputy Mayor exercises the same roles as other elected members. In addition:

- If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties of the Mayor, and may exercise the powers of the Mayor.
- The Deputy Mayor may be removed from office by resolution of Council.

¹⁶ LGA 2002 s. 41A

5.4 Committee Chairperson's Role

The Chairperson of a committee is responsible for:

- Presiding over meetings of the Committee.
- Ensuring that the Committee acts within the powers delegated by Council, and as set out in the Council's Delegations Register.
- A Committee Chair may be removed from office by resolution of Council.

5.5 Chief Executive's Role

The Chief Executive is appointed by the Council in accordance with s. 42 and Clause 33 and 34 of Schedule 7 of the LGA 2002. Recruitment of any new Chief Executive will be through an open and transparent recruitment process, with the final decision being made by full Council.

The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under s. 42 of the LGA 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the Council and Community Boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001¹⁷
- Maintaining~~managing~~ systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is the only employee of the Council, and the only person who may lawfully give instructions to other staff. Any complaint about individual staff members should therefore be directed to the Chief Executive and not elected members. Any complaints about the Chief Executive should be directed in the first instance to the Mayor or Deputy Mayor.

The Chief Executive has an annual performance review, which all Councillors contribute to in a public excluded meeting. The Council will only monitor performance against criteria that have been identified and agreed with the Chief Executive in advance, and are focused on organisational operation and delivery of the core services.

5.6 Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

¹⁷ Added by section 15 of the Local Government Regulatory Systems Amendment Act 2019.

- Schedule 7 of the LGA 2002, which includes obligations to act as a good employer and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members Interest) Act 1968 which regulates the conduct of Elected Members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits Elected Members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

5.7 Code of Conduct

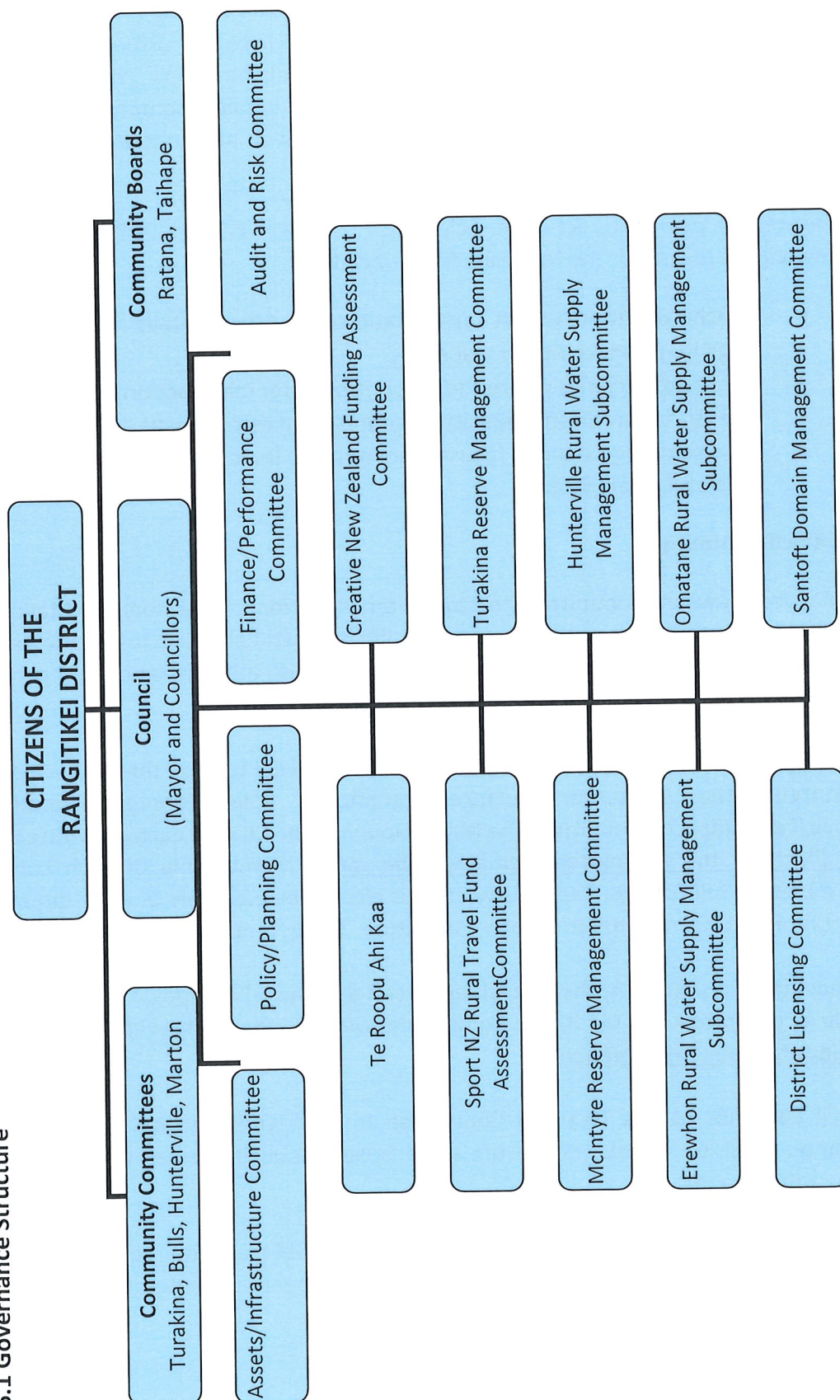
All elected members are required to adhere to Council's Code of Conduct. There is provision for Council to revise its Code of Conduct after each triennial election. Once adopted a Code of Conduct may only be amended by a 75 percent or more vote of the Council. The code sets out the Council's understanding and expectations of:

- How the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties;
- Disclosure of information and management of sensitive or confidential information.

The Code of Conduct also contains a general explanation of the Local Government Official Information and Meetings Act 1987.

6. Governance and Management Structure and Delegations

6.1 Governance Structure



6.2 Delegations

Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive to carry out their functions, Council delegates some of these powers to act. The Chief Executive has to further delegate a number of these powers to allow Council staff to carry out their functions. The Council delegates authority to enable decisions to be taken at the lowest possible competent level subject to the provisions the LGA 2002. All delegations of power are contained in the Councils Delegations Register.

In delegating its powers to act under Schedule 7, clauses 32, 32A and 32B of the LGA 2002, the Council has regard for the following five principles;

- achieving more expert consideration of technical detail;
- gaining a more timely response;
- providing clarity where the responsibility for initial action lies;
- ensuring sufficient capacity to address and resolve issues; and
- maximising Council's focus on governance issues and matters which it may not lawfully delegate.

6.3 Council Committees

The Mayor reviews the committee structure after each triennial election. The Mayor appoints committees as necessary to achieve optimum efficiency and effectiveness in the execution of Council's functions having regard to the need to minimise administration and maximise the opportunity for thorough deliberation and consultation.

Following the election in October 2012, the Mayor resolved to have three principal standing committees; the Assets/Infrastructure Committee, Policy/Planning Committee and Finance/Performance Committee. The Mayor appoints the Chair of each committee. After the 2019 Elections the Committees remained the same. Membership of each committee is determined by full Council. The Deputy Chair is elected by members of each committee. The Mayor is an ex officio member of each committee. The Committees meet monthly.

Subsequently, in July 2014, the Council endorsed the Mayor's proposal to establish a fourth standing committee, the Audit/Risk Committee, with an independent chair. This Committee remains after the 2019 Elections

Council does not have a Hearings Committee to deal with regulatory matters which by legislation must be heard. When the need arises, Council decides which members will conduct the hearing.

Council has appointed a District Licensing Committee (DLC), as required by s.186 of the Sale and Supply of Alcohol Act 2012. A commissioner has been appointed (under s.193) who is

the chair of the DLC. Continuous service by a DLC member (and the commissioner) is limited to ten years. However, Council has limited the term to the end of the current triennium.¹⁸

The Council has a Maori Liaison Standing Committee called Te Roopu Ahi Kaa. It advises Council on issues that affect Maori and provide a Maori perspective for Council's policies, plans and bylaws. This committee is entitled to nominate one member to each of the Assets/Infrastructure, Finance/Performance Committee and Policy/Planning Committee. Such nominees are full voting members.

The Council has four Community Committees (Bulls, Turakina, Marton and Hunterville) which meet bi-monthly. The purpose of these committees is to provide a local link and point of contact for Council liaison with the community, and to provide for the exchange of information, communication, and to assist with the Council's consultative processes. Membership of these Committees is available on the Council's website www.rangitikei.govt.nz.

6.4 Council Membership and Representation on other organisations

Council will maintain representation on other organisations as listed in the Delegations Register for the purposes of collaboration with these key stakeholders, including for the following reasons¹⁹:

- To respond to statutory requirements or pre-requisites for additional funding from central government.
- To demonstrate a commitment to community well-being and progressing community outcomes.
- To influence the strategy and programmes of regional organisations which operate in the Rangitikei as well as in neighbouring districts.
- To influence the distribution of funds into the Rangitikei.

Representatives may be elected members or other persons appointed by Council.

A Councillor may be a Board member in his/her own right but such an appointment is not as Council's representative.

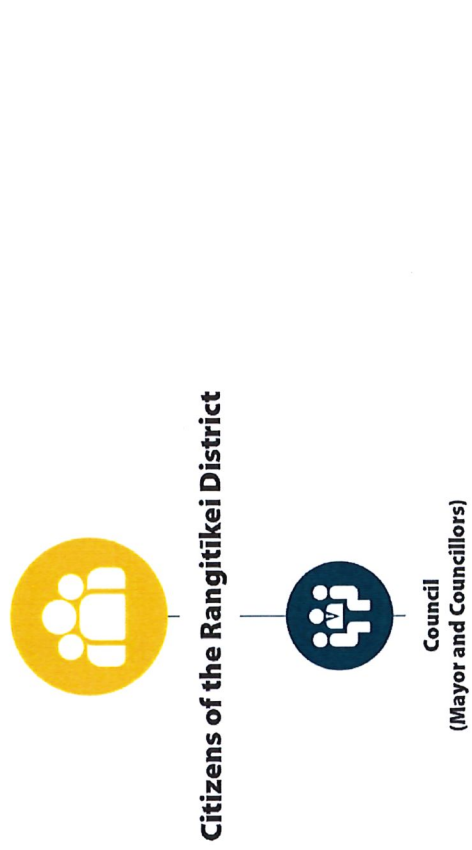
6.5 Management Structure

A key to the efficient running of local government is that there is a clear division between the role of Council and that of management. The Rangitikei District Council elected members concentrate on setting policy, strategy, and determining the level of financial resources. The Council then reviews progress. Management is concerned with implementing Council policy and strategy.

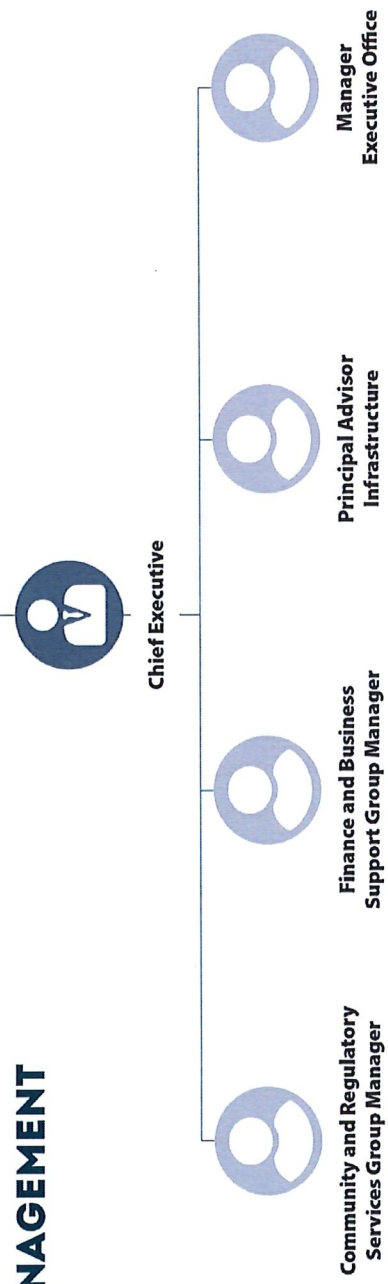
¹⁸ 13/RDC/303 and 304.

¹⁹ 08/SPP /026

GOVERNANCE



MANAGEMENT



7. Meeting Processes

7.1 The Rules for Meetings and Standing Orders

The legal requirements for Council meetings are in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and Committee meetings are open to the public unless there is reason to consider some item 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council.

The scheduled monthly meetings of the Council provide a Public Forum which provides an opportunity for any person to address the Council on any matter which is relevant to the Council's business and statutory obligations. (This opportunity is also available at the start of meetings of Te Roopu Ahi Kaa, Ratana Community Board, and the Taihape Community Board and Community Committees).

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order. Any decision to have an agenda item considered in the public excluded portion of the meeting may be challenged through referral of the matter to the Ombudsman.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings). With a few specific changes, the Council has adopted the NZS 9202:2003 Amendment 1. Model Standing Orders for meetings of Local Authorities and Community Boards.

Minutes of meetings are kept and made publicly available, subject to the provisions of the LGOIMA.

For a meeting of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice. A monthly schedule of forthcoming meetings of the Council, its committees and the Community Boards is advertised in the local newspapers during the third week of every month.

During meetings of the Council, Committees or Community Boards, all Council participants (the Mayor or Chair, Councillors, or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75 percent (or more) of the members present.

In addition, the Council Code of Conduct sets out some expectations of the behaviour, which elected members expect of one another at meetings.

8. Consultation Policies

Local authorities must follow certain consultation principles and a procedure when making certain decisions. This procedure, the special consultative procedure, is outlined in sections 83, 86 and 87 of the LGA 2002.

Consultation must be undertaken in accordance with best practice consultation principles given in section 82 of the LGA 2002.

Under section 76AA of the LGA 2002, Council is required to have a Significance and Engagement Policy. This policy must set out:

- The Council's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
- Any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
- How the Council will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
- How the Council will engage with communities on other matters.

The Significance and Engagement Policy, which includes details of statutory consultation requirements, can be found in the Council's website at www.rangitikei.govt.nz.

9. Liaison with Maori – Te Tangata Whenua O Rangitikei

9.1 Memorandum of Understanding: Tutohinga

The Memorandum of Understanding: Tutohinga establishes the protocols between the Rangitikei District Council, Te Tangata Whenua O Rangitikei and the Maori community Rātana. Under these protocols Te Roopu Ahi Kaa, as a Standing Committee of the Rangitikei District Council, has a number of significant responsibilities to discharge on behalf of Te Tangata Whenua O Rangitikei.

The Memorandum of Understanding Tutohinga was last reviewed in ~~2012~~2019. Reviews coincide with the six-yearly cycle of Representation Reviews.

The Memorandum of Understanding has been put together on the basis that:

- Both parties have entered into the Memorandum of Understanding: Tutohinga in good faith and with a view to making the partnership work.
- Both parties recognise that there may be constraints from time to time in respect of resources.
- Both parties can see mutual benefits being derived from the establishment of the Memorandum of Understanding: Tutohinga.
- Both parties express the wish that their partnership will develop and become stronger over time.

Conversely, the Council also has significant responsibilities to both Te Roopu Ahi Kaa and Te Tangata Whenua O Rangitikei under the Memorandum.

10. Equal Employment Opportunities

10.1 Equal Employment Opportunity Policy

The Council is committed to the principles of Equal Employment Opportunity for all its employees and will act in accordance with the following policy:

- People with the best skills and qualifications to do particular jobs are employed regardless of their gender, race, marital status, physical impairment, or sexual preference.
- All employees will have a fair and equitable chance to compete for appointment or promotion and to pursue their careers.
- The recruitment and promotion of employees is based on merit.
- All employees have equitable access to training and skills development.

11. Key Planning and Policy Documents

11.1 Long Term Plan (LTP)

In accordance with section 93 of the LGA 2002, the Council adopted its ~~fifth~~^{fourth} Long Term Plan²⁰ (LTP) in ~~2018~~^{June 2015}. The LTP was adopted following the special consultative procedure set out in section 93A of the LGA 2002.

The purpose of the LTP is to:

- Describe the activities of Council.
- Describe community outcomes.
- Provide integrated decision making and co-ordination of resources.
- Provide a long-term focus for decisions and activities of council.
- Provide a basis for accountability to the community.

The LTP is the central focus for the Council's future over the next 10 years. The plan will be reviewed by 30 June 20~~21~~¹⁸ and will be reviewed every three years thereafter. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words, once the plan is adopted it determines the Council's direction for the next three years. The LTP is subject to audit.

The LTP is the Council's key document and contains information on:

- Groups of Activities: The LTP shows the level of service Council will provide for each activity, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- Financial Strategy: to underpin prudent financial management, with an analysis of the key factors likely to impact on the Council (population change, investment in infrastructure etc.)
- Infrastructure: to make explicit how Council envisages it will manage its roads, water, wastewater and stormwater facilities over the next 30 years.²¹
- Variations between the LTP and earlier assessments of water services, sanitary services and waste management within the District.
- Forecast financial statements: Detailed forecasts for three years and summary forecasts for the seven years after the first three.
- Details of any Council-controlled organisations, its objectives, scope of activities and targets.
- Funding Impact Statement: How the rates are going to be allocated/charged to ratepayers.
- A Revenue and Financing policy: who pays for services provided, why and how
- Significant Forecasting assumptions and associated risks to the financial estimates. A summary of the Council's Significance and Engagement Policy.
- Development of Maori Capacity to Participate in Council Decision-making.

²⁰ The Long Term Plan was renamed in the 2010 changes to the Local Government Act 2002. The Long Term Plan was previously referred to in legislation as the Long Term Council Community Plan, or the LTCCP.

²¹ Council has opted to include community and leisure assets within this strategy.

- How Council will develop Maori capacity to contribute to the decision making process.
- Describe community outcomes; good access to health services, a safe and caring community, lifelong educational opportunities, a treasured natural environment, a buoyant district economy and enjoying life in the Rangitikei.

As a consequence of the LGA 2002 Amendment Act 2014, the LTP is now required to also include:

- the infrastructure strategy, and,
- the projected number of rating units within the District.

11.2 The Annual Plan

In the intervening years of the adoption of a LTP, the Council adopts an Annual Plan. This may be through the formal consultative procedure as set out in sections 95A of the LGA 2002.²² However, this is not mandatory if there is little variation from what the Long term Plan projected for that year and there are no issues requiring community engagement. The Annual Plan focuses on the budgets for the current financial year and the setting of rates. This document is not able to significantly deviate from the LTP. It is not subject to audit.

11.3 The Annual Report

Under section 98 of the LGA 2002 Council is required at the end of each financial year to report back to the community on how the year actually turned out compared with the Annual Plan or LTP. The purpose of this report is to ensure Council is accountable to the Community. The report is audited.

11.4 The Pre-Election Report

Under s. 99A and clause 36 of Schedule 10 of the LGA 2002, Council is required to prepare a pre-election report with certain information for the three years preceding (and following) the year of the election.

11.5 The Rangitikei District Plan

The Rangitikei District Plan was adopted on 3 October 2013. The Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use and development of resources and protection of the natural and physical resources of the Rangitikei District. The principal method in the Plan to control the effects of land use and land subdivision is through rules. Rules are deemed to have the effect of regulation for the purposes of the Resource Management Act 1991 (RMA 1991).

Changes to the Plan may be proposed by either the Council or any other person or organisation.

²² However, s.95(2A) allows the Council to dispense with this requirement if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.

The RMA 1991 prescribes submission and appeal processes before the notified plan becomes operative.

The Plan has been prepared to fulfil the requirement of Part 5 of the RMA 1991 that there be, at all times, one District Plan for each territorial authority district. Implementation of the Plan's policies and methods are intended to assist the Council to carry out its functions under the RMA 1991. The Plan is one of a number of initiatives to be used by the Council to achieve the (sustainable management) purpose of the RMA 1991.

11.6 Triennial Agreements

Triennial agreements contain protocols for communication and co-ordination among the named local authorities covering the period until the next triennial election. Agreements must be entered into no later than 1 March after each election.

S. 15 of the LGA 2002 requires triennial agreements to include:

- Processes and protocols for identifying, delivering and funding facilities and services which are significant to more than one district²³.
- May include commitments to establish or continue joint committees or other joint governance arrangements²⁴.
- Terms of reference for committees or other arrangements, including delegations²⁵.
- That council must notify other local authorities when making decisions which are inconsistent with the triennial agreement²⁶.

The Council enters into two triennial agreements; it is a principal signatory with the Manawatu-Wanganui (Horizons) Region and a non-primary signatory with the Hawkes Bay Region.

²³ LGA 2002 s. 15(2)(c)

²⁴ LGA 2002 s. 15(3)(a)

²⁵ LGA 2002 s. 15(3)(b)

²⁶ LGA 2002 s. 15(7)

12. Request for Official Information

12.1 Request for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any requests for information are a request made under LGOIMA. You do not have to state that you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if the release of information would:

- Endanger the safety of any person²⁷.
- Prejudice maintenance of the law²⁸.
- Compromise the privacy of any person²⁹.
- Reveal confidential or commercially sensitive information³⁰.
- Cause offence to Tikanga Maori or would disclose the location of Waahi Tapu³¹.
- Prejudice public health or safety³².
- Compromise legal professional privilege³³.
- Disadvantage the local authority while carrying out negotiations or commercial activities³⁴.
- Allow information to be used for improper gain or advantage³⁵.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). A charge shall be made to recover all reasonable costs incurred by Council in providing the information. An estimation of cost prior to providing the information can be made available. Council has adopted the charging guidelines issued by the Ministry of Justice.

When Council refuses the supply the requested information it must give reason and provide information concerning the applicant's right, by way of complaint under section 27(3) to an Ombudsman, to seek an investigation and review of the refusal.

In the first instance you should address requests for official information to:

Information Request _____ or email info@rangitikei.govt.nz ,including
Chief Executive _____ LGOIMA in the subject line
Rangitikei District Council
Private Bag 1102
Marton 4741

²⁷ LGOIMA s. 6

²⁸ LGOIMA s. 6

²⁹ LGOIMA s. 7

³⁰ LGOIOMA s. 7

³¹ LGOIOMA s. 7

³² LGOIMA s. 7

³³ LGOIMA s. 7

³⁴ LGOIMA s. 7

³⁵ LGOIOMA s. 7

Attachment 4

Taihape Heritage Trust
5C Tui Street
Taihape

Attn: Rangitikei District Council
Private Bag 1102
Marton 4741

The Mayor and Councillors of Rangitikei District Council.

The Taihape Heritage Trust wishes to express its concern over the Council's decision to proceed with an amenities block in Taihape Memorial Park without considering the heritage and wider community benefits of the Taihape Memorial Grandstand.

The Taihape Heritage Trust is a registered charitable trust whose object is to conserve the natural, cultural and physical heritage of Taihape. Recently members of the Trust met to discuss the Trust's concern over the recent Council decision to proceed with the amenities project with little or no regard for the future of the grandstand

The Trust will form a special sub-committee to focus on the Grandstand. It would be formed to seek a hold on development at Memorial Park, and secondly because of the continued discussion in the wider Taihape community; of the plans that the council are perceived to be developing for the Memorial Park Grandstand and the Taihape Town Hall.

One of the Trust's primary concerns is over the apparent "cost" of upgrading, refurbishing, and strengthening the Grandstand. It is our understanding that the cost of \$2.4m was a result of only one quote.

The Taihape Heritage Trust requests an immediate extension to the Pause lodged by Cllr Gill Duncan, previously accepted by Council at the last meeting.

The Trust requests the Council immediately pause any development of amenities block in order to allow the Taihape Heritage Trust to contact an independent architect and other professionals to assess and advise on the issues involved in the upgrade and preservation of the Grandstand both as a community facility with its heritage preserved and upgraded to the modern standards as required by its users.

The Taihape Heritage Trust is very keen to work with the council to preserve the grandstand and fully explore the incorporation of an amenities upgrade, and any funds set aside for both, into a restoration and heritage project backed by both the Council and the Taihape community.

It would appear that the Council has no long term plans for the Grandstand despite committing itself to spending for the amenities block. The Trust believes these decisions should not be made in isolation – they are two separate but linked projects. The Trust believes the Council should not be committing to significant

funding (with the possible increase in costs as has otherwise recently occurred), when it does not have a clear plan for the future of the Taihape Grandstand.

The Trust is mindful that this issue has been on-going for nearly a decade and do not wish to be “anti-development” but rather wishes the development of the Memorial Park to be cohesive and not ad-hoc.

Regards

Rita Batley Chairperson.

Attachment 5

Report

Subject: **Proposed Dangerous and Insanitary Building Policy**

To: Policy and Planning

From: George Forster

Date: 21 February 2020

File Ref: 3-PY-1-20

1 Executive Summary

- 1.1 The purpose of this report is to provide the Policy and Planning Committee with the draft Dangerous and Insanitary Buildings Policy (Appendix 1), Summary of Information (Appendix 2), submission form (Appendix 3) and summary of information for public consultation in accordance with the special consultative procedure in Section 83 of the Local Government Act 2002 (LGA).

2 Context

2.1 Background

Under Section 131 of the Building Act 2004 (The Act), territorial authorities are required to adopt a dangerous and insanitary building policy. Council first adopted its Dangerous and Insanitary Buildings Policy on 25 May 2006. The last review of this Policy was adopted on 30 April 2015. Section 131(4) of The Act requires a review of this Policy every five years; the Policy does not cease to have effect if a review is not completed within this timeframe.

Provisions of The Act in regard to dangerous, insanitary and affected buildings reflect the Government's broader concern for life, health and safety of the public in buildings, and with people occupying buildings that may be considered to be dangerous, insanitary or affected. Those provisions have not changed since the last review of Council's policy¹.

The policy must state:

- The approach that Council will take in performing its functions under the Building Act 2004;
- Council's priorities in performing those functions; and
- How the policy will apply to heritage buildings.

¹ The only change was deletion of 'earthquake-prone': Building (Earthquake-prone buildings) Amendment Act 2016, s.23.

Buildings that are determined to be earthquake-prone are dealt with through the dedicated Earthquake Prone Building legislation and the relevant actions can include Council applying for a warrant through the courts for Council to undertake remedial work to remove the danger. These costs for remediation are then passed onto the owner via a caveat on the Certificate of Title.

2.2 Significance

The decision to recommend to Council to adopt the draft Policy for public consultation is considered not significant, as per Council's Significance and Engagement Policy 2018.

2.3 Legal issues

This is a statutory policy that is subject to regular review. Not having a Dangerous and Insanitary Buildings Policy would mean Council is not achieving legal compliance under government legislation. This can lead to public health and safety issues in the Rangitikei District.

3 Analysis

3.1 Views

No community views have been sought in the preparation of this report or in reviewing this Policy. The purpose of this report is for the Committee to recommend to Council that the draft Policy go out for public consultation as per the requirements of Section 83 of the Local Government Act 2002. Adopting the draft Policy for public consultation provides for an opportunity for the public to have their say.

3.2 Consultation

Public consultation on the draft Policy will run for one month from 2 April 2020 until noon 4 May 2020. Once consultation closes, Council will need to deliberate on any submissions received, including hearing any submitters that wish to speak to their submission, which is proposed to be heard by the Policy/Planning Committee on 14 May 2020. Council will then need to decide if any amendments should be made to the draft Policy, before adopting a final Policy.

Staff will directly engage with Fire Emergency New Zealand and the Ministry of Business, Innovation and Employment during public consultation.

