



Rangitikei District Council

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Rangitikei
UNSPOILT...

Policy/Planning Committee Meeting

Order Paper

**Thursday, 12 February 2015,
1.00 pm**

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

Website: www.rangitikei.govt.nz

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Chair

Cr Lynne Sheridan

Deputy Chair

Cr Richard Aslett

Membership

Councillors Cath Ash, Angus Gordon, Rebecca McNeil, Soraya Peke-Mason
His Worship the Mayor, Andy Watson (ex officio)

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



Rangitikei District Council

Policy and Planning Committee Meeting

Order Paper – Thursday 12 February 2015 – 1:00 p.m.

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The quorum for the Policy/Planning Committee is 4

At its meeting of 28 October 2010 Council resolved that 'The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.'

1 Welcome

2 Apologies/leave of absence

3 Confirmation of order of business

4 Confirmation of minutes

Recommendation

That the Minutes of the Policy/Planning Committee meeting held on 13 November 2014 be taken as read and verified as an accurate and correct record of the meeting.

5 Chairs report

A report is attached.

File ref: 3-CT-15-1

Recommendation

That the Chair's report to the Policy/Planning Committee's meeting on 12 February 2015 be received.

6 Proposed District Plan Changes - Commercial Zone Feedback and Rural/Rural Living Zone Discussion'

A memorandum is attached.

File ref: 1-PL-2-4

Recommendation

That the memorandum 'Proposed District Plan Changes - Commercial Zone Feedback and Rural/Rural Living Zone Discussion' be received.

7 Activity management templates

The Activity Management Templates for Community Well-Being, Community Leadership and Environmental & Regulatory Services for November and December 2014, and January 2015 are attached.

File ref: 5-EX-4

Recommendation

That the Activity Management Templates for Community Well-Being, Community Leadership and Environmental & Regulatory Services for November and December 2014, and January 2015 be received.

8 Update on Legislation and Governance issues

A report is attached.

File ref: 3-OR-3-5

Recommendation

- 1 That the report 'Update on legislation and governance issues' to the Policy/Planning Committee meeting of 12 November 2014' be received.
- 2 That, with respect to the Cost recovery section of the proposed regulations under the Food Act 2014, the Policy/Planning Committee requests the Mayor sign the Committee's submission (with any amendments following consultation with the Deputy Mayor and Chief Executive) and have it included for information in the agenda for the 26 February 2015 meeting of Council.

9 Dangerous and Insanitary Buildings Policy Review

A report is attached.

File ref: 3-PY-1

Recommendations

- 1 That the report "Dangerous and Insanitary Buildings Policy Review" be received.
- 2 That the proposed Dangerous and Insanitary Buildings Policy, Statement of Proposal, Summary of Information and Submission Form [as amended) be recommended to Council for formal adoption for public consultation using the special consultative procedure prescribed by the LGA 2002.

10 Submissions to the Draft Policy on Disposal of Surplus Lands and Buildings

A memorandum is attached.

File ref: 3-PY-1-13

Recommendations

- 1 That the memorandum 'Submissions to the Draft Policy on Disposal of Surplus Lands and Buildings' be received.
- 2 That the Policy/Planning Committee recommends to Council that the draft Policy on Disposal of Surplus Lands and Buildings be adopted [without amendment/as amended].

11 Update on the 2015-25 Long Term Plan (February 2015)

A report is attached.

File ref: 1-LTP2015-2

Recommendation

- 1 That the report "Update on 2015 -25 Long Term Plan (February 2015)" be received.
- 2 That Policy/Planning Committee endorses the Engagement Plan for the 2015-25 Long Term Plan.

12 Update on the Town Centre Plans for Marton, Taihape and Hunterville, and the implementation of Bulls Town Centre Plan - February 2015

A report is attached.

File ref: 1-CP-7-5

Recommendation

That the memorandum 'Update On The Town Centre Plans for Marton, Taihape, Hunterville and the implementation of Bulls Town Centre Plan - February 2015' be received.

13 Update on Communications Strategy

A report is attached.

File ref: 3-CT-15-1

Recommendation

That the report 'Update on the Communications Strategy' to the Policy/Planning Committee's meeting on 12 February 2015 be received.

14 Update on the Path to Well-Being Initiative and other community development programmes – February 2015

A memorandum is attached.

File ref: 1-CO-4

Recommendations

- 1 That the memorandum 'Update on the Path to Well-Being Initiative and other community development programmes – February 2015' be received.

- 2 That the Committee approves the submission of funding applications to the Todd Foundation and other funding bodies as appropriate for operating costs for the Marton Youth Club.

15 Walking/Cycleway along the Rangitikei River – a possible WW1 commemoration project?

The Chair will discuss her ideas about this possible project at the meeting.

16 Late items

17 Future items for the agenda

18 Next meeting

Thursday 12 March 2015, 1.00 pm

19 Meeting closed

Attachment 1

Rangitikei District Council

Policy and Planning Committee Meeting

Minutes – Thursday 13 November 2014 – 1:10 p.m.

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Present: Cr Lynne Sheridan
Cr Richard Aslett
Cr Cath Ash
Cr Angus Gordon
Cr Rebecca McNeil
Cr Soraya Peke-Mason

Also present: Cr Dean McManaway

In attendance: Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Denise Servante, Strategy and Community Planning Manager
Ms Katrina Gray, Policy Analyst
Mr Kevin Morris, Policy Analyst
Ms Samantha Whitcombe, Governance Administrator

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies/Leave of absence

That the apology for absence from His Worship the Mayor be received.

Cr Sheridan / Cr Aslett. Carried

3 Confirmation of order of business

The Chair informed the Committee that there would be no change to the order of business from that set out in the agenda.

4 Confirmation of minutes

Resolved minute number **14/PPL/123** **File Ref**

That the Minutes of the Policy/Planning Committee meeting held on 16 October 2014 be taken as read and verified as an accurate and correct record of the meeting.

Cr Ash / Cr Gordon. Carried

5 Chair's report

Resolved minute number **14/PPL/124** **File Ref** **3-CT-15-1**

That the Chair's report to the Policy/Planning Committee's meeting on 13 November 2014 be received.

Cr Sheridan / Cr McNeil. Carried

6 Proposed District Plan Change – Overview and Issues in the Commercial Zone

Ms Gray oversaw a workshop session on the proposed District Plan Change, focussing specifically on the Commercial Zone.

Resolved minute number **14/PPL/125** **File Ref** **1-PL-2-4**

That the discussion document 'Proposed District Plan Change – Overview and Issues in the Commercial Zone' be received.

Cr Ash / Cr Aslett. Carried

7 Activity management

Mr Hodder and Ms Servante spoke to the Activity Management templates for Community Leadership, Environmental & Regulatory Services and Community Well-Being.

Resolved minute number **14/PPL/126** **File Ref**

That the Activity Management Templates for Community Leadership, Environmental & Regulatory Services and Community Well-Being for October 2014 be received.

Cr Aslett / Cr McNeil. Carried

8 Update on Legislation and Governance Issues

Mr Hodder spoke briefly to the update.

Resolved minute number **14/PPL/127** **File Ref** **3-OR-3-5**

That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 13 November 2014 be received.

Cr Gordon / Cr Ash. Carried

9 Partnership between the Local Authority and the Private Sector - revised policy

Ms Servante spoke briefly to the revised Policy.

Resolved minute number **14/PPL/128** **File Ref**

That the Policy/Planning Committee adopts the Partnership between the Local Authority and the Private Sector [as amended] for inclusion in the Community Leadership Group of Activities Operational Policies.

Cr Peke-Mason / Cr Aslett. Carried

Afternoon Tea 3.00 pm / 3.15 pm

12 Presentation: Enviroschools

Helen Thomas (Horizons Regional Council) narrated a PowerPoint presentation on the Enviroschools programme.

Resolved minute number **14/PPL/129** **File Ref** **1-CO-4-6**

That the memorandum 'Enviroschools' be received.

Cr Peke-Mason / Cr Gordon. Carried

Resolved minute number **14/PPL/130** **File Ref** **1-CO-4-6**

That the Policy/Planning Committee recommends to Council that the Enviroschools programme is made available to schools in the District, funded as a preference from the Waste Minimisation Levy, and included in the draft 2015-25 Long Term Plan

Cr Sheridan / Cr Ash. Carried

10 Preliminary considerations of submissions to the draft Significance and Engagement Policy

Mr Hodder spoke briefly to the submissions on the draft Significance and Engagement Policy.

Resolved minute number **14/PPL/131** **File Ref**

That the submissions to the Significance and Engagement Policy be received.

Cr Aslett / Cr Peke-Mason. Carried

Resolved minute number **14/PPL/132** **File Ref**

That the Policy/Planning Committee recommends to Council the adoption of the draft Significance and Engagement Policy, without change.

Cr Aslett / Cr McNeil. Carried

11 Operational Policies - Roothing and Footpaths Group of Activities

Ms Servante spoke briefly to the Operational Policies in the Roothing and Footpaths group of activities.

Resolved minute number **14/PPL/133** **File Ref**

That the Policy/Planning Committee adopts the Unformed Legal Roads Policy and Footpaths and Vehicle Crossings Policy for inclusion in the Roothing and Footpaths Group of Activities Operational Policies.

Cr Sheridan / Cr Gordon. Carried

14 Update on the 2015/25 Long Term Plan

Ms Downs spoke briefly to the update on the 2015-25 Long Term Plan.

Resolved minute number **14/PPL/134** **File Ref** **1-LTP2014-2**

That the report 'Update on 2015 -25 Long Term Plan (November 2014)' be received.

Cr Ash / Cr Peke-Mason. Carried

16 Update on the Communications Strategy

Ms Downs spoke briefly to the update on the Communications Strategy.

Resolved minute number **14/PPL/135** **File Ref** **3-CT-15-1**

That the report 'Update on the Communications Strategy' to the Policy/Planning Committee's meeting on 13 November 2014 be received.

Cr Ash / Cr McNeil. Carried

13 Annual progress report for Bulls and District Community Trust, Project Marton, Rangitikei Tourism and Taihape Community Development Trust 2013/14

Ms Servante spoke briefly to the report.

Resolved minute number **14/PPL/136** **File Ref** **3-GF-10**

That the report on "Annual progress report for Bulls and District Community Trust, Project Marton, Rangitikei Tourism and Taihape Community Development Trust 2013/14" be received.

Cr Peke-Mason / Cr Aslett. Carried

Resolved minute number **14/PPL/137** **File Ref** **3-GF-10**

That the Committee thanks the Trustees, Committee members, staff and volunteers of Bulls and District Community Trust, Project Marton, Rangitikei Tourism and Taihape Community Development Trust, acknowledging the value of their contribution towards Councils agreed Levels of Service in the Community Well-Being group of activities.

Cr Gordon / Cr McNeil. Carried

15 Update on the Town Centre Plans for Marton, Taihape, Bulls and Hunterville - November 2014

Mr Morris spoke to the update on the Town Centre Plans for Marton, Taihape, Bulls and Hunterville.

Resolved minute number **14/PPL/138** **File Ref** **1-CP-7-4**

That the memorandum 'Update on the Town Centre Plans for Marton, Taihape, Bulls and Hunterville – November 2014' be received.

Cr Aslett / Cr Gordon. Carried

17 Update on the Path to Well-being Initiatives and other Community Development Programmes – November 2014

Ms Servante spoke briefly to the update on the Path to Well-Being Initiatives and other Community Development Programmes.

Resolved minute number **14/PPL/139** **File Ref** **1-CO-4**

That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – November 2014' be received.

Cr Ash / Cr McNeil. Carried

Resolved minute number **14/PPL/140** **File Ref** **1-CO-4**

That the Committee approves the submission of funding applications to Whanganui Community Foundation, Kiwi Sport and Lottery Community Committee (Manawatu/Whanganui) for the Swim 4 All programme 2015 and to the Tindall Foundation for operating costs for the Marton and Taihape Youth Clubs.

Cr Peke-Mason / Cr Aslett. Carried

18 Late items

19 Future items for the agenda

20 Next meeting

Thursday 12 February 2015, 1.00 pm

21 Meeting closed – 5.17 pm

Confirmed/Chair: _____

Date: _____

Unconfirmed

Attachment 2

Policy /Planning Committee – Chairperson’s Report

February, 2015

Welcome to our first meeting of 2015,

The Rates Remission Policy was referred to during our last Council meeting. I would be interested to know if our Committee feels that this policy should be reviewed. Currently it applies to ‘new’ businesses. However, when we have to implement it, we have no guidelines other than discretion to decide how much should be granted and for how long. It is effectively decided on a case by case basis. Yet at every meeting we continually look back to what we did last time and basically using that memory of the previous application to compare with the application before us.

The current policy does not recognize;

- employee numbers or increases in employees,
- expansion of an existing business – effectively we are not supporting businesses wanting to grow.
- property improvements before versus after

But it does recognize that the business should be the only one in a given area.

Economic development is not the exclusive to new businesses and currently the Rates Remission Policy does not reflect this.

The second issue I want to bring to your attention is the outcomes from the Path to Wellbeing Conference. What can we do to further support economic development in our district? We will of course be discussing this matter further on in the agenda, but I would like you to think about how you would like to see the outcomes from the Conference developed further or do you have some other suggestions. I must acknowledge and thank, the staff for the great job they did organizing the Path to Wellbeing Conference.

As the journey on our individual Town Centre Plans come to an end, I believe we need to also thank Kevin Morris for the tremendous job he has done supporting the two Steering Groups. Kevin has been actively involved (hands on painting etc.,) with the project in Marton, organizing materials, promoting the group and its meetings. I think you must have been at every working bee session. It has been a pleasure to work with you Kevin.

And now for the Long Term Plan this is in its final stages and I look forward to Council taking the consultation document, “What’s the Plan Rangitikei”, to our communities.

The next Councillor Street Table will be held on the 28th February in Broadway, outside the Chemist Shop and Butterfly tree. Thank PROJECT Marton for the opportunity to have a presence at Market day.

Councillor Lynne Sheridan

Attachment 3



Rangitikei
UNEXPECTED...

MEMORANDUM

TO: Policy/Planning Committee

FROM: Katrina Gray

DATE: 5 February 2015

SUBJECT: **Proposed District Plan Changes – Commercial Zone Feedback and Rural/Rural Living Zone Discussion**

FILE: 1-PL-2-4

1 Executive Summary

- 1.1 This memorandum provides feedback regarding the Commercial Zone discussions in November. The Section 32 report is attached as Appendix 1 which includes (at the end) a scale and significance assessment.
- 1.2 A discussion document has been prepared for the issues identified in the Rural and Rural Living zones. This is attached as Appendix 2. This includes background information regarding the plan change process, evaluation reports and District Plan hierarchy/implementation.

2 Feedback – Commercial Zone Discussion

- 2.1 At its November meeting the Committee discussed the following issues in the Commercial Zone: activity setback (manufacturing and residential activities), activity setback (landscaping), pedestrian verandas and car parking.

Activity Setback (manufacturing and residential activities)

- 2.2 Current rule:

Residential or manufacturing activities located within the retail shopping core must not be located within 10 metres of the front boundary at ground floor level.

- 2.3 Discussions about manufacturing and residential setbacks focused on whether a setback for manufacturing and residential activities are appropriate and if so, what setback should be required.
- 2.4 A number of suggestions were received varying from requiring a separating wall, rather than a specified distance setback. It was agreed by the group that small scale manufacturing activities (such as weaving, shoe cobbling and glass blowing) should be exempt from complying with the rule.

- 2.5 The section 32 report has recommended amending the current rule to have one rule for residential setbacks and a separate rule for commercial setbacks (exempting businesses with three or less three permanent full time employees).

Activity Setback (landscaping)

- 2.6 Current rule:

Where any site adjoins a Residential Zone, a 3 metre landscaped setback from the adjoining boundary is required.

- 2.7 Discussions regarding landscaping setbacks focused on whether it is necessary to provide a 3 metre landscaped setback between commercial developments and the residential zone, whether the 3 metre distance is suitable and whether it would be appropriate to include a minimum height.
- 2.8 The discussions raised a tension between protecting amenity values of residents versus allowing development to occur in a largely unrestricted manner. It was largely agreed that a setback/separation of some kind would be appropriate, however, could be used for activities on the site e.g. car parking.
- 2.9 The section 32 report discusses the preferred option would be to amend the current rule. The proposed rule requires a 3 metre building setback and a fence or other screening along the boundary between 1.8 metres and 2 metres high.

Pedestrian Verandas

- 2.10 Current rule:

In the case of retail activities within the retail shopping core which may be set back from the road frontage, a veranda must be provided along the main frontage of the building where pedestrians gain entry to the building, or where practicable, in any other case.

- 2.11 The discussion about pedestrian verandas focused on whether buildings which are setback should be required to have a veranda, if non-retail activities should be exempt and whether buildings should be exempt if the buildings on either side do not have a veranda.
- 2.12 The discussion within the group was divided; some of the Committee members thought verandas should be required, while half thought that they were not necessary and it should be left up to the developer to decide. It was agreed that non-retail activities set back from the road should be exempt from complying with the rule, which is consistent with the existing rule.
- 2.13 Therefore, it is proposed that the existing rules are retained. Consequently, this issue has not been discussed as part of the section 32 evaluation report.

Car parking

- 2.14 The discussions on car parking centred around whether it is appropriate to require new buildings on the main street in the urban areas to be built at the front of the site and require car parking at the back, and whether there are suitable alternatives for parking.
- 2.15 Currently there are no rules which restrict where developers can place car parking on their site.
- 2.16 There was a somewhat divided view within the committee on this issue. There was a tension between providing town centres which have high amenity values versus the desire to ensure development is not unduly restricted. There was, however, somewhat agreement regarding the need for a green strip if car parking is located at the front of a site.
- 2.17 The section 32 report has proposed the introduction of a new condition which requires a planted strip of 1.5 metres wide, where car parking adjoins the footpath.

3 Discussion – Rural and Rural Living Zone

- 3.1 A discussion document is attached as Appendix 2. The key issues to be addressed are: building setback, dwelling separation signage and shelterbelts. It was initially proposed that forestry would be dealt with as an item in the District Plan review; however, the issue is currently before Council with an alternative suggestion.

4 Recommendations

- 4.1 That the memorandum 'Proposed District Plan Changes - Commercial Zone Feedback and Rural/Rural Living Zone Discussion' be received.

Katrina Gray
Policy Analyst

Appendix 1

Section 32 Evaluation Report

Commercial Zone

1 Scale and Significance Assessment

- 1.1 The scale and significance of the proposed changes are attached. The vast majority of the changes are considered to have a low scale and significance, therefore, the analysis and detail required reflects this assessment.

2 Evaluation of the objective

- 2.1 Current objective:

Enable a diverse range of activities within commercial zones and encourage adaptive reuse of existing buildings.

- 2.2 The objective for the Commercial Zone is not proposed to be amended. It is considered that the objective is appropriate for the needs of the District and adequately portrays the desired direction for commercial activities in the District. It is considered that the analysis provided in the 2010 section 32 Evaluation Report is still relevant and does not need to be expanded upon in this report.

3 National Environmental Standards

- 3.1 There are considered to be no National Environmental Standards Relevant to the proposed changes.

ACTIVITY SETBACK – MANUFACTURING AND RESIDENTIAL ACTIVITIES

4 Background to the Issue

Rule	Current Wording
Activity Setback Rule B4.2-1	Residential or manufacturing activities located within the retail shopping core must not be located within 10 metres of the front boundary at ground floor level.

- 4.1 The intent of this rule to protect the integrity of the retail area of the CBD. However, the occupation pressures within the District do not create the circumstances that this rule is intended to prevent (e.g. manufacturing and residential activities seeking to operate in the main retail areas).
- 4.2 A key issue is with the definition of a manufacturing activity, which incorporates a very broad range of activities. An example of this is a clothing store which also does a little bit of dressmaking (an activity which would be classified as manufacturing). The

effect would be that the clothing store would need resource consent to enable the dressmaking activity to occur within 10 metres of the front boundary.

- 4.3 It is considered that the current rule does not adequately reflect the objectives of the Commercial Zone, as it reduces the ability for the adaptive reuse of existing buildings and reduces the range of activities which may occur.

5 Options to consider

- a) **Status Quo** – Keep the setback distance of 10 metres from the front boundary. This rule would ensure the worst case scenario of a large scale manufacturing business opening up in the CBD would not be permitted. However, may require smaller manufacturing businesses which are desirable in the CBD to gain resource consent to undertake the activity.
- b) **Remove the Rule** – This would increase the flexibility of development within the commercial areas. However may result in residential or any manufacturing activities to occur in the main streets at ground level commercial space in the CBD of the District's towns, which would ideally be occupied by retail activities.
- c) **Amend the distance/measurement** – The setback of 10 metres from the front of the site is fairly large for many premises throughout the District. Rather than being setback by a distance, there could be a setback based on a partition wall. This would ensure the separation of manufacturing and residential activities, while providing for flexibility as to where this wall may be located.
- d) **Exemptions for small operators** – Small scale manufacturing operations, such as; one to three person operations for activities such as; shoe repairs, clothing repairs, jewellery making could be exempt from meeting manufacturing setbacks. This would ensure that small scale activities which are not likely to create adverse effects, and could even provide positive effects are not restricted to undertake their activities behind a partition wall.
- e) **Definition** – Amend the definition of manufacturing so it does not capture small scale operators. This could add clarity to the issue, however, could result in a very complex and hard to interpret definition.

6 Preferred option

- 6.1 It is considered that removing the rule could create a risk whereby key retail space is occupied by residential or manufacturing activities. It is preferable that there is a rule to restrict this occurring, however, that the rule is more flexible than the current provision. It is considered that amending the definition of the manufacturing activity would lead to an overly complex definition, and that the simpler solution is to exempt small scale manufacturing activities within the proposed rule.

6.2 Proposed rules

Residential activities located within the retail shopping core must be screened from the front boundary at ground floor level by a solid wall, so that this activity cannot be viewed by customers.

