



Rangitikei District Council

Telephone: 06 327-0099

Facsimile: 06 327-6970

Rangitikei
UNspoilt...

Policy/Planning Committee Meeting

Order Paper

**Thursday, 11 February 2016,
1.00 pm**

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

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

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/Planning Committee Meeting

Order Paper – Thursday 11 February 2016 – 1:00 p.m.

Contents

| | | | |
|----|---|---|------------------------------|
| 1 | Welcome | 2 | |
| 2 | Apologies/leave of absence | 2 | |
| 3 | Confirmation of order of business | 2 | |
| 4 | Confirmation of minutes | 2 | Attachment 1, pages 8-14 |
| 5 | Chair's report | 2 | Attachment 2, pages 15-16 |
| 6 | Queries raised at previous meeting | 2 | <i>Agenda note</i> |
| 7 | Issues proposed for Council-initiated Plan change | 2 | Attachment 3, pages 17-27 |
| 8 | Revised Rural Fire Plan | 2 | Attachment 4, pages 28-84 |
| 9 | CDEM National Capability Assessment Report | 3 | Attachment 5, pages 85-12 |
| 10 | Update on communications strategy | 3 | Attachment 6, pages 121-124 |
| 11 | Activity Management: | 3 | Attachment 7, pages 125-144 |
| 12 | Update on legislation and governance issues | 3 | Attachment 8, pages 145-169 |
| 13 | Update of Local Governance Statement | 4 | Attachment 9, pages 170-203 |
| 14 | Horizons Pest Management Plan Review | 4 | Attachment 10, pages 204-210 |
| 15 | External risk to Council's roading network | 4 | <i>Agenda note</i> |
| 16 | Dog Control and Responsibility Policy and Control of Dogs Bylaw Review | 5 | Attachment 11, pages 211-259 |
| 17 | Bulls Multi-purpose Community Centre – project update Including progress with the fundraising plan for the Bulls Multi-purpose Community Centre | 5 | <i>Verbal update</i> |
| 18 | Update on the Path to Well-Being initiative and other community development programmes – February 2016 | 5 | Attachment 12, pages 260-266 |
| 19 | Late items | 6 | |
| 20 | Future items for the agenda | 6 | |
| 21 | Next meeting | 6 | |
| 22 | Meeting closed | 6 | |

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 12 November 2015 be taken as read and verified as an accurate and correct record of the meeting.

5 Chair's report

A report is attached

Recommendation

That the Chair's report to the meeting of the Policy/Planning Committee on 11 February 2016 be received.

6 Queries raised at previous meeting

There were no queries raised.

7 Issues proposed for Council-initiated Plan change

A report is attached. A PowerPoint presentation will be provided to the meeting.

File: 1-PL-1

Recommendations

1. That the report 'Proposed District Plan Changes' be received.
2. The Policy/Planning Committee recommends that Council adopts for consultation the proposed District Plan as discussed at the Committee's meeting on 11 February 2016.

8 Revised Rural Fire Plan

The proposed revised plan is attached.

The Council's obligations and duties in relation to rural fire are established in the Forest and Rural Fire Act 1974 and the Forest and Rural Fires Regulations 2005 (and subsequent amendments). As a Rural fire Authority has to review the Rural Fire Management Plan every

two years for Readiness and Response and every five years for Reduction and Recovery; Council follows best practice and revises all four R's every two years.

Paul Chaffe, Principal Rural Fire Officer, will be in attendance for this item.

File: 1-ER-5-4

Recommendation

1. That the revised Rural Fire Authority Plan 2016 be received
2. That the Policy/Planning Committee recommend to the Council (as the Rural Fire Authority) to adopt [as amended/without amendment] the proposed revised Rural Fire Authority Plan 2016, and delegate the Chief Executive to sign it on behalf of the Council.

9 CDEM National Capability Assessment Report

This report is provided for the Committee's information. Overall, the report considers that all civil defence emergency management groups have improved.

10 Update on communications strategy

A memorandum is attached

File: 3-CT-15-1

Recommendation

That the Update on communications strategy to the Policy/Planning Committee meeting on 11 February 2016 be received.

11 Activity Management:

- Community leadership
- Environmental services
- Community well-being

Recommendation

That the activity management templates for Community Leadership, Environmental and Regulatory Services and Community Well-Being (November 2015-January 2016) be received

12 Update on legislation and governance issues

A report is attached

File: 3-OR-3-5

Recommendations

1. That the 'Update on legislation and governance issues' to the 11 February 2016 meeting of the Policy/Planning Committee be received.
2. That, in terms of Council's delegation regarding a submission to the proposed regulations under the Residential Tenancies Amendment Bill, the Policy/Planning Committee authorises the Mayor to sign, on behalf of the Council, the tabled submission [as amended/without amendment].

13 Update of Local Governance Statement

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

File: 3-PY-1-2

Recommendations

1. That the updated Local Governance Statement be received
2. That the Policy/Planning Committee recommends to Council that it adopts the updated Local Governance Statement

14 Horizons Pest Management Plan Review

A memorandum is attached

File: 3-OR-3-12

Recommendations

1. That the memorandum 'Horizons Pest Management Plan Review' be received.
2. That the Policy/Planning Committee recommends that, following consideration by His Worship the Mayor, the Deputy Mayor and the Chief Executive, the Mayor be authorised to sign, on behalf of the Council, the submission [as amended/without amendment] to Horizons Regional Council on the Proposed Regional Pest Management Plan, and that the Chief Executive provides that signed submission to the next meeting of Council for formal confirmation by resolution.

15 External risk to Council's roading network

The Committee requested a report which (a) sets out the information available on the current management of external risks to roading assets and (b) examines the extent to

which other local authorities are considering this issue. This report will be provided to the Committee's March 2016 meeting.

16 Dog Control and Responsibility Policy and Control of Dogs Bylaw Review

A report is attached

File: 3-PY-1-20

Recommendations

1. That the report on "Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw Review" be received.
2. That the proposed draft Dog Control and Owner Responsibility Policy and draft Control of Dogs Bylaw, contained in Appendices 1 and 2 [as amended/without amendment] with associated consultation documents be recommended to Council for adoption for a special consultative procedure at its meeting on 29 February 2016, and that the proposed Engagement Plan contained in Appendix 4 be recommended to Council for the special consultative procedure associated with these consultations.
3. That the proposed draft Animal Control Bylaw contained in Appendix 3 [as amended/without amendment] be recommended to Council for adoption, and that because the proposed amendment has no effect on the provisions of the Animal Control Bylaw, that no further consultation be undertaken.

17 Bulls Multi-purpose Community Centre – project update Including progress with the fundraising plan for the Bulls Multi-purpose Community Centre

A verbal update will be provided.

18 Update on the Path to Well-Being initiative and other community development programmes – February 2016

A memorandum is attached

File: 1-CO-4

Recommendation

That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – February 2016' be received.

19 Late items

20 Future items for the agenda

21 Next meeting

22 Meeting closed

Attachment 1

Rangitikei District Council

Policy/Planning Committee Meeting

Minutes – Thursday 12 November 2015 – 1:00 p.m.

Contents

| | | |
|----|--|---|
| 1 | Welcome..... | 3 |
| 2 | Apologies/leave of absence..... | 3 |
| 3 | Confirmation of order of business..... | 3 |
| 4 | Confirmation of Minutes..... | 3 |
| 5 | Chair's Report..... | 3 |
| 6 | Queries raised at previous meeting..... | 3 |
| 7 | Resource Management Act reform..... | 4 |
| 8 | Activity Management..... | 4 |
| 9 | Update on legislation and governance issues..... | 4 |
| 10 | Bulls Multi-purpose Community Centre-project update..... | 5 |
| 11 | Update on communications strategy..... | 5 |
| 12 | Quarterly reports from MOU Groups..... | 5 |
| 13 | Update on the Path to Well-being Initiative..... | 5 |
| 14 | Late items..... | 6 |
| 15 | Future Items for the agenda..... | 6 |
| 16 | Next meeting..... | 6 |
| 17 | Meeting closed..... | 6 |

(Note: In absence of the Chair and Deputy Chair, His Worship the Mayor chaired the meeting for items 1 to 7.)

Present: His Worship the Mayor, Andy Watson
Cr Cath Ash
Cr Richard Aslett
Cr Angus Gordon
Cr Rebecca McNeil

In attendance: Mr Michael Hodder, Community & Regulatory Services Group Manager
Mr Johan Cullis, Environmental & Regulatory Services Team Leader
Ms Denise Servante, Strategy & Community Planning Manager
Ms Katrina Gray, Policy/Planner
Ms Laura Richards, Governance Administrator

Tabled documents: None

Unconfirmed

1 Welcome

His Worship the Mayor chaired the meeting as Cr Sheridan (Chair) had put in an apology and Cr Aslett (Deputy Chair) had indicated he would be late arriving.

2 Apologies/leave of absence

Resolved minute number 15/PPL/107 **File Ref**

That apologies for absences from Cr Peke-Mason and Cr Sheridan and from Cr Aslett (for lateness) be received.

Cr Gordon / Cr McNeil. Carried

3 Confirmation of order of business

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

4 Confirmation of Minutes

Resolved minute number 15/PPL/108 **File Ref**

That the Minutes of the Policy/Planning Committee meeting held on 15 October 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Gordon / Cr McNeil. Carried

5 Chair's Report

Resolved minute number 15/PPL/109 **File Ref** 3-CT-15-1

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

His Worship the Mayor / Cr Ash. Carried

6 Queries raised at previous meeting

There were no queries raised.

7 Resource Management Act reform

Mr Hodder informed the Committee that Local Government New Zealand had extended the date for feedback to 30 November 2015. This meant that Council could review the proposed feedback at its meeting on 26 November 2015,

Ms Gray, Mr Cullis and Mr Hodder took the Committee through a presentation which suggested points for including in Council's feedback. Councillors raised issues throughout the presentation around the role of local governments in the RM process, amendments proposed, common rules for regulations, and tiered systems of consenting notification.

Cr Aslett entered the meeting. 1.38 pm.

Cr Ash left the meeting at 2.18 pm, re-entered at 2.29 pm.

8 Activity Management

The non-financial reporting templates for October 2015 are attached, covering the following groups of activities:

- Community leadership
- Environmental and regulatory services
- Community well-being

The Committee discussed the profile given to the recovery work from the June 2015 rainfall event.

| | | | |
|-------------------------------|-------------------|-----------------|-----------------|
| Resolved minute number | 15/PPL/111 | File Ref | 5-EX-3-2 |
|-------------------------------|-------------------|-----------------|-----------------|

That the activity management templates for October 2015 for Community Leadership, Environmental and Regulatory Services and Community Well-being be received.

Cr Ash / Cr Gordon. Carried

9 Update on legislation and governance issues

Mr Hodder noted the introduction into Parliament the previous day (11 November 2015) of the Civil Defence Emergency Management Bill.

In considering the outline of the Law Commission's review of the Burial and Cremation Act, the Committee noted the recommendation that anyone should be able to apply to a local authority for permission to establish a cemetery for burial on private rural land, and wondered what (if any) grounds for refusing such a request had been proposed.

| | | | |
|-------------------------------|-------------------|-----------------|-----------------|
| Resolved minute number | 15/PPL/112 | File Ref | 5-OR-3-5 |
|-------------------------------|-------------------|-----------------|-----------------|

That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 12 November 2015 be received.

His Worship the Mayor / Cr Gordon

Resolved minute number **15/PPL/113** **File Ref** **5-OR-3-5**

That the Policy/Planning Committee supports the devolution to territorial authorities the power to make local bylaws to permit retail trading on Easter Sunday in all or any specified part(s) of their districts.

His Worship the Mayor / Cr Gordon. Carried.

10 Bulls Multi-purpose Community Centre-project update

Mr Hodder informed the Committee that a meeting had been arranged with Horowhenua District Council who had experience in similar developments (and securing external funding).

11 Update on communications strategy.

Resolved minute number **15/PPL/114** **File Ref** **3-CT-15-1**

That the report 'Update on communications strategy' to the Policy/Planning Committee meeting of 12 November 2015 be received.

Cr Gordon / Cr Ash. Carried.

12 Quarterly reports from MOU Groups

The Committee received and discussed the quarterly report from the MOU Groups.

Resolved minute number **15/PPL/115** **File Ref** **3-GF-10**

That the memorandum "First quarter 2015/16 reports from Bulls and District Community Trust, Project Marton, Rangitikei.com and Taihape Community Development Trust and Annual Accounts for 2014/15" be received.

Cr McNeil / Cr Gordon. Carried.

13 Update on the Path to Well-being Initiative

The Committee discussed the report and queried staff about various items.

Resolved minute number **15/PPL/116** **File Ref** **1-CO-4**

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

Cr Aslett / Cr McNeil. Carried.

14 Late items

There were no late items.

15 Future Items for the agenda

There were no future items for the agenda.

16 Next meeting

11 February 2016, 1.00 pm

17 Meeting closed

The meeting closed 3.58 pm.

Confirmed/Chair: _____

Date:

Attachment 2

Policy /Planning Committee – Chairperson’s Report

February 2016

Welcome to our first meeting of 2016. The concluding year of this triennium will see some of the issues we have been dealing with finally put out to the community for their comments.

District Plan Changes

Over the last 2years this Committee has given consideration to a number of matters raised concerning the District Plan, we are now coming to the point in the process where Council will be publicizing the proposed changes through a consultation process in the next few months.

Homelessness in the Rangitikei

Raised at the recent Council meeting, this issue was a new one for Councillors to think about. Homelessness is not something that one tends to be associated with rural communities. Rural communities tend to look after each other – or do they?

The government are clearly aware of the issue: Parliament Library researcher Paul Bellamy has put together this research paper on Homelessness in New Zealand. <http://www.parliament.nz/en-nz/parl-support/research-papers/00PLEcoRP14021/homelessness-in-new-zealand>

“The **NZ Coalition to End Homelessness** is a coalition of interested groups, agencies and individuals who share the vision of ending homelessness in New Zealand. Members come from sector agencies including church and faith-based groups as well as representatives from local authorities and central government. The coalition’s role is to raise awareness of homelessness as a political issue, advocate to government for primary legislation creating a duty to accommodate homeless people and to provide advice, support and best practice to agencies working with homeless people in New Zealand. Filmmaker and Homelessness Researcher, Kate Amore has filmed the stories of some of those who have found themselves homeless – ‘Putting ***Homelessness in Focus***’.

<http://nzccss.org.nz/work/poverty/the-real-housing-affordability-issues/homelessness-the-invisible-housing-problem/>

Until we understand the extent and nature of the homeless in our community how can we effectively help them? The reasons for homelessness can be varied – as you will discover from the stories in Kate Amore’s research. Initially we need to have some data on our issue so that the most appropriate assistance can be sourced. We have Community Outcomes stated in our Long Term Plan that we aim to achieve;

1. Good access to health services
2. A safe and caring community
3. Lifelong educational opportunities
4. A buoyant district economy
5. A treasured natural environment
6. Enjoying life in the Rangitikei

Caring for the most vulnerable members in our community by utilizing the partnerships we already have with groups and agencies involved in our community’s welfare, must be where we need to start once we have some data to work with.

Next Councillor Street Table; 26th February outside the Chemist in Broadway

Councillor Lynne Sheridan

Attachment 3

Report

Subject: **Proposed District Plan Changes**

To: Policy/Planning Committee

From: Katrina Gray, Policy Analyst

Date: 2 February 2016

File: 1-PL-1

1 Background

- 1.1 The Rangitikei District Plan became fully operative on 3 October 2013. Inevitably, with any new plan, there are a number of unforeseen issues and minor errors which are likely to occur. At its meeting on 15 May 2014, the Policy/Planning Committee received a report detailing some of these issues. Since then, one or two of these issues have been analysed for consideration at each meeting of the Committee and the results of the Committee's considerations documented.
- 1.2 Many of the issues discussed are not able to be resolved without amending the Plan, likewise the Plan provisions cannot simply be disregarded. The only approach available for Council in addressing these issue is undertaking a District Plan Change.
- 1.3 At its 17 December 2015 meeting Council approved undertaking a targeted review of the District Plan, with the expectation that the process should be completed by 30 June 2016.

2 District Plan Change Process

- 2.1 The process Council has to complete to undertake a plan change is specified by Schedule 1 of the Resource Management Act 1991. This process is summarised below.

Council adoption for consultation

- 2.2 The following documents will be provided to Council's 29 February meeting 2016 to approve for consultation:
- Section 32 report - this report is required to ensure decisions are based on sound policy analysis and assess the benefits and costs of the environmental, economic, social and cultural effects.
 - Documentation outlining the proposed changes.

Public notification/submissions

- 2.3 The proposed Plan Changes must be publicly notified with a submission period of at least 20 working days. It is proposed that this will occur during March.

Further submissions

- 2.4 Once the initial submission period has closed, Council must summarise and publicly notify the decisions requested by submitters and provide opportunity for further submissions (for a period of up to 10 working days). These further submissions may only comment on an original submission. It is proposed this will occur during the end of April.

Pre-hearing meetings

- 2.5 If required, depending on the nature of submissions received, it is possible that pre-hearing meetings would occur with submitters to try to resolve issues before the hearing.

Hearing

- 2.6 Submitters on the proposed plan changes have the right to speak to their submission at a hearing. It is highly likely that a hearing will be required to consider the proposed Plan Changes. It is suggested that one commissioner would be sufficient for this process. It is proposed that the hearing will occur at the end of May.

Environment Court

- 2.7 Submitters have the right to appeal the hearing decision to the Environment Court. However, Council is able to withdraw any changes which are controversial and unable to be resolved through mediation.

3 Proposed Changes

- 3.1 A table showing the list of issues considered, proposed approach and rationale has been attached as Appendix 1. A powerpoint presentation will be provided to the Committee to discuss the proposed approach to the key issues in depth. Following these discussions, staff will prepare the consultation documentation for the 29 February 2016 Council meeting.
- 3.2 The key issues proposed to be discussed include; natural hazards, signage, zoning and heritage.

4 Recommendations

- 4.1 That the report 'Proposed District Plan Changes' be received.

- 4.2 The Policy/Planning Committee recommends that Council adopts for consultation the proposed District Plan as discussed at the Committee's meeting on 11 February 2016.

Katrina Gray
Policy Analyst

Appendix 1

Proposed District Plan Changes – Overview February 2016

| Issue | Proposal | Rationale |
|--|--|---|
| <i>Flooding</i> | <p>Minimum floor height for habitable buildings only.</p> <p>Buildings included in flood flow rule.</p> <p>Refined flooding mapping for Bulls and Hunterville.</p> <p>Remove storm water flooding overlay.</p> | <p>Requiring a minimum floor height for non-habitable buildings is often not practicable. There is no increased risk to human life.</p> <p>The information that the Bulls (by the Rangitikei River) and Hunterville flood mapping is based on is not accurate (it is not modelled). Site visits have been completed to refine the flood areas. This is important for Bulls as a significant portion of this land is vacant industrial land. In Hunterville, currently the whole town centre is mapped as floodable.</p> <p>Our assets department is not able to set minimum floor heights. It is a barrier to development. This should be picked up at the building consent stage by the asset engineers if there are concerns.</p> |
| <i>Taihape West Slip zone</i> | Remove last sentence of permitted activity standard. Add non-complying status for new dwellings. Add in associated policy to support the rule intent. | No alteration to the intent of the current rules. Minor amendments to better reflect the current intent. |
| <i>Landslide, Active Fault, Liquefaction, Ground Shaking</i> | <p>Remove.</p> <p>Include advisory note on data and mapping by Horizons for lifelines (critical infrastructure) in the region.</p> | <p>The information is based at a regional scale and is not robust enough to make planning decisions from.</p> <p><u>This excludes the West Taihape Slip Zone</u></p> |
| <i>Rural</i> | Spot zone properties as commercial in | The previous Rural Settlement zoning in these small towns provided for retail activities as a permitted activity. The current residential zoning places a |

| Issue | Proposal | Rationale |
|----------------------------|---|--|
| <i>Settlement</i> | <p>Mangaweka and Turakina.</p> <p>Provide for commercial activities as a restricted discretionary activity in Mangaweka and Turakina.</p> | <p>barrier to development on commercial sites that are currently unused. The zoning of these properties as Commercial will allow for maximum flexibility of development for these properties.</p> <p>Properties in Utiku and Ohingaiti have not been included because there is just one property affected in each town that has existing use rights.</p> <p>Scotts Ferry, Mataroa, Koitiata and Crofton have no relevant old commercial buildings.</p> |
| <i>Rural Living zoning</i> | <p>No changes to Rural Living zoning.</p> | <p>The first issue is that the Rural Living zone does not appear to be having any noticeable effect on development patterns. It may be due to the very low development in the District. This issue requires in depth research before any changes could be proposed – would better fit under a full review.</p> <p>The second issue is small lots in the Rural zone not being able to comply with the rules for new buildings/dwellings. This is an issue where small lots have been subdivided without building platforms. The key example of this is Rowes Road. There are approximately 6 properties affected in the Rowes Road subdivision. This issue has been addressed through a RC at this point in time as the developer still owns all of the lots. However, this will expire within 5 years (2020).</p> <p>It is proposed to retain the current zoning as we don't want to encourage further development in the area, the spot zoning of 6 properties isn't desirable, once dwellings are built the issues aren't problematic (as it is proposed to reduce the building setback for accessory buildings from 20m to 5m). Re-zoning is likely to lead to challenge from the neighbouring property owners.</p> |

| Issue | Proposal | Rationale |
|-------------------------------|---|---|
| <i>Industrial Bulls</i> | No proposed changes | <p>Bulls has a large amount of undeveloped industrial land by the Rangitikei River. It is hoped that by reducing the flooding zoning over this land that it will become a more desirable development opportunity. There is also undeveloped land on Watson Street.</p> <p>There are no other logical locations for further industrial land.</p> |
| <i>Industrial Marton</i> | No proposed changes | There is undeveloped industrial land in Marton (brownfield and greenfield). Kensington Road/McIlwaines and land zoned on Goldings Line. |
| <i>Industrial Taihape</i> | No proposed changes | There is little to no industrial land available in Taihape. However, there is no logical area for expansion of the Industrial zone. In addition, there is little demand for industrial sites in Taihape. It is an issue that can be considered on a case by case basis as required through the resource consent process. |
| <i>Residential activities</i> | Provide for residential activities as permitted in the Commercial zone. | <p>It is common throughout NZ for residential activities to be located in close proximity to commercial activities. It is important for the vibrancy/ long term sustainability of the District's towns that maximum flexibility of development is provided for in these commercial areas.</p> <p>There is limited potential for reverse sensitivity.</p> <p>Unintended consequences still need to be considered. E.g. earthquake strengthening.</p> |
| <i>Activity setbacks</i> | <p>Changes to the activity setback rules to provide increased flexibility.</p> <p>Residential activities to be screened.</p> <p>Manufacturing activities to be screened</p> | <p>Amendment to increase flexibility for residential and manufacturing activities to occur in the retail shopping core. But recognising that it is most appropriate to ensure that retail activities are occurring at the front of buildings.</p> <p>There should be some separation between commercial and residential</p> |

| Issue | Proposal | Rationale |
|--|--|--|
| | <p>(exemption for small businesses).</p> <p>Sites adjoining the Residential zone have screening fence/planting for 1.8m to 2m.</p> <p>3m building setback, rather than a landscaped setback.</p> <p>1.5 metres green strip for parking lots with 5 or more spaces.</p> | <p>activities. However a 3 metre landscaped setback has the potential to cover a large portion of some commercial sections. Requiring a separation will protect amenity, while screening is appropriate between commercial and residential properties to ensure amenity values are retained. This increases the flexibility of use of the site.</p> <p>Increases amenity of the town centres.</p> |
| <i>Verandas</i> | Amendment to require all permanent buildings in the shopping core to have a veranda. | This will ensure continuity of shelter for pedestrians. |
| Residential zone – rule changes | | |
| <i>Daylight setback</i> | Amend rule so that accessory buildings need to comply with daylight setback provisions. | Accessory buildings can still create shading issues and adversely affect the amenity of neighbours. |
| Rural/Rural Living Zone – rule changes | | |
| <i>Shelterbelts</i> | No proposed changes. | PPL considered shelterbelts between private property owners and considered there should be no rule amendments. The issue was raised about shelterbelts adjoining road reserves. There is an existing provision about shading. The Roading Department do not consider a road boundary setback for shelterbelts would be practical or useful. A setback would not fix the current issues and would be time consuming to monitor. |
| <i>Building</i> | Reduce building setback from 20 metres to 5 | To allow primary production to occur without undue restrictions. 20 metres for accessory buildings is creating a barrier to development – limited cases of |

| Issue | Proposal | Rationale |
|--------------------------------|--|---|
| <i>Setback</i> | metres. | situations where neighbour approval has not been provided. (Retain building setback at 20 metres for dwellings to ensure privacy is maintained) |
| <i>Daylight setback</i> | Addition of a daylight setback provision. | This ensures that large buildings should not create adverse effects from shading on adjoining properties. Will only apply to large buildings between 7 and 10 metres high. |
| <i>Dwelling separation</i> | Dwelling separation applies only to other dwellings in the Rural zone. | Increases clarity in the rules. Dwellings adjoining residential zones will still need to comply with a 20 metres setback from boundaries. |
| Industrial Zone – rule changes | | |
| <i>Relocated buildings</i> | Allow relocated buildings as a permitted activity. | Relocated buildings are unlikely to adversely affect amenity values of the Industrial zone. This will ensure flexibility of development. |
| General Rules – rule changes | | |
| <i>Motorhomes</i> | No proposed changes | Motorhomes provide alternative, affordable housing options for residents. Small communities need to be able to access a range of housing types. The implementation of the District Plan as it is currently written provides for a flexible approach to managing motorhomes. |
| <i>Exterior Storage</i> | No proposed changes | There have been few complaints received about exterior storage throughout the District. The rules are currently fairly strict, particularly in relation to vehicles. |
| <i>Notable Trees</i> | No proposed changes. | An interest from the Parks Team Leader was raised about protecting more trees on Council land under the District Plan. It was considered that as Council owns the property, these trees are best managed through the reserve |

| Issue | Proposal | Rationale |
|-----------------|--|--|
| | | management plan process. |
| <i>Heritage</i> | <p>Addition of a schedule of specified values for CBD heritage properties.</p> <p>Inclusion of an objective for commercial heritage.</p> <p>Council appointed and funded design panel to consider applications.</p> <p>Addition of two recently listed properties.</p> | <p>Need to address the key issue – which is the perception of barriers to development due to heritage status. The RDC Plan rules are already relaxed, heritage can be a significant source of litigation. Refining the elements to be considered would be the furthest we could go.</p> <p>Our District Plan reflects the Heritage List. It is appropriate that the recently added properties are also added to the DP.</p> <p>Deficient heritage registrations – leave to consider as part of the review. While Heritage NZ considers that these properties have heritage value, it would be most suitable to contact the property owners before putting them in the DP. The timeframe for this DP Change does not provide for this to occur.</p> |
| <i>Signage</i> | Amended provisions to provide for signage advertising local businesses as a permitted activity. | <p>Signage is complex. Currently the majority of signage is unconsented. Discussions with PPL outlined that signage advertising local businesses should be allowed directly before the town. This will require a new rule structure and associated policies.</p> <p>The proposed approach provide for maximum flexibility for business owners in advertising their businesses, in the Rural, Rural Living, Commercial and Industrial zones. This will contribute to the economic viability of the District's towns.</p> |

Attachment 4

RANGITIKEI RURAL FIRE AUTHORITY



FIRE PLAN

2016

Rangitikei
UNSPOILT...



Table of Contents

| | |
|--|-----------|
| Foreword | 5 |
| Approval of the rural fire plan | 6 |
| Distribution of the rural fire plan | 6 |
| Review of the rural fire plan | 6 |
| Common abbreviations | 7 |
| PART ONE: OVERVIEW | 8 |
| 1. Introduction | 8 |
| 1.1 Structure of the Plan | 9 |
| 1.2 Policies | 9 |
| 1.3 General description of the rural fire area | 9 |
| 1.4 Statutory requirements | 10 |
| 1.5 Urban fire control | 10 |
| 1.6 Health and Safety | 10 |
| PART TWO: STRATEGIES | 12 |
| 2. Strategic Principles | 12 |
| 2.1 Vision for rural fire in the district | 12 |
| 2.2 Operational strategy policies | 12 |
| 2.3 Working with local communities | 12 |
| 2.4 Assistance to Emergency Services | 12 |
| 2.5 Civil Defence emergency support | 13 |
| 2.6 Voluntary Rural Fire Force establishment | 13 |
| 2.7 Employee/Employer relationships | 13 |
| 2.8 Warrants of Appointment | 13 |
| 2.9 Principal goals and objectives | 14 |
| PART THREE: REDUCTION | 15 |
| 3. Reduction Section | 15 |
| 3.1 Reduction policies | 15 |
| 3.2 Wildfire Threat Analysis (WTA) | 15 |
| 3.3 Population and main activities | 15 |
| 3.4 Risk Management strategies | 15 |
| 3.5 Fire prevention measures | 16 |
| 3.6 Public education activities | 16 |
| 3.7 Fire management control measures | 17 |
| 3.8 Burn Plan requirements | 17 |
| 3.9 Declared forest areas | 18 |
| 3.10 Fire safety margins | 19 |
| 3.11 Fire control bylaws | 21 |
| 3.12 Clean air requirements | 21 |
| 3.13 Storage of combustible material | 21 |
| 3.14 Spark-hazardous engines | 21 |
| 3.15 Fire Permits | 22 |
| 3.16 Issuing Fire Permits | 24 |
| PART FOUR: READINESS | 26 |
| 4. Readiness Section | 26 |
| 4.1 Readiness policies | 26 |
| 4.2 Map of rural fire district | 26 |
| 4.3 Rural Fire Authority's responsibilities | 26 |

| | | |
|-----------------------------------|---|-----------|
| 4.4 | Chain of Command | 26 |
| 4.5 | Principal Rural Fire Officer | 27 |
| 4.6 | Rural Fire Officers | 27 |
| 4.7 | Training and competency | 27 |
| 4.8 | Unit Standard training | 28 |
| 4.9 | Competency standards | 28 |
| 4.10 | Arrangements and agreements | 28 |
| 4.12 | Specially protected areas | 29 |
| 4.13 | Fire Protection of buildings in rural areas | 29 |
| 4.14 | Fire Season trigger points | 31 |
| 4.15 | Fire Weather monitoring | 31 |
| 4.16 | Remote Automatic Weather Stations (RAWS) | 31 |
| 4.17 | Fire seasons | 32 |
| 4.18 | Fire signage | 32 |
| 4.19 | Resource response | 34 |
| PART FIVE: RESPONSE | | 35 |
| 5 | Response policies | 35 |
| 5.1 | Receiving of fire calls | 35 |
| 5.2 | Response to fire calls | 35 |
| 5.3 | Systems for response to fire calls | 36 |
| 5.4 | Deployment of fire fighting resources | 36 |
| 5.5 | Local resources | 36 |
| 5.6 | Deployment of additional resources | 37 |
| 5.7 | Recording of fire incidents | 37 |
| 5.8 | Notification of adjacent interested persons | 38 |
| 5.9 | Command and Control at incidents | 38 |
| 5.10 | Fire commands instructions for units attending | 41 |
| 5.11 | Inter-communications | 42 |
| 5.12 | Monitoring fire behaviour | 42 |
| 5.13 | Recording of personal and equipment | 43 |
| 5.14 | Medical assistance | 43 |
| 5.15 | Logistical support | 43 |
| 5.16 | Welfare support | 43 |
| 5.17 | Relief crews | 44 |
| PART SIX: RECOVERY | | 45 |
| 6. | Recovery policies | 45 |
| 6.1 | Protected areas | 45 |
| 6.2 | Rehabilitation | 45 |
| 6.3 | Use of additives | 46 |
| 6.4 | Health and Safety | 46 |
| 6.5 | Victim Support crisis management | 47 |
| 6.6 | Safety when working with aircraft | 47 |
| 6.7 | Safety when working near electricity | 48 |
| 6.8 | Fire Fighter and Fire Appliance safety when working on roadways | 48 |
| 6.9 | Post fire investigation | 49 |
| 6.10 | Operational debrief | 50 |
| 6.11 | Operational review | 51 |
| PART SEVEN: ADMINISTRATIVE | | 52 |
| 7. | Administrative section | 52 |

| | | |
|-----|--------------------------------|----|
| 7.1 | Rural fire representation | 52 |
| 7.2 | Governance | 52 |
| 7.3 | Financial arrangements | 53 |
| 7.4 | Insurance provisions | 53 |
| 7.5 | Delegated authority | 53 |
| 7.6 | Confidentiality of information | 54 |
| 7.7 | Checklist for fire plans | 54 |

Foreword

The Rangitikei District with a population of over 15,000 comprises 450,000 Hectares of mainly lush, rural land and is under the jurisdiction of the Rangitikei District Rural Fire Authority.

It is a diverse district, ranging from the sand plains on the south coast which stretch inland almost as far as Bulls - to the magnificent hill country of the upper Rangitikei. The Tasman Sea bounds the district to the South, Wanganui District to the West, Ruapehu, Taupo and Hastings Districts to the North and Manawatu District to the East.

The Rangitikei District is characterised by its hills, which comprise 50% of the land area. The District is a mix of towns and rural communities, the economy stems mainly from the primary and manufacturing industries, together these two industries account for over half of the employment.

The Rural Fire Authority has two Volunteer Rural Fire forces with 30 volunteer fire fighters who give freely of their time to protect their community. Along with a the Rangitikei Civil Defence Response Team, our rural fire fighters assist not only with fire events but also Civil Defence Disasters.

This Fire Plan sets out how the Rangitikei District Council implements its policies and procedures to fulfil its statutory obligations and responsibilities to manage the risk if rural fires that may occur.

This Rural Fire Plan has been written in accordance with Part 2 of the Forest and Rural Fire Regulations 2005.

Paul Chaffe
Principal Rural Fire Officer
Rangitikei Rural Fire Authority

Approval of the rural fire plan

To comply with the requirements of the Forest & Rural Fires Regulations 2005, the Rangitikei District Council authorises the issue of this Fire Management Plan.

This document details the planned processes the Rangitikei Rural Fire Authority will undertake to meet its accountability and statutory obligations for the readiness, response, reduction and recovery of rural fire in the district.

Plan prepared by Paul Chaffe, Principal Rural Fire Officer

Approved by

Ross McNeil
Chief Executive

Date

Distribution of the rural fire plan

| Internal | Copy |
|--------------------------------------|------|
| Principal Rural Fire Officer | 1 |
| Deputy Principal Rural Fire Officer | 2 |
| Deputy Principal Rural Fire Officer | 3 |
| Environmental Services Team Leader | 4 |
| Rural Fire Officer - Marton | 5 |
| Rural Fire Officer – Taihape | 6 |
| Rural Fire Force Controller Marton | 7 |
| Rural Fire Force Controller Koitiata | 8 |
| Marton Emergency Operations Centre | 9 |
| Customer Service (Public Copy) | 10 |

| External | Copy |
|--------------------------------|-----------|
| National Rural Fire Authority: | Disk Copy |
| NZFS Wanganui Area | Disk Copy |
| Central Fire Communications | Disk Copy |
| Ernslaw One Limited | Disk Copy |

Review of the rural fire plan

The fire plan will be reviewed every two (2) years

PART ONE: OVERVIEW

1. Introduction

Fire is a significant threat to life, property and the environment. It is also a tool that has many uses in the Rangitikei District.

The District Plan identifies fire as a hazard in the Rangitikei. Increased rural habitation is increasing the fire risk in rural and rural/urban interface areas of the Rangitikei.

The obligations and duties of Territorial Authorities in relation to rural fire are established in the Forest & Rural Fire Act 1977, and any amendments to this Act, as well as the Forest & Rural Fires Regulations 2005 and any following amendments.

Rangitikei District Council (RDC) has a statutory role to provide for the protection of life, property and the environment against the threat of fire, particularly wildfire. This in turn imposes a cost on the community through the provision of rate payer funded resources to provide for fire control management. The community also has a duty to use fire in a safe and responsible manner.

It shall be the duty of the Rural Fire Authority (RFA) to promote and carry out fire control measures throughout the district, by permit, inspection and physical response.

Therefore, the following Fire Plan has been compiled to carry out fire control measures to conform to the above Act and Regulations.

1. The Reduction, Readiness, Response and Recovery of a rural fire event.
2. The safeguarding of life and property from damage or risk of damage by or in relation to fire.
3. Undertaking all measures conducive to or intended to further or effect, reduction, readiness, response and recovery.
4. In order to meet the requirements of the Forest and Rural Fire Regulations 2005, this document will be reviewed every two years.
5. This document is available at the Rangitikei District Council for public viewing.

Common abbreviations

| Abbreviation | Definition |
|--------------|---|
| 4x4 | Four wheel drive vehicle |
| ACC | Accident Compensation Corporation |
| AMP | Australian Mutual Provident Society |
| BUI | Build Up Index |
| CD | Civil Defence |
| CDEM | Civil Defence Emergency Management |
| CIMS | Coordinated Incident Management System |
| DC | Drought Code |
| DOC | Department of Conservation |
| DPRFO | Deputy Principal Rural Fire Officer |
| EMQUAL | Emergency Management Qualifications Authority |
| EOC | Emergency Operations Centre |
| ESB | Emergency Services Band |
| FWI | Fire Weather Index |
| H&S | Health and Safety |
| HRC | Horizons Regional Council |
| IC | Incident Controller |
| ICP | Incident Control Point |
| ISI | Initial Spread Index |
| LMR | Land Mobile Radio |
| MSDS | Material Safety Data Sheet |
| MOU | Memorandum of Understanding |
| MWRRFC | Manawatu Wanganui Regional Rural Fire Committee |
| NRFA | National Rural Fire Authority |
| NRFO | National Rural Fire Officer |
| NZ | New Zealand |
| NZDF | New Zealand Defence Force |
| NZFS | New Zealand Fire Service |
| NZQA | New Zealand Qualifications Authority |
| PPE | Personal Protective Equipment |
| PRFO | Principal Rural Fire Officer |
| QEII | Queen Elizabeth Covenants |
| RAWS | Remote Automated Weather Station |
| RDC | Rangitikei District Council |
| RFA | Rural Fire Authority |
| RFB | Royal Forest and Bird Society |
| RFO | Rural Fire Officer |
| SMS | Station Management System |
| VHF | Very High Frequency |
| VRFF | Volunteer Rural Fire Force |
| WTA | Wildfire Threat Analysis |

1.1 Structure of the Plan

This Plan is prepared to meet the obligations set out in Regulation 39 to 46 of the Forest and Rural Fires Regulations 2005. Those Regulations specify in detail the required structure and content of Rural Fire Plans. This Plan is therefore organised into seven parts”

| | |
|------------|----------------|
| Part One | Overview |
| Part Two | Strategies |
| Part Three | Reduction |
| Part Four | Readiness |
| Part Five | Response |
| Part Six | Recovery |
| Part Seven | Administration |

1.2 Policies

The Rural Fire Plan covers the following main topics:

- **Reduction**
The Fire Plan includes policies and procedures to reduce likelihood and consequence of fires
- **Readiness**
The Fire Plan includes policies and procedures in relation to readiness for fire-fighting events.
- **Response**
The Fire Plan includes policies and procedures for response to fire in district
Response systems
- **Recovery**
The Fire Plan includes policies and procedures for activities following fire event

1.3 General description of the rural fire area

The District is predominately covered in pasture however there is on-going development of small forestry blocks. The District also contains larger forests owned by Ernslaw One Limited and Arbour Forestry. These, along with coastal dunes and scrublands pose the greatest wildfire hazard.

1.4 Statutory requirements

Rangitikei District Council (RDC) is the RFA for much of the Rangitikei District in terms of section 10 of the Forest and Rural Fires Act 1977. RDC is responsible for all that area that is not:

- An urban fire district, or
- Department of Conservation land and a one kilometre safety margin surrounding it,
- Within a rural fire district (there are no rural fire districts in Rangitikei at present).

The Act requires Council to exercise fire control management in its area. This is defined as:

"In relation to forest, rural and other areas of vegetation, means -

- (a) The prevention, detection, control, restriction, suppression, and extinction of fire; and*
- (b) The safeguarding of life and property from damage and risk of damage by or in relation to fire; and*
- (c) All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding."*

1.5 Urban fire control

Urban fire control rests primarily with the New Zealand Fire Service. The Rangitikei District is served by six urban New Zealand Fire Service (NZFS) volunteer fire brigades these are located in Ratana, Marton, Bulls, Hunterville, Mangaweka and Taihape.

To ensure continuity of prevention measures during fire seasons the Rangitikei District Council has adopted an Urban Fire Control bylaw for the control of outdoor fires in urban areas, see **Appendix A**

1.6 Health and Safety

RDC recognises the need to ensure the health and safety of its staff, contractors, volunteers and the public.

RDC acknowledges its obligations under the Health & Safety in Employment Act 1992 and its amendments.

Volunteers, including rural fire volunteers are now offered the same protection as paid staff under the Health & Safety in Employment Amendment Act 2002 and its amendments.

Staff are covered by Council's Health & Safety (H & S) policy. Copies of the H & S document are located in each Volunteer Rural Fire Force (VRFF) fire depot.

RDC contractors are required to provide adequate health and safety measures as covered in their agreements with Council.

The RDC H & S policy is attached as **Appendix B**.

Fire fighter safety is of prime importance, crews are to be briefed prior to commencing fire fighting operations. All VRFF members are to have regular safety training. The pink “LACES” card is to be issued to and carried by all crew members. Crew leaders are to be issued with the rural fire management hand book “The Green Book”

PART TWO: STRATEGIES

2. Strategic Principles

2.1 Vision for rural fire in the district

The vision for the Rural Fire Authority is:

Communities working together

Home owners and residents are responsible for providing defensible spaces around their properties and introducing Fire Smart strategies.

Officials are responsible for land-use policies, planners and developers are responsible for designing and developing plans.

Rural fire management agencies are responsible for fire control in areas of vegetation: the prevention, detection, control, restriction, suppression, and extinction of fire.

For the successful control of property/vegetation interface fires, the community must work with emergency response agencies to manage fuels, make buildings fire resistant and develop the appropriate infrastructure and planning.

2.2 Operational strategy policies

The RFA will work to:

- Identify hazards and elements that create a high fire risk.
- Develop priority areas for action.
- Manage vegetation and other fuels to reduce the hazard.
- Control hazardous activities that create a fire risk.

2.3 Working with local communities

Rural Fire Officers' (RFOs') are encouraged to provide assistance to the community in fire education and control during the course of their day to day work.

2.4 Assistance to Emergency Services

The RFA will work with all Emergency Service Groups within the district to provide whatever support necessary. Combined training sessions and sharing of resources are to be encouraged.

2.5 Civil Defence emergency support

The goal of the RFA is to support in any ways necessary, council and other emergency services during civil defence related events that occur within the district or region or if requested nationally.

2.6 Voluntary Rural Fire Force establishment

The RFA has established 2 Volunteer Rural Fire Forces'. These are located at Marton (Registered VRFF #294) and Koitiata (Registered VRFF #295). The VRFF agreements' with the NRFA are attached at **Appendix C**

2.7 Employee/Employer relationships

Section 37 of the Forest & Rural Fire Regulations 2005 states:

"Members of Voluntary force must be treated as employees of Fire Authority –

- (1) For the purposes of these regulations, a member of a voluntary force must be treated as if he or she were an employee of the Fire Authority that established the force, and the provisions of the Act and these regulations apply accordingly, with all necessary modifications.*
- (2) Sub clause (1) applies except where these regulations expressly provide otherwise."*

2.8 Warrants of Appointment

Section 13 of the Forest & Rural Fires Act 1977 states in part:

"In each district other than a state area the Fire Authority shall appoint 1 or more suitable persons as a Rural Fire Officer or as Rural Fire Officers. Where there are 2 or more persons, 1 shall be appointed as Principal Rural Fire Officer."

Council has contracted out its rural fire delivery to Horizons Regional Council (HRC); the PRFO is appointed by HRC but warranted under Section 13 of the Forest and Rural Fires Act 1977 by the RFA.

RFOs' are appointed to fill the following requirements;

- To provide a duty RFO in the absence of the PRFO.
- To support the PRFO in enactment of his/her duties.

All RFOs' are warranted and all warrants must be signed by the Chief Executive, in accordance with section 38 (3) (iii) of the Forest and Rural Fire Regulations 2005.

Warrants may be limited to certain levels of delegation to match the role and experience of the fire officer either through their job description or by contract (for example a limit to authorised spending).

Current RFOs' are listed in Part 4 - Readiness.

RFOs' will be competent to fill their position or have a training plan implemented upon appointment.

2.9 Principal goals and objectives

The principal goals and objectives of the RFA are:

- The prevention, detection, control, restriction, suppression, and extinction of fire;
- The safeguarding of life and property from damage and the risk of damage by or in relation to fire; and
- All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding from fire within the RFA's area.

PART THREE: REDUCTION

3. Reduction Section

3.1 Reduction policies

The RFA is committed to reduction of rural fire occurrences.

Fire prevention planning is a key part of rural fire control management. It should be directed toward mitigation or elimination of those hazards and risks which pose the greatest potential to cause unacceptable damage or losses.

Key inputs:

- Concentrate on addressing highest priority items.
- Focus on preventing large and damaging fires, threat to life, reduction of fire suppression costs and subsequent change in net value of assets.
- Plan actions on a priority basis for implementation.

3.2 Wildfire Threat Analysis (WTA)

The WTA has been undertaken by Horizons RC on behalf of the Manawatu Wanganui Regional Rural Fire Committee. The WTA is attached as **Appendix D**.

3.3 Population and main activities

The district has a population of over 15,000, many of whom choose to live here for the lifestyle alternative to urban living. The District is a mix of towns and rural communities. The District economy stems mainly from the primary and manufacturing industries. These two industries account for over half of the employment.

3.4 Risk Management strategies

This is the management of the potential for ignition (risk) and the potential for fire damage (hazard).

Hazards relate to a fire's behaviour once it has ignited. The variables here include fuel, weather and topography. Reducing the danger can be achieved by:

- Boundary inspections for fire hazards
- Fire breaking, fuel modification or fuel reduction burning on land adjacent to forest boundaries or other elevated hazard areas.
- Pruning of branches or removal of fuels to mitigate fire development in elevated risk areas and/or areas of high value.

Risk relates to the potential for a fire to start. The variables here relate to the human input including uses, activities and events that have the potential to cause ignition. Some examples of increased risk are: population density, land use, power lines, recreational use and transient population. Reducing risk can be achieved by:

- Shielding ignition sources on machinery.

- Standards of ignition safety in forestry operations.
- Identification of likely ignition sources and activities.
- Determining controls for the above.
- Promotion of alternatives to using fire.

Council's hazard management activities may include such items as:

- Fire hazard inspections and removal of fire hazards. The focus to be on high risk and high value areas such as forests, urban/rural interface and specially protected areas.
- Public awareness regarding controlled burns.

Council uses section 183 of the Local Government Act 2002 to enforce removal of fire hazards in both urban and rural areas.

3.5 Fire prevention measures

The RFA promotes fire prevention when and where possible, using the mediums of newspaper articles, letter drops to rural properties, fire danger signage, social media, website information, and the distribution of NRFA pamphlets and booklets.