A mail merge has been prepared for ratepayers who have commercial buildings in urban areas. Following adoption for public consultation, letters will be sent to these ratepayers.

Staff from the Environmental and Regulatory Services Team have been consulted in the review of this Policy. There have been no changes to the Act that require changes to the Policy since its last review and its current form is determined as being the most appropriate.

3.3 Options

Option 1: Adopt the draft Policy for public consultation (preferred option)

This option involves the Committee recommending to Council that the draft Policy is adopted for public consultation, under the special consultation procedure.

The reason this is the preferred option is because it acknowledges provisions from relevant government legislation to ensure Council remain compliant. Because the Policy is up for review it also gives the public an opportunity to have their say on the draft Policy.

Option 2: Do not adopt the draft Policy for public consultation

This option involves the Committee not recommending to Council to adopt the draft Policy for public consultation under the special consultative procedure. This option should only be considered if the Committee decides further changes to the draft Policy are required before public consultation.

3.4 Costs

There are no immediate financial considerations. Some minor costs may occur in public notification through media printing and any printed materials.

In regards to the mail merge Council staff will hand deliver letters where possible, with the rest to be sent out via the post.

4 Conclusions

The Act stipulates that Council must have this Policy, which requires reviewing periodically every five years so that it is up to date. The draft Policy ensures Council will continue to be compliant with Government legislation whilst also ensuring buildings are safe and fit for purpose in the Rangitikei District.

5 Recommendations:

- 5.1 That the draft report 'Proposed Dangerous and Insanitary Building Policy' to the 19 March 2020 Policy/Planning meeting be received.
- 5.2 That to meet the requirements of section 131 of the Building Act 2004, the Policy and Planning Committee recommends to Council that the draft Dangerous and Insanitary Building Policy and supporting consultation material be adopted for public consultation.
- 5.3 That the Policy/Planning Committee be delegated to hear oral submissions to the draft Dangerous and Insanitary Building Policy.

George Forster
Policy Advisor

Appendix 1

Draft Dangerous and Insanitary Building Policy

Date first adopted by Council	25 May 2006
Resolution Number	06/RDC/144
Date last reviewed	30 April 2015
Resolution	15/RDC/108
Relevant Legislation	Building Act 2004, Local Government Act 2002
Statutory or Operational Policy	Statutory
Included in the LTP	No

1. Introduction & Background

- 1.1 Section 131 of the Building Act 2004 (“the Act”) requires territorial authorities (“TAs”) to have a policy on dangerous and insanitary buildings. Additionally, Council is now also required to take into account affected buildings¹.
- 1.2 One of the key purposes of the Act, as set out in section 3, is to ensure ‘*people who use buildings can do so safely and without endangering their health.*’ Section 4 details the principles to be applied in performing functions under the Act and specifically states that TAs must take these principles into account in the adoption and review of their dangerous and insanitary building policies.
- 1.3 The definition of a dangerous building is set out in Section 121 (1) of the Act:

“A building is dangerous for the purposes of this Act if,-

 - a. *in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –*
 - i. *injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property, or*
 - ii. *damage to other property; or*
 - b. *in the event of fire, injury or death to any person in the building or to persons on other property is likely.”*

¹ Section 132A Building Act 2004 which came into force on 28 November 2013,

1.4 The definition of an insanitary building is set out in Section 123 of the Act:

“A building is insanitary for the purposes of this Act if the building -

a. is offensive or likely to be injurious to health because-

i. of how it is situated or constructed; or

ii. it is in a state of disrepair; or

b. has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or

c. does not have a supply of potable water that is adequate for its intended use; or

d. does not have sanitary facilities that are adequate for its intended use.”

1.5 The definition of an affected building is set out in Section 121A of the Act:

“A building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby –

a. a dangerous building as defined in Section 121; or

b. a dangerous dam within the meaning of Section 153.”

1.6 This policy was originally adopted by Rangitikei District Council (“Council”) on 25 May 2006 in accordance with the requirements of the Building Act 2004.

1.7 The policy is required to state²:

The approach that the Council will take in performing its functions under the Act;
Council’s priorities in performing those functions; and
How the policy will apply to heritage buildings.

1.8 In reviewing, amending and adopting this policy, Council has followed the special consultative procedure set out in Section 83 of the Local Government Act 2002.

1.9 In many, but not all, cases a building is dangerous, affected or insanitary status will not be readily apparent. For that reason, any attempt to identify these buildings proactively is unlikely to be successful unless Council has considerable resources to undertake inspections and evaluations of buildings.

1.10 As a consequence, the most likely sources of information concerning dangerous, affected or insanitary buildings continues to be from building occupants, neighbours, or as the result of an inspection by the police, the fire service or other agencies authorised to inspect buildings. Other sources of information will be known directly by Council, possibly following a significant weather event.

² Sec 131(2) of the Building Act 2004

- 1.11 Relying on complaints to provide information concerning potentially dangerous or insanitary buildings continues to be the most practical way in which Council can identify both these buildings and affected buildings within the district and undertake its statutory responsibilities.

2 POLICY APPROACH

2.1 Policy Principles

- 2.1.1 Provisions of the Act in regard to dangerous, affected or insanitary buildings reflect the government's broader concern with the safety of the public in buildings, and with the health and safety of people occupying buildings that may be considered to be dangerous, affected or insanitary. However, Council recognises that public safety must be balanced against the other broader economic issues and in relation to other Council Policy.

2.2 Overall approach

- 2.2.1 Sections 124 to 130 of the Act provide the authority necessary for TAs to take action on dangerous, affected or insanitary buildings and set out how this action is to be taken.
- 2.2.2 The Council will continue to encourage the public to discuss their development plans with Council and to obtain building consent for work Council deems is necessary prior to any work commencing. This is particularly important in order to avoid creating dangerous or insanitary conditions that could be injurious to the health of occupants, particularly children and the elderly, or where safety risks are likely to arise from a change in use.
- 2.2.3 Council has in the past relied upon complaints from various sources to identify dangerous or insanitary buildings and will continue with this passive approach.

2.3 Identifying Dangerous, Affected or Insanitary Buildings

2.3.1 The Council will:

- Take a passive approach to identification of buildings.
- Actively respond to and investigate all buildings complaints received.
- Identify from these investigations any buildings that are dangerous, affected or insanitary.
- For dangerous buildings, inform the owner(s) and occupier of the building to take action to reduce or remove the danger, as is required by Section 124 and 125 of the Act; (and liaise with the New Zealand Fire Service when Council deems it is appropriate, in accordance with Section 121 (2) of the Act).
- For insanitary buildings, inform the owner(s) of the building to take action to prevent the building from remaining insanitary as is required by Section 124 and 125 of the Act (and liaise with the Medical Officer of Health when required to assess whether the occupants may be neglected or infirm).

2.3.2 For affected buildings, inform the owner(s) of the building only when restricting entry to the building.

2.4 Assessment criteria

2.4.1 The Council will assess dangerous, affected or insanitary buildings in accordance with the Act and established case law, as well as the building code.

2.4.2 The Council will:

- Investigate as to whether the building is occupied.
- Assess the use to which the building is put.
- Assess whether the dangerous or insanitary conditions pose a reasonable probability of danger to occupants or visitors, or to the health of any occupants of the building. Upon the determination that a building or dam is dangerous assess whether the dangerous building or dangerous dam pose a reasonable probability of danger to occupants or visitors of any adjacent, adjoining or nearby buildings.

2.4.3 Considerations as to dangerous assessment where a building is either occupied or not may include:

- Structural collapse.
- Loose materials/connections.
- Overcrowding.
- Use which is not fit for purpose.
- Seeking advice from New Zealand Fire Service³

2.4.4 Considerations as to insanitary assessment where a building is occupied may include:

- Adequate sanitary facilities for the use.
- Adequate drinking water.
- Separation of use for kitchen and other sanitary facilities.
- Likelihood of moisture penetration.
- Natural disaster.
- Defects in roof and walls/poor maintenance/occupant misuse.
- The degree to which the building is offensive to adjacent and nearby properties.

2.4.5 A building will be deemed to be an affected building if it is adjacent, adjoining or nearby a building which Council has assessed as being a dangerous building or a dam which Horizons Regional Council has by writing notified Council that it is deemed to be a dangerous dam pursuant to section 153 of the Act (Meaning of dangerous dam).

2.5 Taking Action

2.5.1 In accordance with Section 124 and Section 125 of the Act the Council will:

³ Sec 121(2)(a) Building Act 2004

- Advise and liaise with the owner(s) of buildings identified as being dangerous, affected or insanitary.
- As a consequence of a building or dam being identified as dangerous consider whether any buildings should be regarded as being an affected building for the purposes of the Act.
- May request a written report on the dangerous building from the New Zealand Fire Service.

2.5.2 If found to be dangerous or insanitary:

- Attach written notice to the building requiring work to be carried out on the building, within a time stated in the notice being not less than 10 days, to reduce or remove the danger.
- Give copies of the notice to the building owner, occupier, and every person who has an interest in the land, or is claiming an interest in the land, as well as the Heritage New Zealand Pouhere Taonga, if the building is a heritage building.
- Contact the owner at the expiry of the time period set down in the notice in order to gain access to the building to ascertain whether the notice has been complied with.
- Where the danger is the result of non-consented building work, Council will formally request the owner(s) to provide an explanation as to how the work occurred and who carried it out and under whose instructions; (and apply for a Certificate of Acceptance if applicable).
- Pursue enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time as well as any other non-compliance matters.

2.5.3 Where Council has determined under section 121A of the Act that a building is an “affected building” Council may do any or all of the following:

- Erect a hoarding or put up a fence around the building;
- Attach a notice warning people not to approach the building;
- Issue a written notice restricting entry to the affected building for particular purposes or to particular groups of people for a maximum period of 30 days. Such notice may be reissued once for a further 30 days.

2.5.4 If the building is considered to be immediately dangerous or insanitary the Council may

- Cause any action to be taken to remove that danger or insanitary condition (this may include prohibiting persons using or occupying the building and demolition of all or part of the building); and
- Take action to recover costs from the owner(s) if the Council must undertake works to remove the danger, or insanitary condition
- The owner(s) will also be informed that the amount recoverable by Council will become a charge on the land on which the building is situated.

2.5.5 All owners have a right of appeal as defined in the Act, which can include applying to the Department of Building and Housing for a determination under Section 177 of the Act.

2.6 Interaction between the Dangerous and Insanitary Buildings policy and related sections of the Act

2.6.1 Section 41: Building consent not required in certain cases.

2.6.2 In cases where a building is assessed as being immediately dangerous or insanitary the Council may not require prior building consent to be obtained for any building work required so as to remove the dangerous or insanitary condition immediately. However, where Council has issued a notice under section 125(1) of the Act it must advise the owner of the building if a building consent will be required prior to the owner commencing any remedial works to the building.

2.6.3 Prior to the lodging of a building consent application for the work required under the notice it is imperative that building owners discuss any works with the Council. In those circumstances where Council has not required a building consent to be issued prior to the commencement of the remedial works required by the notice the building owner will still be required to apply for a certificate of compliance as required by the Act.

2.7 Record Keeping

2.7.1 Any buildings identified as being dangerous or insanitary will have a requisition placed on the property file for the property on which the building is situated until the danger or insanitary condition is remedied.

2.7.2 A note will be placed on the property file of an affected building until such time as the dangerous condition of the adjacent, adjoining or nearby building or dam has been rectified.

2.7.3 In addition, the following information will be placed on the LIM:

- Notice issued that the building is dangerous, insanitary or is an affected building.
- Copy of letter to owner(s), occupier and any other person that the building is dangerous, insanitary or is an affected building.
- Copy of the notice given under section 124(1) that identifies the work to be carried out on the building and the timeframe given to reduce or remove the danger or insanitary condition.

2.8 Economic impact of policy

2.8.1 Due to the low number of dangerous, affected or insanitary buildings encountered annually by the Council, the economic impact of this policy is, at this date, considered to be low.

2.9 Access to information

2.9.1 Information concerning dangerous, affected or insanitary buildings will be contained on the relevant LIM, and Council records.

- 2.9.2 In granting access to information concerning dangerous, affected or insanitary buildings Council will conform to the requirements of the Local Government Official Information and Meetings Act 1987 and the Local Government Act 2002.

3 HERITAGE BUILDINGS

- 3.1 No special dispensation will be given to heritage buildings under this policy.
- 3.2 The fact that a building has heritage status does not mean that it can be left in a dangerous or insanitary condition. As per Section 125(2)(f) of the Act a copy of any notice issued under s124 of the Act will be sent to the Heritage New Zealand Pouhere Taonga where a heritage building has been identified as a dangerous, affected or insanitary building.

4 PRIORITIES

- 4.1 The Council will give priority to buildings where it has been determined that immediate action is necessary to fix dangerous or insanitary conditions. Immediate action will be required in those situations to fix those dangerous or insanitary conditions such as prohibiting occupation of the property, putting up a hoarding or fence and taking prosecution action where necessary.
- 4.2 Buildings that are determined to be dangerous or insanitary, but not requiring immediate action to fix those dangerous or insanitary conditions, will be subject to the minimum timeframes to prevent the building from remaining dangerous or insanitary (not less than 10 days) as set in Section 124(1)(c) of the Act.

Appendix 2

Summary of Information



Draft Dangerous and Insanitary Buildings Policy

Introduction

Rangitikei District Council is consulting on the draft Dangerous and Insanitary Buildings Policy.

The purpose of this policy is to ensure that the Rangitikei District is a safe and healthy place to live and visit. The Act provides the means to ensure that dangerous, insanitary or affected buildings are improved to meet Building Code standards, and the Council will administer the Building Act 2004 (the Act) in a fair and reasonable way.

The policy is applicable to the Rangitikei District.

The Local Government Act 2002 (LGA) requires Council to follow the Special Consultative Procedure when reviewing its Dangerous and Insanitary Buildings Policy.

Following public consultation on the draft Dangerous and Insanitary Buildings Policy and in consideration of any submissions received, Council will be required to adopt and publicly notify the resulting Dangerous and Insanitary Buildings Policy.

This Summary of Information has been prepared in accordance with the requirements set out in Section 83 of the LGA for the adoption of the Special Consultative Procedure. It includes:

- a) a proposed Dangerous and Insanitary Buildings Policy;
- b) the reasons for the proposal;
- c) the statement of proposal;
- d) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority;
- e) provide an opportunity for persons to present their views;
- f) a statement of the period within which views on the proposal may be provided to the local authority.

Reason for the Proposal

The Act requires Territorial Authorities to adopt a policy on dangerous and insanitary buildings.

Provisions of the Act in regard to dangerous, insanitary and affected buildings reflect the Government's broader concern for life, health and safety of the public in buildings, and with people occupying buildings that may be considered to be dangerous, insanitary or affected. Council also recognises that this policy needs to balance the public safety and overall community good.

The policy states:

- (a) The approach that Council will take in performing its functions under the Building Act 2004;
- (b) Council's priorities in performing those functions; and
- (c) How the policy will apply to heritage buildings.

Consultation

In making, amending, or reviewing a Dangerous and Insanitary Buildings Policy, Council must use the Special Consultative Procedure set out in section 83 of the LGA. Council has prepared and adopted the draft Dangerous and Insanitary Policy for public consultation. Any person can make a submission on the draft Dangerous and Insanitary Buildings Policy.

A copy of the Summary of Information, including the draft Dangerous and Insanitary Buildings Policy and information about making a submission can be obtained from the Council website <https://www.rangitikei.govt.nz/>

Written submissions on the draft Dangerous and Insanitary Buildings Policy may be made from **2 April 2020 to 12 noon 4 May 2020**. You can make a submission online at <https://www.rangitikei.govt.nz/> or alternatively submission forms are available from Council's libraries in Marton, Bulls and Taihape, from the Council's Main Office in Marton. Please indicate whether you would like to speak to your submission and include contact details. People who wish to be heard by Council will be given the opportunity to do so at the Policy/Planning Committee meeting on **14 May 2020**.

For any queries please contact George Forster, Policy Analyst on (06) 349 0001.

Appendix 3

Submission Form

Proposed Dangerous and Insanitary Building Policy



**Submissions close at 12 noon
on Monday 4 May 2020**

Return this form, or send your written submission to:

Proposed Dangerous and Insanitary Building
Policy
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Oral submissions

Oral submissions will be held at the Marton Council Chambers on Thursday 14 May 2020

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

☐ I wish to speak to my submission.

You are allowed ten minutes to speak,
including questions from Elected Members.

If you have any special requirements, such as those related to visual or hearing impairments, please note them here.

Privacy

All submissions will be public.

Please tick this box if you would like your personal details withheld (*note: your name will remain public*) ☐

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Attachment 6

RATES REMISSION POLICY

Policy Title: RATES REMISSION POLICY Date of Adoption: 15 July 2004 Resolution: 04/RDC/154 Review Date: none Statutory reference for adoption: Local Government (Rating) Act 2002 s85 Statutory reference for review: none Included in the LTP: No	
Date Amended or Reviewed	Resolution
Included in the LTCCP draft 2006: 24 November 2005	05/RDC/426
Adopted in the LTCCP 2006: 29 June 2006	06/RDC/193
Included in the LTCCP draft 2009: 9 March 2009	09/RDC/098
Adopted in the LTCCP 2009: 25 June 2009	09/RDC/233
Reviewed in the LTP draft 2012: 27 October 2011	11/SPP/103
Adopted by Council 28 June 2012	12/RDC/112
Reviewed for Annual Plan 2013/14 Adopted by Council 2 May 2013	13/RDC/109
Amendment to include incentives for addressing earthquake prone buildings 30 October 2014	14/RDC/233
Amendment to include incentives for business development 29 October 2015	15/RDC/307
Amendment for financial hardship, disproportionate rates compared to the value of the property, or other extenuating circumstances 26 May 2016	16/RDC/117
Amendment for incentivising residential development 31 January 2019	19/RDC/019
Amendment to incentivising residential development 31 October 2019	XX/RDC/019
Amendment to incentivising residential development 12 December 2019	XX/RDC/019

This policy remits rates under ten specific objectives and criteria:

1. Development
2. Incentives for business expansion
3. Incentives to address earthquake-prone buildings
4. Community, sporting and other not-for-profit organisations

5. Contiguous rating units owned or leased by a single ratepayer
6. Multiple toilet pans
7. Penalties
8. Land affected by natural calamity
9. Land protected for natural conservation purposes
10. Financial hardship, disproportionate rates compared to the value of the property, or other extenuating circumstances
11. Incentivising residential development

This policy is in addition to the statutory provisions for fully non-rateable land provided in Schedule 1 of the Local Government (Rating) Act 2002.

1 Rates Relief for development

1.1 Objective

To assist the economic development of the Rangitikei and to increase the variety of goods and services able to be obtained in the Rangitikei.

1.2 Conditions and criteria

As provided by section 85 of the Local Government (Rating) Act 2002, the Council will consider the remission of rates (other than Uniform Annual Charges) to any business or businesses that wish to establish and operate as a business which in the view of the Council:

- is a new type of business or a type of business which does not compete with any existing business within a recognised zone or area; and
- operates from premises, which are regarded as commercial, i.e. as distinct from residential.

2 Incentives for business expansion

2.1 Introduction

Council recognises the value that the District's businesses provide in terms of local employment and services. Some businesses play an important part in attracting non-residents to visit and spend money in the District; others have a significant regional or national presence and (particularly farming businesses) may be significant exporters. Some businesses have been operating within the District for many years, and that plays a part in building the community's cohesiveness and resilience.

Continuity for many businesses requires growth and expansion. Council has some ability to encourage this, not only by ensuring that the appropriate infrastructure (roading, water, wastewater and stormwater services) are available, but also through reducing rates for a while and the user-pays component of building and resource consent fees.

This policy applies to all businesses in the District which are

- a. extending their buildings;

- b. increasing their permanent staff count; and/or
- c. investing in technology or equipment to increase their efficiency and/or market reach.

This policy does not distinguish between types of business enterprise – expansion of a farming enterprise is potentially as eligible for consideration as expansion of clothing retailer.

Local ownership and management is not a pre-requisite for eligibility (but it is an attribute taken into account when Council considers an application for remission).

2.2 Scope of remission

A full or part remission of rates over the property where the expansion is occurring may be granted for up to five years.

Remission may be calculated on the difference between the new and previous valuation of the property following completion of the building expansion.

Remission may be for the full extent of rates or over a specified portion (e.g. over the general rate but still requiring payment of the uniform annual general charge and any targeted rates).

Any remission granted is to the ratepayer of the property. It is transferable to a successive owner of the property provided the extent of the business is not reduced.

Any remission granted will take effect from the next rates instalment but will always end at the end of Council's financial year (i.e. 30 June).

2.3 Consideration of applications

Applications for a remission of rates may be made at any time to the Council's Chief Executive.

Council will consider the application having regard for the six attributes in the table below. Each attribute will be scored on a five point scale (1 being the lowest and 5 the highest) and weighted according to the specified significance.

No rates remission will be granted to an application which scores fewer than 5 unweighted points for the two attributes of high significance.

The score evaluation will be conducted in open meeting. However, as section 38(1)(e) of the Local Government (Rating) Act prohibits public disclosure of remissions, the determination of the basis for a remission and setting of the actual amount and term of the remission will be determined by Council in a public excluded session.

2.4 Administration

During March of each year, Council will review whether the basis of granting the remission remains valid. The ratepayer of the property will be required to provide evidence of this to Council's Chief Executive. If the evidence is not sufficiently conclusive, Council will be informed and, having considered the matter, may vary or terminate the remission.

2.5 Considerations in remission of rates as an incentive for business expansion

ATTRIBUTE	EXPLANATION	SIGNIFICANCE
Employment opportunities	Regard will be given to the number of new jobs created by the expansion, their characteristics (seasonal/skill etc.) and the likelihood that they will be filled by people who live locally	High (25%)
Previous impact of the business on the local economy	Regard will be given for the significance of the business in the local (or district) economy, and how the business has complemented, supported or developed other enterprises	High (25%)
Previous impact of the business on the local community	Regard will be had for how the business has engaged with the community, e.g. by way of sponsorship, involvement with volunteer groups etc.	Medium (15%)
Stability of investment	Regard will be had for likelihood of the expansion being sustained over the longer term	Medium (15%)

Technological leadership	Regard will be had for the extent to which the business applies/develops technology to improve the quality of its product, extend market reach etc.	Low/Medium (10%)
Ownership structure	Regard will be had for the extent to which the business is owned and managed locally	Low/Medium (10%)

3 Incentives to address earthquake-prone buildings

3.1 Introduction

Council recognises the value of addressing earthquake-prone buildings, either by strengthening them or by rebuilding following demolition. While there will be varying views over the respective value of preserving heritage compared with creating a new structure, Council's concern is that such sites remain viable business entities. Council recognises that strengthening all or part of heritage buildings or retaining the street façade as part of a replacement building helps retain townscape character.

This policy applies to

- a) all buildings originally constructed prior to 1945 in the commercial zones of the District where the businesses operating within them (currently or projected) depend on the presence of a significant number of public customers or employees to be viable; and
- b) any other commercial or industrial building where the businesses operating within it (currently or projected) depends on the presence of a significant number of public customers or employees to be viable, for which the owner provides evidence of a professional assessment that the building is earthquake prone (i.e. below the 33% threshold of the New Building Standard).

This policy does not apply to any earthquake-prone building for which the Council has provided grants and/or waiver of fees equivalent to (or exceeding) financial assistance available within this policy. Where that assistance is less, the policy will be applied on a pro rata basis.

This policy does not apply to any demolition, strengthening or rebuilding for which building consents were issued prior to this policy being adopted.

3.2 Remission during building work

A full remission of rates will be granted for up to six months during the period when

- a) the building is strengthened; or
- b) the building is demolished, and a new building is erected on the site; or

- c) the building is demolished, the site is cleared and (in consultation with the Council) set out for passive public use, and a new building is erected on another site within the commercial area of that town

The site must be unoccupied other than by contractors undertaking the building work.

Application for this remission must be made no later than three months before the intended strengthening and demolition. The application must include documentation which gives evidence of

- a) *either* the proposed strengthening work and the time envisaged for that work to be done,
- b) *or* the proposed demolition and rebuilding and the time envisaged for that work to be done.

Approval of this remission will be associated with a waiver of all District Council consent costs up to a maximum of \$5,000 (plus GST). This excludes any government levies and charges, which will remain the responsibility of the property owner.

If the proposed strengthening or demolition/rebuilding is not achieved within the time noted in the application, or as otherwise mutually agreed, Council will reverse the remission and may recover part or all of the waived fees.

3.3 Remission following completion of building work

A full remission of rates will be granted for a maximum of three years for a property containing one or more earthquake-prone buildings once a Code Compliance Certificate has been issued for *either* the strengthening of such earthquake-prone buildings *or* the erection of a new building on a site previously occupied by one or more earthquake-prone buildings *or* the erection of a new building on another site in the commercial zone of that town provided that the use of the former site is consistent with the provisions of the District Plan, irrespective of whether the owner retains the site, transfers it to another entity or (at no cost) vests that site in Council.

Application for this remission must be made no later than three months after the issue of the Code Compliance Certificate.

This remission is available only to the owner of the site when the strengthening or new building work was undertaken.

4 Rates remissions for Community, Sporting and other Not-For-Profit Organisations

4.1 Objective

To facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities for the residents of the Rangitikei District.

4.2 Conditions and criteria

This part of the policy applies to land owned or occupied by a charitable organisation, (by or in trust for any society or association of persons, whether incorporated or not) which is used exclusively for the free maintenance and relief¹ of persons in need², or provides welfare, sporting, recreation, or community services. The policy does not apply to organisations operated for private pecuniary profit.

Full Remission

To qualify, land –

- must be owned and occupied by an organisation, whose object or principal object is to promote generally the arts or any purpose of recreation, cultural, health, education, or instruction for the benefit of all the residents or any group or groups of residents of the District, and who are responsible for the rates; and
- does not fit within the definition of non-rateable land under schedule 1 of the Local Government (Rating) Act 2002; but
- is not leased to a third party and the terms of the lease provide for rates to be paid by the Lessor.
- excludes land in respect to which a club licence under the Sale of Liquor Act 1989 is for the time being in force.

The Council will grant the following rates remission:

- 100% on all rates other than rates for utility services.
- 50% on rates for utility services (water supply, sewage disposal, and stormwater).

Partial Remission

To those organisations in respect to which a club licence under the Sale of Liquor Act 1989 is for the time being in force the council will grant the following rates remission.

- A remission of 75% on all rates other than rates for utility services.

4.3 Application Information

Organisations making application for the first time must include the following in their application:

- statement of objectives or charter document; and
- financial accounts; and

¹An Institution will be treated as carried on for the free maintenance and relief of the persons to whom this clause applies if;

(a), those persons are admitted to the institution regardless of their ability to pay for the maintenance or relief; and
(b) no charge is made to those persons or any other persons if payment of the charge would cause those persons to suffer hardship.

²Persons in need are defined as persons in New Zealand, who need care, support, or assistance because they are orphaned, aged, infirm, disabled, sick or needy.

- information on activities and programmes; and
- details of membership or clients; and
- any other information that supports the application in relation to the eligibility criteria

Council requires that organisations receiving the remission under this specific objective must confirm their eligibility on an annual basis. Council will remind organisations of this requirement prior to the first rates instalment in any rates year.

5 Contiguous rating units owned or leased by a single ratepayer

5.1 Objective

To enable the Council to act fairly and reasonably in its consideration of rates where two or more rating units fail to meet the requirements of section 20 of The Local Government (Rating) Act 2002, to be treated as one unit for setting a rate ONLY because the units are NOT owned by the same person or persons.