Manufacturing activities within the retail shopping core must be screened from the front boundary at ground floor level. Small businesses with three or less permanent full-time employees are exempt from complying with this rule.

ACTIVITY SETBACK – LANDSCAPING

7 Background to the Issue

Rule	Current Wording
Activity Setback B4.2-2	Where any site adjoins a Residential Zone, a 3 metre landscaped setback from the adjoining boundary is required.

- 7.1 The rule seeks to enhance amenity values between commercial areas and residential areas. However, there are a large number of areas where the Commercial Zone adjoins the Residential Zone, where no landscaping between the zones has been provided. These areas would not need to provide a landscaped setback from the adjoining boundary.
- 7.2 The rule would only come into effect for new development on a commercial site, where a site has not been developed for commercial use before, and is adjoining the residential zone.
- 7.3 The issue with this rule is that the planting strip it can take up a significant proportion of a commercial site, especially a skinny site. The rule, as it is currently worded, does not provide for any height requirements, which means that screening would not necessarily be provided to adjoining residential neighbours.

8 Options for addressing the issue

- a) **Remove the Rule** - There would be no requirement for a landscaped setback between commercial and residential zoned land for new commercial developments.

Removing the rule would enable commercial developments to occur in a less restricted manner next to residential areas. This would be beneficial for businesses looking to invest in the town. However, there is the risk of tensions occurring between the two activities if an appropriate setback from the residential activities does not occur. This has the potential of diminishing the amenity of the existing residents.

- b) **Status Quo** - Keep the required landscape setback, so in the event where there is a new commercial development adjoining residential zoned land, the amenity of the adjoining residents will be somewhat protected.

The purpose of the current rule is to provide a setback between commercial and residential activities, to ensure the amenity of the residential areas are maintained. However, by providing no minimum height requirement for the landscaped setback, the business could, in effect, purely plant some small grasses as its landscaped setback. This does not necessarily provide screening between the two sites.

- c) **Amend the Rule** - The landscaped setback is amended so that a screening fence (or planted area) is required, as well as, a building setback of 3 metres.

It is considered that a setback between commercial and residential activities is appropriate to ensure amenity of neighbouring residents. However, it is considered that a 3 metre landscaped setback may remove a significant portion of a site from productive use. It is considered that a building setback would be a more appropriate solution for the District, with a requirement to provide vertical screening between the two properties. This would enable the space between the building and the residential lot to be used for other productive purposes, e.g. parking, vehicle access.

9 Preferred option

- 9.1 The preferred option is to amend the rule. It is considered that by amending the rule, commercial development will not be as restricted, while amenity values for surrounding residents is maintained. It is considered the risk of amending this rule is low. There are currently a large number of commercial sites that adjoin residential sites which do not have the required landscaped setback and are not creating issues for surrounding residents. The potential for development in the District is low, it is considered that the amenity of residents is more likely to be affected by a lack of development and maintenance of commercial areas.

9.2 Proposed rules

Where any site adjoins a Residential Zone, a 3 metre building setback from the adjoining boundary is required.

Where any site adjoins a Residential Zone, a fence, screening or site planting along the zone boundary of a height between 1.8m and 2m is required.

CARPARKING

10 Background to the issue

Rule	Current Wording
Number of On Site Vehicle Parking Spaces Required	Where a building is constructed, reconstructed, altered or added to, or any activity is established on a site or in a building or other structure, the parking provisions and standards in Table B9.7 apply.

- 10.1 This rule seeks to ensure that businesses are providing appropriate parking options for their customers. There is currently no provision in the Plan to require a planted separation distance to ensure the amenity values of the urban areas are retained.

11 Options for addressing the issue

- a) **Status Quo** – keep the existing parking provisions which do not require businesses to provide a green strip. This will result in the choice of the location and barriers between the car parking area and the road/footpath being left up to the developer.
- b) **Add a new rule** – Add a new rule which requires the planting of a green strip between the car parking area and the road/footpath. This option would potentially increase the amenity of the town centres in the case that buildings are demolished and rebuilt with parking at the front of the site.

12 Preferred option

- 12.1 The preferred option is to implement a new rule that requires a planted strip of 1.5 metres between the parking area and the footpath.

- 12.2 Proposed rule:

Any parking area within the Retail Shopping Core which comprises 5 or more parking spaces, must have, adjacent to their boundary with any road or footpath a green strip of at least 1.5 metres wide.

13 Environmental, economic, social and cultural effects

	Benefits	Costs
Environmental	Significant developments which cannot meet the provisions can be assessed through a resource consent process.	If significant levels of development begin occurring, the rules might be too permissive to prevent adverse effects occurring.
Economic	Increasing flexibility for setbacks can help stimulate development, potentially increasing employment and economic growth.	Businesses are still required to provide a building setback and manufacturing setback which may inhibit the development of some sites. This could reduce the options for new businesses setting up and reduce opportunities to provide for economic and employment growth.

Social	The greatest risk for the community is abandoned commercial areas, creating areas for unsocial behaviour and unsightly structures.	If a significantly large development occurs near a residential area, Council is reliant on the developer designing the activity so that amenity values for nearby residents are maintained (over and above the required setback and screening).
Cultural	There are not likely to be cultural effects	There are not likely to be cultural effects

14 The risk of acting or not acting

- 14.1 The risk of not acting on the proposed rule changes is that new economic activity in the District is reduced due to the need for resource consent to breach the rules. This is especially important for small scale local businesses that are less likely to have the resources and experience to enter into the consent process.
- 14.2 The risk of acting is that the requirements on businesses in the commercial zone are reduced, therefore, if development in the District increases, the amenity of residents is less protected. Data from Statistics New Zealand shows the District in a steady decline, therefore, this situation is considered to be unlikely.

15 Appropriateness of the provisions (policies and rules)

- 15.1 It is considered the proposed changes to the provisions are appropriate for the District. The District is declining and needs to provide every opportunity to stimulate economic growth and development. The commercial zone is one of the main areas where this can occur.
- 15.2 By providing a flexible approach to development in the Zone, while maintaining a small number of permitted activity standards, economic development opportunities will be maximised, while the amenity values of residents are retained.

COMMERCIAL ZONE – SCALE AND SIGNIFICANCE ASSESSMENT FOR S 32 EVALUATION REPORT

Criteria	Consider the following if relevant	Comment	Ranking of Scale/Significance (high, medium, low)
The degree of shift from the status quo	<ul style="list-style-type: none"> Addressing an existing or new RM issue New management regime Minor/major change in policy/rule framework Scale of regulatory impact Changing existing objectives 	<p>Addressing an existing issue</p> <p>Minor change in the rule framework</p> <p>Scale of regulatory impact is low</p> <p>Not changing existing objectives</p>	<p>Scale: low</p> <p>Significance: low</p> <p>Overall: low</p>
Who will be affected and by how much	<ul style="list-style-type: none"> Degree of public interest Level of interest/impact on Maori/ Iwi Likely degree of impact on Part 2 matters Degree proposal will address community outcomes How many people will be affected Degree of impact on private property 	<p>Low degree of public interest\</p> <p>Minimal likely interest by Maori/Iwi</p> <p>Not a significant contributor to community outcomes</p> <p>A small number of businesses are likely to be affected.</p> <p>Small impact on private property</p>	<p>Scale: Low</p> <p>Significance: Low</p> <p>Overall: Low</p>
The geographic scale or reach of the issue	<ul style="list-style-type: none"> Localised or wide ranging? Level of distribution or equity effects (i.e. degree to which costs and benefits will accrue to many or a few) 	<p>Reaches throughout the District in the commercial areas.</p> <p>The costs will be to a small few</p> <p>The benefits will be to the wider community</p>	<p>Scale: Medium</p> <p>Significance: Low</p> <p>Overall: Low</p>
The degree of policy risk, implementation risk or uncertainty	<ul style="list-style-type: none"> Potential acceptability Extent to which options are novel/unprecedented Quality of evidence base Certainty of benefits/costs. 	<p>Potential acceptability is high</p> <p>Options are not novel</p> <p>Evidence base is low</p> <p>Benefits/costs are hard to quantify</p>	<p>Scale: Low</p> <p>Significance: Low</p> <p>Overall: Low</p>

Appendix 2

DISCUSSION ITEM

SUBJECT: **Proposed District Plan Changes – Overview and Issues in the Rural and Rural Living Zones**

TO: Policy/Planning Committee

FROM: Katrina Gray, Policy Analyst

DATE: 5 February 2015

FILE: 1-PL-2-4

1 Introduction

1.1 The key issues identified by staff in relation to the Rural and Rural Living Zones are: building setback, dwelling separation signage and shelterbelts.

1.2 The guiding objectives can be found in Part A of the District Plan, Natural Environment. The key areas are Rural Amenity and the Rural Zone¹. The overall objectives for these areas is to:

- Maintain the primary production qualities of the Rural Zone.
- Ensure the character and amenity values of the Rural Zone are not compromised.
- Minimise activities which are disassociated from primary production.
- Manage activities to minimise conflicts with primary production activities.
- Ensure the sustainable management of versatile soils to ensure their ongoing productive capacity.
- Provide for rural lifestyle living in specified areas.

1.3 The underlying policies which are relevant to the issues discussed in this report seek to:

- Ensure primary production can occur with limited control.
- Reduce effects of shading caused by shelterbelts or plantations on adjoining properties.
- Preserve open space and the unbuilt nature of the rural environment.
- Require separation between rural dwellings and activities such as; intensive farming, forestry, effluent holding ponds.
- Avoid the fragmentation of rural land for residential development.
- Provide a rural and rural living zone to provide for different needs.
- Preserves rural amenity, while providing a transition to the urban environment.

¹ See page 18 and 19 of the Rangitikei District Plan 2013.

- 1.4 The overall intention of the objectives and policies is to ensure the Rural Zone is used for rural, primary production purposes and rural lifestyle development occurs in specified areas, maintains rural amenity, while providing for rural and residential activities.

2 ISSUE 1: Building Setbacks

Rule	Current Wording	Proposed Options
Rural Zone		
B7.1 Building Setback	B7.1-1 All buildings, except those used for intensive farming must not be located any closer than: a) 20 metres from any side or rear boundary; b) 5 metres from any road boundary; c) 10 metres from any boundary with an existing state highway.	Amend the rule Status quo
Rural Living Zone		
B6.1 Building Setback	On sites that contain 5,000m ² or more, all buildings must not be located any closer than: a) 20 metres from any side or rear boundary; b) 5 metres from any road boundary; c) 10 metres from a boundary with an existing state highway. On sites less than 5,000m ² all buildings must not be located any closer than: a) 5 metres from any side or rear boundary; b) 5 metres from any road boundary; c) c) 10 metres from a boundary with an existing state highway.	Amend the rule Status quo

- 2.1 The intent of the current 20 metre side or rear boundary setback in the rural zone is to provide for rural amenity, increase separation between activities, and maintain the open space nature of the rural environment. The same intent is set in the Rural Living Zone, apart from small sites of less than 5,000m², where the setback is reduced to 5 metres, to provide for small sites where a larger setback is not possible.
- 2.2 The main issue with this rule is that a 20 metre setback often results in sheds being located in the middle of paddocks (this is especially the case for smaller lots). In addition, there has been an increase in resource consent applications as a result of this rule. Under the previous District Plan there was a setback of 5 metres. During 2012 one application was received to breach this rule. However, with the introduction of the 20 metre setback rule the number of consents to breach this rule increased last year to 6 applications.

- 2.3 The consents to breach the setback rule are simple to process provided the affected neighbour has given their approval for the location of the building. The process enables the neighbour to voice their opinion if they are not satisfied with the building being located closer than 20 metres from their boundary.
- 2.4 A significant issue encountered with this rule is that some smaller sites are not able to comply with this rule as their site is not large enough. Therefore, to construct a building or extend their dwelling, resource consent is required.
- 2.5 Options to consider:

Reduce the distance e.g. to 5 or 10 metres	Require different setbacks dependent on lot size	Status quo	Re-zone the smaller sites in the Rural Zone as Rural Living
The rule could be amended to require a smaller setback distance.	<p>The rule could be amended to match the rule in the Rural Living Zone which requires a setback of 20 metres on sites greater than 5,000m² but a 5 metre setback on sites less than 5,000m².</p> <p>Note: the specific lot size/threshold requires discussion.</p>	<p>Retain the required 20 metre setback.</p> <p>Require resource consent for any breaches.</p>	<p>This would enable these sites to have setback distances which are more appropriate.</p> <p>It may take a significant amount of time to identify and re-zone all of the small rural properties.</p> <p>Note: new subdivision of smaller sections would require land use consent to apply the Rural Living Zone rules.</p>

- 2.6 Boundary setbacks are a complex issue. It is important that land owners are able to develop their land and are not unduly restricted by the setback rules in the District Plan. However, it is also important that amenity values of neighbours are retained on a consistent basis.
- 2.7 If the option of requiring different setback distances, dependent on lot size is preferred, the threshold of the size of the site is an important consideration. The current provision of 5,000m² is the size of a large residential section. It is considered that a typical rural living section would be between 2 ha and 10 ha.
- 2.8 Tararua District Plan – Have no required boundary setbacks. Their Plan solely relies on the use of a recession plane. This would equate to a 3 metre high building being able to be constructed 1 metre from the boundary
- 2.9 Wanganui District Plan – require a 10 metre side/rear boundary setback.

2.10 Grey District Plan – require a 5 metre side/rear boundary setback.

2.11 Manawatu District Plan – require a 20 metre side/rear boundary setback for dwellings and a 5 metre side/rear setback for other buildings.

2.12 Feedback Sought

- *What setback distance do you think is suitable for the Rural Zone and Rural Living Zone?*
- *Do you think the Rural rules should be different to the Rural Living rules?*
- *Do you think smaller sections in the Rural Zone should be subject to different setback rules?*
- *If lot size determines setbacks, what should be the area threshold?*
- *What size site is it appropriate to have a reduced setback distance for?*
- *Should dwellings be subject to a different setback than ancillary buildings?*

3 ISSUE 2: Dwelling Separation

Rule	Current Wording	Proposed Options
Dwelling Separation B7.4	New dwellings must not be located closer than 100 metres from any existing dwelling.	Amend rule Status quo

3.1 The intention of this rule is to preserve the open space nature and amenity in the rural areas. This provision is effective in the Rural Zone. However, issues arise with rural properties on the urban fringe, adjoining the residential zone. Effectively the 100 metre separation distance requires new rural dwellings to be 100 metres from any other residential dwelling. Because of the rules requiring connection to a reticulated water and sewage system if available within 50 metres of the boundary.²

3.2 If the separation distance between rural and residential dwellings is reduced there could be sensitivity issues. For example, rural dwellings are likely to keep noisy/smelly animals, such as roosters and pigs close to the dwelling³.

3.3 Options to consider:

Amend rule	Status quo
Amend rule New dwellings must not be located closer than 100 metres from any existing dwelling	Keep the current rule. This would require any new dwelling in the Rural Zone to have a 100 metre separation distance (or gain resource consent) from any

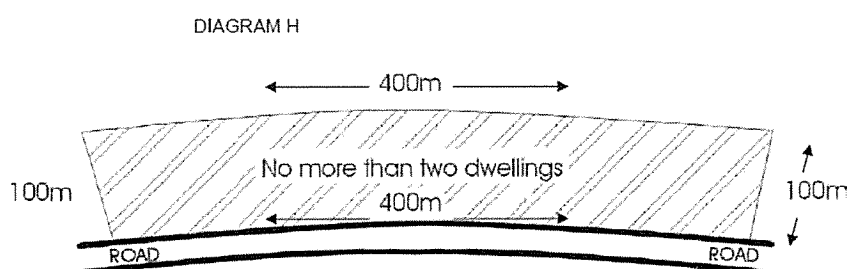
² Rule B1.3

³ Note: the Animal Control Bylaw restricts the keeping of rooster at least 100 metres and pigs 25 metres from an urban area.

in the Rural Zone.	other existing dwelling, regardless of the zoning.
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3.4 Tararua District Plan – no rules requiring dwelling separation.

3.5 Manawatu District Plan – stated that there should be no more than two dwellings or potential dwellings within a 400metre section of road (see figure below). This rule excludes dwellings which are more than 100 metres from the road or on the opposite side of the road.



3.6 Wanganui District Plan – no rules requiring dwelling separation.

3.7 Grey District Plan – no rules requiring dwelling separation.

3.8 Feedback sought

- *Do you think that properties in the rural zone near to the residential zone should be required to provide a 100 metre separation distance with the existing dwellings in the residential/rural living zones?*
- *What disadvantages are there to enforcing the current separation distance?*
- *Do you think that having rural dwellings near residential dwellings could create unintended issues/conflicts?*

4 ISSUE 3: Signage

Rule	Current Wording	Proposed Options
Signage B1.11	Must relate to the activity or service provided on site (allowed 2 signs of 4m ²). Real estate sign or temporary sign ⁴ (allowed 4 signs of 2m ²).	Amend the rule Add a new zone Status quo Add objectives/policies

⁴ A temporary sign is – one which is displayed for no longer than 3 calendar months in any one year.

- 4.1 The issue with the signage rule is that the plan does not provide any guidance regarding visual pollution. A resource consent application for signage along any road in the Rangitikei is likely to be granted, as the planner does not have guidance, other than the consideration of visual amenity and the open space nature of the rural environment.
- 4.2 The main concern is the visual pollution an array of signs on the state highways and arterial roads create, and the negative impact this may have on the amenity for passing tourists. In addition, there is some concern that signage is being used to detract from business in the next town in favour of one further on.
- 4.3 Options to consider:

Amend the Rule	Add a new zone	Status quo	Add new objective and policy
<p>The rule could be amended to state:</p> <p>Must relate to the activity or service provided on site or to a business which is located off the state highway.</p>	<p>The creation of a State Highway Road Corridor Zone which could prescribe signage requirements.</p> <p>This approach would require GIS resourcing to develop the map overlay.</p>	<p>Keep the rules the same.</p> <p>The rule itself might limit signs, with people not wanting to apply for resource consent. But if consent is applied for then it is likely to be granted.</p>	<p>Keep the rules the same, but strengthen the strategic guidance.</p> <p>This would better support the implementation of the rules.</p>

- 4.4 The key consideration is the purpose of the rules. The purpose of restricting signage is to retain the open space and rural outlook within the District, especially on state highways where visitors are passing. In allowing promotion of local businesses along the state highways etc., the rule has not considered providing an opportunity for promotion of rural businesses off the state highways. The rule is not designed to protect the ability of urban businesses to advertise in rural areas.
- 4.5 Regardless of the option considered most appropriate for the rules, it is recommended that new a new policy is added. It would provide the planner with guidance when an application is received to breach the permitted activity standards.
- 4.6 Tararua District Plan – Have a large number of rules related to signage in the Rural Zone. Interestingly, signs not related to the activity on the site are permitted provided, they have a maximum of 3m², there is a maximum of two signs on the site, the sign does not include phone numbers, addresses or internet addresses and is located at least 1 km from any other sign on a site which is not related to the activity on that site.
- 4.7 Wanganui District Plan – One free standing sign per site and one property identification sign up to 3m².

4.8 Grey District Plan –Does not provide for advertising signage as a permitted activity. Provides only for temporary signage, official signage and signage for a public purpose.

4.9 Manawatu District Plan – Provides for signs up to 1m² for a public purpose, temporary signs, official signs, and a sign up to 0.5m² with the name of the premises and a sign up to 1m² for any permitted use which requires the erection of a sign e.g. the sale of produce grown on the site.

4.10 Feedback Sought

- *Are the current rules suitable, if there is a stronger policy to guide decision making?*
- *Do we want to allow businesses in our urban areas to be able advertise on the state highways? What about rural businesses?*
- *How easy to do you think it should be for a business in an urban area to erect a sign on a rural property adjoining a state highway?*
- *Would a provision requiring spacing between signs be desirable?*

5 ISSUE 4: Shelterbelts

Rule	Current Wording	Proposed Options
Planting Setback B6.5/ B7.6	Forestry must not be located within 10m of a boundary, or within 30m of any existing dwelling.	Add a further rule Status quo

5.1 The intent of this rule is to reduce the adverse effects caused by falling branches, shading and to allow access on site for the trimming of trees for forestry blocks.

5.2 This rule does not include shelterbelts, which have the potential to create a nuisance, with many farmers and lifestylers planting shelterbelts on the boundary of their property which then cause issues with neighbours due to falling branches, shading and access requirements for tree trimming.

5.3 The previous version of the District Plan required a 10 metre setback and 5 metre maximum height. This rule was removed because it was considered that shelterbelts are a necessary farming tool, and there are few new shelterbelts being established throughout the District.

5.4 Options to consider:

Add a further rule	Status quo
Shelterbelts must not be located closer than 5m from any adjacent title not held in the same ownership.	No specific rule with regard to shelterbelts. This would result in the issue of shelterbelts being regulated by the Property Law Act

<p>This would ensure space for trimming and branch fall.</p> <p>Issues may arise with the enforcement of this rule, determining whether the shelterbelts were planted before or after the rule came into effect (landowners could not be forced to move existing shelterbelts). Complaints are usually received when trees are mature.</p>	<p>2007 (section 333). This Act gives neighbours the ability to apply to the district court for the removal or trimming of the tree. The applicant would need to show that the tree is a risk to health and safety or creates issues with the growing of crops or the use or enjoyment of their land.</p> <p>This is a process outside of the scope of Council.</p>
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- 5.5 There are potential issues with the enforcement of a shelterbelt setback rule. It is hard to determine when a shelterbelt was planted (e.g. whether it was permitted to be planted or not), with complaints generally raised when the trees are mature (not when they are just planted).
- 5.6 Tararua District Plan – no required setback for shelterbelts.
- 5.7 Manawatu District Plan – there are a number of rules in the Manawatu District Plan regarding shelterbelts. There is a restriction on the height of trees (4 metres), the distance from any dwelling on a neighbouring property (30 metres) and the distance from any residential zone (30 metres). There is also a setback of 5 metres from the northern boundary and 10 metres of any other boundary.
- 5.8 Wanganui District Plan – requires shelterbelts to be set back 10 metres from the boundary.
- 5.9 Grey District Plan – no required setback for shelterbelts.
- 5.10 Feedback sought
- *Do you think that shelterbelts should be required to be setback from the boundary?*
 - *Do you think a shelterbelt setback rule could be effectively monitored and enforced?*
 - *Would it be appropriate to force a landowner to remove a mature shelterbelt which was planted illegally many years beforehand?*
 - *Should the Rural Zone and Rural Living Zone be subject to the same shelterbelt rules?*

Appendix – Background information from November 2014 meeting

Background

The District Plan was reviewed from 2010 and became fully operative in October 2013. Since this time staff have been working under the Plan and have been keeping a record of issues with its implementation. Council staff have presented previous reports to the Policy/Planning Committee which outline the key issues. The most significant issue to be addressed are the liquefaction provisions, however, there are a number of other provisions which need further consideration.