These activities are based on minimising the number and impact of preventable fires (i.e. unplanned fires of human origin) through education and management of hazards and risks.

3.6 Public education activities

Public awareness programmes are a key strategy of mitigation. Fire prevention works best if individuals and the community are informed about rural fire risks reducing the impact and highlighting responsibilities of persons that light fires.

The RFA will embark on a deliberate planned and sustained public education programme prior to, during and at the end of every fire season.

Prior to the fire season

- Make available awareness material to rural community (letter drops).
- Update RDC website as required to indicate change in Fire Season Status
- As required, liaise with other RFOs', NZFS and Defence Fire Officers and provide awareness material where appropriate.
- Make available awareness programmes to rural schools.
- Arrange broadcast radio interviews on community responsibilities.

During Fire Season

- Display and update as required Fire Danger Today signs on appropriate roadsides.
- Display signage as appropriate for the Fire season Status.
- Make available pamphlets to users of Council rural assets.
- Provide local media with regular fire danger reports.
- Support regional fire committee programmes and awareness initiatives.
- Update RDC website as required to indicate change in Fire Season Status

End of Season

- Removal or alter rural fire signage to the appropriate fire season level.
- Inform the community and thank them update Council web site.

3.7 Fire management control measures

Council uses section 183 of the Local Government Act 2002 to enforce removal of fire hazards in both urban and rural areas.

In the Rangitikei fires in the open air are used for a number of purposes including:

- Crop farming
- Land clearing
- Forestry
- Rubbish disposal
- Traditional cooking
- Entertainment.

These activities are all permitted under the District Plan. Fire is becoming a less acceptable tool in urban and urban/rural interface areas and all reasonable alternatives need to be explored.

In certain circumstances the risk posed by fires outweighs the benefits. For example, high fire danger, proximity to roads, proximity to neighbours, or risk to property. Council will use education and enforcement to promote the use of alternatives in these situations.

The RFA will declare the appropriate fire season, use education and issue permits to ensure the safe use of fire.

3.8 Burn Plan requirements

The practice of prescribed burning activities requiring a burn plan within the Rural Fire Authority's area is rare. However, should the need be determined by land or forest owners the following strategies will be applied by the PRFO.

Strategies with potential harmful consequences will be minimised by the application of a comprehensive operational plan, which clearly states objectives and incorporates principles of environmental care and safe work practices.

Planning for such a burn must satisfy the PRFO and any legal requirements, be thorough and carried out with defined procedures that maximises safety and manageable fire behaviour. Issues that are to be addressed in the plan should include but not be limited to the following:

- Burn objectives and location
- Surrounding vegetation
- Perimeter control lines

- Burn prescription
- Special conditions and resources required
- Risk of fire escape
- Rural Fire Authority to use fire
- Public and personnel safety
- Seasonal limitations
- Weather and fuel conditions
- Smoke hazards
- Post burn rehabilitation

Note: the PRFO may require additional conditions to be endorsed on the Burn Plan before formal approval. Burn Plan Template attached as **Appendix E**.

3.9 Declared forest areas

The District is predominately covered in pasture however there is on-going development of small forestry blocks. The District also contains larger forests owned by Ernslaw One Limited and Arbour Forestry.

At the time of the Fire Plan Review there are no Fire Safety Margins for forest areas within the RFA's Fire District.

Maps of the District boundaries including maps for Ernslaw and Arbour forests can be found attached as **Appendix F**

3.10 Fire safety margins

DOC land with a 1 km Fire Safety Margin, QE II Covenant Land and Royal Forest and Bird Protection Land is listed below.

| Name | Area (ha) | Administrator |
|--------------------------------|-----------|---------------|
| Lake Koitiata Wildlife Reserve | 41.4650 | DOC |
| Koitiata Recreation Reserve | 70 | RDC |
| Waimahora Swamp | 30 | DOC |
| Blind lakes | 20 | Ernslaw One |
| Tunnel Hill | 30 | Ernslaw One |
| Moore's Bush | 1.6 | QEII |
| Greystoke Scenic Reserve | 8 | RDC |
| Silverhope Scenic Reserve | 11.3413 | DOC |
| Pryces Rahui | 12.8150 | RFB |
| Trickers Bush | 3 | QEII |
| Tutu Totara Trust | 4 | QEII |
| Tutu Totara Trust | 2.4 | QEII |
| Tutu Totara Trust | 20 | QEII |
| Dunsinane Bush | 6 | QEII |
| Denis Marshall Trust | 4 | QEII |
| Raketapauma Stewardship Area | 138.275 | QEII |
| Waiaruhe Scenic Reserve | 10 | QEII |
| Ngaurukehu Scientific Reserve | 87.1 | DOC |
| Turangarere Scenic Reserve | 1.2849 | DOC |
| Turangarere Scenic Reserve | 4.3903 | DOC |
| Turangarere Scenic Reserve | 2.2030 | DOC |
| Kaitapa Scenic Reserve | 4.8411 | DOC |
| Ringaringa Scenic Reserve | 30 | DOC |
| Puweekia Scenic Reserve | 17 | DOC |
| Papanui Scenic Reserve | 55.2 | DOC |
| Pohonuiatane Scenic Reserve | 26 | DOC |
| Te Kapua Stewardship Area | 7.1832 | DOC |
| Paengaroa Scenic Reserve | 102 | DOC |
| Taihape Domain | 10 | RDC |
| Taihape Scenic Reserve | 80.3568 | RDC |
| Namunui Scenic Reserve | 32.2 | DOC |
| Otaihape Scenic Reserve | 80 | DOC |
| Hiwera Rd Stewardship Area | 2.0234 | DOC |
| Omatane River Marginal Strip | 57.6 | DOC |

| | | |
|-------------------------------|-----------|-------|
| Omatane Scenic Reserve | 237 | DOC |
| Nui Puke Bush | 15 | DOC |
| Te Rangipai Scenic Reserve | 102.117 | DOC |
| Mokai Stewardship Area | 6.0476 | DOC |
| Makino Scenic Reserve | 383.4 | DOC |
| Pukeroa Scenic Reserve | 7.9369 | DOC |
| Maungakaretu Scenic Reserve | 29.3194 | DOC |
| Turakina Valley Cons Area | 12.9018 | DOC |
| Karetu Scenic Reserve | 13.804 | DOC |
| Ohingaiti Scenic Reserve | 70 | DOC |
| Ratahauhau Bush | 2 | QEII |
| Makohine Scenic Reserve | 26 | DOC |
| Te Kapua Scenic Reserve | 24.6302 | DOC |
| Hawenga Rd Stewardship Area | 6.879 | DOC |
| Haweanga Stewardship Area | 0.8852 | DOC |
| Mangaweka Scenic Reserve | 32 | DOC |
| Mangaweka Scenic Reserve | 40.5 | DOC |
| Kapua Stewardship Area | 0.5285 | DOC |
| Kahu Scenic Reserve | 39 | DOC |
| Hautapu Scenic Reserve | 8.8397 | DOC |
| Utiku Scenic Reserve | 25.09 | DOC |
| Tunatau | 37.3904 | DOC |
| Rangitane Scenic Reserve | 36 | DOC |
| Kawhatau Scenic Reserve | 167 | DOC |
| Makopua Scenic Reserve | 1.4163 | DOC |
| Sutherlands Bush 1 and 2 | 60 and 12 | RFB |
| Makohau Scenic Reserve | 7.8668 | DOC |
| Ngaruru Fragments | | QE II |
| Lairds Bush | 7 | RFB |
| Poukiore Rec Reserve | 2 | DOC |
| Simpson Scenic Reserve | 36 | DOC |
| Glenmorven Scenic Reserve | 30 | DOC |
| Makohine Cons Area | 1.0609 | DOC |
| Ruahine Forest Park | 26538 | DOC |
| Hihitahi Forest Sanctuary | 2170 | DOC |
| Batley Private Protected land | 899 | |
| Motumatai DOC Lease | 1295 | DOC |
| Kaweka Forest Park | 9672 | DOC |
| Kaimanawa Forest Park | 18112 | DOC |

| | | |
|---------------------------|-------|-----|
| Bruce Memorial Reserve | 1.75 | DOC |
| Bruce Park Scenic Reserve | 14.08 | DOC |

3.11 Fire control bylaws

Rangitikei District Council adopted the Fire Prevention Bylaw 2014, on the 30th January 2014. The Fire Prevention Bylaw is attached as **Appendix A**

3.12 Clean air requirements

The Ministry for the Environment has produced National Air Quality Standards which came into effect on 8th October 2004. The National Air Quality Standards:

- Ban activities that discharge significant quantities of dioxins and other toxics into the air
- Set minimum standards for outdoor air quality
- Provide design standards for new wood burners installed in urban areas
- Establish the requirements for landfills of over 1 million tonnes of refuse to collect greenhouse gases

Horizons Regional Council has developed rules in Chapter 8 of the One Plan to limit the effects of discharges of fine particles into the air from industrial, agricultural and home based activities.

3.13 Storage of combustible material

Flammable or combustible materials must be kept in a suitable or protected area. Flammable or combustible material is not to be stored close to any building on neighbouring property.

Hazardous materials must be clearly identified.

3.14 Spark-hazardous engines

Sections 55 & 56 of The Forest & Rural Fire Regulations 2005 state:

"55. Spark-hazardous engines treated as being approved for purposes of Act -

For the purposes of section 31 of the Act, a person must be treated as having obtained the written consent of a Rural Fire Officer for the operation of a motor vehicle in any of the places specified in that section if, -

- (a) *for a petrol-powered motor vehicle that has a turbo-charger, the turbocharger -*
 - (i) *is fitted to the specifications of the manufacturer; and*
 - (ii) *is in good working order; or*
- (b) *for a diesel-powered motor vehicle that has a spark arrester, the spark arrester is properly fitted and the spark arrester -*
 - (i) *discharges vertically upwards and projects at least 23 cm above the top of the cab of the vehicle; or*
 - (ii) *is attached to a muffler of which the tailpipe exhaust directs backward (but does not protrude beyond the back wheels of the vehicle), and discharges within the width of the track of the vehicle; or*

- (c) *for a diesel-powered motor vehicle that does not have a spark arrester, the vehicle has attached, on the right side of the vehicle, a side delivery exhaust pipe that is fitted with a wire mesh envelope; or*
- (d) *for a petrol- or LPG-powered motor vehicle,-*
 - (i) *the vehicle has an efficient conventional exhaust system of which the tailpipe exhaust is directed vertically upwards as far as possible above the top of the cab of the vehicle; or*
 - (ii) *if the vehicle is not structurally able to comply with subparagraph (i), the vehicle has an efficient conventional exhaust system of which the tailpipe exhaust is aligned or protected to ensure that sparks are not discharged other than over the width of the track of the vehicle; or*
- (e) *for a vehicle with a solid fuel stove, -*
 - (i) *all relevant requirements in paragraphs (a), (b), (c), or (d) are met; and*
 - (ii) *a spark arrester is fitted to the chimney of the stove.*

56. *Rural Fire Officer may require owner or operator to make vehicle or machinery available for inspection.*

- 1. *A Rural Fire Officer who has reasonable grounds to believe that any machinery or vehicle does not comply with section 31 of the Act may, by written notice, require the owner or operator of the machinery or vehicle to make the machinery or vehicle available for inspection.*
- 2. *Any machinery or vehicle to which a notice under sub clause (1) applies must be treated as machinery or a vehicle that is not approved under section 31 of the Act –*
 - (a) *from the time that the owner or operator receives the notice; and*
 - (b) *until the machinery or vehicle has been inspected and the owner or operator is given written notice from a Rural Fire Officer that the machinery or vehicle has been approved for the purposes of section 31 of the Act."*

3.15 Fire Permits

Fire permits are required for fires in the open air during a restricted fire season and may be granted in special circumstances during a prohibited fire season.

Permits may only be issued during a prohibited fire season where an emergency exists or where there is temporary relief in fire danger conditions (except in urban fire districts where different rules apply). Extreme care must be exercised when issuing fire permits during a prohibited fire season.

Fire permits may only be issued by the PRFO or warranted RFOs'. In most cases an inspection will be required prior to the permit being granted. Permits should be handed directly to the permittee, and the permittee is to sign the permit in acknowledgement of their understanding of its conditions.

Anyone enquiring about lighting a fire should be made aware of their obligations and potential liability for fire fighting costs for damage caused by the fire.

The rules for authorizing fires and issuing fire permits are set out in:

- Sections 23 and 24 of the Forest and Rural Fires Act 1977.
- Regulation 50 of the Forest and Rural Fires Regulations 2005.

Normally Council will authorize fires by advertising in newspapers and on the RDC web site the type of fires authorized. This will usually be:

- Gas barbecues.
- Charcoal barbecues.

- Properly constructed incinerators (In rural areas only)
- Hangi and Umu (cultural cooking fires).

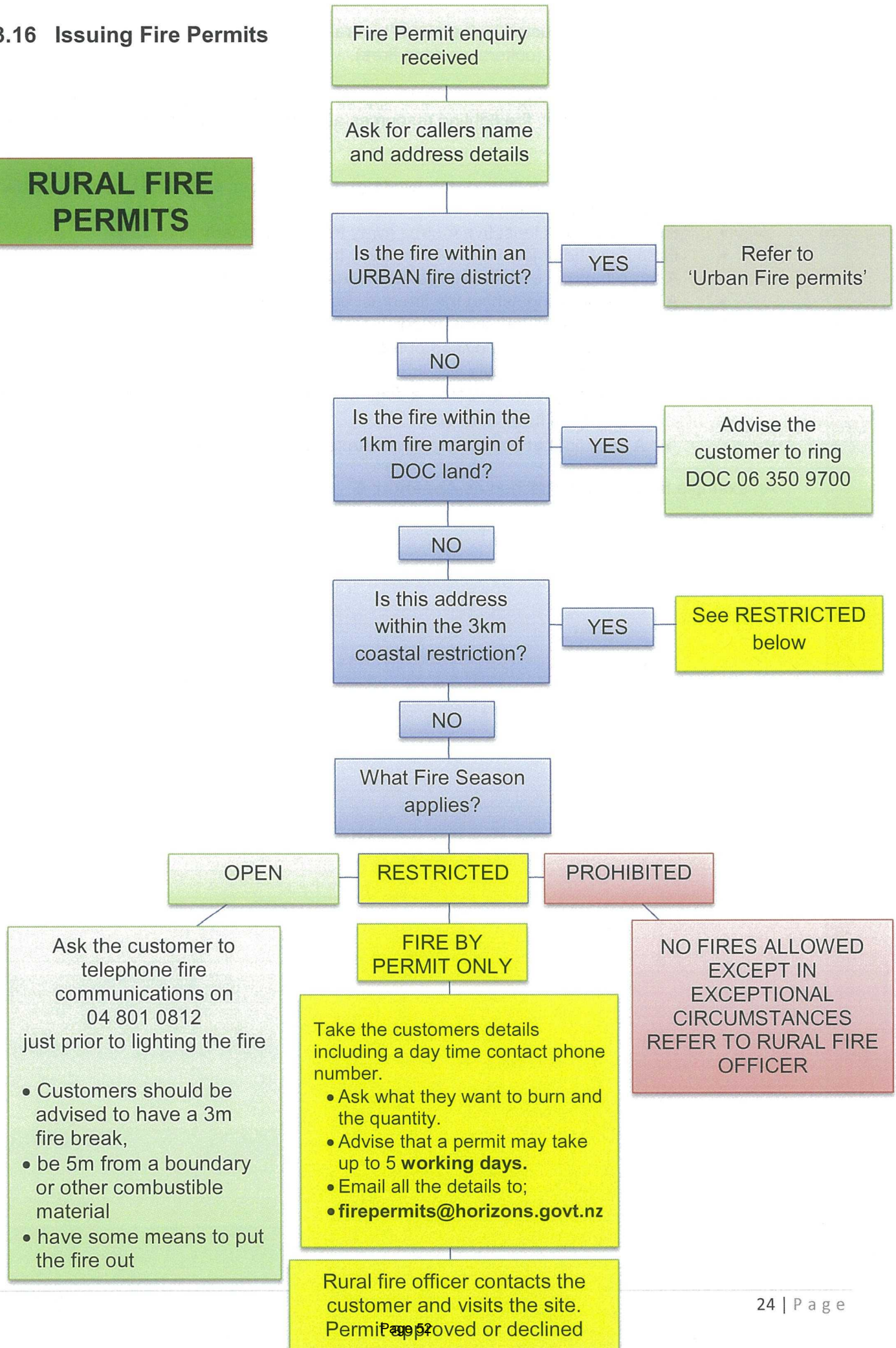
Any authorization must include reference to appropriate weather conditions, distance from other combustible material, fire fighting resources and advice to neighbours. These are likely to be:

- Fires must not be lit in strong winds or where strong winds are forecast (braziers in still or light winds only).
- Fires must be at least five metres away from the property boundary.
- Fires must be at least five metres away from buildings.
- A three-metre firebreak is to be made around the fire site.
- A means of extinguishing the fire must be available.
- Fires must not be left unattended.
- Neighbours are to be advised of the fire.
- Incinerators should have:
 - A chimney that contains a fine wire mesh (this mesh needs to be replaced annually as it will burn out).
 - A solid lid that completely cover the top of the incinerator.

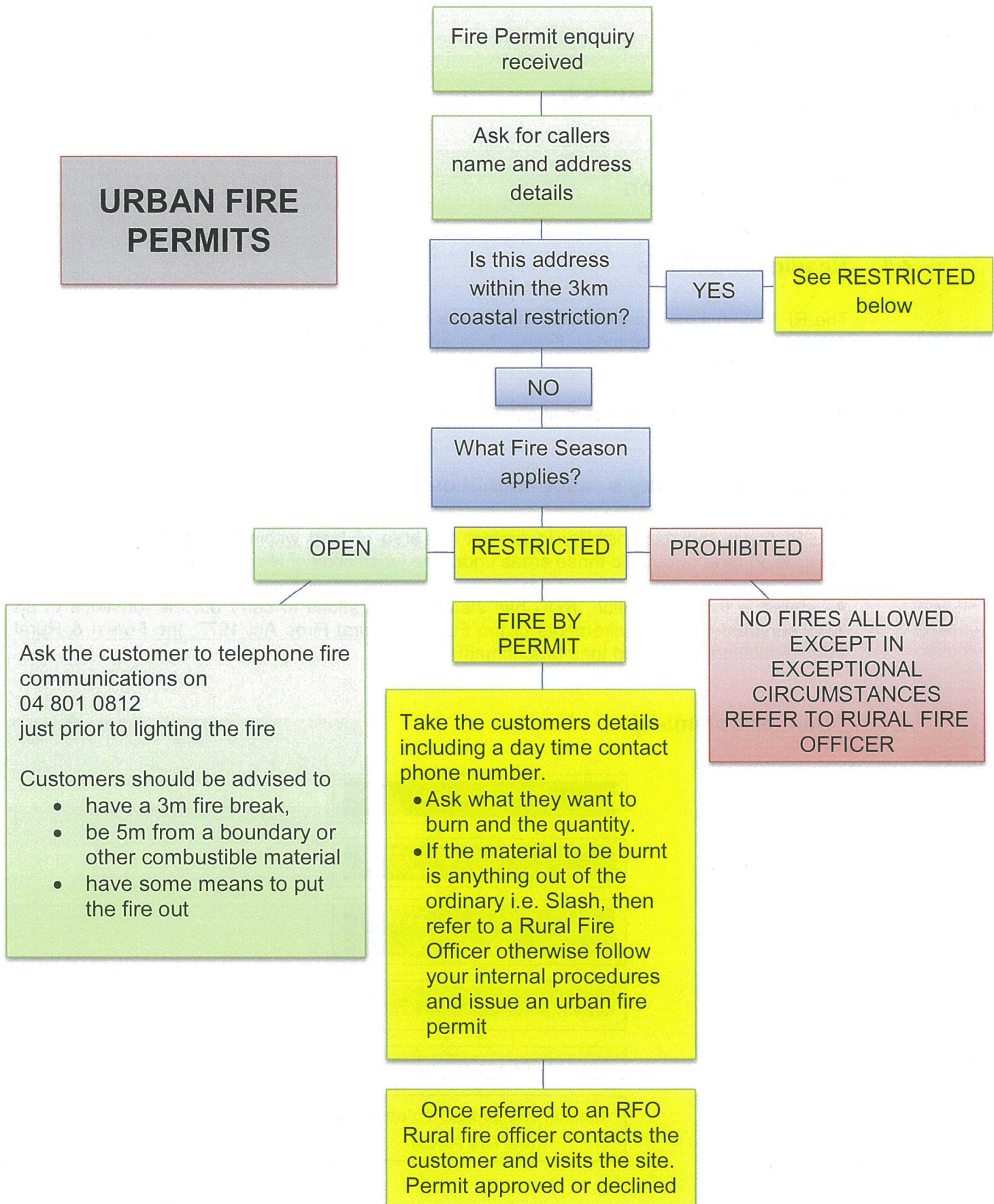
An example fire permit is attached as **Appendix G**

3.16 Issuing Fire Permits

RURAL FIRE PERMITS



URBAN FIRE PERMITS



PART FOUR: READINESS

4. Readiness Section

4.1 Readiness policies

The RFA will maintain a level of fire readiness and preparedness by monitoring of fire danger using the Fire Weather Index (FWI), local knowledge and historic data appropriate to fire hazard conditions.

4.2 Map of rural fire district is attached at Appendix F

4.3 Rural Fire Authority's responsibilities

The RFA has the responsibility to protect the area of land within its mandate, that is land designated rural or outside those areas under the jurisdiction of New Zealand Fire Service.

As stated in the introduction, RDC has statutory obligations to carry out the functions of an RFA pursuant to the requirements of the Forest & Rural Fires Act 1977, the Forest & Rural Fire Regulations 2005 and their amendments.

4.4 Chain of Command



4.5 Principal Rural Fire Officer

Operational matters regarding rural fire are delegated to the Principal Rural Fire Officer (PRFO).

The PRFO and RFOs' shall be warranted by the Chief Executive as required.

RFOs' shall be the responsibility of the PRFO in consultation with the Environmental Services Team Leader.

4.6 Rural Fire Officers

| Position | Name | Contact Details | | Vehicle and call sign |
|----------|----------------|-------------------------------|---|-----------------------|
| PRFO | Paul Chaffe | Pager Mobile Phone Work | 026 268 7006 021 227 7216 06 327 0084 | HBM855 HORIZNRFO3 |
| DPRFO | Bradley Shanks | Pager Mobile Phone | 026 268 7006 | GTR772 HORIZNRFO1 |
| DPRFO | Tony Groome | Pager Mobile | 026 268 7006 027 432 4255 | GPH923 HORIZNRFO2 |
| RFO | Kirsty Chaffe | Mobile | 027 466 459 | |
| RFO | Jo Uncles | Mobile | 027 347 2134 | |
| RFO | Pat McCarthy | Mobile Phone Work | 027 445 9378 06 3221558 | |
| RFO | Graham O'Hara | Work | 06 388 0604 | |

The on duty RFO is available 24/7 by pager 026 268 7006.

4.7 Training and competency

The RFA is committed to ensuring its rural fire staff and volunteers are competently trained and equipped to undertake allotted tasks.

As a minimum every person entering the fire ground shall have attained competency in the NZQA Unit Standard 3285 or be under the close supervision of a person who has that competency in Unit Standard 3285.

PRFO and RFOs' are required to undergo training and be qualified in the all relevant matters that their position requires of them.

It is the policy of the RFA that it provides training to all fire fighters to NZQA standards which shall be to the minimum NRFA training standard. The RFA encourages fire fighters to gain as many skills as possible and to document training undertaken in task books to enable a training register to be maintained.

The RFA may sign up fire fighters to an Emergency Management Qualifications (EMQUAL) Industry Training Organisation Vegetation Level 2 Structured Training Programme and pay all costs involved in that training.

Training is on-going with all fire crews training weekly in the summer months and fortnightly in the winter months.

Other training days or evenings are carried out over the year with regional fire crews and surrounding NZFS and NZDFS.

The PRFO will make himself or another RFO available if requested to assist in rural fire training.

4.8 Unit Standard training

A comprehensive list of Unit Standards and qualifications applicable to rural fire is available on the EMQUAL Website. (www.emqual.org.nz).

4.9 Competency standards

The competency standards required by industry for fire fighting personnel are set by the NRFA and facilitated by EMQUAL. The RFA is to ensure that fire fighting personnel meet the required standards.

Personnel should have their competencies assessed and registered on the New Zealand Qualification Authority (NZQA) Framework.

Where personnel do not have their competencies registered on the NZQA Framework, the RFA must provide proof through the NRFA audit process for compliance.

Reference: National Rural Fire Authority Guidelines for Forest and Rural Fire Management Positions March 2014

4.10 Arrangements and agreements

The Rural Fire Authority has Agreements and Memoranda of Understanding (MOU) with the following agencies:

- MOU for rural fire control liaison between member organisations in the Manawatu-Wanganui Regional Rural Fire Committee is attached at **Appendix H**.
- Section 15 Agreement between New Zealand Fire Service Commission and Rangitikei District Council is attached at **Appendix I**.
- The Voluntary Rural Fire Force (VRFF) Agreements between the Rangitikei District Council and the Marton and Kaitiata VRFFs' is attached in **Appendix C**

The Rural Fire Authority has informal agreements with water cartage contractors for rural fire response.

4.12 Specially protected areas

The Rangitikei Rural Fire Authority has no specially protected areas gazetted under section 6 of the Forest and Rural Fires Act 1977. A review of specially protected areas should be undertaken from time to time.

Department of Conservation land with a 1 km Fire Safety Margin, QE II Covenant Land and Royal Forest and Bird Protection Land can be found at paragraph 3.10.

Rangitikei Beaches have a total fire ban all year round.

4.13 Fire Protection of buildings in rural areas

New Zealand has two separate fire statutes. The Fire Service Act 1975 is the governing legislation of the Fire Service whose jurisdiction extends primarily to Fire Districts. The Forest and Rural Fires Act 1977 is the governing legislation for Fire Authorities whose jurisdiction operate in rural areas, being areas outside Fire Districts. The two statutes have a number of points of intersection and together provide for a system of cooperation between the Fire Service and Fire Authorities for operational fire response activities.

The Fire Service provides fire risk reduction and emergency response services in Fire Districts constituted and formally gazette under Section 26 of the Fire Service Act. Fire Districts cover the majority of urban communities in New Zealand. Fire Authorities have a duty under Section 12 of the Forest and Rural Fires Act to ensure that effective fire control measures are in place in their Areas. In the first instance, then, the responsibility and accountability for the provision of fire services and fire control measures is assigned according to geographical boundaries.

While the geographical division between the two fire management regimes is defined in legislation it is not intended to operate in a fixed or impractical way that would place obstacles in the way of providing effective firefighting services across all of New Zealand. Accordingly, both Acts make provision for responsibilities and accountabilities to be varied by agreement where it makes sound sense from a risk management perspective. The Fire Service will more often than not encounter structural fires, undertake associated fire safety tasks relating to buildings and are trained with emphasis on the idiosyncrasies of these activities. Fire Authorities predominantly undertake forest and land management tasks, encounter vegetation wildfires and are trained accordingly. However, both will encounter the spectrum of possible fires in both structure and vegetation.

The New Zealand Fire Service Commission is charged with the promotion of fire safety across the whole of New Zealand; i.e. without reference to any urban or rural geographical distinction. Similarly, the Fire Service has the statutory responsibility for approving evacuation schemes for buildings everywhere in New Zealand, again without reference to any urban or rural geographical distinction.

The Rangitikei Rural Fire Authority has identified commercial and industrial buildings in the RFA area that fall into one or more of the risk categories set out below;

- i. Places of assembly for more than 50 people;
- ii. Places of employment for more than 10 persons;
- iii. Accommodation for more than 5 paying guests or tenants (other than in a household unit);
- iv. Commercial or industrial buildings used for manufacturing or storage or processing including any facility containing hazardous or flammable substances held for any purpose; or

- v. High life risk buildings - special occupancies providing care to the very young, the very old or the disabled but not including household units.

All buildings that fall within these risk categories have been identified, and they have been entered into a permanent register to be maintained by the Fire Authority. The completed register was sent to Western Fire Region. Once the level of risk has been accurately assessed using the Building Risk Assessment System the Fire Service and a territorial authority can then determine whether a building or concentration of buildings carrying a particularly elevated risk would be better managed by more intensive risk planning, preparedness and response capability under the terms of an agreement under section 38 of the Fire Service Act.

The building register is attached at **Appendix J**.

4.14 Fire Season trigger points

The RFA will use the following chart to assist with the Declaration of Fire Seasons.

The FWI, historical information, local knowledge, current and predicted weather patterns will all assist the PRFO to determine the appropriate fire season.

| Action Point | Grassland Curing% | Duff Moisture Code | Drought Code | Build-up Index |
|------------------------------------|-------------------|--------------------|--------------|----------------|
| Daily reassess fire season status. | Over 50 | Over 30 | Over 175 | Over 30 |
| Impose a Restricted Fire Season | 60+ | 40+ | 250+ | 45+ |
| Impose a Prohibited Fire Season | 80+ | 50+ | 300+ | 80+ |

Due to the topography of the Rangitikei District, it is not unusual for the Fire Season status to be different across the district, therefore a change in the fire season status may be declared for all, or part of the district.

Exotic Forest Access Trigger Points

The Authority shall use the following trigger points to assist with determining the need for restricted access into exotic forest within the fire authority area.

Trigger points will be used to assist the PRFO in conjunction with FWI, historical information, local knowledge, current and predicted weather patterns and with discussions with forest owners and their approval of restrictions.

| Action Point | Duff Moisture Code | Drought Code | Build-up Index |
|--|--------------------|--------------|----------------|
| Restricted access | Over 30 | Over 200 | Over 40 |
| Close forests to the public | Over 60 | Over 400 | Over 80 |
| Restrict chainsaws | Over 30 | Over 200 | Over 40 |
| Ban chainsaws, silviculture operations | Over 60 | Over 400 | Over 80 |

The primary responsibility for managing forest operations and access to mitigate fire risk lies with the forest owner and intervention by the Rangitikei Rural Fire Authority must only be a last resort.

These constraints may be implemented for all, or part of the district prior to these FWI levels being reached. As the risk of fire increases, the Principal Rural Fire Officer should maintain regular contact with forest owner to determine whether operational constraints should be declared prior to the trigger point being reached.

4.15 Fire Weather monitoring

During the fire season fire weather indices will be monitored daily from the NRFA website to determine the fire danger level.

Duty RFOs' are to make themselves aware of current fire weather conditions during their period of duty.

4.16 Remote Automatic Weather Stations (RAWS)

The Rural Fire Authority will gather information from the following RAWS sites to monitor fire weather information:

- Tapuae
- Raumai
- Wanganui Aero
- Ngamatea
- Whangaehu
- Three Kings

4.17 Fire seasons

The fire season for the RFA will be from 1st October to 30th April, in the following year or as conditions determine.

A Restricted Fire Season is in place all year round within a 3km buffer inland from the West coast.

During the fire season the RFA will inform the community of changes to the fire season status.

- The PRFO shall declare the appropriate restricted or prohibited fire seasons depending on the degree of fire danger and in consultation with adjacent RFAs’.
- During a restricted fire season no fire may be lit in the open, without a permit to burn issued by a warranted RFO.
- During a prohibited fire season no fire may be lit in the open, except in special circumstances and then only with a special permit.

4.18 Fire signage

The RFA has the following fire signage:

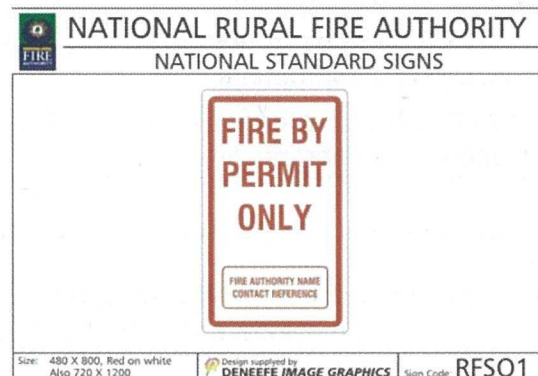
- 5 x “Fire Danger Today” (Grapefruit signs’) located at:
 - Napier – Taihape Road, near Timahanga Station.
 - Mangaweka Domain.
 - Marton Fire Station
 - Bulls Fire Station
 - SH 3 Whangaehu
 - Turakina Beach

Other “Fire Danger Today” signs are maintained by:

- NZ Defence Force SH 3 Ohakea and entrance to Raumai range.
- Ernslaw One Santoft Road and Scott’s Ferry.
- 5 x Permanent Fire by Permit Only (restricted fire season) at the 3km from the west coast;
 - Parewanui Road
 - Raumai Road / Santoft Road intersection
 - Knottingly Road
 - Beamish Road / Santoft Road Intersection
 - Turakina Beach Road
 - Whangaehu Beach Road
- 2 x Permanent Total Fire Ban (prohibited fire season) signs;
 - Koitiata beach access

- Scott's Ferry beach access
- 12 x Fire by Permit Only (restricted fire season) stored in Marton
- 14 x Total Fire Ban signs (prohibited fire season).stored in Marton

The restricted and prohibited signs will be placed at all major roads into the area when that season applies.



4.19 Resource response

When, in the professional judgment of the PRFO, an extreme fire danger day may eventuate, this will be broadcast as widely as practical.

An extreme fire danger day is one where conditions may lead to extreme and unpredictable fire behaviour. Dry fuel and high winds are key factors in determining extreme fire danger days.

Procedures listed below will be based on prevailing fire hazards using FWI, historic data and local knowledge.

| Fire Conditions | Staffing | Resources |
|-----------------|--|---|
| Extreme | Duty RFO acknowledges page and responds On call RFO's respond | All VRFF appliances and crews respond 2 x Water tankers' respond |
| Very High | Duty RFO acknowledges page and responds | Nearest VRFF appliances and crews. Nearest Water Tanker |
| High | Duty RFO acknowledges page responds as appropriate | As appropriate. |
| Moderate | Duty RFO acknowledges page responds as appropriate | As appropriate. |
| Low | Duty RFO acknowledges page responds as appropriate | As appropriate. |

Note 1: Levels are flexible and the Duty RFO is to adapt to meet situations and conditions.

Note 2: For Extreme and Very High ALL equipment is to be at a very high state of readiness. This may include daily checks of equipment at the discretion of the PRFO.

Local resources are listed in the Response section paragraph 5.5

Contact details for additional resources can be found in **Appendix K**

The Environmental Services Team Leader is to be kept fully informed of all changes to the Fire Season Status

District New Zealand Fire Service Brigades will be kept fully informed of all changes in Fire Season Status.

PART FIVE: RESPONSE

5 Response policies

The RFA will maintain an effective response to incidents based on rapid deployment of resources to minimise the effects of fire.

5.1 Receiving of fire calls

- i. The New Zealand Fire Service (NZFS) Communications Centre (Fire Com) receives fire notifications via the "111" emergency telephone system and initiates the service response to fire incidents in the Rangitikei District on a continuous 24-hour year round basis.
- ii. The RFA provides a continuous 24-hour year round duty (RFO) response to rural fire incidents in its rural fire district. Fire Com initiates this through its service response turnout process.
- iii. Council staff receiving fire notifications directly from any non-NZFS source are to advise the caller to notify the Fire Service via the '111' emergency telephone service.

5.2 Response to fire calls

- On receipt of the '111' call Fire Com despatches the NZFS predetermined brigade(s) to attend (in terms of their operating procedures).
- Within five minutes of the fire call Fire Com notify the duty RFO by pager.
- Duty RFO acknowledges this notification to Fire Com.
- Responding NZFS brigade provides a situation report which Fire Com relays to the duty RFO (usually by pager).
- Duty RFO determines response requirement and responds as required.
- If Marton or Koitiata VRFFs' are required, NZFS in attendance are to notify Fire Com, if they have not been responded on the first alarm.
- NZFS to continue with initial attack until relieved or fire out.
- Duty RFO may request Fire Com respond VRFF resources if not in attendance.
- On arrival, duty RFO receives a briefing from the IC Fire and either assumes or delegates the incident controller role from that point on.
- Duty RFO notifies the PRFO of fires that may require additional resources outside the duty RFO's delegation or where other factors warrant it.

5.3 Systems for response to fire calls

All rural fire personnel will be supplied with personal pagers for alert or response to fire calls and other incidents.

5.4 Deployment of fire fighting resources

- Any RFO warranted by the Rural Fire Authority and with appropriate delegation, or the NZFS IC Fire, may call upon such additional assistance and resources considered necessary for the early containment and suppression of vegetation fires in the rural fire district. .
- This authority applies to:
 - The immediate placement of helicopters or other aircraft on **“standby”**.
 - The immediate deployment of or placement of regional fire fighting resources including rural fire forces on **“standby”**.
- The immediate use of or placement on **“standby”** of equipment, chemicals and other resources available to the Rural Fire Authority through contracts or mutual fire agreements.
- Each request for additional resources must clearly identify the type, quantity and priority of the resources requested e.g. ground crews, smoke chaser, water tanker, pumps, chemicals, etc. The “blanket” or “non-specific” call out of resources is generally to be avoided.
- Where any large, serious or other fire operation is likely to become prolonged, contingency planning should commence early to meet on-going logistical support requirements i.e. catering, relief personnel, first aid, equipment, communications, etc., of the operation.
- All resources are to be tracked by the use of T Cards and the daily time record form RF 221. At large incidents the resource check in / out form is to be used.

5.5 Local resources

The RFA has fire resources on call and available as set out below. If further resources are required the RFA would call on other agreed suppliers as set down in the "Readiness" section of this document.

Available Resources

| | |
|------------------------|--|
| Fire Appliances | 3 x Category Three Medium Rural Fire Appliances 1 x Category Two Smoke Chaser |
| Pumps | 4 x High Pressure Low Volume pump (Wajax) 3 x Low Pressure Medium Volume |
| Water Carriers | 1 Category Five Medium Water Carrier at Marton Fire Station. 1 Category Six Large Water Carrier at Mangaweka Fire Station |
| Trailers | 2 x Trailer based smoke chaser units. 1 x Support trailer |
| Hose | 25 & 41mm x 15 packs 70mm x 10 lengths |
| Suppressants | 200 Litres Class A Foam 10 x Hydroblender capsules |

| | |
|-------------------------------|--|
| Flexidam | 3 x 2200 litre 1 x 6000 litre |
| Power Tools | 2 x Chainsaws 1 x Polesaw |
| Hand Tools | 10 x Shovels 5 x McLeod Tools 3 x Pulaski 3 x Axes 2 x Slashers |
| Trained Personnel | 1 x PRFO 2 x DPRFO 3 x RFO 3 x Crew Leaders 15 x Fire fighters |
| Radio Communication | 8 x LMR (NZFS Coms) 10 x ICOM handheld air to ground - NZFS incident/ground Cell phones Satellite phone BGAN |
| 4 Wheel Drive Vehicles | PRFO (Horizons RFO3) RFO (Horizons RFO1 and 2) VRFF vehicles (Marton 8326) |

5.6 Deployment of additional resources

Contact details for resources additional to those above are attached at **Appendix K**.

5.7 Recording of fire incidents

The RFA maintains a register in which the details of each rural fire call notification is recorded. The information noted includes the:

- a. Report method (method by which the call was received, i.e. via FireCom, or direct call).
- b. Date on which the report was received
- c. Time the report was received.
- d. Date on which the fire occurred.
- e. Location of the fire (property name, road address and NZMS 260 series map reference).
- f. Description of fire / fuel involved.
- g. Area burnt.
- h. Fire cause.
- i. Response.
- j. Date on which and time at which the fire was declared to be out.
- k. Debrief date & time.
- l. Debrief outcome.

For most fires this information is held in the NZFS Station Management System (SMS). A fire log (Form RF 200 CIMS Incident Management Organiser) is to be maintained at all times during a fire. The Incident Controller (IC) will initiate the fire log and then delegate the duties to an appropriate person.

The log and IAP will record:

- The incident name.
- The location of the fire.
- The incident number.
- Grid Reference.
- Assessment (Current situation).
- Action Taken.
- Factors (Weather and other factors or limitation should be noted including resource status).
- Predicted Incident development.
- Resource summary.
- Incident action plan.
- Incident management structure.
- Operational tasking.
- Log of actions.
- Communications plan.

Each member of the incident management team should record as much information on individual logs as appropriate.

As well as the RF 200 CIMS Incident Management Organizer the responding RFO is to complete a Rural Fire Report attached at **Appendix L**.

5.8 Notification of adjacent interested persons

In the interests of the RFA, all adjacent Fire Authorities, Department of Conservation (DOC), NRFA, Rayonier New Zealand, other Forestry companies and any other groups deemed by the Rural Fire Authority to be interested persons, may be advised as soon as practicable of any incidents that have or could involve their real estate or could be deemed of public interest.

5.9 Command and Control at incidents

The NZFS is to assume control of the incident if first on the scene, and operate under the Co-ordinated Incident Management System (CIMS) structure.

The NZFS will appoint the most senior officer at the fire as the IC Fire.

On arrival, where the NZFS has assumed control, the duty RFO will liaise with the IC Fire, receive a full briefing, then assume the position of Incident Controller (IC) or will nominate an IC. Note that RFA remains responsible for the fire whoever is the IC.

If the fire assumes larger proportions the PRFO may make the appointment instead of the duty RFO.

The PRFO (or in his absence the RFO) has authority over all resources.

CIMS will be used by the RFA for the effective management at larger fires, and where there are other organizations involved.

The IC will assign fire officers to other CIMS positions as appropriate.

Any person at any level (Incident Controller to Fire Fighter) should ensure for themselves and others that three basic requirements are met:

A clearly defined job within a person's capabilities

A clear understanding of who a person is responsible to, and

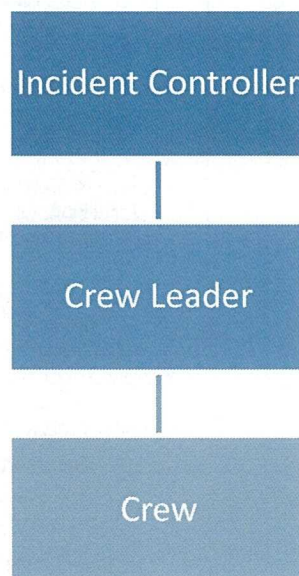
A clear understanding of what each person is responsible for

A Staging Area is to be established at the fire scene for the reception, briefing and assignment of arriving personnel and/or the re-assignment of existing resources.

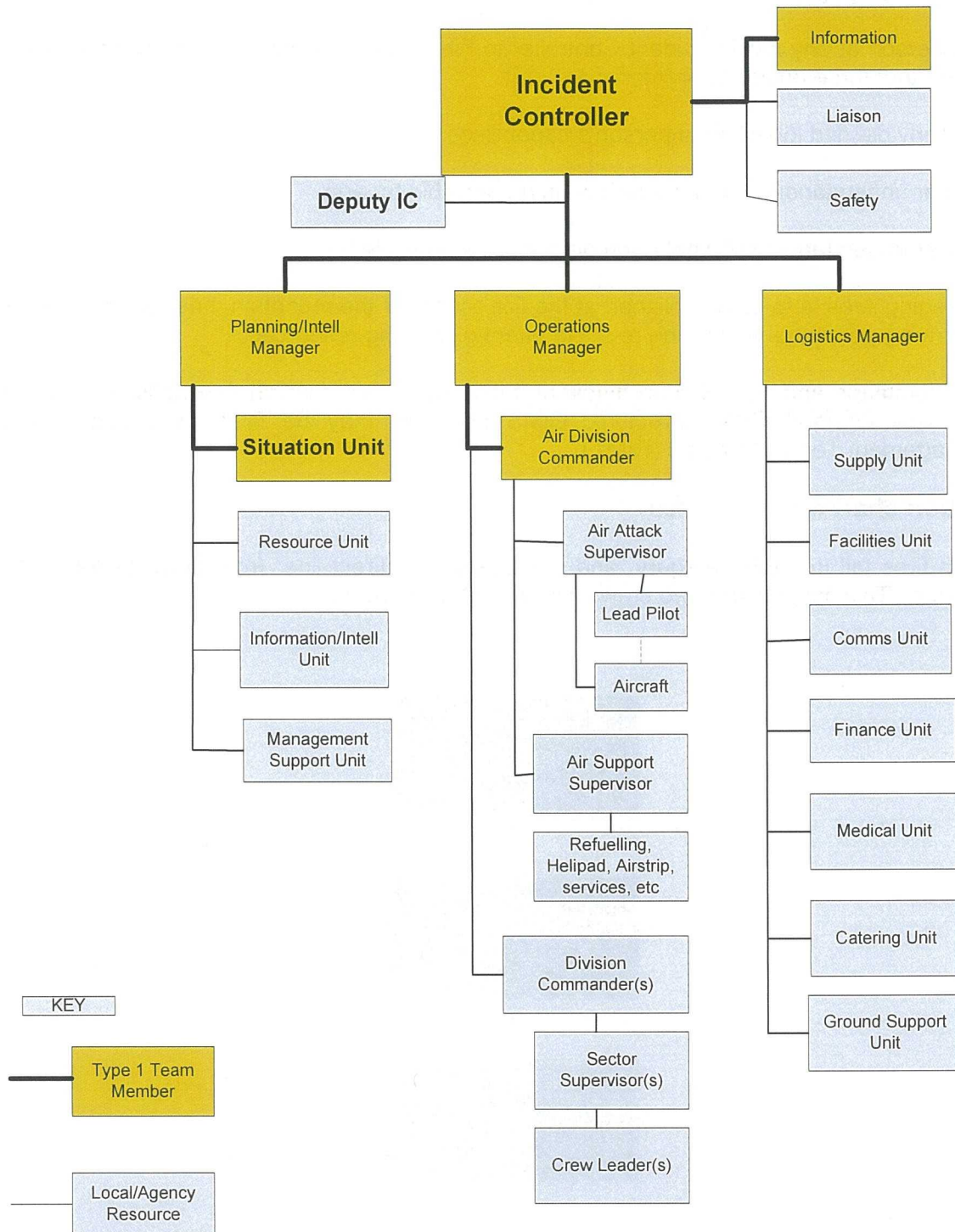
The command and control chart below and the associated position descriptions are based on the New Zealand CIMS structure. CIMS positions may be filled by Regional Incident Management Team Members (RIMT).

Organisation chart for small fires

Most fires fall into this category, and supervision is "direct line" from crew leader to the fire fighters. This may include two crews with one Crew Leader.