5.2 Conditions and Criteria

Two or more rating units may be treated as 1 unit for setting a rate if those units are—

- (a) used jointly as a single unit; and
- (b) contiguous or separated only by a road, railway, drain, water race, river, or stream, and
- (c) leased so as to meet all the requirements of Section 11 of the Local Government (Rating) Act 2002 such that the lessee is entered into the rating information database and district valuation roll as the ratepayer in respect of a rating unit.

Section 11 of the Local Government (Rating) Act 2002 states:

Entry of ratepayer in rating information database and district valuation roll

(1) The name of the following persons must be entered in the rating information database and district valuation roll as the ratepayer in respect of a rating unit:

- (a) the owner of the rating unit; or
- (b) the lessee of the rating unit under a lease that—
 - (i) is registered, after the commencement of this section, under section 115 of the Land Transfer Act 1952; and
 - (ii) is for a term (including renewals) of not less than 10 years; and
 - (iii) provides that the lessee must be entered in the rating information database and the district valuation roll as the ratepayer in respect of the unit.

(2) The name of a person who is a lessee of a rating unit must be entered in the rating information database and district valuation roll as the ratepayer in respect of the unit if—

(a) the name of the person was, immediately before the commencement of this section, entered in the district valuation roll as the occupier of a separately rateable property under the Rating Powers Act 1988 that substantially corresponds with the rating unit entered in the rating information database; and

(b) the person is a party to a lease or licence with the owner—

(i) that was entered into by the owner and the person before 8 August 2001; and

(ii) remains in force; and

(iii) either—

(A) precludes the renegotiation of rent or any other payments that would allow the owner to be reimbursed if the owner were directly liable to pay the rates due on the unit; or

(B) is a lease registered under section 115 of the Land Transfer Act 1952.

(3) Subsection (1) is subject to subsection (2).

(4) For the purposes of subsection (2), it is sufficient evidence, unless the contrary is proved, that the person referred to in that subsection must be named in the rating information database and the district valuation roll if,—

(a) in the case of a lease under subsection (2)(b)(iii)(A), the owner has provided a statutory declaration to the local authority that those provisions apply:

(b) in the case of a lease under subsection (2)(b)(iii)(B), the owner has provided a certified copy of the certificate of title in relation to the unit that shows the lease has been registered.

(5) For the purposes of subsection (2)(b)(ii), a lease must be treated as remaining in force if the lessee has exercised a right to renew the lease on the same terms and conditions.

(6) In this section, lessee includes a person to whom the lessee transfers or assigns the lessee's interest in the lease.

5.3 Application Information

The applicant must apply in writing to the Strategic Finance Manager of Rangitikei District Council providing details of the lease agreement, including a copy of the lease, which qualifies the applicant for this remission.

The applicant must advise Council of any change in circumstances or the terms of the lease and will, in all events, confirm eligibility on an annual basis.

6 Remission of rates set on Multiple Toilet Pans

6.1 Objective

To recognise that many properties with multiple toilet pans are not fully utilised and offer some relief to those rating units so affected.

6.2 Conditions and criteria

Where the Council has set a rate per number of water closet and urinals (toilet pans) within the rating unit or part of the rating unit the Council will remit the rate according to the following formula:

- The first two pans will receive only one charge
- 3-10 toilet pans: 50% of the value of the Fixed Annual Charge for each pan
- 11+ toilet pans: 75% of the value of the Uniform Annual Charge for each pan

7 Remission of Penalties

7.1 Objective

To enable the Council to act fairly and reasonably in its consideration of rates that have not been received by the Council by the Penalty date.

7.2 Conditions and criteria

- Unless there is an element of error on the part of the Council or the Council staff, then any application for penalty remission is declined unless remitted as part of a payment plan.
- The Strategic Finance Manager is delegated the authority to remit one instalment penalty in cases where the rate payment history of the property occupier over the last five years (or back to purchase date where property has been occupied/owned for less than five years) shows no evidence of previous late payment and the instalment was received within 10 working days of the penalty date.
- The Strategic Finance Manager is delegated the authority to remit one instalment penalty if the owner/occupier of the property enters into a Direct Debit payment plan for the next instalment.

8 Remission of rates on Land Affected by Natural Calamity

8.1 Objective

To assist ratepayers experiencing extreme financial hardship due to a natural calamity that affects their ability to pay rates.

8.2 Conditions and criteria

This part of the policy applies to a single event where erosion, subsidence, submersion, or other natural calamity has affected the use or occupation of any rating unit. The

policy does not apply to erosion, subsidence, submersion, etc that may have occurred without a recognised major event.

The Council may, at its discretion, remit all or part of any rate assessed on any rating unit so affected by natural calamity.

The Council will set the criteria for remission with each event. Criteria may change depending on the severity of the event and available funding at the time. The Council may require financial or other records to be provided as part of the remission approval process.

Remissions approved under this policy do not set a precedent and will be applied only for each specific event and only to properties affected by the event.

9 Rates remission on Land Protected for Natural Conservation Purposes

9.1 Objective

To provide rates relief to property owners who have voluntarily protected land of natural conservation purposes; to protect and promote significant natural areas; and to support the District Plan where a number of these features have been identified.

9.2 Conditions and Criteria

Ratepayers who own rating units which include significant natural areas, including those identified in the District Plan, and who have voluntarily protected these features, may qualify for remission of rates under this part of the policy.

Land that is non rateable under section 8 of the Local Government (Rating) Act and is liable only for rates for water supply, wastewater or refuse collection will not qualify for remission under this part of the policy.

Applications must be made in writing. Applications should be supported by documentary evidence of the protected status of the rating unit, e.g. a copy of the covenant or other legal mechanism.

Applications for the remission will be considered by officers of the Council acting under delegated authority from the Council.

In consideration of any application for rates remission under this part of the policy, Council will consider the following criteria:

- The extent to which the protection of significant natural areas will be promoted by granting remission of rates on the rating unit;
- The degree to which the significant natural areas are present on the land, and
- The degree to which the significant natural areas inhibit the economic utilisation of the land.

In granting the submissions for land protected for natural conservation purposes, the Council may specify conditions that must be met before remission is granted.

Applicants will agree in writing to these conditions and agree to repay the remission if the conditions are violated.

Council will decide remissions on a case-by-case basis; remissions will usually be applied to the value of the rating unit or proportion of a rating unit that contains the areas of significant natural flora.

The Council may agree to an on-going remission in perpetuity provided the terms and conditions of the voluntary legal mechanism applying to the feature are not altered.

10 Financial hardship, disproportionate rates compared to the value of the property or other extenuating circumstances

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

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

Council is also able to reduce or waive rates only in those circumstances which it has identified in policies. This addition allows Council to consider individual circumstances, but it does not compel Council to reduce or waive rates.

11 Incentivising residential development

Objective

To increase the amount of housing stock in the Rangitikei.

Conditions and criteria

Rates remission on new or relocated dwellings

1. Council may grant a rates remission on a new residential building constructed anywhere in the Rangitikei District or a relocated dwelling if brought from outside the District and so certified by the agency undertaking the relocation
2. The remission will be for a total of \$5,000 (GST inclusive), and available after the Council has issued a building code compliance certificate for the dwelling. The remission will end once \$5,000 of rates has been remitted. The remission applies to the property and if sold will be transferred to the subsequent owner.
3. If more than one qualifying new or relocated dwelling is constructed on a single rating unit, the remission is increased proportionate to the number of dwellings.
4. A remission will be considered, by way of waiver of internal building consent costs, if the otherwise qualifying new or relocated dwelling is replacing an existing dwelling. Waiving of internal building consent costs for a new dwelling replacing an existing dwelling be calculated by taking the percentage increase in rateable value between the new house and the existing house and applying this

percentage to the \$5,000 ratable value, with the proviso that \$5,000 would be the maximum amount waived.

5. The remission is not available retrospectively for otherwise qualifying new or relocated dwellings which have been completed before the commencement date of this policy.
6. If approved the remission will be allocated against the rate account pertaining to that property.

Rates remission on subdivisions for residential purposes

1. If a subdivision for residential purposes receives resource consent approval *after* the commencement date of this policy, Council will continue to charge the subdivided property the rates last charged before subdivision for up to three years. When sections are sold, the rates will be reduced proportionately on the area not yet sold.
2. Where a subdivision for residential purposes received resource consent approval *before* the commencement date of this policy, Council will continue to charge the subdivided property the most recent rates charged for up to three years. When sections are sold, the rates will be reduced proportionately on the area not yet sold.
3. Any section sold from a subdivision for residential purposes during the three year period when a remission is being granted over the whole site, will be rated for one year at the pre-subdivision rate (proportionately to the total area of the approved subdivision). Full rates will apply after that year.
4. A qualifying subdivision for residential purposes must have a minimum of three sections.
5. A qualifying subdivision for residential purposes may be anywhere in the District.
6. If approved the remission will be allocated against the rate account pertaining to that property.

Attachment 7

Report

Subject: **Review of the provision of swimming pools under s.17A Local Government Act 2002**

To: Council

From: Gaylene Prince, Community & Leisure Services Team Leader

Date: 18 March 2020

File: 6-RF-2-4

1 Section 17A Local Government Act 2002

- 1.1 Section 17A (1) of the Local Government Act 2002 requires a local authority to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.
- 1.2 The prescribed frequency is at least every six years (but within two years before expiry of any contract).
- 1.3 The review is required to consider (at least) the following options:
 - a. The local authority exercising responsibility over governance, funding and delivery, and
 - b. The local authority exercising responsibility over governance and funding with responsibility for delivery being delegated to a council controlled organisation, and other local authority, or another person or agency.
- 1.4 A Section 17A review is not required where a local authority is satisfied that the costs of conducting a review outweigh the potential benefits of the review. This exclusion is designed for where the service is small, or where significant savings are unlikely.

2 Background of Swim Centres Operation

- 2.1 The management and operation of Marton and Taihape swim centres are presently outsourced as two separate service agreements to the one contractor – West End Aquatics (Nicholls Swim Academy). These agreements expire at 30 June 2020.
- 2.2 There are two separate agreements because the two swim centres were previously managed/operated by two separate contractors – local Trusts that were based in each town.
- 2.3 In 2012/13 the operation of the Marton Swim Centre was taken in-house, with Council staff managing and operating the swim centre. It became evident that this form of management delivery was not sustainable. Staffing levels were difficult to maintain and

Council did not (and still does not) have any staff with the required level of technical skill and management experience for a swim centre.

- 2.4 In 2013/14 the Marton Swim Centre management and operation was again contracted out with Council inviting three expressions of interest – Manawatu District Council (Makino Swim Centre), Sport Whanganui (Whanganui Splash Centre) and West End Aquatics. A service agreement was entered into with West End Aquatics.
- 2.5 In 2017/18 the Taihape Community Development Trust chose not to renew the Taihape Swim Centre contract and Council invited two expressions of interest (from Taihape Community Development Trust and West End Aquatics). An agreement was entered into with West End Aquatics.
- 2.6 The timing of the Taihape and Marton Swim Centre contracts were then aligned to allow them to be managed under one agreement at a later date if this was seen as a preferred option.
- 2.7 Presently the contractor collects and retains all revenue received from entry fees, this total revenue is then deducted (in the form of a credit note provided by the Contractor) from the corresponding monthly payment made by Council to the contractor.
- 2.8 The contractor also retains all other revenue (e.g. swim lesson fees, retail products) but pays to Council 10% of the net proceeds. The Council's share of this revenue is also deducted from the corresponding monthly payment made by the Council to the contractor.
- 2.9 Council is responsible for the structural integrity of the buildings, pools and other structures, for the repainting of all buildings, pools and surrounds, replacement of plant (motors, pumps, filtration and heating) and pipework, resealing/repaving, and for payment of chemicals, electricity, gas and water charges. The contractor is encouraged to make suggestions for upgrades and has done so.
- 2.10 The contractor is responsible for all costs of the operation to ensure that the pools, buildings, plant and equipment are kept in good (clean, tidy and safe) repair and working condition, the employment and training of staff, advertising and marketing, painting works required to keep up the day to day appearance, and the cleaning of the facility.
- 2.11 Expenditure for both swim centres for 2017/18 totalled \$839,721, and to 30 June 2019, \$829,944 of which \$425,531.42 (2017/18) and \$491,428.34 (2018/19) was paid to the Contractor for the management and operation of both swim centres.

(Note: The higher costs for 2018/19 were because there was a shorter than normal season in Taihape in 2017/18 due to the heating and filtration upgrade, and a longer season was trialled in Taihape in 2018/19 – and has continued into 2019/20).

- 2.12 Note: The Hunterville Pool is owned by the Hunterville Sport & Recreation Trust. In 2003, Council approved the establishment of the Trust and the pool buildings were allocated to it by the deed trust. So long as the Trust exists, it has control over the facility, including extending or replacing it, but the Trust may not dispose of it. Council has retained ownership of the land. If the Trust is wound up, the trust deed provides for

the pool facility to be re-vested in Council. Council pays an annual operating grant to the Hunterville Sport & Recreation Trust. The Trust Deed also allows for the Trust to apply to Council for additional funding for capital or renewal works.

3 Comment

- 3.1 This review has been carried out with the assistance of Rob McGee, Senior Strategic Planner, Recreation and Facilities, from Geoff Canham Consulting, in particular as an independent source to look at the possibility of shared services, and comparable costs at a similar-sized Council and to peer-review the final report.
- 3.2 Discussion has also been held with Recreation Aotearoa. They advise Rangitīkei swim centres are in a small minority in that they are open seven months of the year. Seasonal swim centres are typically open for three to four months of the year. They often rely heavily on students for lifeguards whom, depending on their studies, can return to work as lifeguards for three-five seasons. Recruiting specialist staff that are employed for a seven month duration is challenging and time intensive. It is limited by the fact that seasonal employment only could be offered, unless the facilities were open year-round.
- 3.3 As part of the review, an analysis of the cost effectiveness of the current service delivery model was undertaken with the Ruapehu District Council, who also run seasonal pools using an outsourced model of delivery. Ruapehu have three seasonal pools which are contracted to Community Leisure Management (CLM) to operate between December and February. Whilst the Rangitīkei District operate a seven month season the seasonal nature of the pools in both districts, the use of the same outsourced model of delivery, and resident communities which have similar demographics meant that a comparison between the two districts would help to understand if the cost of delivery was effective.
- 3.4 The high-level analysis shows that on average the cost to council per visit in the Ruapehu District was \$18.50, whereas the cost to the Rangitīkei District Council to operate both pools was \$25.70. This does indicate that the current model of delivery is considerably more expensive than the Ruapehu District model of delivery. It should be noted however that a number of factors were identified that will be contributing to that high cost of delivery. These include:
- **The 7 months season** – visitor number are very low at the start and the end of the season whilst the majority of the costs are fixed resulting in an extremely high costs per visit during those months. Further investigation could be undertaken to potentially look at changes to the seasons e.g. extend the Marton pool to a year around operation and reduce the Taihape pool to a 3-4 months season.
 - **Depreciation** – the rate of depreciation or the depreciation approach varies between the two councils with the value of annual depreciation being much higher in Rangitīkei District Council compared to Ruapehu. Excluding the Depreciation values then the cost per visit would reduce to \$17.30 (Ruapehu) and \$20.70 (Rangitīkei).
 - **Utility costs** – utility costs, in particular electricity, appears to be much higher in Rangitīkei pools compared to Ruapehu pools. The reasons for this have not been examined as part of this review.

- **Insurance** – like depreciation it does appear that Rangitikei pools pay more for insurance compared to Ruapehu. This may reflect differences between the two councils in allocating such overheads but has not been further examined for this review.

3.5 Multiple factors contribute to the cost of operating a pool including, the age and condition of the assets, so whilst this provides some high level comparison, further investigation would be required to validate these and determine if these facilities could be operated in a more cost effective way.

4 Service Delivery Options

4.1 **In-house** – an in-house model would involve Council employing staff to operate and manage the facility for eight months of the year. Swim centres are a high-risk operation i.e. in terms of water quality and risk of drownings.

4.2 Costs and risks associated with taking the service back in-house would be significant e.g. direct and in-direct costs of employing staff and HR involvement.

4.3 In effect, Council presently provides a management grant for the operation of the swim centres and it is not believed there would be significant savings by delivering the swim centre service in-house.

4.4 **Council Controlled Organisation** – The review concluded that the scale of business and costs of establishing a council controlled organisation would not warrant the formation of a Rangitikei-specific council controlled organisation (CCO) to manage and operate the swim centres.

4.5 **Shared-Service agreement** – A Shared-service model with Manawatu District Council (MDC) has been discussed to determine if there is mutual benefit in such an agreement. The MDC, who currently operate an In-house service delivery model for the Makino Aquatic Centre, identified that a shared service agreement would need to, amongst other things, help them address their two biggest challenges, being demand over the winter months and supporting a more sustainable workforce.

4.6 Demand over the winter months – the Makino Aquatics Centre has plenty of capacity over the summer months with the availability of the 50m outdoor pool, but during winter they experience increased demand that results in the indoor pool operating close to capacity during this time. They identified that if the Marton Pool was open year-round it could help meet some of that demand over the winter period and they could operate some of the programme such as Learn to Swim from Marton to increase their reach. Unfortunately, the current seven-month a year operation doesn't assist in addressing this demand issue over the winter months.

4.7 Supporting a more Sustainable workforce – as identified earlier, the recruitment and retention of staff remains a challenge right across the sector and in particular for seasonal pools. MDC share this challenge in finding enough staff to operate the outdoor pool over the summer months and also retain talented staff over the course of the year. With limited opportunities for staff to develop and be promoted in a single site facility, many staff with leadership aspirations move on. Whilst having the ability to

operate two additional sites would create opportunities for talented staff to take on leadership roles over the summer months, it would come at the expense of the Makino Aquatic Centre and dilute the leadership on site during their busiest times. Again should the Marton Pool be operated year round it would create a more sustainable pathway as staff would have permanent leadership responsibilities and it would create more opportunities to share staff to cover peaks and troughs throughout the year, potentially resulting in some staff savings.

4.8 Therefore, under the current model of operations MDC feel there is no or very limited benefit to them in considering a shared service model particularly as it wouldn't address the two biggest challenges they face presently. However they noted they remain very supportive in sharing information and expertise where possible, and should the Marton Pool move to a year round operation they would seriously consider working with Council on a shared service agreement, as there is likely to be mutual benefit in doing so.

4.9 **Out-sourced** –The current model of delivery is an outsourced model whereby the customer services and aquatics operations are delivered by a by third party contractor whilst facility asset management are managed in-house.

4.10 Whilst the total cost to Council and the cost per visit is high under this model of delivery, it appears to reflect more the seasonal nature, condition of the assets and financial policy applies to the pools rather than the effectiveness of the outsourced delivery model.

5 Conclusion

5.1 The review considered different models of delivery and concluded that an outsourced model remains the only viable option under the current operating parameters. Whilst the cost effectiveness does appear high compared to other similar sized Council with seasonal pools, it appears to be a reflection on the operating environment in Rangitikei rather than the model of delivery.

5.2 The review identified a number of opportunities that could be investigated further and subsequently be considered by Council. These could result in a reduced cost per visit and total cost to Council, and or make other delivery models (in particular a shared services model) more viable, potentially resulting in a more cost-effective model of delivery.

5.2.1 These opportunities include:

- A feasibility study to consider the viability and benefit of moving the operations of the Marton pool to a 12-month operation.
- A review of the depreciation and insurance costs applied to pool assets
- A energy audit to assess water and electricity usage and opportunities for improvement.

5.3 This work can be done but it would take time and would be as part of a feasibility study incorporated into the development of the 2021-31 long-term plan rather than part of section 17A review which is simply answering the question “is the current model the most cost effective model available to the Council at this time?”

6 Recommendation

- 6.1 That the ' Review of the provision of swimming pools under s.17A Local Government Act 2002' to the 26 March 2020 Council meeting be received.
- 6.2 That this report be accepted as a Section 17A review of swim centre operations and that the management and operation of the Marton and Taihape Swim Centres continue to be outsourced.

EITHER

- 6.3 That, taking into consideration staffing requirements and building condition, the most cost effective option for providing the swim centre service in Marton and Taihape is to contract out the operation and management of the swim centres, and that the Chief Executive be authorised to call tenders as provided in the Council's procurement policy.

OR

- 6.4 That, in light of the findings of the section 17A review and the potential to secure a more cost-effective model for providing swim centre services in Marton and Taihape which better reflects user preferences, Council authorises the Chief Executive –
 - a. to negotiate an extension of the current contract with West End Aquatics for two years, and
 - b. to include in the engagement process for the 2021-31 long-term plan a range of options for providing swim centre services in the District.

Gaylene Prince
Community & Leisure Services Team Leader

Attachment 8

Report

Subject: **Positive Ageing Policy and Senior/ Kaumātua Support**

To: Council

From: Nardia Gower, Strategy and Community Planning Manager

Date: 18 March 2020

File: 1-CO-4-3

1 Background

- 1.1 At is 27 February 2020 meeting Council confirmed the recommendation of Te Roopu Ahi Kaa (TRAK) that Council further investigate free rubbish collection for SuperGold card holders in the Rangitikei District.
- 1.1 The preliminary report prepared for the 17 December 2019 meeting TRAK, outlines the potential \$97,000 investment required by Council to subsidise rubbish collection for the districts approximate 3000 seniors. The report is attached as **Appendix 1**
- 1.2 Council may like to consider alternative and less expensive options for such an investment.
- 1.3 Council adopted its Positive Ageing Policy (attached as **Appendix 2**) in 2013 and created a corresponding Strategy **Appendix 3**.
- 1.4 Until early 2017, Council was actively involved in achieving outcomes within the Strategy using a collaborative approach through the establishment of multi-agency Safe and Caring Community (SCC) Theme Group. This focus of this group included a wide range of community demographics, not solely seniors. Members of the group included representatives from the WDHB, Age Concern, Health of Older People Network, Horizons, Plunket, Healthy Families, MoU Partner Organisations, Neighbourhood Support and Welfare co-ordination groups.

2 Current Activities

- 2.1 There is currently no action being undertaken by staff with regard to the Positive Ageing Policy and corresponding Strategy.
- 2.2 It is proposed that Council staff assess the current status of deliverables from Council and within the community that align to the Policy and report this to the Policy/Planning Committee.

- 2.3 The assessment will include options for future activity, levels of service and possible investment considerations for further consideration in developing the 2021-31 Long Term Plan.

3 Recommendations

- 3.1 That the report 'Positive Ageing Policy and Senior/ Kaumātua Support' to the 26 March 2020 Council meeting be received.
- 3.2 That an assessment of the opportunities in the Council's Positive Ageing Strategy be provided to the Policy/Planning Committee by May 2020 so that further consideration is feasible within the development the 2021-31 Long Term Plan.

Nardia Gower

Strategy and Community Planning Manager

Appendix 1

Report

Subject: **Kaumātua Free Rubbish Collection**

To: Te Roopu Ahi Kaa

From: Lequan Meihana

Date: 27 November 2019

File: 1-CO-4-3

1 Purpose

- 1.1 The purpose of this report is to provide Te Roopu Ahi Kaa with preliminary information following the komiti request into the viability of Council providing free rubbish collection to those aged 65 and over (seniors).
- 1.2 The komiti gave the following suggested guidelines:
- Rubbish Collection would exclude those living rurally
 - A set number of rubbish bags for SuperGold card holders could be held by council and be collected once a year i.e. one per month.
 - Awareness of administration ease needs to be considered.

2 Gold Card

- 2.1 The Super Gold card is free and automatically sent in the mail when a person applies for New Zealand Superannuation (NZ Super). For those that don't get NZ Super they may still be eligible for a SuperGold card and can apply via email or form.
- 2.2 As at 21 October 2019 there were 2945 SuperGold card holders in Rangitikei. This is 19.6% of the 14,964 population count on census night 2018¹

3 Rubbish Collection Companies

- 3.1 The following are the rubbish collection companies operating in Rangitikei, the towns they service and the associated costs:
- **Rangitikei Wheelie Bins** carry out a private kerbside refuse bag collection (red bags) and wheelie bin service in the following townships:
Bulls, Ratana, Turakina, Santoft Rd (Fortnightly), Marton, Hunterville, Whangaehu, Bulls, Ruamai Rd (Fortnightly), Leedstown Rd, Fern Flats, Bryces Line, Tūtaenui Rd, Onepuhi Rd, Scotts Ferry (Red Bags Only), Brandon Hall Rd

¹ <https://www.stats.govt.nz/information-releases/2018-census-population-and-dwelling-counts>

Bags \$10.95 per 5 bag bundles

240 Litre

12 Month Contract

Weekly Pickup \$308.00 Annual \$36.00 Monthly

Fortnightly Pickup \$242.00 Annual \$30.00 Monthly

120 Litre

12 Month Contract

Weekly Pickup \$236.00 Annual \$30.00 Monthly

Fortnightly Pickup \$155.00 Annual \$20.00 Monthly

- **Envirowaste** wheelie bin service only in the following towns:

Note: they already offer a subsidy to Gold card holders

Turakina Beach, Bulls, Marton, Turakina, Taihape and Hunterville

Costs

80L	weekly	\$25.92 per month
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80L	fortnightly	\$12.96 per month
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120L	weekly	\$30.46 per month
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120L	fortnightly	\$15.23 per month
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240L	weekly	\$46.17 per month
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240L	fortnightly	\$21.82 per month
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- **Waste Management** wheelie bin service only. They did not supply us with a list of towns they service.

80 litre Weekly pick up

12 month contract \$119.60

6 month contract \$62.40,

3 month \$32.50

1 month \$10.83

Weekly \$2.50

80 litre Fortnightly collection

12 month contract \$59.80

6 month contract \$31.20,

3 month \$16.25

1 month \$5.42

140 litre Weekly pick up –

12 month contract \$174.20

6 month contract \$91.00

3 month \$48.10

1 month \$16.03

Weekly \$3.70

140 litre Fortnightly pick up

12 month contract \$87.10

6 month contract \$45.60,

3 month \$24.05

1 month \$8

240 litre Weekly pick up

12 month contract \$252.20

6 month contract \$132.60,

3 month \$70.20

1 month \$23.40

Weekly – no weekly pick up for \$240 bin

240 litre Fortnightly pick up

12 month contract \$126.10

6 month contract \$66.30,

3 month \$35.10

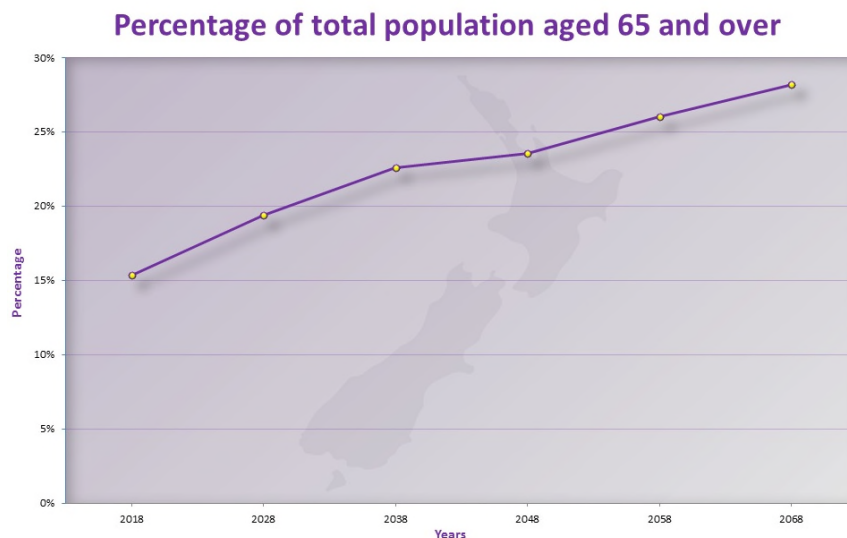
1 month \$11.70

- 3.2 Those not living in Bulls, Ratana, Turakina, Santoft, Marton or Hunterville do not have a rubbish bag collection service.