At its October 2014 meeting it was suggested that the key issues identified by staff would be considered by the Committee over its next few meetings, to provide sufficient opportunity to discuss the issues in depth and provide initial guidance on the direction they would like staff to take in addressing the issues.

Evaluation Report (Section 32 of the RMA)

The Rangitikei District Plan has been developed under the requirements of the RMA. Likewise, any plan change must also be developed under this legislation.

An important part of the plan change process is the preparation of an evaluation report under section 32 of the RMA. This report must be provided with the proposed plan change at the time of public notification. Evaluation reports are an important part in ensuring robust decision-making when undertaking district plan changes.

The evaluation report must examine the appropriateness of objectives in achieving the purpose of the RMA, assess the efficiency and effectiveness of the proposed provisions (policies and methods/rules). It must also assess the risks, costs and benefits, as well as the environmental, social, cultural and economic effects. The level of detail provided in the evaluation report must be in accordance with the scale and significance of the likely effects anticipated from the proposed changes.

When making decisions, decision-makers must have particular regard to the section 32 evaluation. Evaluation reports under section 32 may be challenged by any person through the public submission process on the grounds that the report is inadequate.

District Plan Hierarchy

The Rangitikei District Plan contains a number of issues, objectives, policies and rules, which work together to manage development throughout the District and give effect to the purpose of the RMA (sustainable management). Issues are not mandatory, however, they provide significant insight into the challenges associated with specific areas or topics. Objectives are mandatory and set the direction or vision for what is hoped to be achieved. Policies provide more specific detail of the vision and flow from the objectives. Rules are the method through which the objectives are implemented and land use regulated.

Therefore, it is important that when considering a plan change, that the objectives and policies them are considered in conjunction with the rules, and that proposed changes to rules are consistent and implement the objectives.

How the District Plan works in practice

In practice, the District Plan has a number of permitted activities for each zone, and associated permitted activity standards. These are the rules of the District Plan and dictate whether someone can undertake an activity without permission, or whether they need resource consent.

If the permitted activity standards are breached or the proposed activity is not a listed permitted activity then resource consent is required. When considering the resource consent, the objectives and policies help to guide the planner in their decision. Therefore, it is important that the objectives and policies provide a guide of what for what is intended in each zone.

It is also important that the rules are suitable to ensure that activities are not permitted which could create significant adverse effects, but likewise, that activities which are not likely to create adverse effects are not caught up in the regulatory process.

Plan for Considering the Issues

It is proposed that the discussion items presented to the Committee will help to inform the section 32 evaluation report, with a first draft of the evaluation report (being split into topics) being presented to the following Policy/Planning Committee meeting for comment/consideration.

Tararua District Plan 2012 is used as a comparison, as it is a District that faces similar issues to the Rangitikei.

Proposed date of discussion of key items

13 November 2014

Discussion items: Commercial Zone – manufacturing setback, planting setback, verandas, car parking.

February 2015

Draft Evaluation Report: Commercial Zone.

Discussion item: Rural and Rural Living Zone - forestry harvesting, shelterbelts/ General Rules - signs, exterior storage, removal of buildings.

March 2015

Draft evaluation report: Rural Zone.

Discussion item: Residential and Education Zone/Subdivision and Development provisions.

April 2015

Draft evaluation report: Residential and Education Zone/Subdivision and Development provisions.

Discussion item: Liquefaction/Natural Hazards and zoning.

May/June 2015

Final evaluation report completed and ready for notification of proposed plan changes.

Attachment 4

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 201/15			Nov-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide opportunities to be actively involved in partnerships that provide community and ratepayer wins	A greater proportion (than in the previous year) of the sample believe that Council's service is getting better: 37% in 2012, 30% in 2013, 16% in 2014	Nothing to report: 2014/15 survey will be carried out in March 2015.	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
None			
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Maintain information centres in Taihape and Bulls, the gateways to the District	Develop a one-stop shop in Bulls through colocation of Library and information centre.	On track - see regular reports prepared for Policy/Planning Committee, Council and Bulls Community Committee as necessary.	Intentionally left blank
	Commission earned - aggregated across Bulls and Taihape - information only	This information is included in the January Template	Intentionally left blank
	Visitor contacts recorded monthly for Bulls and Taihape - information only	This information is included in the January Template	Intentionally left blank
Contract with local organisations to provide a range of information, such as community newsletters, for local distribution	Through MOU arrangements and work plan	On track - report considered by P/PI in November covering annual reports from the MOU agencies.	Intentionally left blank
Maintain a website that provides information about Council and community services and activities	www.rangitikei.govt.nz	Nothing to report	Intentionally left blank
Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, with information about living in the District and social media opportunities.	MOU with Rangitikei Tourism to maintain www.rangitikei.com	On track - report considered by P/PI in November covering annual reports from the MOU agencies.	Intentionally left blank
Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District	Through MOU arrangements and work plan	As above	Intentionally left blank

Contract with local organisations to support, encourage and facilitate business investment within the towns and District	Through MOU arrangements and work plan	As above	Intentionally left blank
Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council	Through the Community Initiatives Fund, Creative Community Funding Scheme and Sport New Zealand Rural Travel Fund	The Creative Communities Assessment Committee met on 26 November to allocate funding	Intentionally left blank
	Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions	Outcome of the Creative Communities funding available on website.	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Appropriate range of well-used Council and community facilities and services	Proactively seek out opportunities for collaboration and support/facilitate inclusive partnerships to deliver more services in the community	On track - town centre plans progressing. Confirmation received of external funding for the refurbishment of the Shelton Pavilion in Marton. Reports prepared for A/In on sites for a community garden in Bulls - referred to Bulls Community Committee.	Intentionally left blank
Contract with Horizons to provide access to a full-time Emergency Management Officer	Maintain contract with Horizons and meet agreed level of service as defined in the triennial work plan	On track	Intentionally left blank
Arrange regular planning and operational activities	Participate in group and national exercises to test and develop readiness	No activities during this period	Intentionally left blank
Host and chair bi-monthly meetings of Rangitikei Emergency Management Committee	6 meetings held per year	No meeting during this period	Intentionally left blank
Provide fully trained and adequately resourced volunteer personnel who are in a position to respond to rural fire call-out with the minimum of delay	At least two crews (8 people) at all times	No new recruits	Intentionally left blank
Community Partnership Activity	Delivery of Partnership Board Action Plan	On track	Intentionally left blank

	Delivery of agreed work programme with MOU agencies	Nothing to report this period.	Intentionally left blank
Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Facilitation of Path to well-being theme groups	Marton and Taihape Connections	Survey and focus group outcomes to be written up with recommendations for actions.	Intentionally left blank
	Community database of contacts available on-line	Database training for Information Centre staff is ongoing.	Intentionally left blank
	Youth Action Plan	A group of students at Rangitikei College have been working on a mural for the public toilets on High Street, Marton.	Intentionally left blank
	Positive Ageing Strategy	Falls Prevention Programme completed in Bulls.	Intentionally left blank
	Treasured Natural Environment Theme Group	The Theme Group is working on developing the River Accord. P/PI considered a presentation from Enviro schools and recommended that the programme is adopted from July 2015 funded preferentially from the Waste Minimisation Levy.	Intentionally left blank
	Bouyant District Economy	Following consideration by the F/P Committee in October, a revised draft economic development strategy was considered by the Committee on 27 November and agreed for inclusion in the draft LTP. Planning to relaunch the Theme Group following the conference in December.	Intentionally left blank
Strategic Water Assessment	Further investigations as a result of stage 1	On track	Intentionally left blank
Kensington Road	Review options for full use of site as a transport hub, aim to sell completely.	Nothing to report	Intentionally left blank

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2014/15			Nov-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
The Council to provide leadership to the District and make sensible and prudent decisions	Completion of annual plan actions on time: 92% of Annual Plan actions substantially undertaken or completed during the year, all groups of activities to achieve at least 80% of identified actions	Nothing to report this month	Intentionally left blank
	Completion of capital programme: 90% of planned capital programme expended, all network utilities groups of activities to achieve at least 80% of planned capital expenditure	Nothing to report this month	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
Row Labels	Email/Telephone	In Person	Not Provided
Animal Control	6	8	0
Building Control	0	0	0
Council Housing/Property	0	1	0
Culverts/Drainage	0	0	0
Environmental Health	3	0	4
Footpaths	0	0	1
General enquiry	3	0	0
Halls	0	0	1
Parks and Reserves	1	0	1
Public Toilets	0	0	0
Road signs	2	0	0
Roads	0	0	1
Roadside Vegetation/Trees	1	0	0
Stormwater	0	0	0
Street Cleaning	0	0	0
Street Lighting	0	0	0
Vehicle Crossings	0	0	0
Waste	0	0	0
Water	3	0	1
Grand Total	19	9	9
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Assurance that Council has sound planning for a positive future for the District, taking into account all reasonable and realistic projections	Follow its Public Participation (Consultation) Policy in assessing the impact of its decision-making and involving affected parties appropriately	Reports prepared during November and not reported elsewhere: Strategic Water Assessment	Intentionally left blank
The Council to be a strong and successful advocate for the District's interests	Be an obvious participant in discussions within the sector and central government on key matters affecting the Rangitikei	No submissions preapred during November.	Intentionally left blank

Community Boards which are responsive to local needs and improve the nature of Council's local facilities and service delivery	Provide full administrative support for Community Boards for bi-monthly meetings, with officer reports when appropriate, and opportunities to participate in strategic workshops	The Taihape Community Board met on 5 November and the Ratana Community Board did not meet. Order Papers were prepared and circulated.	Intentionally left blank
Community Committees which are responsive to local needs and able to liaise successfully with the Council	Provide secretarial assistance for Community Committees' bi-monthly meetings and opportunities for members to participate in strategic workshops	The Turakina Community Committee and Hunterville Community Committee did not meet in November, the Marton Community Committee on 12 November, the Bulls Community Committee met on 11 November. Order Papers were prepared and circulated.	Intentionally left blank
Collaborative and productive relationship between Council and tangata whenua	Develop well-serviced and functional relationship with Te Roopu Ahi Kaa and in addition, develop relationships with individual Iwi, hapu and the Ratana community	Te Roopu Ahi Kaa did not meet during November	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Strategic Planning Activity	Annual Report 2013/14	Completed.	Intentionally left blank
	2015-25 Long Term Plan	On track. The Project Team met in November. A report was prepared on population/labour force projections for consideration by F/P Committee on 27 November. The report was approved for inclusion in the draft 2015-25 LTP. Draft CD and LTP in progress.	Intentionally left blank
	Policy and Bylaw review (as per Policy work schedule)	On track. Food Business Grading Bylaw adopted by Council 27 November 2014.	Intentionally left blank
	Review Governance arrangements for shared services	No progress as yet	Intentionally left blank
	Comprehensive review of Council's reserve funds	Nothing further to report.	Intentionally left blank
Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Statutory Policy review	Development of recreational parks and reserve management plans	No further progress	Intentionally left blank
	Review Schedule of Fees and Charges	Due again in May 2015	Intentionally left blank
	Review statutory policies for LTP	Significance and Engagement Policy was adopted by Council 27 November 2014. Policy on Partnerships between the Council and the private sector is no longer a statutory policy but P/PI revised and adopted new policy to sit as an operational policy in the Community leadership group of activities.	Intentionally left blank

	Develop Local Approved Products Policy	Submissions to Local Approved Products Policy were heard by Council on 27 November 2014	Intentionally left blank
	Review Dangerous and Insanitary Buildings Policy	Policy review ongoing	Intentionally left blank
Non-statutory Policy Review	Contaminated land (initially to analyse how the current budget is used, followed by discussion paper on contaminated land in the district and issues needing consideration)	Nothing to report this period	Intentionally left blank
	Reviews of the operational policies for Roading specifically: Footpaths and Vehicle Crossings policy, Unformed Roads policy, and the development of policies to address the standard of access to the last property on any road, to guide the removal and replacement of street trees and to recover costs towards renewal of the roading network from heavy users	Operational policies on Footpaths and Vehicle Crossings and Unformed Roads adopted by P/PL Committee on 13 November 2014.	Intentionally left blank
	Review the Heritage Strategy	No further progress.	Intentionally left blank
	Develop and implement Community Housing strategy for inclusion in 2015-25 LTP	Nothing to report	Intentionally left blank
	Develop an Arts Strategy and an Iconic Events Strategy	No further progress	Intentionally left blank
	Earthquake prone building policy review	Nothing to report.	Intentionally left blank
	Dog Owner Policy	Dog Control and Owner Responsibility Policy was adopted by Council 28 November 2014	Intentionally left blank
	Noxious weeds (analysis of problems on Council land including road reserves - background for deciding the long-term operational programme with Horizons and REG)	No further progress.	Intentionally left blank
Bylaw Review	Dog Control Bylaw	Dog Control Bylaw was adopted by Council 28 November 2014.	Intentionally left blank
	Water Services bylaw	This piece of work has been postponed. It is not expected to be completed this financial year.	Intentionally left blank
Communications	Develop and implement communications strategy	Monthly update provided to Policy/Planning Committee	Intentionally left blank

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2014/15			Nov-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide a legally compliant service	At least 92% of the processing of documentation for each of Council's regulatory and enforcement services is completed within the prescribed times	Consent processing times for the reporting period 100% . A breakdown is as follows: BC 12 out of 12 within time frame, 2 Subdivision and 2	Intentionally left blank
	Accreditation as a building consent authority	Maintained	Intentionally left blank
Provide responsive compliance officers	Improvement in timeliness reported in 2013/14 (88% completed, 77% completed in time) NB for 2012/13: 99% were completed and 64% were	84 RFS received.78 completed and 76 (97%) completed within time.	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
Animal Control	61	7	2
Animal welfare	3	0	0
Attacks on animal	1	0	1
Attacks on humans	3	0	0
Barking dog	8	0	1
Dog Property Inspection (for Good Dog Owner)	9	0	0
Found dog	6	0	0
Lost Animal	4	1	0
Microchip dog	2	0	0
Property Inspection - Animal Control Problem	2	0	0
Rushing at human	2	0	0
Rushing at animal	0	0	0
Stock worrying	0	1	0
Wandering stock	9	5	0
Wandering/stray dog	12	0	0
Building Control	0	0	0
BCA Complaint	0	0	0
Dangerous or unsanitary building	0	0	0
Property inspection	0	0	0
Environmental Health	24	2	1
Abandoned Vehicle	1	0	0
Dead animal	1	0	0
Dumped rubbish (Outside town boundary)	0	0	0
Dumped rubbish (within town boundary)	3	0	0
Food premises health issue	2	0	0
Livestock issues (non-impound)	1	0	0
Noise - day and night	12	2	1
Pest Problem	0	0	0

Recycle Bins	0	0	0
Request Fire Permit	0	0	0
Smell or Smoke	0	0	0
Untidy/overgrown section	4	0	0
Vermin	0	0	0
Totals for group	85	9	3
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Minimal regulatory control	Allow maximum level of exemption where	2 Granted, 0 Declined	Intentionally left blank
District Plan (and other) review processes conducted frugally	Give effect to the reviewed District Plan and monitor any issues potentially resolved through a	Items and issues relating to the District Plan are being recorded for a future plan change.	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Other regulatory functions	Give effect to provisions of enacted Sale and Supply of Alcohol Act		Intentionally left blank
	Give effect to the provisions of the Food Bill,		Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Building Consents	Report on number of building consents processed, the timeliness and the value of	11 processed for November, 11 completed on time, 100%. Value of work \$1,503,660	Intentionally left blank
	Code of compliance certificates, notices to fix and	CCC issues 16 , NTFs 0, Infringements 0	Intentionally left blank
Resource Consents	Report on number of land use consents issued and timeliness, and for subdivision consents and timeliness, and for section 223 and 224 certification and timeliness, abatement and	s221 - 0, s223 - 1 issued 100%; s224 - 1 issued 100% ; 2 Landuse and 2 Subdivision consent issued this month 100%; Infringement Notices 0	Intentionally left blank
Dog Control	Report on number of new registrations issued, dogs impounded, dogs destroyed and	This information will be provided at the meeting	Intentionally left blank
Bylaw enforcement	Narrative on enforcement action taken	Litter infringements - 0 -	Intentionally left blank
Liquor Licensing	Report on number and type of licences issued and timeliness of process.	This information will be provided at the meeting	Intentionally left blank

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 201/15			Dec-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide opportunities to be actively involved in partnerships that provide community and ratepayer wins	A greater proportion (than in the previous year) of the sample believe that Council's service is getting better: 37% in 2012, 30% in 2013, 16% in 2014	Nothing to report	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
None			
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Maintain information centres in Taihape and Bulls, the gateways to the District	Develop a one-stop shop in Bulls through colocation of Library and information centre.	On track - see regular reports prepared for Policy/Planning Committee, Council and Bulls Community Committee as necessary.	Intentionally left blank
	Commission earned - aggregated across Bulls and Taihape - information only	This information is included in the January Template	Intentionally left blank
	Visitor contacts recorded monthly for Bulls and Taihape - information only	This information is included in the January Template	Intentionally left blank
Contract with local organisations to provide a range of information, such as community newsletters, for local distribution	Through MOU arrangements and work plan	Report prepared to identify scope of work programme for MOU agencies in 2015-2018. Considered by Council on 11 December.	Intentionally left blank
Maintain a website that provides information about Council and community services and activities	www.rangitikei.govt.nz	Nothing to report	Intentionally left blank
Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, with information about living in the District and social media opportunities.	MOU with Rangitikei Tourism to maintain www.rangitikei.com	Report prepared to identify scope of work programme for MOU agencies in 2015-2018. Considered by Council on 11 December.	Intentionally left blank
Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District	Through MOU arrangements and work plan	As above	Intentionally left blank
Contract with local organisations to support, encourage and facilitate business investment within the towns and District	Through MOU arrangements and work plan	As above	Intentionally left blank

Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council	Through the Community Initiatives Fund, Creative Community Funding Scheme and Sport New Zealand Rural Travel Fund	Nothing to report for this period	Intentionally left blank
	Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions	Nothing further to report at this stage	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Appropriate range of well-used Council and community facilities and services	Proactively seek out opportunities for collaboration and support/facilitate inclusive partnerships to deliver more services in the community	On track - see regular reports prepared for Policy/Planning Committee, Council, Taihape Community Board and Marton Community Committee as necessary. Presentation from Creative Communities to Council on 11 December on draft town centre plans for Taihape, Hunterville and Marton and progress on design brief for Bulls one-stop- shop facility. Haylock Park recommended for approval as site for community garden in Bulls by Bulls Community Committee.	Intentionally left blank
Contract with Horizons to provide access to a full-time Emergency Management Officer	Maintain contract with Horizons and meet agreed level of service as defined in the triennial work plan	On track	Intentionally left blank
Arrange regular planning and operational activities	Participate in group and national exercises to test and develop readiness	No activities during this period	Intentionally left blank
Host and chair bi-monthly meetings of Rangitikei Emergency Management Committee	6 meetings held per year	Meeting held on 16 December 2014	Intentionally left blank
Provide fully trained and adequately resourced volunteer personnel who are in a position to respond to rural fire call-out with the minimum of delay	At least two crews (8 people) at all times	No new recruits	Intentionally left blank
Community Partnership Activity	Delivery of Partnership Board Action Plan	Levels of Service for the Community Partnerships activity was considered by Council on 11 December and approved for inclusion in the draft LTP.	Intentionally left blank

	Delivery of agreed work programme with MOU agencies	Te Runanga o Ngati Hauiti presented to TRAK art its December meeting and it was agreed to negotiate a work programme for funding through the community development programme.	Intentionally left blank
Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Facilitation of Path to well-being theme groups	Marton and Taihape Connections	Nothing further to report at this stage	Intentionally left blank
	Community database of contacts available on-line	Database training for Information Centre staff is ongoing.	Intentionally left blank
	Youth Action Plan	Students from Rangitikei College completed the mural project at the toilets in Marton. A District-wide group met as a workshop session at the conference in Bulls and agreed the scope of a District-wide project.	Intentionally left blank
	Positive Ageing Strategy	Nothing further to report for this period.	Intentionally left blank
	Treasured Natural Environment Theme Group	Nothing further to report for this period.	Intentionally left blank
	Bouyant District Economy	levels of Service for Economic Development and District Promotion were approved by Council on 11 December for inclusion in the draft 2015-25 LTP. The Path to Well-being conference was held in Bulls on 12 December focussing on the Rangitikei Growth Strategy. It is reported elsewhere on the agenda.	Intentionally left blank
Strategic Water Assessment	Further investigations as a result of stage 1	On track	Intentionally left blank
Kensington Road	Review options for full use of site as a transport hub, aim to sell completely.	Nothing to report	Intentionally left blank