ORGANISATION CHART FOR LARGE FIRES



Incident action plan

| Phase | Step | Do this: |
|------------------------------|--|---|
| Analyse the Situation | Size up the incident | Provide an initial report |
| | Deductions | Ask “so what does this mean” to the issues identified in size-up. Record your conclusions |
| Situation Report | Identify priorities Establish aims and objectives | Determine the problems (i.e. what must be done) and convert this to a clear aim and objective |
| | | Complete the Situation Report Form and disseminate |
| Plan the work | Identify realistic courses of action | With your planning group, consider and record realistic possibilities |
| | Consider advantage and disadvantages of each course | Go through each of the possible courses and record advantages and disadvantages |
| | Identify best option using appropriate criteria | Agree first on your criteria and record how your decision was reached |
| | Consider implications | Identify how you will support this course of action and record requirements |
| Incident Action Plan | | Produce and approve the Incident Action Plan |
| Implement the Plan | Disseminate the Incident Action Plan (IAP) | Ensure that those internally and externally involved are well informed |
| | Monitor and review progress | Identify and note progress and problems |
| | Revise as required | Revise the IAP according to new priorities. |

5.10 Fire commands instructions for units attending

1. Check in at the Incident Control Point (ICP) naming all personnel and equipment contributed.
2. Receive a defined task identifying:
 - designation within the organisation
 - to whom responsible
 - responsibilities including supervisors, personnel, equipment and sector, etc
 - additional resources available.
3. Receive a full briefing on the:
 - communications system (disposition of resources, call signs, radio channels)
 - fire (fuel types, methods of suppression, sectors, threats, weather forecasts, hazards, etc.)
4. Brief accompanying personnel
 - ensure that accompanying personnel have assigned responsibilities and tasks.
5. Carry out assignment
 - maintain communication and progress reports up the chain of command
 - maintain records of the inputs to the fire.
6. Demobilisation
 - ensure successor is briefed
 - check out at the fire ICP
 - ensure the accompanying personnel and/or equipment are checked out
 - ensure that inputs to the fire are recorded.
7. Ensure that all personnel at the fire are working safely as described in the training manuals.
8. Monitor the progress of the fire, wind direction, fire weather index and location of fire crews to ensure that any changes do not result in personnel being trapped by the fire.

9. Ensure that commands are given calmly, simply and clearly, and are understood.
10. Maintain contact up and down the fire command chain at all times.

5.11 Inter-communications

Initial Turnout

FireCom will turnout the nearest NZFS brigade(s), and notify the duty RFO by pager.

Fire ground

The NZFS will use NZFS LMR.

VRFFs' will use the NZFS LMR and RDC ESB.

Rangitikei Rural Fire Officers will use NZFS LMR and RDC ESB

Fire ground to FireCom

NZFS LMR

Mobile phone

Satellite phone

Fire ground to Incident Control Point (ICP)

Handheld incident ground VHF radio "Fire 1"

Mobile phone

Satellite phone

Incident Control Point to Emergency Operations Centre [EOC]

RDC ESB

Mobile phone

Satellite phone

Ground to Air

Handheld incident ground VHF radio "Fire 4"

Mobile phone

Satellite phone

5.12 Monitoring fire behaviour

Fire behaviour is the way fire ignites and spreads. Fire behaviour is controlled by three elements of the fire environment - fuel, weather and topography. Monitoring of fire behaviour enables specialists to calculate fire spread, intensity, perimeter, growth and suppression difficulty.

The RFA monitors fire weather throughout the year to determine the fire danger and will respond resources to incidents accordingly.

5.13 Recording of personal and equipment

The RFA will maintain a Register of Personnel's details, next of kin, etc.

All equipment controlled by the Rural Fire Authority shall undergo a stocktaking check immediately post fire and prior to and after the designated fire season.

- Equipment deficiencies identified as a result of stocktaking are to be made good as soon as possible. Major item deficiencies will be investigated.
- Crew leaders will physically account for equipment used during training or operational activities before leaving the fire ground.

5.14 Medical assistance

All members of the RFA's Rural Fire Force are trained in basic First Aid. Where prolonged fire situations occur or should the situation dictate, specialist medical assistance will be placed on standby. This will normally be St John Ambulance in the first instance.

5.15 Logistical support

Additional logistical support will initially come from RDC and contractor resources. Protracted fire logistical support will involve members of the Manawatu Wanganui Regional Rural Fire Committee, of which the RFA is a member, and which all members have signed a Memorandum of Understanding (MOU).

5.16 Welfare support

Fire fighters are required to carry sufficient high-energy snack food and liquid for immediate use on the fire ground. The RFA has a support vehicle which carries snack food and hot drink preparation kit. This will be deployed to the fire ground as soon as possible when requested.

Substantial main meals will be provided for personnel who have been working on the fire ground for an extended period of four hours or more.

During prolonged activities, including fire watch patrols, substantial meals will be provided every four hours.

Fires of short duration welfare needs will be arranged by the Incident Controller.

Fires of longer duration and complexity, welfare resources are to be the responsibility of logistics (CIMS).

Drinking water supplies for short duration fires are carried on fire appliance and the support trailer.

Firefighters engaged in fire suppression will carry personal drink bottles.

5.17 Relief crews

Once the Duty RFO/PRFO has assumed or appointed a person to be Incident Controller, all requests for outside assistance must be authorised by the Incident Controller or the Logistics Manager.

For prolonged incidents, urgent attention should be given to relief crews due to the arduous nature of fire fighting.

Relief crew resources will be arranged by the Logistics Manager.

PART SIX: RECOVERY

6. Recovery policies

The RFA will maintain procedures that will ensure effective post fire actions are carried out. Council acknowledges it has statutory responsibilities under the Resource Management Act 1991 Section 31, The District Plan for Management of Land Resources, and for reinstatement of land damaged during fire suppression operations.

6.1 Protected areas

The RFA has no specially protected areas gazetted under Section 6 of the Forest & Rural Fires Act 1977.

6.2 Rehabilitation

Both fire and fire suppression may have an adverse impact on the environment and assets.

Section 55 of the Forest and Rural Fires Act 1977 deems that damage caused by fire fighting is to be damage caused by the fire for the purpose of insurance claims.

Minimising the rehabilitation required is done by including damage control as part of fire suppression incident action planning. This will include being mindful of flora and fauna, water quality, soil disturbance and damage to assets.

Particular care must be taken when using suppressants and retardants due to their potential impact on the eco system.

The RFA will, as soon as practicable, facilitate, in conjunction with the landowner, where the level of damage warrants:

- Restoration of soil disturbance
- Other environmental damage
- Roading repairs
- Repairs to other assets
- Removal of debris caused by fire suppression (e.g. foam containers).

6.3 Use of additives

General

All containers of Class A foam, fire-troll concentrates or hydro blender capsules shall be labelled to alert fire personnel that they do not contain plain water.

Handling, Mixing and Applying

Personnel involved with additives are to be trained in their use to protect health and safety and the environment.

Commanders at all levels are to ensure fire fighters are trained before allocating tasks involving the handling, mixing and applying of additives.

Precautions by Crew Leaders and Fire fighters

- Always have suitable First Aid supplies including an eye wash kit on site.
- Extra effort should be taken to mitigate against accidental spills on site.
- Users must be aware of Material Safety Data Sheet (MSDS) of the chemical giving warnings and potential health effects.
- Users must ensure correct mixing ratios are employed. If users are uncertain, stop activities and ask for the correct ratios.

Personal Safety

Fire fighting personnel are to wear the following protective clothing whilst directly working with Class A foam and retardants.

- Eye protection: goggles or full-face agricultural mask.
- Clothing: waterproof overalls.
- Respiratory Protection: Vapour Respirator during dry and dusty conditions.
- Protective Gloves: Approved Neoprene Gloves. A special skin protective cream is to be used.
- Footwear: Waterproof Polyurethane gumboots should be worn where practicable
- Ear Protection: Grade 4 Earmuffs or Level 2 earplugs must be worn.
- Head Protection: Helmets will be worn to protect head and neck areas from spills during aerial operations.

Note: Extra protective clothing items are carried on the fire appliance and the support trailer.

6.4 Health and Safety

The RFA recognises the need for all people engaged in Council work, to be provided with a safe and healthy environment in which to work.

The RFA will be bound by Council's Health and Safety Policy and the Health and Safety in Employment Amendment 2002. Copies of the RDC Health and Safety Management manual are located at each fire depot.

RFO's are to monitor operational and training activities to ensure safe working practices are employed.

Note: All volunteer rural fire fighters are deemed as members of Council staff and are covered by AMP insurance arrangements. All volunteer rural fire fighters shall comply with the principles of Rangitikei District Council's Health and Safety Policy.

Protective Clothing/Equipment

RFO's and rural fire fighters of the RFA have been issued with personal protective clothing which meets the standard set out in the appropriate NRFA, DOC or AS/NZ Standard.

This equipment is to be carried at all times on the fire ground and is to be worn as appropriate for the task assigned.

For pump operators, bucket operations and use of suppressants and retardants, suitable clothing is available from the fire appliance or the RFO duty vehicle, including wet weather kit.

Reporting of Accidents

All rural fire personnel must report any accident, injury or near miss incidents during the operation as soon as practical, but at least within 24 hours. It shall be the responsibility of the PRFO to ensure that any documentation/medical certificates, etc, are collected or completed to support any likelihood of an ACC claim.

The PRFO and persons involved must fill in the Emergency Service's Accident Report book within 24 hours of any event or near miss.

The PRFO will arrange to carry out an accident investigation on all accidents and near misses.

6.5 Victim Support crisis management

Fire fighters and any other personnel involved in accidents or serious harm are to be given the opportunity to receive counselling and support through Rangitikei District Council contracted service provider.

6.6 Safety when working with aircraft

Safety, particularly Aircraft Safety, is a frame of mind requiring thought and effort. Safety must be present at all times and is sensible to practice, model and encourage in others.

We must be prepared to look out for others' safety at all times, to anticipate problems and isolate, mitigate or modify them so the problem is no longer an issue - whether site, equipment or people.

With isolated fires, aircraft are a key fire-fighting tool. People and aircraft must work safely together to maximise effectiveness. Failure to do this will compromise safety, add unnecessary expense and reduce fire fighting efficiency. If in doubt ask a more experienced or qualified person.

Under Civil Aviation Rule 91.211

All passengers must receive a briefing prior to any take-off. It should never be assumed that experience negates the need for this requirement.

For New Zealand rural fire fighting, the pilot or an authorised person should conduct the safety brief, i.e. Aircraft Officer or Air Observer. It remains the responsibility of the person operating the aircraft to ensure that the briefing is conducted for all passengers.

The following points must be covered:

- (i) Conditions under which smoking is permitted.

- (ii) Occupancy of seats and fastening of passenger seatbelts or harnesses.
- (iii) Seat configuration for take-off and landing.
- (iv) Location and means of opening entry doors and emergency exits.
- (v) Location of survival and emergency equipment for passenger use. (Fire extinguisher, First Aid Kit, Axe, Emergency Locator Transmitter, Life jackets if operating over water = with demonstration (CAA Rule 91.525 & 91.211 (b)(3)).
- (vi) Emergency landing procedures (as well as crash position).
- (vii) Use of portable electronic devices (CAA Rule 91.7).
- (viii) Storage of baggage and cargo in accordance with CAA Rule 91.213 & 91.215.

Wear personal protective equipment. Know how to shut off fuel and electricity on the aircraft.

Ground Safety

- (a) If working on or near airstrip/helipad **always** wear protective overalls, goggles, ear protection - grade 5 or better around gas turbines.
- (b) Carry all hats, including hard hats, unless chin-straps are secured. **Particularly watch for persons wearing soft-peaked (baseball-type) caps.**
- (c) Do not leave loose objects near aircraft or landing areas where they may be blown about.
- (d) Remain well clear of landing and take-off areas when aircraft are operating unless a specific task requires you to be in the area.
- (e) Do not smoke within 15m (50 ft) of an aircraft, fuel dump or refuelling equipment.
- (f) Ensure that campfires are at least 100m away from aircraft.
- (g) Stay away from any moving parts.
- (h) Always follow the directions given by the pilot, flight crew or aircraft marshal.
- (i) If moving large crews, conduct a briefing (Safety) before they enter the aircraft. Printed cards containing safety information pertinent to the type of aircraft or work may supplement briefings.
- (k) Keep crews and their equipment together to one side, upwind of the landing area. Instruct them to face away during take-off or landings.
- (l) Have each person responsible for their own gear and be ready to board as soon as the pilot signals.

The National Rural Fire Authority publication "Aircraft Safety" is to be made available to fire fighters. Training and assessment in unit standards:

20388 Working Safely with aircraft at Emergency Incidents; and
3288 Load Water & Water Additives for Aerial Operations

is to be incorporated into the training programme.

6.7 Safety when working near electricity

Mains electrical voltages are a significant hazard. As such, health and safety policies as well as electrical requirements for safety apply.

6.8 Fire Fighter and Fire Appliance safety when working on roadways

The Rural Fire Authority is to ensure that its fire fighting personnel are adequately skilled and equipped to abide by safe procedures when working on roadways. This may include:

1. Providing high visibility concepts on fire appliances:
 - Day operations - adequate high visibility colour and warning lights.

- Night operations - adequate reflective tape and warning lights.
- 2. Providing high visibility safety tabards and road marking cones/hazard warning signage as may be required for safety of fire fighting crews and personnel undertaking traffic control.
 - Tabards design to the requirement of AS/NZ 4602:1999;
 - Road cones and signage to Transit NZ requirements; and
 - May also include portable warning light devices.
- 3. Providing tuition on safe practices when working on roadways, including:
 - Being conversant with the requirements of Transit NZ - Code of Practice for Temporary Traffic Management.
 - Being conversant with safety procedures when working on roadways for the parking of fire appliances and make safe the area of work.
- 4. It is imperative to be stringent on the requirement to provide for safe operational procedures when undertaking fire operations that involve working on roadways.

6.9 Post fire investigation

To varying degrees all fire incidents will be investigated to determine cause, origin, any other factors contributing to liability and the need if viable for cost recovery.

The RFA may employ an independent fire investigator, where the PRFO believes necessary to determine the cause or any factors contributing to a fire.

The Rural Fire Authority will endeavour to recover all fire suppression costs for fires where practicable and liability can be determined.

The PRFO will discuss with the Environmental Services Team Leader fire incidents where prosecution action may be considered viable.

Note: Fire Investigations

Will be instigated by the PRFO. Investigation levels shall be determined by actual or potential loss or damage.

Investigations can vary from RFO discussions, site visits or a full investigation by fire investigators.

All levels of investigation will include the following elements:

- Determine origin path and cause of fire
- Measures to protect point of origin
- Gathering, recording relevant facts
- Advising NRFA if a specialist fire investigation is needed
- Request the NRFA of another suitable person to carry out an independent investigation
- Arrange site guards or patrols if warranted.

The Wildfire Investigation - Initial Report is attached is attached at **Appendix M**.

Charging for services

Council has a policy to charge fair and responsible costs for any service it provides.

In accordance with this policy, the RFA will pursue full cost recovery for fire suppression activities pursuant to Section 43 of the Forest & Rural Fires Act 1977.

Charges for Equipment and Personnel shall be set at the current NRFA schedule for fair and reasonable hire of equipment is attached at **Appendix N**.

COST RECOVERY PROCEDURES

The Rural Fire Authority will apply the following procedures to recover fire suppression costs.

General Procedures

- Establish facts and where possible culpability.
- Obtain costs from supporting agencies and authorities.
- Prepare and render account for payment in accordance with Council financial procedures to the person responsible for the fire.
- Inform the NRFA if there is any potential of a claim being logged with NRFA.
- Arrange payment for supporting agencies by their due date.

Prosecution

A decision to proceed with prosecution actions is weighted against the severity of damage costs involved, magnitude of the breach against the Act and the likely costs of prosecution.

The responsibility for the decision to proceed or not proceed with prosecutions shall be made by the Manager, Environmental and Regulatory Services.

6.10 Operational debrief

Debriefs are an important part of improving both organisational processes and providing individual development.

Formal debriefs will be held in terms of the NRFA National Debrief Template. The template is attached at **Appendix O**. Where possible all personnel who were involved in the incident should attend the debrief. As such, Council may meet reasonable costs of those attending.

Formal debriefs are required for the following events:

- Where there may be a claim on the Rural Fire Fighting Fund.
- Where a death or serious harm injury has occurred (including near misses for serious harm injury).
- Where there is public or land owner request to hold a debrief.
- Any other incident where lessons can be learnt.

A formal debrief must be held within 14 days of the fire being declared out (it will be facilitated by a suitably qualified independent person). The debrief must be documented including recommendations for improvement. A copy of the debrief will be forwarded to each organisation involved in the event.

Informal debriefs should be held as staff leave the fire ground of any event.

6.11 Operational review

Fire Operational Review is an independent assessment of a significant fire in a Fire Authority's District carried out under the procedure developed by the NRFA under Section 14A of the Fire Service Act 1975.

PART SEVEN: ADMINISTRATIVE

7. Administrative section

This section sets out those administrative matters which enables Rangitikei District Council to operate as a safe, effective and efficient rural fire authority

7.1 Rural fire representation

Regional Rural Fire Committee

The RFA is a member of the Manawatu Wanganui Regional Rural Fire Committee and is normally represented by the PRFO at all meetings.

Rangitikei District Emergency Management Committee

Rangitikei District Council is a member of the Rangitikei District Emergency Management Committee and the Principal Rural Fire Officer is the Authority Representative on that committee

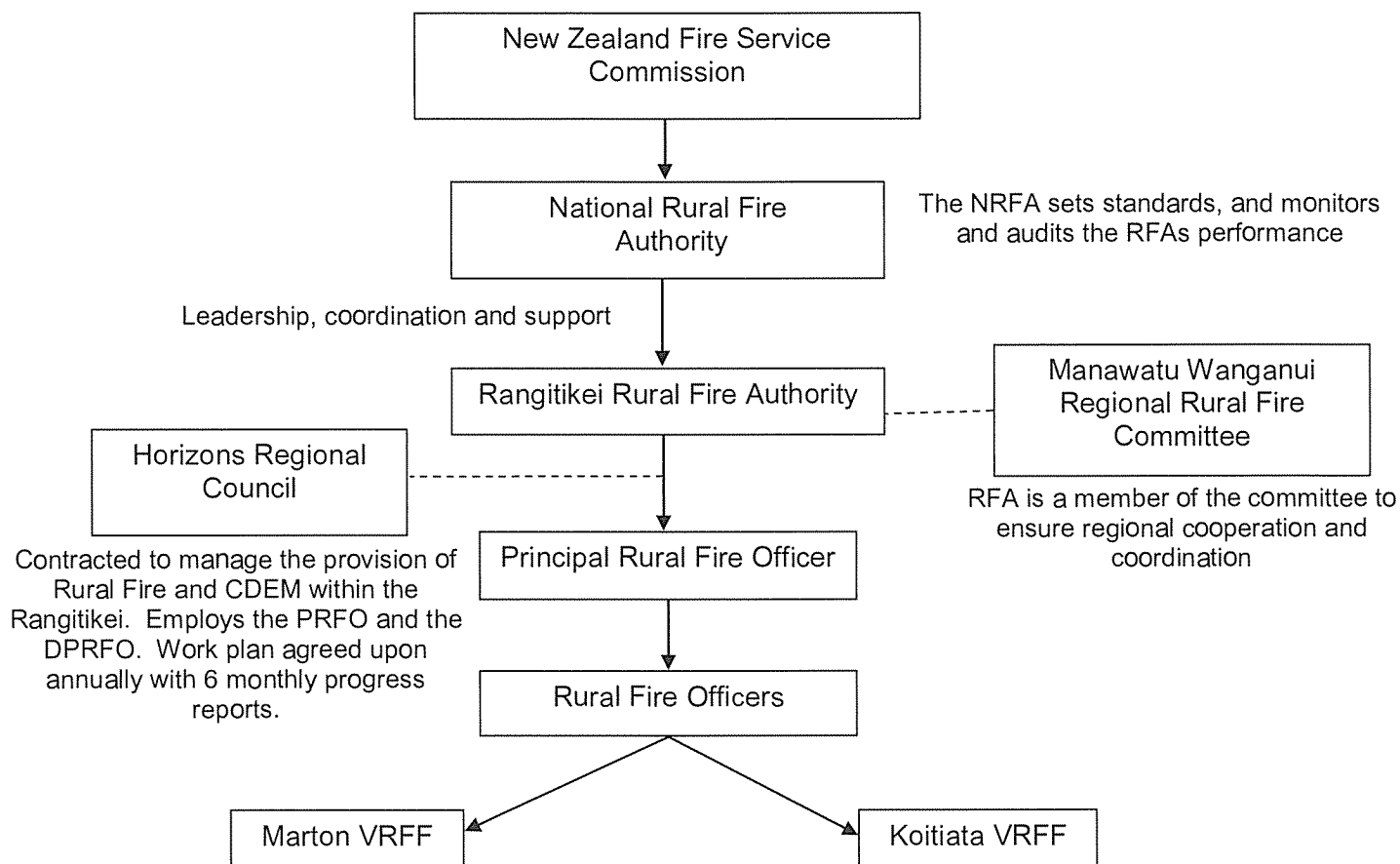
Civil Defence Emergency Management Group

As a requirement of the Civil Defence Emergency Management Act 2002, Rangitikei District Council is a member of the Manawatu Wanganui Civil Defence Emergency Management Group. It is also a member of the Manawatu Wanganui CDEM Coordinating executive group (CEG). The Chief Executive of the Rangitikei District Council is the council representative for all emergency management matters on the CEG.

Rural Fire interests are represented on the CEG by the chairman of the Manawatu Wanganui Regional Rural Fire Committee.

7.2 Governance

As per section 2.8 of the Fire Plan, the Rangitikei Rural Fire Authority has contracted out its rural fire delivery to Horizons Regional Council; the PRFO is appointed by Horizons Regional Council but warranted under Section 13 of the Forest and Rural Fires Act 1977 by the Rural Fire Authority. The PRFO is guided in his/her decision making by the Annual Business Plan and Key Performance Indicators as agreed upon by HRC and RDC and reports to the Manager of the Emergency Management Office, HRC.



7.3 Financial arrangements

Rural fire control is a core activity of Council which is funded by:

- General rates
- Cost recovery for fire incidents
- Cost recovery for fire hazard mitigation.

Rural fire control is contained in the Emergency Management section of the Regulatory and Environmental Services Budget.

7.4 Insurance provisions

Members of the VRFFs' have insurance cover under the AMP insurance scheme.

7.5 Delegated authority

The Rangitikei District Council has delegated full powers to its appointed Rural Fire Officer to perform their duties pursuant to Section 36 of the Forest and Rural Fires Act.

Rangitikei District Council has also delegated authority to the Principal Rural Fire Officer to make amendments to the Fire Plan, where those amendments are considered of a minor nature and do not significantly affect the policies of the Council.

7.6 Confidentiality of information

Personnel are not to disclose or divulge any sensitive or confidential information obtained in the course of employment if it is likely to be regarded by the Rangitikei District Council as not for disclosure to the public. This includes reports, records, correspondence, minutes and discussions.

7.7 Checklist for fire plans

Checklist for Fire Plans made under the Forest and Rural Fires Regulations 2005

The Forest and Rural Fires Regulations 2005 require Fire Plans to contain four sections in the following order;

- Reduction
- Readiness
- Response
- Recovery

Under each section there are requirements in the regulations for what the Fire Plan must contain. These are detailed below:

Reduction

Regulation 41 deals with the matters of Reduction. Under the heading of "Reduction" the Fire Plan must contain the following:

| Check | Regulation | What the plan must contain | Found at |
|-------|---------------|--|----------|
| | 41(1) | The policies and procedure that the Fire Authority has to reduce the likelihood and consequences of fires in its district | 3 |
| | 41(2) | The policies and procedures must include the: | |
| | 41(2)(a) | Fire Authorities fire hazard and fire risk management strategies | 3.4 |
| | 41(2)(b) | Fire prevention planning carried out in the Fire Authorities district | 3.5 |
| | 41(2)(c) | Public education activities carried out in the Fire Authorities district | 3.6 |
| | 41(2)(d) | Fire Authority's direction to people on the use of fire as a land management tool. | 3.8 |
| | 41(2)(e) | Details of the following | |
| | 41(2)(e)(i) | Any area in the Fire Authorities district that has been declared a forest area under section 17 of the Forest and Rural Fires Act 1977. | 3.9 |
| | 41(2)(e)(ii) | Any fire safety margin attached to a forest area described in 41(2)(e)(i) | 3.10 |
| | 41(2)(e)(iii) | All bylaws relating to fire control measures in the Fire Authorities district | 3.11 |
| | 41(2)(e)(iv) | Where, and to what extent, in formulating fire control measures, the Fire Authority has had to regard any national or regional policy statement, regional or district plan, or regulations made under the Resource Management Act, 1991. | 3.12 |
| | 41(2)(f) | Any other relevant matters. | 3 |

Readiness

Regulation 42 deals with the matters of Readiness. Under the heading of "Readiness" the Fire Plan must contain the following:

| Check | Regulation | What the plan must contain | Found at |
|-------|------------|--|----------|
| | 42(1) | The policies and procedures that the Fire Authority has in relation to readiness for a fire-fighting event in its district. | 4 |
| | 42(2) | The policies and procedures must include: | |
| | 42(2)(a) | A map showing; The Fire Authority's district, and Any other area for which the Fire Authority is responsible, and The geographic boundaries of adjacent fire districts, and The principal roads in the areas described in subparagraphs (a) and (c). | 4.2 |

| | | | |
|--|----------|--|------------------------|
| | 42(2)(b) | Details of the Fire Authority's responsibilities and chain of command. | 4.3 |
| | 42(2)(c) | The name of the Principal Rural Fire Officer and the name or names of the Rural Fire Officers of the Fire Authority. | 4.6 |
| | 42(2)(d) | In the case of a committee, the membership of the committee and a copy of its rules. | Appendix H |
| | 42(2)(e) | Details of the training arrangements for the Fire Authority's managers and officers, including an outline of the way in which the Principal Rural Fire Officer and the Rural Fire Officers are educated on their legislative functions, powers, and duties under the Forest and Rural Fires Act 1977. | 4.7 |
| | 42(2)(f) | A list of the agencies available to the Fire Authority for assistance with fire fighting or related activities, including the contact details of each agency. | Appendix K |
| | 42(2)(g) | Details of all equipment and personnel listed as available to attend a fire call-out in the Fire Authority's district. <i>Note:</i> Regulation 42(3) states that the information relating to personnel is not Required to be included in the copy of the Fire Plan that is made available for public inspection in accordance with Section 12(4)(b) of the Act. | Available upon request |
| | 42(2)(h) | A record of any arrangements or agreements made under Section 14, 15 or 16 of the Act. | Appendix I |
| | 42(2)(i) | A record of any agreements between the Fire Authority and voluntary or other fire forces or persons for the delivery of fire services. | Appendix C |
| | 42(2)(j) | A list of all specially protected areas in the Fire Authority's district. | 4.12 |
| | 42(2)(k) | Details of the fire season status trigger points for the district. | 4.14 |
| | 42(2)(l) | Details of the trigger points for imposing restricted access or for closing access into any exotic forest in the Fire Authority's district. <i>Note:</i> Regulation 42(4) states that before setting any trigger points, a Fire Authority must consult with the eligible landholders of the forest. | 4.14 |
| | 42(2)(m) | Any other relevant matters. | |

Regulation 43 deals with other matters which may be included in the Readiness section. This information is not required but may be useful.

Additional information relating to readiness that may be included in the Fire Plan:

| Check | Regulation | What the plan must contain | Found at |
|-------|------------|---|----------|
| | 43(a) | Details of the fire protection works in the Fire Authorities district (e.g. location of fire breaks). | n/a |
| | 43(b) | The way in which the Fire Authority implements the New Zealand Fire Danger Rating System. | 4.16 |
| | 43(c) | The fire danger indicator signs used by the Fire Authority | 4.18 |
| | 43(d) | The Fire Authorities awareness and resource response in relation to each level of fire danger. | 4.19 |

Response

Regulation 44 deals with the matters of Response. Under the heading of "Response" the Fire Plan must contain the following:

| Check | Regulation | What the plan must contain | Found at |
|-------|------------|--|----------|
| | 44(1) | The policies and procedures that the Fire Authority has for responding to a fire in its district. | 5 |
| | 44(2) | The policies and procedures must include details of the following matters: | |
| | 44(2)(a) | How the Fire Authority receives and deals with calls for assistance at a fire | 5.1 |
| | 44(2)(b) | How the Fire Authority initially responds to a fire that has received notice of | 5.2 |
| | 44(2)(c) | How additional fire-fighting resources are deployed if extended action is required at a fire, including identification of the limits of local capacity | 5.6 |
| | 44(2)(d) | The chain of command and control at a fire | 5.9 |
| | 44(2)(e) | How all parties involved in the response to a fire establish effective | 5.11 |

| | | | |
|--|----------|--|------|
| | | communications with each other, and | |
| | 44(2)(f) | Any other relevant matters. | |
| | 45(1) | A description of the systems that the Fire Authority uses for responding to a fire in its district. | 5.2 |
| | 45(2) | The description of the systems must include how the Fire Authority: | |
| | 45(2)(a) | Records fire incidents attended by fire-fighting units in the Fire Authority's district | 5.7 |
| | 45(2)(b) | Notifies other Fire Authorities, owners of forests, or other interested parties in the vicinity of a fire, | |
| | 45(2)(c) | Records incoming and outgoing personnel and equipment | 5.13 |
| | 45(2)(d) | Monitors fire behaviour, and | 5.12 |
| | 45(2)(e) | Provides or organises logistical support (e.g. catering, relief personnel, first aid). | 5.15 |

Recovery

Regulation 46 deals with the matters of Recovery. Under the heading of "Recovery" the Fire Plan must contain the following

| Check | Regulation | What the plan must contain | Found at |
|-------|------------|--|----------------------------|
| | 46(1) | The policies and procedures that the Fire Authority has for activities it undertakes following a fire event in its district. | 6 |
| | 46(2) | The policies and procedures must include details in relation to the following matters: The health and safety of personnel Fire operation reviews Operation debriefs Post fire investigations, and Any other recovery activities that occur after a fire has been contained. | 6.4 6.9 6.11 6.10 |

Attachment 5



CDEM National Capability Assessment Report

December 2015



**Ministry of Civil Defence
& Emergency Management**
Te Rākau Whakamarumaru

CONTENTS

| | |
|--|----|
| Contents..... | 3 |
| 1. Summary..... | 5 |
| 2. Background..... | 7 |
| 2.1. The Strategic Framework..... | 7 |
| 2.2. Capability Assessment Tool Review and Programme Outputs..... | 9 |
| 2.3. Scoring..... | 10 |
| 2.4. CDEM Context..... | 13 |
| 3. 2015 CDEM Capability Snapshot..... | 14 |
| 3.1. High level Progress on the National CDEM Strategy..... | 14 |
| 3.1.1. National level overview..... | 14 |
| 3.1.2. CDEM Group level overview..... | 14 |
| 3.2. Performance Improvements by CDEM Indicators..... | 19 |
| 3.2.1. Mature score indicators (80 – 89%)..... | 20 |
| 3.2.2. Advancing score indicators (60 – 79%)..... | 20 |
| 3.2.3. Developing score indicators (40 – 59%)..... | 22 |
| 4. Key Themes..... | 23 |
| 4.1. 2012 CDEM Capability Assessment key themes: Review and update..... | 23 |
| 4.1.1. The Challenges of Undertaking CDEM..... | 23 |
| 4.1.2. Integrating Emergency Management in Councils..... | 23 |
| 4.1.3. Getting the Foundation Right: Leadership; Structure; Funding and Culture..... | 24 |
| 4.1.4. Partnerships in CDEM..... | 24 |
| 4.1.5. The New Way to Approach Community Engagement..... | 24 |
| 4.2. 2015 Capability Assessment key themes and constraints..... | 26 |
| 4.2.1. From Response to Risk and Resilience..... | 26 |
| 4.2.2. The Effect of ‘Reach’ on CDEM Performance..... | 28 |
| 4.2.3. Considering Exposure and Vulnerability, Scale and Complexity..... | 30 |

| | |
|---|----|
| 4.2.4. Recovery Planning: Planning to Thrive? | 31 |
| 5. Summary and conclusions | 34 |
| 5.1. What next? THINGS YOU CAN DO TODAY | 35 |

1. SUMMARY

The capability assessment process provides a national snapshot of Civil Defence Emergency Management CDEM capability across New Zealand. This is the second national capability assessment. Comparisons between 2015 and the first assessment report produced in 2012 show that there has been significant improvement in some of the delivery areas, although less improvements in others.

Scores show that there have been nationwide improvements across all four goals and two Enablers of the National CDEM Strategy with the strongest improvements in Goal 2 (risk reduction) and Enabler 1 (management and governance). However, there is a consistently weaker performance nationwide in Goal 4 (recovery).

This National Capability Assessment report uses as its evidence base the data and issues identified through each of the 16 CDEM Group Capability Assessments. The assessment process uses both quantitative (assessment tool) and qualitative (interview) processes. Using a 'maturity matrix' scale, each of the 16 CDEM groups is scored in a number of performance areas across 'unsatisfactory', 'developing', 'advancing' and 'mature' score areas. The findings have identified themes that illustrate some of the opportunities and barriers to improving CDEM performance.

All of the 16 CDEM Groups have scores in the 'advancing' or above category, which is a significant improvement from 2012. Each Group was set a performance target and 11 of the 16 met or came very close to their target. Six CDEM Groups made such significant gains that they increased their overall score between 17 and 26% on their 2012 score; three CDEM Groups scored in the 'mature' score category indicating their performance is at 80% or more. These are significant and impressive achievements for these CDEM Groups.

At a CDEM functional level, scores vary indicating a greater confidence in some aspects of delivery than others. Highest performing CDEM functions include Public Information Managers, Emergency Operations Centre facilities, warning systems and CDEM Management, suggesting that many aspects of CDEM Group response arrangements are strong. The weaker scoring CDEM functions include logistics and critical resource management, and those functions that are intended to enhance New Zealand's capability to recover from emergencies. These areas are less well practised and indicate weaker confidence by CDEM Groups.

Factors that influence the ability of the CDEM Groups and stakeholders to perform at the highest level were discussed in the 2012 National Capability Assessment report. This assessment round has found that many of these are still impeding high performance in 2015. In order to support future CDEM improvements there is a need for CDEM to shift its attention away from managing disasters to managing risk, and building resilience within organisations and communities.

Notwithstanding the need to sustain robust response arrangements, CDEM agencies are increasingly examining the need to have a greater focus on risk reduction and resilience building. A focus on understanding the hazards that affect New Zealand, acknowledging the exposure to them, and being cognisant of underlying societal vulnerabilities, would allow for work that protects the long term prosperity and wellbeing needed for communities to thrive.

Aligned to the concept of resilience is the need for better connectivity between the CDEM professionals and those facilitating improved CDEM outcomes at an organisational and community level. CDEM Groups have a history of strong collaboration between partner organisations during emergencies, but this needs to extend into day to day activity. Local authorities have a range of business functions delivering services that greatly improve the resilience of its communities. What is less obvious is any deliberate, interconnected approach to building resilience across local authorities, stakeholders / partners and communities.

Rather than being seen as something 'extra', CDEM Groups need to examine ways to leverage the "resilience dividend" that delivers benefit through day to day service delivery, rather than simply focusing on recovering from shocks.

2. BACKGROUND

In line with the previous Civil Defence Emergency Management (CDEM) Capability Assessment Report: Part 1¹, the rationale for conducting the monitoring and evaluation programme remains the same reflecting requirements for the Director CDEM to monitor and evaluate:

- the National CDEM Strategy (s8(2)(c));
- the National CDEM Plan (s8(2)(d)); and
- the performance of CDEM Groups and agencies with responsibilities under the CDEM Act (s8(2)(f)).

2.1. THE STRATEGIC FRAMEWORK

The National CDEM Strategy outlines the vision, values and principles for the delivery of CDEM in New Zealand. The strategy has four main goals underpinned by a number of objectives that describe the outcomes New Zealand aims to achieve. The capability assessment tool tests performance against each of these goals and objectives (see figure 1).

¹ CDEM Capability Assessment Report Parts 1 and 2, April 2012; Ministry of Civil Defence & Emergency Management

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One |
|---|---|--|---|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Ensuring all agencies have the structures and authorities to be able to reduce risks, be ready for, respond to and recover from civil defence emergencies |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Ensuring compliance with relevant legislative frameworks |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: Implementing effective organisational structures for CDEM |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensuring agencies have funding for CDEM |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | 5D: Ensuring agencies are able to function to the fullest possible extent during and after an emergency |

2012:

Capability Assessment Tool Goals and objectives of the National CDEM Strategy (with additional Enabler)

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One | Enabler Two |
|---|---|--|---|--|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Governance and management arrangements support and enable civil defence emergency management | Organisational resilience supports effective crisis management |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Implement effective organisational structures for CDEM | 6A: Organisational resilience is developed through risk management and planned strategies |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: CDEM Group culture positively influences the effective delivery of CDEM | 6B: Organisational resilience is developed through adaptive capacity |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensure agencies have funding for civil defence emergency management | |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | | |

2015:

Capability Assessment Tool Goals and objectives of the National CDEM Strategy (with additional 2 Enablers)

Figure 1: 2012 and 2015 capability assessment tool frameworks

2.2. CAPABILITY ASSESSMENT TOOL REVIEW AND PROGRAMME OUTPUTS

Prior to starting this round of capability assessments, the capability assessment tool was reviewed resulting in a number of minor amendments made to improve the quality of the tool, alongside some more substantial changes to reflect current CDEM delivery.. In summary, the key changes made to the tool were:

- New content was added in Goal 1 to assess Group progress in building community resilience;
- Goal 2 (risk reduction) was amended to clarify the actions that progressively contribute towards a reduction of hazards;
- Content within Goal 3 (managing emergencies) was amended to reflect revised thinking in Emergency Operation Centre arrangements, controllers, critical resources, welfare and lifelines;
- Enabler 1 (management and governance) had new measures added to capture emergency management culture and leadership;
- Enabler 2 (organisational resilience) was created to capture the adaptive and planned functions that organisations undertake to support effective crisis management.

The capability assessment process however, has remained largely unchanged. Each of the CDEM Groups participated in:

- a quantitative component (self-assessment using the capability assessment tool);
- a qualitative component that includes the review of key CDEM Group doctrine; and
- interviews with key personnel across governance, management and CDEM delivery which informally explored CDEM Group performance from the perspective of those involved.

A core monitoring and evaluation team of two staff provided consistency in the approach for scoring, conducting interviews and generating reports across most of the 16 CDEM Group assessments.

The outputs of the capability assessment process are somewhat changed. CDEM Groups each received shorter reports, focussing on verified areas of strength and improvement opportunities across each of the four goals and two enablers. Reports make only one recommendation, asking each CDEM Group to prepare a corrective action plan based on the report and data, which is approved by its Joint Committee and is subsequently lodged with MCDEM. The corrective action plans will be used by CDEM Groups when reviewing its CDEM Group Plan, and developing annual work programmes. Collectively, the corrective action plans may inform future areas of focus for MCDEM in its business planning.

In addition to a CDEM Group-level capability assessment report, each CDEM Groups is provided with its collective capability assessment tool data. This data includes CDEM Group self-assessment scores alongside the scores moderated by MCDEM. Following feedback from the first round of capability assessments, CDEM Groups also now receive self-assessment data from the local authority (which is unmoderated by MCDEM). This data can further support the CDEM Group in identifying particular territorial authorities that are strong in areas of CDEM, and opportunities to leverage good practice across the CDEM Group.

2.3. SCORING

This section describes how the score for each CDEM Group is obtained and how this information contributes to the national picture of CDEM performance.



Figure 2: Framework of goals, objectives, indicators and measures that comprises the CDEM Capability Assessment Tool

The Capability Assessment Tool is comprised of goals/enablers and objectives ('the strategic framework', as derived from the National CDEM Strategy), which are broken down into performance indicators and measures ('capability criteria') – illustrated in Figure 1.

CDEM Groups are evaluated and scored at the performance measure level. These scores are then aggregated upwards into indicator, objective and goal-level scores. A final overall CDEM Group score provides a broad overview of performance.

Goals/enablers (and objectives, indicators, and measures) have weighted contributions towards the overall score, and this remains largely unchanged from the previous CDEM Capability Assessment Tool. Figure 2 shows the proportional contribution from each goal and enabler.

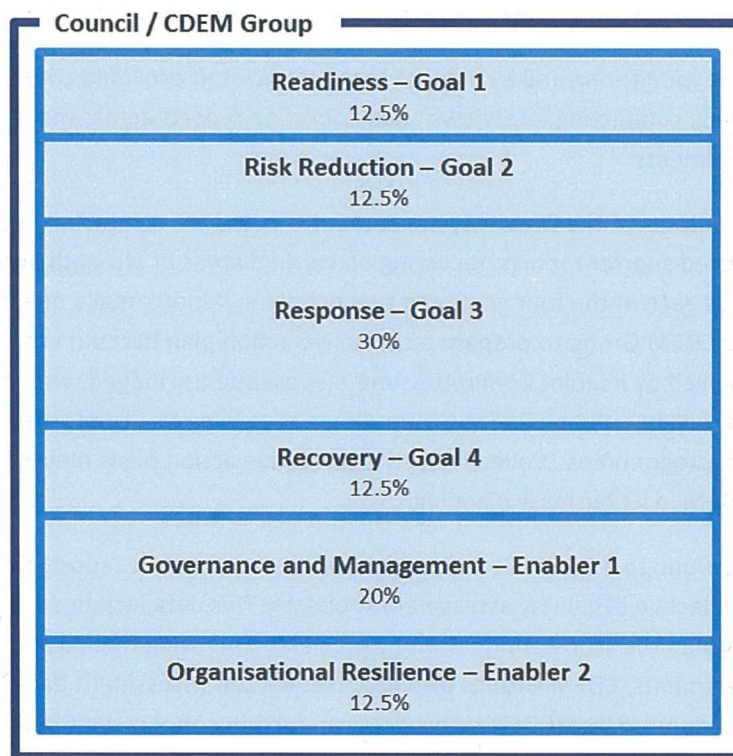


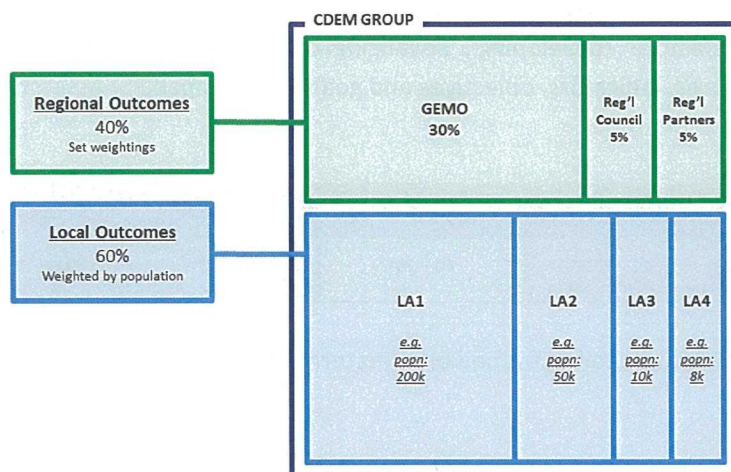
Figure 3: Weighted contribution to scores

A ‘maturity index’ was introduced in the first National Capability Assessment report, which categorises performance as ‘unsatisfactory’, ‘developing’, ‘advancing’ or ‘mature’. These categories describe achievement across measures, indicators, objectives and goals in the Capability Assessment Tool.

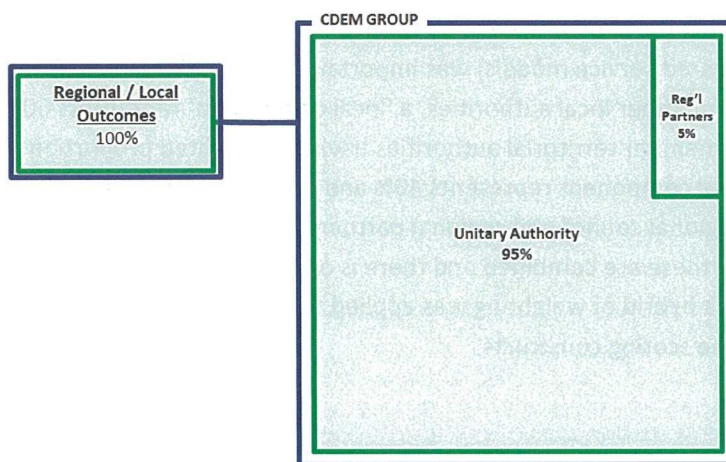
| Unsatisfactory | Developing | | Advancing | Mature | |
|----------------|------------|----------|-----------|----------|-----------|
| 0 – 19% | 20 – 39% | 40 – 59% | 60 – 79% | 80 – 89% | 90 – 100% |

Figure 4: CDEM Group scoring framework (‘maturity matrix’)

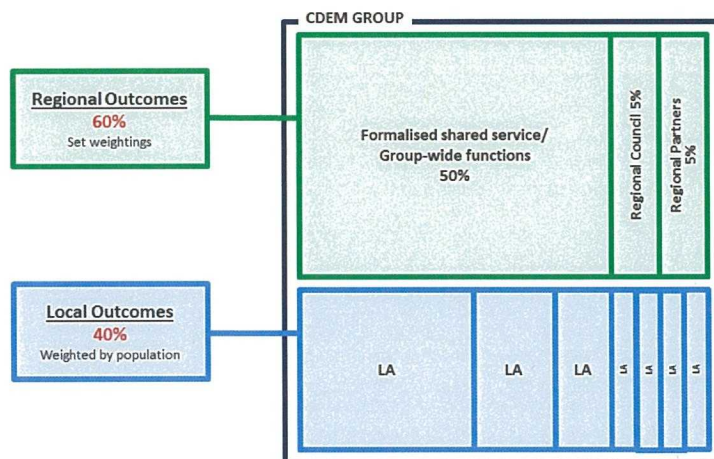
Minor changes were made in the way CDEM Group (collective) scores were constructed for this capability assessment round. Allowing for structural variations in CDEM Groups (particularly for unitary authorities or those with shared service models) was important. In a ‘traditional’ CDEM Group model comprised of several member local authorities, a ‘local component’ represents 60% of the overall score, with each of the member territorial authorities having a weighted proportion based on population size. A regional component represents 40% and is made up of the Group Emergency Management Office, regional council and regional partners. For unitary councils that provide local and regional services, these are combined and there is only one level (100% of the score). For shared service models, a hybrid of weighting was applied to reflect the delivery arrangements. Figure 5 shows these scoring constructs.



Traditional CDEM Group score construct comprised of regional outcomes (40%) delivered by a Group Emergency Management Office (along with Regional Council and Regional partners), and a local outcome component (60%) delivered by Local Authorities (weighted by population).



Unitary Council construct where both regional and local outcomes are delivered by one unitary authority alongside regional partners (100%).



Formalised shared service delivery model where the majority of CDEM functions (60%) are delivered from one centralised team (supported by the Regional Council and regional partners), alongside local delivery outcomes (40%) delivered by local authorities (weighted by population)

Figure 5: Scoring constructs for traditional CDEM Groups, unitary authorities and formalised shared service arrangements.

2.4. CDEM CONTEXT

Since the first National Capability Assessment Report, CDEM Groups and stakeholders have reflected on the experiences and early lessons from the Canterbury earthquakes of September 2010 and February 2011. With the completion of the corrective action plan arising from the *Review of the Civil Defence Emergency Management Response to the 22 February Christchurch Earthquake*, revised approaches in a number of functional areas (such as welfare arrangements) will be reflected in CDEM Group-level corrective action plans and subsequently through revised CDEM Group plans.

Additionally there is growing recognition of the need to consider the role of risk² in the management of disasters. The second extended *United Nations International Strategy for Disaster Risk Reduction (ISDR)*, the *Sendai Framework for Disaster Risk Reduction 2015 – 2030*³ and notably its ‘priorities for action’⁴ places a greater emphasis on those activities that are conducted ahead of emergencies, rather than those solely focused on response management. This has informed this round of capability assessments and the revisions to the capability assessment tool.