4 Potential costs

- 4.1 There is no way of knowing exactly how many seniors live in a rubbish bag collection area or use a wheelie bin versus rubbish bag service. However, all the service providers noted that the majority of seniors use a wheelie bin as they have difficulty carrying rubbish bags to the kerb and, for the same reason, seniors tend to choose the smaller sized wheelie bin.
- 4.2 Should Te Roopu Ahi Kaa recommend Council consider subsidising rubbish collections, three bundles of five bags could be offered to seniors (totalling 15 bags) at a cost to Council of \$32.85 per senior.
- 4.3 Based on the above calculation Council could investigate an agreement with all service providers to subsidise SuperGold card holders that have a 12 month contract an equal amount for their wheelie bin collection.
- 4.4 The potential total annual cost to supply a discounted rubbish collection service to every super card holder is calculated to be \$96,743.25 at a savings per senior of \$32.85.
- 4.5 As Council would be incurring this cost, not in the current Long Term Plan budget, a submission to the Annual Plan 2020-2021 or to the Long Term Plan 2021-2031 would be required.
- 4.6 This calculation is an estimate for the first year. Forecasts of the districts increasing population, increasing percentage of senior population and inflation have not been factored into this preliminary report.

- 4.7 The following graph² is Central Government's forecast on the national percentage of total population aged 65 and over in the coming years, reaching 25% by 2052, at an average 3.4% growth per year. It is worth noting that the current national percentage of seniors in New Zealand is approximately 16%, with Marton's percentage sitting higher at 19.6%.



5 Administration

- 5.1 Council customer service staff have been engaged in how a programme of collecting rubbish bag bundles could be carried out at a customer service counter. This would only be offered in the Marton office, due to no rubbish bag collection service in Taihape.
- 5.2 The system suggested is that similar to Martons home water filter offer. This involves a spreadsheet where staff would enter:
- seniors names (providing a SuperGold Card or other proof of age)
 - addresses (to ensure they live within Rangitikei)
 - date (to ensure that the offer is only accessed once a year)
- 5.3 Such a system is simple, easily to filter and staff are familiar with the process.
- 5.4 Administration of discounting a wheelie bin service would need to be developed with each of the companies.

6 Considerations

- 6.1 The Rangitikei District Council postponed their decision on implementing urban kerbside rubbish and recycling collection in 2017. This was due to a pending decision from Central Government on supporting a Manawatū recycling centre that could result in discounted recycling fees for our district, the outcome of which is still unknown.

² <http://www.superseniors.msd.govt.nz/age-friendly-communities/index.html>

- 6.2 Re-investigation of kerbside rubbish and recycling could be a consideration of the newly elected Council, requiring reassessment of an offer of discounted rubbish collection for seniors.
- 6.3 One possibility could be through a rates rebate. However, the administration cost in such a process would be greater than the \$32.85 gain per senior and would only apply to those that pay rates versus rent.
- 6.4 With a potential overall rate payer expenditure of \$96,743.25 per annum equating to an individual gain to seniors of \$32.85, it may be a consideration of Te Roopu Ahi Kaa as to how an investment of a similar amount could have a greater impact on senior residents.
- 6.5 Michelle Fannin (Taihape Older and Bolder Co-ordinator) offered the following suggestions:
- Free town transport on set days each week
 - Financially supporting local community organisation to run programmes for seniors that aren't already on offer.
 - Lowering the cost of housing, heating and general living costs.
- 6.6 Wider community engagement could be a consideration to garner broader feedback.
- 6.7 Council has yet to consider how the Four Well-beings, reintroduced to the Local Government Act in May 2019, is to be implemented into its framework. Support for seniors could be part of that consideration.

7 Conclusion

- 7.1 The provision of subsidised rubbish collection for the districts approximately 2495 senior residents could cost as estimated \$96,743.25 per annum equating to an individual gain to seniors of \$32.85.
- 7.2 Council would need to investigate the administration of the subsidy with individual Wheelie bin service providers.
- 7.3 Should Council introduce kerbside rubbish and recycling collection, senior discounts would need reassessment.
- 7.4 The financial investment into this scheme, or another programme, would require a submission to either Councils Annual Plan 2020-2021 or Long Term Plan 2021-2031.

8 Recommendation

- 8.1 That the report 'Kaumātua Free Rubbish Collection' to Te Roopu Ahi Kaa meeting on 17 December 2019 be received.

Appendix 2

Rangitikei District Council Positive Ageing Policy¹

Policy Intent

To encourage older people in the District to make the choice to live in the Rangitikei, through ensuring good access to appropriate services, and provision of community facilities that cater for the needs of older people. Decisions on infrastructure, assets and facilities can be made in such a way that there is a real choice for people to stay in the District, or even to relocate here.

Within the Community Well-being Policy framework, this intent sits in the Social Well-being policy grouping under the key strategic intent “to support social participation and cohesion”.

The Council will support, through its activities, a Positive Ageing Strategy that addresses five priority areas for older people in the Rangitikei – safety and security; transport; welfare and employment; support services; leisure and recreation.

Community Leadership Group of Activities

Council will encourage participation by older people in its various public consultations and in Community Committees and Boards.

Roading and footpaths

Council will support a Positive Ageing Strategy that delivers to the following levels of service in the Roding, including bridges and Footpaths and streetlights activities:

- For older people to be able to efficiently travel throughout the District for social and recreational activities
- Safe and smooth footpaths that enable older people to move about the District without needing to encroach into the road and surveillance cameras to deter anti-social behaviour
- Attractive and well-designed streetlighting that makes older people feel safe and secure when walking or driving

Community and Leisure Assets Group of Activities

Council will ensure that it seeks the views of older people as one of the main stakeholder groups when it programmes future upgrades to its community and leisure assets.

Environmental and Regulatory Group of Activities

¹ 13/SPP/011

Council will support a Positive Ageing Strategy that delivers to the following levels of service in the Animal control and other regulatory functions activities:

- To respond rapidly to notification of a problem

Community Well-being Group of Activities

Council will support a Positive Ageing Strategy that delivers to the following levels of service in the Information Centre, Economic development and District promotion, Grants and Community partnerships activities:

- Up to date and relevant information for residents on a range of services, activities and attractions
- Initiatives that develop and deliver events, activities and projects to enliven the towns and District that are organised by and target older people
- At least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council
- Opportunities for collaboration and support/facilitate inclusive partnerships to deliver more services for older people in the community
- Opportunities for older people to be actively involved in partnerships that provide community and ratepayer wins

Appendix 3

RANGITIKEI

POSITIVE AGEING STRATEGY

Final project report

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Executive Summary

A declining and ageing population across much of the developed world is hitting the rural areas of New Zealand and will be the key driver for service planning into the future.

Whanganui District Health Board and Rangitikei District Council have undertaken research to develop a positive ageing strategy for the District. The aim is to develop a document that has a series of action points for local agencies to work together to address the main service priorities for the age group that will dominate our community.

The research undertook a survey of older people currently using services or connected with a community group to seek their views on their experience of ageing in the Rangitikei.

The research found that most respondents have been living in the District for at least 10 years, enjoy a good quality of life and have good social connectedness. Most of them attributed this to the friendliness of their community and family connections.

The “most frequently used services” were health related, the Library and recreational facilities. Almost half of the respondents are not sure what they would do if that service was no longer available to them. The “most essential service” was seen as (free) transport, swimming pool open all year around, Māori health providers, the Library and respite care.

The research also undertook a number of face-to-face interviews with people in the baby boomer generation (approaching retirement age) to ask for their views on their plans for retirements. These interviews revealed that there is a commitment to continue living in the District, with pull factors including family/friends/social networks/sense of community/rural connections/sense of place/connection to land. Where a choice was to be made, the push factor was the high cost of living in the District, particularly rates, as well as, for example seeking a better climate or a beach lifestyle.

These conversations emphasised that this group is a resource to the District: they are fit, healthy and reasonably well-off. They want to travel and enjoy life but also have a commitment to “good citizenship” and regularly contribute to community events and activities.

The views of local agencies was also sought, both one to one and collectively, to identify potential areas for collaboration and mutual support.

The areas identified for this were:

Housing - recognising that existing housing stock is not appropriate to meet the needs of older people, and that there are limited choices over residential/hospital/hospice care. Initiatives are needed to develop a wider range of choices in housing that can enable people to stay in the community for as long as possible.

Advanced Care Planning encourages people to think about how they want to be cared for as they reach the end of their lives – but a key issue for the Rangitikei is to ensure that the services that are needed to enable people to make choices about their preferred care are available to them.

Social connectedness/community cohesion/connectivity/volunteering – these are acknowledged as the key factors that contribute to quality of life in rural communities. There is a vast resource available to the District through the baby boomers as they enter a long, happy and healthy period of retirement. Society is already relying heavily on this resource, through grandparents raising grandchildren and providing care for their own parents. It is important to recognise, reward and support this activity.

Finally, the research and the issues raised above formed the basis of the fourth multi-agency Path to Well-being Conference held in Taihape in 15 November 2013. The action points identified form the final Positive Ageing Strategy.

Action Points:

WHAT	LEAD AGENCY/IES
A detailed case study is needed to investigate the feasibility of smart rationalisation of the District Council's community housing.	Rangitikei District Council
The establishment of a Rangitikei Housing Advisory Group	Taihape Community Development Trust
Active promotion of Advanced Care Planning throughout service agencies across the District	Whanganui District Health Board
Continued promotion of, and support for, good range of essential services close to home	Whanganui District Health Board
Continued promotion of, and support for, health and social services networking groups and the Marton and Taihape Connections projects	Whanganui District Health Board Project Marton Taihape Community Development Trust
Communication and engagement strategy for the territorial authorities	Rangitikei District Council Horizons regional Council

Methodology and key findings from the research to develop a Positive Ageing Strategy

Phase 1: Questionnaires delivered to groups of older people meeting in the District

The methodology and project plan for phase one is attached as appendix 1. A questionnaire was distributed to a number of groups for older people and collected after a few weeks. Questionnaires were also distributed through the two rest homes in the District; Edale Home in Marton and Lancewood Home in Bulls, and through Māori health providers in Taihape and Marton.

A total of 90 questionnaires were received back. The analysis of the questionnaires is included as appendix 2. In summary:

- Most respondents have been living in the District for at least 10 years.
- Positive attributes to life in the Rangitikei were community, family, friendliness
- Vast majority enjoy a good quality of life and have good social connectedness
- Most respondents are active in community groups either as members or volunteers¹
- The most used services are recreational, health and transport services and supermarket
- The “most frequently used service” were health related, the Library and recreational facilities
- If the “most frequently used service” was lost, almost half of the respondents are not sure what they would do or it would be the trigger to leave town
- The “most essential service” was seen as (free) transport, swimming pool open all year around, Māori health providers, the Library and respite care
- “Quality of Life” services were seen as employment, recreational services, cafés/markets, transport and cheaper rates. Basically, these were seen as necessary to maintain the life and vitality of the town, through enabling several generations of families to stay together in the District.

Phase 2: One-to-one in depth interviews with baby boomers

In July 2011, Rangitikei District Council held a Focus Group of 26 people in the “baby boomer” age-range (born between 1945 and 1964) with a view to seeking their input into the ten year plan, particularly asking them what they valued about living in the District and what were push and pull factors affecting whether or not they stayed in the District over the next 10-20 years. The findings from the focus group were that:

- Most participants (20/26) saw themselves as remaining in the District
- Keeping active physically, socially and in the community were common themes
- **What’s pulling us to stay in the District?** Family/friends/social networks/sense of community/rural connections/sense of place/connection to land

¹ The sample was biased towards “joiners” (having been distributed in the main through groups)

- **What's pushing us out of the District?** Health/transport/employment
- The top four Council services (ranked almost identically) for the older age groups were footpaths and streetlighting, libraries, parks and reserves and waste management and minimisation
- Other services identified as important to quality of life for older people were medical services (i.e. ambulances and rest homes) and public transport.

Participants were contacted again in August 2013 and asked if they would be willing to take part in a one-to-one follow up interview. Thirteen participants were able to do this. The conversation started with a recap of the findings from the Focus Group in 2011 and the question "What has happened for you in the past two years to confirm or change your views from that time?" The transcriptions of these interviews are presented as Appendix 3.

The key points extracted from these conversations are:

- 1- Generally, life was unfolding pretty much as anticipated two years ago. Unexpected events had been both positive (business success) and negative (ill-health/death of a spouse). The same push and pull factors were in play.
- 2- Succession planning for businesses, particularly farming, had been undertaken or progressed in several instances. One size doesn't fit all but there are good models that have been developed to ensure the continuation of family-owned farm businesses.
- 3- The commitment of the sample to continue living in the District was generally steadfast. Where a choice was to be made, the push factor was the high cost of living in the District, particularly rates, as well as, for example seeking a better climate or a beach lifestyle.
- 4- The conversations emphasised that this group is a resource to the District: they are fit, healthy and reasonably well-off. They want to travel and enjoy life but also have a commitment to "good citizenship" and regularly contribute to community events and activities.

Phase 3: Multi-agency meeting at Rangatira Golf Club

Agencies involved with the provision of services for older people were notified of the project, including through the southern Rangitikei and Taihape networking groups, and one-to-one meetings took place with

- Project Marton
- Te Kotuku Hauora Ltd
- Friendship Club, Marton
- Age Concern, Marton
- Kiwi Seniors
- Older and Bolder Taihape
- Taihape Health Limited
- Whanganui Disability & Resource Centre

- Sport Wanganui
- Mokai Patea Services
- Edale Home
- Lancewood Home
- Marton Rotary
- RSA Bulls
- Bulls and District Community Trust
- ACC
- Horizons Regional Council
- Māori Wardens representative
- Kaumātua Group (Ratana)
- Kaumātua Group (Marton)
- Ministry of Social Development
- Neighbourhood Support Group coordinators
- Fire Service

The analyses of the questionnaires under phase 1 of the project were fed back to a multi-agency meeting on 2 October at Rangatira Golf Club. About 30 people from 20 agencies attended this meeting and also looked at possible responses to the issues raised by the questionnaires. An attendance list and a write up of the workshops at Rangatira Golf Club are attached as appendix 4.

The key points arising from this meeting were:

Housing - recognised that existing housing stock is not appropriate to meet the needs of older people: in private or public rentals market, owner occupied housing and very limited choices over residential/hospital/hospice care. Initiatives are needed to develop a wider range of choices in housing that can enable people to stay in the community for as long as possible.

Service development – recognised that the combination of a lack of transport and lack of local services can lead to a fear for living into old age in the District. Transport has been identified as an issue in the District and some initiatives are underway to address this. However, ensuring the availability locally of services that are critical in allowing people to choose to age in the community needs to be a priority.

Advanced Care Planning – with the expected increased numbers of elderly people, end-of-life care will be under increasing pressure in the coming months and years. Advanced Care Planning encourages people to think about how they want to be cared for as they reach the end of their lives and to let their families and health care professionals know what these decisions are.

Networking and information sharing – the value of a comprehensive database of services (regularly updated) and of regular networking/information sharing opportunities was raised yet again. It was acknowledged that the networking groups in Marton and Taihape are extremely valuable and noted that two projects (Marton Connections and Taihape Community Networks) are progressing this.

Social connectedness/community cohesion/ connectivity/ volunteering – whilst it was acknowledged that quality of life in rural communities is based around social/family/whanau and community connections, there are people who are excluded from this connectedness and can be very isolated. It was also noted that the “baby boomers” are a well-resourced, healthy and active group of people who are a valuable resource in the community. Often, they have caring responsibilities for their grandchildren and their own parents and are active in church and community groups in providing activities and services. It is important to maximise this resource whilst it is available to us.

These issues are forming the basis of the workshops at the Path to Well-being Conference, “The Opportunities of Ageing”, to be held in Taihape on 15 November 2013.

Phase 4: Multi-agency conference, the Opportunities of Ageing

The fourth Rangitikei Path to Well-Being Conference was held at the Majestic Theatre, Taihape on Friday 15th November 2013. It was attended by 68 delegates from a range of agencies and businesses across the district. The conference was funded jointly by Rangitikei District Council, Whanganui Community Foundation and Whanganui District Health Board.

Keynote speeches were provided by Mike King, Te Ora Nyman, Dr Cheryl Smith and Professor Bruce Glavovic and delegates each attended three workshops based on the themes identified at the multi-agency meeting at Rangitira Golf Club: housing, advanced care planning and community resilience.

The actions identified at the conference as priorities form the basis of this strategy.

Appendix 1: Project Plan

This project is a collaboration between the Rangitikei District Council (Policy Team) and the Whanganui District Health Board (Safer Communities and Health Promotion).

Aims of the Project:

- 1 To develop a positive ageing strategy to be delivered in the Rangitikei by the Safe and Caring Community (SCC) Theme Group
- 2 To raise awareness of health and well-being issues within the age group 60+ and to provide information about services that are available

Methodology:

- 1 To arrange to meet with 24 specific targeted, formal and informal groups within the target age range (60+).
- 2 To run a workshop session asking the group what is important to them and what services/support they would like to see as part of a multi-agency approach to positive ageing
- 3 To provide an information session on a relevant service/issue
- 4 If the group is not meeting for a social activity, then to provide a social activity to attract people.

Target Groups:

Based upon Statistics New Zealand:

	Population aged 60 – 75 (The “active elderly”)		Population aged 75+ (The “non active elderly”)		Total	
	No	%	No	%	No	%
Taihape/North – non Māori	348	10%	141	4%	488	14%
Taihape/North – Māori	47	>1%	19	<1%	67	2%
Marton/South – non Māori	1712	49%	845	24%	2556	74%
Marton/South – Māori	233	7%	115	3%	349	10%

The 24 proposed groups should be split as follows (assuming an equal number of participants at each meeting):

	Population aged 60 – 75 (The “active elderly”)	Population aged 75+ (The “non active elderly”)
	No	No
Taihape/North – non Māori	2	1
Taihape/North – Māori	<1	<1
Marton/South – non Māori	10-12	6

Marton/South –Māori	2	1
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If approximately 10 participants at each meeting, then the numbers of people reached should be:

	Population aged 60 – 75 (The “active elderly”)	Population aged 75+ (The “non active elderly”)
	No	No
Taihape/North– non Māori	25	10
Taihape/North – Māori	10 (if possible)	10 (if possible)
Marton/South – non Māori	120	60
Marton/South –Māori	20	10 (if possible)

PROJECT PLAN (April - September 2013 – 6 months @ two days per week)

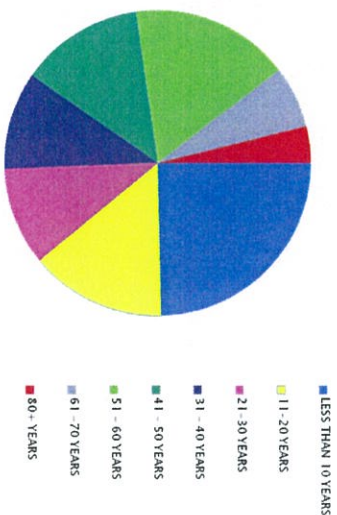
WHAT?	WHEN?	WHO?	WITH?
Confirm programme and budgets	Week 1	WDHB	RDC
Identify and contact target groups	Week 1 – 4 (April)	Injury Prevention and Safer Community Health Promoter	SCC Theme Group WDHB RDC
Set up and manage programme of meetings, including arranging for invited speakers	Week 5 – 18 (May –July)	Injury Prevention and Safer Community Health Promoter	SCC Theme Group Identified agencies
Collate information and write up strategy	Week 19 – 26 (August/September)	Injury Prevention and Safer Community Health Promoter and RDC Policy Team	SCC Theme Group
Develop networks with agencies and secure support for strategy	Week 19 – 26 (August/September concurrent)	Injury Prevention and Safer Community Health Promoter	SCC Theme Group Identified agencies
Report to Partnership Board, DHB and RDC	Week 26 (late September/early October)	Injury Prevention and Safer Community Health Promoter	SCC Theme Group Partnership Board
Present at Path to Well-being Conference	October/November 2013	Injury Prevention and Safer Community Health Promoter	SCC Theme Group Partnership Board
Implement strategy	Ongoing	SCC Theme Group	Identified agencies

Appendix 2: Analysis of questionnaire

PROJECT AIMS

- ▶ To develop a positive ageing strategy .
- ▶ To raise awareness of health and well-being issues within the older age group (55 / 60+).
- ▶ To provide information about services that are available
- ▶ To develop a multi-agency approach to service for older people.

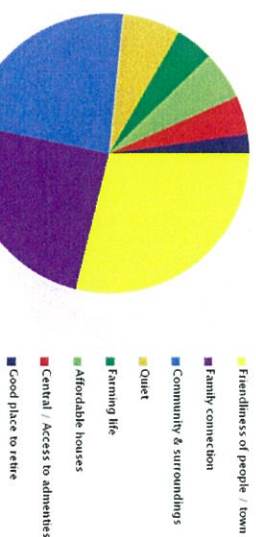
How long have you been living in the Rangitikei?

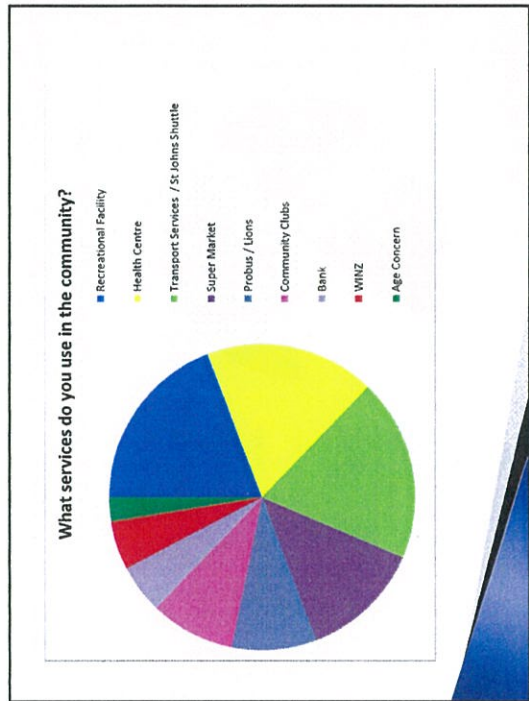
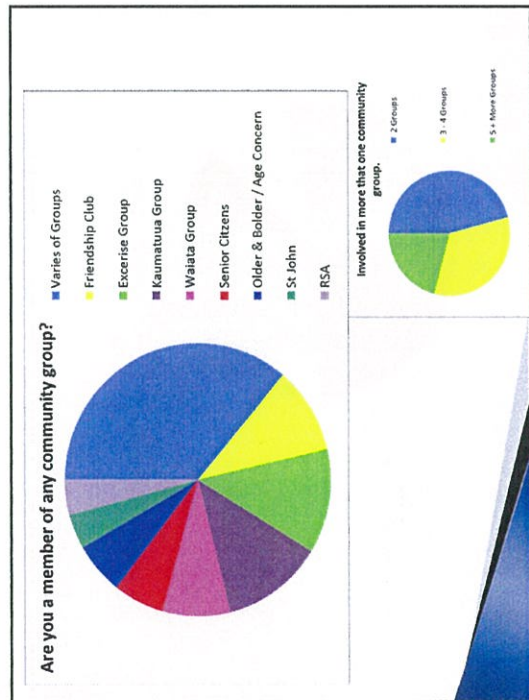
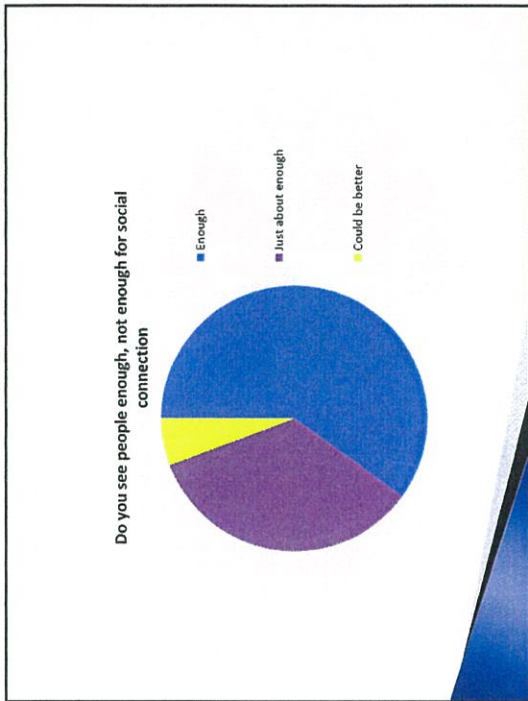
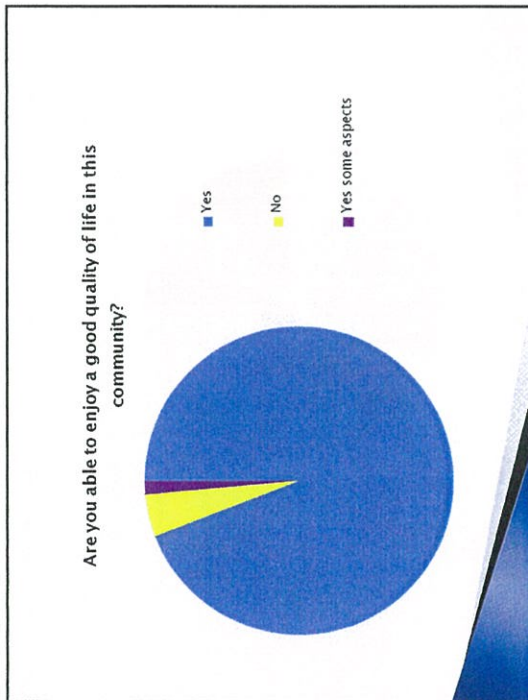


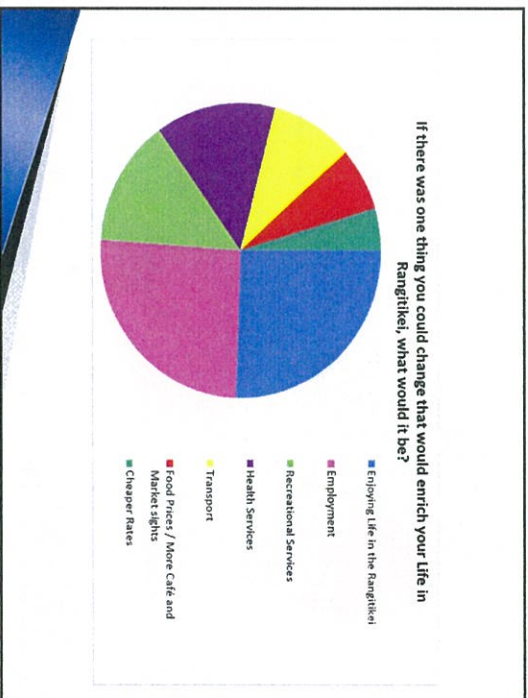
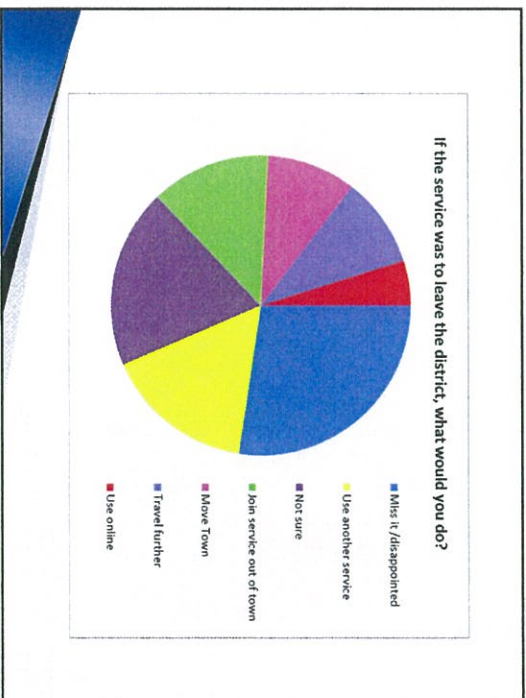
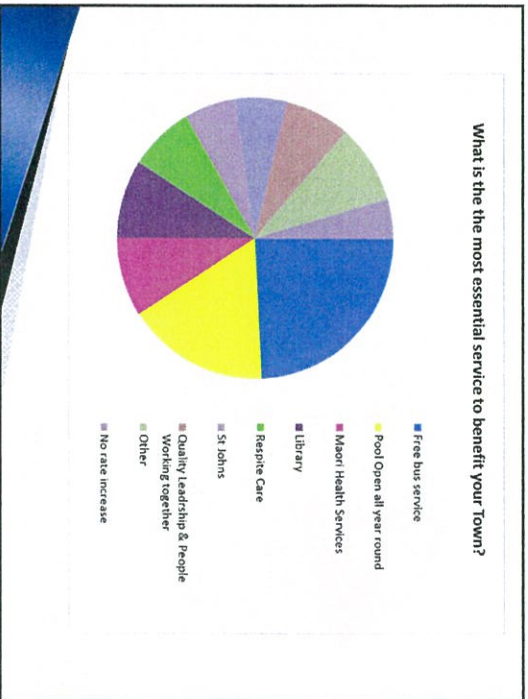
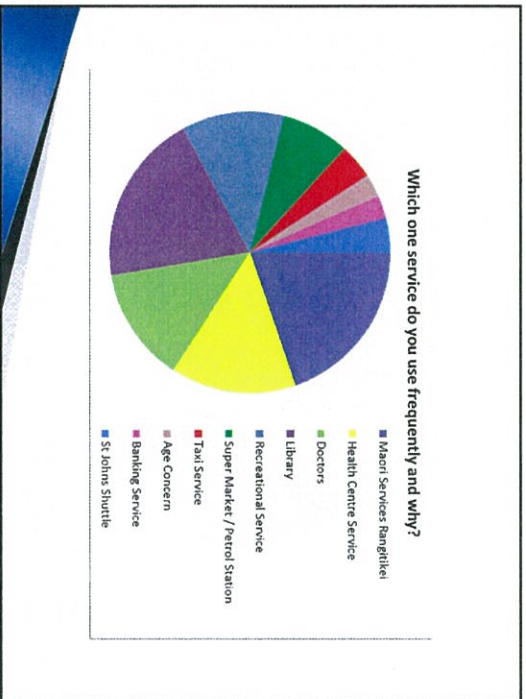
PROJECT METHODOLOGY

- ▶ Questionnaire / survey
- ▶ Target 24 specific groups and meet formal and informal.
- ▶ Facilitate workshop sessions asking the group 'what is important to them / what service do they use and value'?
- ▶ One-to-one follow up with 'baby-boomers' in 55-65+ age group

What is it that you value about living in the Rangitikei?