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2014/15			Dec-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
The Council to provide leadership to the District and make sensible and prudent decisions	Completion of annual plan actions on time: 92% of Annual Plan actions substantially undertaken or completed during the year, all groups of activities to achieve at least 80% of identified actions	Nothing to report this month	Intentionally left blank
	Completion of capital programme: 90% of planned capital programme expended, all network utilities groups of activities to achieve at least 80% of planned capital expenditure	Nothing to report this month	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
General enquiry	None		
Row Labels	Email/Telephone	In Person	Not Provided
Animal Control	6	5	3
Building Control	0	0	0
Council Housing/Property	1	0	0
Culverts/Drainage	0	0	1
Environmental Health	1	1	3
Footpaths	2	1	0
General enquiry	0	0	2
Halls	0	0	0
Parks and Reserves	0	0	0
Public Toilets	0	0	0
Road signs	0	0	1
Roads	2	0	1
Roadside Vegetation/Trees	1	0	2
Stormwater	0	1	0
Street Cleaning	0	0	0
Street Lighting	0	0	0
Vehicle Crossings	0	0	0
Waste	1	0	1
Water	2	1	0
Grand Total	16	9	14

Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Assurance that Council has sound planning for a positive future for the District, taking into account all reasonable and realistic projections	Follow its Public Participation (Consultation) Policy in assessing the impact of its decision-making and involving affected parties appropriately	Reports have been prepared for Council, Committees and Boards: and are reported elsewhere	Intentionally left blank
The Council to be a strong and successful advocate for the District's interests	Be an obvious participant in discussions within the sector and central government on key matters affecting the Rangitikei	No submissions were prepared during this period.	Intentionally left blank
Community Boards which are responsive to local needs and improve the nature of Council's local facilities and service delivery	Provide full administrative support for Community Boards for bi-monthly meetings, with officer reports when appropriate, and opportunities to participate in strategic workshops	The Taihape Community Board met on 3 December and the Ratana Community Board met on 2 December. Order Papers were prepared and circulated.	Intentionally left blank
Community Committees which are responsive to local needs and able to liaise successfully with the Council	Provide secretarial assistance for Community Committees' bi-monthly meetings and opportunities for members to participate in strategic workshops	The Turakina Community Committee met on 4 December, the Marton Community Committee on 10 December, the Bulls Community Committee met on 9 December and the Hunterville Community Committee did not meet. Order Papers were prepared and circulated.	Intentionally left blank
Collaborative and productive relationship between Council and tangata whenua	Develop well-serviced and functional relationship with Te Roopu Ahi Kaa and in addition, develop relationships with individual Iwi, hapu and the Ratana community	Te Roopu Ahi Kaa met on 9 December. An order paper was prepared and circulated.	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Strategic Planning Activity	Annual Report 2013/14	Completed.	Intentionally left blank
	2015-25 Long Term Plan	The Project Team met during December. Financial and Infrastructure Strategies were agreed at Council on 11 December for inclusion in the draft 2015-25 LTP. Early drafts of both the CD and the draft LTP were circulated to Councillors prior to Christmas.	Intentionally left blank
	Policy and Bylaw review (as per Policy work schedule)	On track	Intentionally left blank
	Review Governance arrangements for shared services	No progress as yet	Intentionally left blank
	Comprehensive review of Council's reserve funds		Intentionally left blank

Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Statutory Policy review	Development of recreational parks and reserve management plans	No further progress	Intentionally left blank
	Review Schedule of Fees and Charges	Due again in May 2015	Intentionally left blank
	Review statutory policies for LTP	Nothing to report for this period	Intentionally left blank
	Develop Local Approved Products Policy	Local Approved Products Policy was adopted by Council 11 December 2014	Intentionally left blank
	Review Dangerous and Insanitary Buildings Policy	Policy review in process	Intentionally left blank
Non-statutory Policy Review	Contaminated land (initially to analyse how the current budget is used, followed by discussion paper on contaminated land in the district and issues needing consideration)	Nothing further to report for this period	Intentionally left blank
	Reviews of the operational policies for Roading specifically: Footpaths and Vehicle Crossings policy, Unformed Roads policy, and the development of policies to address the standard of access to the last property on any road, to guide the removal and replacement of street trees and to recover costs towards renewal of the roading network from heavy users	Nothing further to report for this period	Intentionally left blank
	Review the Heritage Strategy	No further progress.	Intentionally left blank
	Develop and implement Community Housing strategy for inclusion in 2015-25 LTP	Council considered delivery options for community housing on 11 December and agreed to propose two choices in the draft LTP; whether Council should be involved in this activity and if so, a number of options for delivery mechanism.	Intentionally left blank
	Develop an Arts Strategy and an Iconic Events Strategy	No further progress	Intentionally left blank
	Earthquake prone building policy review	Nothing to report.	Intentionally left blank
	Dog Owner Policy	Completed	Intentionally left blank
	Noxious weeds (analysis of problems on Council land including road reserves - background for deciding the long-term operational programme with Horizons and REG)	No further progress.	Intentionally left blank
Bylaw Review	Dog Control Bylaw	Completed	Intentionally left blank
	Water Services bylaw	This piece of work has been postponed. It is not expected to be completed this financial year.	Intentionally left blank
Communications	Develop and implement communications strategy	Nothing to report: no meetings of Committee for update	Intentionally left blank

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2014/15			Dec-14
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide a legally compliant service	At least 92% of the processing of documentation for each of Council's regulatory and enforcement services is completed within the prescribed times	Consent processing times for the reporting period 100% . A breakdown is as follows: BC 14 out of 14 within time frame, 1 Subdivision and 2	Intentionally left blank
	Accreditation as a building consent authority	Maintained	Intentionally left blank
Provide responsive compliance officers	Improvement in timeliness reported in 2013/14 (88% completed, 77% completed in time) NB for 2012/13: 99% were completed and 64% were	84 RFS received.78 completed and 76 (97%) completed within time.	Intentionally left blank
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
Animal Control	65	5	2
Animal welfare	2	0	0
Attacks on animal	1	0	0
Attacks on humans	0	0	0
Barking dog	8	1	0
Dog Property Inspection (for Good Dog Owner)	5	0	1
Found dog	10	0	0
Lost Animal	10	1	0
Microchip dog	0	0	0
Property Inspection - Animal Control Problem	0	0	0
Rushing at human	1	0	0
Rushing at animal	1	0	0
Stock worrying	0	0	0
Wandering stock	9	3	0
Wandering/stray dog	18	0	1
Building Control	0	0	0
BCA Complaint	0	0	0
Dangerous or unsanitary building	0	0	0
Property inspection	0	0	0
Environmental Health	39	2	1
Abandoned Vehicle	0	0	1
Dead animal	1	0	0
Dumped rubbish (Outside town boundary)	0	0	0
Dumped rubbish (within town boundary)	2	0	0
Food premises health issue	0	0	0
Livestock issues (non-impound)	2	0	0
Noise - day and night	27	1	0
Pest Problem	0	0	0

Recycle Bins	0	0	0
Request Fire Permit	0	0	0
Smell or Smoke	0	0	0
Untidy/overgrown section	5	1	0
Vermin	2	0	0
Totals for group	104	7	3
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Minimal regulatory control	Allow maximum level of exemption where	0 Granted, 0 Declined	Intentionally left blank
District Plan (and other) review processes conducted frugally	Give effect to the reviewed District Plan and monitor any issues potentially resolved through a	Items and issues relating to the District Plan are being recorded for a future plan change.	Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Other regulatory functions	Give effect to provisions of enacted Sale and Supply of Alcohol Act		Intentionally left blank
	Give effect to the provisions of the Food Bill,		Intentionally left blank
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Building Consents	Report on number of building consents processed, the timeliness and the value of	14 processed for December, 14 completed on time, 100%. Value of work \$1,409,270	Intentionally left blank
	Code of compliance certificates, notices to fix and	CCC issues 11 , NTFs 2 Infringements 2	Intentionally left blank
Resource Consents	Report on number of land use consents issued and timeliness, and for subdivision consents and timeliness, and for section 223 and 224 certification and timeliness, abatement and	s221 - 0, s223 - 0 issued ; s224 - 0 issued ; 2 Landuse and 1 Subdivision consent issued this month 100%; Infringement Notices 0	Intentionally left blank
Dog Control	Report on number of new registrations issued, dogs impounded, dogs destroyed and	This information will be provided at the meeting	Intentionally left blank
Bylaw enforcement	Narrative on enforcement action taken	Litter infringements - 0 -	Intentionally left blank
Liquor Licensing	Report on number and type of licences issued and timeliness of process.	This information will be provided at the meeting	Intentionally left blank

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 201/15			Jan-15
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide opportunities to be actively involved in partnerships that provide community and ratepayer wins	A greater proportion (than in the previous year) of the sample believe that Council's service is getting better: 37% in 2012, 30% in 2013, 16% in 2014	Nothing to report	Survey to be undertaken.
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
None			
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Maintain information centres in Taihape and Bulls, the gateways to the District	Develop a one-stop shop in Bulls through colocation of Library and information centre.	On track - see regular reports prepared for Policy/Planning Committee, Council and Bulls Community Committee as necessary.	Concept designs due to be completed and signed off by Council for inclusion in the draft LTP
	Commission earned - aggregated across Bulls and Taihape - information only	October 2014 \$1023.61 (\$869.73 2013) November 2014 \$920.64 (\$1052.26 2013) December 2014 \$880.69 (\$819.94 2013) January 2015 \$630.25 (\$1639.82 2014)	
	Visitor contacts recorded monthly for Bulls and Taihape - information only	Bulls January 2015, 629 (762, January 14), Taihape January 2015, 629 (771, Januray 14)	
Contract with local organisations to provide a range of information, such as community newsletters, for local distribution	Through MOU arrangements and work plan	Framework for work programme 2015-18 scoped out with MOU agencies and approved by Council on 29 January for inclusion in the draft LTP, subject to feedback from relevant CC/CB	Outline of work programme to be included in draft LTP
Maintain a website that provides information about Council and community services and activities	www.rangitikei.govt.nz	Council's website is currently being redesigned.	Website to be live
Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, with information about living in the District and social media opportunities.	MOU with Rangitikei Tourism to maintain www.rangitikei.com	Framework for work programme 2015-18 scoped out with MOU agencies and approved by Council on 29 January for inclusion in the draft LTP, subject to feedback from relevant CC/CB	Outline of work programme to be included in draft LTP
Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District	Through MOU arrangements and work plan	As above	Outline of work programme to be included in draft LTP
Contract with local organisations to support, encourage and facilitate business investment within the towns and District	Through MOU arrangements and work plan	As above	Outline of work programme to be included in draft LTP
Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council	Through the Community Initiatives Fund, Creative Community Funding Scheme and Sport New Zealand Rural Travel Fund	Nothing further to report at this stage	Creative Communities (second round) to be undertaken. Community Initiatives criteria to be reviewed.
	Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions	Nothing further to report at this stage	To be arranged

Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Appropriate range of well-used Council and community facilities and services	Proactively seek out opportunities for collaboration and support/facilitate inclusive partnerships to deliver more services in the community	On track - see regular reports prepared for Policy/Planning Committee, Council, Taihape Community Board and Marton Community Committee as necessary.	Ongoing
Contract with Horizons to provide access to a full-time Emergency Management Officer	Maintain contract with Horizons and meet agreed level of service as defined in the triennial work plan	On track	
Arrange regular planning and operational activities	Participate in group and national exercises to test and develop readiness	No activities during this period	
Host and chair bi-monthly meetings of Rangitikei Emergency Management Committee	6 meetings held per year	No meeting held this month	
Provide fully trained and adequately resourced volunteer personnel who are in a position to respond to rural fire call-out with the minimum of delay	At least two crews (8 people) at all times	No new recruits	
Community Partnership Activity	Delivery of Partnership Board Action Plan	Nothing further to report at this stage	Ongoing
	Delivery of agreed work programme with MOU agencies	On track	Quarterly reports due 22 February for first six months of 2014/15
Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Facilitation of Path to well-being theme groups	Marton and Taihape Connections	Nothing further to report at this stage	Marton Community Charter to be progressed
	Community database of contacts available on-line	Database training for Information Centre staff is ongoing.	
	Youth Action Plan	Approval of roading team to placement of cube sculptures on intersection of SH1/3 in Bulls.	Completion of MSD projects. Work on sustainable funding for youth activities in Marton and Taihape. Prepare application for MYD funding 2015/16.
	Positive Ageing Strategy	Final report on recent projects finalised and submitted to DHB and RDC Chief Executive	develop follow on project as per recommendations from final report with DHB
	Treasured Natural Environment Theme Group	Nothing further to report at this stage	River Accord progressed
	Buoyant District Economy	Preparation of conference report and draft Rangitikei Growth Strategy.	Re-establish theme group, achieve some consensus for Rangitikei Growth Strategy
Strategic Water Assessment	Further investigations as a result of stage 1	On track	Develop stage 2 projects for inclusion in Rangitikei Growth Strategy
Kensington Road	Review options for full use of site as a transport hub, aim to sell completely.	Nothing to report	

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2014/15			Jan-15
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
The Council to provide leadership to the District and make sensible and prudent decisions	Completion of annual plan actions on time: 92% of Annual Plan actions substantially undertaken or completed during the year, all groups of activities to achieve at least 80% of identified actions	Half year statement of service performance prepared for Concil consideration on 29 January.	
	Completion of capital programme: 90% of planned capital programme expended, all network utilities groups of activities to achieve at least 80% of planned capital expenditure	Half year statement of service performance prepared for Concil consideration on 29 January.	
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
General enquiry	None		
Row Labels	Email/Telephone	In Person	Not Provided
Animal Control	8	8	9
Building Control	1	0	0
Council Housing/Property	0	1	3
Culverts/Drainage	1	1	2
Environmental Health	3	1	9
Footpaths	0	0	0
General enquiry	0	0	0
Halls	0	0	0
Parks and Reserves	0	0	0
Public Toilets	0	0	0
Road signs	0	0	0
Roads	2	1	0
Roadside Vegetation/Trees	1	1	1
Stormwater	1	0	0
Street Cleaning	0	0	0
Street Lighting	0	0	1
Swimming Pools	1	0	0
Vehicle Crossings	1	0	0
Waste	0	1	0
Water	3	3	1
Grand Total	22	17	26

Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Assurance that Council has sound planning for a positive future for the District, taking into account all reasonable and realistic projections	Follow its Public Participation (Consultation) Policy in assessing the impact of its decision-making and involving affected parties appropriately	Reports have been prepared for Council, Committees and Boards and reported n elsewhere:	Ongoing
The Council to be a strong and successful advocate for the District's interests	Be an obvious participant in discussions within the sector and central government on key matters affecting the Rangitikei	A submission to the Horizons regional Land Transport Plan was drafted for Council consideration on 29 January.	Submission to be made. Watching brief on likley submission to regional LTPs.
Community Boards which are responsive to local needs and improve the nature of Council's local facilities and service delivery	Provide full administrative support for Community Boards for bi-monthly meetings, with officer reports when appropriate, and opportunities to participate in strategic workshops	There were no meetings of the Community Boards this month.	Ongoing
Community Committees which are responsive to local needs and able to liaise successfully with the Council	Provide secretarial assistance for Community Committees' bi-monthly meetings and opportunities for members to participate in strategic workshops	There were no meetings of the Community Committees this month.	Ongoing
Collaborative and productive relationship between Council and tangata whenua	Develop well-serviced and functional relationship with Te Roopu Ahi Kaa and in addition, develop relationships with individual Iwi, hapu and the Ratana community	Te Roopu Ahi Kaa has not met during January.	Ongoing
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Strategic Planning Activity	Annual Report 2013/14	Completed.	
	2015-25 Long Term Plan	The Project Team met on 26 January. First drafts of the non-financial CD and LTP were provided to Audit NZ and Council updated at its meeting on 29 January.	Aim to have CD and draft LTP adopted for consultation by end March.
	Policy and Bylaw review (as per Policy work schedule)	On track	Ongoing
	Review Governance arrangements for shared services	A joint meeting was held between RDC and Manawatu District Cojncil at governance level to consider this issue (29 January).	Ongoing
	Comprehensive review of Council's reserve funds		

Other programmes of work identified in e.g. activity management plan / major contracts			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Statutory Policy review	Development of recreational parks and reserve management plans	Nothing to report this month	Ensure actions have been undertaken where appropriate.
	Review Schedule of Fees and Charges	Due again in May 2015	
	Review statutory policies for LTP	Nothing to report this month	Preapre consultation documents for Revenue and Financing Policy
	Develop Local Approved Products Policy	Completed	
	Review Dangerous and Insanitary Buildings Policy	Policy review in process. Documents prepared for P/PI Committee in February.	Review completed during February
Non-statutory Policy Review	Contaminated land (initially to analyse how the current budget is used, followed by discussion paper on contaminated land in the district and issues needing consideration)	Nothing to report this month	Ongoing
	Reviews of the operational policies for Roothing specifically: Footpaths and Vehicle Crossings policy, Unformed Roads policy, and the development of policies to address the standard of access to the last property on any road, to guide the removal and replacement of street trees and to recover costs towards renewal of the roading network from heavy users	Scoping report preapred and considered by Council on costs of heavy vehicle use on Council roads. Report is lying on table for further consideration.	Report to be further considered in February. Possible scoping report for bylaw.
	Review the Heritage Strategy	No further progress.	Make a start on this through Wanganui District Council contract.
	Develop and implement Community Housing strategy for inclusion in 2015-25 LTP	Nothing to report this month	Ensure completely encapsulated in draft LTP and associated busgets.
	Develop an Arts Strategy and an Iconic Events Strategy	Following the conference in December, Events strategy is being considered as part of the Rangitikei Growth Strategy	Ongoing
	Earthquake prone building policy review	Nothing to report.	Unlikley to be reviewed this financial year.
	Dog Owner Policy	Completed	
	Noxious weeds (analysis of problems on Council land including road reserves - background for deciding the long-term operational programme with Horizons and REG)	Nothing to report this month	Budgetary provision is included in the LTP for an ongoing programme with REG in line with the proposals received by Council during a presentation frm the Horizons team (October 2014).
Bylaw Review	Dog Control Bylaw	Completed	
	Water Services bylaw	This piece of work has been postponed. It is not expected to be completed this financial year.	
Communications	Develop and implement communications strategy	Monthly update provided to Policy/Planning Committee	

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2014/15			Jan-15
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide a legally compliant service	At least 92% of the processing of documentation for each of Council's regulatory and enforcement services is completed within the prescribed	Consent processing times for the reporting period 100% . A breakdown is as follows: BC 9 out of 9 within time frame, 2 Subdivision and 0	Business as usual
	Accreditation as a building consent authority	Maintained	Business as usual
Provide responsive compliance officers	Improvement in timeliness reported in 2013/14 (88% completed, 77% completed in time) NB for 2012/13: 99% were completed and 64% were	84 RFS received.78 completed and 76 (97%) completed within time.	Business as usual
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
Animal Control	78	11	5
Animal Control Bylaw matter	1	0	0
Animal welfare	2	0	1
Attacks on animal	1	0	0
Attacks on humans	0	1	0
Barking dog	9	1	3
Dog Propperty Inspection (for Good Dog Owner)	7	5	0
Found dog	6	0	0
Lost Animal	13	0	0
Microchip dog	2	0	0
Property Inspection - Animal Control Problem	3	0	0
Rushing at human	0	0	0
Rushing at animal	1	0	0
Stock worrying	0	0	0
Wandering stock	15	3	0
Wandering/stray dog	18	1	1
Building Control	0	1	0
BCA Complaint	0	0	0
Dangerous or unsanitary building	0	1	0
Property inspection	0	0	0
Environmental Health	56	3	2
Abandoned Vehicle	2	0	0
Dead animal	0	0	0
Dumped rubbish (Outside town boundary)	3	1	0
Dumped rubbish (within town boundary)	4	0	0
Fire Permit - urban (restricted fire season only)	2	0	0
Food premises health issue	0	0	0
Livestock issues (non-impound)	1	0	0
Noise - day and night	23	1	2
Pest Problem	0	0	0

Recycle Bins	0	0	0
Smell or Smoke	1	0	0
Untidy/overgrown section	20	1	0
Vermin	0	0	0
Totals for group	134	15	7
Other Levels of Service			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Minimal regulatory control	Allow maximum level of exemption where	1 Granted, 0 Declined	Business as usual
District Plan (and other) review processes conducted frugally	Give effect to the reviewed District Plan and monitor any issues potentially resolved through	Items and issues relating to the District Plan are being recorded for a future plan change.	Business as usual
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Other regulatory functions	Give effect to provisions of enacted Sale and Supply of Alcohol Act		Business as usual
	Give effect to the provisions of the Food Bill,		Business as usual
Major programmes of work outlined in the LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Building Consents	Report on number of building consents processed, the timeliness and the value of	9 processed for January, 9 completed on time, 100%. Value of work \$532,500	Business as usual
	Code of compliance certificates, notices to fix	CCC issues 15 , NTFs 1, Infringements 2	Business as usual
Resource Consents	Report on number of land use consents issued and timeliness, and for subdivision consents and timeliness, and for section 223 and 224 certification and timeliness, abatement and	s221 - 0, s223 - 1 issued 100%; s224 - 1 issued 100% ; 0 Landuse and 2 Subdivision consent issued this month 100%; Infringement Notices 0	Business as usual
Dog Control	Report on number of new registrations issued, dogs impounded, dogs destroyed and	This information will be provided at the meeting	Business as usual
Bylaw enforcement	Narrative on enforcement action taken	Litter infringements - 0 -	Business as usual
Liquor Licensing	Report on number and type of licences issued and timeliness of process.	This information will be provided at the meeting	Business as usual

Attachment 5



Rangitikei
UNDISPUTED...

REPORT

SUBJECT: **Update on Legislation and Governance Issues**

TO: Policy/Planning Committee

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 4 February 2015

FILE: 3-OR-3-5

1 Executive summary

- 1.1 This update notes legislative and regulatory changes in the past two months which impact on the Council's operations.
- 1.2 There are some final processes to be changed in accordance with the last round of amendments to the Resource Management Act. Further reform has been announced for this year's legislation programme.
- 1.3 The Ministry for Primary Industries has released for public comment the proposed regulations under the Food Act 2014.
- 1.4 The Ministry of Business, Innovation & Employment aims to progress its risk-based consenting proposals during the coming months.