The findings from this report will support MCDEM in its ongoing conversations with the CDEM Groups and stakeholders, as well as providing an invaluable input into the upcoming revision of the National CDEM Strategy. In particular, integrating professionalisation across CDEM Groups and stakeholders and moving from managing disasters to managing risk, are key areas for improvement (discussed further in section 4).

² Examples include: *Protecting New Zealand from Hazards (October 2014)*; *Insurance Council of New Zealand; Managing natural hazard risk in New Zealand – towards more resilient communities (October 2014)*; and *Local Government New Zealand*. There are many other examples.

³ See http://www.preventionweb.net/files/43291_sendaiframeworkfordrren.pdf

⁴ Priorities are: (1) Understanding disaster risk, (2) Strengthening disaster risk governance to manage disaster risk, (3) Investing in disaster risk reduction for resilience and (4) Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.

3. 2015 CDEM CAPABILITY SNAPSHOT

3.1. HIGH LEVEL PROGRESS ON THE NATIONAL CDEM STRATEGY

3.1.1. National level overview

Figure 6 shows steady progress has been made by the CDEM Groups since 2012 with performance improvements across all goals and enablers. National CDEM performance is determined by the average score across each of the 16 CDEM Groups. At a goal /enabler level, comparisons of the scores between 2012 and 2015 show that improvements in CDEM performance have been made across the board, with the most notable improvements in Goal 2 and Enabler 1. Enabler 1 is the most improved area suggesting that strengthened management and governance of CDEM has significantly contributed to improvements in all areas.

| | | | | | | | |
|------|--------|--------|--------|--------|-----------|-----------|----------------|
| 2015 | 72.4 | 69.7 | 72.2 | 56.8 | 77.5 | 66.2 | 70.3 |
| 2012 | 62.9 | 57.6 | 67.5 | 46.8 | 58.1 | n/a | 58.8 |
| | Goal 1 | Goal 2 | Goal 3 | Goal 4 | Enabler 1 | Enabler 2 | National Score |

| | | | | |
|------------|-----------|----------|----------|-----------|
| Developing | Advancing | | Mature | |
| 40 – 59% | 60 – 69% | 70 – 79% | 80 – 89% | 90 – 100% |

- Goal 1: Increasing community awareness, understanding, preparedness and participation in civil defence emergency management
- Goal 2: Reducing the risks from hazards to New Zealand
- Goal 3: Enhancing New Zealand's capability to manage civil defence emergencies
- Goal 4: Enhancing New Zealand's capability to recovery from civil defence emergencies
- Enabler 1: Governance and management arrangements support and enable civil defence emergency management
- Enabler 2: Organisational resilience supports effective crisis management

Figure 6: High level comparison of Goal/Enabler scores in 2015 and 2012.

3.1.2. CDEM Group level overview

Figure 7 shows the distribution of CDEM Group scores in 2015 and 2012. The delineation between the 'developing' and 'advancing' score categories shows that in 2015, all 16 CDEM Groups attained a performance ranking of advancing or higher. This is a significant improvement on the 2012 scores, where only nine CDEM Groups scored in the advancing score category. The red and green arrows indicate the 'clusters' of CDEM Group scoring in both 2015 and 2012. In 2015, the largest proportion of CDEM Groups sit within the 60 – 69% cluster.

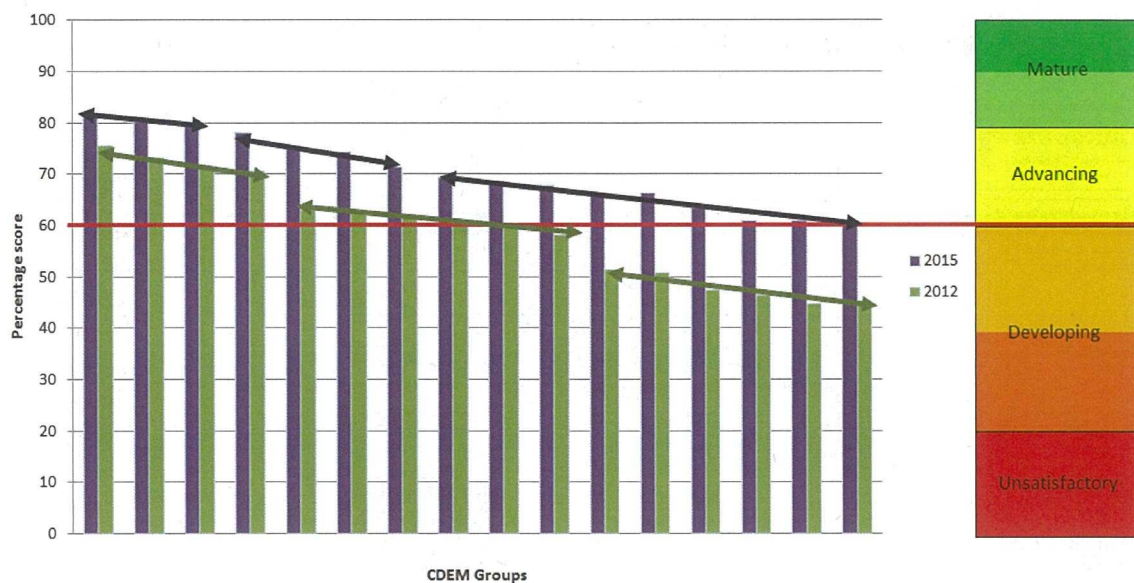


Figure 7: 2015 and 2012: Distribution of CDEM Group scores

A comparison of goal and objective level performance in 2015 and 2012 can be seen in figure 8. The lower scoring areas from the 2012 assessment can be seen in the orange coloured boxes, namely objectives 1C; 1D; 2B; 2C, 5D and all of Goal 4. In 2015, these show improvements in all areas (excluding Goal 4), having moved from the ‘developing’ into the ‘advancing’ score category. In addition, objectives that scored in the ‘advancing’ category in 2012 have increased their scores further in the 2015 data.

Although the national average scores provide a broad brush indication of CDEM performance in New Zealand, there are significant variations in performance scores between CDEM Groups. These are for a range of reasons that are discussed further in section 4.

To illustrate this variation, the highest and lowest scoring CDEM Groups are compared in Figure 9.

Similarly, within each of the objectives, there are also variations of higher and lower performing indicators at both CDEM Group and local authority level that illustrate trends in the uptake of CDEM at a more operational level (see sub-section ‘Performance Improvements by CDEM Indicator’).

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One |
|---|---|--|---|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Ensuring all agencies have the structures and authorities to be able to reduce risks, be ready for, respond to and recover from civil defence emergencies |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Ensuring compliance with relevant legislative frameworks |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: Implementing effective organisational structures for CDEM |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensuring agencies have funding for CDEM |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | 5D: Ensuring agencies are able to function to the fullest possible extent during and after an emergency |

2012:
Average national CDEM performance across goals and objectives

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One | Enabler Two |
|---|---|--|---|--|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Governance and management arrangements support and enable civil defence emergency management | Organisational resilience supports effective crisis management |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Implement effective organisational structures for CDEM | 6A: Organisational resilience is developed through risk management and planned strategies |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: CDEM Group culture positively influences the effective delivery of CDEM | 6B: Organisational resilience is developed through adaptive capacity |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensure agencies have funding for civil defence emergency management | |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | | |

2015:
Average national CDEM performance across goals and objectives

| Unsatisfactory | Developing | | Advancing | Mature | |
|----------------|------------|----------|-----------|----------|-----------|
| 0 – 19% | 20 – 39% | 40 – 59% | 60 – 79% | 80 – 89% | 90 – 100% |

Figure 8: Comparison of performance by goal and objective in 2012 and 2015

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One | Enabler Two |
|---|---|--|---|--|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Governance and management arrangements support and enable civil defence emergency management | Organisational resilience supports effective crisis management |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Implement effective organisational structures for CDEM | 6A: Organisational resilience is developed through risk management and planned strategies |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: CDEM Group culture positively influences the effective delivery of CDEM | 6B: Organisational resilience is developed through adaptive capacity |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensure agencies have funding for civil defence emergency management | |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | | |

2015:
Highest
scoring
CDEM
Group

| Goal One | Goal Two | Goal Three | Goal Four | Enabler One | Enabler Two |
|---|---|--|---|--|---|
| Increasing community awareness, understanding, preparedness and participation in civil defence emergency management | Reducing the risks from hazards to New Zealand | Enhancing New Zealand's capability to manage civil defence emergencies | Enhancing New Zealand's capability to recover from civil defence emergencies | Governance and management arrangements support and enable civil defence emergency management | Organisational resilience supports effective crisis management |
| 1A: Increasing the level of community awareness and understanding of the risks from hazards | 2A: Improving the coordination, promotion and accessibility of CDEM research | 3A: Promoting continuing and coordinated professional development in CDEM | 4A: Implementing effective recovery planning and activities in communities and across the social, economic, natural and built envts | 5A: Implement effective organisational structures for CDEM | 6A: Organisational resilience is developed through risk management and planned strategies |
| 1B: Improving individual and community preparedness | 2B: Developing a comprehensive understanding of New Zealand's hazardscape | 3B: Enhancing the ability of CDEM Groups to prepare for and manage emergencies | 4B: Enhancing the ability of agencies to manage the recovery process | 5B: CDEM Group culture positively influences the effective delivery of CDEM | 6B: Organisational resilience is developed through adaptive capacity |
| 1C: Improving community participation in CDEM | 2C: Encouraging all CDEM stakeholders to reduce the risks from hazards to acceptable levels | | | 5C: Ensure agencies have funding for civil defence emergency management | |
| 1D: Encouraging and enabling wider community participation in hazard risk management decisions | | | | | |

2015:
Lowest
scoring
CDEM
Group

| Unsatisfactory | Developing | | Advancing | Mature | |
|----------------|------------|----------|-----------|----------|-----------|
| 0 – 19% | 20 – 39% | 40 – 59% | 60 – 79% | 80 – 89% | 90 – 100% |

Figure 9: Illustrating the variation in CDEM performance - highest and lowest scoring CDEM Groups (2015)

Whilst the CDEM Group scores contribute towards a national picture of improved CDEM performance, some CDEM Groups have made greater improvements than others.

With a vision of continuous improvement, MCDEM set performance targets for each of the CDEM Groups after the first National Capability Assessment Report to encourage a consistent rise in performance across the country. Greater levels of improvement were required for the lower performing CDEM Groups, with lower performance improvements required for the already high performing CDEM Groups.

Figure 10 compares the scores from the 2012 capability assessment round against scores from the 2015 round, alongside the target score set by MCDEM. The greatest levels of improvement are shown by those CDEM Groups that have the most diverging scores between 2012 and 2015.

The 2015 data shows that 11 of the 16 CDEM Groups met or came close to their target score (half exceeding their performance targets, and a further three CDEM Groups only narrowly missing their target by less than 2%). The six most improved CDEM Groups increased their overall score between 17 and 26% on their 2012 score. Three CDEM Groups scored 80% or more in their capability assessments with these scores sitting in the 'mature' score category. These are significant and impressive achievements for these CDEM Groups.

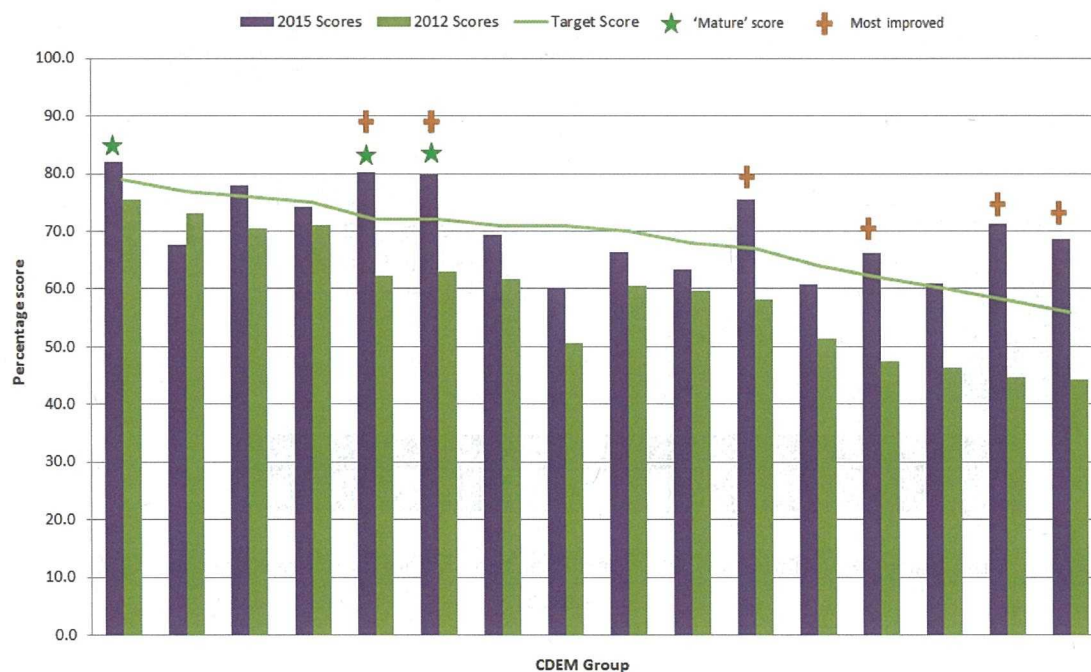


Figure 10: 2015 and 2012 Capability Assessment scores and target by CDEM Group

3.2. PERFORMANCE IMPROVEMENTS BY CDEM INDICATORS

Within each of the objectives of the National CDEM Strategy, there are clusters of performance indicators and measures that illustrate the functional delivery of CDEM (e.g. public education, controllers, capability development, recovery planning etc.). As part of the analysis of these functional areas, it became apparent that much of this activity sat within the 'advancing' category. Whilst the capability assessment tool had only one broad scoring area of between 60 – 79% for the advancing category, for the purposes of national granularity, this has been split into two sub scoring areas to better illustrate where the vast majority of CDEM delivery areas lie.

The scoring areas and percentage ranges used during the analysis of national data are illustrated below which excludes the unsatisfactory score category as no national data fell in this range.

| Developing | Advancing | | Mature | |
|------------|-----------|----------|----------|-----------|
| 40 – 59% | 60 – 69% | 70 – 79% | 80 – 89% | 90 – 100% |

Figure 11: Maturity matrix scoring used for this national report

Figure 12 shows the range in performance across the maturity matrix for the varying CDEM functional areas across the scoring range.

| Developing | Advancing | | Mature |
|---|---|---|---|
| Logistics Critical resources Recovery planning Recovery managers Recovery implementation Community resilience monitoring | Volunteers Investment in social capital Community resilience programmes Community preparedness Reducing risk from hazards Welfare planning / delivery Planned organisation resilience | Public education Public information management Availability of hazard info. Public awareness of hazards Hazard research Capability development EOC staffing Exercising Multi agency collaboration Controllers Lifeline utilities CDEM planning & monitoring Adaptive organisational resilience CDEM Governance | Public Information Managers EOC facilities Warning systems CDEM management |

Figure 12: Maturity matrix overview of indicators 2015

3.2.1. Mature score indicators (80 – 89%)

CDEM functional areas that sit within the mature scoring category include Public Information Managers (PIMs); Emergency Operations Centre (EOC) facilities, warning systems, and management and governance. These four functional areas are consistently stronger within most CDEM Groups.

Scores for public information management were consistently high across the country. This was one of the few areas illustrating the effect of good CDEM integration within local authority service delivery. Most PIMs tended to be communications professionals with well-established networks and practices for communicating with the public. With some supplementary training for transitioning this into emergencies, the PIM function tends to be well connected to the emergency management team and is generally quick to fulfil the role as emergencies unfold.

EOCs and warning systems are two of the response functions that are the most regularly activated and tested, with strong scores across the CDEM Groups indicating confidence in these areas.

The strong scores within CDEM management specifically considers the performance of the Coordinating Executive Groups. A key theme identified in the 2012 National Capability Assessment Report was the need to build better foundations for CDEM – namely the leadership, structure, funding and culture of CDEM Groups – in order to drive progress. Coordinating Executive Groups have assumed a greater responsibility for overseeing CDEM activity, with a number of CDEM Groups reviewing their management and governance arrangements in the intervening years. Coordinating Executive Groups have ensured a greater engagement and accountability for CDEM performance, and have in general assumed a more active leadership role. This change has contributed to noticeably improved performance in those CDEM Groups that took action, which is reflected in the much improved scoring in this area nationally.

3.2.2. Advancing score indicators (60 – 79%)

There are a number of CDEM functions that sit at the upper end of the advancing category that have strengthened to a greater or lesser degree since the previous national capability assessment report. Notable gains have been made in building the capability and capacity of controllers, EOC staffing and multi-agency collaboration.

Gains in these areas are in part due to collaboration across CDEM in building response capability through the Controller Development Programme and the Integrated Training Framework (ITF). The ITF is led by CDEM Groups and supported by MCDEM, and has created a tiered approach to building capability across a range of response functions. Although a work in progress, it has contributed significantly to the growing skill base within the EOC environment. In addition, stewardship by Coordinating Executive Groups to ensure that the right number of EOC staff are identified, trained and exercised is growing which also supports an enhanced response performance. The inclusion of multi-agency staff in capability building creates foundations for connectivity between agencies during emergencies. These are still areas of progress and continued investment in them will yield stronger gains over time.

Other areas that sit within the upper end of the advancing category include:

- public education;
- the public's awareness of hazards;
- the availability of hazard information and hazard research;
- CDEM planning and monitoring;
- adaptive organisational resilience;
- lifeline utilities; and
- CDEM governance.

At the lower end of the advancing score category are a number of emerging functions that are gaining traction across CDEM Groups. The growing acknowledgement that the community is a vital component of response management means CDEM Groups are investing in community response planning. Some CDEM Groups are moving beyond having communities simply 'prepared' for disasters. They are working alongside communities to enhance 'networks of networks' that can support communities beyond response and into recovery. By understanding the existing community fabric of an area and their particular vulnerabilities, CDEM Groups can support communities in planning to manage these vulnerabilities. This is discussed further in section 4.

Business continuity planning scored poorly in the first National Capability Assessment Report. This area has been split into two key areas (see enabler 2), that considers the formalised, planned strategies and work programmes that organisations implement, alongside the more adaptive, cultural aspects that help organisations navigate crisis situations. Whilst measures that consider the more 'intuitive behaviours' of crisis management score well (upper end of advancing), the elements of planned organisational resilience are still a work in progress for most CDEM Groups.

Welfare planning and delivery, and reducing hazards are also at the lower end of the advancing score category. Although there is a growing acknowledgement of the need to shift the focus away from response management and into risk reduction, these performance areas still require further development.

Many local authorities have programmes of work that support reducing risk, for example within their asset management and regulatory services, but the connectedness of this activity with the wider remit of CDEM remains weak.

Overall accountability for welfare planning and delivery has yet to bed down across New Zealand and planning is still in the early stages. Despite some shifts in leadership for the respective welfare sub-functions, these responsibilities are not new. Generally the weaker scores across welfare planning and delivery reflect CDEM's enhanced understanding of what constitutes effective welfare delivery following the Canterbury earthquakes. There is much to do and CDEM Groups and stakeholders need a more focused programme of work that supports communities that are affected in the short, medium and long term following significant emergencies. In-roads in welfare planning will also support improved recovery outcomes and this is discussed further in section 4.

3.2.3. Developing score indicators (40 – 59%)

At the lower end of the national scoring picture are logistics management, management of critical resources, recovery planning, recovery managers, recovery implementation, and community resilience monitoring.

Logistics management and critical resources are functions of response management that are not often well practised, with many CDEM Groups feeling less confident in these areas. The recent publication of the Director's Guideline *Logistics in CDEM: Director's Guideline for Civil Defence Emergency Management Groups [DGL 17/15]* is timely and can support CDEM Groups to better understand and plan for these critical response functions, and in turn gain more confidence in these areas. This will be supported in the future by the development of logistics management training as part of the ITF.

The three functional areas relating to recovery (namely recovery planning, recovery managers and recovery implementation) are consistently weak across CDEM and reflect an anticipation of change within the recovery discipline following the Canterbury earthquakes. Recovery managers lack formalised professional development, and current recovery capability focuses more on the production of recovery plans than the activities that bring these to life. The subject of recovery is discussed further in section 4.

Community resilience is an emerging CDEM function and while scores for its delivery sit in the lower end of advancing, how to usefully monitor the effectiveness of these programmes of work is still an area of development.

4. KEY THEMES

1.1. 2012 CDEM CAPABILITY ASSESSMENT KEY THEMES: REVIEW AND UPDATE

Following the first capability assessments (2009 – 2012), the 2012 National Capability Assessment Report identified five key themes. This section reviews those findings and provides a short update on their relevance to the 2015 Capability Assessment Report.

4.1.1. The Challenges of Undertaking CDEM

This theme examined the priority afforded to CDEM: who delivers it, how CDEM is perceived, and the challenges smaller councils face in meeting their obligations under the CDEM Act 2002.

Since 2012, the role of the traditional emergency management officer (EMO) 'being all things to all people' with a somewhat dated focus on response, has shifted. Smaller rural local authorities have sought partnerships with their neighbours to share this critical resource, and the concept of crisis management has become everyone's business rather than the EMO's to sort out.

However challenges remain in 2015 as local authorities have an ever-increasing statutory responsibility across a broad spectrum of legislation. What remains clear is that where a local authority experiences challenges in its business *prior* to an emergency, these challenges are unlikely to improve *following* an emergency. The ongoing professionalisation of CDEM Groups and stakeholders in respect of response management has provided confidence for local authorities, with a general feeling that they are able to support their communities through an emergency.

4.1.2. Integrating Emergency Management in Councils

This theme explored the breadth and depth of CDEM (as per the CDEM Act 2002) and the wide range of activities delivered by local authorities and partner agencies – with a particular focus on how this wider contribution was poorly understood. CDEM was seen as an activity that 'sat on the edge' of council business that was largely forgotten until an emergency. This theme explored the activities beyond traditional EOC-focused readiness and response, highlighting risk reduction and recovery planning as the 'poor' and 'poorer' cousins of CDEM delivery.

Whilst in 2015 neither of these areas is 'solved', there is a growing understanding of how both risk reduction and recovery planning strategically inform council business and make good business sense.

4.1.3. Getting the Foundation Right: Leadership; Structure; Funding and Culture

This theme examined some of the key success factors of higher performing CDEM Groups in 2012. Attributes such as an engaged leadership that is cognisant of its role and responsibilities; structures that interface well with each other; funding arrangements that are transparent and drive accountability, and a strong cultural tempo that reflects aspirations of continuous improvement, deliver tangible CDEM outcomes for the organisation and the community. Those CDEM Groups that scored lowest had the least number of these attributes, with some having almost none.

In 2015 there are a number of CDEM Groups that have clearly reflected on this theme and have proactively sought to address it – these are the CDEM Groups who have made the most significant performance improvements in 2015, which is a clear reinforcement of the importance of this theme.

4.1.4. Partnerships in CDEM

This theme identified the critical need for strong partnerships with a broad range of agencies for successful CDEM delivery. It examined the extent to which partner agencies contribute, where they engage (if at all); and the role CDEM has as a supporting rather than lead agency.

In 2012, the most successful CDEM Groups had partners that were far and wide reaching (particularly in welfare, lifelines, and community preparedness). Successful CDEM Groups had emergency services represented at Coordinating Executive Group from a management and governance perspective and led strong Emergency Service Coordinating Committees with an emphasis on response planning.

In 2015 this is still very much the case. Strong emergency services relationships at a CDEM Group level are supported by practical engagement by local stations at a local authority level. Relationships are built and collaborative training and exercising occurs. However, this level of performance varies significantly between CDEM Group to CDEM Group and over time, as much of this relies heavily on individuals rather than systemic policy – and points of contact with the emergency services change fairly frequently.

A further issue raised in this theme was the role that CDEM plays as a lead or support agency. In 2012, few CDEM Groups fully understood the contribution they make as a support agency. The publication of the second edition of the Coordinated Information Management System (CIMS) manual in 2014 clearly articulated the concepts of 'lead' and 'support' agency during a response. In 2015, particularly with the changes in welfare delivery, the value that CDEM Groups bring as a support agency is more widely understood by partner agencies and local authorities.

4.1.5. The New Way to Approach Community Engagement

This theme considered the maturing of CDEM since the CDEM Act 2002. Whilst in 2012 some CDEM Groups were still very much focused on response management in a lead agency environment, many were considering wider functions. The concept of CDEM Group performance in the context of

'developing', 'advancing' and 'mature' score zones examined what CDEM delivery might look like across a range of functions. It introduced approaches for engaging the community in CDEM and how this might best be achieved, and sowed seeds of an idea of community resilience as a significant contributing factor to successful CDEM outcomes.

In 2015, the performance categories formed the basis of the Capability Assessment Tool with CDEM Groups focused on raising their previous performance scores. This has been realised with all CDEM Group scoring 60% or more (advancing score category), including three Groups scoring within the lower end of the mature score category (80% or greater). The term resilience has been used extensively to describe a range of states – predominantly with a focus on preparations that allow communities or organisations to absorb shocks, adapt to a new normal and thrive in the face of change.

4.2. 2015 CAPABILITY ASSESSMENT KEY THEMES AND CONSTRAINTS

During the course of interviewing and through the analysis of CDEM Group data, there were a number of recurring themes that seemed to be either constraints to or enablers of effective delivery of CDEM. These are explained below.

4.2.1. From Response to Risk and Resilience

Scores across Goal 3 (the capability to manage civil defence emergencies), generally indicate that some 13 years on from the introduction of the CDEM Act 2002, there is a strong confidence across CDEM Groups of their response arrangements. Whilst this varies somewhat between the 16 CDEM Groups (predominantly based on response capacity and an absence of regular emergencies or 'testing'), CDEM Groups have collectively been exposed to managing small and medium-sized emergencies and, since the Canterbury earthquakes of 2010 and 2011, larger emergencies.

The need for multi-agency collaboration, clear response arrangements and engagement with communities has driven the majority of CDEM work programmes for many years. This environment has changed over time, with many CDEM Groups adjusting their operational arrangements in favour of shared service models aiming to provide a layer of professionalism across the range of activities that CDEM Groups undertake. This has in turn galvanised further collaborative work that will enhance the capability of key role holders through the introduction of the Controller Development Programme, and the development and implementation of the Integrated Training Framework; both aiming to define minimum competency standards.

However, data in 2015 suggests that the effort invested in building this response capability may have had detrimental effects on other areas within the 4Rs⁵; namely the areas of risk reduction and recovery. A range of 'think pieces' (see footnote 2), and work at a national level have aligned and reinforced the view that 'being ahead of the curve' and shifting the focus from managing disasters to managing risk may yield greater benefit over time.

In order to test the temperature of CDEM Groups with respect to risk reduction, the capability assessment tool for Goal 2 (reducing the risks from hazards) was revised in an attempt to see where risk reduction efforts are currently applied at a local and Group level. Data suggested that whilst as a nation we are fairly good at investing effort in research, the ability to directly translate that knowledge into risk management was less obvious (with some exceptions where emergencies have occurred in the past).

Even where CDEM Groups or local authorities explore the tension between infrastructure improvement options (for example stop-banks; larger storm water drainage) and other management options (such as special land management policies; public purchase of specific at-risk properties), there is an inconsistent approach in consulting with affected communities to identify appropriate risk treatment options. In addition, there is almost no work that re-quantifies the residual risk post-

⁵ The 4Rs are Reduction, Readiness, Response and Recovery.

intervention, nor any deliberate transference or ‘hand off’ of that residual risk to emergency management professionals for preparedness planning (figure 13).

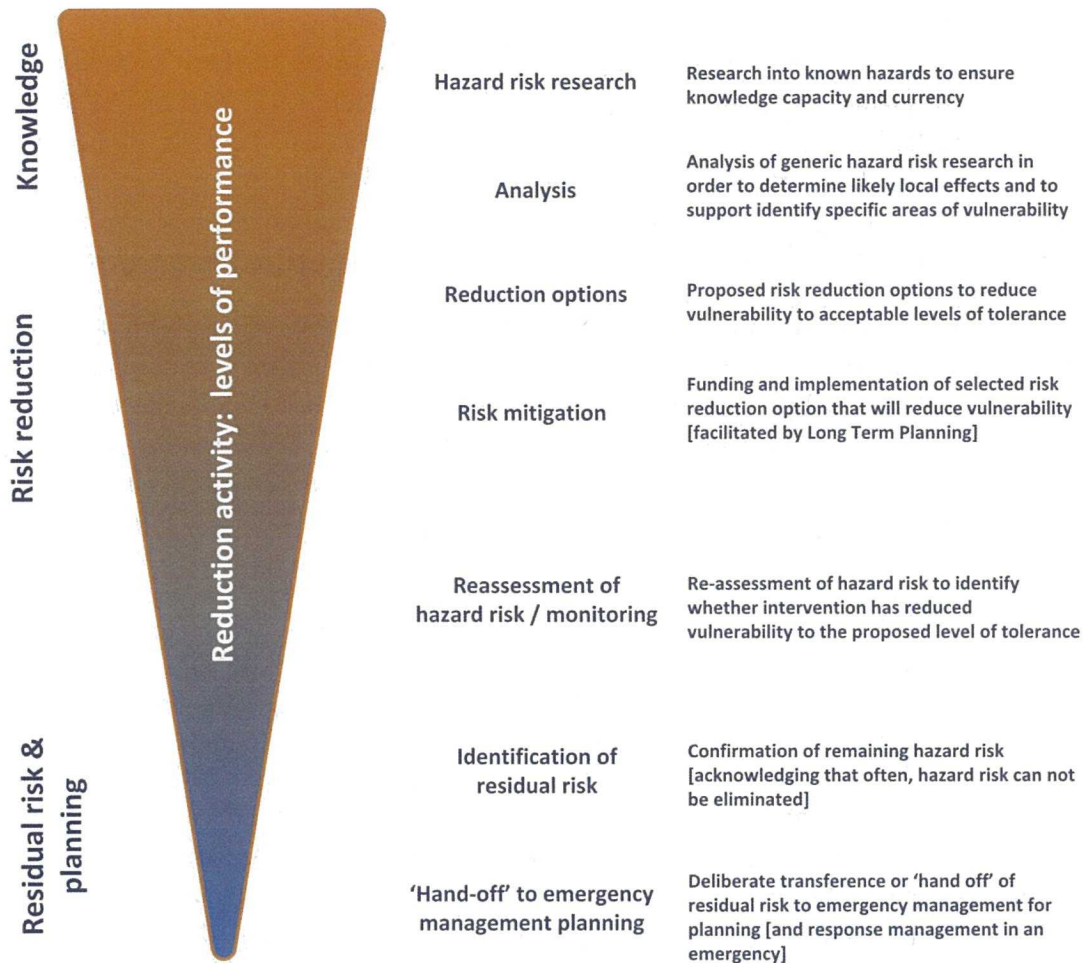


Figure 13: Reduction activity: levels of performance in New Zealand (schematic)

There are some notable examples where this linear approach to risk reduction is working well within local authorities; however, the Coordinating Executive Group rarely owns progress in this area. This suggests that whilst a risk management approach may well exist, it tends to occur at a local authority level without much collective risk reduction oversight at a CDEM Group level.

Aligned to risk reduction are the efforts in building ‘resilience’ at a community level. There is much discussion and activity around the development of Community Response Plans which generally provide for arrangements at a community level in the event of an emergency. Community response planning occurs in a range of settings (usually driven by the community) and has had the greatest traction in more rural areas, or those areas with an obvious hazard (i.e. coastal communities and tsunami risk).

Many CDEM Groups are delivering community response plans to or with the community, but often without an overarching consideration as to the purpose. Community response plans are usually supported by CDEM professional staff, often without engagement from other partners or stakeholders and tend to be focused on early provision of community level support (self-help and/or

community led centres), and an ability to be the on the ground eyes and ears for Emergency Operations Centres.

Some CDEM Groups have expanded the community response plan concept to have a more 'community resilience' focus (rather than preparedness). This means an emphasis on building contacts with neighbours and connecting networks within neighbourhoods for ongoing benefit (a community development approach rather than a response planning one). However, resilience in its broadest sense doesn't stop there. If 'being ahead of the curve' is beneficial, it may also be appropriate to look at how a resilience building approach affects a range of interventions at differing levels; i.e. at individual, household, community, government, business (asset) and societal levels.

During the capability assessment interview process, if the interview team asked interviewees not to talk specifically about their response arrangements, most were often confused as to what the interview team wanted to hear. When asked to talk about the work their organisation did to strengthen resilience, most were able to talk at length about the range of activity that was already underway. This suggests that resilience building in its broadest context is not necessarily a new idea for many organisations – it's just that perhaps this focus is not currently seen as a core outcome of CDEM.

4.2.2. The Effect of 'Reach' on CDEM Performance

Reach relates to the value CDEM Groups get from strong connections across council business units, partner agencies and ultimately the community. Although many local authorities have sought to combine CDEM resources through shared service models, there is an ongoing assumption by many CDEM Groups that CDEM is delivered primarily by a handful of 'CDEM professionals'. The challenges identified within the theme of 'Integrating Emergency Management in Councils' (2012 National Capability Assessment Report) still exist in 2015.

Interviews indicated that the majority of CDEM work plans consist mainly of core readiness and response activities delivered by CDEM professional staff. The topics below are featured regularly in reporting to Coordinating Executive Groups and Joint Committees (the mandated management and governance entities):

- Public education and preparedness;
- EOC maintenance and testing;
- Capability development and exercising;
- Lifelines; and
- Welfare

Interviewees were asked to consider how other council business units (or partner agencies) support in the delivery of CDEM outcomes. Most indicated that the responsibility for the delivery of CDEM rested predominantly with the CDEM professional staff, rather than it being embedded horizontally across the organisation as a core function. There were some good examples where the 'reach' afforded by engaging more widely with partners and stakeholders was better understood. The contribution by CDEM stakeholders in the delivery of welfare and lifelines was often cited, but in

many cases these were two of the least accountable and least discussed areas at the Coordinating Executive Group.

The purpose section of the CDEM Act 2002, clearly describes CDEM more broadly than response management, and is quite specific about the need for the coordination of planning and activities 'across a wide range of agencies and organisations'.

Those CDEM Groups that demonstrated the greatest reach were not necessarily the highest scoring during the capability assessment programme. Those CDEM Groups that are already working across various local authority business units, and with CDEM stakeholders in meeting the vision of a 'Resilient New Zealand' or region, have many levers to pull.

Although the alignment of this activity may still be work in progress, connecting relevant work streams across councils and CDEM stakeholders may yield the greatest opportunity for improvement. An oversight of this activity by the Coordinating Executive Group will ensure that all agencies share the responsibility.

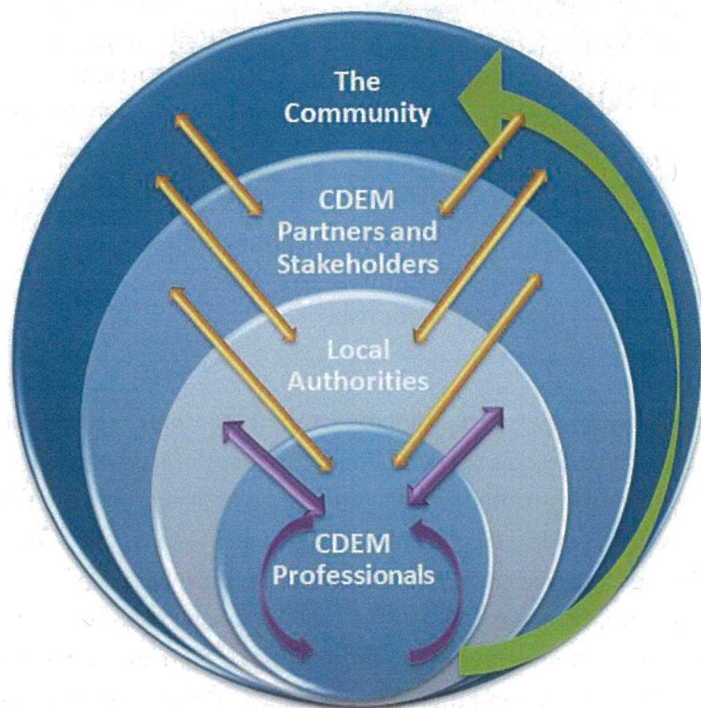


Figure 14 outlines that for some CDEM Groups, the activities of CDEM professional staff and some local authority business units was the extent considered when scoring the capability assessment tool (purple lines), with perhaps some direct engagement with the community (green line). For other CDEM Groups, scoring considered the benefits afforded by engaging across each of the circles (orange lines).

Figure 14: Expanded CDEM "reach" afforded by concentric circles of activity

Although this approach is more complicated to account for, recognition of the breadth of activity across CDEM stakeholders in building more resilient communities better reflects the intention of the CDEM Act.

The Coordinated Executive Group's ownership of a more integrated approach and a facilitation of strategic discussions with CDEM stakeholders could ensure that this connected approach is seen as a priority, which could in turn help join up work that is delivering similar outcomes.

4.2.3. Considering Exposure and Vulnerability, Scale and Complexity

One issue that was raised throughout the capability assessment process was that many local authorities (and hence CDEM Groups) felt that their circumstances were different from other local authorities. Some of this 'uniqueness' was described as differing hazards, exposure to hazards, and social fabric of its communities.

What became clear was that there isn't a 'one-size-fits-all' approach for CDEM. For each CDEM Group and their respective local authorities, different considerations were needed to address risk, exposure and vulnerability.

Whilst the individual elements that create risk may vary across New Zealand, the risks CDEM Groups face are comprised of the same basic components; hazards, exposure and vulnerability (figure 15). It is the variance in these components that creates different levels of risk.



Figure 15: Understanding our risk

Understanding the hazard scape was nearly always cited as an important factor informing CDEM planning. However, this was most often articulated as understanding the *types* of hazards that could eventuate, and the *probability* of them occurring. Understanding the range of likely consequences of different hazards – in terms of exposure and vulnerability of communities and their assets – was cited far less, and it was not clear whether this was really understood as a critical factor in understanding overall risk (and ability to prioritise work as a result). Within each CDEM Group there are council business units and/or agencies that understand the hazard scape, there are others that understand their exposure, and others that understand their vulnerabilities. What appeared to be less obvious, in most cases, was any mechanism to examine all three components together.

There were notable examples in the more rural councils where potentially affected communities cope better. They understand how likely it is that electricity or that telecommunications can be disrupted (hazard consequences), and tend to adapt their lives accordingly. There appeared to be a better community connectedness and an inherent resilience at a rural level. However, the implications of electricity or communication outages within urban environments (particularly CBD areas) seemed to be more acute, with urban populations having less well established coping mechanisms. There also appeared to be additional layers of complexity afforded by commerce,

fragile and interdependent infrastructure, tourists and transient populations - all of which are rarely systemically addressed by CDEM.

Further to this is the issue of scale. For many CDEM Groups, planning considerations address known or likely consequences – generally those that have been experienced in previous emergencies. The Canterbury earthquakes in 2010 and 2011 provided an insight and catalyst for CDEM Groups to consider a more catastrophic ‘what if’ consequence for their own communities. For New Zealand’s larger cities, scale and complexity are already factors informing the way forward, including resilience programmes and intergenerational infrastructure investment. For other local authorities, particularly smaller city council areas, attempts to apply CDEM approaches that are more successful in rural areas may not be an appropriate solution for urban environments. A better understanding of local exposure and vulnerability may inform prioritisation of work that seeks to redress this.

4.2.4. Recovery Planning: Planning to Thrive?

Recovery is the weakest scoring area within the capability assessment tool by national average. The tool examines two main objective areas: the structures and arrangements in place to steward recovery, and the functions or approaches that Groups would undertake during recovery. Neither scores more strongly than the other.

Where individual CDEM Groups scored above the national average for recovery, these tended to be CDEM Groups that had recently experienced an emergency or had emergencies fairly regularly. In these instances, the events tended to be at the small-to-medium scale. Nevertheless, this provided opportunity to ‘test’ arrangements more frequently than those CDEM Groups that had not experienced an emergency in the recent past.

Figure 16 illustrates the recovery parameters influenced by the severity and duration, and the size of the affected area. Very few emergencies within New Zealand have occurred on the right hand side of the diagram. Impacts of the types of events that sit on the right hand side are generally poorly understood by local authorities, as are the subsequent impacts on long term planning.

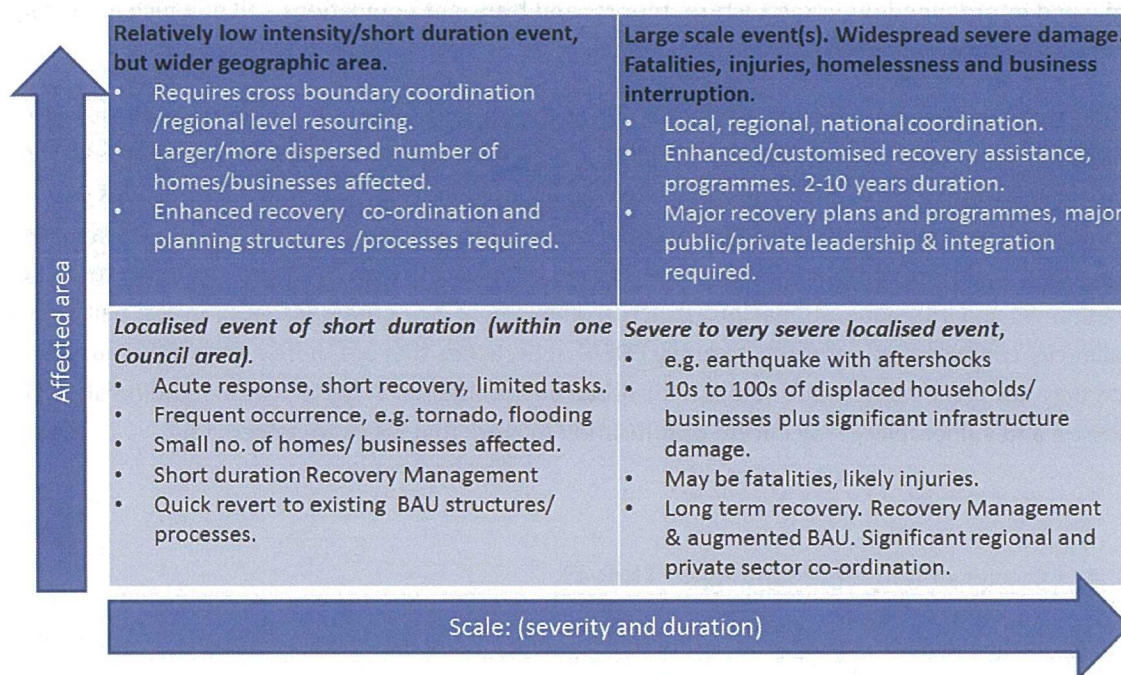


Figure 16: Recovery impacts from increased scale or affected area (*adapted from Simon Markham, Manager Strategy & Engagement (and Recovery Manager), Waimakariri District Council*).

During interviews, most respondents were clear that their recovery capabilities needed to improve, particularly around any aspect of recovery that was not focused on assets. During discussions there was a feeling that Recovery Managers themselves felt un-prepared for the role and had little opportunity for training or exercising. Generally, having recovery added onto their already busy role meant that the relationships needed for effective recovery planning and delivery were rarely established. A lack of confidence, a reliance on a recovery plan that often had no real implementation plan behind it and a general disinterest at an organisational level contributes to the poor performance within recovery. In summary, recovery has not been considered a priority.

When the issue of recovery planning was raised during interviews, senior managers generally felt that there was an appropriate level of insurance, and that access to emergency funds would support effective recovery. Very seldom did any interviewee discuss the potential effects of recovery on long-term planning or the potential fiscal impact on the council or business community. Recovery was very much seen as a ‘dust-pan and brush’ activity after the emergency itself. Strategic discussions about risk appetite, risk management, intergenerational investment through risk reduction and resilience approaches such as ‘build back better’ or retreat were generally thought of as ‘too difficult’ and an unlikely consequence.

Alongside the strategic considerations, there was little activity within the social recovery space. In addition to the impacts of the emergency itself, there appears to be little planning for the ongoing shocks and stressors that recovery can present (e.g. changing schools, unemployment, navigating insurance companies and EQC) and the effects of these on individuals along with the compounding effects this may have on the management of social recovery. Coordinating Executive Groups have

yet to connect the extensive 'Welfare Services in an Emergency'⁶ reform work with successful social recovery outcomes. A failure to effectively steward welfare planning is likely to have repercussions during recovery following a significant emergency where communities are greatly affected. The work of the Canterbury Earthquake Recovery Authority (CERA) through its wellbeing index examines a breadth of indicators that take a 'temperature gauge' of how people are coping post-earthquake. Over time, this data has attempted to provide evidence for nimble adaptation of interventions to help people recover from the ongoing and cumulative effects of recovery. CDEM Groups could consider the areas of the wellbeing index⁷ as part of their own social recovery planning.

Recovery options are complex, expensive and require strategic discussions, without which, CDEM Groups potentially face raising expectation about future environments or creating a 'menu without prices'. There were examples during the interviews where local authorities were able to cite investment in asset renewal programmes that leverage from technological advances. These 'betterment' programmes are likely to yield improved recovery outcomes from an asset perspective. These are incremental but will provide benefit to the end user over time through minimising the risk of disruption. Rarely does the Coordinating Executive Group have a collective oversight of this cumulative risk reduction.

At the time of writing this report, legislative changes are proposed that will provide for extra powers in recovery and require CDEM Groups to have appointed a recovery manager (akin to requirements for Group Controller), alongside a requirement to have prepared a strategic recovery plan. It is the implementation of these changes, however, that will, in part, be critical to supporting improved recovery arrangements. Notwithstanding the fact that over the coming years, lessons from the Canterbury earthquakes will inform recovery thinking, for now, Coordinating Executive Groups and CDEM stakeholders may like to consider how the breadth of its normal business functions would be delivered rapidly to support rebuilding communities that thrive, not simply survive.

⁶ Welfare Services in an Emergency; Director's Guideline for Civil Defence Emergency Management Groups and agencies with responsibilities for welfare services in an emergency [DGL 11/15].

⁷ The CERA wellbeing index considers the areas of: social connectedness, knowledge and skills, economic wellbeing, housing, health, mental wellbeing and safety. <http://cera.govt.nz/recovery-strategy/social/canterbury-wellbeing-index>

5. SUMMARY AND CONCLUSIONS

The capability assessment process has identified some areas where efforts over the last five years have yielded solid improvements for CDEM. Response functions, a general focus on accountability and good customer service have raised the profile of CDEM across all agencies. There is good evidence of the connectivity between response partners and their engagement, not only during emergencies, but in shaping the future of CDEM at the Coordinating Executive Group table.

The collaborative effort to raise the standard of the capability needed to effectively manage emergencies has leveraged expertise across New Zealand. Supported by a range of guidance documentation developed after the Canterbury earthquakes, our response arrangements have matured. However, there are some areas that CDEM Groups need to address to ensure that this response capability is strong in all areas; specifically logistics management and recovery.

A number of think pieces over the last few years have emphasised that a continued focus on the management of emergencies does not reduce the risk of them occurring in the future. Risk is not static. The effects of New Zealand's hazards, our exposure to them and the increasing vulnerabilities of our communities means that new approaches are needed. CDEM is not starting from scratch in this regard.