Appendix 3: One-to-one interviews with “baby boomers”

Retired teacher/works part-time in family business (Marton)

- Lucky to be able to retire early.
- Involved in voluntary activities, social welfare through church group and as organiser/participant in community groups. Their business supports and sponsors community events.
- Lived in Marton: good place to raise a family. Now living in home built to accommodate older age.
- Strong community and social circle is reason for still living in the area – family have moved away.
- The services that they use are the following: Doctors, chemists, swimming pool, New World groceries in Marton.
- She doesn't use the Library service as she gets most of what she needs on the internet.
- Feels that access to modern technology for older people and moving with the times is crucial. The Marton ICT Hub is very good and helps those to up skill and the use of computers.
- Transport for older people can be an issue – people rally round and give lifts to people in need/crisis

Business Operator (Retail, Marton)

- In the last 2 years huge changes. The business has been relocated out of District to the state highway for passing traffic. Very successful and now has plans to extend.
- Feels that Marton needs to go to the state highway. Develop a truck stop/food shops on highway - place for camper vans and breakfast place.

Local government officer

- Moved from Auckland to a bare block and built a house in Marton. Wanted to have a slower pace, plus the opportunities for rural lifestyle rather than rat-race of Auckland. Overall the lifestyle is really good; however the bare block was more work than anticipated. Would consider moving to a more manageable section for the future.
- Chose Marton because of family connections to the district as well as Hawkes Bay. The cost of land in Fielding is more expensive, hence the pull to reside in Marton.
- Enjoys family friendly elements - participates in local events such as Christmas parade.
- Works at a Council outside of the District and may yet have a career move to make if the right opportunity arose. Would also consider moving when the children get of an age to go to university in order to enable them to continue to live at home.
- If moved away, probably wouldn't move back to retire, not really tied to Marton for retirement, may seek beach or climate over rural lifestyle. Family in the area would be a pull factor. But good medical facilities would probably be a push factor. Retirement village may be an option in the future – social connectedness is important. Would want a place that offered good range of recreational facilities and was warm/comfortable etc.

Community worker (Marton)

- In the last 2 years huge changes brought about by the unexpected death of a partner. Although not from the area, and not long resident in the area, was overwhelmed by the support that was offered through the church in the time of crisis.
- Very aware through work, that there is an issue with established farming families, finding that their children don't want to take over the farm. Huge stress of having to sell the farm, move into town, and an unknown environment that is restrictive after the freedom of the farm. The older people with early stages (or going through) memory loss, sometimes on their own, is distressing. Refusing to accept help, don't want to move and this could be a huge issue later on with care for older people. To make sure that we have care for older people in the district. We don't have a hospital in Taihape now and we don't want to lose the rest homes that we have in Marton and Bulls. Because older people live here for such a long time and have their friends here and if they were to leave this would be a huge impact on them.
- This is a place which is very much self-sustaining when it comes to entertaining. A good social network here when it comes to things to do in the community for older people.
- However, there can be a concern for people not from the same socio-economic group, particularly where there are issues such as family violence, and without the same connectedness. Need to reconnect or connect them with community again.

Self-employed professionals (Couple, Marton)

- Have lived in the district for 36 years, moving from within New Zealand. Bought a local business, ran it until sold off 15 years ago.
- Semi-retired – work on call basis which gives lots of free time for activities that they enjoy fishing, cycling, golf and lawn tennis, travelling and visiting family. Very flexible – provides good income and great quality of life.
- However, health issues have caught up and slowed down one half of the couple significantly.
- In terms of giving back to the community through volunteering, will look at being more involved and doing more when fully retired.

Self-employed professional (Marton)

- Moved to Marton from Auckland – three main drivers:
 - (1) Working in the south island so didn't need to be in Auckland. Marton is central-close to Whanganui and Palmerston North for air travel
 - (2) One of children had a reading difficulty and so small, secure school that provided education right through was important. As a parent felt that the children needed to have space and down time and enjoy play and not have to have pressures. Like enjoy just being at home and feeling that safety aspect from living in a smaller community rather than a bigger one like Auckland.
 - (3) Elderly parent was very ill and had a series of heart attacks over a period of 8 years, other parent and sibling were doing all care and we wanted to be near to them in Whanganui.
- So it was a time in my life that needed me to focus on caring for family. Why have these commitments and pay someone else to undertake them?

- Sees lots of potential in Marton. For the teenagers where they say that there is nothing to do in the town, which is no different in the bigger city as well. We say 'let's go to Auckland as there is heaps to do' if you live in Marton, those that live in Auckland say 'let's go to Melbourne, Sydney as there is heaps to do'. So where ever you may be teenagers will say that there is nothing to do!!! Like in bigger cities I found that travelling to activities and sporting events, we spent a lot of time travelling in a car to get there and sitting in traffic, whereas in a smaller town there is lesser time travelling, beautiful roads and you are not sitting in traffic.
- Values and culture is very important, that parents instil into their children values and what they see as what is important to them.

Retired Farmer / Gardener (Marton):

- Lived in the district for 70+ years. Has moved into town, had a farm just out of Marton. Still very much involved with the farm business, looking to establish a trust structure to keep the farm within the family. Had some trouble finding a family member to manage the business.
- Living in town is great, still gets to go out to the farm and do a bit of work and spend time out there. Very happy. Shifted to a nice spot, which we had lined up beforehand.
- WHAT MAKES IT A NICE SPOT? It is near enough to town, in walking distance to shops. We also like the area because there is about 5 or 6 houses and you wouldn't even know that they were there. Our neighbours' are all of the same age group. We knew a couple of the neighbours' before we moved there.
- The farm succession is a real challenge. Our family has taken on the farm directly, and it has saved a lot of hassles. The value of the farm is so great compared to the earning that you can make out of it, so on the face of it the succession was in a Trust that seems to be working ok.
- Actively involved in community groups
- Uses these services: Bulls medical centre, groceries in Marton, some shopping out of town. Council services – Great supporter of the library in Marton. Facilities – use the hall from time to time / not with groups that I'm involved in but have gone there for things on occasions.

Member of armed forces (Marton)

- Thinking about retirement; planning their next move. Want to build with the aim that the next move will be the last one. Ground level home / single story house, concrete pad so that if anything happened easy access into the house
- Either Marton or Foxton; fishing is a hobby, have a beach house already and enjoy the lifestyle.
- Considers rates in the District are too high given property values – this may be a factor affecting their decision about where to retire to.
- Involved in range of community activities, mainly sporting groups, historically involved in school boards.

Business Operator (Taihape)

- Husband has just turned 65. Will sell the business in the next 2 / 3 years and move out of the district. Believes that it is too hard to stay here with limited care for older people. The closing of the hospital and no rest home clear issues. When one loses a partner or they have to move to a rest home or need hospital care, there is nothing for them and if they can't drive that is even more of a barrier.
- Question? Would you stay if there was a solution? Yes we would, but not prepared to wait until a solution comes as by that time may move to too old/late to establish new life.
- Solution: Could use the hospital for a rest home. Respite care; use it for someone that has had an operation and needs to have some rehab before going home. There was talk about the reopening of the hospital with a private establishment or a retirement village.
- Not in favour of the Leisure Hub – would rather funding was spent on options for elder care.

Health Professional (Marton)

- Loves Marton. Goes to Bulls to the Doctors, still within the Rangitikei; I do my groceries, farmlands and McIllwaines, in Marton. Use the local builders, plumber and electrician, that's all I do.
- 30 plus years living in the district, children went to local primary school and then onto boarding school.
- We have lots of friends and involved in different community groups, and that is why we still tend to stay connected to the district. But very busy also. Farming life and working life. Elderly parents live a distance away so time spent with them when possible. Plays squash and golf.
- Would like to retire to a warmer climate; succession plan for farm in place (son). If and when he has children, would want to be reasonably close. Depends on where you are in life and who knows what will happen in 10 years' time.
- How do we grow a community if you still want people to live in the district? We need to nurture our community. Marton is very fragmented, where is a place like Hunterville very much a community where there is lots of people involved. Bulls is very much that as well.

Farmer (Marton)

- At Focus Group, there was a consensus with people with your back ground had no intention of leaving the district or Marton, increasingly working part time, rather than full time, but no real plans to retire as such. Has that changed? No not really. Been living and farming here for 62 years with family members (brothers).
- Got most amenities, it's not far from Palmerston North or Whanganui go there for lunch, 35 minutes one way and 40 minutes the other way.
- Have you seen changes since you been here? Yes I have. The town has gone backwards big time, jobs, when we first came here there was 2 sawmills, Lake Alice, Shoe factory, 4 stock and stations firms here, later years Jim Bull would have employed over 100 staff when he was packing potatoes at the Rata factory. On the farm, we use to grow 300 acres of potatoes; we now grow on 50 acres. The problem that we have is lack of the labour.
- What's the right sort of labour? People that are a little bit responsible, employ staff from down the Marton junction, drinking on the job, may also taking drugs. They are not on a high wage rate. CMP thought that they would have a lot to draw on, but they had to employ Samoan families.
- Succession planning: developed a partnership for the operation of the farm which allows a salary to be drawn for life and provides a living for the successor. The farm is in a family trust; the successor will never own the land he will lease it off the trust. The prices of land today, you can't make enough out of farming to afford to buy the land. It has taken a long time to set it up, at least 10 years, and only just finalised it last year.
- Is it a model that other people are using in farming and thinking about it widely across the district? No. This is very much a one-off. Could be a good model for others? I believe that it is. You mustn't borrow money off the bank. Unless you have a great plan on how you are going to pay it back. The bank rates don't sound high, but they are exorbitant.
- May move into town as garden etc. gets too much. Not about being close to services, if I was to move into town I would move right in the middle of town. Be in walking distance to everything. Not a lot of residential houses that is very close to town.

Farmer (Taihape)

- 3 children; 2 have left home, 1 away at boarding school. The farm has been in the family for over 100 years: looking to make a change in next few years and hopes that a member of the family will take it over. The farm is at the back in the valley of Mangaweka. About an hour's drive off the main road.
- Some issues with location e.g. cell phone and internet coverage. Most people in the area use satellite with broadband, which is expensive. About twice as much as what it would be in town and on-going costs etc.
- This is a small community; about 15 children that live in the valley go to Mangaweka primary. They shut down some of the smaller schools within the area, due to the population and people leaving the community back in the 80's. Once teachers were finished at training college they were given a job. Being fresh teachers in the smaller areas / rural and back then the teachers then went in to the teaching environment and they had very little experience. The teachers needed more peer support. There is a bus service that picks up all the children. It is a 30min drive there and 30 min back. 20 k's at least.
- The old primary school is now an outdoor education centre. It is also for social gathering occasionally with the community, and as a community centre.
- Some general comments about the level of rates and the burden on the rural ratepayer. Particularly the cost of the roading network and the benefit that derived to the rural sector but at a very high price.

**Appendix 4: Summary write up from multi agency meeting at
Rangatira Golf Club on 2 Oct 2013**

Attendance list:

NAME	Agency
Cath Ash	Project Marton
Dawn Cribb	Healthcare NZ
Denise Servante	Rangitikei District Council
Elizabeth Mortland	Taihape Community Development Trust
Gaylene Prince	Rangitikei District Council
Gemma Kennedy	Taihape Health Ltd
Glen Mead	Lancewood Home
Glenda Leitao	Horizons Regional Council
Ian McKelvie	Member of Parliament
Jamie Proctor	Nga Tai O Te Awa
Jan Byford	Rangitikei District Council
Janette O'Leary	Rangitikei District Council
Jay Bonnor	Heartlands
Jennie Fowler	Whanganui District Health Board
Jim Howard	Rangitikei Environment Group
Jude Bartlett	Edale Home
Judith Butler	Age Concern
Karney Herewini	Nga Tai O Te Awa
Michelle Fannin	Taihape Community Development Trust
Ngawini Martin	Otaihape Māori Komiti
Pania Millar	Whanganui District Health Board
Sandra	Healthcare NZ
Sarah Hawken	Whanganui District Health Board
Sharon Duff	Whanganui Primary Health Organisation
Simon Loudon	Physio at Bulls
Stacey Edmonds	Healthcare NZ
Sue Jermy	Ministry of Social Development
Sue Stuart	ACC
Te Ora Nyman	Whanganui District Health Board
Toni Giddens	Marton Youth Club
Tracy Lynn	Age Concern

Key points raised:**Housing**

1. Retirement village model
2. Quinlan Lodge (flatting alternative)
3. Move from rentals into serviced apartments
4. Use models of social housing to manage community housing
5. Maintain and extend housing insulation programme including to private rental properties (rental warrant of fitness)

Social connectedness/community cohesion/ connectivity/ volunteering

1. How can we connect older peoples to our kura/schools and be involved in the school community? How could we utilise kura/schools as a community hub with services working together in this environment?
2. Highlight minority who aren't connected: isolation is enhanced
3. Higher expectations from Baby Boomers, particularly women.
4. Baby boomers are fit and healthy – a resource

Service development

1. Standalone dementia unit – increase beds for this
2. Community home care services – invest in that and shift the funding mechanisms
3. Meals on wheels
4. More dollars for support workers; travel costs to be included (not at present)
5. Whanganui DHB not forecast to grow – other 19/20 are - evidence base determines future focus
6. Preventative care – promotion
7. Community based care
8. Broaden service: PHO/DHB initiative
9. Gym
10. Participation by agencies in Community and Leisure planning for Council
11. Research – cost analysis of where health \$ is spent i.e. 1 day in hospital = \$2000, 1 day at home =450 – better at home, more investment for at home i.e. to health Drs/nurses/community workers/exercise sessions/arthritis – gather proof ?PHO
12. Community action projects with a focus on alcohol and drug harm reduction

Networking and information sharing

1. Network meetings Marton and Taihape
2. Directory – one website, have information about ourselves rangitikei.com
3. How do you pull in health services and businesses into this? Disconnect?
4. Disability groups link in
5. Council - analysis and lobby (DHB, Govt, Rural)
6. Communication to funders i.e. DHB decision-makers link and understanding (lobbying)
7. Community relationships across all sectors, coordinated approach to positive ageing, data sharing and information
8. Direct relationship with services
9. Share information/communication/understanding each other's role/team/coordination and where are the crossovers/shared

Advanced care planning

- All ages
- Making decisions, what's important
- Where do you want to die
- More in control and better experience

Appendix 5: Report from Opportunities of Ageing Conference

RANGITIKEI PATH TO WELL-BEING

CONFERENCE 2013

MAJESTIC THEATRE, TAIHAPE

OPPORTUNITIES OF AGEING



CONFERENCE PARTNERS



Whanganui Community Foundation

Welcome

The fourth Rangitikei Path to Well-Being Conference was held at the Majestic Theatre, Taihape on Friday 15th November 2013. It was attended by 68 delegates from a range of agencies and businesses across the district. The day began with a whakatau by Richard Steedman from the Mokai Patea iwi collective to welcome the conference delegates.



Delegates were then welcomed by two of the three conference funding partners – Mayor Andy Watson, Rangitikei District Council and John Vickers, Vice Chair of Whanganui Community Foundation. A special acknowledgment to Whanganui District Health Board.

Guest Speaker

MIKE KING - Comedian



We were entertained and enlightened by Mike King who shared his life story and provided us with some thought provoking lessons. He captured the audience's attention from his opening mihi (introduction) especially when he introduced himself as Sonny Bill Williams. I guess this is why he's a comedian. Very positive feedback from a number of delegates who took away some key messages from his speech.



Jo Donovan & Betty Tierney



Delegates enjoying networking opportunities

Keynote speeches and workshops

Four key note speakers followed Mike King's thought provoking session, with one workshop completing the morning programme. The following outlines each of the speakers, and the content of their keynote speech and/or workshop:

POSITIVE AGEING STRATEGY UPDATE – Keynote speaker

TE ORA NYMAN



Te Ora Nyman is the Safer Communities and Injury Prevention Health Promoter for the Whanganui District Health Board. Te Ora is part of the Health Promotion team at Public Health Centre, WDHB and has been collocated with the policy team at the Rangitikei District Council offices in Marton for two days a week over the past six months to develop a multi-agency Positive Ageing Strategy for the District.

She outlined the work to date, particularly focussing on the outcomes of her research.

A survey of older people currently using services or connected with a community group was undertaken to seek their views on their experience of ageing in the Rangitikei. The research found that most respondents have been living in the District for at least 10 years, enjoy a good quality of life and have good social connectedness. Most of them attributed this to the friendliness of their community and family connections. The "most frequently used services" were health related, the Library and recreational facilities. Almost half of the respondents are not sure what they would do if that service was no longer available to them. The "most essential service" was seen as (free) transport, swimming pool open all year around, Māori health providers, the Library and respite care.

The research also undertook a number of face-to-face interviews with people in the baby boomer generation (approaching retirement age) to ask for their views on their plans for retirements. These interviews revealed that there is a commitment to continue living in the District, with pull factors including family/friends/social networks/sense of community/rural connections/sense of place/connection to land. Where a choice was to be made, the push factor was the high cost of living in the District, particularly rates, as well as, for example seeking a better climate or a beach lifestyle.

These conversations emphasised that this group is a resource to the District: they are fit, healthy and reasonably well-off. They want to travel and enjoy life but also have a commitment to "good citizenship" and regularly contribute to community events and activities.

Finally, the research sought the views of local agencies, both one to one and collectively, to identify potential areas for collaboration and mutual support.

These ideas form the basis of the workshops in conference today. The final Positive Ageing Strategy will be a number of projects that agencies have committed to taking forward from today.

And in the end, it's not the years in your life that count. It's the life in your years. – Abraham Lincoln

DR CHERRYL SMITH



Cherryl Smith is a researcher who lives and works in Whanganui. She has six grandchildren and is raising one of her grandchildren. She is of Ngati Apa descent through her mother and has connections to Kauangaroa marae and Parewanui in the Rangitikei. Cherryl works full-time for Te Atawhai o te Ao, a research organisation based in Whanganui.

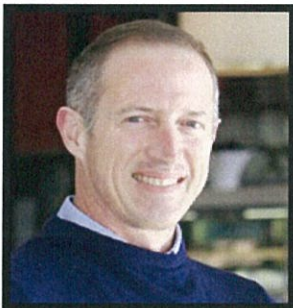
Cherryls' presentation clearly showed the growing numbers of grandparents taking over fulltime care of their grandchildren. In excess of 10,000 children in New Zealand are being raised by their grandparents. This growing trend can have significant impacts on the health and wellbeing of these grandparents who have taken on more responsibility. They often go without to ensure the health and day to day needs of their mokopuna/grandchildren are met.

It was alarming to hear that often grandchildren are placed into their grandparents care due to traumatic or life changing circumstances. i.e. Death of a parent, Neglect, Imprisonment, other social agency involvement etc.

Cherryl is also a local Whanganui Co-ordinator for the national organisation Grandparents Raising Grandchildren Trust, so if you know of anyone who needs support don't hesitate to refer them to this website: <http://www.raisinggrandchildren.org.nz/>

BUILDING COMMUNITY RESILIENCE IN THE RANGITIKEI – Keynote speaker

PROF BRUCE GLAVOVIC



Bruce has a multi-disciplinary education, with degrees in economics and agricultural economics, environmental science, and urban and environmental planning. He has 25 years of experience in academia, private consulting and Government. He has worked mainly in South Africa, the United States of America and New Zealand. He is currently a lecturer at Massey University on building collaborative community and planning hazard resilient communities within the School of People, Environment and Planning. He is also an EQC Chair in Natural Hazards Planning, and Associate Director of the Joint Centre for Disaster Research.

Bruce spoke on building community resilience, and the three projects which were completed by his Honour Students through an agreement entered into between Massey University and Rangitikei District Council. These projects included Community Resilience, Declining Population and Managing Natural Hazards Risks through Land-use planning.

Bruce's key messages included a resilient community is one that takes deliberate steps to enable community members and institutions to anticipate, respond to and deal with uncertainty, shocks and change over time. Bruce maintained that resilience is not static, and as such it can be strengthened to enable individuals, groups and communities to anticipate, cope with and benefit from change.

Rangitikei District Council look forward to working with Bruce and new students in 2014.

Kevin Morris – Honours and Project student presented at the 'Community Resilient workshops'.

HOUSING – Workshop

ELIZABETH MORTLAND (Taihape Community Development Trust)



A big thank you also to Jude Bartlett (Edale Aged Care) and Matt Henry (Massey University) for presenting at this workshop along with Elizabeth.

The workshop aimed to address the issue that existing housing stock in the District is not appropriate to meet the needs of older people, and that there are limited choices over residential/hospital/hospice care. Initiatives are needed to develop a wider range of choices in housing that can enable people to stay in the community for as long as possible.

The workshop included the presentation of the results from research completed by Robert Burgoyne, Massey University. Matt Henry presented on his behalf. Robert's research focussed on planning for a smaller, older population with respect to Council's community and leisure facilities including its stock of community housing.

Matt Henry - Planning for Population Decline

The Massey student research indicated that across new Zealand, the end of population growth is expected with the shift towards natural decline becoming evident across territorial authorities. The research recommends that the Council take a proactive, future focussed planning for its community housing which will lead to better long term results. More research is needed to examine the specific needs of the projected future population. A more sophisticated statistical analysis and close consultation with the community can help to develop a more appropriate portfolio of community facilities, including community housing. A detailed case study is needed to investigate the feasibility of smart rationalisation of these assets.

A copy of the presentation is available on request.

Elizabeth Mortland/Jude Bartlett – Housing situation

Rangitikei population statistics were shared with information regarding the resident population of Taihape predicated to fall by up to 650 people or 35% in 2031 than compared to 2006.

The opportunities and issues specific to housing requirements based on these projections.

- Growth in the number of older workers
- Increased demand for local health care and associated services
- Increased demand for recreation, leisure and activities for older people
- Increased community groups for older people
- A shift to smaller residential housing sections and units
- Growth in need for passenger services and public transport

Interest was sought in forming part of the Rangitikei Housing Advisory Group (HAG). Anyone interested please contact Elizabeth on 06 388 1307 or elizabeth@taihape.co.nz.

A copy of the presentation is available on request.

ADVANCED CARE PLANNING - Workshop

JENNIE FOWLER & DR ALAN MANGAN (WDHB)

Mike King (Centre)



Jennie Fowler and Dr Alan Mangan provided key information and insight to the importance of having a Care Plan. 'It's not what is the matter with you is but what matters to you'.

Advanced Care Planning encourages people to think about how they want to be cared for as they reach the end of their lives – but a key issue for the Rangitikei is to ensure that the services that are needed to enable people to make choices about their preferred care are available to them.

The workshop/presentation focussed on the following:

- What is an Advance Care Plan?
- Why are these conversations important yet difficult to have?
- Who should hold the records i.e. Hospitals?
- Which medical agencies, social services or other group need to raise these with people?
 - **Suggestions:**
 - Hospital records could have an alert that a person has an ACP
 - Family GP and (potentially) Lawyer could hold this with their Will.
 - Could insurance companies be involved?

Applications can be found in multiple community agencies, libraries and some lawyers.

Please contact Jennie Fowler for more details Jennie.Fowler@wdhb.org.nz or 06 348 3296 extn: 8296.

A copy of the presentation is available on request.



Advanced Care Plan participants



Elizabeth Mortland, Mike King, Bronwyn Meads & Nikki Cunningham

KEVIN MORRIS – MASSEY HONOURS STUDENT



Social connectedness/ community cohesion/ connectivity/volunteering – these are acknowledged as the key factors that contribute to quality of life in rural communities. There is a vast resource available to the District through the baby boomers as they enter a long, happy and healthy period of retirement. Society is already relying heavily on this resource, through grandparents raising grandchildren and providing care for their own parents. It is important to recognise, reward and support this activity.