2 Resource Management Act

- 2.1 Some changes included in the Resource Management Amendment Act 2013 did not come into immediate effect, but will do so from 3 March 2015.
- 2.2 The first set of changes is over the information to be included in an application for a resource consent. The objective is to ensure that all relevant information is presented in the application, thus avoiding delays in processing by local councils. The changes also allow councils up to ten working days (instead of five) to decide whether to accept an application. Greater clarity has been provided over time frames.
- 2.3 The second change relates to notified (and limited notified) applications, which must be processed within 130 days (or 100 working days for limited notifications). Only one 'clock stop' is permitted. There are stricter requirement for the provision of evidence prior to hearings with the objective of spending less time in the hearing itself. Council's forms are being revised to reflect these new requirements.

- 2.4 As expected, the Government has recently confirmed its intention to make further reform to the Act to improve the balance between environmental protection and growth and development – including a strong housing supply.

3 Proposed regulations under the Food Act 2014

- 3.1 In January 2015 the Ministry for Primary Industries released its proposals for regulations under the Food Act 2014. These detail the Ministry's prescription on the elements of a food safety system and the way in which food businesses will be "verified" (audited) to determine whether they are managing food safety risk appropriately. The relevant documents are at <http://www.mpi.govt.nz/news-and-resources/consultations/proposals-for-regulations-under-the-food-act-2014/>
- 3.2 A draft submission will be prepared for consideration at the Committee's next meeting, for referral to Council's meeting on 26 March 2015 so that a submission is approved and submitted by the due date (31 March 2015).
- 3.3 However, for one element of the regulations, cost recovery, submissions are due on 20 February 2015. This section is attached as Appendix 1. A presentation will be provided to the meeting having regard for the workshop arranged in Palmerston North on 4 February 2015. The Committee may decide to request the Mayor to make a submission on this element of the proposed regulations.

4 Local Government Funding Review

- 4.1 On 2 February 2015, Local Government New Zealand publicly released its discussion paper on funding local government. Submissions are invited. This will be a discussion item for the 26 February 2015 meeting of the Finance/Performance Committee, with the final submission approved by Council at its meeting on 26 March 2015. The report and background papers are available at: <http://www.lgnz.co.nz/home/our-work/our-policy-priorities/3.-sustainable-funding/local-government-funding-review/>
- 4.2 Rangitikei features among the case studies, highlighting the approach being taken to address the issue of population reduction.

5 Risk-based consenting

- 5.1 The Building Amendment Act 2012 moved away from the 'one size fits all' to defining four types of consents but regulations are required to bring this into force. One of the consequences of this approach would be a reduced number of inspections for 'simple' houses. In addition, the Government has a desire to clarify the respective responsibilities of building control authorities and licensed building practitioners.

- 5.2 The Ministry of Business, Innovation & Employment expects to have Cabinet agreement next month to a public consultation document.

6 Recommendation

- 6.1 That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 12 November 2015 be received.
- 6.2 That, with respect to the Cost recovery section of the proposed regulations under the Food Act 2014, the Policy/Planning Committee requests the Mayor sign the Committee's submission (with any amendments following consultation with the Deputy Mayor and the Chief Executive) and have it included for information in the agenda for the 26 February 2015 meeting of Council

Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1

7 Cost recovery

Note that the closing date and time for all responses to the cost recovery proposals is 5pm on 20 February 2015.

Key issues

The Food Act 2014 requires the Minister and MPI chief executive to take all reasonable steps to ensure that the direct and indirect costs of MPI in administering the Act that are not funded by the Crown are recovered.

Objectives

It is intended to identify services and activities that are undertaken by the Ministry that provide a private or industry good, and therefore are not Crown funded. Regulations are intended to:

- identify services that are not Crown funded because they constitute a private or industry good;
- establish appropriate charging mechanisms for cost recovery; and
- establish particular costs for these services.

Alternative approaches

This section identifies what MPI services should be subject to cost recovery when the Food Act comes into full effect, and the methods of cost recovery. We are interested to know whether you think these proposals meet the objectives identified above or if you have other suggestions.

7.1 What the Act says

7.1.1 General requirements under the Food Act and specific regulation-making powers

The Food Act (section 198) requires the Minister and MPI chief executive to take all reasonable steps to ensure that the direct and indirect costs of administering the Food Act that are not provided for by money funded by the Crown are recovered. That is, the Crown (taxpayer) funds, or partially funds, some functions, powers or services but others are to be paid for in whole or in part, by third parties (businesses, individuals) that use or benefit from these functions, powers or services.

The Food Act sets out the methods that can be used to recoup costs (via fees and charges of various types, levies, or combinations of fees, charges and levies). It provides for regulations to set and impose fees, charges and levies to recover costs for the activities and functions that are identified as appropriate for cost recovery.

MPI's cost recovery process operates within the framework provided by legislation and government guidelines. It also takes into account constitutional principles as set out in Parliament's Standing Orders and guidance received from reports of the Regulations Review Committee.

The Food Act articulates the principles that must be applied in setting fees and charges to recover costs. In determining the most appropriate method of cost recovery and its level, the Minister and Director-General must have regard to the following criteria, as far as is reasonably practicable:

- **Equity** – funding for a particular function, power, or service, or a particular class of functions, powers, or services, should generally, and to the extent practicable, be sourced from the users or beneficiaries of the relevant function, power, or service at a level commensurate with their use or benefit from the function, power or service.
- **Efficiency** – costs should generally be allocated and recovered in order to ensure that maximum benefits are delivered at minimum cost.
- **Justifiability** – costs should be collected only to meet the reasonable costs (including indirect costs) of the provision or exercise of the relevant function, power, or service.
- **Transparency** – costs should be identifiable and allocated as closely as practicable in relation to tangible service provision for the recovery period in which the service is provided.

7.1.2 Government guidelines

The Ministry has followed the guidelines in The Treasury's *Guidelines for Setting Charges in the Public Sector* (Treasury guidelines)¹⁰ and the Office of the Auditor-General's Good Practice Guide *Charging fees for public sector goods and services* (Auditor-General guide)¹¹.

Treasury guidelines

The Treasury guidelines outline policy considerations such as who should be charged a fee and whether a public entity should recover less than the full costs of providing a good or service.

The guidelines state that:

- charges should, in general, be set at the full cost of providing the service, where full cost includes all overheads and non-cash (such as capital charges), measured in accrual accounting terms;
- charges should not be excessive in relation to the costs incurred;
- charges can be set to vary by the location where the service is provided or by the time at which the service is provided but a balance needs to be struck between the gains from complex fee structures and the costs in terms of a loss of simplicity;
- the process for setting charges should be clear and appropriate;
- transaction costs in setting and collecting the charges should be kept as low as practicable;
- appropriate consultation with those affected should be undertaken when setting and changing the charges;
- there should be a robust basis for any charges; and
- there should be fair treatment for taxpayers, beneficiaries of the service and risk exacerbators.

¹⁰ *Guidelines for Setting Charges in the Public Sector*, The Treasury, December 2002.

<http://www.treasury.govt.nz/publications/guidance/finmgmt-reporting/charges>

¹¹ *Charging Fees for Public Sector Goods and Services*. Good Practice Guide. Office of the Auditor-General, June 2008. <http://www.oag.govt.nz/2008/charging-fees/>

Auditor-General guide

The Auditor-General guide directs public entities/government departments to apply three principles when setting fees for providing services to third parties:

- **Authority** – a legal authority to charge a fee for the services that a public entity is legally obliged to provide to third parties. The authority to charge for MPI's service provision is contained in the Food Act.
- **Efficiency** – services should be provided to the desired level of quality from a given quantity of resources, thereby achieving value for money. For service provision to be efficient, the Ministry needs to have an adequate understanding of the costs (both direct and indirect) of providing third party services, and have appropriate systems in place to monitor costs.
- **Accountability** – ensuring that the Ministry's processes for identifying costs and setting fees are transparent. The Ministry achieves this through consulting affected parties on any proposed fee changes and by separate disclosure of revenue and expenses for third party service provision through memorandum accounts.

7.1.3 Economic good principles

In economic terms, services can be characterised as public, industry, private or merit goods. Industry goods are also known as club goods. In practice there is often no clear delineation between the categories, and a product or service can have elements of all four. A key issue then becomes the degree to which the practical considerations of how costly it is to charge the user of a service outweigh the benefits of charging.

The following definitions have been adopted to help determine the most appropriate source of funding for services delivered to users:

- **Public good** – a good is considered public when excluding users from its benefits is either difficult or costly (it is non-excludable), and its use by one person does not detract from its use by another (it is non-rivalrous). In practice, pure public goods are rare. Many government-provided services share the characteristics of public goods to some extent. There is a good case for recovering the costs of a public good from the community as a whole by general taxation (i.e. by the provision of government funding for delivery of these services to users).
- **Industry good** – in the case of an industry good, users can be excluded from the benefits of use at low cost (it is excludable, unlike a public good), but its use by one person does not detract from its use by another (it is non-rivalrous). The key difference is that the ability to exclude users implies that it is feasible to charge for use. Charging industry members can be an efficient way of recovering costs.
- **Private good** – users can be excluded from benefits at low cost, and its use by one person conflicts with use by another (i.e. it is both excludable and rivalrous). There is a strong case for recovering the costs of private goods from those who benefit directly from their provision.
- **Merit goods** – are goods desired by the community as a whole at higher rate of consumption than if they were supplied at full cost. Merit goods may involve a mixture of Crown and third party funding, and the loss in public benefits from charging at full cost has to be significant.

7.2 Proposed regulations

7.2.1 Territorial authorities' fees and charges

Territorial authorities will set their own fees and charges for the registration, verification, compliance and monitoring activities that they carry out under the Food Act. These may differ from the proposed fees set out in this document, which are for functions and activities carried out by MPI.

However, the Food Act requires territorial authorities, when setting fees,

- to have regard to the principles of cost recovery set out in the Food Act;
- to not recover more than the reasonable costs incurred; and
- to undertake consultation in accordance with section 83 of the Local Government Act 2002.

It also provides that any increase in territorial authority fees cannot come into effect except at the beginning of the financial year; i.e. fees cannot be increased part-way through a financial year unless the persons, or their representatives, affected by the increase agree or substantially agree with the increase.

The Food Act provides (section 206) for regulations to be made that prescribe a methodology or framework for fee fixing to be applied by a territorial authority in fixing any fees. It is not intended to establish such a methodology or framework as part of this round of regulation development. Territorial authorities have considerable experience in establishing fees and charges for cost recovery purposes. Their general compliance with legal requirements is reviewed through audit processes required under the Local Government Act.

MPI will maintain an ongoing relationship with territorial authorities and has a capacity to review their performance in implementing the Food Act. Should concerns arise about matters such as consistency of fees and charges, the need for regulations prescribing method will be considered further. In the meantime, territorial authorities are able to draw on the information on methods contained in this document to inform their own processes.

What do you think?

- i. Do you feel that territorial authorities are able to develop cost recovery systems without an immediate requirement for regulations prescribing methodologies to be used?

7.2.2 Services provided by third parties

Where services such as sampling and testing, or verification of food control plans are provided in a contestable market situation, they will be paid for by the person requesting the service, with the price determined by negotiation between the parties under normal private contractual arrangements.

7.2.3 Process for determining areas for cost recovery

Services provided by MPI have been identified and assessed against the economic good principles outlined above to determine whether they should be treated as a public good (and

therefore Crown funded) or as a private, industry or merit good (and therefore funded through cost recovery). The services identified for cost recovery are listed in Table 11: Proposed fees and charges.

MPI has focused on establishing fees and charges where it will directly provide services from 1 March 2016. Further analysis of services enabled under the Food Act and their costs will be undertaken to ensure appropriate funding systems, including cost recovery, are in place for the future.

On that basis the service of maintaining and developing standards has been treated differently from the general process. This is a major function for MPI across its responsibilities, with different legislative provisions for funding the activity; for example, the Animal Products Act 1999 makes provision for fees and charges to fund this activity in relation to dairy products. The Food Act 1981 makes no comparable provision and the service has been Crown funded to date. We expect the further work on costs of establishing standards and the appropriate mechanisms for collection of costs from sectors through, for example, levies or annual fees to have been completed by the beginning of the 2016/17 financial year.

What do you think?

- ii. What, if any, issues do you think may arise from maintaining the status quo in relation to Crown funding for the development of standards?

7.2.4 Basis of cost recovery

Following the cost recovery policies and guidelines outlined above, the basis for charging for MPI activities in respect of private goods is as follows:

- Direct and indirect costs will be calculated and recovered for:
 - the management costs of each of the business groups directly involved with industry under the relevant Act;
 - MPI management and support services costs; and
 - MPI corporate overhead costs which include accommodation, equipment and communications.
- Direct costs will be fully charged to the functions and activities to which they relate. Indirect costs will be apportioned across all activities to which the core functions of the relevant MPI Group contribute, on the basis of personnel (numbers), IT costs (e.g. numbers of work stations), or other cost drivers as appropriate.
- Functions and activities that can be divided into homogeneous units and where there is little variation in the cost of providing the unit of activity will be charged at an average cost (direct and indirect) per unit of output. For these functions, fixed fees and annual charges will be used to assist in minimising transaction costs and providing certainty over fees and charges.
- Where there is a large variation in the cost of individual outputs (for example, in the time taken to perform the function), hourly rates will be used.
- Where hourly rates are used, disbursements covering items such as (but not exclusively) travel, accommodation, and communication will be charged at cost.

Regulations will:

- attach fees and charges to specific units of activity;
- set fixed fees and charges based on the average full and reasonable costs of carrying out the activity;

- set annual charges on the basis of the costs of performing the functions allocated amongst the persons that will be paying the charge;
- set time-based charges on the basis of fixed and variable costs (e.g. salaries and operating costs); and
- set other charges (disbursements) on the basis of actual and reasonable costs incurred in carrying out the activity.

7.2.5 Cost recovery method(s)

Allowable cost recovery methods

The Food Act provides for the following methods of cost recovery:

- fixed fees or charges;
- fees or charges based on a scale or formula or at a rate determined on an hourly or other unit basis;
- use of a formula or other method of calculation for fixing fees and charges;
- the recovery by way of fee or charge of actual and reasonable costs expended in, or associated with, the performance of a service or function;
- estimated fees or charges, or fees or charges based on estimated costs, paid before the provision of the service or function, followed by reconciliation and an appropriate further payment or refund after provision of the service or function;
- refundable or non-refundable deposits paid before provision of the service or performance of the function;
- fees or charges imposed on users of services or third parties;
- levies;
- any combination of the above.

Criteria for selecting preferred option(s)

In deciding on the appropriate charging method, the following criteria will be considered:

- the amount charged to each payer should generally be at a level commensurate with the benefit they receive from the provision of the activity, or the individual risk levels for each payer;
- the charging mechanism should not undermine the policy intent by creating any perverse incentives; and
- administrative simplicity, taking into account:
 - the potential inefficiency of collecting small user charges (establishing cost recovery systems for invoicing and receiving payments may cost more than the amount to be collected); and
 - the need to identify a chargeable unit and a unique payer.

Proposed methods

The options for establishing cost recovery have the following characteristics:

- Fixed fee – may over-recover or under-recover costs for time-based activities, and therefore create cross-subsidies. However it would be simple to administer, minimise transaction costs and provide certainty for payers. A fixed fee is likely to be appropriate for simple tasks that don't vary, such as listings.
- Fixed fee plus hourly charge – includes a fixed component to cover costs common to every transaction (such as standardised administrative processing) and an hourly charge to

reflect the individual effort required for each transaction. Such a costing regime is more complex to administer than a fixed fee only but not unduly so.

- Levies – these are used where costs cannot be attributed to individuals (separate beneficiaries are unable to be identified) because no specific goods or services are provided. This is not an appropriate cost recovery mechanism for private goods.

It is proposed to use mainly fixed fees and annual charges, as these are simpler to apply and therefore have a lower administrative cost:

- Fixed fees will be based on an assessment of the standard, average time required to carry out the function or activity, multiplied by the set hourly rate.
- Fixed fee plus hourly rate – where the time required for a task varies, the charge will be an initial application fee plus the actual time taken beyond the first hour at the set hourly rate.
- Hourly rate plus actual expenses – where costs are incurred for activities carried out at the request of a business operator or other person, or as a result of an act or omission of a business operator or person, it is proposed that a charge will be incurred at the appropriate hourly rate plus the costs of any actual and reasonable expenses incurred.

What do you think?

- iii. Do you agree that fees and charges are generally the most appropriate systems for cost recovery for services provided under the Food Act? Do you have any alternative suggestions?

Calculation of costs

Process

The Audit Office has set out guidelines to be followed in establishing the cost of providing a service or undertaking an activity that is to be charged for. They involve the following steps:

- identification of the chargeable outputs;
- estimating the volume of these outputs to be produced during a period;
- identification of the resources required to produce these outputs and the associated costs; and
- calculation of cost for each unit of output.

Included costs

Both direct and indirect costs need to be taken into account, and fees need to cover all the costs involved, in granting an approval, registration, or recognition, and monitoring of compliance including:

- providing the administrative systems and processes for assessment, review, cancellation and suspension;
- assessment of applications for new approvals or registrations, or exemptions;
- review, cancellation or suspension of existing approvals;
- maintenance of any associated public registers; and
- monitoring compliance with requirements.

Calculated fees

The total direct and indirect costs of MPI's approval, recognition and registration functions have been built into an hourly rate as set out in the table below.

Table 9: Factors for hourly rate calculation

Chargeable costs (GST exclusive):			
			201X/1Y
Personnel			
Operational			
Overheads			
Other Directorates			
Total			\$
Number of employees (FTEs ¹²):			
Billable Hours:			201X/1Y
Working Year (Days)			Xxx
Less:			
Statutory Holidays	X		
Annual Leave	X		
Sick leave	X		
Courses & Conferences	X		
Technical Training	X		
Net work days p.a.			Xxx
Productivity assumption			xx%
Annual Billable Hours per FTE			Xxxx
Total Billable Hours			(xxx FTEs)
Hourly Rate (GST excl)			\$xxx.xx
Hourly Rate (GST incl)			\$xxx.xx

Assessment charges on hourly basis

Where an assessment charge on an hourly basis is specified, that charge is determined as shown in Table 10 for each hour (or final part-hour) beyond the first hour spent on assessing the matter concerned.

¹² Full time equivalent

Table 10: Assessment charges on hourly basis

Category		Proposed Fee (\$) (GST exclusive)
(a)	For each hour (excluding final part-hour) spent by an officer or employee of MPI	
	For each 15-minute block in final part-hour	
(b)	For each hour (excluding final part-hour) spent by a person engaged by MPI to assess the matter concerned who is not an officer or employee of MPI	
	For each 15-minute block in final part-hour	

This rate has then been applied to particular functions on the basis of the estimated time required to undertake them. The resultant fees are shown in Table 11.

Table 11: Proposed fees and charges

	Service area	Type of fee	Fee (GST exclusive)	When fee payable and by whom
	Registration			
1	Application for, assessment of, and registration or variation of custom food control plans	Application for registration fee	\$348.75 per application plus \$155.00 per hour in excess of 1 hour processing application	\$348.75 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
2	Application for, assessment of, and registration or variation of food control plans based on a template or model issued by the chief executive	Application for registration fee	\$193.75 per application plus \$155.00 per hour in excess of 1 hour processing application	\$193.75 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
3	Application for, assessment of, and registration or variation of registration of business subject to national programme 3	Application for registration fee	\$116.25 per application plus \$155.00 per hour in excess of 1 hour processing application	\$116.25 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment

	Service area	Type of fee	Fee (GST exclusive)	When fee payable and by whom
		Disbursements	Actual cost	
4	Application for, assessment of, and registration or variation of business subject to national programme 2	Application for registration fee	\$116.25 per application plus \$155.00 per hour in excess of 1 hour processing application	\$116.25 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
5	Application for, evaluation of, and registration or variation of registration of national programme 1	Application for registration fee	\$116.25 per application plus \$155.00 per hour in excess of 1 hour processing application	\$116.25 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
6	Application for, evaluation of, and registration or variation of registration of business as an importer of food	Application for registration fee	\$116.25 per application plus \$155.00 per hour in excess of 1 hour processing application	\$116.25 payable by the applicant on application for registration or variation and any remainder payable within 20 working days of receipt of written demand for payment
7	Application for, assessment of, and granting of an exemption	Application for exemption fee	\$348.75 per application plus \$155.00 per hour in excess of 1 hour processing application	\$348.75 payable by the applicant on application for exemption and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
Approvals				
8	Application for, assessment of, and approval or variation of approval of laboratories	Application for approval fee	\$193.75 per application plus \$155.00 per hour in excess of 1 hour processing application	\$193.75 payable by the applicant on application for approval or variation and any remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
Recognition				
9	Application for, assessment of, and recognition, variation, or	Application for recognition fee	\$193.75 per application plus \$155.00 per hour in excess of 1 hour processing application	\$193.75 payable by the applicant on application for recognition, variation or renewal and any

	Service area	Type of fee	Fee (GST exclusive)	When fee payable and by whom
	renewal of agency or person as a recognised agency or recognised person under Subpart 1 of Part 4 of the Food Act 2014			remainder payable within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
Verification				
10	Verification inspection and audits	Verification, inspection or audit fee	\$155.00 per hour	Payable by the operator of the business subject to verification, inspection or audit within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
Compliance				
11	Issue of improvement notice, including development of the notice, by food safety officer	Fee for notice	\$120.00 per notice plus \$120.00 per hour for development in excess of 1 hour of development and issue	Payable by the operator of the business subject to improvement notice within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
12	Application for review of issue of improvement notice	Application for review fee	\$155.00 per application plus \$155.00 per hour in excess of 1 hour processing application	\$155.00 payable by the applicant on making application for review and any remainder payable within 20 working days of receipt of written demand for payment
13	Application for, compilation of, and issue of statement of compliance under section 290	Fee for statement	\$155.00 per application plus \$155.00 per hour in excess of 1 hour processing application	\$155.00 payable by the applicant on making application for statement of compliance and any remainder within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
14	Issue of food recall notice by chief executive	Fee for directed recall	\$155.00 per notice plus \$155.00 per hour for development in excess of 1 hour of development and issue	Payable by the operator of the business subject to the recall notice within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	

	Service area	Type of fee	Fee (GST exclusive)	When fee payable and by whom
	<i>Imported food</i>			
15	Clearance of imported food	Fee for clearance	\$120.00 per clearance permit plus \$120.00 per hour for processing clearance	Payable by the operator of the business responsible for the imported food within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	
16	Administration of imported food defined in Regulations made under the Act as being of increased regulatory interest	Administration fee	\$120.00 per hour spent on administration	Payable by the operator of the business responsible for the imported food within 20 working days of receipt of written demand for payment
		Disbursements	Actual cost	

Note: all rates are exclusive of goods and services tax (GST).