If the current CDEM focus broadens from the almost exclusive activities of a few CDEM professionals to also consider the many other staff who work to reduce risk and improve resilience, a more comprehensive picture of activity is revealed. With some high level analysis of what is being delivered by local authorities and stakeholders as part of normal business (and under the CDEM banner), there may be opportunities to better connect activity, have an oversight of what is already being done, and spot opportunities to strengthen resilience. CDEM Groups may like to consider this approach as part of, or as a lead into, the revision of its Group Plan.

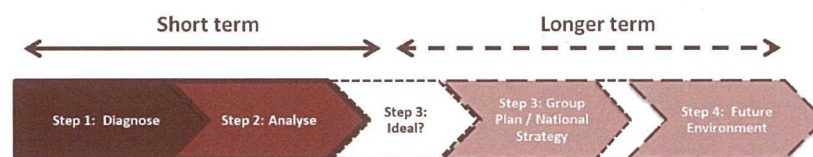
At a national level, the themes raised in this report will inform thinking when developing the National Resilience Strategy (due in 2017), and will guide the implementation of recently completed work (for example, Welfare in an emergency; Logistics management; and the Guide to the National Plan).

5.1. WHAT NEXT? THINGS YOU CAN DO TODAY

In order to improve New Zealand's CDEM performance, CDEM Groups and stakeholders could consider how each of the key themes raised in this report affects current contribution towards CDEM delivery, and factor what can be done to strengthen performance into strategic planning. The CDEM Group planning process may be one avenue.

The table overleaf provides a prompt for agencies to examine the themes highlighted in this report against potential future opportunities. Step 1 suggests an analysis of current activity. Step 2 challenges CDEM agencies to consider what actions could be undertaken immediately with no additional funding or dedicated resources – this is about spotting real opportunities to connect activities or consider things differently. A cross analysis of agency feedback at a CDEM Group level may provide some strategic oversight of where opportunities to strengthen delivery may exist.

DISCUSSION EXERCISE TEMPLATE



- Step 1:** Review current performance and identify factors that contribute to CDEM delivery (positive or negative).
- Step 2:** Consider how delivery could change in the short term to support building capacity.
- Step 3:** Consider what the ideal outcome might be and assign a priority

| | Step one | Step two | Step three |
|---|---|--|--|
| | <i>How does this theme apply to current CDEM delivery?</i> <i>(some example questions to consider)</i> | <i>What can you do to improve in the <u>short term</u>?</i> <i>(no more resources; no more dedicated staff)</i> | <i>What might ideal look like and is it important?</i> |
| | Diagnosis | Analysis of opportunity | Priority |
| From response to risk and resilience | <ul style="list-style-type: none"> What proportion of our work is focused on response planning/management vs risk and resilience? Is risk reduction activity connected to CDEM and is there any collective oversight? Is the current focus on resilience building or preparedness planning? | | |
| The effect of 'reach' on CDEM performance | <ul style="list-style-type: none"> Can we grow our partner base? Do our partners support CDEM delivery? Do we define co-benefits when we work with partners? Is CDEM delivery integrated across council and partners? | | |
| Considering exposure and vulnerability, scale and complexity | <ul style="list-style-type: none"> Do we understand our exposure and vulnerability as much as our hazards? Do we consider the drivers of risk (e.g. building stock, demographics, community connectedness etc.?) | | |
| Recovery Planning: Planning to thrive? | <ul style="list-style-type: none"> Who owns and drives our recovery relationships? Are we building resilience into our asset management? Are we having strategic conversations about how we would approach recovery? And/or the hard conversations about our approach to issues like managed retreat? Do we consider recovery implications on our communities, or how we would or could engage communities on matters of recovery | | |

Attachment 6

Update on Communications Strategy

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

Update on Action Plan – 31 January 2016

| <i>Action Description</i> | <i>Expected Completion</i> | <i>Lead Responsibility</i> | <i>Status</i> |
|--|----------------------------|--|--|
| Develop the Council intranet as the primary internal business support tool | Ongoing | Information Services Team Leader (Janet Greig) | <ul style="list-style-type: none"> A new intranet has been rolled out following an enhancement to Council's Sharepoint (document storage system) improvements to the intranet will be ongoing |
| Develop and implement Corporate Identity guidelines to reinforce our professionalism | Ongoing | Executive Officer (Carol Downs) | <ul style="list-style-type: none"> Style guides are being developed to ensure a consistent look to all Council documents |
| Develop the Council website as the primary customer/resident self-help tool | Ongoing | Information Services Team Leader (Janet Greig) | <ul style="list-style-type: none"> Planning for enhancements to Council's website is underway to look at priorities, resources and funding required. |
| Provide Elected members and staff with training to ensure appropriate standards are maintained | By the end of 2015 | Executive Officer (Carol Downs) | <ul style="list-style-type: none"> Currently on hold |
| Key staff to have undertaken appropriate communications training | By the end of 2015 | Executive Officer (Carol Downs) | <ul style="list-style-type: none"> Currently on hold |
| Investigate and implement (where appropriate) the most effective ways of communicating within and beyond Council | Ongoing | Executive Officer (Carol Downs) | <ul style="list-style-type: none"> The EO will work with the IS Team Leader on communication opportunities. |

January Media Activity

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

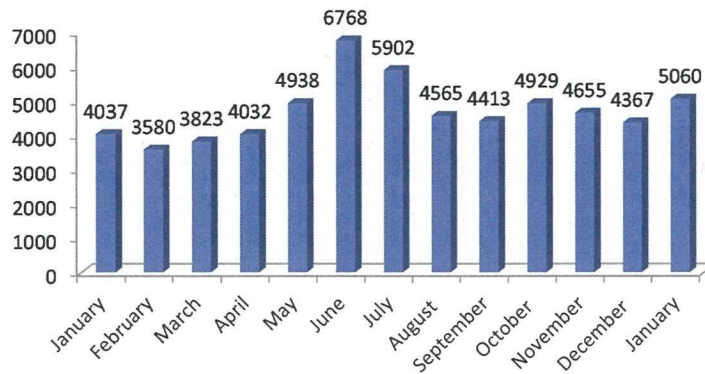
- Rangitikei Bulletin – The first edition for 2016 was published at the end of January, covering the key decisions from the January Council meeting, this featured in the Rangitikei Mail, Central District Times and District Monitor
- Rangitikei Line – the next edition is due out early February
- January media articles in January were light again, only 7 articles relating to Council appeared in local papers, of these 3 were positive, 1 was negative and 3 were neutral.
- Council's website and Facebook page continue to play an important role to keep residents up to date with Council information. RDC is responsible for the Regional Civil Defence/Emergency Management Facebook page during February with regular articles being published on that site.

| Date | Media Channel | Article Heading and Topic |
|---------|---------------------|--|
| 7/1/16 | Wanganui Chronicle | Major work due to begin Three months of major infrastructure work on Wanganui Rd, Marton is about to begin. The project includes the installation of a new water main in the berm, new pipes to all the houses as well as a full road reconstruction. |
| 21/1/16 | Wanganui Chronicle | Authority recoups big Bulls fire costs RDC was reimbursed the costs council covered for the fire in Santoft last February. |
| 27/1/16 | Wanganui Chronicle | Marton and Bulls get make-over Both towns will be getting a 7 day makeover starting in Bulls on the 12 th of February and Marton on the 8 th |
| 28/1/16 | District Monitor x4 | Anne George – (Viewpoint section) Thanks to Athol and his parks team for the hard work on the park and gardens in preparation for the Country Music Festival at Wilson Park. Pam Vernon – (Viewpoint section) Complaint re smell of Bonny Glen landfill and the rubbish that's left behind by the trucks Bulls Holding a 7 Day Makeover Explanation by Council staff on makeover process and how people can participate. Homelessness 'Can't be ignored' Bulls and District Community Trust Chair Jo Rangooni and Community Manager Jan Harris raised concern about this issue at Councils, meeting 28 th January. |

Website Statistics

Activity on Council's website for January:

Website Visits 2015-16



In January 52% of those who visited Council's website were new visitors to the site.

Top Council Webpages Visited (January)

1. Home page
2. Rates/My property
3. Transfer Stations
4. Cemeteries

Top Six Geographical Locations

Visiting the Website (January)

1. Palmerston North area
2. *Auckland
3. *Wellington
4. Christchurch
5. Napier
6. Wanganui

* note smaller areas can be recorded as Auckland or Wellington

Carol Downs
Executive Officer

Attachment 7

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES | | Nov-15, Dec-15, Jan-16 | |
|--|--|---|--------------|
| Performance measures in LTP/Annual Plan | | | |
| What are they: | Targets | Progress for this reporting period | |
| Make decisions that are robust, fair, timely, legally compliant and address critical issues, and that are communicated to the community and followed through | 83% of Annual Plan actions substantially undertaken or completed during the year, all groups of activities to achieve at least 75% of identified actions | Result at 30 September 2015: In progress Of 81 actions identified in the Annual Plan, 56 are being actively progressed. 9 (11%) are fully complete. Next quarterly result due 31 December 2015. | |
| | 75% of planned capital programme expended, all network utilities groups of activities to achieve at least 60% of planned capital | Result at 30 September 2015: Not achieved (pro rata) Total capital expenditure for the first three months was \$879,552 from a total budget of \$18.717 million i.e. 4.7% Next quarterly result due 31 December 2015. | |
| Requests for Service | | | |
| What are they: | Completed on time | Completed late | Overdue |
| General enquiry | 23 | 2 | 0 |
| Feedback requested: | Email/Telephone/Letter | In Person | Not Required |
| Animal Control | 31 | 37 | 21 |
| Council Housing/Property | 1 | 3 | 3 |
| Cemeteries | 1 | 1 | 0 |
| Culverts, Drainage and Non-CBD Sumps | 1 | 0 | 1 |
| Environmental Health | 5 | 0 | 6 |
| Footpaths | 2 | 0 | 1 |
| General enquiry | 15 | 1 | 2 |
| Public Toilets | 0 | 0 | 2 |
| Road Signs | 1 | 0 | 0 |
| Roads | 4 | 0 | 5 |
| Roadside Berm Mowing | 1 | 0 | 3 |
| Roadside Weeds/ Vegetation/Trees | 1 | 0 | 5 |
| Solid Waste | 0 | 0 | 1 |
| Stormwater | 0 | 0 | 1 |
| Street Lighting | 2 | 0 | 0 |
| Wastewater | 0 | 3 | 0 |
| Water | 21 | 8 | 1 |
| Grand Total | 86 | 53 | 52 |

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2015/16 | | | Nov-15 |
|---|---|---|---------------------------------|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| 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 2014/15 Annual Plan 2016/17 | Completed. Input from asset/activity managers for financial and non-financial content to prepare first cut of draft Annual Plan 2016/17. | |
| Elections | Preparation for the 2016 elections | Staff nominated as deputy Electoral Officers attended electoral officer training 12/13 October. | |
| Iwi/Maori Liaison | Key outcomes from Maori Community Development Programme (to be identified) | Decision made at TRAK to recommend MOU arrangement with Ngati Hauiti to continue for 2014/15. Confirmed by Council. Final outcomes from programme in 2014/15 confirmed with Ngati Hauiti. | |
| Council | Delivery of programme of policy and bylaw review (see below) Preparation of order papers that ensure compliant decision-making | On track Monthly meeting of Council and its Committees, monthly meetings of Marton and Bulls Community Committees, Creative Communities Assessment Committee, Erewon Rural Water Supply. | See below |
| Policy and Bylaw Review | Compliance date | Progress for this reporting period | Planned for the next two months |
| Scoping report on the level of service for different ONRC classifications | 30 June 2016 | Nothing to report | |
| Rates Policy | 31 December 2015 | Nothing to report | |
| Legal Compliance Project | 31 December 2015 | Work ongoing on Rates module, Dog Control module completed. | |
| Rates remission policy | 30 June 2016 | Completed. | |
| Review the Heritage Strategy | 30 June 2016 | Final draft Heritage Strategy prepared for consideration by Ahi Kaa and Council in December. | |
| Koitiata Waste Water Reference Group | 30 June 2017 | Nothing to report | |
| Review TAB venue policy | 28 February 2016 | Not started yet | |
| Review Gambling venue (class 4) policy | 30 May 2016 | Not started yet | |
| Versus survey (including new process and questions for 2015/16) | 31 March 2016 | Not started yet | |
| Review Earthquake Prone Buildings Policy | 30 June 2016 | Not started yet | |
| Development of reserve management plans: Marton Park | 31 December 2016 | Not started yet | |
| Other pieces of work | Reference for inclusion | Progress for this reporting period | Planned for the next two months |
| Review of Animal Control Bylaw | Following enforcement of the Bylaw in Turakina, residents through the Community Committee have asked for a review of this Bylaw to accommodate the rural nature of the Turakina Settlement. | Consultation with Crofton, Scotts Ferry and Mataroa on proposed changes to the Bylaw. | |
| Investigation of proposal to establish CCO for Infrastructure Shared Services | Policy Team are involved in the Local Government Requirements workstream of this investigative programme. | The Project Management Group has met regularly to progress this project working towards a joint Council workshop before the end of the 2015 | |

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2015/16 | | | Dec-15 |
|---|--|--|---------------------------------|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| 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 2014/15 | Completed. | |
| | Annual Plan 2016/17 | Draft to be prepared for circulation to Elected members before Christmas | |
| Elections | Preparation for the 2016 elections | Nothing further to report. | |
| Iwi/Maori Liaison | Key outcomes from Maori Community Development Programme (to be identified) | Discussion at Ahi Kaa of the development of principles to allocate the funding in future years. | |
| Council | Delivery of programme of policy and bylaw review (see below) | On track | |
| | Preparation of order papers that ensure compliant decision-making | Order papers prepared for Council, A/IN, P/PI, F/P , Te Roopu Ahi Kaa; Turakina, Marton and Bulls Community Committees; Taihape and Ratana Community Board's. | |
| Policy and Bylaw Review | Compliance date | Progress for this reporting period | Planned for the next two months |
| Scoping report on the level of service for different ONRC classifications | 30 June 2016 | Nothing to report | |
| Rates Policy | 31 December 2015 | Nothing to report | |
| Legal Compliance Project | 31 December 2015 | Nothing further to report: work ongoing re Rates Module | |
| Rates remission policy | 30 June 2016 | Completed. | |
| Review the Heritage Strategy | 30 June 2016 | Considered by Te Roopu Ahi Kaa and Adopted by Council for consultation | |
| Koitiata Waste Water Reference Group | 30 June 2017 | Survey results shared with the community. | |
| Review TAB venue policy | 28 February 2016 | Not started yet | |
| Review Gambling venue (class 4) policy | 30 May 2016 | Not started yet | |
| Versus survey (including new process and questions for 2015/16) | 31 March 2016 | Scoping report prepared to review delivery and content of the survey. Potential to undertake in house and achieve additional value at low cost. Electoral roll purchased as base for sample. | |

| | | | |
|---|---|---|---------------------------------|
| Review Earthquake Prone Buildings Policy | 30 June 2016 | Not started yet | |
| Development of reserve management plans: Marton Park | 31 December 2016 | Not started yet | |
| Other pieces of work | Reference for inclusion | Progress for this reporting period | Planned for the next two months |
| Review of Animal Control Bylaw | Following enforcement of the Bylaw in Turakina, residents through the Community Committee have asked for a review of this Bylaw to accommodate the rural nature of the Turakina Settlement. | Bylaw relating to application of restrictions according to District Plan zoning amended for Croifton and Mataroa | |
| Investigation of proposal to establish CCO for Infrastructure Shared Services | Policy Team are involved in the Local Government Requirements workstream of this investigative programme. | The Project Management Group has met regularly to progress this project working towards a joint Council workshop before the end of the 2015 | |

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2015/16 | | | Jan-16 |
|---|--|---|---|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| 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 2014/15 | Completed. | |
| | Annual Plan 2016/17 | Annual Plan considered at January workshop by Council. | Annual Plan to be finalised. |
| Elections | Preparation for the 2016 elections | Nothing further to report. | Electoral Officers to attend training in late February. |
| Iwi/Maori Liaison | Key outcomes from Maori Community Development Programme (to be identified) | Preparation of scoping report for Ahi Kaa on the review of its strategic plan to include social and economic goals to enable strategic priorities to be established for this funding in future years. | Undertake review of Ahi Kaa Strategic Plan |
| Council | Delivery of programme of policy and bylaw review (see below) | On track | See below |
| | Preparation of order papers that ensure compliant decision-making | Council | |
| Policy and Bylaw Review | Compliance date | Progress for this reporting period | Planned for the next two months |
| Scoping report on the level of service for different ONRC classifications | 30 June 2016 | Nothing to report | Scoping report prepared under shared services arrangement with WDC |
| Rates Policy | 31 December 2015 | Nothing to report | Awaiting completion of Rates Legal Compliance module |
| Legal Compliance Project | 31 December 2015 | Work on rates module ongoing | Complete Rates Module. Work on Privacy and LGOIMA modeules to be started. |
| Rates remission policy | 30 June 2016 | Completed. | Nothing planned. |
| Review the Heritage Strategy | 30 June 2016 | Consultation opened mid-Jan | Consultation, deliberations and adoption. |
| Koitiata Waste Water Reference Group | 30 June 2017 | Nothing further to report. | Further water bore testing. |
| Review TAB venue policy | 28 February 2016 | Review initiated: information sought from stakeholders. | Report to be prepared for March PPL |
| Review Gambling venue (class 4) policy | 30 May 2016 | Review initiated: information sought from stakeholders. | Report to be prepared for March PPL |
| Versus survey (including new process and questions for 2015/16) | 31 March 2016 | Agreed to proceed with the survey in-house. | Survey distributed during March. Analysis during April. |

| | | | |
|---|---|---|---|
| Review Earthquake Prone Buildings Policy | 30 June 2016 | Not started yet | The Building (Earthquake Prone Buildings) Amendment Bill is expected to be enacted by the end of this year. From this time Council's Earthquake-prone Buildings Policy (last revised in 2011) will lapse. |
| Development of reserve management plans: Marton Park | 31 December 2016 | Not started yet | Scoping report to be prepared for Assets/Inf Committee in March. |
| Other pieces of work | Reference for inclusion | Progress for this reporting period | Planned for the next two months |
| Review of Animal Control Bylaw | Following enforcement of the Bylaw in Turakina, residents through the Community Committee have asked for a review of this Bylaw to accommodate the rural nature of the Turakina Settlement. | Completed. | |
| Investigation of proposal to establish CCO for Infrastructure Shared Services | Policy Team are involved in the Local Government Requirements workstream of this investigative programme. | Further work on the business plan. | Ongoing |
| Treasury Policies | Implement the agreed Engagement Plan on the new policies. | Consultation documents preapred and distributed. Public notice placed. | Analyse submissions and preapre deliberations report. |
| Review of Control of Dogs Bylaw and Dog Onwership Policy | As a result of the Dog Control legal compliance module. | Prepared report for P/Pl on the review of these statutory documents. | Implement decision of the Committeee and undertake consultation as approriate. |
| Submissions on key issues affecting local government | As a result of various central government, agency/Horizons consulting on a number of issues. | Submissions submitted on: Residential Tenancies Amendment Bill, Sale and Supply of Alchol Act, Emissions Trading Scheme, LGNZ Blue Skies Discussion Document, NPS Urban Development | Submissions due on: RMA Reforms, Pest Plan Management Plan, Better Urban Planning |

| | |
|--|-----------------------------------|
| ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2015/16 | Nov-15, Dec-15, Jan-16 |
|--|-----------------------------------|

Performance measures in LTP/Annual Plan

| What are they: | Targets | Progress to date |
|---|--|---|
| Timeliness of processing the paperwork (building control, consent processes, licence applications) | At least 92% of the processing of documentation for each of Council's regulatory and enforcement services is completed within the prescribed times | 100% of all building and resource consents issued within statutory timeframes |
| Possession of relevant authorisations from central government | Accreditation as a building consent authority maintained | Maintained |
| Timeliness of response to requests for service for enforcement call-outs (animal control and environmental health); within prescribed response and resolution times | Improvement in timeliness reported in 2013/14 (84% were responded to in time and 61% completed in time) | To be calculated |

Requests for Service

| What are they: | Completed on time | Completed late | Overdue |
|---|-------------------|----------------|-----------|
| Animal Control | | | |
| Animal Control Bylaw matter | 7 | 0 | 1 |
| Animal welfare | 10 | 1 | 0 |
| Attacks on animal | 4 | 0 | 0 |
| Attacks on humans | 5 | 0 | 1 |
| Barking dog | 26 | 2 | 4 |
| Dog Property Inspection (for Good Owner status) | 22 | 0 | 3 |
| Found dog | 31 | 1 | 0 |
| Lost animal | 41 | 1 | 0 |
| Microchip dog | 1 | 0 | 0 |
| Property Investigation - animal control problem | 7 | 0 | 1 |
| Rushing at animal | 2 | 0 | 0 |
| Rushing at human | 6 | 1 | 1 |
| Stock worrying | 0 | 0 | 0 |
| Wandering stock | 40 | 8 | 0 |
| Wandering/stray dog | 39 | 2 | 0 |
| Building Control | | | |
| Dangerous or Insanitary Building | 0 | 1 | 0 |
| Environmental Health | | | |
| Abandoned vehicle | 2 | 0 | 0 |
| Dead animal | 4 | 0 | 0 |
| Dumped rubbish (outside town boundary) | 8 | 1 | 2 |
| Dumped rubbish (within town boundary) | 3 | 0 | 0 |
| Fire permit - rural | 0 | 0 | 0 |
| Food premises health issue | 1 | 0 | 1 |
| Hazardous substances | 0 | 0 | 0 |
| Livestock (not normally impounded) | 3 | 0 | 1 |
| Noise - day and night | 74 | 3 | 0 |
| Pest Problem (Council Property) | 1 | 0 | 0 |
| Untidy/overgrown section | 15 | 5 | 1 |
| Vermin | 0 | 1 | 0 |
| Grand Total | 352 | 27 | 16 |

| ENVIRONMENTAL AND REGULATORY SERVICES TEAM | | | Nov-15 |
|--|--|--|---|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress for this reporting period | Planned for the next two months |
| District Plan (and other) review processes conducted frugally | Continuous monitoring of operative District plan for minor changes. | Complete - work now focused on DP Change | |
| | District Plan change implemented | Nothing to report. | |
| Give effect to the provisions of the Food Bill, when enacted | Implement the Food Premises Grading Bylaw | Awaiting Regulations | |
| Other regulatory functions | | | |
| What are they: | Targets | Statistics for this month | Narrative (if any) |
| Building Consents | Report on number of building consents processed, the timeliness and the value of consented work | 24 BC's processed in November, 100% processed within 20 days, average days to process = 9 days. Value of work = \$1,071,480 | New house builds valued at \$325,000 and 195,000. New workshop valued at \$149,000. South Makirikiri School doing alterations to 2 classrooms valued at \$100,000. Various house alterations, garages and woodburner installations account for the rest of the amount |
| | Code of compliance certificates, notices to fix and infringements issued. | 25 CCC issued, 0 NTF issued, 0 infringement issued | |
| Resource Consents | Report on: a) number of land use consents issued and timeliness | 2 Land use consents issued with 100% processing time frame, average processing days = 17 | |
| | b) subdivision consents and timeliness | 1 Subdivision consents issued with 100% processing time frame, average processing days = 20 | |
| | c) section 223 and 224 certification and timeliness, | 2x s223 and 2x s224 certificates issued within 100% timeframe | |
| | d) abatement and infringements issued. | 0 | |
| Dog Control | Report on number of new registrations issued, dogs impounded, dogs destroyed and infringements issued. | 31 New Registrations, 13 Impounded, 5 Destroyed, 6 Infringements | 693 New Dogs Registered, 43 Impounded, 22 Deceased, 27 Infringements, 4641 Dogs Registered, 256 Unregistered |
| Bylaw enforcement | Enforcement action taken | 3 Warning/information letters regarding breaches of bylaws | |
| Liquor Licensing | Report on number and type of licences issued . | 10 Special Licences ,4 New managers, 2 Renewal of Managers, 5 renewal club licences, 4 renewal off licences, 3 renewal on licences | 27 Special Licences, 15 New Managers, 28 Renewal of Managers, 12 Renewals of Club Licences, 8 Renewals Off Licences, 5 Renewal On Licences |

| ENVIRONMENTAL AND REGULATORY SERVICES TEAM | | | Dec-15 |
|--|--|--|--|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress for this reporting period | Planned for the next two months |
| District Plan (and other) review processes conducted frugally | Continuous monitoring of operative District plan for minor changes. | Complete - work now focused on DP Change | |
| | District Plan change implemented by 30 June 2016 | Council approved work for targeted District Plan changes - key issues for hazards, zoning, minor rule changes, heritage. Background research occurring. | |
| Give effect to the provisions of the Food Bill, when enacted | Implement the Food Premises Grading Bylaw | Awaiting Regulations | |
| Other regulatory functions | | | |
| What are they: | Targets | Statistics for this month | Narrative (if any) |
| Building Consents | Report on number of building consents processed, the timeliness and the value of consented work | 24 BC's processed in December, 100% processed within 20 days, average days to process = 7 days. Value of work = \$2,000,049 | Build new houses valued at \$302,640, 469,377 & 300,000. New dairyshed in valued at \$ 230,000. Marton Edale refurbishment valued at \$180,000. Various house alterations, garages and woodburner installations account for the rest of the amount |
| | Code of compliance certificates, notices to fix and infringements issued. | 22 CCC issued, 1 NTF issued, 0 infringement issued | NTF issued for illegal building work noticed in the district |
| Resource Consents | Report on: a) number of land use consents issued and timeliness | 0 Land use consents issued with 100% processing time frame, average processing days = 0 | |
| | b) subdivision consents and timeliness | 1 Subdivision consents issued with 100% processing time frame, average processing days =19 | 1 extension of RC timeframe approved for 2011 resource consent |
| | c) section 223 and 224 certification and timeliness, | 0x s223 and 0x s224 certificates issued within 100% timeframe | |
| | d) abatement and infringements issued. | | 0 |
| Dog Control | Report on number of new registrations issued, dogs impounded, dogs destroyed and infringements issued. | 31 New Dogs Registered, - 13 Impounded, - 7 Deceased, - 0 Infringements, 5 Destroyed | 724 New Dogs Registered, 56 Impounded, 29 Deceased, 27 Infringements, 4641 Dogs Registered, 256 Unregistered |
| Bylaw enforcement | Enforcement action taken | 1 infringement | |
| Liquor Licensing | Report on number and type of licences issued . | 0 Special Licences, 3 New Managers, 3 Renewal of Managers, 1 renewal club licences, 1 renewal off licences, 1 renewal on licences, 2 failures selling alcohol to minors in controlled purchase operation | 27 Special Licences, 18 New Managers, 31 Renewal of Managers, 13 Renewals of Club Licences, 9 Renewals Off Licences, 6 Renewal On Licences |

| ENVIRONMENTAL AND REGULATORY SERVICES TEAM | | | Jan-16 |
|--|--|---|--|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress for this reporting period | Planned for the next two months |
| District Plan (and other) review processes conducted frugally | Continuous monitoring of operative District plan for minor changes. | Complete - work now focused on DP Change | Nothing planned - focus on Plan Changes. |
| | District Plan change process complete by 30 June 2016 | Background work occurring - natural hazards, zoning, signage, heritage, minor rule changes. S32 Report being drafted. | Plan changes approved for notification end Feb. Public consultation during March. |
| Give effect to the provisions of the Food Bill, when enacted | Implement the Food Premises Grading Bylaw | Awaiting Regulations | Business as usual |
| Other regulatory functions | | | |
| What are they: | Targets | Statistics for this month | Narrative (if any) |
| Building Consents | Report on number of building consents processed, the timeliness and the value of consented work | 8 BC's processed in January, 100% processed within 20 days, average days to process = 2 days. Value of work = \$174,322 | Various house alterations, garages and woodburner installations |
| | Code of compliance certificates, notices to fix and infringements issued. | 3 CCC issued, 0 NTF issued, 0 infringement issued | |
| Resource Consents | Report on: a) number of land use consents issued and timeliness | 1 Land use consents issued with 100% processing time frame, average processing days = 19 | |
| | b) subdivision consents and timeliness | 0 Subdivision consents issued with 100% processing time frame, average processing days = 0 | |
| | c) section 223 and 224 certification and timeliness, | 1x s223 and 0x s224 certificates issued within 100% timeframe | |
| | d) abatement and infringements issued. | 0 | |
| Dog Control | Report on number of new registrations issued, dogs impounded, dogs destroyed and infringements issued. | 32 New Dogs Registered, 25 Impounded, 6 Deceased, 6 Infringements, 13 Destroyed | 724 New Dogs Registered, 81 Impounded, 29 Deceased, 27 Infringements, 4641 Dogs Registered, 256 Unregistered |

| | | | |
|-------------------|--|---|---|
| Bylaw enforcement | Enforcement action taken | 0 | |
| Liquor Licensing | Report on number and type of licences issued . | 5 Special Licences,6 Renewal of Managers, 5 renewal club licences, 4 renewal off licences, 2 renewal on licences, 2 failures selling alcohol to minors in controlled purchase operation | 32 Special Licences, 18 New Managers, 37 Renewal of Managers, 18 Renewals of Club Licences, 13 Renewals Off Licences, 8 Renewal On Licences |

| | | | |
|---|--|--|------------------------|
| COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2015/16 | | | Nov-15, Dec-15, Jan-16 |
| Performance measures in LTP/Annual Plan | | | |
| What are they: | Targets | Progress for this reporting period | |
| 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, 17% in 2015 | Survey to be undertaken in March 2016 | |
| Identify and promote opportunities for economic growth in the District | The District's GDP growth: In 2013, Rangitikei's GDP growth was -0.8% and trending downwards with an increasing divergence from the national trend. | Result as at 30 September: GDP growth: growth in GDP for Rangitikei compared to New Zealand remains on a downward trend (Infometrics data for 2013 and 2014). Next quarterly result due 30 December 2015. | |
| | A greater proportion of young people living in the District are attending local schools. Based on latest available Statistics New Zealand population estimates (June 2013) and school enrolments for 2014 (TKI), 56% of residents of high school age were enrolled in local schools and trending upwards. | Result as at 30 September: School rolls: latest school rolls compared to population estimates indicate that the upward trend of residents enrolled in local high schools continues. Next quarterly result due 31 December 2015. | |
| | More people living in the District (than is currently projected by Statistics New Zealand). Based on population projections from Statistics New Zealand (medium projection based on 2013 Census), the resident population is projected to decline from 14,450 in June 2013 to 13,900 in June 2028. | Result as at 30 September: Population estimates from Statistics New Zealand as at 30 June 2015, show a small increase in the population since the Census 2013, tracking at above the high estimates produced from Census data. Next quarterly result due 31 December 2015. | |
| Requests for Service | | | |
| What are they: | Completed on time | Completed late | Overdue |
| None | | | |

| COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2015/16 | | | Nov-15 |
|--|--|--|--------------------|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Community Partnerships | Facilitation of Path to Well-being groups | See below | |
| | Delivery of work programme through the MOU | See below | |
| Key elements of the work outlined in Path to Well-being and MOU workplans | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Advocacy to support the economic interests in the District at regional and national level | To actively promote the District through multi-media advertising and the Mayor and Chief Executive undertake promotional tours on behalf of the District | The Mayor has reported regularly to Council on discussions to open trade opportunities for local businesses in mainland China. | |
| | Lead partner in regional collaborative initiatives around economic development | Nothing further to report | |
| Timely and effective interventions that create economic stability, opportunity and growth | Increased investment into economic development, e.g. partnering in rural water storage, seeding retail initiatives ('pop-up shops') | Nothing further to report | |
| A wide range of gainful employment opportunities in the District | Facilitate and lead on a Rangitikei Growth Strategy that also aligns with and contributes to a regional Agribusiness Strategy | Nothing further to report | |
| Attractive and vibrant towns that attract business and residents | Provision of good infrastructure, well-maintained streets in the CBD of main towns | Centennial Pavilion refurbishment on track for re-opening before end of 2015. | |
| | Events, activities and projects to enliven the towns and District | Marton Market Day was held in November | |
| Up to date and relevant information for visitors and residents on a range of services, activities and attractions | Maintain information centres in Taihape and Bulls, the gateways to the District. | Tpe November 2015 495 (2014,479) Bulls November 2015 465 (2014, 557) | |
| | Develop an information centre in Marton as part of the "libraries as community hubs" concept. | Nothing to report - still urgent need to complete re-painting and signage at Library and develop focussed Marton webpage. | |
| | Contract with local organisations to provide a range of information, including: * Up-to-date calendar of events, and * Community newsletters, for local distribution | Business as usual | |
| An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts | Maintain a website that provides information about Council and community services and activities | Town Centre Plan pages updated, policy pages updated, Digital Enablement pages updated | |
| | 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. | Digital Enablement Plan signs up to #GetDigital and video recording of local comnpnies completed for About Us website. | |
| Opportunities for residents to remain socially and physically active into their retirement years, to enable them to stay in the District for as long as possible | Facilitate and lead on a Positive Ageing Strategy that aims to enhance quality of life for older people in the District | Steady as You Go programme completed in Marton. | |
| Opportunities for people with children to access the quality of life they desire for their families | Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District | Youth agencies have identified future needs and are in the process of preparing a report for MSD on the future of youth provision. Swim 4 All programme initiated in Marton Pool. | |
| A more equal and inclusive community where all young people are thriving, irrespective of their start in life | Council will facilitate and lead on a Community Charter that supports all young people in our District to become the best adult that they can | The Advisory Group has taken part on facilitated workshops througy MSD to look at 0-12 year old services/needs in Marton and southern Rangitikei | |
| Cohesive and resilient communities that welcome and celebrate diversity | Develop high trust contracts with agencies in each of the three main towns to undertake community development | Nothing further to report | |
| Funding schemes which have clear criteria, which are well publicised, and where there is a transparent selection process | Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council | Creative Communities Assessment Committee met in November. CIF and ESS considered at F/PE | |
| | 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 funding decisions posted to website | |
| To see Council civil defence volunteers and staff at times of emergency (confidence in the activity) | Contract with Horizons to provide access to a full-time Emergency Management Officer | Ongoing and is on track. | |
| | Arrange regular planning and operational activities | Ongoing and is on track. | |
| To be assured of adequately trained, resourced and responsive rural fire force to reduce the incidence of life and property threatening fire | 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 | Ongoing and is on track | |

| COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2015/16 | | | Dec-15 |
|---|---|--|--------------------|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Community Partnerships | Facilitation of Path to Well-being groups | See below | |
| | Delivery of work programme through the MOU | See below | |
| Key elements of the work outlined in Path to Well-being and MOU workplans | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Advocacy to support the economic interests in the District at regional and national level | To actively promotes the District through multi-media advertising and the Mayor and Chief Executive undertake promotional tours on behalf of the District | Nothing further to report. | |
| | Lead partner in regional collaborative initiatives around economic development | The Whanaganui/Manawatu growth study action plan has been branded as Accelerate 25 | |
| Timely and effective interventions that create economic stability, opportunity and growth | Increased investment into economic development, e.g. partnering in rural water storage, seeding retail initiatives ('pop-up shops') | Nothing further to report | |
| A wide range of gainful employment opportunities in the District | Facilitate and lead on a Rangitikei Growth Strategy that also aligns with and contributes to a regional Agribusiness Strategy | Nothing further to report | |
| Attractive and vibrant towns that attract business and residents | Provision of good infrastructure, well-maintained streets in the CBD of main towns | Mangaweka "Exploring Possibilities" workshop took place with David Engwicht. Information evenings for Bulls and Marton 7-Day Makeovers took place. | |
| | Events, activities and projects to enliven the towns and District | Christmas Parades took place in Marton, Bulls and Taihape. Taihape Dressage Championships took place in Taihape. | |
| Up to date and relevant information for visitors and residents on a range of services, activities and attractions | Maintain information centres in Taihape and Bulls, the gateways to the District. | Tpe December 2015 513 (2014,506) Bulls December 2015 565 (2014, 589) | |
| | Develop an information centre in Marton as part of the "libraries as community hubs" concept. | Nothing to report - still urgent need to complete re-painting and signage at Library and develop focussed Marton webpage. | |

| | | | |
|--|--|--|--|
| | Contract with local organisations to provide a range of information, including: * Up-to-date calendar of events, and * Community newsletters, for local distribution | Business as usual | |
| An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts | Maintain a website that provides information about Council and community services and activities | Nothing further to report | |
| | 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. | Issue of regional promotional initiatives at e.g. Auckland Home Show raised at quarterly meeting of ED officers. Rangitikei #Get Digital pages on About Us go live | |
| Opportunities for residents to remain socially and physically active into their retirement years, to enable them to stay in the District for as long as possible | Facilitate and lead on a Positive Ageing Strategy that aims to enhance quality of life for older people in the District | Nothing further to report | |
| Opportunities for people with children to access the quality of life they desire for their families | Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District | Youth services in Marton and Taihape have continued as usual. The school holiday programme took place in both venues. | |
| A more equal and inclusive community where all young people are thriving, irrespective of their start in life | Council will facilitate and lead on a Community Charter that supports all young people in our District to become the best adult that they can | Report from MSD facilitated RBA process considered at Marton Community Charter Board meeting: follow up action delegated to southern Rangitikei school principals cluster. | |
| Cohesive and resilient communities that welcome and celebrate diversity | Develop high trust contracts with agencies in each of the three main towns to undertake community development | Business as usual. | |

| | | | |
|--|---|---|--|
| Funding schemes which have clear criteria, which are well publicised, and where there is a transparent selection process | Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council | Nothing to report | |
| | Publish the results of grant application process to a Council-run forum showcasing the results of grant application processes where successful applicants provide brief presentations and are open to questions | Nothing further to report | |
| To see Council civil defence volunteers and staff at times of emergency (confidence in the activity) | Contract with Horizons to provide access to a full-time Emergency Management Officer | Ongoing and is on track. | |
| | Arrange regular planning and operational activities | Meeting of Committee held in 15 December 2015 | |
| To be assured of adequately trained, resourced and responsive rural fire force to reduce the incidence of life and property threatening fire | 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 | Ongoing and is on track | |

| COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2015/16 | | | Jan-16 |
|---|---|---|---|
| Major programmes of work outlined in the LTP/Annual Plan 2015/16 | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Community Partnerships | Facilitation of Path to Well-being groups | See below | |
| | Delivery of work programme through the MOU | See below | |
| Key elements of the work outlined in Path to Well-being and MOU workplans | | | |
| What are they: | Targets | Progress to date | Planned activities |
| Advocacy to support the economic interests in the District at regional and national level | To actively promotes the District through multi-media advertising and the Mayor and Chief Executive undertake promotional tours on behalf of the District | Nothing further to report. | To be determined |
| | Lead partner in regional collaborative initiatives around economic development | Project Teams are being established. | Action Plan to be implemented. |
| Timely and effective interventions that create economic stability, opportunity and growth | Increased investment into economic development, e.g. partnering in rural water storage, seeding retail initiatives ('pop-up shops') | Nothing further to report | Align/fine tune to Regional Growth Study/Strategy and begin implementation. Implement Digital Enablement Plan. |
| A wide range of gainful employment opportunities in the District | Facilitate and lead on a Rangitikei Growth Strategy that also aligns with and contributes to a regional Agribusiness Strategy | Preparation of scoping report for Finance/Performance on support for Maori engagement in the Accelerate 25 and the Rangitiei Growth Strategy. | Align/fine tune to Regional Growth Study/Strategy and begin implementation. |
| Attractive and vibrant towns that attract business and residents | Provision of good infrastructure, well-maintained streets in the CBD of main towns | Nothing to report beyond business as usual. | Monitor progress and continue to facilitate and administer as required. |
| | Events, activities and projects to enliven the towns and District | Marton Country Music Festival, Turakina Caledonian Games, Taihape Shearing Sports, Taihape A&P Show, | Continue to work and liaise with the the Town Coordinators. |
| Up to date and relevant information for visitors and residents on a range of services, activities and attractions | Maintain information centres in Taihape and Bulls, the gateways to the District. | Tpe January 2016 650 (2015,629) Bulls January 2016 626(2015, 511) | |
| | Develop an information centre in Marton as part of the "libraries as community hubs" concept. | Nothing to report - still urgent need to complete re-painting and signage at Library and develop focussed Marton webpage. | Complete repainting of Library and erect Info Centre signage. Work with Project Marton to develop Marton webpages. |

| | | | |
|--|--|--|---|
| | Contract with local organisations to provide a range of information, including: * Up-to-date calendar of events, and * Community newsletters, for local distribution | Business as usual | Complete trial of process to upload events to the calendar through eventfinder. |
| An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts | Maintain a website that provides information about Council and community services and activities | Contact databases updated for Committees/Council | Systematically review all community, information pages on the Council website and update. Maintain regular review process. |
| | 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. | Rangitikei.com rebranding exercise completed. | Develop the District promotion strategy and identify role of the web portal. Continue to develop Be Happy Taihape. Further develop Promotional Strategy |
| Opportunities for residents to remain socially and physically active into their retirement years, to enable them to stay in the District for as long as possible | Facilitate and lead on a Positive Ageing Strategy that aims to enhance quality of life for older people in the District | Nothing to report | Safe and Caring Theme group to review Positive Ageing Strategy. |
| Opportunities for people with children to access the quality of life they desire for their families | Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District | Youth services in Marton and Taihape have continued as usual. The school holiday programme took place in both venues. BDCT planning for the Youth Leadership Forum in April. | Address issues around funding, immediately for Taihape Youth Hutt. |
| A more equal and inclusive community where all young people are thriving, irrespective of their start in life | Council will facilitate and lead on a Community Charter that supports all young people in our District to become the best adult that they can | Nothing further to report | Complete process to identify Action Plan to address pre-school and primary aged age groups. Continue to develop engagement with young |
| Cohesive and resilient communities that welcome and celebrate diversity | Develop high trust contracts with agencies in each of the three main towns to undertake community development | Business as usual. | Continue to work and liaise with the the Town Coordinators. Quarterly reports due in November. AGM for Rangitikei Tourism due in early November (deferred from late October). |
| Funding schemes which have clear criteria, which are well publicised, and where there is a transparent selection process | Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council | Nothing to report | Next round of Creative Communities and Rural Travel Fund open during March |

| | | | |
|--|---|---------------------------|--|
| | Publish the results of grant application process to a Council-run forum showcasing the results of grant application processes where successful applicants provide brief presentations and are open to questions | Nothing further to report | Organise a meeting for grant recipients. |
| To see Council civil defence volunteers and staff at times of emergency (confidence in the activity) | Contract with Horizons to provide access to a full-time Emergency Management Officer | Ongoing and is on track. | |
| | Arrange regular planning and operational activities | Ongoing and is on track. | EIMS training for key staff and then all other staff. Key staff training commence Feb 2016 |
| To be assured of adequately trained, resourced and responsive rural fire force to reduce the incidence of life and property threatening fire | 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 | Ongoing and is on track | |

Attachment 8



Rangitikei
UNEXPECTED...

REPORT

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

TO: Policy/Planning Committee

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 3 February 2016

FILE: 3-OR-3-5

1 Executive summary

- 1.1 This update notes legislative and regulatory changes in the past three months which impact on the Council's operations.
- 1.2 On 26 November 2015, the Minister for the Environment introduced the Resource Legislation Amendment Bill. It has been referred to the Parliamentary Local Government and Environment Committee with which submissions close on 14 March 2016. A presentation will be provided to the Committee's meeting to highlight the issues proposed for inclusion in Council's submission.
- 1.3 As previously foreshadowed, the Productivity Commission has now embarked on a first principles study on urban planning over the next twelve months, releasing on 9 December 2015 an issues paper *Better urban planning* and looking for submissions by 9 March 2016. A presentation will be provided to the Committee's meeting to highlight the issues proposed for inclusion in Council's submission.
- 1.4 Associated with the Residential Tenancies Amendment Bill are regulations prescribing insulation and smoke requirements. Council has authorised the Committee to provide comment to the Ministry of Business, Innovation and Employment, which has issued a discussion paper on the proposed regulations.
- 1.5 The Civil Defence Emergency Management Amendment Bill was introduced on 11 November 2015 but has yet to be referred to a select committee.
- 1.6 The Psychoactive Substances Regulatory Authority continues to be prepared for the time when products are approved (and applications from retailers and wholesalers) must be processed. The Ministry for Primary Industries remains in close contact with local authorities as the 'go live' date for the Food Act 2014 (1 March 2016) approaches.
- 1.7 Comment is also provided on the expected changes in the Local Government Act 2002, progress with the Building (Earthquake-prone Buildings) Amendment

Bill, dealing with applications under Local Approved Products Policies, the review of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health and the development of a Central Register of Post Treaty Settlement Commitments at the Ministry of Justice.

- 1.8 The projected work programme on policies and bylaws for 2016 is contained within the activity template for Community Leadership.

2 Resource Legislation Amendment Bill

- 2.1 This is a detailed and lengthy piece of legislation. It aims to achieve:

- a) better alignment and integration across the resource management system, so that duplication within the system is reduced and legislative frameworks are internally consistent, the tools under the Resource Management Act 1991 (RMA) are fit for purpose, and the RMA is implemented in a consistent way and the hierarchy of planning documents is better aligned;
- b) proportional and adaptable resource management processes, so that there is increased flexibility and adaptability of processes and decision-makers; and processes and costs are able to be scaled, where necessary, to reflect specific circumstances; and
- c) robust and durable resource management decisions, so that higher-value participation and engagement in resource management processes is encouraged, decision-makers have the evidence, capability and capacity to make high quality decisions (and accountabilities are clear), and engagement is focussed on upfront planning decisions rather than individual consent decisions.

- 2.2 The table inserted on the following page (taken from the Ministry's Regulatory Impact Statement, shows how the reform proposals align to these objectives.

- 2.3 The Bills Digest (no.2298) prepared by the Parliamentary Library is attached as Appendix 1.

- 2.4 A presentation will be provided to the meeting, outlining the main points proposed for Council's submission. That will be drafted for Council's consideration, on 29 February 2016. Submissions close on 14 March 2016.

3 First principles study of urban planning

- 3.1 On 9 December 2015, the Productivity Commission published its issues paper for its inquiry outlines the proposed approach to the inquiry, the context for the inquiry, and a list of key questions that it is seeking feedback on.