Pictured above at mini symposium in Marton: Left to right: Kevin Morris (far left), Robert Burgoyne – Honours student, Denise Servante (RDC), Claire Fell – Honours student, Mayor Andy Watson and Professor Bruce Glavovic (Massey University)

The workshop included the presentation of the results from research completed by Robert Burgoyne, Massey University. The research has explored community resilience across the Rangitikei District based on a conceptual framework that was developed following a review of resilience literature. It is based on an understanding of the meaning of community resilience and recognises the value of using a Community Capital and Community Competency approaches. The later includes trust, leadership, information, efficacy, connectedness and social networks which underpin human agency and plays a key role in building economic, environmental, social, institutional and infrastructural capital. Together these qualities enable communities to anticipate, respond to and adapt to sudden and slow on set change.

The research concluded that

- Careful consideration needs to be given to the structure and presentation techniques used when presenting information to the community.
- Community reputation and connectedness are also priorities when choosing those engaged in delivering information to the community.
- Consider options to strengthen the PWBI, i.e. add redundancy so that the responsibility is shared by more people.
- Strategic planning is needed to addresses what at present appears to be a focus on Marton at the expense of other towns

Finally, two areas of research on community resilience need further investigation: firstly, how to improve trust between the community and regional and district authorities and, secondly, how to engage the community more effectively in building better and more resilient communities.

A copy of the presentation is available on request.

SUMMARY:

Overall the conference achieved many successes. From meeting like minded people who deliver services across the Rangitikei District, through determining opportunities for better collaboration and partnership working to having a walk into town, do a bit of shopping and taste the fine cuisine on offer from the local cafe's.

Action Points:

- A detailed case study is needed to investigate the feasibility of smart rationalisation of the District Council's community housing.
- The establishment of a Rangitikei Housing Advisory Group
- Active promotion of Advanced Care Planning throughout service agencies across the District
- Continued promotion of, and support for, good range of essential services close to home
- Continued promotion of, and support for, health and social services networking groups and the Marton and Taihape Connections projects
- Communication and engagement strategy for the territorial authorities (District and Regional Councils)

Finally a big thank you to Leanne Adams and her team for the morning and afternoon tea and for providing us with a 'Grand Old Lady' as Mayor Watson aptly put it in his opening address. Also to Nathan Kane, Samantha Kett, Janette O'Leary and Katrina Gray for helping with the setup, scribing and making sure things went to plan.

Please don't hesitate to contact me if you have any further queries or if you would like copies of the presentations emailed or posted.

| Toni Giddens | Youth Engagement and Policy Projects Manager |

| Rangitikei District Council | 46 High Street, 18 Humphrey Street, Private Bag 1102, Marton 4741 |

| P 06 327 0099 or 06 327 5041 | M 027 777 8915 | F 06 327 6970 | 0800 422 522 | www.rangitikei.govt.nz |



Workshop groups sharing idea's and thoughts



Workshop groups sharing idea's and thoughts

Many thanks to all those who gave their time and/or resources
to make this such a great conference

Attachment 9

Memorandum

To: Council

From: Nardia Gower, Strategy and Community Planning Manager

Date: 20 March 2020

Subject: **Consideration of Grant Schemes due to COVID 19**

File: 3-GF-11

Background

The Policy/Planning Committee at the 19 March 2020 meeting requested that staff provide Grant Scheme applications and information for Councils consideration on funding options given the current COVID-19 situation.

Applications for Event Sponsorship Scheme 2019/2020 Round 2

Events Sponsorship is a Council funded grant. This round has received 5 application and is due for assessment from 23 March to the 25 April 2020 with assessors meeting to discuss final funding allocation on 7 April. Application information is shown in the table below. Due to this memorandum being presented to Council on 26 March for consideration, assessors have been informed that assessments are currently on hold. At this stage the Round 1 2020/2021 is scheduled for receiving applications 1-21 August 2020. One possibility is that virtual events may be considered and encouraged.

Applicant	Date of Event in 2020	Event name	Number of Participants	Amount requested
Bulls Junior Rugby	26-Jul	BJR 10-a-side Tournament	1000	\$1500
The Taihape Squash Rackets Club	14-15 August	Taihape Open Tournament	55	\$2800
Project Marton Sport	29-30 August	Crafts Alive in Marton Memorial Hall	2000	\$2250
Whanganui South Makirikiri School	25-Sep	Tough Kids Santoft Forest and Beach Half Marathon	700	\$4000
	17-Oct		520	\$5000

Options for Council's Consideration of Event Sponsorship

Given the unknown future of the COVID-19 situation Council may like to consider following two options:

- 1 That the Community Grants Assessment Sub-Committee continue to assess as per scheduled with a teleconference substituting the face to face meeting. Following which any funds are held by Council and only paid if the event goes ahead.

or
- 2 That the Event Sponsorship Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

If this option 1 is chosen staff will adjust the assessment timeframe to factor in this past week of assessments being on hold.

Applications for Creative Communities Scheme 2019/2020 Round 2

This is a Government fund administered by Council. The directive received from Creative NZ in relation to this scheme, at the date of this memorandum, is attached as **Appendix 1**. Our current round for this scheme closed 20 March 2020. Application information from those eligible is shown in the table below. At this stage Round 1 of 2020/2021 is scheduled for receiving applications from 29 August - 18 September 2020.

Applicant	Date of Event	Project name	Number of Participants	Amount requested
Barry Williams	25/04/2020	1000 Poppies for Marton Park	90	\$472
Bulls and District Community Trust	September	Art 4 Arts Sake Exhibition	611	\$2929.53
Heartfelt fashion	Oct - Dec	The Buzz Sewing programme	6	\$800

Options for Council's Consideration of Creative Communities Scheme

Given the recommendations by Creative NZ and the current COVID-19 situation Council may like to consider the following two options:

- 1 Follow the recommendation by Creative NZ that each application is offered a chance to provide an updated project timeline.
 - If the updated project timeline would place the project inside the 12 month period of the grant, it can proceed to the assessment committee meeting with the new timeline. We recommend extra time at the meeting to allow discussion on the new project dates.
 - If the updated project timeline would place the project outside of the 12 month period of the grant, you can advise the applicant that it will not be assessed in the current round, but it will be assessed in the next funding round, and that the applicant

can choose to update the application at the next round if they wish (or it can proceed to assessment as is).

- 2 That the Creative Communities Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are processed in accordance with direction from Creative NZ. This would need to be approved by Creative NZ.

If applications are to proceed staff will need to ensure that the assessment committee members are able to meet quorum via video conference as instructed by Creative New Zealand. Staff will adjust the assessment timeframe if necessary to factor in extra administration time in re-organising.

Applications for Community Initiatives Scheme 2019/2020 Round 2

Events Sponsorship is a Council funded grant. This round is due to open from 4 April to the 24 April 2020. Applications are open to projects that show benefit in one of the following areas:

- Community service and support
- Leisure promotion
- Heritage and environment

Options for Council's Community Initiatives Scheme

- 1 Given the current climate Council may like to amend, for the upcoming round that applications are for initiatives that support community dealing in with COVID 19.

Council would further need to decide if the Community Grants Assessment Sub-Committee assess this round or if that temporarily becomes a decision is for Council.

- 2 That the Community Initiatives Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

The Sports NZ Rural Travel Scheme - One round per year.

This is a Government fund administered by Council and is currently open and due to close 10 April. There is currently one application submitted and another application started. This fund is decided by a select number of Elected Members.

There has been no guidance given from Sport NZ in relation to this fund that possible school closures.at the time of writing this memorandum.

Consideration for Sports NZ Rural Travel Scheme

- 1 That the fund remains open and any funds not used due to the school closures are returned in line with normal accountability procedures, and should Sport NZ given guidelines that Council adopt their recommendations.

Recommendations:

- 1 That the memorandum 'Consideration of Grant Schemes due to COVID 19' to the Council 26 March meeting be received.

- 2 That in relation to the Events Sponsorship Scheme

That the Community Grants Assessment Sub-Committee continue to assess Round 2 2019/2020 with a teleconference substituting the face to face meeting. Following which any funds are held by Council and only paid if the event goes ahead.

OR

That the Event Sponsorship Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

- 3 That in relation to the Creative Communities Scheme

Council follow the recommendation by Creative NZ that each application is offered a chance to provide an updated project timeline.

- If the updated project timeline would place the project inside the 12 month period of the grant, it can proceed to the assessment committee meeting with the new timeline. We recommend extra time at the meeting to allow discussion on the new project dates.
- If the updated project timeline would place the project outside of the 12 month period of the grant, you can advise the applicant that it will not be assessed in the current round, but it will be assessed in the next funding round, and that the applicant can choose to update the application at the next round if they wish (or it can proceed to assessment as is).

OR

That the Creative Communities Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are processed in accordance with direction from Creative NZ, subject to approval by Creative NZ.

- 4 That in relation to the Community Initiatives Scheme

Council will amend the criteria for the upcoming round of applications due to open 4 April 2020 to be solely for initiatives that support community dealing in with COVID 19.

And

That the application are assessed by (the Community Grants Assessment Sub-Committee / a temporary committee be made up of His Worship the Mayor, Cr..... and Cr.....)

OR

That the Community Initiatives Scheme 2019/2020 Round 2 is cancelled and that the remaining funds are carried forward into 2020/2021.

5 That in relation to the Sports NZ Rural Travel Scheme

That Council administer the fund as per usual and any funds not used are returned in line with normal accountability procedures, and should Sport NZ given further direction that prior to allocation of funds that Council follow their recommendation.

Nardia Gower

Strategy and Community Planning Manager

Appendix 1

Administering CCS during Covid-19 outbreak

Last Modified on 20/03/2020 1:34 pm NZDT

The current and evolving Covid-19 outbreak, and its effects on the arts sector and community gatherings, is not currently covered by the existing CCS contracts or Guidelines. Therefore, CNZ are updating the CCS Guidelines with specific guidance to you in relation to Covid-19, and funded projects or upcoming CCS funding rounds that are affected.

At CNZ we are taking steps to align our Covid-19 response across all our funding programmes, including CCS. This means we may not have answers to all of your questions at this stage, but we will be able to provide you with updated guidance and requirements at 31 March 2020.

Below are some common questions we've received regarding CCS and Covid-19, and our approach. If you have a question that is not covered, please get in touch with us ccsadmin@creativenz.govt.nz

Can our assessment committee meet via video conference (VC) instead of in person?

Yes, as long as the committee meets quorum.

We funded a project in a previous funding round that can't go ahead due to Covid-19. Do they have to return the money?

If the project is cancelled (as opposed to postponed), they will have to pay back any funds that they have not yet spent. If they have already spent some funds, i.e. a venue hire deposit, and they can receive a refund on that deposit, they should pay that back also. This is as per existing CCS guidelines.

If the project is postponed to a later date, and this later date still falls within the 12 month time period for the grant, that is fine.

If the project is postponed to a later date, but this date will fall outside of the 12 month period for the grant, it is already within your discretion to grant an extension for the funded project.

You must keep a record of whatever action you take. At the end of the financial year you will be required to provide CNZ with a summary of all projects impacted by Covid-19, and all actions you have taken on these projects.

Our assessment committee is meeting in the next few weeks to allocate funding from our recent funding round. What if some of these projects can no longer happen due to Covid-19?

Our recommendation is that each application is offered a chance to provide an updated project timeline, in light of recent public health guidance.

- If the updated project timeline would place the project inside the 12 month period of the grant, it can proceed to the assessment committee meeting with the new timeline. We recommend extra time at the meeting to allow discussion on the new project dates.
- If the updated project timeline would place the project outside of the 12 month period of the grant, you can advise the applicant that it will not be assessed in the current round, but it will be assessed in the next funding round, and that the applicant can choose to update the application at the next round if they wish (or it can proceed to assessment as is).

But what if our assessment committee has already recently convened and allocated funding?

You can request a new project timeline from the applicant in the letter of offer, with payment contingent on an updated project timeline.

If the applicant supplies a project timeline that will make the project fall outside of the 12 month period, then you are already able to approve this as an extension. Please ensure you keep a record of this.

Ultimately this is the assessment committee's choice, but it is an approach that CNZ encourage.

If some projects are not effected by an current public health guidelines, and are still going ahead, you should recommend the applicant/s to develop a Covid-19 risk management plan and follow all public health guidance on www.covid-19.govt.nz

We haven't yet held our final round of CCS for this financial year, and now we aren't sure if we are able to. Can we decide to not hold another round?

You may decide to not hold another funding round, however you must receive approval from CNZ before you do so. This is because you are contractually required to hold at least 2 rounds a year.

Remember that you are only allowed to roll over 15% of unspent funds (unless otherwise agreed with CNZ), so if you decide to not hold a round you will have to return some funds to CNZ in the next financial year.

Attachment 10

REPORT

SUBJECT: Administrative Matters – March 2020

TO: Council

FROM: Peter Beggs

DATE: 23 March 2020

FILE: 5-EX-4

1 COVID-19

- 1.1 An Incident Management Team has been established to give effect to directions and guidance from the Ministry of Health. A pandemic plan informs this work. This plan identifies critical and essential services. These are listed below in a descending order of importance:

Priority 1 Critical Services	RDC Managed	RDC Contracted
	Water and Wastewater (MDC Shared Service)	Waste Collection – Rangitikei Wheelie Bins and Envirowaste
	Reticulation Team (MDC Shared Service)	Burial Services – Andrew Morriss Ratana (Hine to liase with Charlie Mete)
	Incident Management Team (IMT)	
	Governance (except Policy)	Afterhours Call Centre – Alarmwatch; TK Security
	Public Information	Environmental Health – Whanganui DC
	Information Technology	
	Public toilet (outside Council buildings)	
	Animal Control (stock on roads; & attack on human)	
	Critical RFS's (CS Team)	
Priority 2	Human Resources	Roading – Higgins Contractors
	Health and Safety	Street Lighting – Alf Downs

Essential Services	Finance and Payroll	
	Animal Control (exc stock on roads & attack on human)	
	Social housing	
	Essential RFS's (CS Team)	

- 1.2 This aligns with the settings in the national pandemic plan and the definitions of 'essential businesses' at level 4 which are not required to be in lockdown. These are businesses which support people and provide for the necessities of life. Such businesses will continue operating but must put in place alternative ways of working to keep employees safe, including shift-based working, staggered meal breaks, flexible leave arrangements and physical distancing. .
- 1.3 We are working closely with Manawatu District Council given the number of Shared Services Infrastructure staff based in the Rangitikei District Council's offices in Marton. The Regional Civil Defence Group is active in sharing information among all councils in the Horizons region and includes representatives from the District Health Boards in the regular conference call briefings.
- 1.4 The Department of Internal Affairs, Local Government New Zealand (LGNZ), the Society of Local Government Managers (SOLGM), the National Emergency Management Agency (NEMA) and other relevant government agencies, have established a working group to canvas and work through the immediate and longer-term challenges COVID-19 poses for the local government sector and to support councils in their responses to these evolving challenges. This group provides daily updates to the Chief Executive.
- 1.5 In response to the Prime Minister's announcement on 20 March 2020 of the country moving to level 2 in terms of the national pandemic plan, actions were taken to:
- close those Council facilities where close contact by a number of people could not be avoided i.e. libraries, pools and youth hubs;
 - encourage contact with Council by phone or email (and promote the availability of e-books from the libraries);
 - reduce the number of staff working in Council buildings by providing remote access to Council's information and transaction systems;
 - provide for the safety of staff continuing to work in Council buildings, particularly by staggering times for breaks in the tea room, maintaining the prescribed 2 metres social separation and limiting face-to-face meetings; and

- e. provide for the safety of people visiting the Marton and Taihape office (both of which remain open) by maintaining a register of everyone who comes in and controlling the number of people in the reception area.
- 1.6 Outside services – i.e. inspecting building sites, attending to animal control callouts and maintaining Council’s parks and reserves – continued with staff being careful about social separation.
- 1.7 However, the escalation announced by the Prime Minister on 23 March 2020 under the national pandemic plan for the entire country to move to level 3 immediately and to level 4 within 48 hours (meaning from 11.59 pm on 25 March 2020) will further reduce the availability of Council services, but all critical services noted above such as supply of potable water, addressing faults in wastewater disposal, regular access to waste disposal and sexton services for burials will be maintained.

2 Sustaining employment during COVID-19

- 2.1 Robert Pigou, the Head of the Provincial Development Unit, has made contact with me as part of the Government’s response to COVID-19. The Provincial Development Unit (‘PDU’) is working with a number of Government agencies to gather information that could be used for decisions in the COVID-19 response. In particular, PDU is focused on roading projects that can be started soon and will create new employment opportunities. While this is unlikely to impact work in our district, it signals an intent from government to maintain capital spending, where appropriate.
- 2.2 LGNZ has noted that ceasing all capex in a time of recession is unlikely to help the economy through its present predicament. The issue is not the scale of the spending but the quality of that spending. It is not possible to have a one-size fits all policy for councils as each council’s circumstances are different.
- 2.3 LGNZ’s view is that:
 - a. Councils should immediately review the quality of the spending proposals. Where those proposals include capex projects that are necessary to maintain infrastructure and amenities and position your district for resilience and growth then a strong case can be made to pursue them;
 - b. Having determined the required funding amount, review and implement in an appropriate and lawful manner all tools relating to rates remission and rates postponement;
 - c. Critically review the strength of your balance sheet and determine whether borrowings might be available within the constraints of your financial strategy. This is exactly what central government is doing, and given the strong credit position of most councils it is likely that Government will expect local government to do the same. This does not mean ignore fiscal prudence

but it does require each council to ensure that it is appropriately leveraging the fiscal tools that you have available.

- 2.4 After measures such as these are properly employed, then considered assessment will be able to be made as to whether a case exists to approach Government for further support. It is the view of LGNZ that before a case for Government support could be credibly mounted, the sector would have to have shown that it had first pulled its weight in the interests of all New Zealanders.

3 Zero rates increase v. sustainable economy

- 3.1 Some councils have given consideration to limiting the increase in rates while having regard for the need not to impede business activity. Progressing capital projects in 2020/21 does not have a rating impact until 2021/22.
- 3.2 On 20 March 2020, the Taxpayers' Union have written to all local authorities requesting a twelve-month rates freeze. That letter is attached as [Appendix 1](#). Federated Farmers have also written to all councils, on 23 March 2020. That letter is attached as [Appendix 2](#).
- 3.3 As a workshop on the 2020/21 Annual Plan is scheduled for 23 April 2020, it would be helpful for Council to indicate now whether it wishes that workshop to include consideration of having no overall rates increase. The rating structure could not be changed without formal consultation so the variations between rural and urban properties cannot be eliminated in this process.
- 3.4 However, part of Council's rates remission policy allows Council, on application of the ratepayer, to remit all or part of a rates assessment for one or two years if satisfied there are sufficient grounds of financial hardship by the ratepayer.

4 District Plan Change update

- 4.1 The hearing dates were confirmed as 30-31 March 2020, with a possible extension to 1 April 2020. Such a hearing is open to the public and was advertised as such. The Mayor has provided a statement explaining why Council attaches importance to this proposal; he will speak at the hearing.
- 4.2 With restrictions on the size of public gatherings, it was planned to conduct proceedings online. A further trial for this, including the Wellington office of the Hearing Commissioner, the Palmerston North office of the Catalyst Group and the Marton Council Chamber, was undertaken on 23 March 2020. The intention was to advise submitters so they could test it for themselves and invite those submitters who did not wish to have the online discussion with the Commissioner from their homes or places of work to do this from the Marton Council Chamber.

- 4.3 However, with the announced escalated response to COVID-19, the hearing has been postponed. Council does not wish to compromise the Government's lockdown of non-essential services.

5 Residential Subdivision Working Group

- 5.1 The Working Group met on 17 March 2020. They agreed that work proceed in formulating a plan change to secure additional residential land, accepting the methodology outlined in the due diligence report from TPG Consulting. If a developer wished to initiate a private plan change for a site other than which Council preferred, there would be maximum collaboration.

6 Putorino landfill

- 6.1 A detailed update was provided to the Assets/Infrastructure Committee at its meeting on 19 March 2020.

7 Provincial Growth Fund application for the Marton rail hub

- 7.1 A further revision of the application has been submitted to the Provincial Development Unit. A further discussion has been arranged with officials.

8 Sale of Walton Street land

- 8.1 The conditional agreement for the sale of the balance of Council's land at Walton Street, Bulls, has been confirmed. The sale price is \$250,000. Settlement of the sale is scheduled for the earlier of (a) the date which is three weeks following issue of completion certificate for the subdivision or (b) 19 March 2021.
- 8.2 Resource consent for the subdivision has been granted and the purchaser expects engineering design approval for earthworks to commence before the end of April 2020.

9 Road closures

- 9.1 All Anzac Day parades have been cancelled so the advertised road closures are no longer required.

10 Archives Central

- 10.1 The most recent newsletter #50 is attached as [Appendix 3](#).
- 10.2 Since 20 March 2020, Archives Central has been closed to the public, and staff will not be visiting other locations until further notice. However, requests for archives and research are still being processed, although more slowly because of reduced capacity. The Digital Repository and CMS replacement project continue.

11 Service request reporting

- 11.1 The summary report for first response and feedback, and resolutions (requests received in January 2020) is attached in Appendix 4.

12 Elected Members attendance

- 12.1 Elected Members attendance to date of publicly notified meetings for the 2019/22 triennium is attached as Appendix 5.

13 Staff

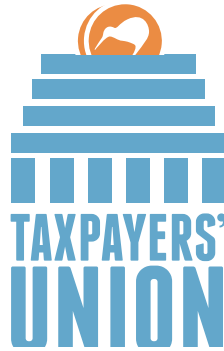
- 13.1 Kelly Widdowson started on 25 February 2020 with the Strategy & Community team in Marton on a three-month fixed term appointment to cover the Youth Development Advisor role.
- 13.2 Girish Meher has been engaged to assist with the budget analysis needed for the 2020/21 Annual Plan
- 13.3 Applications have been called for the Parks and Reserves Co-ordinator and a Parks Assistant.

14 Recommendations:

- 14.1 That the report 'Administrative Matters – March 2020' to the 26 March 2020 Council meeting be received.
- 14.2 That, recognising the financial hardship to many people, organisations and businesses caused by responding to the COVID-19 pandemic, Council commits to exploring the implications of having no overall rates increase in 2020/21 compared with 2019/20.

Peter Beggs
Chief Executive

Appendix 1



20 March 2019

Attn: The Mayor / Chair

Dear Your Worship,

Pandemic response: 12 month rates freeze

This letter is being sent to every New Zealand mayor and regional council chair seeking your commitment to respond to the economic challenges every community must face in relation to the current pandemic.

COVID-19 looks set to be the biggest health and economic event in our lifetime. In terms of employment alone, without dramatic intervention, tens or perhaps even hundreds of thousands of New Zealanders will lose their jobs or businesses in the coming months.

The Government is currently prioritising economic relief for businesses and households facing economic calamity.

But rate hikes at this time of economic turmoil will serve to exacerbate immediate financial stresses and undermine the Government's relief strategy. Any economist will tell you that a recession is the most damaging time to hike taxes.

Households and businesses are cutting costs and it is only fair that your council does the same — we must all cut our cloth to fit the new economic reality.

We ask you to commit to:

1. a rates freeze for the next 12 months; and
2. identifying and cutting low-priority spending to redeploy into local civil defence efforts, or rates relief.

We understand some councils are already considering such moves. A group of Christchurch City Councillors have written to their Mayor requesting a rates freeze, Wellington City Council has deferred a vote on rate hikes until April, and Marlborough District Council will vote on replacing a planned 4.86% hike with a near-freeze.

Councils are not well placed to provide economic stimulus compared to central government. It is economic lunacy to use council spending to stimulate the local economy when the primary tax local government relies on (rates on land) is unrelated to the ability of the property owner to pay.

An economic crisis is no time for a business-as-usual approach to rates. We trust that you understand the seriousness of the economic crisis facing your ratepayers and ask that you provide assurance on this matter as soon as possible.

LOWER TAXES, LESS WASTE, MORE TRANSPARENCY

WWW.TAXPAYERS.ORG.NZ

We look forward to your response.

Yours sincerely,



Jordan Williams
Executive Director
Jordan@taxpayers.org.nz
Mobile: 021 762 542

Appendix 2

23 March 2020



WELLINGTON

To Mayors, Chairs, Councillors and Chief Executives
All Regional, City and District Councils

Wellington Chambers
Level 6, 154 Featherstone St
PO Box 715, Wellington 6140
T +64 4 473 7269

CALL TO CONTAIN RATES RISES AND RECONSIDER CONSULTATION PROCESSES

On behalf of Federated Farmers of New Zealand I am asking all Councils to keep their ratepayers in mind when considering their draft annual plans for 2020/21 and to consider whether some consultation processes in the pipeline need to be extended and/or delayed while their ratepayers, citizens and staff guard themselves against the threat of Covid-19.

Draft annual plans currently being put out by regional, city, and district councils show some alarmingly large rates increases, some in excess of 10% and a number well over 5%. Ratepayers are facing a very difficult and uncertain time and the last thing they need to worry about right now are runaway rates increases.

Federated Farmers is deeply concerned about the serious impact of Covid-19 on our communities and on our economy. We have applauded the decisive action of central government both in terms of public health and its economic rescue package.

Despite the Government's rescue package, the economy will suffer a sharp shock and will likely enter a deep and long recession. At a time of economic downturn and uncertainty it is particularly important that councils focus on their core functions and operate as efficiently and effectively as possible to keep the rates burden down for the wellbeing of their communities. 'Nice to haves' need to be shelved.

As well as focusing on core business councils could also consider following the Government's lead and take on more debt, especially for capital investment. Most councils have little debt and have plenty of scope to borrow while remaining prudent while those that are close to their debt limits could be forgiven for breaching them at this extraordinary time.

We also note that many councils aren't planning to consult this year on their annual plans and will simply be adopting annual plans based on the numbers from their 2018-28 Long Term Plans. The environment has changed dramatically since they'd have made their decision not to consult and these councils should now urgently review their planned rates increases too.

Another serious concern we have is the ability of councils to meaningfully consult and engage with their communities on other policy and regulatory matters, including district and regional plans. We ask that Councils look to adjust their work programmes and timeframes. Assuming business as usual for these processes is unwise with the restrictions on gatherings and the simple fact that most people (both inside and outside councils) are trying to focus first and foremost on their wellbeing and will be avoiding gatherings as much as possible.

Finally, Federated Farmers will be approaching central government asking that they consider using taxpayer resources to help councils meet the costs with three waters infrastructure investment needed to comply with the Government's tougher regulation of drinking water. We will also be asking that drinking water quality be regulated at point of supply to humans rather than at source. The Three Waters Reforms look like being incredibly expensive for councils and will be a major driver behind large rates increases.

Federated Farmers' provinces will be making their own submissions on councils' specific draft annual plan consultations and I acknowledge their submissions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katie Milne', with a stylized, cursive script.

Katie Milne
National President and Local Government Spokesperson

Appendix 3



ARCHIVES CENTRAL

NEWSLETTER

MARCH 2020
Issue #50

COMBINING OUR PAST CREATING OUR FUTURE



Land Use Capabilities Map, HRC A/2020/1

WELCOME to the March 2020 edition of the Archives Central newsletter. With the Manawatū having an unprecedented run of hot weather, the Team @ Archives Central have been making full use of the temperature and relative humidity controlled repository. We hope our friends at the councils around our region have been able to do the same.

In this issue:

- FROM THE ARCHIVES
[Horizons Maps and Plans](#)
[Taranaki Transfers](#)
- UNSTABLE ARCHIVES
[Folded Paper](#)
- STATISTICS
- THIS IS NOT H&S!
[1904 Whanganui Flood](#)



FROM THE ARCHIVES - HORIZONS MAPS & PLANS

February was a month of digging into projects and reducing our backlog of archival material. As part of our work with member councils, Senior Archivist Evan Greensides completed Retention and Disposal work for Horizons Regional Council (HRC), resulting in the transfer of nearly [100 historical maps and plans](#) to the Archives Central HRC collection. These include wide ranging subjects, from Totara Reserve Campground landscape development plans to possum control buffer zones and boundary change maps.