Disbursements

Disbursements where relevant will be charged at actual cost.

7.2.6 Monitoring and review of fees and charges

The Food Act (section 202) requires that the Minister must review levels and methods of cost recovery at least once in every three year period. As noted earlier, MPI intends to undertake a general review of the systems it uses for determining systems of cost recovery that is expected to have an impact on the nature of fees in 2016/17.

MPI is undertaking a general review of the basis for funding its services across all sectors, including whether services should be funded by the Crown or through cost recovery from third parties such as businesses and individuals. It is proposed that existing arrangements for Crown funding for some services, such as standard setting, should be integrated as far as possible with that review in order to minimise disruption to affected businesses.

MPI's administration of the services for which it seeks cost recovery is subject to performance standards agreed with the Minister. An example of such a standard is the requirement that 85 percent of all applications for registrations are to be completed within 20 working days.

Where hourly rates are charged for services the delivery of those services is actively monitored. This requires work to be completed within accepted time periods and any significant variation from those time periods will require explanation from the relevant personnel.

What do you think?

- iv. Are there any methods in addition to management monitoring you can suggest to make sure that processes are delivered in a timely and cost-effective fashion?

7.2.7 Exemptions, waivers and refunds of fees and charges

Regulations are proposed under section 208 of the Food Act that set out the circumstances in which an exemption, waiver or refund of fees, charges or levies may be made. Those proposals are contained in section 10 Exemptions of this document.

Attachment 6



Rangitikei
UNUSUALLY...

REPORT

SUBJECT: **Dangerous and Insanitary Buildings Policy Review**

TO: Policy / Planning Committee

DATE: 5 February 2015

FILE: 3-PY-1

1 Executive Summary

1.1 Purpose of the report

The purpose of this report is to present Council Officer's recommendations to the Policy / Planning Committee with respect to their recent review of Council's current Dangerous and Insanitary Buildings Policy.

1.2 Key issues

1.2.1 It is a statutory requirement under s131 of the Building Act 2004 ("**BA 2004**") for every Council to have a Dangerous and Insanitary Buildings Policy.

1.2.2 S132(4) of the BA 2004 requires the Dangerous and Insanitary Buildings Policy to be reviewed by Council every five years although the policy will not cease to have effect if such a review is not undertaken within the prescribed timeframe.

1.2.3 To give effect to any amendments desired by Council with respect to this policy Council must follow the special consultative procedure as set out in section 83 of the Local Government Act 2002 ("**LGA 2002**").

1.3 Major recommendations

1.3.1 As a consequence of the Building Act Amendment Act 2013 it is now necessary for consideration to be given to 'Affected Buildings' within Council's Dangerous and Insanitary Buildings Policy¹; accordingly, the Dangerous and Insanitary Buildings Policy must be amended to reflect this legislative change. Council Officers further recommend that other minor amendments which are 'editorial' in nature be made to the policy.

1.3.2 It is Council's Officers' recommendation that the proposed Dangerous and Insanitary Buildings Policy incorporating the suggested amendments along with the supporting documents annexed to this report be approved by the

¹ Sec 132A of the Building Act 2004.

Committee to be put out for public consultation as per s83 of the LGA 2002 and for this resolution to be formally adopted by Council at its next meeting.

- 1.3.3 Consultation documents for the proposed Dangerous and Insanitary Buildings Policy incorporating any amendments required by the Committee or Council will be placed out for community consultation from Monday 2 March 2015 until noon, Thursday 2 April March 2015, with a view that the Council holds any hearings its meeting in April 2015.

2 Background

- 2.1 The Dangerous and Insanitary Buildings Policy is a mandatory policy which Council is required to have under s131 of the BA 2004. It is subject to regular review (at least 5 yearly) and if Council wishes to amend or replace this policy it must use the special consultative procedure as set down in s83 of the LGA 2002. The previous policy was adopted by Council on 25 May 2006 (resolution 06/RDC/144).

- 2.2 The policy must state:

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

- 2.3 As a consequence of s36 of the Building Amendment Act 2013, a new section - s132A was incorporated into the BA 2004. This new section deals with the issue of affected buildings and states that Councils must amend their existing dangerous and insanitary building policies to take into account Affected Buildings.

- 2.4 Pursuant to s121A of the BA 2004, a building is deemed to be an 'Affected Building' if it is adjacent to, adjoining, or nearby:

- A dangerous building as defined in s121 of the BA 2004; or
- A dangerous dam within the meaning of s153 of the BA 2004.

- 2.5 Therefore Council must amend its existing policy to take into account Affected Buildings and it must use the special consultative procedure before any amendment can come into effect.

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 to seek a recommendation for Council from the Committee for the amended Dangerous and Insanitary

Buildings Policy to go out for community consultation as per the requirements of s83 of the LGA 2002.

3.2 Need for further consultation

In this instance there is a legal requirement for further consultation to be undertaken pursuant to s83 of the LGA 2002 before Council can formally adopt the proposed policy. An engagement plan as required by the Significance and engagement policy as attached as appendix 1.

3.3 Costs

The costs of undertaking consultation with the community pursuant to s83 of the LGA 2002 are able to be met within existing budgetary provisions of Council.

4 Conclusions

4.1 Council has a statutory obligation to incorporate within its Dangerous and Insanitary Buildings Policy “Affected Buildings” as defined in s121A of the BA 2004.

4.2 It is an opportune time whilst reviewing this policy to make minor inconsequential amendments which are editorial in nature primarily for ease of reading and not substantive in content.

4.3 The amended draft policy is attached as appendix 2. The draft statement of proposal, summary of information and submission form are attached as appendices 3, 4 and 5 respectively.

4.4 The summary of information provides more detail regarding the exact nature of the proposed amendments.

5 Recommendations

5.1 That the report “Dangerous and Insanitary Buildings Policy Review” be received.

5.2 That the proposed Dangerous and Insanitary Buildings Policy, Statement of Proposal, Summary of Information and Submission Form [as amended] be recommended to Council for formal adoption for public consultation using the special consultative procedure prescribed by the LGA 2002.

Ceinwyn Bannister
Policy Analyst

Appendix 1

Engagement Plan: Dangerous and Insanitary Buildings Policy review

Project description and background

It is a statutory requirement under s131 of the Building Act 2004 (“**BA 2004**”) for every Council to have a Dangerous and Insanitary Buildings Policy.

S132(4) of the BA 2004 requires the Dangerous and Insanitary Buildings Policy to be reviewed by Council every five years although the policy will not cease to have effect if such a review is not undertaken within the prescribed timeframe.

To give effect to any amendments desired by Council with respect to this policy Council must follow the special consultative procedure as set out in section 83 of the Local Government Act 2002 (“**LGA 2002**”).

As a consequence of the Building Act Amendment Act 2013 it is now necessary for consideration to be given to ‘Affected Buildings’ within Council’s Dangerous and Insanitary Buildings Policy; accordingly, the Dangerous and Insanitary Buildings Policy must be amended to reflect this legislative change. Council Officer’s further recommend that other minor amendments which are ‘editorial’ in nature be made to the policy.

Engagement objectives

The purpose of the engagement is to raise awareness of the new requirements of the Council’s dangerous and insanitary buildings policy. Council has provided a legally compliant document which aims to maintain the balance between public and private interests.

Council seeks the community’s views on whether the policy meets this objective and if not, how it could be improved.

Timeframe and completion date

The period of community engagement will be a minimum of one month, followed by analysis and reporting back to council, subsequent amendment (if required) and final adoption.

Key project stages	Completion date
Draft policy developed	12 February 2015
Draft policy approved for community engagement	26 February 2015
Community engagement (written submissions)	2 April 2015
Community engagement (oral submissions)	30 April 2015
Initial consideration of written and oral submissions by Policy/Planning Committee	14 May 2015
Oral and written submissions considered by Council, final amendments made, policy adopted.	28 May 2015
Policy published	29 May 2015

Communities to be engaged with

- The entire Rangitikei District community
- Community Boards and Community Committees
- Te Roopu Ahi Kaa

Engagement tools and techniques to be used

Engagement Spectrum position desired: Consult

Community group or stakeholder	How this group will be engaged
Rangitikei District community	<ul style="list-style-type: none">– Website– Rangitikei Line– Printed media
Community Committees and Community Boards	<ul style="list-style-type: none">– Briefings– Officer report
Te Roopu Ahi Kaa	<ul style="list-style-type: none">– Briefings– Officer report

Resources needed to complete the engagement

Resources beyond staff time required for this engagement are

- notification in the local print media
- the production of printed materials

Communication planning

Key messages

- This is a statutory policy that is subject to regular review
- Government legislation requires the new consideration of affected buildings to form part of the policy
- Apart from amendments to achieve legal compliance under the new legislation, no other changes are being proposed to the current policy

Reputation risks

- Lack of clear communication about the policy may result in the community believing that Council is introducing red tape that is unnecessary and/or over burdensome.

Basis of assessment and feedback to the communities involved

After analysing community input, Council officers will prepare a report outlining the communities' views, and any resulting changes to the draft policy. This will then be referred to Council for consideration prior to final adoption. The feedback to the communities will come after Council adopts the policy.

The reports will be made available through the Council order paper and as printed copies from Council facilities. A response will be sent to each person who makes a submission.

Project team roles and responsibilities

Team member	Role and responsibilities
Michael Hodder	Project sponsor
Ceinwyn Bannister	Project leader
Samantha Whitcombe	Print media
Carol Downs	External messaging, communications
Anna Dellow	IT needs

Appendix 2

DANGEROUS AND INSANITARY BUILDING POLICY

Policy Title: DANGEROUS AND INSANITARY BUILDINGS POLICY	
Date of Adoption: 25 May 2006	Resolution: 06/RDC/144
Review Date: 2011 2020	
Statutory reference for adoption: Building Act 2004 s131	
Statutory reference for review: Building Act 2004 s132	
Included in the LTCCP: no	
Date Amended or Reviewed	Resolution
Reviewed XXXX 2015	

Introduction & Background

Section 131 of the Building Act 2004 ("the Act") requires territorial authorities ("TAs") to ~~adopt~~ have a policy on dangerous and insanitary buildings ~~by 31 May 2006~~. Additionally, Council is now also required to take into account affected buildings¹.

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.

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 ~~because of fire hazard or the occupancy of the building.~~*

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*

¹ [Section 132A Building Act 2004 which came into force on 28 November 2013,](#)

- 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."*

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."

This ~~policy document was originally sets out the policy proposed to be~~ adopted by Rangitikei District Council ("Council") on 25 May 2006 in accordance with the requirements of the Building Act 2004.

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.

In ~~developing reviewing, amending~~ and adopting ~~its Dangerous and Insanitary Buildings~~ this policy, ~~Rangitikei District~~ Council has followed the special consultative procedure set out in Section 83 of the Local Government Act 2002.

~~It is likely that i~~n 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.

As a consequence, the most likely sources of information concerning dangerous, affected or insanitary buildings continues to will 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.

Relying on complaints to provide information concerning potentially dangerous or insanitary buildings ~~is likely to be the only~~ 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.

POLICY APPROACH

Policy Principles

Provisions of the Act in regard to dangerous, affected ~~and or~~ insanitary buildings reflect the government's broader concern with the safety of the public in buildings, and with the health

² Sec 131(2) of the Building Act 2004

and safety of people occupying buildings that may be considered to be dangerous, affected or and insanitary. However, Council recognises that public safety must be balanced against the other broader economic issues and in relation to other Council Policy.

~~The Council has noted that the development of a dangerous and insanitary building policy is to be undertaken by TAs independently and has responded accordingly. This policy will be developed after due consultation with Rangitikei District Council ratepayers and stakeholders in accordance with section 83 of the Local Government Act 2002.~~

Overall approach

Sections 124 to 130 of the Act provide the authority necessary for TAs to take action on dangerous, affected or and insanitary buildings and set out how this action is to be taken.

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 and 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.

Council has in the past relied upon complaints from various sources to identify dangerous and or insanitary buildings and will continue with this passive approach.

Identifying Dangerous, Affected or and Insanitary Buildings

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

Assessment criteria

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

The Council will:

- Investigate as to whether the building is occupied.
- Assess the use to which the building is put.
- Assess whether the dangerous ~~and 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.

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 ~~(121(2)(a))~~

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.

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).

Taking Action

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

- 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; ~~(dangerous building).~~

If found to be dangerous or insanitary:

³ Sec 121(2)(a) Building Act 2004

- 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 ~~New Zealand Historic Places Trust~~ [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.

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.

If the building is considered to be immediately dangerous or insanitary the Council ~~will~~ 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 [Rangitikei District Council](#) will become a charge on the land on which the building is situated.

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\(e\)](#) of the Act.

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

Section 41: Building consent not required in certain cases

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.

Prior to the lodging of a building consent application for the work required under the notice any action being taken 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, and then subsequently apply for the building consent a certificate of compliance as required by the Act. within 10 days of the initial assessment.

Record Keeping

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.

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 have been rectified.

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

- Notice issued that the building is dangerous, ~~or~~ insanitary or is an affected building.
- Copy of letter to owner(s), occupier and any other person that the building is dangerous, ~~or~~ 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.

Economic impact of policy

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

Access to information

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

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

HERITAGE BUILDINGS

No special dispensation will be given to heritage buildings under this policy.

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 [New Zealand Historic Places Trust](#) [Heritage New Zealand Pouhere Taonga](#) where a heritage building has been identified as a dangerous, ~~and affected~~ or insanitary building.

PRIORITIES

The Council will give priority to buildings where it has been determined that immediate action is necessary to fix dangerous ~~and or~~ insanitary conditions. Immediate action will be required in those situations to fix those dangerous ~~and or~~ insanitary conditions, such as prohibiting occupation of the property, putting up a hoarding or fence and taking prosecution action where necessary.

Buildings that are determined to be dangerous ~~and or~~ insanitary, but not requiring immediate action to fix those dangerous ~~and or~~ insanitary conditions, will be subject to the minimum timeframes to prevent the building from remaining dangerous ~~and or~~ insanitary (not less than 10 days) as set in Section 124(1)(c) of the Act.

Appendix 3



Statement of Proposal to amend the Dangerous and Insanitary Buildings Policy

INTRODUCTION

One of the principal purposes of the Building Act 2004 ("Act") is to provide the setting of performance standards for buildings to ensure that:

- People who use buildings can do so safely and without endangering their health; and
- Buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them; and
- People who use a building can escape from the building if it is on fire.

LEGISLATIVE FRAMEWORK

Council has a statutory obligation under section 131 of the Act to have a district wide policy in respect of:

- dangerous buildings,
- insanitary buildings and
- affected buildings.

Section 131 sets out those matters which Council must consider and include in its policy.

This policy must be reviewed every five years, although it does not cease to have effect because it is due for review or being reviewed.

In November 2013 the Building Amendment Act 2013 was enacted inserting a new section into the Act – section 132A. Section 132A requires Council to amend its Dangerous and Insanitary Buildings Policy to take into account affected buildings.

Affected buildings are defined in section 121A of the Act as being a building if it is adjacent to, adjoining or nearby a dangerous building as defined by section 121 of the Act; or a dangerous dam within the meaning of section 153 of the Act.

Policy Considerations

Every policy adopted under section 131 of the Act must state:

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

Section 132(1) of the Act requires Council to follow the special consultative procedure set out in section 83 of the Local Government Act 2002 to adopt, amend or replace the Dangerous and Insanitary Buildings Policy. This Statement of Proposal relates to the proposed amendments to Council's existing Dangerous and Insanitary Buildings Policy.

MAIN CHANGES PROPOSED

Policy Objective

Section 4 of the Act sets out various principles that Council must take into account in order to achieve the purpose of the Act, these include *inter alia*:

- The need to ensure that any harmful effect on human health resulting from the use of particular building methods or products or of a particular building design, or from building work, is prevented or minimised;
- The importance of ensuring that each building is durable for its intended use;
- The importance of standards of building design and construction in achieving compliance with the building code;
- The reasonable expectations of a person who is authorised by law to enter a building to undertake rescue operations or firefighting to be protected from injury or illness when doing so;
- The need to provide protection to limit the extent and effects of the spread of fire, particularly with regard to household units (whether on the same land or on other property); and other property;
- The need to provide for protection of other property from physical damage resulting from the construction, use and demolition of a building.

Reasons for the proposal to amend the policy

Council is required under section 132A of the Act to amend its existing policy to take into account affected buildings.

Proposed changes to the existing policy

Council therefore proposes to amend its existing Dangerous and Insanitary Buildings Policy to reflect the legislative changes to the Act since the policy was first approved in 2006; specifically the provision requiring Council to amend its existing policy to take into account affected buildings.

The Act limits Council's powers with respect to affected buildings to doing any or all of the following actions:

- Erecting a hoarding or fence to prevent people from approaching the building nearer than is safe;

- Attaching in a prominent place on, or adjacent to the building a notice that warns people not to approach the building;
- Issuing a notice that complies with Section 125(1A) restricting entry to the building for particular purposes or restricting entry to particular persons or groups of persons. This notice is for a maximum period of 30 days and can be reissued once for a further maximum period of 30 days.

This means that Council can, at its discretion, restrict or prevent people from entering an affected building for up to 60 days while the dangerous conditions to the adjacent, adjoining or nearby dangerous building or dangerous dam are rectified.

Council must give a copy of a notice issued under Section 125(1A) to:

- The owner of the building;
- An occupier of the building;
- Every person who has an interest in the land on which the building is situated under a mortgage or other encumbrance registered under the Land Transfer Act 1952; and
- Every person claiming an interest in the land that is protected by a caveat lodged and in force under section 137 of the Land Transfer Act 1952; and
- Any statutory authority, if the land or building has been classified; and
- Heritage New Zealand Pouhere Taonga, if the building is a heritage building.

Along with the inclusion of affected buildings into the Policy Council also proposes a number of other minor amendments which are 'editorial' in nature and do not alter the substantive aspects of the Policy.

As currently drafted, the proposed substantive amendments to the Policy:

- Include the definition of an 'affected building' as per Section 121A of the Act.
- Identify Council's discretionary statutory powers with respect to affected buildings (Section 124 of the Act).
- Upon the Council making a determination that a building is an 'affected building' for the purposes of the Act, advise and liaise with the owner of the affected building.
- A note will be placed on the property file of an affected building until such time as the conditions making the adjoining, adjacent or nearby building or dam dangerous have been rectified.
- Information about a building's 'affected building' status will be contained in Council records and accordingly may be made available to a member of the public through an official information request under the Local Government Official Information and Meetings Act 1987.

CONSULTATION

Council is keen to hear from our communities – both rural and urban during this review process. We encourage people to write and tell Council their thoughts about the proposed amendments to this policy. The period for making written submissions will begin at **8am on Monday 2 March and close at 12 noon on Thursday 2 April 2015.**

Please note that all submissions including your contact details will be made available to the public and the media unless you specifically request in your submission that your contact details be kept private.

METHODS FOR MAKING A SUBMISSION

This Statement of Proposal, Summary of Information, draft Policy and the Submission Form may all be downloaded from Council's website on www.rangitikei.govt.nz and are available for viewing at the following locations during normal opening hours:

- Customer Services counter at Council's main municipal building in Marton – 46 High Street;
- Bulls Public Library - 73 High Street Bulls;
- Marton Public Library - 31 High Street Marton; or
- Taihape Public Library - 90-92 Hautapu Street Taihape.

If you would like copies of these documents posted to you, please call our customer service personnel on 0800 422 522.

HEARING OF SUBMISSIONS

People who make a written submission may also choose to speak to it to Elected Members. An oral submission hearing for the draft Dangerous and Insanitary Buildings Policy is scheduled for **Thursday 30 April 2015** at Council Chambers in Marton. Please note that policy hearings are open to the public.

If you wish to speak to Council on your submission please indicate this by ticking the appropriate box on the left hand side of the Submission Form and include a daytime phone number and email address to ensure that we can contact you easily and let you know your appointed time to speak to your submission to Elected Members at the Policy / Planning meeting on Thursday 30 April 2015.

DELIVERY OF SUBMISSIONS

Post it to: Dangerous and Insanitary Buildings Policy submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email it to: info@rangitikei.govt.nz

Deliver it to: Customer Service Centre at 46 High Street, Marton
Taihape Information centre, Town Hall, Taihape
Bulls Information Centre, Bridge Street, Bulls

Appendix 4



Summary of Information to amend the Dangerous and Insanitary Buildings Policy

BACKGROUND

Under Section 131 of the Building Act 2004 (**'the Act'**) Rangitikei District Council (**'Council'**) is required to have a Dangerous and Insanitary Buildings Policy (**'Policy'**).

This Policy must state:

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

Council is required to review this Policy every five years although it will not cease to have effect because it is due for review or is being reviewed.

This Policy can only be amended or replaced by Council through the use of the special consultative procedure as set out in Section 83 of the Local Government Act 2002 (**'LGA 2002'**).

As a consequence of the Building Act Amendment Act 2013 Council must now amend its existing Policy to take into account 'affected buildings' (as defined by Section 121A of the Act).