Table 2: Summary of objectives

| Purpose | A resource management system that achieves sustainable management of natural and physical resources in an efficient and equitable way | | | | | | | | |
|------------------------|--|--|---|---|--|--|--|---|--|
| Overarching Objectives | Better alignment and integration across the system | | | Proportional and adaptable resource management processes | | RMA decisions are robust and durable | | | Minor/technical fixes |
| Intermediate outcomes | Duplication within the system is reduced and the legislative framework is internally consistent | The tools under the RMA are fit for purpose | The RMA is implemented in a consistent way and the hierarchy of planning documents is better aligned | Processes and costs are able to be scaled, where necessary, to reflect the specific circumstances | There is increased flexibility and adaptability of processes and decision-makers | Higher value participation and engagement in RM processes by those affected is encouraged | Decision makers have the evidence, capability, and capacity to make high quality decisions and accountabilities are clear | Engagement is focussed on upfront planning decisions rather than individual consent decisions | |
| Reform proposals | <p>Provide for joint resource consent and recreation reserve exchange processes under the RMA and Reserves Act (P 5.1)</p> <p>Align the notified concessions process under the Conservation Act with notified resource consent process under the RMA (P 5.2)</p> <p>Simplify charging regimes for new developments by removing financial contributions (P 6.6)</p> <p>Remove the ability for Heritage Protection Authorities that are bodies corporate to give notice of a heritage protection order over private land, and allow for Ministerial transfer of HPOs (P 6.7)</p> | <p>Streamlined and electronic public notification requirements and electronic servicing of documents (P 6.2)</p> <p>Changes to NPSs and NESs (P 1.1)</p> | <p>Mandatory National Planning Template to reduce plan complexity and provide a home for national direction (P 1.3)</p> <p>New regulation making power to provide national direction through regulation (P 1.2)</p> | <p>Consent exemption for minor rule breaches (P 3.1a)</p> <p>Consent exemption for boundary infringements with neighbour's approval (P 3.1b)</p> <p>10 day fast-track process for simple applications and a regulation making power to enable this (P 3.2)</p> <p>Introduce regulation making powers providing the requirement for consent decisions to be issued with a fixed fee (P 3.5a)</p> <p>Require fixed remuneration for hearing panels and consent decisions issued with a fixed fee (P 3.5b)</p> <p>Changes to the plan making process to improve efficiency and provide clarity (P 2.1)</p> | <p>Provide councils with an option to request a Streamlined Planning Process for developing or amending a particular plan (P 2.2)</p> <p>Improve Environment Court processes to support efficient and speedy resolution of appeals (P 4.2)</p> <p>Enable the Environment Court to allow councils to acquire land (P 4.3)</p> <p>Enable alternative consent authorities to provide resource consenting services as an alternative to local councils (P 3.7)</p> <p>A suite of technical amendments to reduce Board of Inquiry cost and complexity (P 6.4)</p> <p>Enable the EPA to support decision-making processes (P 6.5)</p> <p>Enable objections to be heard by an independent commissioners (P 4.1)</p> | <p>No appeals to Environment Court for: boundary infringements and subdivisions (unless non-complying activities); and residential activities in a residential zone (P 3.4d)</p> <p>Preclude public notification for: residential activities in a residential zone; and subdivisions applications anticipation by plans (P 3.4c)</p> <p>Where subdivisions are not permitted, specify who can be considered an affected party (for limited notification purposes (P 3.4b)</p> <p>Introduce regulation making powers providing nationwide: non-notification of simple proposals with limited effects; limited involvement of affected parties for certain activities (P 3.3d)</p> | <p>Enhanced council monitoring requirements (P 6.3)</p> <p>Improve the management of risks from natural hazards under the RMA (P 1.4)</p> <p>Improve management of risks from natural hazards for subdivision applications (P 3.8)</p> <p>Strengthen the requirements on councils to improve housing and provide for development capacity (P 1.5)</p> <p>Clarify the legal scope of consent conditions (P 3.6)</p> <p>New duties in Part 3 to minimise restrictions on land (P 1.6)</p> <p>New procedural requirements for decision-makers (P 6.1)</p> | <p>Enhance Māori participation by requiring councils to invite iwi to engage in voluntary iwi participation arrangements and enhancing consultation requirements (P 2.4)</p> <p>Provide councils with an option to use a Collaborative Planning Process for preparing or changing a policy statement or plan (P 2.3)</p> <p>Narrow submitters' input to the reasons for notification (P 3.3a)</p> <p>Notification decisions will be made in reference to environmental effects and the policies and objectives of plans (P 3.3b)</p> <p>Require submissions to be struck out in certain circumstances (P 3.3c)</p> <p>Make subdivisions permitted unless restricted by plans (P 3.4a)</p> | <p>Minor changes to the Public Works Act to ensure fairer and more efficient land acquisition processes (P 7.1)</p> <p>Provide for equal treatment of stock drinking water takes (P 7.2)</p> <p>Provide regional councils with discretion to remove abandoned coastal structures (P 7.3)</p> <p>Create a new regulation making power to require stock to be excluded from water bodies (P 7.4)</p> <p>Amendment of section 69 and Schedule 3 – Water Quality Classes (P 7.5)</p> |

<http://www.productivity.govt.nz/sites/default/files/better-urban-planning-issues-paper.pdf>

- 3.2 The terms of reference for this inquiry invite the Commission to identify the most appropriate system for allocating land use in cities. This includes the processes that are currently undertaken through the Resource Management Act, the Local Government Act and the Land Transport Management Act. It also includes elements of the Building Act, Reserves Act and Conservation Act that affect the ability to use land in urban areas. The inquiry will look beyond the existing planning system and provide a framework for assessing future planning reforms.
- 3.3 The media release quoted the Chair as saying: "A good planning system needs to reflect the needs of all cities, whether they are growing quickly or slowly, or if their population is shrinking." So a perspective from a District with small rural towns may be useful.
- 3.4 Submissions close on 9 March 2016. A presentation will be provided to the Committee on suggested points for a submission by Council. That will be drafted for Council's consideration, on 29 February 2016.

4 Proposed regulations under the Residential Tenancies Amendment Bill

- 4.1 At its meeting on 28 January 2016, Council approved a submission to the Parliamentary Social Services Committee on the Residential Tenancies Amendment Bill. It also resolved to authorise the Policy/Planning Committee to provide comment on behalf of Council to the Ministry of Business, Innovation and Employment's discussion paper on *Proposed residential tenancies regulations for insulation and smoke alarms*, having particular regard for ways to equalise benefit over cost irrespective of the level of rent and the value of the rental property.

<http://www.mbie.govt.nz/info-services/housing-property/tenancy/proposed-residential-tenancies-regulations-for-insulation-and-smoke-alarms/discussion-document.pdf>

- 4.2 Submissions close on 11 February 2016. A draft submission will be tabled at the meeting for consideration.

5 Civil Defence Emergency Management Amendment Bill

- 5.1 This Bill was introduced on 11 November 2015, but has yet to be referred to a select committee, at which time there will be a call for submissions. (The first reading debate was interrupted on 8 December 2015).
- 5.2 The main focus of the Bill is to give a higher profile for recovery managers, including statutory powers in terms of co-ordinating use of personnel, materials, information services etc. Regional Civil Defence Emergency Groups

will be responsible for making these appointments, both at the group and local level.¹ One important change is the concept of 'transition period' either nationally or at a local level, to ensure "a timely and effective recovery".² Of particular note is the new section 94H which specifies powers available to recovery managers during a transition period:

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

(i) works

(ii) clearing of roads and other public places:

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

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

(c) disseminate information and advice to the public.

5.3 Reports must be provided to the relevant regional Civil Defence Emergency Management Group and the national Director of Civil Defence.

5.4 The Bills Digest is attached as [Appendix 2](#).

6 Local Approved Products Policies

6.1 The office of the Psychoactive Substances Regulatory Authority is now a branch of Medsafe called Regulatory Practice and Analysis. A memorandum in December 2015 advised that the amendment to the Psychoactive Substances Regulations 2014 would probably take place during 2016 – providing the detail that will allow licence applications for retail and wholesale to be made to the Psychoactive Substances Regulatory Authority. However, there are currently no approved products and none likely to be approved for some time.

6.2 The Authority has clarified that it will determine retail licence applications compliance with a LAPP by accessing the relevant territorial authority and considering the maps. Because of that approach, the location of sensitive sites and buffer zones need to be very clear.

7 Food Act 2014

7.1 This Act becomes fully effective from 1 March 2016. Currently the Ministry for Primary Industries (MPI) is finalising templates and regulations: Rangitikei is

¹ Clause 17: amended sections 29, 30 and new section 30A

² Clause 28. new parts 5A and 5B (sections 94A to 94P).

part of a regional cluster of environmental; health officers meeting periodically with MPI officials to bed down the implementation process.

7.2 One matter which MPI is working on is a Monitoring and Reporting Framework. The initial focus will be on:

- Numbers of businesses registered (from each Food Act sector and tranche of transition),
- Whether initial audits are being carried out on time, and
- Numbers of recognised verifiers, auditors and food safety officers.

7.3 To enable this monitoring, territorial authorities are expected to have a process for recording whether a businesses was previously part of the Voluntary Implementation Programme and if a business is new or existing. This is vital to determine when the first audit needs to be completed. MPI has asked for feedback on the most efficient way to supply this information to MPI

8 Other legislation and central government policy initiatives.

8.1 During this month amendments to the Local Government Act 2002 are expected to be introduced to strengthen and motivate transfers of functions between regional councils and territorial authorities.

8.2 The Building (Earthquake-prone Buildings) Amendment Bill remains in the Parliament. There is considerable work to do on the associated regulations.

8.3 On 29 January 2016, the Ministry for the Environment commenced a review of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (“the NESCS”). As part of this work, the Ministry ~~if~~ seeking views on proposed revisions to Guidelines 1 (Reporting on Contaminated Sites) and 5 (Site investigation and Analysis of Soils).

<http://www.mfe.govt.nz/publications/land/contaminated-land-management-guidelines-no-1-reporting-contaminated-sites-new>

<http://www.mfe.govt.nz/node/21582>

Council’s experience in this area is limited, and it is not proposed to make a submission (which close on 8 March 2016).

8.4 The Post Settlement Commitments Unit at the Ministry of Justice is developing an online Central Register of Commitments, which will record commitments made in deeds of settlement and settlement legislation and support agencies in monitoring their commitments as recorded in these documents.

9 Recommendations

- 9.1 That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 11 February 2016 be received.
- 9.2 That, in terms of Council's delegation regarding a submission to the proposed regulations under the Residential Tenancies Amendment Bill, the Policy/Planning Committee authorises the Mayor to sign, on behalf of the Council, the tabled submission [as amended/without amendment].

Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1



PARLIAMENTARY LIBRARY
Te Pātaka Rangahau o Te Whare Pōwhiri

BILLS DIGEST

Digest No. 2298

Resource Legislation Amendment Bill 2015

| | |
|---|--|
| Date of Introduction: | 26 November 2015 |
| Portfolio: | Environment |
| Select Committee: | As at 2 December, 1st Reading not held. |
| Published: 2 December 2015 by John McSorley BA LL.B, Barrister Legislative Analyst P: (04) 817-9626 (Ext. 9626) | Caution: This Digest was prepared to assist consideration of the Bill by members of Parliament. It has no official status. Although every effort has been made to ensure accuracy, it should not be taken as a complete or authoritative guide to the Bill. Other sources should be consulted to determine the subsequent official status of the Bill. |

Purpose

The main aim of the Bill is to amend the Resource Management Act 1991, the Reserves Act 1977, the Public Works Act 1981, the Conservation Act 1987, the Environmental Protection Authority Act 2011 and the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 “to create a resource management system that achieves the sustainable management of natural and physical resources in an efficient and equitable way.”¹

Background

In a recent media release, the Minister for the Environment, Hon Nick Smith, stated that the 180-page Resource Legislation Amendment Bill comprised 40 changes contained in 235 clauses and eight schedules. It made changes to the Resource Management Act 1991, the Reserves Act 1977, the Public Works Act 1981, the Conservation Act 1987, the Environmental Protection Authority Act 2011, and the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012.

The Minister stated that standard planning templates would be introduced so “we don’t have every council reinventing the wheel and having dozens of different ways of measuring the height of a building.” Plan-making, which he said currently took six years, would be sped up and made more flexible. A new collaborative planning process would encourage different interests to work with councils on finding solutions to local resource problems.

¹ Resource Legislation Amendment Bill, 2015 No 101-1, Explanatory note, General policy statement, p. 1.

The Minister said that the Bill narrowed the parties that must be consulted to those directly affected. Councils would have discretion to not require resource consent for minor issues. A 10-day fast-track consent would be introduced for simple issues. Councils would be required to have fixed fees for standard consents so that homeowners had certainty over costs. Consents would no longer be required for activities that are already properly regulated by other Acts. The Minister said that these measures would reduce the number of consents required each year.²

Departmental disclosure statement

<http://legislation.govt.nz/disclosure.aspx?type=bill&subtype=government&year=2015&no=101>

Regulatory impact statement

<http://www.treasury.govt.nz/publications/informationreleases/ris>

Main Provisions

Amendments to Resource Management Act 1991

Purposes and principles (Part 2 of the RMA): a new matter of national importance

Section 6 of the Act provides that in achieving the purpose of the Resource Management Act 1991 (the RMA), all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall recognise and provide for specified matters of national importance. These include:

- the preservation of the natural character of the coastal environment (including the coastal marine area), wetlands, and lakes and rivers and their margins, and the protection of them from inappropriate subdivision, use, and development;
- the protection of outstanding natural features and landscapes from inappropriate subdivision, use, and development;
- the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna;
- the maintenance and enhancement of public access to and along the coastal marine area, lakes, and rivers;
- the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga;
- the protection of historic heritage from inappropriate subdivision, use, and development;
- the protection of protected customary rights.

The Bill adds a new matter of national importance “the management of significant risks from natural hazards” (*Part 1, Clause 5, amending Section 6 of the RMA (Part 2) by adding new paragraph (h)*).

² Hon Nick Smith, Minister for the Environment, “Resource legislation introduced to Parliament”, 26 November, 2015.

Duties and restrictions under the RMA (Part 3 of the RMA): procedural principles

The Bill provides that every person exercising powers and performing functions under the RMA must:

- use timely, efficient, consistent, and cost-effective processes that are proportionate to the functions or powers being performed or exercised;
- ensure that policy statements and plans include only those matters relevant to the purpose of this Act and are worded in a way that is clear and concise; and
- promote collaboration between or among local authorities on their common resource management issues (*Part 1, Clause 8, inserting New Section 18A into the RMA (Part 3)*).

Functions, powers, and duties of central and local government (Part 4 of the RMA)

New function for the Minister for the Environment

The Bill provides a new function for the Minister for the Environment which is the approval of the national planning template under New Section 58E (see below). This function (as well as changing, replacing, or revoking the national planning template) may be delegated to the chief executive of the Minister's department in accordance with Section 28 of the State Sector Act 1988 (*Part 1, Clause 9, amending Section 24 of the RMA by inserting new paragraph (ba); Clause 10, amending Section 29 of the RMA by inserting new paragraph (da)*).

New functions for regional councils

Section 30 of the RMA sets out the functions of regional councils under that Act

The Bill includes a new function in relation to "development capacity" and provides that every regional council shall have the function "for the purpose of giving effect to [the RMA] in its region" the establishment, implementation, and review of objectives, policies, and methods to ensure that there is sufficient development capacity in relation to residential and business land to meet the expected long-term demands of the region.

The Bill defines the term "development capacity" as, in relation to residential and business land, the capacity of the land for development, taking into account the following factors:

- the zoning of the land;
- the provision of adequate infrastructure, existing or likely to exist, to support the development of the land, having regard to:
 - the relevant proposed and operative policy statements and plans for the region; and
 - the relevant proposed and operative plans for the district; and
 - any relevant management plans and strategies prepared under other Acts; and
- the rules and methods in the operative plans that govern the capacity of the land for development; and
- other constraints on the development of the land, including natural and physical constraints.

The Bill also removes obligations on regional councils in relation to hazardous substances (*Part 1, Clause 11, amending Section 30 of the RMA*).

Functions of territorial authorities

The Bill amends the functions of territorial authorities under the RMA to provide for measures relating to the “development capacity” (as defined above) of residential and business land to meet the long-term needs of the district. It also removes obligations on territorial authorities in relation to hazardous substances (*Part 1, Clause 11, amending Section 31 of the RMA*).

Standards, policy statements, and plans (Part 5 of the RMA)

The Bill amends the provisions of the Act relating to standards, policies and plans include new material on National Environmental Standards (NESs), National Policy Statements (NPSs), the National Planning Template (NPT), iwi participation arrangements, the collaborative planning process, and the streamlined planning process. The amendments to Part 5 also include an alternative remedy for landowners affected by provisions that render their land incapable of reasonable use and place an unfair or unreasonable burden on them. Some clauses also introduce new subpart headings and cross-headings to clarify the expanded structure of Part 5 (*Part 1, Clauses 24-61 of the Bill*).

National planning template (NPT)

The Bill provides that the purpose of the NPT is to assist with achieving the purpose of the RMA and it must set out requirements or other provisions relating to any aspect of the structure, format, or content of regional policy statements and plans to address matters that the Minister considers are nationally significant or require national consistency. The provisions apply to regional policy statements, regional plans, and district plans. The Bill provides that the NPT may specify:

- the structure and form of regional policy statements and plans;
- any of the matters which may be included in a NPS (*cf. Clause 29, inserting New Section 45A(2) and (4)*) as if the national planning template were a national policy statement;
- objectives, policies, methods (including rules), and other provisions that must or may be included in plans;
- objectives, policies, methods (but not rules), and other provisions that must or may be included in regional policy statements;
- a time frame or time frames for councils to give effect to the whole or part of the national planning template, including different time frames for different local authorities and different parts of the national planning template;
- if the national planning template specifies that a rule must or may be included in plans, whether the local authority must review a discharge, coastal, or water permit under Section 130 to ensure compliance with the rule (*Part 1, Clause 37, inserting New Sections 58B and 58C into the RMA*).

Preparation and promulgation of NPT

The Bill provides that the Minister may decide to prepare an NPT, and may have regard to certain matters in the process which includes the preparation of a draft and an evaluation report and a public consultation process. The Minister (and the Minister of Conservation in relation to a regional coastal plan) may approve the NPT after considering an evaluation report and recommendations received. Notice of approval must be given in the Gazette. Each local authority must recognise the NPT by amending its plans and policy statements as directed by the NPT. The first NPT must be in place within two years after the date on which this Bill receives the Royal assent. An NPT must be in force at all times after that. The Bill further provides that every local authority, not later than one year after the approval of the NPT, must make the applicable operative and proposed plans and policy statements

available on an Internet site to which the public has free access (*Part 1, Clause 37, inserting New Sections 58B-58J into the RMA*).

Iwi Participation arrangements

The Bill provides that the purpose of an iwi participation arrangement is to provide an opportunity for local authorities and iwi authorities (an iwi authority is defined in the RMA as “the authority which represents an iwi and which is recognised by that iwi as having authority to do so”) to discuss, agree, and record ways in which tangata whenua, through iwi authorities, participate in the plan-making processes under Schedule 1 of the RMA. The Bill provides, in particular, that local authorities must invite iwi authorities representing the tangata whenua of a region or district to enter into one or more iwi participation arrangements. This requirement is triggered by a triennial general election held under Section 10 of the Local Electoral Act 2001. The invitation must be given not later than 30 working days after the date of the relevant triggering event. The Bill sets out a 6-month time frame for concluding an iwi participation arrangement, after which the local authority must offer a mediation process, although an iwi authority is not compelled to enter a mediation process. No mediated agreement may include a provision requiring the local authority to suspend its planning process.

The Bill provides that an iwi participation arrangement does not limit any relevant provision of any iwi participation legislation or any agreement under that legislation. The term “iwi participation legislation” is defined as “legislation (other than [the RMA], including any legislation listed in Schedule 3 of the Treaty of Waitangi Act 1975, that provides a role for iwi or hapū in processes under [the RMA]” (*Part 1, Clause 38, amending Part 5 of the RMA by inserting New Subpart 2, New Sections 58K-58P; Part 1, Clause 4(3) amending Section 2(1) of the RMA by inserting definitions of “iwi participation arrangement” and “iwi participation legislation”*).

Streamlined planning process

The Bill provides for a new streamlined planning process whose purpose is, through a direction of the responsible Minister, for the preparation or variation of, or change to, a planning instrument in order to achieve an expeditious planning process that is proportionate to the complexity and significance of the planning issues being considered. The process requires a local authority to apply to the Minister (or in the case of a regional coastal plan, to the Minister of Conservation or to both Ministers where the planning is to encompass matters within the jurisdiction of both Ministers) for a direction to use this process (*Part 1, Clause 52, amending Part 5 of the RMA by inserting New Subpart 4, New Sections 80A-80C*).

Resource Consents (Part 6 of the RMA)

Consideration of applications

The Bill provides that amongst the matters that a consent authority must, and must not, have regard to when considering an application for a resource consent and any submissions received, are the following:

- any measure proposed by the applicant for the purpose of ensuring positive effects on the environment to offset any adverse effects on the environment that will or may result from allowing the activity; and
- the objectives and policies in the NPT that are included in a regional policy statement or plan and are specified in an objective or a policy to deal with a matter that the Minister considers to be nationally significant (*Part 1, Clause 62, amending Section 104 of the RMA; cf. Section 58C(1)(c) or (d) of the RMA*).

Boundary activity and fast-track consent applications

The Bill provides for fast-track applications if it is for a boundary activity or seeks a resource consent for a controlled activity (excluding subdivisions) or a prescribed activity, and if it includes an electronic address for service. A boundary activity is an activity that requires a resource consent only because of the application of district rules that relate to the location or dimensions of a structure in relation to a boundary (*Part 1, Clause 121, inserting New Sections 87AAB and 87AAC into the RMA Act*).

If an activity is a boundary activity:

- the activity may be a permitted activity if it is approved by neighbours on affected boundaries (*Part 1, Clause 122, inserting New Sections 87BA into the RMA Act*);
- there are restrictions on who may be notified of an application for a resource consent for the activity (*Part 1, Clause 125, inserting New Section 95A(4) and (5) into the RMA Act; Clause 128, inserting New Section 95DA(4) into the RMA*);
- there is no right of appeal for the applicant or consent holder or any person who made a submission on the application or review of consent conditions or (in relation to a coastal permit for a restricted coastal activity) the Minister of Conservation to the extent that the decision relates to resource consent for the activity (*Part 1, Clause 135, amending Section 120 of the RMA Act by inserting subsection (1A)*).

If an application is a fast-track application, a consent authority has 10 working days, rather than 20 working days, to decide whether to give public or limited notification of the application and to give notice of its decision on the application (*Part 1, Clause 121, inserting New Section 87AAD into the RMA Act; Clause 125, substituting Section 95 of the RMA Act*).

Notification limited

The Bill provides that consent authorities must apply a step-by-step process to determine whether to publicly notify a consent application. The Bill also sets out a step-by-step process for consent authorities to follow to determine whether to give limited notification of a consent application, if it is not publicly notified. However, in relation to particular iwi interests, including those provided for under certain Treaty of Waitangi settlement arrangements, the Bill does provide for certain persons to be notified (*Part 1, Clause 125, substituting Section 95A of the RMA; substituting Section 95B*).

Comment

"The circumstances in which an application will be publicly notified are more limited under new section 95A than under existing section 95A. If an application is publicly notified because a consent authority decides that the proposed activity will have adverse effects on the environment that are more than minor, those adverse effects must be publicly notified along with the application." "The circumstances in which an application may be notified, and the persons to whom it may be notified, are more limited under new section 95B than under existing section 95B." "There is no change to limited notification of affected protected customary rights groups and affected customary marine title groups. If a person is notified of an application because a consent authority decides that the proposed activity has adverse effects on the person that are more than minor, the person must be notified of those effects when notified of the application."³

Amendments to Public Works Act 1981

Delegation powers extended

The Public Works Act 1981 prohibits the Minister for Land Information from delegating certain powers.

³ Resource Legislation Amendment Bill, Explanatory note, clause by clause analysis, pp. 25 and 26.

The Bill removes the prohibition on the Minister for Land Information from delegating the power to issue a notice of desire to acquire land under Section 18(1) (headed "prior negotiations required for acquisition of land for essential works" and invoked before compulsory acquisition powers are used) of that Act but the Minister is still not able to delegate the power to issue a notice of intention to take land under Section 23(1) (headed "notice of intention to take land") (*Part 3, Clause 168, amending Section 4C of the Public Works Act 1981 by substituting subsection (2)*).

Compensation

The basic rules for compensation for land taken under the Public Works Act 1981 are set out in Sections 60-71 of that Act. There is also provision for "additional compensation and the applicable provisions are set out in Sections 72-76.

Additional compensation for acquisition of notified dwelling (amending Section 72)

Section 72(1) of the Public Works Act 1981 provides that where any land that has been notified and that contains a dwelling used as a private residence is taken or acquired for the public work for which it was notified there must be paid to the owner of the land the sum of \$2,000 by way of solatium (a solatium is a thing given to someone as a compensation or consolation).

The Bill replaces this provision and provides that compensation of up to \$50,000 (which must be determined in accordance with New Section 72A and is regardless of the number of owners of the land or the nature of the estate or interest that the various owners of the land may hold) must be paid to the owner of land if:

- the land has been notified; and
- the land is taken or acquired for the public work for which it was notified; and
- the land contains a dwelling that is used as the land owner's principal place of residence; and
- the land is not otherwise excluded under Section 72.

However, such compensation must not be paid to the owner of land if that person is paid compensation for that land under New Section 72C(1) (see below) (*Part 3, Clause 171, amending Section 72 of the Public Works Act 1981*).

Amount of compensation to be paid under Section 72

The Bill provides that the amount of compensation paid under Section 72(1) must be determined as follows:

- \$35,000 must be paid to the owner of the land if the owner qualifies for compensation under section 72(1);
- a further \$10,000 must be paid to the owner if
 - the Minister or local authority, as applicable, and the owner, within 6 months after the negotiation start date, execute an agreement for the sale and purchase of the land under section 17; and
 - the agreement specifies a date on which vacant possession of the land, and all buildings and structures on the land, will be given to the notifying authority; and

- a further \$5,000 may be paid to the owner if the Minister (if the land is taken or acquired for a Government work) or local authority (if the land is taken or acquired for a local work) decides, in his, her, or its discretion, that—
 - the personal circumstances of the owner warrant such a payment and compensation is not otherwise paid under the Public Works Act 1981 for this purpose; or
 - the circumstances concerning the acquisition of the owner's principal place of residence warrant such a payment and compensation is not otherwise paid under the Public Works Act 1981 for this purpose (*Part 3, Clause 172, inserting New Sections 72A and 72B into the Public Works Act 1981*).

Additional compensation for acquisition of notified dwelling (New Section 72C)

The Bill provides that compensation must be paid to an owner of land if:

- the land has been notified; and
- the land is taken or acquired for the public work for which it was notified; and either of the following applies:
 - the land does not contain a dwelling that was used as the owner of the land's principal place of residence for the period between the notification date and the vacant possession date;
 - the owner used a dwelling on the land as his or her principal place of residence for less than a substantial part of the period between the notification date and the vacant possession date; and
 - the payment of compensation is not excluded by New Section 72D (see below).

The compensation payable must:

- equal 10% of the total land value; or
- be \$250 if 10% of the total land value is equal to or less than \$250; or
- be \$25,000 if 10% of the total land value is equal to or more than \$25,000.

The compensation must not in total exceed \$25,000 regardless of the number of owners of the land or the nature of the estate or interest each of the owners has in the land.

Such compensation must not be paid unless:

- vacant possession of the land and all buildings and structures on the land is given to the notifying authority by that owner—
 - on or before the vacant possession date, or any later date that the authority allows, if the land is acquired under an agreement that specifies a vacant possession date;
 - within 1 month after the date on which the authority serves notice on the vendor or the person from whom the land is taken (as the case may be) that vacant possession is required, or within any longer period that the authority allows, if the land is acquired under an agreement that does not specify a vacant possession date or no agreement for sale is entered into and the land is taken by Proclamation.

Such compensation must not be paid unless the person giving vacant possession is one of the following:

- an owner of the land on the notification date:
 - the spouse, civil union partner, or de facto partner of an owner of the land on the notification date;
 - the person beneficially interested in the land if an owner dies after the notification date; and
- was an owner of the land on the vacant possession date; and
- was an owner of the land for a substantial part of the period between the notification date and the vacant possession date; and
- was not a willing party to the taking or acquisition of the land or a willing party to the taking or acquisition principally because the land had been notified.

Compensation must not be paid under New Section 72C(1) to an owner of land if that person is paid compensation for the loss of a dwelling on that land under New Section 72(1) (*Part 3, Clause 172, inserting New Sections 72C and 72D into the Public Works Act 1981*).

Adjustment of compensation payable under Section 72 or 72C

The Bill provides that the Governor-General may, by Order in Council made on the recommendation of the Minister, amend section 72, New Section 72A, or New Section 72C by increasing or decreasing any or all certain compensation limits and percentages as the case may be (*Part 3, Clause 172, inserting New Section 72E into the Public Works Act 1981*).

Copyright: © NZ Parliamentary Library, 2015

This work is licensed under the Creative Commons Attribution 3.0 New Zealand licence. In essence, you are free to copy, distribute and adapt the work, as long as you attribute the work to the Parliamentary Library and abide by the other licence terms. To view a copy of this licence, visit: <http://creativecommons.org/licenses/by/3.0/nz/>.

Appendix 2



PARLIAMENTARY LIBRARY
Te Pātaka Rangahau a Te Whare Pōremata

BILLS DIGEST

Digest No. 2306

Civil Defence Emergency Management Amendment Bill 2015

| | |
|--|--|
| Date of Introduction: | 11 November 2015 |
| Portfolio: | Civil Defence |
| Select Committee: | As at 8 December, 1st Reading not held. |
| Published: 8 December 2015 by John McSoriley BA LL.B, Barrister Legislative Analyst P: (04) 817-9626 (Ext. 9626) | Caution: This Digest was prepared to assist consideration of the Bill by members of Parliament. It has no official status. Although every effort has been made to ensure accuracy, it should not be taken as a complete or authoritative guide to the Bill. Other sources should be consulted to determine the subsequent official status of the Bill. |

Purpose

The aim of this Bill is to amend the Civil Defence Emergency Management Act 2002 (the Act) “to enable better recovery from New Zealand’s most frequent emergencies – those of small to moderate scale.”¹

Background

What is an emergency?

The term “emergency” means a situation that:

- is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and

¹ Civil Defence Emergency Management Amendment Bill, 2015 No 88-1, Explanatory note, General policy statement, p. 1.

- causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and
- cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under the Act (*Section 4 of the Act, definition of “emergency”*).

What is a “state of emergency”?

The Act (*Sections 66-94*) provides for states of emergency. The Minister has power to declare a state of national emergency and a person appointed to assume the responsibility of doing so may declare a state of local emergency. The Act provides extensive powers in relation to civil defence emergency management. The powers (and who may exercise them) are as follows: the publishing by the Director of Civil Defence Emergency Management (the Director) of public information relating to an emergency; the performance by the Director of any function which a group or the Minister has failed to carry out; the requiring by the Director of the giving of information for the exercise of civil defence emergency management; the obtaining of warrants authorising the Police to enter and to search premises to obtain information urgently required for civil defence emergency management; the direction by the Minister of any group, or the Director, to perform or cease to perform any functions, duties or powers in relation to a state of emergency; the conferment of various powers on controllers and police to, for example, order the evacuation of buildings, enter buildings to protect life, close roads, remove aircraft and other means of transport, requisition property, give directions, and carry out inspections or take samples.

Civil Defence Emergency Management Groups (Group)

Sections 12-20 of the Act provide for the establishment and functions of Civil Defence Emergency Management Groups. Local authorities must establish such groups to:

- respond to and manage the adverse effects of emergencies;
- carry out recovery activities; and
- develop, approve, implement, and monitor a civil defence emergency management plan and regularly review it.

Such groups must establish and maintain a Civil Defence Emergency Management Co-ordinating Advisory Group (consisting of representatives of local authorities, the Police, the Fire Service, health and hospital services, and other co-opted persons) to assist with the management of the plan. Persons able to declare states of local emergency must be appointed in each area. The Act also provides for the appointment of Local Controllers and Recovery Co-ordinators in relation to particular areas.

The need for the Bill

In a media release, the Hon Nikki Kaye, Minister of Civil Defence stated that the new legislation would “give clarity to those leading this work, and help ensure it can be carried out as swiftly and effectively as possible. It will do this by providing appropriate authority for those directing, coordinating and managing the recovery.

As well as providing a legislative mandate for recovery managers, the Bill will require that recovery planning is carried out. It will also provide powers to support the transition to recovery, through the creation of transition notices. Examples of powers that recovery managers will have under a transition notice include:

- preventing people from entering land or areas that may be dangerous;
- conserving limited fuel resources in isolated communities, to prevent a run on fuel supplies;
- shoring up dangerous structures.

"It's proposed that these powers could only be used during a defined transition phase. Their use must be proportionate, reflecting the consequences and scale of the emergency, and they must only be exercised to the extent reasonably necessary for the public interest. This Bill is the latest step in ongoing work to improve our civil defence and emergency management system."

The Minister also stated: "While this Bill focuses on small to moderate emergencies, a second stage of legislative review will focus on large-scale emergencies. This second stage will be closely aligned with the review of the Canterbury Earthquake Recovery Act 2011, to enable a consistent approach to supporting recovery from emergencies, as well as the ongoing recovery in Canterbury."²

Departmental disclosure statement

- <http://legislation.govt.nz/disclosure.aspx?type=bill&subtype=government&year=2015&no=88>

Regulatory impact statement

- <http://www.treasury.govt.nz/publications/informationreleases/ris>

Main Provisions

Recovery managers

Group Recovery Managers

The Act currently provides for the appointment of a Recovery Co-ordinator for an area.

The Bill replaces this provision and provides instead that a Civil Defence Emergency Management Group must appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the Group Recovery Manager for its area.

The Bill also provides that a Group must appoint, either by name or by reference to the holder of an office, at least one suitably qualified and experienced person to perform the functions and duties and exercise the powers of the Group Recovery Manager on the occurrence of a vacancy in the office of Group Recovery Manager or in the absence from duty of the Group Recovery Manager for any reason, for the duration of the vacancy or absence (*Part 1, Clause 17, substituting Section 29 of the Act*).

Local Recovery Managers

The Bill provides that a Group may appoint one or more persons to be a Local Recovery Manager, and direct that person or those persons to perform any of the functions and duties of, or delegated to, the Group Recovery Manager of the Group and to exercise the powers of the Group Recovery Manager in the area for which the Group Recovery Manager is appointed, including, but not limited to, the powers in New sections 94H, 94I, and 94K to 94N (described below). However, Local Recovery

² Media Release, Hon Nicky Kaye, Minister for Civil Defence, "Proposed law change will improve communities' recovery from emergencies," 11 November 2015.

Manager must follow any directions given by the Group Recovery Manager during a transition period (*Part 1, Clause 17, substituting Section 30 of the Act*).

Functions of Recovery Managers

The Bill provides that a Group Recovery Manager must, during a local transition period for the area for which the Group Recovery Manager is appointed, direct and co-ordinate, for the purposes of this Act, the use of the personnel, material, information, services, and other resources made available by departments, Civil Defence Emergency Management Groups, and other persons.

The Group Recovery Manager must also perform any functions or duties delegated to the Group Recovery Manager by the Civil Defence Emergency Management Group or conferred on Group Recovery Managers by this Act or any other enactment, and may exercise any power conferred on the Group Recovery Manager by delegation under the Act.

A Group Recovery Manager or a Local Recovery Manager may authorise any suitably qualified and experienced person to exercise any power or to perform any function or duty of that Group Recovery Manager or Local Recovery Manager, except the power to authorise another person to perform those functions and duties or to exercise those powers and must supervise the person so far as is reasonably practicable in the exercise of the power or the performance of the function or duty (*Part 1, Clause 17, inserting Section 30A into the Act*).

National transition period

Minister may give notice of national transition period

The Bill provides that after a state of emergency has been declared for any area, or after an “emergency” arises for which a state of emergency has not been declared, the Minister may give notice of a national transition period over the whole of New Zealand or any areas or districts if it appears to the Minister that a national transition period is required. The Minister must be satisfied that invoking the powers to manage, co-ordinate, or direct recovery activities is:

- in the public interest; and
- necessary or desirable to ensure a timely and effective recovery.

In deciding whether a national transition period is required, the Minister must have regard to:

- the areas or districts affected by the emergency; and
- whether the focus of activities in any area or district is moving from response to recovery, including whether a state of emergency is about to expire or be terminated.

If the Minister gives notice of a national transition period, he or she must advise the House of Representatives as soon as practicable and any other transition period then in force in any area or district to which the national transition period applies ceases to have effect.

A national transition period ends 90 days after the time and date on which the period comes into force, unless extended or terminated earlier (*Part 1, Clause 28, inserting New Part 5A into the Act, New Section 94A; New Section 94C-94E*).

Local transition period

Appointment of person authorised to give notice of a local transition period for its area

The Bill provides that a Civil Defence Emergency Management Group must appoint at least one person as a person authorised to give notice of a local transition period for its area. Such a person may, after a state of emergency has been declared for the area of the Civil Defence Emergency Management Group concerned, give notice of a local transition period for the area for which the person is appointed, if it appears to the person that a local transition period is required in the area (*Part 1, Clause 13, inserting New Section 25A into the Act; Clause 28, inserting New Part 5A into the Act, New Section 94B(1)*).

Local transition period after a state of emergency declared for the area

The Bill provides that a person who is authorised to give notice of a local transition period may, after a state of emergency has been declared for the area of the Civil Defence Emergency Management Group concerned, give notice in relation to the whole area of the Civil Defence Emergency Management Group concerned or for 1 or more districts or wards within the area (*Part 1, Clause 28, inserting New Part 5A into the Act, New Section 94B(2)*).

Local transition period where state of emergency has not been declared

The Bill provides that after an emergency arises, for which a state of emergency has not been declared, a person who is authorised to give notice of a local transition period may do so in accordance with New Section 94B(1) or New Section 94B(2) (as the case requires) with the approval of the Minister (*Part 1, Clause 28, inserting New Part 5A into the Act, New Section 94B(3)*).

Minister may give notice of local transition period

The Bill provides that after a state of emergency has been declared for the area of a Civil Defence Emergency Management Group, or after an emergency arises for which a state of emergency has not been declared, the Minister may give notice of a local transition period for the area or for one or more districts or wards within the area if:

- it appears to the Minister that a local transition period is required; and
- notice of a local transition period has not been given under New Section 94B(1) or New Section 94B(2) (*Part 1, Clause 28, inserting New Part 5A into the Act, New Section 94B(4)*).

Termination

A local transition period ends 28 days after the time and date on which the period comes into force, unless extended or terminated earlier (*Part 1, Clause 28, inserting New Part 5A into the Act, New Section 94C-94E*).

Powers in relation to transition periods

The Bill provides that when a transition period is in force, a Recovery Manager may exercise the powers conferred by New Part 5B in respect of those areas, districts, or wards for which the Recovery Manager is responsible if the exercise of the powers is, in the opinion of the Recovery Manager, in the public interest, necessary or desirable to ensure a timely and effective recovery and proportionate in the circumstances. A constable may exercise the powers conferred on constables under New Part 5B if the exercise of the powers is, in the opinion of the constable, in the public interest, necessary or desirable to ensure a timely and effective recovery, and proportionate in the circumstances (*Part 1, Clause 28, inserting New Section 94B into the Act*).

The powers

The Bill sets out the powers that may be exercised during transition periods and, in particular, provides for the transition period powers of Recovery Managers and their power to require information.

The Minister is given a power to direct the Director or any Civil Defence Emergency Management Group or person to perform or exercise, or cease to perform or exercise, any of the functions, duties, and powers conferred under New Part 5B. Recovery Managers and constables may require the evacuation of premises and places under certain circumstances. They may enter premises or places under certain circumstances. They may close roads and public places and give directions in certain circumstances.

The Bill requires persons exercising powers under New Part 5B to carry and produce identification and sets out the reporting requirements for Recovery Managers, the Director, and the Minister (*Part 1, Clause 28, inserting New Part 5B into the Act, New Sections 94G-94P*).

Copyright: © NZ Parliamentary Library, 2015

This work is licensed under the Creative Commons Attribution 3.0 New Zealand licence. In essence, you are free to copy, distribute and adapt the work, as long as you attribute the work to the Parliamentary Library and abide by the other licence terms. To view a copy of this licence, visit: <http://creativecommons.org/licenses/by/3.0/nz/>.

Attachment 9



Rangitikei
UNSPOILT...

Local Governance Statement

RANGITIKEI DISTRICT COUNCIL

[reviewed February 2015](#)

Contents

| | |
|--|-------------------------------|
| 1. Introducing the Local Governance Statement..... | 3 |
| 2. Functions, Responsibilities and Activities of the Council | <u>5</u> 4 |
| 3. Electoral Systems and Representation Arrangements | <u>9</u> 8 |
| 4. Reorganisation Process..... | <u>13</u> <u>12</u> |
| 5. Roles and Conduct | <u>14</u> <u>13</u> |
| 6. Governance and Management Structure and Delegations..... | <u>17</u> <u>16</u> |
| 7. Meeting Processes..... | <u>22</u> <u>20</u> |
| 8. Consultation Policies..... | <u>24</u> <u>22</u> |
| 9. Liaison with Maori – Te Tangata Whenua O Rangitikei..... | <u>27</u> <u>25</u> <u>24</u> |
| 10. Equal Employment Opportunities | <u>28</u> <u>26</u> <u>25</u> |
| 11. Key Planning and Policy Documents..... | <u>29</u> <u>27</u> <u>26</u> |
| 12. Request for Official Information..... | <u>32</u> <u>30</u> <u>29</u> |

1. Introducing the Local Governance Statement

1.1 What is the Purpose of the Local Governance Statement?

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

1.2 The Legal Requirement to Have a Local Governance Statement

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

1.3 What Information Does the Statement Contain?

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

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

1.4 Where do I get further information?

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

- Rangitikei District Council Long Term Plan₂
- Rangitikei District Council Annual Plan₂
- Rangitikei District Council Annual Report₂
- Rangitikei District Council Bylaws₂
- Membership list of the Taihape and Ratana Community Boards, and the Marton, Turakina, Bulls and Hunterville Community Committees₂
- Rangitikei District Council Agendas and Minutes₂
- Memorandum of Understanding: Tutohinga₂

¹ [LGA 2002 s.40\(1\)\(a\)](#)

² [LGA 2002 s.40\(1\)\(c\)](#)

³ [LGA 2002 s.40\(1\)\(g\)](#)

⁴ [LGA 2002 s.40\(1\)\(f\)](#)

⁵ [LGA 2002 s. 40\(1\)\(l\)](#)

- Rangitikei District Plan

2. Functions, Responsibilities and Activities of the Council

2.1 Functions

Under the ~~Local Government Act~~LGA 2002, the purpose of local government has been defined as being:

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

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

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

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

Core services of Council are identified as;

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

2.2 Principles

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

- Conduct business in an open, transparent and democratically accountable manner.

⁶ LGA 2002 s.10(1)

⁷ LGA 2002 s. 10(2)

⁸ LGA 2002 s. 11

⁹ LGA 2002 s. 11A

¹⁰ LGA 2002 s. 14

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

~~The 2013 Bill seeks to change these principles by increasing the requirement for Council to actively collaborate with other local authorities~~

2.3 Delivery of Services

~~The 2013 Bill introduces a~~ A new provision within the LGA 2002 ~~which~~ identifies Councils responsibility for the delivery of services¹¹. As soon as practicable after each triennial election the Council must review the cost-effectiveness of current arrangements for meeting the needs of the community for good quality infrastructure, public services and regulatory functions. The review must consider options for governance, funding, and delivery of infrastructure services and regulatory services.

2.4 Responsibilities

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

- Providing a leadership focus for the District.
- Formulating the District's strategic direction.
- Ensuring activities are carried out in accordance with the Long Term Plan.
- Managing the principal risks to Council assets, services, infrastructure and investments.
- Administering all relevant legislation and regulations, and upholding the law.

¹¹ ~~LGA 2013 Bill Section 17AA~~ LGA 2002 s. 17A(1) and s. 17A(2)

- Encouraging economic and social development within the District.
- Representing local and community interests as appropriate.
- Providing and maintaining recreational and leisure facilities and facilitating the provision of community services.
- Reporting to ratepayers on the above.

2.5 General and Local Legislation

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

- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1906. (Section 22 and schedule 6. Site for volunteer drill-shed Marton).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1907. (Section 55 and Schedule 20 – Vesting land to Bulls Town Board for the purpose of town hall).
- Reserves and Other Lands Disposal and Public Bodies Empowering Act 1910. (Section 35 Exchange of certain lands in Bulls for recreation and rifle range purposes).
- Reserves and Other Lands Disposal Act and Public Bodies Empowering Act 1912²⁷. (Section ~~25~~ 29 Authorising the erection of seaside cottage on Koitiata Domain).
- Maori Purposes Act 1954. (Section 5 Ratana Settlement administration).
- Local Legislation Act 1961. (Section 17 Validating deed of covenant between Marton Borough Council and Marton RSA).
- Water Conservation (Rangitikei River) Order 1993.

2.6 Local Bylaws

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

- Speed Limit Bylaw 2009: Sets speed limits for the District. Adopted ~~2 November~~ 27 August 2009. (Reviewed and amended 2013, ~~and 2014 and 2015~~).
- Water Related Services Bylaw 2013: Manages and regulates the water supply, wastewater, stormwater and land drainage systems. Adopted 2 May 2013¹².
- Animal Control Bylaw 2013: Sets regulations on the keeping of animals (excluding Dogs) within the District so that they do not cause nuisance or endanger health. Adopted 7 October 2013; amended 29 October 2015 (for Turakina) and 17 December 2015 (for Mataroa and Crofton).

¹² However, Part 2 and Part 3 are not yet in effect. They introduce provisions for public and private stormwater drainage. Before these parts are put into effect, a series of maps clarifying the status of public and private drains will be released for consultation.

- Control of Dogs Bylaw ~~2004~~2014: Requires owners to suitably confine, house and otherwise control their dogs. Adopted ~~16 December 2004 (Reviewed 2010)~~27 November 2014.
- Stock Droving and Grazing Bylaw 2013: Presents permitted standards on droving and grazing to protect road surfaces, improve road safety and avoid nuisance. Adopted 7 October 2013.
- Control of Advertising Signage Bylaw 2013: To ensure health and safety, reduce hazards and to maintain aesthetic standards. Adopted 31 January 2013.
- Control of Skateboarding Bylaw 2010: control the use of skateboards to prevent injury, nuisance and damage. Adopted 24 June 2010.
- Trading in Public Places Bylaw 2013: To regulate the conduct of persons selling goods to the public on footpaths, roads or from vehicles. Adopted 31 January 2013.
- Public Places Bylaw 2013: To maintain standards of safety, amenity and civic values and address damage that may be caused to public places through use of facilities. Adopted 31 January 2013.
- Mokai Bridge Bungy Jumping Bylaw 2013: To ensure sufficient authority for an operator to use Mokai Bridge. Adopted 3 October 2013.
- Liquor Control in a Public Place Bylaw 2010: To minimise the potential for offensive alcohol related behaviour in public places. Adopted 1 September 2010.
- Food Business Grading Bylaw 2014: To ensure that all food businesses comply with minimum standards under legislating regulating the sale of food to the public and to introduce a grading system that will allow the community to make informed decisions in respect to food businesses. Adopted 27 November 2014.
- Fire Prevention Bylaw 2014: To prevent the spread of fire within Rangitikei urban fire district and prevent both nuisance and harm from fire within all parts of the Rangitikei district not zoned Rural in the operative District Plan. Adopted 30 January 2014.

- 3. Electoral Systems and Representation Arrangements

3.1 Electoral System

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

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

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

The Council's last review of electoral systems was in 2012 and (as a result) no change was made to Council's electoral system for the 2013 and 2015 elections. As no change was made to the electoral system, Council could resolve in 2017 to change the system for the 2018 elections or Council could also resolve to conduct a poll or electors could also demand a poll if ~~5% percent~~ of them made such a demand to Council.