Another project involving Horizons Regional Council has been the digitisation of hundreds of historical aerial photographs of the eastern Ruahine Range. Council is looking to conduct a study of rivers in the area and required high-quality images showing changes of this unstable area over a significant period of time. These images will be added to the new digital repository once we launch in mid-2020.



HRC_00420_8158-E-5

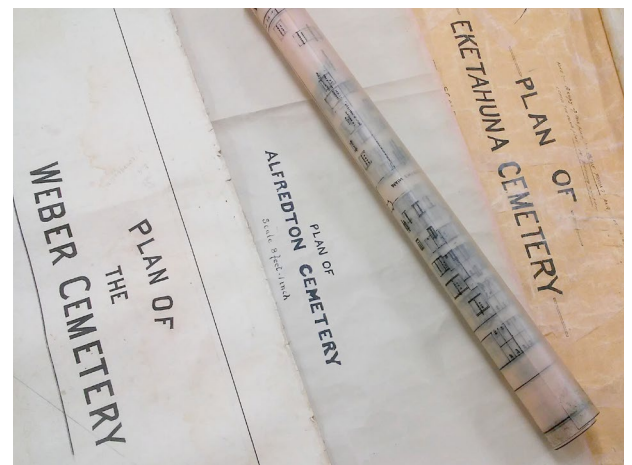


TARARUA TRANSFERS

Five out of six transfers of archival material we have received this year have come from Joy Kopa and the Records Team at Taranaki District Council (TDC). This has included the Central Filing system of TDC, as well as a large collection of maps of cemeteries around the Taranaki District.

We have arranged and described six volumes of Sexton's records for Dannevirke's Mangatera Cemetery. These archives represent significant historical information and will add value to the existing Council collection.

We are pleased that the Taranaki District places a high value on these items and continues to make excellent use of the Archives Central facility.



Cemetery plans received from Taranaki District Council

Visit Archives Central

40 Bowen Street
Feilding 4702

(06) 952 2819
0508 522 819

archivescentral.org.nz

ARCHIVESCENTRAL.ORG.NZ MONTHLY STATISTICS

2426

Unique Visitors

4631

Page 161

Number of Visits

28,957

Page Views

THIS IS NOT HEALTH AND SAFETY!

This month is a true Not Health and Safety extravaganza! This set of flood photographs from the May 1904 Whanganui Flood comes to Archives Central from Horizons Regional Council's Hydrology Team collection. Heavy rain caused extensive flooding and damage in the Whanganui area, recording 10.16 cm of rain in three days, a once in 15 year occurrence.

The Whanganui River peaked at 219,000 cusecs and flowed at a velocity of 11 knots, or 20.4 kilometres per hour. At Taylorville, the riverbank became so eroded houses and business fell into the current and were swept away. This didn't stop individuals lining the City Bridge to watch the Whanganui River as it rumbled through carrying huge trees and large quantities of drift wood on its back.



Others gathered around the slips at Taylorville, while still more brought out boats from the nearby Union Boat Club to paddle through the centre of town along Victoria Avenue.

The flooding also extended east to Whangaehu, Hunterville, Makirikiri, Upokongaro and Okoia.



Photographs from HRC accession A-2019-13

UNSTABLE ARCHIVES - FOLDED PAPER

Within the Manawatu District Council collection, Archives Central holds Feilding's oldest building permits, some of which contain original plans.

Because of increasing public interest in Feilding's old villas, we are in the process of digitising these historic archives.

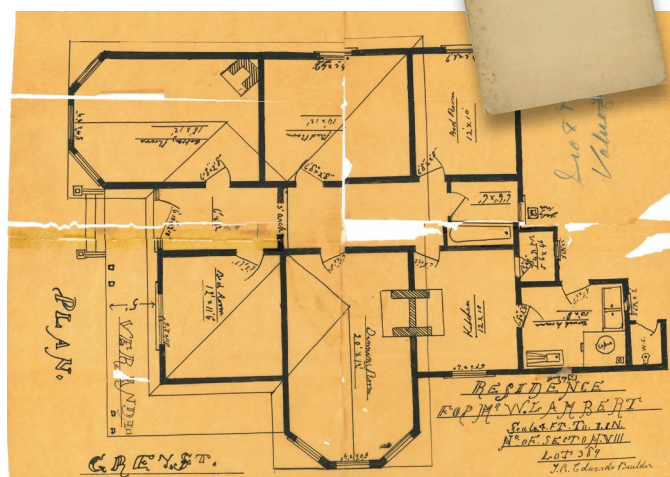
They can then be viewed without removing them from their original envelopes or unfolding the brittle paper on which they were drawn.

When maps and plans are archived, we prefer to keep them in the same state they are received.

If a record is received folded, it will be archived folded.

Keeping records flat prevents deterioration, but this is often impractical. The next best action is to roll the item, with the information on the interior for protection.

100 year old Building Permit examples from the MDC_0127 series



CHAMBERLAIN'S STOMACH AND LIVER TABLETS
Will Regulate Your Bowels

Good for what ails you! Advertisement from paperspast.natlib.govt.nz

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[@ArchivesCentralMWLASSNZ](https://www.facebook.com/ArchivesCentralMWLASSNZ)



Appendix 4

Service Request Breakdown for January 2020 - First Response

Service Requests	Compliance			
Department	overdue	responded in time	responded late	Grand Total
Animal Control		98	3	101
Animal welfare concern		2		2
Barking dog		20	1	21
Dog property inspection (for Good Owner status)		6	2	8
Found dog		15		15
General enquiry		7		7
Lost animal		7		7
Roaming dog		12		12
Rushing dog		5		5
Wandering stock		24		24
Building Control	2			2
General enquiry	1			1
Property inspection	1			1
Cemeteries		1		1
Cemetery maintenance		1		1
Council Housing/Property	1	17	2	20
Council housing maintenance	1	15	2	18
Council property maintenance		2		2
Environmental Health	11	34	2	47
Abandoned vehicle	1	6		7
Dead animal		3		3
Dumped rubbish - outside town boundary (road corridor only)		1		1
Dumped rubbish - within town boundary		2		2
General enquiry	1			1
Livestock (not normally impounded)	1			1
Noise	8	21	2	31
Vermin		1		1
Footpaths	2			2
General enquiry	2			2
General enquiry		1		1
General enquiry		1		1
Parks and Reserves	5	9	4	18
General enquiry	2	1	1	4
Maintenance (parks and reserves)	3	8	3	14
Roads	3	20		23
General enquiry		1		1
Potholes		4		4
Road maintenance - not potholes	1	10		11
Road signs (except state highway)	1	5		6
Vehicle crossings	1			1
Roadside Berm Mowing		3		3
General enquiry		1		1
Rural berm mowing (including Taihape - see map)		2		2
Roadside Trees, Vegetation and Weeds		9		9
Rural trees, vegetation and weeds		5		5
Urban trees, vegetation and weeds		4		4
Rubbish bins		1		1
Bins - outside CBDs only		1		1
Solid Waste		2		2
General enquiry		1		1
Waste transfer station		1		1
Stormwater			1	1
General enquiry			1	1
Street Lighting	1	2		3
Street lighting maintenance	1	2		3
Wastewater		2		2
Caravan effluent dump station		2		2
Water	5	30	5	40
Bad tasting drinking water	1	4		5
Dirty drinking water			1	1
General enquiry	1	3	1	5
HRWS maintenance required		1		1
HRWS No water supply		2		2
Location of meter, toby, other utility		2	1	3
No drinking water supply		2		2

Replace meter, toby or lid	2	2	1	5
Water leak - council-owned network, not parks or cemeteries	1	8	1	10
Water leak at meter/toby		6		6
Grand Total	30	229	17	276

Service Request Breakdown for January 2020 - Feedback

Feedback Required (Multiple Items)

Service Requests	Feedback						
Department	Email	In Person	Not able to contact	Telephone	Not Provided	Grand Total	
Animal Control		1	10		14	2	27
Building Control						1	1
Council Housing/Property					2		2
Environmental Health		1	1	1	2	12	17
Footpaths						1	1
General enquiry					1		1
Parks and Reserves					1	2	3
Roads		1				6	7
Roadside Trees, Vegetation and Weeds						1	1
Solid Waste					1		1
Stormwater						1	1
Water		1	5		4	8	18
Grand Total		4	16	1	25	34	80

Service request Breakdown for January 2020 - Resolutions

Service Requests	Compliance			
Department	completed in time	completed late	overdue	Grand Total
Animal Control	94	7		101
Animal welfare concern	2			2
Barking dog	15	6		21
Dog property inspection (for Good Owner status)	7	1		8
Found dog	15			15
General enquiry	7			7
Lost animal	7			7
Roaming dog	12			12
Rushing dog	5			5
Wandering stock	24			24
Building Control			2	2
General enquiry			1	1
Property inspection			1	1
Cemeteries		1		1
Cemetery maintenance		1		1
Council Housing/Property	15	4	1	20
Council housing maintenance	13	4	1	18
Council property maintenance	2			2
Environmental Health	27	7	13	47
Abandoned vehicle	2	3	2	7
Dead animal	3			3
Dumped rubbish - outside town boundary (road corridor only)	2			2
Dumped rubbish - within town boundary	1			1
General enquiry			1	1
Livestock (not normally impounded)			1	1
Noise	18	4	9	31
Vermin	1			1
Footpaths			2	2
General enquiry			2	2
General enquiry	1			1
General enquiry	1			1
Parks and Reserves	8	5	5	18
General enquiry	1	1	2	4
Maintenance (parks and reserves)	7	4	3	14
Roads	16		7	23
Culverts, drains and non-CBD sumps			1	1
General enquiry			1	1
Potholes	3			3
Road maintenance - not potholes	9		2	11
Road signs (except state highway)	4		2	6
Vehicle crossings			1	1
Roadside Berm Mowing	3			3
General enquiry	1			1
Rural berm mowing (including Taihape - see map)	2			2
Roadside Trees, Vegetation and Weeds	7		2	9
Rural trees, vegetation and weeds	4		1	5
Urban trees, vegetation and weeds	3		1	4
Rubbish bins	1			1
Bins - outside CBDs only	1			1
Solid Waste	1	1		2
General enquiry	1			1
Waste transfer station		1		1
Street Lighting	2		1	3
Street lighting maintenance	2		1	3
Wastewater	2			2
Caravan effluent dump station	2			2
Water	31	5	5	41
Bad tasting drinking water	4		1	5
Dirty drinking water		1		1
General enquiry	4	1	1	6
HRWS maintenance required	1			1

HRWS No water supply	2			2
Location of meter, toby, other utility	2	1		3
No drinking water supply	2			2
Replace meter, toby or lid	2	1	2	5
Water leak - council-owned network, not parks or cemeteries	8	1	1	10
Water leak at meter/toby	6			6
Grand Total	208	30	38	276

Appendix 5

Date	Meeting	HWTM	Belsham	Ash	Carter	Dalgety	Duncan	Dunn	Gordon	Hiroa	Lambert	Panapa	Wilson
NEW TRIENNIUM 2019-2020													
24/10/2019	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
31/10/2019	Council	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR
5/12/2019	Audit/Risk	PR	PR		AT	AT	AT		PR	AT	AT	AT	PR
12/12/2019	Assets/Infrastructure	PR	PR	AP	PR	PR	PR	PR	PR	AT	PR	PR	PR
12/12/2019	Finance/Performance	PR	PR	AP	PR	PR	AT	AT	PR	PR	AT	PR	PR
12/12/2019	Policy/Planning	PR	PR	AP	AT	PR	PR	PR	PR	PR	PR	PR	PR
12/12/2019	Council	PR	PR	AP	PR	PR	PR	PR	PR	PR	PR	PR	PR
30/01/2020	Council Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
30/01/2020	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
13/02/2020	Assets/Infrastructure	PR	PR	PR	PR	PR	PR	PR	PR	AT	PR	AP	PR
13/02/2020	Policy/Planning	PR	PR	PR	AT	PR	PR	PR	PR	PR	PR	AP	PR
27/02/2020	Audit/Risk	PR	PR		AT	AT			PR				PR
27/02/2020	Finance/Performance	PA	PR	PR	PR	PR			PR	PR		AP	PR
27/02/2020	Council	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	AP	PR
19/03/2020	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
19/03/2020	Assets/Infrastructure	PR	PR	PR	PR	PR	PR	PR	PR		PR	PR	PR
19/03/2020	Policy/Planning	PR	PR	PR		PR	PR	PR	PR	PR	PR	PR	PR

Attachment 11

Memorandum

To: Council

From: Arno Benadie

Date: 23 March 2020

Subject: **Top Ten Projects – status, March 2020**

File: 5-EX-4

This memorandum updates the information presented to the March 2020 Council meeting. The update consists of a short synopsis of the history of the project and how we arrived at the current position in each of the projects. This is followed by a summary update of project activities completed during the previous month.

1. Mangaweka Bridge replacement

- A detailed business case for the replacement of the Mangaweka Bridge was approved by the New Zealand Transport Agency (NZTA).
- The future of the existing bridge was considered, and in August 2019 Council agreed (as has the Manawatu District Council) to retaining the existing bridge as a walking and cycling facility, and supported the setting up of a trust to manage the future use of the bridge.
- The project is now in the pre-implementation phase. This phase includes land purchase negotiations, planning requirements such as designations and early contractor involvement.

Monthly update:

The design is complete, and contract documents are being finalised. Negotiations to acquire land have successfully been concluded. Awaiting signed agreements, and Resource management consent.

Contractors were invited to register their interest in this project at the onset of the Pre-Implementation Phase. Five contractors qualified, and have had early engagement throughout the design process to ensure the constructability of the new bridge. These five contractors will be invited to submit tenders on 24th February 2020.

Project timeframe:

Tender submission: Feb 2020 / March 2020

Tender award: April 2020

Construction: May 2020 – Dec 2021

2. Marton to Bulls Wastewater centralisation project

- March 2018 an application for a new resource consent was lodged with Horizons regional Council and placed “on hold” pending an outcome on the future of the Marton and Bulls Wastewater treatment plants.
- A full briefing was provided for the Assets/Infrastructure Committee’s meeting on 9 August 2018, together with a District-wide strategy towards consenting.
- The preferred option was to establish a land-based disposal system for the combined Marton and Bulls wastewater flows.
- A renewal application for the Marton WWTP was submitted on 28 September 2018 and an updated consent application for the proposed Bulls and Marton centralisation scheme with discharge to land was due to be submitted in May 2019.
- Due to challenges in finding and purchasing the necessary land for disposal, the consenting strategy was altered in consultation with Horizons Regional Council in July 2019
- The current consent strategy proposes a staged approach with clearly defined milestones to ensure constant progression of the project. A final submission date has not been agreed with HRC.
- The New Zealand Defence Force has confirmed its interest in being a trade waste customer in the upgraded Bulls/Marton wastewater land disposal arrangement. A draft Memorandum of Understanding prepared by the New Zealand Defence Force is under consideration.

Monthly update:

Work on determining the wastewater characterisation and total loads and flows to the Marton and Bulls WWTPs is ongoing. The search for suitable land is continuing, with no new parcels of land becoming available during March.

3. Upgrade of the Ratana wastewater treatment plant

- An application for a new consent was lodged in April 2018, which means the existing consent continues to apply until a new consent is issued.
- The proposed programme to remove treated effluent from Lake Waipu and to dispose of it to land started on 1 July 2018 with an agreement with the Ministry for the Environment (MfE).
- This project is a collaboration between local Iwi, RDC and HRC and is partly funded (46%) by MfE
- The proposed duration of the project is 5 years starting in July 2018.
- The project plan includes the purchase of land, the installation of irrigation equipment and an upgrade of the existing Ratana wastewater treatment plant.
- The main focus to date has been the identification of suitable land in the area and negotiating with the land owners to secure a purchase.

Monthly update:

We are continuing discussions with the Ministry for the Environment (MfE) to find suitable land and approval from MfE to use the funding for a long term lease rather than the current outright purchase option. We are expecting a reply from MfE by the end of March 2020

4. 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

- A site was identified in the Hunterville Domain for a test bore to investigate the production of a new water source for the Hunterville township
- At its meeting on 11 October 2018, Council awarded the Contract for construction of the Hunterville Bore to Interdrill Ltd
- At 340 metres depth water was found; investigation is now under way to determine its quality and quantity.
- Part of the capability grant received from the Provincial Growth Fund (PGF) was used to prepare the case for a feasibility study for a Tutaenui rural water scheme.
- The formal application for funding for a detailed business plan for the Tutaenui rural water scheme was submitted on 3 May 2019
- In November 2019, the Minister for Regional Economic Development announced a grant of \$120,000 from the Provincial Growth Fund for the preparation of a detailed Business Plan for a Tutaenui Community Agricultural Water Scheme.
- February 2020, the funding agreement signed by RDC and Ministry of Business, Innovation and Employment.

Monthly Update:

The funding agreement between the Ministry of Business, Innovation and Employment and RDC has been signed. According to this agreement we have the following project timelines:

- February 2020 – Funding agreement executed by both parties
- April 2020 – Evidence of appointment of suitable consultants
- Nov 2020 – Draft report
- Dec 2020 – Final Report

RDC and MDC are investigating ways to work together on the development of the Tutaenui stock water scheme and a similar scheme in the MDC district also subject to a funding grant. We are looking at using the same consultants for both schemes to save time and to avoid duplication of work.

5. Future management of community housing

- The future options and opportunities, including funding, for Council's continued management of community housing has been informed by the Government's policy position on community housing
- At its meeting on 14 June 2018, the Policy/Planning Committee considered the question of moving to market rentals and its recommendations were approved at Council's meeting on 28 June 2018.
- All tenants have been advised (in writing) of the change, to take effect from 1 November 2018
- Consideration is currently being given to options/opportunities for the further development/enhancement of Council's community housing portfolio
- Council's decision to terminate the lease of the Queen Carnival Building at 22 Tui Street opens up this site to alternative
- Quotes are being sourced for demolition of both buildings and clearing the site.

Monthly Update:

Quotes for the demolition of the two buildings has been received and work will progress shortly.

6. Bulls multi-purpose community centre

- A detailed design was completed for the new Bulls Community Centre and an application for a building consent was submitted early in 2018.
- The tender for the construction of the new building closed in August 2018 and W&W Construction 2010 Ltd was identified as the preferred contractor.
- A period of contractor negotiations followed and the final contract was signed in November 2018.
- The archaeological authority was issued on 16 October 2018.
- The target completion date at the time of signing the contract was February 2020.
- W & W Construction took possession of the site on 10 December 2018
- Negotiations to secure title have been concluded, and Council received title on 13 September 2019
- The project was temporarily paused on 23 October 2019 to allow a brief review and to ensure all parties continue to be aligned to the project deliverables.
- Construction work on the new building resumed in November 2019, with a revised finish date of April 2020.

Monthly Update:

The site works completed in February and March includes the exterior pavilion soffits, rondo ceiling grid, roof membrane, fire water tank, roof flashing, and assorted pavilion flashing.

Work underway for the same period is security pre-line, plumbing pre-line, electrical pre-line, mechanical pre-line, back entry stair landings, Gib lining, Gib stopping, ply lining, pavilion spouting, exterior soffit, and carapace support bracket installation.

A community meeting was held in the Bulls Community hall to discuss the cost increase for this project. The meeting was chaired by Mayor Andy Watson and CEO Peter Beggs to explain the increase in costs in more detail and to answer any questions the community had regarding the project. The meeting was well attended by the community and supplied the community with answers to their questions.

At the Council meeting of March 19, 2020, Council resolved to approve the CEO to examine costs for enhancements to the car parking/proposed bus lane area and for an enhanced town square.

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

- The Building Amendment Act 2017 sets Marton as an area of high seismic activity. This requires earthquake-prone buildings to be assessed within 5 years and remediated within 15 years. This means that over the next 20 years all earthquake-prone buildings in the Marton Town Centre will need to be remediated. This includes Council-owned sites.
- The Town Centre Plan was developed by Creative Communities for Council in 2014 in partnership with the local community.
- The Town Centre Plan identifies that Council should develop a new civic centre (for the library, information centre, Council front desk, meeting rooms, storage for community groups) in the heart of the Town Centre to act as a catalyst for revitalisation of the Main Street.
- During 2016, Council was presented with an offer to purchase the Cobbler, Davenport and Abraham and Williams buildings.
- During the development of the 2016-17 Annual Plan, Council consulted with the community regarding whether Council should purchase the site for the Marton Civic Centre. A total of 128 responses were received, with the majority of submitters in favour of purchasing the site
- Following the purchase of the site, during the development of the 2017-18 Annual Plan, Council consulted with the community about the options for developing the site. Overall, the submissions were strongly in favour of Council continuing to develop the Town Centre site as the new Marton Civic Centre.
- Of those people who supported continued work on the Town Centre site, they were asked whether Council should.
 1. Retain and refurbish the buildings
 2. Demolish the buildings and construct a new facility on the site.
 3. Retain part of the facades and build a new facility behind them.
- There was mixed views on what Council should do with the buildings - split between those wishing to retain the facades and those who thought Council should demolish and start new. However, the responses received were low, particularly from Marton, where only 38 responses were received. This shows further engagement with the community is required. As a response to the submissions Council decided to undertake

more work to understand the costs between heritage preservation and a new build, including the potential opportunities for external grants to assist the funding of the project.

- WSP-Opus started work on the concept designs of the new building and completed at the end of February 2019.
- A 50% progress update as a workshop was provided to Council in May 2019 on two different options for the site (retention of as much heritage as possible and demolition and new build)
- A workshop with WSP Opus to review these costed designs was scheduled for August 2019. Council considered more work was needed before proceeding with consulting with the community about the options considered

Monthly Update:

We are currently working on finalising a pre-engagement strategy to consult with the community on the options available to us.

8. Taihape Memorial Park development

- While Council set out its position on the initial stage of development on Memorial Park in the draft Long Term Plan consultation document, subsequent deliberations and discussions led to a request for a further report outlining various options and their costs. That was provided to the Assets/Infrastructure Committee's meeting on 12 July 2018.
- A public meeting (including the Park User Group) was held in August 2018 to gain clearer insights into community views and preferences.
- An estimate to renovate both the facilities under the Taihape grandstand as well as the grandstand itself was obtained. Colspec was engaged to undertake an initial scoping assessment; they provided a rough order of cost of \$2.4 million for renovating/upgrading the grandstand.
- The outcome of discussions with Clubs Taihape and other stakeholders was the suggestion of erecting co-located (and complementary) facilities at the end of the netball courts and leaving the grandstand as it is
- At its meeting on 30 November 2018, Council confirmed its intention to build a new amenities block at Memorial Park on the site beside the No. 3 field
- A design brief was prepared and Copeland Associates Architects were appointed to undertake the design work
- Barry Copeland (Copeland Associates Architects) subsequently met with Council and Clubs Taihape representatives. His view was that one two-storey building was the better option
- A budget provision of \$1.2 million for the amenities facility is included in the 2019/20 Annual Plan (with \$200,000 to be raised externally). Clubs Taihape has \$500,000 to commit to the project.
- Mr Copeland presented a concept design for spaces and how they could all gel together, together with cost estimates from BQH Quantity Surveyors at a meeting with representative from Council and Clubs Taihape on 7 June 2019

- Council opted for a fully completed two-storey building, at an estimated cost of \$2.935 million
- Meetings were held with Clubs Taihape on 22 July 2019 and 19 August 2019 to progress the Memorandum of Understanding with the Council for funding and managing the facility
- Discussions were held with all sporting codes individually to get their inputs and comments on the concept design. These discussions were concluded in December 2019.

Monthly Update:

Ms Prince took a report on the Taihape Memorial Park development to Council at the February 2020 Council meeting. There was consensus on reverting to a single-storey building. At this meeting it was agreed that the amenities building will be built on the current preferred site.

We contacted the Architect that created the first double story conceptual design for the building, and we are in the process of supplying them with all the comments made by the different sporting codes to allow all these items to be included in the final single new story design.

9. Taihape civic centre.

Further engagement with the Taihape community to determine a preferred option for the development of the Taihape Civic Centre was planned for 2018/19, but is now likely to be during 2020 (as part of the input for the 2021-31 Long Term Plan). This engagement will be better informed following a final decision on the nature and scope of the development of community facilities on Memorial Park.

10. Marton Dam spillway repair

- During April 2019 damage to the Marton Dam spillway was identified.
- Vegetation was removed to clear the site and assess the damage. Emergency repairs to the original damage started in July 2019
- During the emergency repairs, heavy rain elevated the water level in the dams sufficiently to expose further leaks and damage to the face of the dam wall in the area of the spillway.
- RDC employed the services of dam wall specialists from Stantec consulting engineers to assess the damage and to quantify the risk of failure in July 2019.
- The Stantec assessment and scope of work was received in August 2019 and identified serious risks and damage to the dam wall caused by the spillway.
- The water level in both dams was maintained at a low level to prevent the spillway from being used during periods of rain.
- Stantec started work on the Emergency repairs, Emergency Action Plan, Hydrology (flood) study, Dam break study in October 2019

- Stantec prepared a specialised scope of work and specifications for the temporary repair of the spillway in December 2019.
- The work for the temporary repair has gone out to tender in December 2019

Monthly update:

We received 4 tenders for this work. One tenderer was excluded due to a non-conforming tender and the remaining 3 tenders were evaluated. The successful contractor has been selected and will be notified before the end of March. The work is expected to start in the near future and we are planning on completing the work before the end of winter.

Recommendation:

That the memorandum 'Top Ten Projects – status, March 2020' to the 26 March 2020 Council meeting be received.

Arno Benadie
Principal Infrastructure Advisor

Attachment 12



Rangitikei District Council

Hunternville Rural Water Supply Sub-Committee Meeting

Minutes – Monday 3 February 2020 – 4:00 p.m.

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4	Confirmation of order of business	3
5	Confirmation of Minutes.....	3
6	Chair's Report	3
7	Council decisions on recommendations from the Committee	3
8	Questions put at previous meeting for Council advice or action.....	4
9	Hunternville Rural Water Supply – Operations Report.....	4
10	Hunternville Bore – Update	4
11	Hunternville Rural Water Supply – Financial Report.....	5
12	Fees and Charges	5
13	Late Items.....	5
14	Next Meeting	6
15	Meeting Closed	6

Present: Mr Brett Journeaux
Mr Bernie Hughes
Mr Paul Peterson
Mr Sam Weston
Cr Richard Lambert
His Worship the Mayor, Andy Watson

In attendance: Mr Ivan O'Reilly, Reticulation Serviceperson
Mr Andrew van Bussel, Operations Manager
Mr Arno Benadie, Principal Advisor – Infrastructure
Mr Ashley Dahl, Financial Services Team Leader
Ms Tania Whale, Finance Officer
Ms Bonnie Clayton, Governance Administrator

Unconfirmed

1 Welcome

The Chair welcomed everyone to the meeting at 4.00pm.

2 Apologies

That the apology for absence of Mr Mark Dawson be received.

Cr Lambert/Mr Weston. Carried

Mr John McManaway was noted as absent.

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.

4 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,

- Letter from David Lilburn
- Letter from James Bulls Holdings Limited

be dealt with as a late item at this meeting.