For the purposes of the Act an 'affected building' is one which is *"adjacent to, adjoining, or nearby a dangerous building as defined in Section 121; or a dangerous dam within the meaning of Section 153."*

MAIN POINTS OF THE PROPOSED AMENDMENTS TO THE POLICY

Council proposes to amend the current Policy to reflect legislative changes to the Act since the Policy was first approved in 2006; specifically those requiring Council to amend its existing Dangerous and Insanitary Buildings Policy to now take into account affected buildings.

The Act limits Council's powers with respect to affected buildings to doing any or all of the following actions:

- Erecting a hoarding or fence to prevent people from approaching the building nearer than is safe;
- Attaching in a prominent place on, or adjacent to the building a notice that warns people not to approach the building;
- Issuing a notice that complies with Section 125(1A) restricting entry to the building for particular purposes or restricting entry to particular persons or groups of persons. This notice is for a maximum period of 30 days and can be reissued once for a further maximum period of 30 days.

This means that Council can, at its discretion, restrict or prevent people from entering an affected building for up to 60 days while the dangerous conditions to the adjacent, adjoining or nearby dangerous building dangerous dam are rectified.

Council must give a copy of a notice issued under Section 125(1A) to:

- The owner of the building;
- An occupier of the building;
- Every person who has an interest in the land on which the building is situated under a mortgage or other encumbrance registered under the Land Transfer Act 1952; and
- Every person claiming an interest in the land that is protected by a caveat lodged and in force under section 137 of the Land Transfer Act 1952; and
- Any statutory authority, if the land or building has been classified; and
- Heritage New Zealand Pouhere Taonga, if the building is a heritage building.

Along with the inclusion of affected buildings into the Policy Council also proposes a number of other minor amendments which are 'editorial' in nature and do not alter the substantive aspects of the Policy.

As currently drafted, the proposed substantive amendments to the Policy:

- Include the definition of an 'affected building' as per Section 121A of the Act.
- Identify Council's discretionary statutory powers with respect to affected buildings (Section 124 of the Act).
- Upon the Council making a determination that a building is an 'affected building' for the purposes of the Act, advise and liaise with the owner of the affected building.
- A note will be placed on the property file of an affected building until such time as the conditions making the adjoining, adjacent or nearby building or dam dangerous have been rectified.
- Information about a building's 'affected building' status will be contained in Council records and accordingly may be made available to a member of the public through an official information request under the Local Government Official Information and Meetings Act 1987.

CONSULTATION

Council is keen to hear your views about the proposed amendments to this policy. The period for making written submissions will begin at **8am on Monday 2 March and close at 12 noon on Thursday 2 April 2015.**

Please note that all submissions including your contact details will be made available to the public and the media unless you specifically request in your submission that your contact details be kept private.

This Summary of Information is a summation of the key issues contained in the Statement of Proposal and is prepared in accordance with Section 87 of the LGA 2002.

This Summary of Information, Statement of Proposal, draft Policy and the Submission Form may all be downloaded from Council's website on www.rangitikei.govt.nz and are available for viewing at the following locations during normal opening hours:

- Customer Services counter at Council's main municipal building in Marton – 46 High Street;
- Bulls Public Library - 73 High Street Bulls;
- Marton Public Library - 31 High Street Marton; or
- Taihape Public Library - 90-92 Hautapu Street Taihape.

If you would like copies of these documents posted to you please call our customer service personnel on 0800 422 522.

People who make a written submission may also choose to speak to it to Elected Members. An oral submission hearing for the draft Dangerous and Insanitary Buildings Policy is scheduled for **Thursday 30 April 2015** at Council Chambers in Marton. Please note that policy hearings are open to the public. If you wish to speak to Council on your submission please indicate this by ticking the appropriate box on the left hand side of the Submission Form and include a daytime phone number and email address to ensure that we can contact you easily and let you know your appointed time to speak to your submission to Elected Members at the Policy / Planning meeting on Thursday 30 April 2015.

Delivery of Submissions:

Post it to: Dangerous and Insanitary Buildings Policy submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email it to: info@rangitikei.govt.nz

Deliver it to: Customer Service Centre at 46 High Street, Marton
Taihape Information centre, Town Hall, Taihape
Bulls Information Centre, Bridge Street, Bulls

Appendix 5

Attachment 7



MEMORANDUM

TO: Policy/Planning Committee

FROM: Samantha Whitcombe

DATE: 4 February 2015

SUBJECT: **Submissions to the Draft Policy on Disposal of Surplus Lands and Buildings**

FILE: 3-PY-1-13

1 Summary

- 1.1 At its meeting on 30 October 2014, Council approved the draft Policy on Disposal of Surplus Lands and Buildings Policy for public consultation from Monday 3 November 2014 until Monday 2 February 2015. A copy of the draft Policy is attached as Appendix 1.
- 1.2 During this period one submission was received. This is attached as Appendix 2.

2 Consultation Process

- 2.1 The consultation process for this Policy differed from Council's usual approach in that it was a much less formal process. Submitters had three months to make their submission and submissions could be made in writing (a written or typed letter or email) or a phone conversation with the identified staff member. A formal submission form was not created for this draft Policy.
- 2.2 An online submission form was created for this Policy to assist those submitters that wished to make their submission online. The questions posed in this online submission form were:
- Is the draft Policy clear and easy to understand?
 - Is the proposed approach appropriate?
 - Are the non-financial considerations suitable?
 - What non-financial considerations are the most important?

3 Submission

- 3.1 The sole submission received used the online submission form and provided the following views:
- 3.1.1 *Is the draft Policy clear and easy to understand? Yes.*

- 3.1.2 *Is the proposed approach appropriate?* No. The submitter suggested the addition of an option to dispose of partial sites (e.g. through sub-division).
- 3.1.3 *Are the non-financial considerations suitable?* No. The submitter suggested an addition to section 3.1 that preference is given to local purchaser and then national purchasers before overseas purchasers.
- 3.1.4 *What non-financial considerations are the most important?* The submitter suggested the addition of a requirement that employment opportunities are provided for the local community.
- 3.2 The latter two suggestions by the submitter could be seen to be covered by the Policy using alternate wording. In the Policy, table 1 identifies the non-financial considerations. The 'Use of the site' and 'Ownership structure' considerations would cover these two suggestions.
- 3.3 The submitter's initial suggestion on an option to dispose of partial sites brings with it the issue of sub-division. Sub-division is a costly process and these additional costs would then need to be factored into a tender price. Although not exclusively, it is common practise for the cost of a sub-division process to be met by the vendor.
- 3.4 An alternate option could be for Council to include an option to sub-divide in the initial tender for the site. This option would not necessarily need to be written into the Policy.

4 Recommendations

- 4.1 That the memorandum 'Submissions to the Draft Policy on Disposal of Surplus Lands and Buildings' be received.
- 4.2 That the Policy/Planning Committee recommends to Council that the draft Policy on Disposal of Surplus Lands and Buildings be adopted [without amendment/as amended].

Samantha Whitcombe
Governance Administrator

Appendix 1

RANGITIKEI DISTRICT COUNCIL

POLICY ON DISPOSAL OF SURPLUS LANDS AND BUILDINGS

1 Background

- 1.1 Council has previously undertaken a survey of its non-infrastructure assets to identify those which were surplus and potentially best disposed of by sale. The costs (and in some cases legislation) associated with disposal has also impeded the process. Council envisages that there will be instances where the best value proposition for the ratepayer is to sell such sites.¹

2 Purpose

- 2.1 The purpose of this policy is to ensure:
- the best value and long term benefit have been obtained for the community; and,
 - that the disposal process has been open and fair.
- 2.2 Council recognises that best value does not necessarily mean the highest financial offer and will include non-financial considerations.

3 Application

- 3.1 This policy applies only to a site where Council has decided that it can be disposed of on the open market. The Council will also take into account the following issues where applicable:
- consideration of the current tenants or users of the asset;
 - the ability of other assets to provide the same service;
 - frequency of use;
 - cultural significance to hapū and iwi;
 - how the land was originally acquired;
 - the ongoing maintenance costs to the community;
 - community views on whether it should be considered as surplus;
 - income generated from the asset;
 - cost of disposal;
 - statutory processes; and
 - levels of service desired in the Long Term Plan.
- 3.2 'Surplus site' means Council owned land and building(s) on a particular Certificate of Title which Council has resolved is no longer required by the community/District.

¹ Changes announced in August 2014 to government policy applying to disposal of Crown reserve land means greater opportunity for Council to rationalise its holdings of land and buildings.

This excludes buildings where Council retains ownership of the land and land which is leased (and not for sale), and where Council is involved in the sale of a property only to recoup rates arrears.

- 3.3 Unless Council resolves otherwise, the policy only applies to a site which has a market value exceeding \$50,000.

4 Disposal Process

- 4.1 Council will resolve prior to tenders being sought, how much weight is to be given to non-financial considerations.
- 4.2 An open tender process will be used when disposing of all surplus sites.
- 4.3 Tenders will be required to address the non-financial considerations specified in Table 1.
- 4.4 Consideration of tenders will involve both the price and non-financial considerations.
- 4.5 Tenders will be initially evaluated and ranked on non-financial considerations. This ranking will then be compared with the prices offered.
- 4.6 A tender scoring less than 35% in the non-financial considerations will be excluded from the process.
- 4.7 The highest financial offer will not necessarily be accepted.
- 4.8 The successful tender (if any) will be that which provides the best value proposition for the District, taking into account financial and non-financial considerations. Council and tenderers will be advised of the outcome, showing the range in the non-financial considerations, and in the price, together with the name of the successful tenderer.
- 4.9 The administration of this policy is delegated to the Chief Executive unless the market value of the site exceeds \$250,000.

Table 1. Non-financial considerations.

ATTRIBUTE	EXPLANATION	SIGNIFICANCE
Use of the site	Preference will be given to tenders that have a proposed use that will be complementary to existing activities, and/or will provide a valuable community service and/or will provide local employment opportunities and/or cultural facility.	High (25%)
Ownership structure	Preference will be given to tenders that are from local businesses, residents, groups, or Iwi within the Rangitikei	Medium (15%)
Sustainability of investment	Preference will be given to tenders that are more likely to use the asset over the long term.	Medium (15%)
Financial viability	Preference will be given to tenders which provide evidence of being able to access the financial resources required to achieve the intended use and projected benefit.	Medium (15%)
Track records	Preference will be given to tenders which provide evidence of delivering services/facilities to a specified level.	Low/Medium (10%)
Stability of investment	Preference will be given to tenders that have a stable investment and/or business structure supporting them.	Low/Medium (10%)
Historical connection with the asset	Preference will be given to tenders that show they have a historical/ cultural connection with the asset and/or a commitment to demonstrate an element of the site's history.	Low/Medium (10%)

Appendix 2

Date Submitted	2/02/2015 22:43
Name	Carolyn Bates
Address	7 Dalrymple Place Marton 4710
Phone Number Day	
Phone Number Evening	(06) 327-8088
Phone Number Cell	
Email	a-cbates@paradise.net.nz
Question1a	Yes
Question 1b	
Question2a	No
Question 2b	I recommend the addition of option(s) to dispose of partial sites. For example: Sir James Wilson Park - rather than disposing of the complete park area, I see an opportunity to dispose of a strip adjacent to Nga Tawa Road, while still retaining the bulk of the park area behind the strip. The area on/by Nga Tawa Road could be made available for housing while the bulk of the park is retained for playground, sporting and/or other similar activities.
Question3a	No
Question 3b	I am pleased that price will not necessarily be the final deciding factor. I recommend the addition to 3.1 of a consideration which gives preference to local purchasers, then preference to New Zealand purchasers before overseas purchasers. If any location has been maintained by non RDC entities (such as Lions or similar), these entities should be given preference to purchase the land/buildings over non-related interested purchasers.
Question 4a	A requirement that employment opportunities will be provided for the local community. To me this will improve the employment opportunities therefore economy of that area.
Any other comments	

Attachment 8

REPORT

TO: Policy and Planning Committee

FROM: LTP Project Team

DATE: 04 February 2015

SUBJECT: **Update on 2015-25 Long Term Plan (February 2015)**

FILE: 1-LTP2015-2

1 Executive Summary

- 1.1 This report is to provide an update to the Committee on progress with the 2015-25 Long Term Plan (LTP) project.

2 Background

- 2.1 Councils are required by the Local Government Act 2002 to prepare a Long Term Plan (LTP) and to review this every three years. Over the past year the Project Team have been working on all elements of the LTP and has provided regular updates through this Committee.

3 Consultation Document

- 3.1 In January 2015 Councillors received a draft of Council's Consultation Document (CD) - *"What's the Plan Rangitikei ...?"* and a presentation highlighting the key items in the CD. This first draft was also sent to Audit NZ for their feedback.
- 3.2 A detailed review is in progress over projected income and expenditure, for consideration by Council (and by Audit NZ) at the end of February. Presentation of key financial information in the CD will then be updated.

4 Public Consultation and Engagement Process

- 4.1 Council adopted a Significance and Engagement Policy in November 2014. The engagement plan template has been used to outline the proposed engagement plan for the Long Term Plan, a copy of this is attached.

5 Next Steps

- 5.1 Work on refining and finalising the Consultation Document, the draft Long Term Plan document, including the financials will continue over the next month. It is intended that a final version of the Consultation Document and draft Long Term Plan will be provided to Council for adoption at the 26 March Council meeting. Following the adoption of these documents the public consultation process will begin on 1 April

2015, with submissions closing on 1 May 2015. Hearing of submissions will take place on 7 and 8 May.

6 Recommendation

- 6.1 That the report “Update on 2015 -25 Long Term Plan (February 2015)” be received.
- 6.2 That Policy/Planning Committee endorses the Engagement Plan for the 2015-25 Long Term Plan.

Carol Downs
LTP Project Team Coordinator

Appendix 1

Appendix 1: Schedule of Elected member engagement; as at 4 February 2015

	Community Committees/Boards	Te Roopu Ahi Kaa	Finance and Performance	Policy/Planning	Assets/Infrastructure	Council
Jul-14			Councillor workshop on financial forecasts, rating scenarios, etc.	Review of Levels of Service	Review of Levels of Service	
Aug-14	Levels of Service	Levels of Service and relevant Policy Review (e.g. Policy on Māori capability to contribute to decision-making)	Review R and F Policy	Policy review complete		Early community engagement (public meetings)
Sep-14			Activity level budgets	Draft of key choices/'consultation document' outline	Draft AMPs	Early community engagement (public meetings)
Oct-14	Key choices/right debate	Key choices/right debate				
Nov-14			First cut of financial forecasts	Finalise key choices for 'consultation document' and forecasting assumptions	Final AMPs	
Dec-14						Pre-exposure draft of Consultation Document (CD) and LTP available to Councillors
Jan-15						Walkthrough of exposure draft of CD and LTP
Feb-15						Council reviews financials
Mar-15						Council adopts CD and draft LTP
Apr-15	Make submission	Make submission				
May-15						Council considers submissions on CD
Jun-15						Council adopts final 2015/25 LTP

When	Workstream	Task	Done
Mid-late 2013	Project Management	Project team established	✓
	Project Management	Check systems and resources	✓
	Project Management	Prepare project plan	✓
	Project Management	Discuss plan with Audit	
	Council/Committees/Boards engagement	Council engagement / induction	✓
Early 2014	Strategic Review	Environmental scan	✓
	Strategic Review	Strategic Activity planning and review	✓
	Council/Committees/Boards engagement	Council direction setting	✓
	Council/Committees/Boards engagement	Stocktake of Existing Strategy, Policy and Plans	✓
	Council/Committees/Boards engagement	Review of Growth Strategy & other forecasting assumptions	✓
Mid 2014	Public/community engagement	Prepare engagement strategy	✓
	Strategic Review	Levels of Service Review	✓
	Asset or Activity Management Plans	Asset Activity Plan review	✓
	Project Management	SOLGM self-assessment ('health check')	✓
	Council/Committees/Boards engagement	Community outcomes review	✓
	Public/community engagement	Early engagement (if any)	✓
	Council/Committees/Boards engagement	Infrastructure strategy	✓/X
	Council/Committees/Boards engagement	Financial Strategy	✓/X
Late 2014	Council/Committees/Boards engagement	Policy review	✓/X
	Project Management	Initial discussions with audit	✓
	Preparation of Financial Forecasts	Financial forecasts	✓
	Project Management	Preparation of draft Plan	✓
	Public/community engagement	Preparation of CD and consultation approach	✓
Early 2015	Project Management	Formal audit	
	Project Management	Peer review, quality control and assurance	
	Council/Committees/Boards engagement	Council decision-making	
	Public/community engagement	Formal SCP consultation	
Mid 2015	Project Management	Final LTP document	
	Project Management	Formal audit	
	Project Management	Project debrief	

Appendix 2

Appendix 2

Proposed Engagement Plan – Long Term Plan

Project description and background

The Local Government Act 2002 requires all Councils to let their communities know what they are planning to do over the next 30 years, but in particular the next 10 years – through their Long Term Plan (LTP). Rangitikei District Council will engage with its community through its Consultation Document for the LTP – “What’s the Plan Rangitikei ...?”, which summarises the documents that make up the complete LTP.

Engagement objectives

Within the Consultation Document a number of key choices are outlined to the community, and it seeks input directly on these issues and choices the Council and Community face over the next 10 years. The community is asked to submit on these key choices and also given the opportunity to provide comment on anything else they want, both verbally and written, through the formal submission process.

The Council encourages the community to read the Consultation Document and hopes to receive a record amount of feedback, through the submission process.

During the process of drafting the LTP, the Council has considered a number of options in relation to various activities of Council, including:

- *future funding for roading*
- *declining population*
- *ensuring rates are affordable for our community*
- *compliance requirements*
- *run-down or under-used community and leisure facilities*
- *rejuvenation of our Town Centre Plans*
- *earthquake-prone buildings*

Within the key choices section of the Consultation Document specific options are put to the community on these issues for their input.

Timeframe and completion date

Council is required to adopt its final Long Term Plan by 30 June 2015. Council will consult with its community through the Consultation Document “What’s the Plan Rangitikei...?” during April. Submissions will be considered during May and changes will be made to the Long Term Plan to reflect the outcome of the submission process before the final adoption of the LTP.

See also the schedule of elected member engagement (regularly updated).

Communities to be engaged with

Council intends to revisit the rural communities it engaged with in August and September 2014 (as part of the early consultation process). It will also use the opportunity to provide information to Community Boards and Community Committees through their scheduled meetings, as well as hold public meetings, where appropriate.

Council will directly engage with its key stakeholders, including Federated Farmers, NZ Police, Government Departments, tangata whenua (through Te Roopu Ahi Kaa and specifically with Ngati Apa and Mokai Patea).

Engagement tools and techniques to be used

“What’s the Plan Rangitikei ...?” will be produced in hard copy and made available in libraries, service stations, information centres, supermarkets, doctor’s surgeries, high schools and public meetings. An electronic copy will be placed on Council’s website along with the ability to make a submission online.

Community newspapers will feature key sections from the Consultation Document and encourage readers to obtain a full copy of the CD and make a submission.

Council’s current regular publications - Rangitikei Line e-newsletter and the Rangitikei Bulletin will be used as channels to communicate key parts of the consultation document and to encourage submissions.

Resources needed to complete the engagement

The Consultation Document – “What’s the Plan Rangitikei ...?” is the basis for public consultation, a submission form will be provided as part of this document and also produced online. A powerpoint presentation will be produced for use at public meetings and Community Committee/Board meetings.

Communication planning

Key messages will be taken from the full Long Term Plan and the Consultation Document. A schedule of meetings will be collated and distributed widely to Councillors, staff and the community.

Basis of assessment and feedback to the communities involved

Once all submissions have been received, both written and verbal these will be included as part of the consideration of the final Long Term Plan document, which Council will adopt before 30 June 2015. Council summarises its consideration of submissions (including reasons for decisions taken) and provides a copy of this to each submitter as well as making it generally available.

Project team roles and responsibilities

Team member	Role and responsibilities
Michael Hodder	Project sponsor
Carol Downs	Project leader
Carol Downs	Print media
Carol Downs	External messaging, communications

Team member	Role and responsibilities
Anna Dellow	IT/logistics needs

Attachment 9



MEMORANDUM

TO: Policy and Planning Committee

FROM: Kevin Morris

DATE: 5 February 2015

SUBJECT: **Update on the Town Centre Plans for Marton, Taihape and Hunterville, and the implementation of Bulls Town Centre Plan - February 2015**

FILE: 1-CP-7-5

This memorandum provides an update on the development of Town Centre Plans for Marton, Taihape, Hunterville and the implementation of the Bulls Town Centre Plan.

1 Background

- 1.1 Council has engaged Creative Communities International to facilitate the process to develop the Marton, Taihape and Hunterville Town Centre Plan. Creative Communities is an urban design company that uses a place-based approach to urban planning. They worked successfully in Bulls with a community based Steering Group to guide the development of the Bulls Town Centre Plan which Council adopted in late June 2014.

2 Marton

- 2.1 The Steering Group has met nine times since the last update.
- 2.2 The Steering Group met on 6 November to discuss the prototyping project for Centennial Park. It was decided that the Group would paint the wall bordering Broadway and create a statement entrance to the park and town. The group will also refurbish/repaint the seating in the park.
- 2.3 The Steering Group met again on the 13 November and was provided with a breakdown of the initial feedback from the community engagement questionnaire. 30 questionnaires had been returned (8%).
- The feedback signalled highest levels of support for:
 - A tourist drive
 - A staged entry into town
 - Activation of public spaces

- A contemporary and creative approach to the adaptive reuse of heritage buildings
- Pop-up shop culture

2.4 The feedback signalled reasonable support for:

- Upgrading the rose garden to make it a great “people place”
- Shared spaces (traffic and pedestrians) to improve the pedestrian experience
- Place management which a) reinforces markets, event programs and b) encourages a “business with a heart culture” that provides free services for non-customers i.e. toilets, water bottle refills etc.

2.5 The feedback signalled lowest levels of support for:

- Low cost upgrade of the civic square, layered with new activities
- The consolidation of council facilities in the central area including the integration of an outdoor civic space with relocated council facilities

2.6 There was a poor response to the funding question, possibly indicating that it was difficult for people to engage with this issue rather than a lack of interest.

2.7 On 20 November, the Steering Group met with David Engwicht and Geoff Wilkinson from Creative Communities and confirmed the four key strategies identified through the community feedback, to be included in the draft TCP. Creative Communities also presented visuals of a shared space/civic centre to illustrate the enhancement of the town centre. The Steering Group provided feedback on a number of issues for inclusion in the draft Town Centre Plan.

2.8 The four strategies are:

Strategy 1: Making Great Streets and Public Spaces:

Strategy 2: Adaptive Reuse of Old Buildings

Strategy 3: New Civic Centre as a Catalyst

Strategy 4: Deliver a Boutique Town

2.9 The Steering Group met again on 29 November at Centennial Park and began the project to makeover the front wall of the rose garden. The Group expects to complete most of the project prior to the Christmas parade on 6 December.

2.10 The Steering Group met again on Tuesday 9 December and provided feedback to Creative Communities the latest version of the draft Town Centre Plan.

2.11 It was also agreed at the meeting on December 9, that the Steering Group would help support the Marton Country Music Festival on the 16, 17, and 18 January by placing

balloons and hay bales and in Broadway for buskers and the community to sit on. The group also committed to finishing off the Centennial Park Makeover.

- 2.12 Council staff met with the Community Committee on the 10 December and talked through the draft Town Centre Plan to those present. David Engwicht from Creative Communities provided an update on the draft Town Centre Plans to Council on the 11 December 2014.
- 2.13 On the 18 December, a mural produced by a group of our local youth was unveiled at the public toilets in lower High Street. This was the result of joint initiative between the TCP Steering Group, Rangitikei College and RDC using youth development funding.
- 2.14 The Steering Group met again on the 13 and 26 January where feedback was provided to Creative Communities to enable a final draft document to be presented to the community in a public meeting on the 27 January.
- 2.15 David Engwicht from Creative Communities presented the final draft Town Centre Plan to an audience of 50+ residents at that public meeting. It appeared to be well-received.

3 Taihape

- 3.1 Since the last report the Town Centre Plan Steering Group has met on five occasions: 4 December 2014, and 12, 21, 26 and 28 January and 2 February 2015.
- 3.2 At the meeting held on the 4 December the Steering Group was presented with the first draft of the second public questionnaire, "How can we deliver even better facilities?" The Steering Group went through the document and provided feedback.
- 3.3 On December 9, 1500 amended questionnaires (appendix 1) were distributed with the Taihape Times and rural mail to all households in Taihape and Mangaweka. The community were asked to provide feedback by 4 January.
- 3.4 The Steering Group met again on the 12 January 2015 and went through the feedback from the second questionnaire. A total of 137 questionnaires were returned and results recorded (appendix 2). Feedback from the questionnaire, along with five recommendations from the Steering Group, was emailed to Creative Communities following the meeting.
- 3.5 On 21 January, the Steering Group considered the draft Town Centre Plan as presented by Creative Communities (via skype). The group were advised that the only consensus from the community feedback was keeping a community facility on the present Town Hall sight. It was suggested that further work needs to be done around the proposed options for this facility before any decisions can be made. A number of next steps were proposed and included in the final draft Town Centre Plan:

Step 1: An Exploration and trail process;

Step 2: Technical and detailed design work.

- 3.6 The Steering Group met again on 26 January and provided recommendations to be considered by the Taihape Community Board. These were refined at a further Steering Group meeting on 2 February. At its meeting on 4 February 2015 the Taihape Community Board considered recommendations from the Steering Group and Council officers, and made a series of recommendations for Council to consider at its meeting on 26 February 2015.
- 3.7 A public meeting was held on 28 January where Creative Communities presented their final draft Town Centre Plan to 70+ members of the Taihape community. The draft Plan was well received by those present at the meeting.
- 3.8 A series of meetings have been scheduled in February at the Taihape Town Hall for the community to meet with the Mayor Andy Watson and CEO Ross McNeil and discuss their thoughts on the Draft Town Centre Plan. These meetings have been publicly notified.
- 3.9 The draft Plan is available at the library and on the Rangitikei District Council's website from 3 February.

4 Huntermville

- 4.1 The Huntermville TCP Steering Group reported that it will begin the first stage of the town makeover on Saturday 21 February, starting with the Queens Park entrance and surrounds.

5 Bulls

- 5.1 Since the last report the Town Centre Plan Steering Group has met on once and the Advisory group for the Multi-purpose facility has met twice.
- 5.2 These latter two meetings enabled the community stakeholders to consider early design concepts for the proposed development at the site of the Criterion Hotel. This has been reported on separately to Council.
- 5.3 At the meeting on 2 February the Steering Group received an update on the continuation of prototyping projects along Bridge Street. Street art has been created on the Mothered Goose building and along the fence up from the Westpac Bank building. It was reported that the bench seats, new planters and art work had been well received by the retailers and residents. Jane Dunn is to be congratulated on her creative and productive talent in producing these works of art.
- 5.4 Three further projects will be started in February. The first is the upgrade of the seats at the Cenotaph site and the second is painting of the planter boxes outside the Rat Hole car park. The third is for a bird design proposed for the fence bordering the property of the auto electrician on Bridge Street. The Community Committee will be asked to endorse the design at its meeting.
- 5.5 Jayme Anderson provided an update to the Steering Group on the youth-led project. Ten local youth are designing four cubes with themes from the town and district to strengthen up the connections of High Street and Bridge Street intersections.

- 5.6 Projects intended for place-making on the corner opposite the Criterion Hotel will be put on hold pending the final design for the multi-purpose site.
- 5.7 The Steering Group will be developing guidelines for the colour palette that would be recommended for use in any place-making projects with the aim to coordinate and develop the Bulls brand.
- 5.8 The Steering Group will also develop a communication plan to connect all stakeholders to ensure a coordinated approach is taken to future place-making projects in the town.
- 5.9 The Group was also provided with a verbal update on the concept plans for the BULLSi (multipurpose facility).
- 5.10 Finally, the Steering Group considered a memo outlining relevant elements of Council's draft framework for the work programme with the MOU agency in Bulls, the Bulls and District Community Trust. In discussion, the importance of a coordinated approach was confirmed, and the need for good communication between all parties. It was understood that the issue would be raised at the Community Committee in the wider context of the entire MOU work programme.

6 Recommendation

- 6.1 That the memorandum 'Update On The Town Centre Plans for Marton, Taihape, Hunterville and the implementation of Bulls Town Centre Plan - February 2015' be received.

Kevin Morris
Policy Team

Attachment 10

Update on Communications Strategy

This regular report provides the Committee with an update with progress on the Council's Communications Strategy and media and communication activity.

Update on Action Plan – January 2014 to 31 January 2015

<i>Action Description</i>	<i>Expected Completion</i>	<i>Lead Responsibility</i>	<i>Status</i>
Review and update service information	June 2014	Executive Officer (Carol Downs)	<ul style="list-style-type: none"> • Included as part of an IT/IS review undertaken in July, awaiting the agreed actions from that report.
Investigate the potential use of social media for the dissemination of information	August 2014	Executive Officer (Carol Downs)	<ul style="list-style-type: none"> • An RDC Facebook page was created in January.
Develop the Council intranet as the primary internal business support tool	Ongoing	Information Management Officer (TBC)	<ul style="list-style-type: none"> • Work is being done to re-design an appropriate intranet page, this will be completed after the Internet project has been finished.
Develop and implement Corporate Identity guidelines to reinforce our professionalism	September 2014	Executive Officer (Carol Downs)	<ul style="list-style-type: none"> • A Uniform Policy was introduced earlier this year, and most key frontline staff and those working "in the field" now wear corporate uniforms.
Develop the Council website as the primary customer/resident self-help tool	Ongoing	Information Management Officer (TBC)	<ul style="list-style-type: none"> • Currently underway, stage 1 hoped to be completed by the end of February.
Review Communications Strategy once changes to the Local Government Act 2002 have been confirmed	October 2014	Executive Officer (Carol Downs)	<ul style="list-style-type: none"> • Commenced – changes to the consultation for the LTP are being taken into account and actioned.
Provide Elected members and staff with training to ensure appropriate standards are maintained	Ongoing	Executive Officer (Carol Downs)	

<i>Action Description</i>	<i>Expected Completion</i>	<i>Lead Responsibility</i>	<i>Status</i>
Key staff to have undertaken appropriate communications training	Mid 2015	Executive Officer (Carol Downs)	
Investigate and implement (where appropriate) the most effective ways of communicating within and beyond Council	Ongoing	Executive Officer (Carol Downs)	

Activity During January / early February

- Issue 12 of the Rangitikei Line e-newsletter - February
- Rangitikei Bulletin published following February Council meeting

January Media Activity

The table below outlines the media activity during January, including printed media articles and website activity:

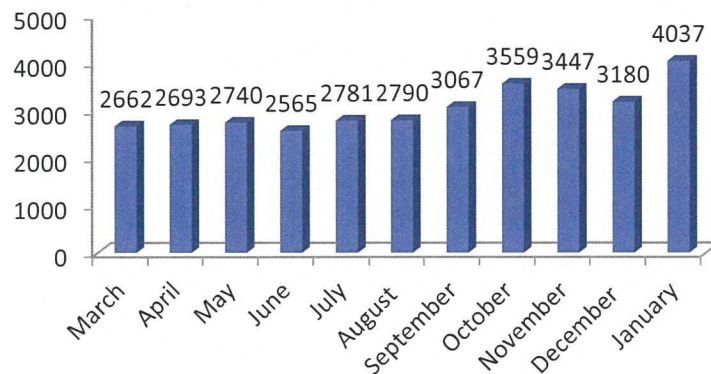
- Rangitikei Bulletin – published at the end of January in Rangitikei Mail, Central District Times and District Monitor
- 13 articles relating to Council appeared in local papers, during January, as outlined in the table below. Of these 4 were positive, 3 were negative and 6 were neutral.

Date	Media Channel	Article Heading and Topic
8/01/15	Wanganui Chronicle x 2	Christmas phones glitch hits council (phones failed to switch to after hours service from 8am to 5pm during the holiday period) Dog's life bonny after cruellest of cuts (dog found near the Santoft forest by RDC ACOs cut, has now found a new home)
15/1/15	Rangitikei Mail x 2 District Monitor x 2	Bank to help elderly get online (with Westpac in Bulls shutting in mid-February Westpac has offered to give Bulls library 2 iPads to help elderly get access online banking) Bridge hours to be restricted for repair (Mangere Bridge that connects RDC and MDC boundary will be closed to the public for the majority of the next 2 months) Conference towards Wellbeing (held at Bulls town hall with 80 delegates attending, with the aim of making the district thrive) Pavilion revamp to continue (Council and the pavilion committee received a grant for over \$100,000 to upgrade Centennial Park in Marton) Rural fire teams kept busy (Rural fire team have attended 18 since Christmas including three significant fires)
20/1/15	Central District Times	Grass verge disgraceful (letter from Anne Mould to the editor, re the grass verges on Ruru Road)
22/1/15	Wanganui Chronicle	Restricted fire season in Rangitikei
22/1/15	District Monitor	Funky colour Marton part of the Town Plan
26/1/15	Wanganui Chronicle	Meeting on town plan in Marton
29/1/15	District Monitor	What about the inside of the loo? (recently the Marton public toilets were upgraded on the outside Liz Rayner from the district Monitor gives her opinion on how she thinks the inside of the toilet should be upgraded)
31/1/15	Wanganui Chronicle	Long Term plan to look at public good rate: Mayor

Website Statistics

Activity on Council's website for January:

Website Visits 2014-15



In January 54% of those who visited Council's website were new visitors to the site.

Top Council Webpages Visited (January)

1. Home page
2. Solid waste
3. Rates
4. Cemeteries

Top Six Geographical Locations Visiting the Website (January)

1. *Auckland
2. Palmerston North area
3. Christchurch
4. *Wellington
5. Whanganui
6. Blenheim

* note smaller areas can be recorded as Auckland or Wellington

Carol Downs
Executive Officer

Attachment 11



Rangitikei
RESPONSIBLY...

MEMORANDUM

TO: Policy/Planning Committee

FROM: Samantha Whitcombe

DATE: 4 February 2015

SUBJECT: **Update on the Path to Well-Being initiative and other community development programmes – February 2015**

FILE: 1-CO-4

1 Background

- 1.1 In consultation with the Chair of the Policy/Planning Committee, this report identifies meetings that have taken place involving members of the Policy Team through the Community Partnerships activity, focussing on the Path to Well-being initiatives. Added commentary is provided where necessary.
- 1.2 This report also covers applications for external funding as required by the Policy on external grant applications made by Council.

2 Meetings

What?	When/Where?	Why?
Enjoying Life in the Rangitikei Theme group	3 November Ohingaiti	Quarterly meeting: reviewed purpose and structure of group for input into community partnerships activity plan for LTP
Health networking group	5 November Taihape	Monthly networking meeting
Safe and Caring Community Theme Group	5 November Taihape	Regular (6 weekly) meeting. Presentation from Healthy Families and update to group on outcomes from the Falls Prevention Programme and work on the housing survey.
Whanganui/Taranaki Community Response Model Forum	18 November Marton	Network meeting with Relationship Manager from MSD (FACS) and visit to Marton Youth Club
Vision Manawatu	20 November Marton	Networking meeting – first introduction to Alta Els, MBIE regional business support

Bulls and District Community Trust coordinator	21 November Bulls	Initial meeting with young people to decide on project to be implemented as part of youth action plan in Bulls
Te Oranganui Healthy Families Initiative	24 November Whanganui	Inaugural meeting of steering group for this regional programme.
Whanganui District Health Board	24 November Whanganui	Networking meeting with Matthew Power funding manager for Services and Business Planning. Secured representation from DHB on Marton Community Charter from Jon Buchan.
Path to Well-being conference	12 December Bulls	Annual conference – Making our District Thrive
Regional Collaboration Meeting, Vision Manawatu	17 December Palmerston North	Council economic development staff regular meeting: considered update from PNCC economist
Laura Richards, co-Chair, Project Marton	22 December Marton	Meeting to scope out work programme for MOU arrangement 2015-18
Jo Rangooni, Jayme Anderson, Chair and coordinator, Bulls and District Community Trust	22 December Bulls	Meeting to scope out work programme for MOU arrangement 2015-18
Taihape Community Development Trust	23 December Taihape	Meeting to scope out work programme for MOU arrangement 2015-18
Andrea Vijande and Rebecca McNeil, Chair and coordinator for Rangitikei Tourism	8 January Marton	Meeting to scope out work programme for MOU arrangement 2015-18
Te Kotuku Hauora Ltd	15 January Marton	Networking meeting with Grace Taiaroa, Operations Manager at Te Runanga o Ngati Apa
Bulls and District Community Trust coordinator	15 January Marton	Initial meeting with young people to implement District-wide project as part of youth action plan
Te Oranganui Healthy Families Initiative	20 January Whanganui	Powhiri for newly appointed Team Leader of Healthy Families initiative
Rangitikei Heritage	20 January Marton	Chief executive called meeting with Cr Richard Aslett to begin coordination of WW1 commemorative events and projects

		in the District
Bulls and District Community Trust coordinator	26 January Taihape	Second meeting with young people to implement District-wide project as part of youth action plan
Town Coordinators and Creative Communities	27 January Marton	Meeting to investigate potential role of town coordinators in implementing TCPs.
Te Oranganui Healthy Families Initiative	30 January Whanganui	Steering Group meeting
Bulls and District Community Trust coordinator	30 January Bulls	Met with affected retailers regarding the cube project in Bulls (Youth Action Plan).
Rangitikei Heritage Group	3 February Hunterville	Bi-monthly meeting. Discussion on WW1 DVD, local projects, Rangitikei Weekend.

3 Comment

Path to Well-being Conference 2014

3.1 The conference report is available on the Council website. In summary, the day was a great success and the following key actions were identified:

- Develop a central business hub that includes information on regulatory requirements, financial advice, leases, available resources in the District including a register of vacant business and facilities
- Further development of the agriculture sectors by growing more of what we are good at and processing it locally
- Irrigation opportunities through increased community understanding and engagement
- Open up Māori land locked land
- Develop strategies with the District's schools and employers to create employment opportunities.
- Wider promotion of our quality of life, housing affordability, new tourism activities, ultra-fast broadband, river and outdoor activities and multi-sport opportunities.

3.2 The next steps are to:

Develop a Rangitikei Growth Strategy will be available for comment as part of the 2015-25 Long Term Plan, currently planned to be adopted for consultation from early March 2015. Delegates will be circulated with this draft Strategy and comments sought prior to final adoption in the Council's Long-Term Plan, and

Allocate the key actions to the most appropriate Path to Well-Being theme group:

- The Buoyant District Economy theme group will be re-established to take forward the first three actions. Delegates will be invited to an inaugural meeting of this theme group in March 2015.
- Council will work with its Iwi liaison komiti, Te Rōpu Ahi Kā, to progress the issue of Māori landlocked land.
- The Lifelong Educational Opportunities theme group will be re-established to progress the fifth action and the District Promotion sub group of the Enjoying Life in the Rangitikei theme group will develop and implement a District Promotion Strategy and an Events Strategy.

4 External Funding Applications

- 4.1 A funding application was prepared from Council for the Tindall Foundation for the Marton and Taihape Youth Clubs. However, the Foundation could not accept an application from Council and the cut-off date was in December. There was not enough time to enable the application to be resubmitted through a community group. This remains a key focus for the Policy Team as the funding for these facilities is now being eked out on a monthly basis. An application to the Todd Foundation will be pursued and other funding bodies as identified.
- 4.2 A funding application to the New Zealand Community Trust has been prepared on behalf of Marton RSA to complete the funding required to replace the acrylic panels at the memorial at Memorial Hall, Marton. Council has already committed 33%, the community have raised a further 33% and so the outstanding amount is \$5,333.
- 4.3 On a brighter note, applications to Powerco and to the Lottery Community Facilities Fund for refurbishment of the Shelton Pavilion were successful and it is expected that work will be completed before the end of the financial year.
- 4.4 Final funding reports have been prepared and submitted for the Rangitikei Heritage WW1 DVD project.

5 Recommendations

- 5.1 That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – February 2015' be received.
- 5.2 That the Committee approves the submission of funding applications to the Todd Foundation and other funding bodies as appropriate for operating costs for the Marton Youth Club.

Samantha Whitcombe
Governance Administrator

Appendix 1

Appendix 1

Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Final report due
MSD - Quality Services and Innovation Fund	Taihapa Community Connections; to develop better collaborative and referral practices amongst local health and social service providers, collation and provision of information about services within Marton.	\$120,000.00	Central information resource, improved access to services	Taihapa Community Development Trust	Support Agency	Prepared application, project steering group: no reporting responsibilities	Dec-13
Environment, heritage and WWI commemorative projects Lottery Fund	Repair and renewal of WWI memorials across the District	\$16,333.00	Completion of restoration of memorials	Marton RSA	Project Manager	Prepared application, project management, will support RSA to report back to funder	Nov-15
MYD - Youth Development Fund	Youth Action Plan	\$24,000.00	Delivery of four youth-led civic projects: one each in Marton, Bulls, Taihapa and District-wide	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, employment of youth development officer (possibly contracted out), reports to funder. In kind support from Council. Cash support from Council Youth Strategy: \$9,000.	Jun-15
Lottery Community Facilities Fund	Renewal of Shelton Pavilion in Centennial Park	\$100,856.00	Refurbishment of Shelton Pavilion in line with Park Management Plan	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Jul-15
PowerCo Trust Whanganui	Renewal of Shelton Pavilion in Centennial Park	\$10,000.00	Refurbishment of Shelton Pavilion in line with Park Management Plan	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Jul-15
Whanganui Community Foundation	Renewal of Shelton Pavilion in Centennial Park	\$10,000.00	Refurbishment of Shelton Pavilion in line with Park Management Plan	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	To be considered (Feb 2015)
Pub Charity	Swim 4 All	\$10,000	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)
Whanganui Community Foundation	Swim 4 All	\$10,000	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)
Pelorus Trust	Swim 4 All	\$10,000	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)

Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Final report due
Lottery Community Committee	Swim 4 All	\$10,000	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)
KiwiSport	Swim 4 All	\$5,000	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)
NZ Community Trust	Swim 4 All	\$10,000.00	Swimming lessons for Primary School aged children in the Rangitikei District	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	Submitted for consideration (Dec 2014)
NZ Community Trust	Repair and renewal of WWI memorials across the District: specifically Memorial Hall, Marton	16333	Completion of restoration of memorial	Marton RSA	Project Mana	Prepared application, project m	To be submitted for consideration (Feb 2015)
Todd Foundation (and other potential funders to be identified)	Marton Youth Club	\$15,000	To prepare the Youth Club to take part in the Marton Community Charter	RDC	Lead agency, fund holder	Prepared application, holds funds, manages project, reports back to funder	To be submitted for consideration (Feb 2015)
as at 03/02/2015	Confirmed	\$271,189.00					
Environment, heritage and WWI commemorative projects Lottery Fund	Digitisation of the WWI memorabilia of the five settlers museums and Turakina Historic Society.	\$11,955.00	DVD	Rangitikei Heritage	Support Agency, Fundholder	Prepared application, holds funds, administers funding, reports to funder	Completed
RDC Community Initiatives Fund	Digitisation of the WWI memorabilia of the five settlers museums and Turakina Historic Society.	\$2,500.00	DVD	Rangitikei Heritage	Support Agency, Fundholder	Prepared application, holds funds, administers funding, reports to funder	Completed
Te Papa Helping Hand grant	Digitisation of the WWI memorabilia of the five settlers museums and Turakina Historic Society.	\$1,000.00	DVD	Taihapa and Districts Historical Society	Partner Agency	Prepared application, administers funding, reports to funder	Completed