3.2 Wards and Constituencies

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

| Ward | Number of Councillors | Population estimate 2012 ¹³ |
|--------------|-----------------------|--|
| Bulls | Two | 2517 |
| Marton | Four | 5849 |
| Hunternville | One | 1308 |
| Turakina | One | 1244 |
| Taihape | Three | 3794 |
| TOTAL | Eleven | 14330 |

¹³ These population figures were the basis for revising the boundaries in the 2012 Representation Review.

3.3 Representation Options

3.3.1 Maori Wards

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

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

3.3.2 Community Boards

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

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

The Ratana Community Board comprises of ~~five~~four members. Electors in the Ratana Community elect ~~four~~all members triennially. The fifth member is the Turakina Ward Councillor. ~~re are no members appointed from the Council but there is a Councillor who liaises with the Board.~~

The Taihape Community Board comprises of ~~six~~four members. Electors in the Taihape Community elect four members triennially and the Rangitikei District Council appoints any two of the Taihape Ward Councillors as members of the Community Board.

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

The Council reviewed the Community Board structures in 2012 as part of the Representation Review. It was decided, following public consultation, to retain both

¹⁴ LGA 2002 s. 52

~~Boards, at the request of the respective Community Boards, to not change the structure of the community boards.~~

3.4 Changing Representative Arrangements

The Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in 2012. It is not legally required to review representation again until 2018.

This review must include the following:

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

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

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

4. Reorganisation Process

Local government reorganisation, as set out by the ~~Local Government Act~~LGA 2002 s. section 24, may provide for 1 or more of the following matters:

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

The purpose of reorganisation¹⁵ is to:

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

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

¹⁵ LGA 2002 s. 24AA

5. Roles and Conduct

5.1 Mayor and Councillors' Role

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

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

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

5.2 Mayor's Role

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

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

The 2012 Amendments [to the LGA 2002](#) also add the following roles of the Mayor¹⁶:

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

5.3 Deputy Mayor's Role

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

- If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties of the Mayor, and may exercise the powers of the Mayor.

¹⁶ [LGA 2002 s. 41A](#)

- The Deputy Mayor may be removed from office by resolution of Council.

5.4 Committee Chairperson's Role

The Chairperson of a committee is responsible for:

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

5.5 Chief Executive's Role

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

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

- Implementing the decisions of the Council.
- Providing advice to the Council and Community Boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

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

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

5.6 Elected Members

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

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

5.7 Code of Conduct

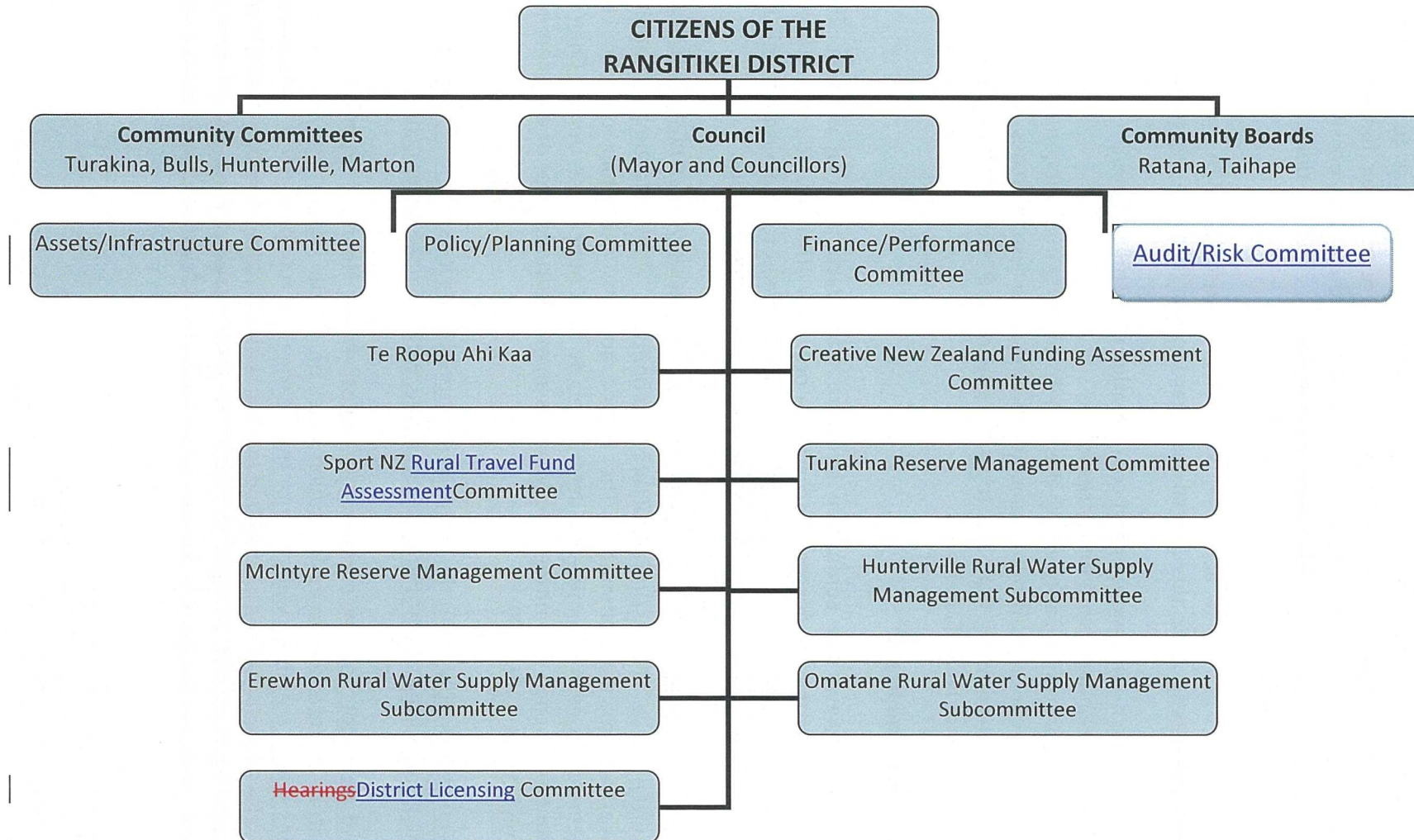
All elected members are required to adhere to Council's Code of Conduct. There is provision for Council to revise its Code of Conduct after each triennial election. Once adopted a Code of Conduct may only be amended by a 75 percent or more vote of the Council. The code sets out the Council's understanding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

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

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

6. Governance and Management Structure and Delegations

6.1 Governance Structure



6.2 Delegations¹⁷

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

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

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

6.3 Council Committees¹⁸

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

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

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

Council does not have ~~In addition the Council has~~ a Hearings Committee to deal with regulatory matters which by legislation must be heard. When the need arises, Council decides which members will conduct the hearing. ~~It has delegation to hear any matter under the Council's bylaws or specified legislation (i.e. Building Act, Dog Control Act, Fencing of Swimming Pools Act, and Sale of Liquor Act. Hearing Panels for matters within the scope of the Resource Management Act are appointed by the Mayor and the Chief Executive.~~

¹⁷ Incorporating CLG1 from old Policy Manual

¹⁸ Incorporating CLG2 from old Policy Manual

Council has appointed a District Licensing Committee (DLC), as required by s.186 of the Sale and Supply of Alcohol Act 2012. A commissioner has been appointed (under s.193) who is the chair of the DLC. Continuous service by a DLC member (and the commissioner) is limited to ten years. However, Council has limited the term to the end of the current triennium.¹⁹

The Council has a Maori Liaison Standing Committee called Te Roopu Ahi Kaa. They advise Council on issues that affect Maori and provide a Maori perspective for Council's policies, plans and bylaws.

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

6.4 Council Membership and Representation on other organisations²⁰

Council will maintain representation on other organisations as listed in the Delegations Register for the purposes of collaboration with these key stakeholders, including for the following reasons²¹:

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

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

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

6.5 Management Structure

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

¹⁹ [13/RDC/303 and 304.](#)

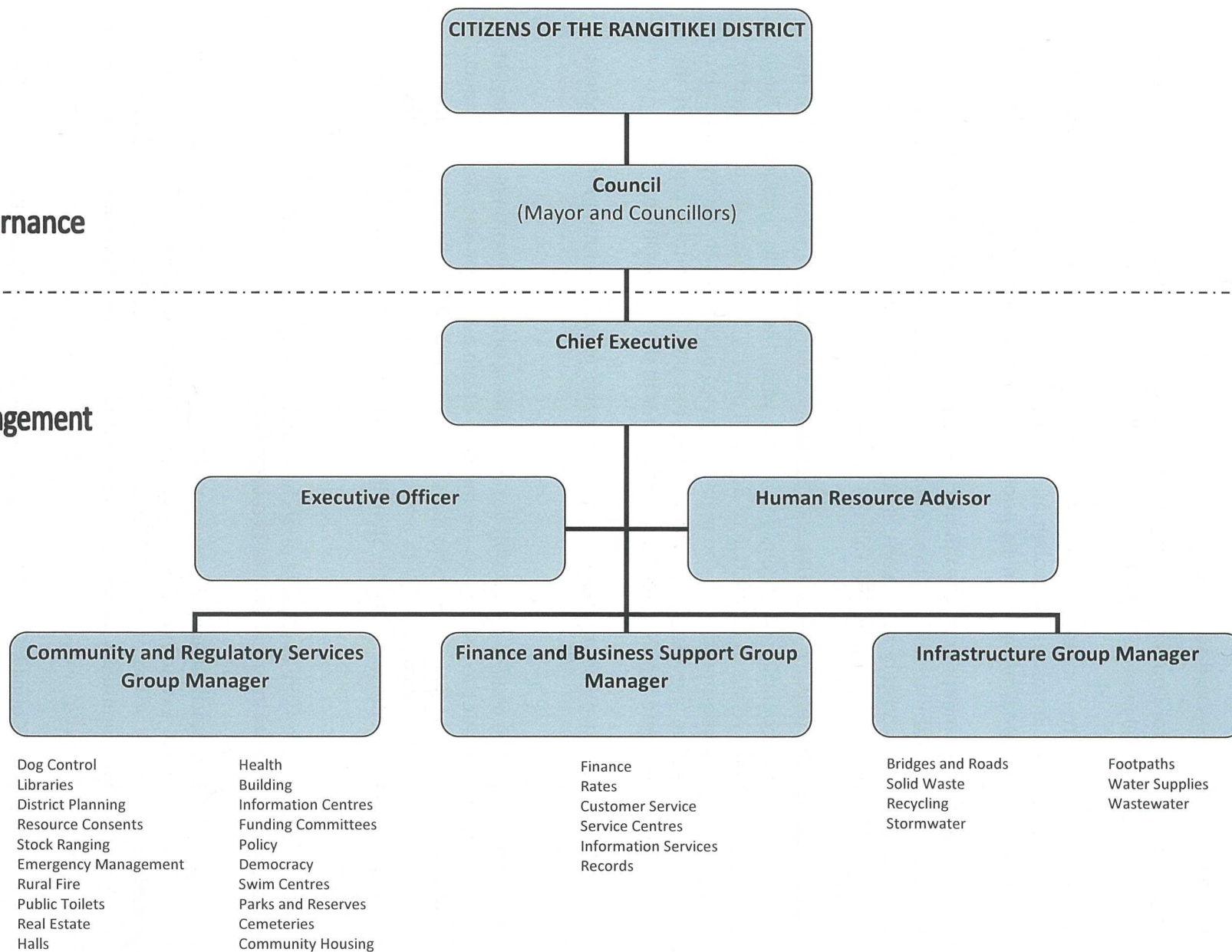
²⁰ Incorporating CLG3 from old Policy Manual

²¹ 08/SPP /026

resources. The Council then reviews progress. Management is concerned with implementing Council policy and strategy.

Governance

Management



7. Meeting Processes

7.1 The Rules for Meetings and Standing Orders

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

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

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

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

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

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

Minutes of meetings are kept and made publicly available, subject to the provisions of the ~~Local Government Official Information and Meetings Act~~ [LGOIMA](#).

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

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

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

8. Consultation Policies

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

~~Under the Act, the Council must follow the special consultative procedure before it:~~

- ~~• Adopts or amends a Long Term Plan (LTP);~~
- ~~• Adopts, revokes, reviews or amends a bylaw; or~~

~~The 2013 bill removes the requirement to use the special consultative procedure when:~~

- ~~• Adopting the annual plan, unless the proposed changes are likely to have a significant public interest or impact, for example would trigger an amendment to the LTP.~~
- ~~• Changes the mode of delivery for a significant activity (for example from the Council to a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation) if that is not provided for in an LTP.~~

Consultation ~~would still have to~~ must be undertaken in accordance with best practice consultation principles given in section 82 of the LGA 2002 Act.

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

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

The Significance and Engagement Policy, which includes details of statutory consultation requirements, can be found in the Statutory Policy Manual. ~~The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.~~

8.1 Public Participation (Consultation) Policy

~~The Rangitikei District Council believes that public participation is an essential part of good local government. Good consultation and participation processes that allow individuals and~~

~~organisations to contribute to democratic local decision-making and action both builds social capital and civic pride, and leads to better decisions.~~

~~When undertaking consultation, the Council will use the following set of principles to guide public participation processes. The Council will:~~

- ~~• Select appropriate tools and techniques for consultation depending upon the level of engagement sought²² and the impact of the issue being consulted upon;~~
- ~~• use simple and straightforward language when asking for feedback on proposals;~~
- ~~• ensure that documents are accessible;~~
- ~~• encourage councillors, community boards and community committees to engage with local communities and assist Council in consulting on public proposals;~~
- ~~• exercise discretion in circumstances where:~~
 - ~~▪ the costs of consultation outweigh the benefits;~~
 - ~~▪ a pre-set deadline (outside of the Council's control) precludes meaningful public participation taking place;~~
 - ~~▪ the risk to health and safety would be increased by delaying the decision;~~
 - ~~▪ views held by affected or interested parties are already known to a reasonable degree.~~

~~8.2 Significance and Engagement Policy~~

~~The 2013 Bill introduces the requirement for Council to prepare a Significance and Engagement policy²³. The policy must be adopted by 1 December 2014. The purpose of the policy is to enable Council and communities to:~~

- ~~• Identify the significance of particular issues,~~
- ~~• provide clarity about how and when communities can expect to be consulted, and,~~
- ~~• inform Council about the extent of public engagement which is expected and the type of engagement which is required.~~

~~This policy document Councils general approach to;~~

- ~~• determining the significance of proposals and decisions,~~
- ~~• outlining criteria for assessing the significance of proposals and decisions, and,~~
- ~~• how the council will engage with communities.~~

²² For example, the IAP2 (http://www.iap2.org/associations/4748/files/IAP2%20Spectrum_vertical.pdf) or similar matrix

²³ Section 76AA

The policy must also list all assets which Council considers to be strategic. The policy may be amended when considered necessary by Council.

9. Liaison with Maori – Te Tangata Whenua O Rangitikei

9.1 Memorandum of Understanding: Tutohinga

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

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

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

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

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

10. Equal Employment Opportunities

10.1 Equal Employment Opportunity Policy

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

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

11. Key Planning and Policy Documents

11.1 Long Term Plan (LTP)

In accordance with section 93 of the ~~Local Government Act~~ LGA 2002, the Council adopted its ~~fourth~~^{third} Long Term Plan²⁴ (LTP) in June 201~~5~~². The LTP was adopted following the special consultative procedure set out in sections ~~93A~~⁸³ and ~~84~~ of the ~~Local Government Act~~ LGA 2002.

The purpose of the LTP is to:

- Describe the activities of Council.
- Describe community outcomes.
- Provide integrated decision making and co-ordination of resources.
- Provide a long-term focus for decisions and activities of council.
- Provide a basis for accountability to the community.
- ~~Provide an opportunity for participation by the public in decision making.~~

The LTP is the central focus for the Council's future over the next 10 years. The plan will be reviewed by 30 June 201~~8~~⁵ and will be reviewed every three years thereafter. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words, once the plan is adopted it determines the Council's direction for the next three years. The LTP is subject to audit.

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

- Groups of Activities: The LTP shows the level of service Council will provide for each activity, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- Financial Strategy: to underpin prudent financial management, with an analysis of the key factors likely to impact on the Council (population change, investment in infrastructure etc.)
- Infrastructure: to make explicit how Council envisages it will manage its roads, water, wastewater and stormwater facilities over the next 30 years.²⁵
- Variations between the LTP and earlier assessments of water services, sanitary services and waste management within the District.
- Forecast financial statements: Detailed forecasts for three years and summary forecasts for the seven years after the first three.
- Details of any Council-controlled organisations, its objectives, scope of activities and targets.
- Funding Impact Statement: How the rates are going to be allocated/charged to ~~r~~^Ratepayers.

²⁴ The Long Term Plan was renamed in the 2010 changes to the Local Government Act 2002. The Long Term Plan was previously referred to in legislation as the Long Term Council Community Plan, or the LTCCP.

²⁵ Council has opted to include community and leisure assets within this strategy.

- A Revenue and Financing policy: who pays for services provided, why and how
- Significant Forecasting assumptions and associated risks to the financial estimates. A summary of the Council's Significance and Engagement Policy. ~~This Policy's purpose is to ensure that the Rangitikei District is fully consulted and able to actively participate in the consideration of issues, proposals, decisions or other matters, which are significant and/or involve the District's strategic assets.~~
- Development of Maori Capacity to Participate in Council Decision-making.
- How Council will develop Maori capacity to contribute to the decision making process.
- Describe community outcomes; good access to health services, a safe and caring community, lifelong educational opportunities, a treasured natural environment, a buoyant district economy and enjoying life in the Rangitikei.

~~The 2013 Bill also requires the inclusion of;~~ As a consequence of the LGA 2002 Amendment Act 2014, the LTP is now required to also include:

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

11.2 The Annual Plan

In the intervening years of the adoption of a LTP, the Council adopts an Annual Plan through the ~~special~~ consultative procedure as set out in sections ~~95A83 and 85 82~~ of the ~~Local Government Act LGA~~ 2002.²⁶ The Annual Plan focuses on the budgets for the current financial year and the setting of rates. This document is not able to significantly deviate from the LTP.

11.3 The Annual Report

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

11.4 The Pre-Election Report

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

11.5 The Rangitikei District Plan

The Rangitikei District Plan was adopted on 3 October 2013. The Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use and development of resources and protection of the

²⁶ However, s.95(2A) allows the Council to dispense with this requirement if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.

natural and physical resources of the Rangitikei District. The principal method in the Plan to control the effects of land use and land subdivision is through rules. Rules are deemed to have the effect of regulation for the purposes of the Resource Management Act 1991 ([RMA 1991](#)).

The ~~Resource Management Act~~[RMA](#) 1991 prescribes submission and appeal processes before the notified plan becomes operative.

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

11.6 Triennial Agreements

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

~~The 2013 Bill widens the scope of~~ [S. 15 of the LGA 2002 requires](#) triennial agreements to include:

- Processes and protocols for identifying, delivering and funding facilities and services which are significant to more than one district²⁷.
- May include commitments to establish or continue joint committees or other joint governance arrangements²⁸.
- Terms of reference for committees or other arrangements, including delegations²⁹.
- That council must notify other local authorities when making decisions which are inconsistent with the triennial agreement³⁰.

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

²⁷ [LGA 2002 s. 15\(2\)\(c\)](#)

²⁸ [LGA 2002 s. 15\(3\)\(a\)](#)

²⁹ [LGA 2002 s. 15\(3\)\(b\)](#)

³⁰ [LGA 2002 s. 15\(7\)](#)

12. Request for Official Information

12.1 Request for Official Information

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

Once a request is made the Council must supply the information unless reason exists for withholding it. The ~~Local Government Official Information and Meetings Act~~[LGOIMA](#) says that information may be withheld ~~id~~if the release of information would:

- Endanger the safety of any person³¹.
- Prejudice maintenance of the law³².
- Compromise the privacy of any person³³.
- Reveal confidential or commercially sensitive information³⁴.
- Cause offence to Tikanga Maori or would disclose the location of Waahi Tapu³⁵.
- Prejudice public health or safety³⁶.
- Compromise legal professional privilege³⁷.
- Disadvantage the local authority while carrying out negotiations or commercial activities³⁸.
- Allow information to be used for improper gain or advantage³⁹.

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

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

Information Request
Chief Executive
Rangitikei District Council
Private Bag 1102
Marton 4741

³¹ [LGOIMA s. 6](#)

³² [LGOIMA s. 6](#)

³³ [LGOIMA s. 7](#)

³⁴ [LGOIOMA s. 7](#)

³⁵ [LGOIOMA s. 7](#)

³⁶ [LGOIMA s. 7](#)

³⁷ [LGOIMA s. 7](#)

³⁸ [LGOIMA s. 7](#)

³⁹ [LGOIOMA s. 7](#)

Attachment 10

Report

Subject: **Horizons Pest Management Plan Review**

To: Policy/Planning Committee

From: Katrina Gray, Policy Analyst

Date: 4 February 2016

File: 3-OR-3-12

1 Background

1.1 Following amendments to the Biosecurity Act 1993, Horizons have developed the Proposed Regional Pest Management Plan. The Plan replaces and extends the previous regulatory (Biosecurity Act) components of the Regional Pest Animal Management Strategy (2009) and the Regional Pest Plant Management Strategy (2007). The Plan can be found on the Horizons Regional Council website¹.

1.2 The purpose of the Pest Management Plan is to provide the regulatory framework for the management and eradication of specified animal and plant organisms in the Manawatu-Wanganui Region to minimise adverse, or unintended effects and maximise the effectiveness of pest control through a regionally co-ordinated approach.

1.3 The pest management plan includes both plant and animal pests.

Road controlling authority requirements

1.4 Roothing authorities are responsible for controlling pests on road reserves in the following situations:

- Rest areas
- Weigh pits and stockpile areas
- Road reserves where road works have contributed to the establishment of named pests
- Other isolated areas of road reserves for safety reasons
- Road reserves adjacent to land where the landowner is undertaking programme pest management
- Other areas where it is considered unreasonable to expect adjoining owners to control pests (e.g. steep topography).

¹ <http://www.horizons.govt.nz/managing-environment/pest-plant-and-animal/pest-management-plan-review/>

- 1.5 The management of these areas would be outlined in a Memorandum of Understanding with Horizons.

2 Proposed Changes

- 2.1 There are five key changes from the previous strategy.

- New species
- New intent for widespread pest plants
- Good neighbour rules
- New terminology
- Including both plant and animal pests in the same document

Good neighbour rules

- 2.2 The proposed change that has the potential to have the biggest impact on Rangitikei District Council are the proposed 'good neighbour' rules.
- 2.3 The good neighbour rules are a new tool available to Horizons under the Biosecurity Act 1992. These rules allow the management of situations where pests are spread from neighbouring land owners. Landowners responsible for the spread of pests will pay for the costs of removing them.
- 2.4 As a large land owner, particularly of the roading corridors, this has the potential to have cost impacts on Rangitikei District Council.
- 2.5 Rangitikei District Council is specifically affected by the good neighbour process zones for the following plant pests; Banana Passionfruit, Darwin's Barberry, Boneseed, Old Man's Beard, Contorta Pine.
- 2.6 The proposed Plan has provision for a MOU to be developed to defer enforcement actions for reasonable levels of service, it is recommended that the MOU would be publicly available on both Councils' websites to ensure the community is well informed of any agreements.

Monitoring

- 2.7 The Proposed Plan required roading authorities to undertake yearly reviews of the presence of specified pest plants. It is recommended that this monitoring is undertaken by Horizons as it would add costs and is an area where the District Council does not have the required expertise.

Draft submission

- 2.8 A draft submission is attached (Appendix 1).

3 Recommendations

- 3.1 That the memorandum 'Horizons Pest Management Plan Review' be received.
- 3.2 That the Policy/Planning Committee recommends that, following consideration by His Worship the Mayor, the Deputy Mayor and the Chief Executive, the Mayor be authorised to sign, on behalf of the Council, the submission [as amended/without amendment] to Horizons Regional Council on the Proposed Regional Pest Management Plan, and that the Chief Executive provides that signed submission to the next meeting of Council for formal confirmation by resolution.

Katrina Gray
Policy Analyst

Appendix 1



12 February 2016

File No: 3-OR-3-12

Bruce Gordon
Chairman - Horizons Regional Council
Private Bag 11025
Manawatu Mail Centre
PALMERSTON NORTH 4442

by email to: pestplan@horizons.govt.nz

Dear Bruce

'Proposed Regional Pest Management Plan and Strategy' - Submission from Rangitikei District Council

Council appreciated the opportunity to make a submission on the proposed Regional Pest Management Plan and Strategy. Rangitikei District Council supports the work Horizons undertakes in pest management and currently supports initiatives to manage, particularly plant pests. We support the work of the Rangitikei Environment Group, through the provision of \$20,000 per annum to provide for roadside spraying of plant pests, and we facilitate the Treasured Natural Environment Group. Council has also contributed to funding a national research programme about the control of pest species and looks forward to monitoring the advances in this space with Horizons Regional Council.

The part of the proposed Pest Management Plan that we would like to express concerns about are the 'good neighbour' rules. While Council would, ideally like to be a good neighbour with regard to the management of pests, due to the small population base, and large roading network, we are concerned that these provisions will create significant costs for our ratepayers.

Rule 5.3.5 outlines that the MOU may defer enforcement of actions with regard to good neighbour rules in preference for levels of service that achieve the purpose of the RPMP. We consider that this could result in a perception by private land owners that territorial authorities are favoured under the proposed Plan. It is recommended that the MOU developed would be transparent and publicly available on both Councils' websites. It is anticipated that Horizons would work closely with the Council in the development of this agreement with regard both to the 'good neighbour' provisions, as well as, the wider management of pests throughout the Rangitikei District.

In addition, the proposed plan outlines that roading authorities shall undertake yearly reviews of the presence of specified pest plants. We do not have the internal expertise to undertake this assessment, thus significant costs would be created to contract this work to a suitably qualified expert.

In addition, the plan then notes that Horizons will inspect roadsides for pest plan infestations on a yearly basis. It appears that this would lead to some duplication. Based on these issues above it is recommended that the requirement for the roading authority to identify the presence of specified pests on a yearly basis is removed and completed by Horizons. We would like to work in partnership with Horizons, with the monitoring information gathered, informing future management responses.

I wish to speak to your Council about the points raised in this submission.

Yours sincerely

Andy Watson
Mayor of Rangitikei

Attachment 11



Rangitikei
UNSPOILT...

Report

Subject: **Dog Control And Responsibility Policy And Control Of Dogs Bylaw Review**

To: Policy/ Planning Committee

Date: 29 January 2016

File Ref: 3-PY-1-20

1 Executive Summary

- 1.1 The purpose of this report is to enable the Policy/Planning Committee to consider changes to the Dog Control and Owner Responsibility Policy following the legal compliance review of Council's dog control processes. This review recommended minor changes to the Dog Control and Owner Policy 2014 for better alignment with current dog control policies and operations.
- 1.2 These amendments relate primarily to enabling a discretionary power to neuter menacing dogs (rather than a mandatory one) and the introduction of a property inspection regime which ensures properties are regularly inspected prior to a menacing dog classification.
- 1.3 The report suggests that the opportunity is taken to concurrently review the Control of Dogs Bylaw to ensure it remains an adequate enforcement tool and also to maintain the ten year statutory concurrent review cycle for both these documents.
- 1.4 If the proposed amendments are accepted by the Committee, then the draft Policy and the draft Bylaw, with associated consultation documents will be put to Council for adoption for a special consultative procedure at its meeting on 29 February 2016, along with the proposed Engagement Plan.

2 Context

- 2.1 Under the Dog Control Act 1996 (the Act), every council **must** have a dog control policy and **may** have a dog control bylaw. When a dog control bylaw is reviewed, the Act requires a council's dog control policy to be reviewed at the same time. In consulting on a proposed new dog control policy and bylaw, the Local Government Act 2002 requires the use of the Special Consultative Procedure.
- 2.2 The Control of Dogs Bylaw was reviewed in 2014. The Local Government Act requires bylaws to be reviewed at least every 10 years. However, a recent legal compliance review of Rangitikei District Council's processes to meet its

obligations under the Act suggested that Council could tighten some of the provisions of its dog control policy to support the Animal Control Team in carrying out their duties under the Act.¹

2.3 Specifically, the recommendations of the legal compliance review concerned:

- the provision of a blanket de-sexing policy for all dogs classified as menacing. It may be advantageous that de-sexing for menacing classifications is discretionary at dog control officer level, allowing for each case to be taken on its merits
- introducing a regime of property inspections prior to classifying menacing dogs

2.4 Should the Committee feel that it is appropriate to amend the Dog Control and Owner Responsibility Policy 2014, then it is also appropriate to review the Bylaw to ensure that it remains an effective enforcement tool for the Policy. The simultaneous review of the Bylaw with the Policy also means that the statutory period for the next review extends to 2026.

2.5 A minor oversight has been spotted with regards to the Animal Control Bylaw. This bylaw has been amended by Council only recently at its meeting held on 17 December 2015 (15/RDC/374) and the amendment discussed in this report will not impact the regulatory function nor alter the Bylaw to any extent.

3 Dog Control and Owner Responsibility Policy

3.1 The proposed draft Dog Control and Owner Responsibility Policy is attached as Appendix 1. The following minor editorial changes have been made and are not marked up.

- All references to the Dog Control Bylaw have been changed to Control of Dogs Bylaw for consistency
- All references to “Good Owner” have been changed to “Responsible Owner”. This removes a perception of subjectivity about “good” and aligns with the term used in the Act.
- References to specific fees have been removed which enables Council to consider fees annually without requiring changes to the Policy.
- Senior dog control officer has been added to the definitions section in order to align more closely with the delegations provided to a Senior Dog Control Officer in the Delegations Register.
- Abatement of Nuisance paragraph (7.13.3) has been condensed and reworded for clarity

¹ The review also recommended simplification of the fee structure which will be addressed in the 2016/17 Schedule of Fees and Charges.

- Barking Dogs paragraph (7.13.4) has been aligned more closely with the enabling legislation (s. 55 of the Act)
- The inclusion as appendices of GIS maps of dog exercise areas in the main towns of Bulls, Marton and Taihape

3.2 More significant changes which are marked up and which the Committee is asked to consider are:

7.1.9: Introduction of an enabling clause to explicitly permit penalties for late registration of dogs.

7.2.8: A new clause suggesting a maximum period between property inspections of five years. This allows the Dog Control team to inspect properties more frequently if necessary. The Committee may wish to prescribe a more (or less) frequent inspection regime.

7.3.6 Removal of the clause specifying that dogs must not be fed untreated sheep or goat meat since this prohibition is no longer necessary.

7.4.10 Introduction of a discretionary authority, rather than a mandatory one, for the Senior Dog Control Officer to require that a menacing dog is neutered. This aligns the policy with the Delegations Register and enables the Council to avoid potentially lengthy appeals processes.

7.5.1 Further clarification of the requirements to achieve Responsible Owner classification, and hence to secure reductions in registration fees.

7.5.2 As above.

4 Control of Dogs Bylaw

4.1 If the Committee is minded to review the Dog Control and Owner Responsibility Policy as above, then the following amendments are required for the Control of Dogs Bylaw as attached in Appendix 2 (marked up).

14.2 b) Removal of the clause specifying that dogs must not be fed untreated sheep or goat meat since this prohibition is no longer necessary.

19 Abatement of Nuisance paragraph has been condensed and reworded for clarity and to align with the change proposed for the Policy.

5 Animal Control Bylaw

5.1 The Animal Control Bylaw, paragraph 12.1 notes that "It is an offence under the Rangitikei District Council Control of Dogs Bylaw to allow any dog to be

fed or have access to any untreated sheep or goat meat”. Should the Committee consider that this provision should be removed from both the Dog Control and Owner Responsibility Policy and the Control of Dogs Bylaw, then for consistency it needs to be removed from the Animal Control Bylaw (see [Appendix 3](#)). However, this is a very minor editorial amendment that has no effect on the Animal Control Bylaw itself. Therefore it is not considered necessary to undertake any public consultation to make this minor change.

6 Next Steps

- 6.1 A draft Engagement Plan is attached as [Appendix 4](#). It provides an opportunity for public comment on the proposed amendments to the Dog Control and Owner Responsibility Policy and the Control of Dogs Bylaw that is appropriate for the level of public interest in this matter.

7 Recommendations

- 7.1 That the report on “Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw Review” be received.
- 7.2 That the proposed draft Dog Control and Owner Responsibility Policy and draft Control of Dogs Bylaw, contained in Appendices 1 and 2 [as amended/without amendment] with associated consultation documents be recommended to Council for adoption for a special consultative procedure at its meeting on 29 February 2016, and that the proposed Engagement Plan contained in Appendix 4 be recommended to Council for the special consultative procedure associated with these consultations.
- 7.3 That the proposed draft Animal Control Bylaw contained in Appendix 3 [as amended/without amendment] be recommended to Council for adoption, and that because the proposed amendment has no effect on the provisions of the Animal Control Bylaw, no further consultation be undertaken.

Alex Staric
Policy Analyst

Appendix 1



Rangitikei District Council

| | |
|---|--|
| Policy Title | Dog Control and Owner Responsibility Policy |
| Date of Adoption by Council | XXXX2016 |
| Resolution Number | 6/RDC/XXX |
| Date by which review must be completed | XXX 2026 |
| Statutory reference for adoption | Dog Control Act 1996 |
| Statutory reference for review | Dog Control Act 1996 Section 10 and 10AA Local Government Act 2002 Section 83 |
| Included in the LTP | No |

PROPOSED

DOG CONTROL AND OWNER RESPONSIBILITY POLICY

Table of Contents

| No. | | Page |
|------|---|------|
| 1 | Introduction | 3 |
| 2 | Definitions | 3 |
| 3 | Legislative Context | 5 |
| 4 | Policy Considerations | 6 |
| 5 | Policy Objectives | 7 |
| 6 | Shared Services and Community Partnership | 7 |
| 7 | Nature and Application of Policy | 7 |
| 7.1 | • Fees and Charges | 7 |
| 7.2 | • Dog Control Matters | 8 |
| 7.3 | • Dog Ownership | 9 |
| 7.4 | • Dog Classification | 10 |
| 7.5 | • Dog Owner Classification | 12 |
| 7.6 | • Prohibited Areas | 14 |
| 7.7 | • Leash Control Areas | 15 |
| 7.8 | • Dog Exercise And Recreation Areas | 15 |
| 7.9 | • Education Programmes Relating To Dogs | 16 |
| 7.10 | • Control of Dogs Bylaw | 16 |
| 7.11 | • Enforcement | 17 |
| 7.12 | • Dog Pound | 18 |
| 7.13 | • Nuisance | 19 |
| 7.14 | • Policy Review | 20 |
| 7.15 | • Repeal | 20 |
| 7.16 | • Commencement Date | 20 |
| 7.17 | • Relevant Legislation | 21 |

ABSTRACT

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

1. INTRODUCTION

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

2. DEFINITIONS

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

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

"Bylaw" means the Control of Dogs Bylaw 2014.

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

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

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

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

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

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

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

“Council” means Rangitikei District Council.

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

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

“Neutered Dog” has the same meaning as defined under the Act.

“Non-Working Dog” means all dogs that are not working dogs as defined in this Policy.

“Owner” has the same meaning as defined under the Act.

“Policy” means the Dog Control and Owner Responsibility Policy.

“Poultry” has the same meaning as defined under the Act.

“Probationary owner” means a dog owner who has received three or more infringement notices in a 24 month period or been convicted of any offence under the Act or any offence against Part 1 or Part 2 of the Animal Welfare Act 1999 in respect of a dog, or any offence against Section 26ZZP of the Conservation Act 1987, or Section 561 of the National Parks Act 1980.

“Protected Wildlife” has the same meaning as defined under the Act.

“Public Place” has the same meaning as defined under the Act.

“Under Control” means a dog that is under the direct control of a person either through the use of a leash, voice or hand commands (when in a leash free area) or which has its movements physically limited through the use of a leash and/or muzzle.

“Registration Year” has the same meaning as that given to the term “financial year” in Section 5(1) of the Local Government Act 2002.

“Roaming Dog” has the meaning given under Section 52 of the Act any is any dog unaccompanied by its owner found in a public place or on private land or premises other than that occupied by the owner.

“Responsible Owner” means any person who demonstrates to the satisfaction of a Council dog control officer, that they are able to comply with the requirements as specified in section 7.5.1 of this policy.

“Rushing” has the same meaning as defined under Section 57 (1) of the Act and includes a dog in a public place which rushes at, or startles any person or animal in a manner that causes a person to be killed, injured or endangered; or any property to be damaged or endangered; or which rushes any vehicle in a manner that causes or is likely to cause an accident.

“Stock” has the same meaning as defined under the Act.

“Working Dog” has the same meaning as defined under the Act.

3. LEGISLATIVE CONTEXT

3.1 Section 4 of the Act states that the purpose of the Act is

“(a) to make better provision for the care and control of dogs –

- i. by requiring the registration of dogs; and*
- ii. by making special provision in relation to dangerous dogs and menacing dogs; and*
- iii. by imposing on the owners of dogs, obligations designed to ensure that dogs do not cause a nuisance to any person and do not injure, endanger, or cause distress to any person; and*
- iv. by imposing on owners of dogs obligations designed to ensure that dogs do not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife; and*

(b) to make provision in relation to damage caused by dogs.

3.2 Dog owners are responsible for their dog and its behaviour. Section 5 of the Act sets out statutory obligations for every dog owner which they are required to comply with and include:

“(a) Ensuring that the dog is registered in accordance with the Act and that all relevant territorial authorities are promptly notified of any change of address or ownership of the dog;

(b) Ensuring that the dog is kept under control at all times;

(c) Ensuring that the dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter;

(d) Ensuring that the dog receives adequate exercise;

(e) Taking all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent and loud barking or howling or by any other means;

- (f) *Taking all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person;*
- (g) *Taking all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife;*
- (h) *Taking all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person;*
- (i) *Complying with the requirements of the Act and of all regulations and bylaws made under the Act.*

Nothing in the Act limits the obligations of any owner of a dog to comply with the requirements of any other Act or of any regulations or bylaw regulating the control, keeping, and treatment of dogs.

4. POLICY CONSIDERATIONS

4.1 Dog control is a statutory regulatory function which Council is required under Section 6 of the Act to provide. Further, Council is required under Section 10 of the Act to adopt a dog control policy which must:

- a) Specify the nature and application of any bylaw made or to be made under Section 20;
- b) Identify any public place from which dogs are to be prohibited, either generally or at specified times, pursuant to a bylaw made under Section 20(1)(a);
- c) Identify any particular public place, and any areas or parts of the district in which dogs (other than working dogs) in public places are required by a bylaw made under Section 20(1)(b) to be kept on a leash;
- d) Identify those areas or parts of the district in respect of which no public place or area has been identified under paragraph (b) or (c) above; and
- e) Identify any space within areas or parts of the district that are to be designated as dog exercise areas permitting dogs to be exercised at large;
- f) State whether dogs classified by any other Council as menacing dogs under Section 33A or 33C are required to be neutered under Section 33EB(2) if the dog is currently registered with Council and, if so whether the requirement applies to all such dogs and if not, the matters Council will take into account when determining whether a particular dog must be neutered;
- g) Include such other details of the policy as Council thinks fit including, but not limited to, details of the policy in relation to:
 - i. Fees or proposed fees;
 - ii. Owner education programmes;
 - iii. Dog obedience courses;
 - iv. The classification of owners;
 - v. The disqualification of owners; and

- vi. The issuing of infringement notices.

5. POLICY OBJECTIVES

- 5.1 Council seeks to promote a high standard of dog care and control so that people can enjoy the benefits of a dog ownership without adversely affecting other members of the public, and for people of all ages to feel safe in our communities during their interactions with dogs.
- 5.2 As required by Section 10(4) of the Act, this policy has been made having regard to the need to:
 - a) Minimise danger, distress and nuisance to the community;
 - b) Avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
 - c) Enable, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
 - d) Provide for the exercise and recreational needs of dogs and their owners.

6. SHARED SERVICES AND COMMUNITY PARTNERSHIPS

- 6.1 Council Officers liaise on dog control issues (as appropriate) with key external community stakeholders such as the SPCA, veterinary surgeons, New Zealand Police, dog obedience clubs, kennel/dog breed clubs and adjoining councils.
- 6.2 Recent amendments to the Local Government Act 2002 require Council to fulfil its dog control obligations under the Act in an efficient and cost effective method. Council does this partly through contractual agreement with Manawatu District Council and Wanganui District Council.

7. NATURE AND APPLICATION OF POLICY

7.1 FEES AND CHARGES

Registration fees

- 7.1.1 Registration of dogs is a central principle of the Act, with all registered dogs listed in the national dog database. Councils are statutorily required to keep a register of all dogs registered in their district and dog owners must ensure that their dogs are registered with Council each year. Dog registration is an effective tool for Council to use to communicate with known dog owners, and creates a valuable record detailing the history of each dog and dog owner within the district.
- 7.1.2 Council's tiered fee structure reflects a partial "user pays" system in that the dog control activity is partially funded through Council rates as the service incorporates an element of public good associated with community safety

outcomes. Despite payment of both registration and impounding fees Council does not fully recover the costs associated with this regulatory activity.

- 7.1.3 The dog registration fees are set by Council each year and reflect the respective levels of service required by each category of dog owner. Payable by 31 July each registration year, reduced registration fees are payable for neutered dogs, working dogs, and “Responsible Owners” providing an incentive for responsible dog ownership.
- 7.1.4 A key component of this policy is the control of dogs within the district particularly unwanted dogs and accordingly registration fees for dogs which have been neutered are set lower than dogs which have not been neutered.
- 7.1.5 All dogs over the age of three months are required to be registered. Accordingly, when a dog is first registered only the balance of the current years registration fee is payable.
- 7.1.6 Dog owners are required to advise Council promptly of any change of dog ownership or address.
- 7.1.7 Registration fees are set for all dogs over three months of age for each registration year. The registration fee shall be payable by 31 July in each registration year.
- 7.1.8 Pursuant to Section 32(1)(e) of the Act the registration fee of a dog classified as dangerous is 150% of the level that would apply if the dog were not so classified.

Penalties for late registration

- 7.1.9 Council may choose to apply a penalty fee on late registrations as stipulated under Section 37(3) of the Dog Control Act 1996 and outlined in the current schedule of fees and charges.

Impounding fees

- 7.1.9 Council has a statutory duty of care pursuant to Sections 67-72 of the Act for all dogs impounded, seized or committed to its custody. Each year Council pursuant to Section 68 of the Act sets fees relating to the impounding, seizing or committing dogs to its custody and the costs associated with this activity.

These fees are intended to capture the costs of Councils Officers time undertaking such activities, the daily sustenance costs for impounded dogs and also the costs associated with euthanising impounded dogs. As part of the tiered user pays fees structure for dog control activities but also as a sanctioning /deterrent element of this policy Council resolved to impose higher pound fees on the owner of any dog which has a second or subsequent impoundment within a single 12 month period.

- 7.1.10 Before any impounded dog can be released into the care of its owner or rehomed all impounding fees and charges must be paid in full and the dog (if not already) must be registered and micro chipped.

7.2 DOG CONTROL MATTERS

- 7.2.1 Dog owners must keep their dogs on a leash at all times when in a public place, (excluding those locations designated as dog exercise areas or where dogs are specifically prohibited). Dog owners are required to keep their dog under continuous and effective control when in a public place.
- 7.2.2 Any dog which is placed on an open tray of a vehicle must be kept restrained by a leash or chain of a length which is sufficiently short to ensure that the dog cannot fall from the vehicle or rush at passers-by. This provision will not apply if the dog is placed in a suitable cage or box which can adequately contain it.
- 7.2.3 Bitches in season are not permitted to enter or remain upon a public place except a registered veterinary clinic and must be kept contained upon their owner's property in such a way so that they are inaccessible to roaming dogs.
- 7.2.4 Dogs suffering from any infectious disease are not permitted to enter or remain upon a public place but must be kept contained within its owner's property or alternatively be confined at a registered veterinary clinic while the disease, is being medically treated.
- 7.2.5 Council provides signage to inform the community of areas where dogs are prohibited or required to be on a leash or where they may be exercised off the leash. Signage is also used to reinforce Council's requirement that dog owners remove their dog's faeces when on public places.
- 7.2.6 Any dog owner or person responsible for a dog when out on any public place or upon land not owned or occupied by that person, must carry a suitable container to collect and remove any dog faeces defecated by the dog under their control, and dispose of it in a sanitary manner. Dog faeces can contain bacterial disease or parasites which are potentially dangerous to public health particularly for children.
- 7.2.7 Any dog found roaming on any public place or private land not owned or occupied by its owner shall be in breach of Council's Control of Dogs Bylaw and may be impounded or destroyed.
- 7.2.8 All properties of registered dog owners will be checked by Council's dog control officers or dog rangers within a 5 year period in relation to the contents of this Policy, the Control of Dogs Bylaw, and Dog Control Act 1996

7.3 DOG OWNERSHIP

Minimum Standard of Care

- 7.3.1 Dog ownership carries with it responsibilities on the part of the owner to provide the dog with proper facilities, care, attention and exercise. Failure to do so can lead to unhealthy conditions for the dog and give rise to nuisance to neighbours through odours, vermin, pests and noise from the dog barking or howling.
- 7.3.2 Every owner, or person responsible for a dog must ensure that the area of the property that the dog has access to is fully fenced suitable for the purpose of confining the dog.
- 7.3.3 Every owner, in respect of every dog in the care of the owner, must provide accommodation, which meets the following minimum standards:
- a) A weatherproof kennel in which there is sufficient room for the dog to stand up and turn around;
 - b) The kennel must be constructed on dry ground and be sheltered from the weather. It should be a solid structure with a roof and a floor, and allow the dog access to clean water at all times and be kept in a clean and sanitary condition.
- 7.3.4 The kennel must not be located nearer than one metre to any boundary of the property. Failure to comply with this is an offence under the Control of Dogs Bylaw and may result in an infringement notice being issued.
- 7.3.5 The dog owner must ensure that their dog is supplied with proper and sufficient food and water, is free from injury or infection or, is receiving proper care and attention for the injury or infection. Failure to comply with this is an offence under the Control of Dogs Bylaw and may result in an infringement notice or prosecution under the Act.
- 7.3.6)
- 7.3.7 Each dog owner must ensure that the dog receives adequate exercise.
- 7.3.8 Where a case of neglect or cruelty to a dog is found an appropriate agency will be informed and the dog may be seized immediately.

7.4 DOG CLASSIFICATION

Dangerous Dogs

- 7.4.1 Sections 31 – 33 of the Act set out the reasons how or why a dog may be classified as dangerous and the obligations and responsibilities such a classification imposes on the dog owner.
- 7.4.2 Pursuant to Section 31 of the Act Council must classify a dog as dangerous if:

- a) the owner of the dog has been convicted of an offence in relation to the dog under section 57A(2)¹ of the Act; or
- b) the territorial authority has, on the basis of sworn evidence attesting to aggressive behaviour by the dog on 1 or more occasions, reasonable grounds to believe that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife; or
- c) the owner of the dog admits in writing that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife.

7.4.3 When a dog is classified as dangerous Council must give the owner of the dog notice of its classification whereupon the owner has 14 days to object in writing to Council of its classification. The owner is entitled to be heard by Council in support of their objection to the classification.

7.4.4 The owner of a dog classified as dangerous must ensure that the dog is:

- a) kept contained within a securely fenced area of their owners property which it is not necessary to enter to obtain access to at least 1 door of any dwelling on the property;
- b) kept confined within a vehicle or cage, or muzzled in such a manner to prevent the dog from biting but allowing it to breathe and drink without obstruction, or controlled on a leash (except when in a dog exercise area) when in a public place or private way; and
- c) neutered or has been neutered within 1 month of receipt of the dangerous dog classification and produces to Council a veterinary certificate confirming this; or
- d) there are reasons why the dog is not in a fit condition to be neutered before the date specified in the veterinary certificate. In such circumstances, the dog owner must produce to Council a certificate that the dog has been neutered within 1 month of the date specified in the veterinary certificate.

7.4.5 The owner of a dog which has been classified as dangerous is not permitted to transfer ownership of the dog without the prior written permission of Council.

¹ **57A Dogs rushing at persons, animals, or vehicles**

(1) This section applies to a dog in a public place that—

- (a) rushes at, or startles, any person or animal in a manner that causes—
 - (i) any person to be killed, injured, or endangered; or
 - (ii) any property to be damaged or endangered; or
- (b) rushes at any vehicle in a manner that causes, or is likely to cause, an accident.

(2) If this section applies,—

- (a) the owner of the dog commits an offence and is liable on conviction to a fine not exceeding \$3,000 in addition to any liability that he or she may incur for any damage caused by the dog; and
- (b) the court may make an order for the destruction of the dog.

(3) A dog control officer or dog ranger who has reasonable grounds to believe that an offence has been committed under subsection (2)(a) may, at any time before a decision of the court under that subsection, seize or take custody of the dog and may enter any land or premises (except a dwellinghouse) to do so.

The obligations imposed by Section 32 of the Act and owning a dangerous dog transfer to any new owner.

- 7.4.6 The classification of a dangerous dog extends throughout all of New Zealand.

Menacing Dogs

- 7.4.7 Sections 33A – 33EC of the Act set out the reasons how or why a dog may be classified as menacing and the obligations and responsibilities such a classification imposes on the dog owner.

- 7.4.8 Pursuant to Section 33A of the Act Council may classify a dog as menacing if:

- a) it has not been classified as a dangerous dog under Section 31; but Council considers may pose a threat to any person, stock, poultry, domestic animal or protected wildlife because of any observed or reported behaviour of the dog; or any characteristics typically associated with the dogs breed or type.

- 7.4.9 When a dog is classified as menacing pursuant to Section 33A(2) of the Act Council must give the owner of the dog notice of its classification whereupon the owner has 14 days to object in writing to Council of its classification. The owner is entitled to be heard by Council in support of their objection to the classification.

- 7.4.10 The owner of a dog classified as menacing must ensure that the dog is:

- a) not allowed to be at large or in any public place or in any private way, except when kept confined within a vehicle or cage, or muzzled in such a manner to prevent the dog from biting but allowing it to breathe and drink without obstruction, or controlled on a leash (except when in a dog exercise area) when in a public place or private way; and
- c) neutered as required by a Senior Dog Control Officer, who at his/her discretion can, on a case by case basis, require a classified menacing dog to be neutered within a month of notice and for the owner to provide a veterinary certificate to Council as confirmation;

In such circumstances where a dog is not in a fit condition to be neutered before the date specified by the Senior Dog Control Officer, the Owner must produce to Council a veterinary certificate advising of the date when neutering may take place, and the dog must be neutered within 1 month of the date specified in the veterinary certificate.

- 7.4.11 All breeds listed in Schedule 4 of the Act, or types of dog belonging wholly or predominantly to 1 or more breeds or types listed in Schedule 4 of the Act will be classified as menacing and will be subject to muzzling and a ban on importation.

- 7.4.12 The classification of a menacing dog extends throughout all of New Zealand.

7.5 DOG OWNER CLASSIFICATION

Responsible Owner

7.5.1 Any person who demonstrates to the satisfaction of the Council's dog control officer that they are able to comply with all the following requirements will be designated a Responsible Owner and will be entitled to a discounted registration fee as outlined in the current Schedule of Fees and Charges:

- a) The dog is provided with adequate accommodation. Kennels are sited on a hard surface and kept clean, and are able to provide the dog with shelter from the elements and be free from dampness. In the event that the dog does not have a kennel, the dog must be kept in a building.
- b)
- c) At all times the dog is under the proper control of the owner either through direct interaction with the owner (voice, sightlines, leash), or via a control apparatus (full fenced space, running wire).
- d) The Dog responds to owner's basic commands
- d)
- e) The dog is registered and microchipped.
- f) There has been no justified complaints within a 24 month period made against the dog.
- g) The Owner has not received a conviction under the Dog Control Act 1996, nor receive any infringement notice in the last year.
- h) The owner has not had a dog impounded over the last year.
- i) The owner has not been classified as a Probationary or Disqualified owner.
- f) The Owner will be in attendance when required for any inspection and shall provide the dog control officer with assistance as requested.
- g) The owner will promptly notify Council of any death, or transfer of any dog they own.
- h) The owner will comply with all requirements of the Act and Council's Control of Dogs Bylaw.
- i) Has submitted an application to be a Responsible Owner four weeks prior to 31 July each registration year and a Council dog control officer has visited the property and determined that the owner is appropriately classified as a Responsible Owner.

7.5.2 Failure to comply with any of the above conditions may result in the dog owner losing their Responsible Owner classification for a minimum of two complete registration years effective immediately, except in the case of late registration, in which case the dog owner will lose their Responsible Owner classification for a period of one registration year.

As Responsible Owner classification is granted to the person identified as the owner of a dog or dogs, the inability of the owner to meet Responsible Owner classification as specified under 7.5.1 due to the transgression of one dog, will effectively mean the Responsible Owner classification be revoked even though other dogs under the Owner's ownership have not transgressed.

The loss of Responsible Owner classification will result in the dog owner being liable for the payment of the difference between their Responsible Owner

classification fee and whichever other fee they would otherwise be liable for. This will impact all dogs under the ownership of the Owner.

Probationary owner

- 7.5.3 Council may under Section 21 of the Act classify a dog owner as a probationary owner. Council must give the person notice of its decision to classify them as a probationary owner whereupon they shall have 14 days to object in writing to Council of their classification. The probationary owner is entitled to be heard by Council in support of their objection to the classification.
- 7.5.4 The effect of such a classification shall continue for a period of 24 months, unless Council or the Environmental and Regulatory Services Manager determine that a lesser period of time is appropriate.
- 7.5.5 The classification of a probationary owner extends throughout all of New Zealand.

Duties of a Probationary Owner

- 7.5.6 A probationary owner is not permitted to be the registered owner of a dog, unless they were the registered owner of the dog on the date of the classification. Within 14 days of receiving the probationary owner classification the probationary owner must dispose of any unregistered dog that they own.
- 7.5.7 Council may require the probationary owner to attend at the dog owners expense a dog owner education programme or dog obedience course (or both) which has been previously approved by Council or the Environmental and Regulatory Services Team Leader.
- 7.5.8 Every person commits an offence and is liable upon conviction to a fine not exceeding \$3,000 who without reasonable excuse fails to attend the dog owner education programme or dog obedience course (or both).

Disqualified Owner

- 7.5.9 Where section 25 of the Act applies Council must disqualify a person from being a dog owner unless Section 25(1A) applies. Owners can be disqualified from owning a dog for a period of up to five (5) years.
- 7.5.10 Council must give the person notice of its decision to disqualify them from being permitted to own a dog whereupon they shall have 14 days to object in writing to Council of this decision. The disqualified dog owner is entitled to be heard by Council in support of their objection to being disqualified.
- 7.5.11 The disqualification from being permitted to own a dog extends throughout all of New Zealand.

Duties of a Disqualified Owner

- 7.5.12 A disqualified person is not permitted to be the registered owner of any dog, and must within 14 days of receiving notice that they have been disqualified from owning any dog must dispose of all dogs that they own.
- 7.5.13 All of the disqualified person's dogs must be disposed of in a manner that does not constitute an offence under the Act or any other Act; and they must not be disposed of to any person who resides at the same address as the disqualified person.
- 7.5.14 Every disqualified person commits an offence and is liable upon conviction to a fine not exceeding \$3,000:
- a) If they fail to dispose of all of the dogs that they own within the specified time frame; or
 - b) do not dispose of their dogs in a manner which doesn't constitute an offence under the Act or any other Act, or if they dispose of their dogs to any person who resides at the same address; or
 - c) if at any time while they are disqualified to own a dog become the owner of a dog.
- 7.5.15 Every person commits an offence and is liable upon conviction to a fine not exceeding \$3,000 if they dispose of or give custody or possession of a dog to any person, knowing that that person is disqualified from owning a dog pursuant to Section 25 of the Act.
- 7.5.16 Where a disqualified person fails to dispose of any dog that they own within the specified 14 day timeframe then Council's dog control officers may seize any dog owned by the disqualified person.

7.6 PROHIBITED AREAS

- 7.6.1 All dogs (except working dogs whilst carrying out their function as a working dog) shall be prohibited at all times from the following areas:
- a) All public buildings;
 - b) The playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground;
 - c) Public swimming pools;
 - d) All children's playgrounds in public places;
 - e) Picnic areas;
 - f) Wilson Road stock route, Hunterville.
- 7.6.2 All areas from which dogs are prohibited from entering shall have appropriate signs posted notifying the public that dogs are prohibited within that area.
- 7.6.3 Dogs which are kept on a leash by their owner or person in charge of the dog are permitted to move through the playing surface of sports grounds, children's playgrounds, picnic areas and the Wilson Road stock route travelling from one side to the other if there is no viable alternative route; however, the dog owner or

person in charge of the dog is not permitted to stop with the dog whilst within any of these areas.

- 7.6.4 Council, may upon written request, allow dogs to enter public buildings for the purpose of a dog show or such other events as Council may at its discretion authorise. In considering such written requests, Council will consider the suitability of the building concerned for holding such an event, the duration of the event, and measures necessary to ensure public health and safety. The determination of this request will be made at the appropriate delegation level within Council.

Conservation areas

- 7.6.5 No dogs (except working dogs carrying out their function as a working dog) are permitted in scenic reserves, conservation or forest parks and named conservation areas unless the dog owner has obtained a permit from the Department of Conservation.

7.7 LEASH CONTROL AREAS

The owner of a dog shall not allow the dog on any public place (not being a prohibited area or dog exercise and recreation area) unless the dog is controlled on a leash or is under the continuous control to the satisfaction of Council's dog control officer.

7.8 DOG EXERCISE AND RECREATION AREAS

- 7.8.1 Dog exercise areas are designated locations within the district where Council permits dogs to run at large off the leash. The dog owner must have the dog under their control at all times and a leash to be used if necessary. The areas listed below have been designated by Council as dog exercise areas:

| | |
|----------------|--|
| Marton | The periphery of Wilson Park (excluding the children's playground) (Appendix 1) |
| Taihape | The north eastern section of Taihape Domain (Appendix 2) 16-18 Robin Street, Taihape (Appendix 3) |
| Bulls | The northern section of Bulls Domain (Appendix 4) |

7.8.2 Other areas may be designated dog exercise areas by resolution of Council and these may include certain beach areas.

7.8.3 Subject to the practicality of undertaking the necessary work, some dog exercise areas may be fenced to provide a secure area for both dog owners and non-dog owners alike.

7.8.4 All dog exercise areas shall have appropriate signs posted prominently notifying the public that dogs are permitted to exercise within that area.

7.9 EDUCATION PROGRAMMES

7.9.1 While Council itself does not provide any owner education programmes or dog obedience courses it will continue to visit schools to familiarise children on issues of dog safety and caring for their dog.

7.9.2 Areas where dogs are prohibited or conversely where they may exercise will be publicised through this Policy and appropriate signage will be displayed on the street or at the park concerned or sports ground.

7.9.4 Additionally, an extensive website containing information for dog owners, adults and children on dog safety is maintained by the Department of Internal Affairs <http://www.dogsafety.govt.nz/>.

7.9.5 Owners whose dogs come to the attention of Council dog control officers through nuisance behaviour or, those owners who are classified as probationary, may be directed to approved courses or classes.

7.10 CONTROL OF DOGS BYLAW

7.10.1 The main tool that Council will use to meet its statutory obligations and implement this policy in order to achieve its policy objectives is its Control of Dogs Bylaw 2016. This Bylaw will include inter alia:

- a) Prescribing minimum standards for the housing of dogs;

- b) Regulating and controlling dogs in Public Places;
- c) Designating specific areas as dog exercise areas;
- d) Requiring dogs, other than working dogs, to be controlled on a leash in specified public places, or in public places in specified areas of parts of the district;
- e) Requiring owners of dogs that defecate in public places (except as exempted by the Bylaw) to immediately remove faeces;
- f) Requiring bitches in season to be confined;
- g) Providing for the impounding of dogs, whether or not they are wearing a collar having the proper label or disc attached, that are found at large in breach of any bylaw made by Council under the Act.

7.10.2 As required by Section 10(6)(a) of the Act Council will review its Control of Dogs Bylaw within 60 days of adopting this Policy.

ENFORCEMENT

7.11.1 Council provides a 24 hour Animal Control Service and encourages people to report nuisance dog behaviour and dangerous or menacing dogs.

7.11.2 Council seeks to promote a high standard of dog care and control within the district and acknowledges that the majority of dog owners within the Rangitikei district are responsible dog owners. Council recognises that sometimes even a responsible dog owner may breach the policy, Bylaw or Act. On such occasions Council's Environmental and Regulatory Services Team Leader may use discretion and issue a written warning provided that the incident did not involve injury or distress to a person or animal, or a health issue e.g. the non-removal of dog faeces.

7.11.3 Dog owners who are in contravention of the Act (including any subsequent amendments) or a Council Bylaw will be liable to enforcement action. Such enforcement action may generally take the form of one or more of seven (7) mechanisms:

1. A verbal or written warning;
2. The issuance of an infringement notice (an instant fine) for an Infringement Offence pursuant to Sections 65-66 of the Act as specified in Schedule 1 of the Act; or
3. Filing Court papers for those statutory infringement offences under the Act which are enforced under Section 21 of the Summary Offences Act 1957;
4. Seizing and impounding dogs;
5. Classifying dogs as menacing or dangerous;
6. Classifying dog owners as probationary or disqualifying people from being allowed to own a dog;
7. Prosecuting dog owners.

7.11.4 Infringement notices shall be issued by Council's dog control officers and dog rangers for infringement offences as specified in Schedule 1 of the Act. With

respect to any of those offences, Council gives delegated authority to the Senior Animal Control Officer who may in his absolute discretion decide to issue either a verbal or written warning or an Infringement Notice for any subsequent offending of that offence.

- 7.11.5 There will be instances whereby legal action is initiated for serious offences under the Act or Control of Dogs Bylaw. A serious offence in this instance would include but not be limited to, situations where a dog:

- a) Creates a nuisance to any person;
- b) Causes distress to any person;
- c) Causes damage or injury to any person;
- d) Causes serious injury to any person;
- e) Causes damage to property;
- f) Causes damage or injury to any animal;

Where legal action has been initiated Council gives delegated authority to the Environmental and Regulatory Services Team Leader in his absolute discretion to determine if it is appropriate to proceed with legal action.

- 7.11.6 In addition to statutory offences contained within the Act, Council may impose further penalties for offences specific to Rangitikei district through its Control of Dogs Bylaw.

7.12 DOG POUND

- 7.12.1 Due to the costs associated with building, maintaining, securing and staffing an impounding facility for dogs, bitches or puppies Council does not have a permanent pound facility, rather Council uses the Wanganui District Council and Manawatu District Council pound facilities through a contractual agreement.

- 7.12.2 Whenever a dog is impounded Council officers shall make all reasonable efforts to contact the owner to advise them that their dog has been impounded and shall provide written notice to the owner advising that they have seven (7) calendar days to pay in full all fees payable or their dog may be sold, euthanised or otherwise disposed of. Where Council officers are able to identify and contact the owner of a dog which has been impounded, regardless of the outcome, Council will seek to recover from the Owner all fees and costs incurred as a consequence of the impounding with respect to the dog.

- 7.12.3 Before any dog can be released from the pound the following conditions must be satisfied:

- a) When a dog is claimed by its owner it must be registered, micro chipped (if it is not already), and all other fees and charges must be paid in full.
- b) Council dog control officers must be satisfied that the prospective new owner of a dog being rehomed is a fit and proper person and that the property condition where they reside is suitable for a dog.

- c) Any unregistered dog before being rehomed and prior to it being released from the pound to its new owner must be both registered and micro chipped at the new owner's expense and all fees and charges must be paid in full.
 - d) The release of any impounded dog from the pound shall be by a pre-arranged appointment.
- 7.12.4 Council will not rehome any dog which in the opinion of Council dog control officers is menacing, dangerous or has undesirable traits.
- 7.12.5 It is an offence under Section 72 of the Act to attempt to unlawfully release a dog from a council controlled pound or to be in possession of a dog that has been unlawfully released from such a pound.

7.13 NUISANCE

- 7.13.1 A person must not keep a dog on any land or premises if:
- a) The dog is causing a nuisance; or
 - b) The dog poses a significant health or safety risk to people.
- 7.13.2 Any person is in breach of this policy if they cause a dog on any land, premises or public place to become unmanageable; or if they incite a dog to fight with or attack any domestic animal, poultry, protected wildlife, stock or person.

Abatement of Nuisance

- 7.13.3 Where a dog or dogs on any property has become or is likely to become a nuisance or injurious to health, a notice will be issued to the owner at the discretion of a dog control officer or dog ranger.

The notice will request the owner within a specific timeframe to complete reasonable action to minimise or remove said nuisance or injury to health and can include the following:

- c) reducing the number of dogs living on the property
- d) repairing kennel so that it meets Council's minimum standard of accommodation
- e) constructing a new kennel so that it meets Council's minimum standard of accommodation

Barking Dogs

- 7.13.4 Where the dog control officer or dog ranger has received a complaint and has reasonable grounds for believing that a nuisance is being created pursuant to Section 55 of the Act by the persistent and loud barking or howling of a dog, the dog control officer or dog ranger, under the provisions of section 55. may:

- a. "Enter the property at any reasonable time (excluding the dwelling house), on which the dog is kept, to inspect the conditions under which the dog is being kept; and
- b. Regardless of whether or not the dog control officer or dog ranger makes such an entry upon the property, may give the owner of the dog an abatement notice requiring them to make such provision on the property to abate the nuisance as specified in the notice or, if considered necessary, to remove the dog from the land or premises."

7.13.5 Non-compliance with an abatement notice may result in Council taking enforcement action.

Roaming Dogs

7.13.6 Roaming dogs can cause annoyance and danger to the community, domestic animals, poultry, protected wildlife and stock.

7.13.7 In the first instance, when the owner of a roaming dog can be identified by dog control officers or dog rangers the dog control officers or dog rangers will have discretion to return the dog to the owner with a warning or alternatively to issue the owner with an Infringement Notice.

7.13.8 Excepting paragraph 7.13.7 above roaming dogs may be impounded by dog control officers or dog rangers and the dog owner will be required to pay all impound fees and other associated charges, daily sustenance before the dog will be allowed to be released from the pound to its owner.

7.14 POLICY REVIEW

7.14.1 Pursuant to Section 10 of the Act, this policy shall be reviewed or amended, using the special consultative procedure prescribed by Section 83 of the Local Government Act 2002, within ten (10) years from the date that the policy is adopted, or earlier if directed by Council or in response to changed legislative or statutory requirements.

7.15 REPEAL

Upon the commencement date of this policy all previous Rangitikei District Council Dog Control and Owner Responsibilities policies are hereby repealed.

7.16 COMMENCEMENT DATE

- 7.16.1 This policy was duly adopted by Council by a resolution passed on the ~~27th day of November 2014~~, following the use of the special consultative procedure as set out in Section 83 of the Local Government Act 2002.
- 7.16.2 The Rangitikei District Council Dog Control and Owner Responsibility Policy will commence on the ~~28th day of November 2014~~.

7.17 RELEVANT LEGISLATION

- Dog Control Act 1996.
- Dog Control Amendment Act 2003.
- Dog Control Amendment Act 2004.
- Dog Control Amendment Act 2006.
- Dog Control Amendment Act 2010.
- Dog Control (Perro de Presa Canario) Order 2010.
- Dog Control Amendment Act 2012.
- Impounding Act 1955.
- Animal Welfare Act 1999.

16-18 Robin Street

Print Date: 4/02/2016
Print Time: 3:40 PM



Scale: 1:2000
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1839444.87054351,5603737.31064155
1840458.82431249,5604296.56335265

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

North Eastern section of Taihape Domain

Print Date: 13/11/2015
Print Time: 2:51 PM



Scale: 1:2000
Original Sheet Size A3

Projection:
Bounds:

NZGD2000 / New Zealand Transverse Mercator 2000
1840081.88996427,5604063.5004286
1840992.66093733,5604616.7953198

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

The northern Section of Bulls Domain.

Print Date: 13/11/2015
Print Time: 3:02 PM



Scale: 1:1750
Original Sheet Size A3

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1803410.74740131, 5550046.57150407
1804046.94776009, 5550433.06428733

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

The periphery of Wilson Park (excluding the children s playground)

Print Date: 13/11/2015
Print Time: 2:57 PM



Scale: 1:1500
Original Sheet Size A3

Projection:
Bounds:

NZGD2000 / New Zealand Transverse Mercator 2000
1803195.43225541,5560730.4168437
1803831.63261419,5561116.90962683

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

Appendix 2



Rangitikei District Council

CONTROL OF DOGS BYLAW

1. INTRODUCTION

Pursuant to the powers vested in it by the Local Government Act 2002 and amendments, together with the Dog Control Act 1996 and amendments, the Impounding Act 1955 and amendments, together with every other power and authority conferred on it, the Rangitikei District Council hereby makes this bylaw.

2. PURPOSE OF THE BYLAW

The purpose of this Bylaw is to give effect to the Rangitikei District Council Dog Control and Owner Responsibility Policy 2016 by specifying standards of control which must be observed by dog owners in the Rangitikei District. The requirements are deemed necessary to ensure compliance with the Dog Control Act 1996 and to give effect to the objectives of that Act and the Council's Dog Control and Owner Responsibility Policy.

3. SCOPE OF THE BYLAW

3.1 Under Section 10(6) of the Dog Control Act 1996 Council must give effect to the Policy adopted under Section 10 of the Act by adopting the necessary bylaw under Section 20 of the Act.

3.2 Section 20(1) of the Act permits Council in accordance with the Local Government Act 2002, to make bylaws for all or any of the following purposes:

- a) prohibiting dogs, whether under control or not, from specified public places;
- b) requiring dogs, other than working dogs, to be controlled on a leash in specified public places, or in public places in specified areas or parts of the district;
- c) regulating and controlling dogs in any other public place;
- d) designating specified areas as dog exercise areas;
- e) prescribing minimum standards for the accommodation of dogs;
- f) limiting the number of dogs that may be kept on any land or premises;

- g) requiring dogs in its district to be tied up or otherwise confined during a specified period commencing not earlier than half an hour after sunset, and ending not later than half an hour before sunrise;
- h) requiring the owner of any dog that defecates in a public place or on land or premises other than that occupied by the owner to immediately remove the faeces;
- i) requiring any bitch to be confined but adequately exercised while in season;
- j) providing for the impounding of dogs, whether or not they are wearing a collar having the proper label or disc attached, that are found at large in breach of any bylaw made by the territorial authority under this or any other Act;
- k) requiring the owner of any dog (being a dog that, on a number of occasions, has not been kept under control) to cause that dog to be neutered (whether or not the owner of the dog has been convicted of an offence against Section 53);
- l) any other purpose that from time to time is, in the opinion of the territorial authority, necessary or desirable to further the control of dogs.

3.3 Pursuant to Section 20(3) of the Act no bylaw authorised by any of the provisions of paragraphs (a) to (d) of subsection (1) above shall have effect in respect of any land for the time being included in—

- a) a controlled dog area or open dog area under section 262S of the Conservation Act 1987; or
- b) a national park constituted under the National Parks Act 1980; or
- c) Te Urewera, as defined by section 7 of the Te Urewera Act 2014.

3.4 This Bylaw is authorised by Section 20 of the Dog Control Act 1996 and is made in accordance with the Local Government Act 2002.

3.5 Under Section 20(5) of the Act any person who commits a breach of this Bylaw commits an offence and is liable on conviction to the penalty prescribed by section 242(4) of the Local Government Act 2002.

3.6 An injunction preventing a person from committing a breach of any bylaw authorised by Section 20(5) of the Act may be granted in accordance with section 162 of the Local Government Act 2002.

4. SHORT TITLE

The short title of this bylaw is the Rangitikei District Council Control of Dogs Bylaw 2016.

5. COMMENCEMENT

This bylaw shall commence on ~~28 November 2014~~.

6. REVOCATION OF BYLAW

This bylaw repeals the Rangitikei District Council Bylaw 2004 adopted on 16 December 2004 and amended 30 September 2010. However, with respect to infringement notices issued or the enforcement of any offences which occurred prior to the commencement of this Bylaw the Rangitikei District Council Bylaw 2004 will continue to apply.

7. APPLICATION OF BYLAW

This bylaw applies to the whole Rangitikei District unless otherwise stated.

8. INTERPRETATION

In this bylaw the terms used have the meaning given to them in the Dog Control Act 1996 except these terms which have the following meanings:

“Act” means the Dog Control Act 1996.

“At large” means at liberty, free, not restrained.

“Bylaw” means the Rangitikei District Council Control of Dogs Bylaw.

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

“Under Control” means a dog that is under the direct control of a person either through the use of a leash, voice or hand commands (when in a leash free area) or which has its movements physically limited through the use of a leash and/or muzzle.

“Council” means Rangitikei District Council.

“Designated Dog Exercise Area” means a public place designated for the exercise of dogs under this bylaw.

“District” means the Rangitikei District.

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

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

“Policy” means the Dog Control and Owner Responsibility Policy.

“Occupier” means any person, who is not the owner of the land or premises in question, who has the right to occupy and use the land or premises by virtue of a lease, sub-lease, licence or renewal thereof, granted by the owner of the land or premises.

“Owner” has the same meaning as defined in Section 2 of the Dog Control Act 1996 and shall include any person who has a dog in their possession for the purpose of caring for such dog for a short period of time on behalf of the owner.

9. PENALTIES

Every person who commits a breach of this bylaw is liable to either:

- a) An infringement fee not exceeding \$750 or
- b) Upon summary conviction, a fine not exceeding \$20,000

10. CONTROL OF DOGS IN PUBLIC PLACES

10.1 An owner or the person responsible for or having custody or control of a dog must have his or her dog on a leash at all times when the dog is in a public place (excluding those areas which are designated prohibited areas or dog exercise and recreation areas). A working dog is not required to be on a leash in a public place, while it is working if it is not normally on a leash when carrying out the work being undertaken.

10.2 Any dog which is placed on an open tray of a vehicle must be kept restrained by a leash or chain of a length which is sufficiently short to ensure that the dog cannot fall from the vehicle or rush at passers-by. This provision will not apply if the dog is placed in a cage or similar enclosure which can adequately contain it.

11. DOG PROHIBITED AREAS

All dogs (except working dogs whilst carrying out their function as a working dog) shall be prohibited from the following areas:

- a) All public buildings;
- b) The playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground;
- c) Public swimming pools;
- d) All children’s playgrounds in public places;
- e) Picnic areas;
- f) Wilson Road stock route, Hunterville.

12. DOG SHOWS

Clause 11.1(a) above does not apply to any use of any prohibited public place for the purposes of a dog show not exceeding 48 hours and authorised in writing prior to the show by Councils principal administrative officer.

13. DESIGNATED DOG EXERCISE AND RECREATION AREAS

13.1 Council may from time to time, declare by resolution any public place, except in all cases the playing surfaces of sports grounds and up to 20 metres of the playing surfaces where contained within the perimeter fence of the sports ground, to be a designated dog exercise area. The following areas within the District are designated dog exercise areas:

- a) The northern section of the Bulls Domain, Bulls;
- b) The north eastern section of Taihape Domain, Taihape;
- c) The periphery of Wilson Park, Marton (and excluding the children's playground);
- d) 16-18 Robin Street, Taihape¹.

13.2 Within a dog exercise and recreation area the owner of a dog shall ensure that the dog is under their continuous control but shall not be obliged to keep the dog on a leash.

14. MINIMUM STANDARDS FOR THE ACCOMMODATION AND CARE OF DOGS

14.1 Every owner must provide their dog with a kennel that meets the following standards:

- a) There is sufficient room for the dog to stand up and turn around;
- b) The kennel is on dry ground and sheltered from the elements;
- c) The kennel must be a solid structure with a roof and floor;
- d) The kennel and its surrounds must be kept in a clean and sanitary condition.

14.2 If a kennel is not provided, dogs must be confined inside premises with an adequate sleeping area provided.

14.2 Every owner of a dog must ensure at all times:

- a) That the dog receives proper care and attention and is supplied with proper and sufficient food and water;
- b) That the dog receives adequate exercise.

14.3 No owner shall permit a kennel to be located closer than 1 metre to any boundary of the premises.

¹ So long as it remains available for this purpose under the licence from the Ministry of Justice.

15. CONFINEMENT OF DOGS

The owner of any dog must provide means of confining the dog upon the owner's property so that it is unable to gain access to any other private property or to any public place.

16. BITCHES IN SEASON AND DISEASED DOGS

16.1 The owner of a bitch dog in season or any dog suffering from an infectious disease, distemper or mange shall at all times ensure the dog does not enter on or remain in a public place or on any land or premises other than the land or premises occupied or owned by the owner of the dog, or at a registered veterinary clinic.

16.2 The owner of any bitch dog in season or dog suffering an infectious disease, distemper or mange must do the following:

- a) Keep the dog confined;
- b) Provide the dog with adequate food, water, veterinary care and exercise.

17. REMOVAL OF FAECES

The owner of a dog that defecates on any land or premises, other than that occupied by the owner, must promptly remove and dispose of the faeces.

18. AGGRAVATION OF DOGS

No person shall wilfully or negligently cause any dog to behave or contribute to any dog behaving in such a manner that would, if that person were the owner of the dog constitute a breach of the obligations imposed by Section 5(1)(e), (f) or (g) of the Act.

19. ABATEMENT OF NUISANCE

Where a dog or dogs on any property has become or is likely to become a nuisance or injurious to health, a notice will be issued to the owner at the discretion of a dog control officer or dog ranger.

The notice will request the owner within a specific timeframe to complete reasonable action to minimise or remove said nuisance or injury to health and can include the following:

- a) reducing the number of dogs living on the property
- b) repairing kennel so that it meets Council's minimum standard of accommodation
- c) constructing a new kennel so that it meets Council's minimum standard of accommodation

20. IMPOUNDING OF DOGS FOUND IN BREACH OF THIS BYLAW

20.1 Any dog found at large in breach of this bylaw, whether or not it is wearing a registration label or disc as required by the Act, may be seized and impounded by a Dog Control Officer or a Dog Ranger.

20.2 As soon as practicable after any dog has been impounded Council shall:

- a) In the case of a dog wearing a registration label or disc or where the owner of the dog is known through some other means, give written notice to the owner that the dog has been impounded and unless the dog is claimed and any fee payable paid within seven (7) days of receipt of the notice, it may be sold, euthanised or otherwise disposed of in such a manner as Council sees fit; and after the expiry of that period Council may so dispose of the dog.
- b) Where the owner of the dog is not known or despite reasonable enquiry cannot be identified, Council may, after the expiration of seven (7) days after the date of the seizure and impounding of the dog, sell, euthanize or otherwise dispose of the dog in such manner as it thinks fit.
- c) No dog which is not registered in accordance with the Act shall be released until it is registered, micro chipped and all fees due paid in full.
- d) The sale, destruction or disposal of any dog in accordance with this Bylaw shall not relieve the owner of the dog of liability for the payment of any fees or penalties payable under this Bylaw.

21. DATE BYLAW MADE

This Bylaw was made by the Rangitikei District Council, passed and adopted at a meeting of Council on xxxxxxxx.

Appendix 3

RANGITIKEI DISTRICT COUNCIL ANIMAL CONTROL BYLAW 2013



1. TITLE

- 1.1. This bylaw shall be known as the Rangitikei District Council Animal Control Bylaw 2013.

2. COMMENCEMENT

- 2.1. This bylaw comes into force on 7 October 2013.

3. SCOPE

- 3.1. This bylaw is made under the authority given by:
- a) Sections 145 and 146(a)(v) of the Local Government Act 2002; and

4. PURPOSE

- 4.1. The purpose of this bylaw is to:
- a) Control the keeping of animals within the district to ensure they do not create a nuisance or endanger health;
 - b) Enable Enforcement Officers to manage animal nuisance in the urban area; and
 - c) Regulate the slaughtering of animals in urban areas.
- 4.2. This Bylaw does not apply to dogs, the control of which is provided for under the Rangitikei District Council Control of Dogs Bylaw and relevant legislation.

5. INTERPRETATION

- 5.1. For the purposes of this bylaw, the following definitions apply:

ENFORCEMENT OFFICER means an authorised officer of Rangitikei District Council or an officer of the New Zealand Police.

HOUSEHOLD UNIT means all land and buildings within a single rating unit.

NUISANCE means any damage, excessive noise or odour, where an enforcement officer has received a complaint and upon investigation of the complaint, is of the opinion that the noise or odour is excessive or offensive.

POULTRY means caged or free range poultry, and includes chickens, peacocks, geese, ducks, turkeys and domestic fowls of all descriptions.

URBAN AREA includes any property zoned as Residential, Commercial and Industrial under the operative District Plan (i.e. does not include Rural Living and Rural Zones), but excludes the properties in Crofton, Mataroa, and Turakina zoned Residential.

STOCK means cattle, sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas, of any age or gender.

STOCK UNIT (SU) is taken to have the same meaning as in the Statistics New Zealand Glossary, i.e. one 55 kg ewe rearing a single lamb. Under this definition, for example, 1 hogget = 0.7 SU; 1 Jersey cow = 6.5 SU; 1 mature Red Deer stag = 1.5-2.0 SU

DISPENSATION means every dispensation under this Bylaw will be reviewed at least every three years.

6. KEEPING OF ANIMALS

- 6.1. No person shall keep any animal in such a manner or in such conditions, which in the opinion of an enforcement officer, creates a nuisance or causes a threat to public health or safety.
- 6.2. It is the responsibility of any person keeping an animal to confine the animal within the boundaries of the premises where the animal is being kept, except where an animal is being led, driven, ridden or exercised.

7. CATS

- 7.1. No person shall keep more than three cats over three months of age on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 7.2. Clause 7.1 shall not apply to any veterinary clinic, SPCA shelter, or registered breeder as accredited under the Cattery Accreditation Scheme operated by the New Zealand Cat Fancy.

Note: Boarding or breeding establishments for more than 15 cats require resource consent under the operative District Plan.

8. POULTRY

- 8.1. No person shall keep more than 12 head of poultry on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 8.2. No poultry house shall be erected or maintained so that any part of it is within 10 metres from any dwelling in an urban area, or within 2 metres of any property boundary.
- 8.3. Every poultry house and poultry run shall be maintained in good repair, and in a clean condition free from any offensive smell or overflow, and free from vermin.

- 8.4. No person shall keep any rooster in any urban area, nor keep a rooster in such a manner that at any time the rooster can come within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer

9. BEES

- 9.1. The Council recognises that bees occupy a unique niche in the urban ecosystem and responsible bee-keeping can bring many benefits to the local environment.
- 9.2. Notwithstanding the above, no person shall keep bees in any urban area if in the opinion of an enforcement officer the keeping of bees is, or is likely to become, a nuisance or causes a threat to public health or safety.
- 9.3. An enforcement officer may prescribe conditions relating to the location and number of hives able to be kept on any premises or place within any urban area of the District.

10. PIGS

- 10.1. No person shall keep pigs within any urban area, nor keep pigs in such a manner that at any time the pigs can come within 25 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

11. GRAZING STOCK IN URBAN AREAS

- 11.1. No person shall keep stock at a stocking rate greater than 1 stock unit per 1000 square metres of grazeable pasture within any urban area, unless given a written dispensation by an enforcement officer.

Note: Refer to the Rangitikei District Council Stock Droving and Grazing Bylaw for regulations on the grazing of road reserves and movement of stock within the District.

12. ANIMAL SLAUGHTER

- 12.1. No person shall slaughter any stock in any urban area, or within 100 metres of a boundary with any urban area.

Note: It is an offence under the Health Act 1956 to leave animals or animal carcasses in a state where they are offensive or injurious to health. It is an offence under the Resource Management Act 1991 to contaminate waterways with animal remains. It is an offence under the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005 to feed pigs untreated meat or untreated food waste.

13. OFFENCES AND PENALTIES

- 13.1. Everyone commits an offence against this Bylaw who:
- a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided for in this Bylaw.

- b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided.
- c) Does not refrain from doing anything which under this Bylaw they are required to refrain from doing.
- d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw.
- e) Refuses or neglects to comply with any notice duly given under this Bylaw.
- f) Obstructs or hinders any enforcement officer in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw.
- g) Fails to comply with any notice or direction given in this Bylaw.

13.2. Any breach of this bylaw is an offence and liable to summary conviction and a fine not exceeding \$20,000, in accordance with Section 242(4) of the Local Government Act 2002.

Appendix 4

Engagement Plan – Proposed amended Dog Control and Owner Responsibility Policy & Control of Dogs Bylaw

Project description and background

The purpose of these proposed amendments is to better align current dog control policies and operations with the Dog Control and Owner Responsibility Policy. A recent review of the Council's dog control processes found that the policy could be amended to better support the Animal Control Team particularly when dealing with a menacing dog classification event.

Engagement objectives

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

- Whether the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw is clear, unambiguous and easy to understand
- Whether the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw reflects the community's views of how dog control is managed in the community.
- Whether the community would like to see any further changes to the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw.

Timeframe and completion date

| Key project stages | Completion date |
|--|--|
| Amended Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw adopted by Council for public consultation | 29 February 2016 |
| Community engagement (written submissions) | To be confirmed but to align with Annual Plan consultation |
| Community engagement (oral submissions) | To be confirmed but to align with Annual Plan consultation |
| Oral and written submissions considered by Council, final amendments made, amended Policy and Bylaw adopted. | To be confirmed but to align with Annual Plan consultation |
| Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw publically notified | Day after adoption |

Communities to be engaged with

- The entire Rangitikei District community
- Community Boards and Community Committees
- Te Roopu Ahi Kaa
- Registered Dog Owners within the District
- SPCA Wanganui
- New Zealand Institute of Animal Control Officers
- Southern Rangitikei Veterinary Services
- Hunterville Veterinary Clinic/Club
- New Zealand Kennel Club

Engagement tools and techniques to be used

Engagement Spectrum position desired: Consult

| Community group or stakeholder | How this group will be engaged |
|--|---|
| Rangitikei District community | Website Rangitikei Line Printed media Information in libraries |
| Community Committees and Community Boards | Officer's report |
| Te Roopu Ahi Kaa | Officer's report |
| Registered Dog Owners within the District | Letters to Registered Dog Owners within the District |
| SPCA Wanganui | Letter/email to SPCA Wanganui |
| New Zealand Institute of Animal Control Officers | Letter/email to New Zealand Institute of Animal Control Officers |
| Southern Rangitikei Veterinary Services | Letter/email to Southern Rangitikei Veterinary Services |
| Hunterville Veterinary Clinic/Club | Letter/email to Hunterville Veterinary Clinic/Club |
| New Zealand Kennel Club | Letter/email to New Zealand Kennel Club |

Resources needed to complete the engagement

Resources beyond staff time required for this engagement are:

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

Communication planning

Key messages

- Enhancing dog control and dog care is valued by the community
- Council's dog registration is necessarily robust

Reputation risks

- Responsible owner status is more prescriptive than previously, change may not be supported by community

Basis of assessment and feedback to the communities involved

After analysing community input, Council officers will prepare a report outlining the communities' views, and any suggested changes to the amended Policy and Bylaw. This will then be referred to Council for consideration prior to final adoption. The feedback to the communities will follow after Council adopts the Policy and Bylaw. A response will be sent to each person who makes a submission. Copies of the Dog Control and Owner Responsibility Policy and Control of Dogs Bylaw will be available on the website and from the District's libraries.

Project team roles and responsibilities

| Team member | Role and responsibilities |
|-----------------|---------------------------|
| Denise Servante | Project sponsor |
| Alex Staric | Project leader |
| Alex Staric | Print media |
| Alex Staric | Officers reports/letters |
| Anna Dellow | Website |

Attachment 12



Rangitikei
UNSPOILT...

MEMORANDUM

TO: Policy/Planning Committee

FROM: Samantha Whitcombe

DATE: 1 February 2015

SUBJECT: **Update on the Path to Well-Being initiative and other community development programmes – February 2016**

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? |
|---|------------------------|---|
| Taihape Health Networking Meeting | 4 November Taihape | Workshop with the group as part of Healthy Families programme to identify priorities. |
| Youth Services, Marton Youth Club | 6 November Marton | To develop programme to present to MSD. |
| Marton Youth Club, Sport Whanganui | 12 November Marton | To finalise programme to present to MSD. |
| Southern Rangitikei Health Networking Meeting. | 16 November Marton | Regular services group meeting. |
| Marton Community Charter Advisory Group | 23 November Marton | Final RBA session for the Community Charter |
| Youth services in Taihape (TCDT, Youth Service, Youth Support, Public Health, Healthy Families) | 24 November Taihape | To discuss future funding for Taihape Youth Hutt |

| What? | When/Where? | Why? |
|--|--------------------------------|---|
| Regional workshop for NZ Health Strategy | 28 November Wellington | Input into draft NZ Health Strategy. |
| Healthy Families | 30 November Whanganui | Whanganui/Rangitikei/Ruapehu governance group meeting. |
| Rangitikei Heritage Group | 1 December Taihape | Bi-monthly meeting; WW1 DVDs, heritage catalogue, Heritage Strategy, local issues, Foxton Trip. |
| Marton Community Charter Board Meeting | 3 December 4 Marton | Quarterly Board meeting to discuss fundings of RBA workshops |
| Vision Manawatu | 9 December Palmerston North | Regional collaboration meeting |
| Interview with Massey University re Healthy Families | 14 December Marton | Evaluation of the programme – interview to establish the baseline. |
| Youth services (TCDT, Youth Service, Youth Support, Public Health, Healthy Families) | 15 December Taihape | To finalise programme to present to MSD. |
| Opening of the Shelton Pavilion | 17 December Marton | Following refurbishment. |
| Safe and Caring Community meeting | 21 December Marton | Regular meeting |
| Southern Rangitikei Health Networking Meeting | 21 December Marton | Regular networking meeting. |
| Grace Taiaroa, Operations Manager, Te Runanga o Ngati Apa | 6 January Marton | Networking meeting to discuss Youth Action Plan. |
| Tony Booker, Principal at Rangitikei College | 19 January Marton | Networking meeting : matters arising from Marton Community Charter Board. |
| Healthy Families | 27 January Whanganui | Whanganui/Rangitikei/Ruapehu governance group meeting. |

5 Healthy Families

- 5.1 The Healthy Families staff team is almost complete – a final appointment is being made for a Taihape-based Health Promoter. The position is to “assist early childhood services, schools, workplaces and other key community settings in the Rangitikei to become health promoting environments. The Health Promoter will contribute to the strengthening of local networks, support partnerships to undertake health promotion interventions, engage and empower community members to inform and participate in creating a healthy community, and provide advocacy support on preventive health issues. The position will also support nation-wide preventive health interventions to be implemented at the community level.”

6 Marton Youth Club and Taihape Youth Hutt

- 6.1 These services are confirmed until the end of February 2016. Council is still undertaking discussions with the Ministry for Social Development for a long-term commitment to youth development programmes in the District: if this commitment is forthcoming, then Council will consult upon investing ratepayer funding into youth services as part of the 2016/17 Annual Plan.

7 Funding Applications

- 7.1 Final reports have been submitted for the following funding applications:
- Lottery Community Facilities Fund – Shelton Pavilion \$100,856
 - PowerCo Trust Whanganui – Shelton Pavilion - \$10,000

8 Recommendations

- 8.1 That the memorandum ‘Update on the Path to Well-Being initiative and other community development programmes – February 2016’ be received.

Samantha Whitcombe
Governance Administrator

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 | Taihape Community Connections; to develop better collaborative and referral practices amongst local health and social service providers, collation and provision of information about services within Taihape. | \$120,000 | Central information resource, improved access to services | Taihape Community Development Trust | Support Agency | Prepared application, project steering group: no reporting responsibilities | Dec-13 |
| Lottery Community Facilities Fund | Renewal of Shelton Pavilion in Centennial Park | \$100,856 | 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 | Completed |
| PowerCo Trust Whanganui | Renewal of Shelton Pavilion in Centennial Park | \$10,000 | 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 | Completed |
| 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 | Jan-16 |
| 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 | Apr-16 |

| Fund | Project description | How much | Desired outcomes and milestones | Lead Agency | Council role | Policy Team Role | Final report due |
|---------------------------------|---------------------------------------|-----------|---|--------------------|--------------------------|---|------------------|
| MYD - Youth Development Fund | Youth Action Plan | \$15,000 | Delivery of one youth-led civic projects in Taihape, District-wide training in place-making | RDC | Lead agency, fund holder | Prepared application, holds funds, manages project, reports to funder. In kind support from Council. Cash support from TCP budget for Place-making training sessions. | Jun-16 |
| MYD - Community Investment Fund | Youth Action Plan | \$20,000 | Support for Marton Youth Club pending feasibility study on longer term | RDC | Lead agency, fund holder | Holds funds, contracts with HYPE for youth club management. Responsibility to deliver feasibility study to be agreed within Marton Community Charter. | Dec-15 |
| KiwiSport | 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 | Jun-16 |
| Community Initiatives Fund | Rangitikei Heritage brochure: reprint | \$1,504 | Reprint RH brochure for distribution from the Museums | Mangaweka Heritage | Support agency | Prepared application, manages project, reports back to funder | Completed |
| as at 02/09/2015 | Confirmed | \$297,360 | | | | | |

| Fund | Project description | How much | Desired outcomes and milestones | Lead Agency | Council role | Policy Team Role | Final report due |
|---------------------------------|---------------------------------------|-----------|---|--------------------|--------------------------|---|------------------|
| MYD - Youth Development Fund | Youth Action Plan | \$15,000 | Delivery of one youth-led civic projects in Taihape, District-wide training in place-making | RDC | Lead agency, fund holder | Prepared application, holds funds, manages project, reports to funder. In kind support from Council. Cash support from TCP budget for Place-making training sessions. | Jun-16 |
| MYD - Community Investment Fund | Youth Action Plan | \$20,000 | Support for Marton Youth Club pending feasibility study on longer term | RDC | Lead agency, fund holder | Holds funds, contracts with HYPE for youth club management. Responsibility to deliver feasibility study to be agreed within Marton Community Charter. | Dec-15 |
| KiwiSport | 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 | Jun-16 |
| Community Initiatives Fund | Rangitikei Heritage brochure: reprint | \$1,504 | Reprint RH brochure for distribution from the Museums | Mangaweka Heritage | Support agency | Prepared application, manages project, reports back to funder | Dec-15 |
| as at 30/09/2015 | Confirmed | \$297,360 | | | | | |