5 Confirmation of Minutes

Resolved minute number 20/HRWS/001 **File Ref**

That the Minutes of the Hunterville Rural Water Supply Sub-Committee meeting held on 16 December 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Mr Crawford/Mr Peterson. Carried

6 Chair's Report

There were no new updates to provide the Committee.

7 Council decisions on recommendations from the Committee

There were no recommendations from the Committee.

8 Questions put at previous meeting for Council advice or action

Delegations register

The Committee noted the commentary in the agenda.

9 Hunterville Rural Water Supply – Operations Report

Mr van Bussel spoke to his report, advising there had been no updates with Kiwi Rail due to the Christmas period. He briefed members that the intake pump is approximately 8-9 years old and in need of replacing with sufficient funds in the budget to replace it with a larger pump if the Committee agreed.

Mr Van Bussel updated Committee members that the wooden slats on the tank roof at Rathmoy need replacing and he has been given a quote of \$15,000 which appears to be expensive.

Resolved minute number **20/HRWS/002** **File Ref** **6-WS-3-4**

That the 'Hunterville Rural Water Supply – Operations Report' to the 3 February 2020 Hunterville Rural Water Supply Sub-committee be received.

Mr Weston/Cr Lambert. Carried

Resolved minute number **20/HRWS/003** **File Ref**

That the Hunterville Rural Water Supply Management Subcommittee recommend that staff replace the intake pump at the price of \$13,000.

Mr Journeaux/Mr Hughes. Carried

Resolved minute number **20/HRWS/004** **File Ref**

Mr Van Bussel to further investigate the pricing and options and to make contact with the Committee before making a final decision on replacing the tank roof at Rathmoy.

Mr Journeaux/Mr Crawford. Carried

10 Hunterville Bore – Update

Mr Benadie provided a brief update advising members that the water quality of the Bore was poor, having received the first sample but still waiting on the second sample results. An assessment of the cost to improve this was in progress.

11 Hunterville Rural Water Supply – Financial Report

Mr Dahl spoke to his report.

Ms Whale updated members that there are three outstanding payments due, with two 7 day disconnection warnings been sent out. Fees still stand, along with a disconnection fee shoil

In future the current ownder

Resolved minute number **20/HRWS/005** **File Ref** **6-WS-3-4**

That the 'Hunterville Rural Water Supply Financial Statements Commentary Update for the 6 months ending 31 December 2019' to the 3 February 2020 Hunterville Rural Water Supply Sub-Committee be received.

Mr Hughes/Mr Crawford. Carried

12 Fees and Charges

Mr Dahl updated Committee members of the trends in costs and that depreciation is consistent. The current fees are enough to cover expenses.

The Committee discussed future proofing of the scheme such as infrastructure and agreed increase the rural units, these changes will be effective from December 2020.

Resolved minute number **20/HRWS/006** **File Ref**

Hunterville Rural Water Scheme agree to increase the fees and charges for the 2020/21 year for Rural units to \$310 plus GST per unit.

Mr Weston/Mr Crawford. Carried

13 Late Items

David Lilburn letter

James Bull Holdings Ltd letter

Mr Brett Journeaux declared a Conflict of Interest and removed himself from discussion.

Undertaking

Subject

Staff to send spreadsheet of current units/users of scheme to Committee – without any identifying information.

14 Next Meeting

Monday 6 April 2020, 4.00pm

15 Meeting Closed

5.23pm

Confirmed/Chair: _____

Date:



Rangitikei District Council

Audit and Risk Committee Meeting

Minutes – Thursday 27 February 2020 – 9:30 a.m.

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2	Council prayer	3
3	Public Forum	3
4	Apologies/Leave of Absence	3
5	Members' conflict of interest	3
6	Confirmation of order of business	3
7	Confirmation of minutes	3
8	Chair's report	3
9	Strategic risks	3
10	Work programme matrix – update	4
11	Risks in developing the 2021-31 Long Term Plan	4
12	Internal Audit programme – progress update	4
13	Report to Council on the Audit of Rangitikei District Council, 2018/19.....	4
14	Late items.....	5
15	Future items for the agenda	5
16	Next meeting.....	5
17	Meeting closed.....	5

Present: Mr Craig O'Connell (Chair)
Cr Nigel Belsham
Cr Dave Wilson
Cr Angus Gordon
His Worship the Mayor, Andy Watson

Also in attendance: Cr Fi Dalgety
Cr Brian Carter

In attendance: Mr Peter Beggs, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Mr Chris Webby, Audit New Zealand
Ms Jo Devine, Group Manager, Finance & Business Support
Ms Nardia Gower, Strategy and Community Planning Manager
Ms Bonnie Clayton, Governance Administrator

1 Welcome

The Chair welcomed everyone to the meeting at 9.32am.

2 Council prayer

The Chair read the Council prayer.

3 Public Forum

Nil

4 Apologies/Leave of Absence

Nil

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.

There were no conflicts declared.

6 Confirmation of order of business

There were no changes to the order of business.

7 Confirmation of minutes

Resolved minute number	20/ARK/001	File Ref	3-CT-17-2
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That the Minutes of the Audit/Risk Committee meeting held on 5 December 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham/Cr Gordon. Carried

8 Chair's report

There was no Chair's report for this meeting.

9 Strategic risks

The report was taken as read. The Committee noted that this had been discussed in full with Councillors who have a good understanding of it.

Mr Beggs briefed the Committee that the Executive Management team are to develop a Strategy Plan on Coronavirus.

Committee members provided feedback, noting a focus on staff and Council to Mr Beggs to take back to the Executive Management team.

10 Work programme matrix – update

The Committee discussed the Work programme matrix, identifying that water supply and Putorino landfill may need to be included.

The Committee requested the Work Programme matrix be an agenda item in the next meeting for further review.

Resolved minute number **20/ARK/002** **File Ref**

That the tabled 'Work programme matrix – update' to the 27 February 2020 Audit/Risk Committee be received.

Cr Gordon/Cr Wilson. Carried

Resolved minute number **20/ARK/003** **File Ref**

That the Audit and Risk Committee are concerned around the Putorino work planning and consenting timelines and request Council to urgently take our concern to the regional council and/or Minister for the Environment regarding our environmental risk and reputation, noting the issues on the West Coast.

His Worship the Mayor/Cr Belsham. Carried

11 Risks in developing the 2021-31 Long Term Plan

The commentary was noted in the agenda.

12 Internal Audit programme – progress update

The commentary in the agenda was noted.

13 Report to Council on the Audit of Rangitikei District Council, 2018/19

Mr Chris Webby spoke to the report. The key issue was the valuation of infrastructure assets. Given the cost of this work, the Committee thought a sector-wide approach warranted consideration, perhaps led by the Society of Local Government Managers. The change in asset life had a flow-on effect to depreciation. The Committee was interested in exploring the ability

to defer depreciation on new assets (e.g. to defer beginning depreciation until year 5 of the asset's life) while debt from borrowing to fund the asset was being paid back.

The Committee requested that the Audit of Rangitikei District Council be an agenda item in the next meeting to allow members time to review the audit.

Mr Webby indicated the local government sector manager at the Office of the Auditor General was interested in talking to councils.

Resolved minute number**20/ARK/004****File Ref****5-EX-2-4**

That the report to Council on the Audit of Rangitikei District Council, 2018/19 to the 27 February 2020 Audit/Risk Committee be received and be further considered at the Audit/Risk June meeting.

Cr Gordon/Cr Belsham. Carried

14 Late items

None

15 Future items for the agenda

Insurance

Payroll system review

Work Programme matrix – update – next meeting

Audit of Rangitikei District Council- next meeting

Regulatory practice – this will be a greater area of focus for the Auditor-General

Auditor General's report on local government– include freshwater

Health and Safety implications on private assets / club assets on our parks

16 Next meeting

Thursday 28 May 2020, 9.00am

17 Meeting closed

11.01am

Confirmed/Chair: _____

Date:



Rangitikei District Council

Finance and Performance Committee Meeting

Minutes – Thursday 27 February 2020 – 10:30 a.m.

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7	Chair's Report	4
8	Terms of Reference	4
9	Financial Snapshot - January 2020	4
10	Property Sales – Annual Report 1 January - December 2019	5
11	Customer Experience Strategy	5
12	Information Services Strategic Plan	5
13	Late Items	6
14	Future Items for the Agenda	6
15	Next Meeting	6
16	Meeting Closed	6

Present: Cr Nigel Belsham (Chair)
Cr Fiona Dalgety
Cr Cath Ash
Cr Brian Carter
Cr Angus Gordon
Cr Tracey Hiroa
Cr Dave Wilson
His Worship the Mayor, Andy Watson

In attendance: Mr Peter Beggs, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Jo Devine, Group Manager – Finance and Business Support
Ms Carol Gordon, Manager – Executive Office
Ms Nardia Gower, Strategy and Community Planning Manager
Ms Bonnie Clayton, Governance Administrator

1 Welcome

Cr Belsham welcomed everyone to the meeting at 11.07am.

Due to the meeting commencing more than 15 minutes from its scheduled start time, the Committee was required to move a recommendation to accept the meeting start at a later time.

Resolved minute number

20/FPE/001

File Ref

That the Finance/Performance Committee formally accepts the late commencement of the meeting, noting that no members of the public were present or have been affected with this decision.

His Worship the Mayor/Cr Carter. Carried

2 Public Forum

Nil

3 Apologies/Leave of Absence

That the apology for absence of Councillor Panapa be received and the apology for lateness for Councillor Gordon be received.

Cr Wilson/Cr Hiroa. 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.

There were no conflicts declared.

5 Confirmation of order of business

The order of business was confirmed, there were no late items.

6 Confirmation of minutes

Resolved minute number

20/FPE/002

File Ref

That the Minutes of the Finance/Performance Committee meeting held on 12 December 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Wilson/Cr Carter. Carried

7 Chair's Report

The Chairs report was taken as read. Cr Belsham thanked Cr Dalgety for taking on the Deputy Chair position.

Resolved minute number **20/FPE/003** **File Ref**

That the 'Chair's Report' to the 27 February 2020 Finance/Performance Committee meeting be received.

Cr Belsham/Cr Wilson. Carried

8 Terms of Reference

The revised Terms of Reference were taken as read.

Resolved minute number **20/FPE/004** **File Ref**

That the 'Terms of Reference' for the Finance/Performance Committee in the 2019-22 triennium be reviewed and confirmed.

Cr Dalgety/Cr Hiroa. Carried

9 Financial Snapshot - January 2020

Ms Devine spoke to the memorandum, highlighting the following:

- Subsidies and Grants are under budget
- Personnel costs are above budget due to the following – transition to a new Chief Executive, increase in regulatory resources with the demand for consents
- Behind in capital spend, though in a better position now
- Currently investigating materials to establish the most effective method for re-roofing and insulating Marton and Taihape Swim Centres
- Council has not drawn down any debt in the 2019/20 financial year

Cr Gordon arrived 11.23am.

Resolved minute number **20/FPE/005** **File Ref**

That the 'Financial Snapshot - January 2020' to the 27 February 2020 Finance/Performance Committee meeting be received.

Cr Wilson/Cr Carter. Carried

10 Property Sales – Annual Report 1 January - December 2019

Ms Devine spoke to her report, with an annual perspective and a quarterly report.

She noted a large increase with the urban sector now dominating over the rural sector.

Resolved minute number **20/FPE/006** **File Ref**

That the 'Property Sales – Annual Report 1 January - December 2019' to the 27 February 2020 Finance/Performance Committee meeting be received.

Cr Carter/His Worship the Mayor. Carried

11 Customer Experience Strategy

Ms Devine provided a brief background on the Information Services Strategic Plan and how it had moved beyond an internal focus. The analysis identified the need to look through the customer's eyes and how customers want to interact with Council, noting this is via multiple channels. The Customer Experience Strategy and the Information Services Strategic Plan were complementary.

After engaging with staff and holding workshops, there was now greater clarity on why customers come to Council. Implementation of both strategies are about to commence.

The Committee briefly discussed LIMs (Land Information Memoranda) and the implications of including information about hazards, including liquefaction and seismic faults. LIMs and building consents had been identified for electronic provision.

Resolved minute number **20/FPE/007** **File Ref**

That the 'Customer Experience Strategy' to the 27 February 2020 Finance/Performance Committee meeting be received.

Cr Ash/Cr Carter. Carried

12 Information Services Strategic Plan

The report was discussed in item 11.

Resolved minute number **20/FPE/008** **File Ref**

That the 'Information Services Strategic Plan' to the 27 February 2020 Finance/Performance Committee meeting be received.

His Worship the Mayor/Cr Ash. Carried

13 Late Items

As agreed at item 6.

14 Future Items for the Agenda

Rates of depreciation for new assets

Debt ratios (benchmarks)

15 Next Meeting

Thursday 26 March 2020, 9.30am

16 Meeting Closed

11.56am.

Confirmed/Chair: _____

Date:



Rangitikei District Council

Assets and Infrastructure Committee Meeting

Minutes – Thursday 19 March 2020 – Following Council

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6	Confirmation of minutes	3
7	Chair's Report	3
8	Scotts Ferry Stormwater Management.....	4
9	Putorino Landfill Update	4
10	Altered basis for valuing unsealed roads	5
11	Infrastructure Group Report February 2020.....	5
12	Community and Leisure Assets project updates, February 2020	5
13	Late items.....	6
14	Future items for agenda.....	6
15	Next meeting.....	6
16	Meeting closed.....	6

- Present:**
- Cr Dave Wilson
 - Cr Nigel Belsham
 - Cr Cath Ash
 - Cr Brian Carter
 - Cr Fiona Dalgety
 - Cr Gill Duncan
 - Cr Jane Dunn
 - Cr Angus Gordon
 - Cr Richard Lambert
 - Cr Waru Panapa
 - His Worship the Mayor, Andy Watson
- In attendance:**
- Mr Peter Beggs, Chief Executive
 - Mr Michael Hodder, Community & Regulatory Services Group Manager
 - Mr Arno Benadie, Principal Advisor – Infrastructure
 - Ms Bonnie Clayton, Governance Administrator
- Late Tabled Items:**
- Letter via Cr Duncan from the Chair of Taihape Heritage Trust concerning the Taihape Grandstand

1 Welcome

Councillor Wilson welcomed everyone to the meeting at 10.49am.

2 Public Forum

Nil

3 Apologies/Leave of Absence

That the apology for absence of Ms Coral Raukawa-Manuel be received.

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.

There were no conflicts declared.

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,

Letter via Cr Duncan from the Chair of Taihape Heritage Trust concerning the Taihape Grandstand

be dealt with as a late item at this meeting.

6 Confirmation of minutes

Resolved minute number

20/AIN/013

File Ref

3-CT-13-2

That the Minutes of the 'Assets/Infrastructure Committee' meeting held on 13 February 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham/Cr Carter. Carried

7 Chair's Report

Councillor Wilson took his Chair's report as read.

Resolved minute number

20/AIN/014

File Ref

That the 'Chair's Report' to the 19 March 2020 Assets/Infrastructure Committee meeting be received.

Cr Wilson/Cr Duncan. Carried

8 Scotts Ferry Stormwater Management

Mr Benadie updated Committee members on the Stormwater issues at Scotts Ferry and the plan moving forward.

Resolved minute number **20/AIN/015** **File Ref** **6-SW-1-6**

That the report 'Scotts Ferry Stormwater Management' to the 19 March 2020 Assets/Infrastructure Committee meeting be received.

Cr Duncan/Cr Carter. Carried

Resolved minute number **20/AIN/016** **File Ref**

That the solution proposed by Good Earth Matters Consulting not be considered any further due to the high capital costs and limited improvements in stormwater management it will create.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/AIN/017** **File Ref**

That Council's Infrastructure staff proceed with investigation work for the proposed alternative solution that includes the automation of the existing pumps and replacing or restoring the existing subsoil drains. Engagement is to be had with Horizons Regional Council and the Community, and staff to bring back a report to Council.

Cr Belsham/Cr Dunn. Carried

9 Putorino Landfill Update

Mr Benadie spoke to his report, which outlined actions taken and proposed approach. He highlighted discussions earlier in March about an alternative solution to separate the clean fill from the steel, timber, concrete and domestic refuse – replacing the former and removing the latter. Costs have yet to be established.

Resolved minute number **20/AIN/018** **File Ref** **6-SO-1-8**

That the report 'Putorino Landfill Update' to the Assets/Infrastructure Committee meeting on 19 March 2020 be received.

Cr Gordon/Cr Belsham. Carried

10 Altered basis for valuing unsealed roads

The commentary in the agenda was noted.

11 Infrastructure Group Report February 2020

The report was taken as read. It included (as Appendix 1) a list of departures from the 2019/20 Annual Plan for roading. Points highlighted by the Committee in discussion were:

- Clarification of balancing the costs of deferred roading projects vs. costs of the new projects substituted.
- Increased stormwater discharge when improving road approaches to bridges.
- Hereford Street (Marton) intersection with new subdivision still at design stage; not currently budgeted.
- Cycle path development in Marton, and what is proposed for Taihape's steeper terrain.
- Need to inspect current hard fill sites

Cr Belsham left 11.53am-11.54am.

Resolved minute number **20/AIN/019** **File Ref**

That the 'Infrastructure Group Report February 2020' to the Assets/Infrastructure Committee meeting on 19 March 2020 be received.

Cr Wilson/Cr Ash. Carried

12 Community and Leisure Assets project updates, February 2020

The report was taken as read. Mr Benadie and Mr Hodder responded to questions.

- Timeline for upgrading hot-water supply and the floor in the changing rooms at the Bulls Domain
- Options for managing the Taihape and Marton Pools will be presented to Council's meeting on 26 March 2020

Resolved minute number **20/AIN/020** **File Ref** **5-EX-3-4**

That the report 'Community and Leisure Assets project updates, February 2020' to the Assets/Infrastructure Committee meeting on 19 March 2020 be received.

Cr Wilson/Cr Gordon. Carried

13 Late items

Letter tabled by Cr Duncan from the Chair of Taihape Heritage Trust concerning the Taihape Grandstand

Cr Duncan explained the Trust wanted an opportunity to talk with the Council.

The Committee agreed that the letter be circulated to all elected members and included on the agenda for Council's meeting on 26 March 2020.

14 Future items for agenda

Update on evaluation of all closed landfills

Update on management of Hunterville Pool

15 Next meeting

Thursday 16 April 2020, 9.30am

16 Meeting closed

12.22pm

Confirmed/Chair: _____

Date: _____



Rangitikei District Council

Policy and Planning Committee Meeting

Minutes – Thursday 19 March 2020 – 1:00 p.m.

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7	Chair's Report	4
8	Oral Submissions for Water-related Services Bylaw	4
9	Review of Burials and Cremations Act 1964 and related legislation	4
10	Affordable Housing	5
11	Dangerous and Insanitary Building Policy	4
12	Partnering Organisations MoU work plan review 2020/2021	5
13	Legislation and Governance Update - March 2020	7
14	Update on Communications Strategy	7
15	Policy & Community Planning Project and Activity Report – March 2020	8
16	Activity Management	8
17	Late items	9
18	Future items for the agenda	9
19	Next meeting	9
20	Meeting closed	9

Present:

- Cr Angus Gordon
- Cr Tracey Hiroa
- Cr Cath Ash
- Cr Nigel Belsham
- Cr Fiona Dalgety
- Cr Gill Duncan
- Cr Jane Dunn
- Cr Richard Lambert
- Cr Waru Panapa
- Cr Dave Wilson
- His Worship the Mayor, Andy Watson
- Mr Chris Shenton (Te Roopu Ahi Kaa representative)

In attendance:

- Mr Peter Beggs, Chief Executive
- Mr Michael Hodder, Community & Regulatory Services Group Manager
- Ms Carol Gordon, Manager – Executive Office
- Ms Nardia Gower, Strategy and Community Planning Manager
- Mr Johan Cullis, Environmental Services Team Leader
- Mr Arno Benadie, Principal Advisor – Infrastructure
- Mr George Forster, Policy Advisor (*via teleconference for item 11*)
- Ms Bonnie Clayton, Governance Administrator

Tabled Documents: **Item 7** – Chair’s Report

1 Welcome

Councillor Gordon opened the meeting at 1.10pm.

Mr Beggs briefed the Committee on Council's approach to Covid-19 and the impact it is having on the district, Council properties and the changes required for customer facing staff. Council is being proactive in setting up workstations for staff to be able to work from home.

2 Public Forum

Nil

3 Apologies/Leave of Absence

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.

Councillors Ash, Duncan and Hiroa all declared a conflict of interest or perceived in regards to item 12.

5 Confirmation of order of business

The order of business was confirmed with the following changes:

Item 11 followed item 9.

Item 14 followed item 12.

6 Confirmation of minutes

Resolved minute number

20/PPL/010

File Ref

3-CT-13-2

That the Minutes of the 'Policy/Planning Committee' meeting held on 13 February 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Dunn/Cr Lambert. Carried

7 Chair's Report

Councillor Gordon took his tabled report as read and briefly made note of how upgrading Council electronic communications and processes may be something to consider in light of the current Covid-19 virus.

Resolved minute number **20/PPL/011** **File Ref** **3-CT-15-1**

That the tabled 'Chair's Report' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Gordon/Cr Hiroa. Carried

8 Oral Submissions for Water-related Services Bylaw

The commentary in the agenda was noted.

9 Review of Burials and Cremations Act 1964 and related legislation

Mr Phillips and Ms Hansen provided a PowerPoint presentation, seeking feedback for a draft submission to go to Council's meeting on 26 March 2020. The main points raised in discussion were:

- Proposals reflected an understanding that local government was the best agency to administer burial grounds and cemeteries– but the additional costs had to be recognised and met.
- Private cemeteries on farms were undesirable as their continuation could not be guaranteed.
- Ecoburials a worthwhile option.
- Various cultural perspectives on disposing of ashes.

Resolved minute number **20/PPL/012** **File Ref**

That the presentation on 'Review of Burials and Cremations Act 1964 and related legislation' to the 19 March 2020 Policy/Planning meeting be received.

Cr Belsham/ Cr Lambert. Carried

11 Dangerous and Insanitary Building Policy

The report was taken as read.

Via teleconference, Mr Forster noted that no changes are required for the policy; however, there was a statutory requirement for the policy to go out for public consultation. He clarified that all houses, all buildings are covered under the definition of a building.

Resolved minute number **20/PPL/014** **File Ref** **3-PY-1-20**

That the draft report 'Proposed Dangerous and Insanitary Building Policy' to the 19 March 2020 Policy/Planning meeting be received.

His Worship the Mayor/Cr Dunn. Carried

Resolved minute number **20/PPL/015** **File Ref**

That to meet the requirements of section 131 of the Building Act 2004, the Policy and Planning Committee recommends to Council that the draft Dangerous and Insanitary Building Policy and supporting consultation material be adopted for public consultation.

Cr Belsham/Cr Duncan. Carried

Resolved minute number **20/PPL/016** **File Ref**

That the Policy/Planning Committee be delegated to hear oral submissions to the draft Dangerous and Insanitary Building Policy.

His Worship the Mayor/Cr Dunn. Carried

10 Affordable Housing

A slide show was presented to Committee members.

The Committee agreed that this is an important matter and that the district is growing, they would like to see further agenda items in respect to Affordable Housing.

Resolved minute number **20/PPL/013** **File Ref**

That the presentation on 'Affordable Housing' to the 19 March 2020 Policy/Planning meeting be received.

Cr Gordon/Cr Dunn. Carried

12 Partnering Organisations MoU work plan review 2020/2021

Ms Gower took her report as read.

The Committee agreed that the MoU partners do fantastic work within the communities, specifically the hard work and hours put into events. They discussed the varied level of reporting and presentations at the 13 February 2020 meeting and that there is a need for stronger guidance on content and reports, when reporting to Council.

The Committee agrees that staff discuss with the MoU partners to understand the implications of limiting public gatherings on their work programmes and what new opportunities warranted exploring. This issue could also impact on proposals made to the Events Sponsorship Scheme: a briefing on this would be provided to Council's meeting on 26 March 2020.

Councillor Ash, Councillor Duncan and Councillor Hiroa removed themselves from the room in regards to this item in the instance of conflicts of interest and perceived conflicts 2.42pm-3.14pm.

Resolved minute number **20/PPL/017** **File Ref** **4-EN-10-2**

That the That the 'Partnering Organisations MoU work plan review 2020/2021' to the 19 March 2020 Policy/Planning Committee meeting be received.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/018** **File Ref**

That the Policy/Planning Committee recommends to Council that the Bulls and District Community Trust is granted \$26,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/019** **File Ref**

That the Policy/Planning Committee recommends to Council that Project Marton is granted \$30,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/020** **File Ref**

That the Policy/Planning Committee recommends to Council that Mokai Patea Services is granted \$8,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/021** **File Ref**

That the Policy/Planning Committee recommends to Council that the Taihape Community Development Trust is granted \$20,000 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Cr Hiroa left 3.22pm.
Cr Dunn left 3.28pm.

Meeting adjourned 3.14pm-3.29pm.

14 Update on Communications Strategy

Ms Gordon took her report as read and provided an update on Council's communications around Covid-19, noting:

- a message from His Worship the Mayor and Chief Executive on the Council website and Face Book page
- a dedicated Covid-19 Information page on the website which refers to Guidelines and Information directly from Government, along with the covid19.govt.nz website link for up to date information
- Staff are developing a top 10 FAQ sheet to put onto the website, to answer any questions the public may have around rates etc.
- Staff are being regularly updated every two days or more on the current situation from the internal Incident Management Team

Resolved minute number **20/PPL/023** **File Ref**

That the report 'Update on Communications Strategy' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Ash/Cr Duncan. Carried

13 Legislation and Governance Update - March 2020

Mr Hodder took his report as read and highlighted that the Maori land rating is to be referred to a select committee.

Resolved minute number **20/PPL/022** **File Ref** **3-OR-3-5**

That the report 'Legislation and Governance Update – March 2020' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Belsham/Cr Gordon. Carried

15 Policy & Community Planning Project and Activity Report – March 2020

Ms Gower spoke to her report, briefing Committee members with the departure of the Economic Development officer, she has been attending networking meetings to continue to strengthen those relationships.

Ms Gower noted that 16 Youth Council nominations were received, for the 7 vacancies. Following the Ministry of Educations advice, the Youth Council would no longer be attending River Valley for the training weekend, and have made the decision to hold the inaugural Youth Council meeting and work plan in Council Chambers on Sunday 22 March 2020.

Resolved minute number	20/PPL/024	File Ref	1-CO-4-8
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That the 'Policy & Community Planning Project and Activity Report – March 2019' to the Policy/Planning Committee on 19 March 2020 be received.

His Worship the Mayor/Cr Ash. Carried

16 Activity Management

The report was taken as read.

Mr Cullis noted that 154 of 207 inspections of earthquake prone buildings have been undertaken, with 5 assessments returned.

The Committee requested clarification of what a priority building is under the Implementation of the Building (earthquake-prone buildings) Amendment Act.

Cr Wilson declared a conflict of interest to this item and removed himself from discussion.

Undertaking	Subject
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Staff to provide clarification and report back to Council, on what a priority building is considered.

Resolved minute number	20/PPL/025	File Ref	5-EX-3-2
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That the report 'Activity Management' to the 19 March 2020 Policy/Planning Committee be received.

Cr Wilson/Cr Ash. Carried

17 Late items

As agreed in Item 5.

18 Future items for the agenda

Effectiveness of the Traffic and Parking By-law

19 Next meeting

Thursday 16 April 2020, 1.00pm

20 Meeting closed

4.44pm

Confirmed/Chair: _____

Date: