



Rangitikei District Council

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Rangitikei
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Activity Management Templates – December 2016

These reports outline progress with the year's projects set out in the 2015-25 Long Term Plan (as modified in the 2016/17 Annual Plan) and performance against the framework in the 2015/25 Long Term Plan.

The reports cover Council's main group of activities – community leadership, environmental and regulatory services, and community well-being. These reports form part of the Order Paper for the Policy/Planning Committee on 9 February 2017.

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COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2016/17			Dec-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17			
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 2015/16	Complete	
	Annual Plan 2017/18	Draft provided to Councillor late December	Adoption for consultation February Council.
	Giving effect to the adopted option to replace the current infrastructure shared service with Manawatu District Council, for example, the establishment of an Infrastructure Council Controlled Organisation	No progress to report during this period.	To be confirmed
	Preparation of Project Plan for 2018-28 Long Term Plan and begin implementation	No progress to report for this period.	Early scoping of medium-long-term issues for consideration in financial and infrastructure strategies, review of non-statutory policies to ensure alignment with financial and infrastructure strategies, identify further research required to describe strategic environment for this LTP
Elections	Managing the triennial election process, preparation of the pre-election report, preparation and conduct of the 2016 triennial election	Inaugral meetings held for the Community Boards/Committees.	Completed
	Review governance structure, specifically (before the triennial elections) community and reserve management committees and (following triennial election) Council's standing committees	Complete	Completed
	Managing induction processes for the new Council and Community Boards, including updating the Local Governance Statement and Elected Members' Handbook, co-ordinating provision of comprehensive background information, arranging Powhiri, and supporting initial strategic scene setting	Complete	Complete
Iwi/Maori Liaison	Delivering the Māori Community Development Programme to build capacity in hapu and iwi to take part in Council's strategic planning and	Nothing further to report.	Possible hui to further refine goals.
Council	Delivery of programme of policy and bylaw review, focusing on review of non-statutory policies (see below) and preparing for review of statutory policies for inclusion in 2018-28 LTP	Reported below.	Reported below.
	Preparation of order papers that ensure compliant decision-making	Order papers prepared for Council meeting, Ratana and Taihape Community Boards, Hunterville, Turakina, Marton and Bulls Community Committee, HRWS.	Ongoing for meetings as required.

Policy and Bylaw Review	Compliance/end date	Progress for this reporting period	Planned for the next two months
Section 17A review: Regulatory Services	31 August 2016	No progress to report during this period.	Finish regulatory section 17A review. Co-ordinate with MWLASS.
Section 17A review: Infrastructure Services	30 June 2017	No progress to report during this period.	
Rates Policy	30 June 2017	No progress to report during this period.	
Legal Compliance Project	30 June 2017	No progress to report during this period.	Finalise outstanding issues.
Review Earthquake Prone Buildings Policy	30 June 2017	Completed.	
Section 17A review: Rural Water Schemes	30 June 2017	No progress to report during this period.	Report to Hunterville and Erewhon Rural Water Committees.
District Plan change	30 September 2016	Completed.	Completed.
Koitiata Waste Water Reference Group	tbc	Nothing to report during this period.	Examine testing trends and plan future steps.
Development of reserve management plans: Marton Park	31 December 2016	Completed.	Process complete.
Appointment of Directors	30 June 2017	Nothing to report during this period.	
Residents' survey	31 March 2017	Nothing to report during this period.	Due to take place in March 2017.
Section 17A review: Libraries & Information Centres	30 April 2017	Nothing to report during this period.	
Section 17A review: Civil Defence	30 June 2017	Nothing to report during this period.	
Finalisation of urban/rural stormwater drainage maps to complete Water Services Bylaw	tbc	Nothing to report during this period.	Complete maps, review bylaw
Noxious weeds (analysis of problems on Council land including road reserves - background for deciding the long-term operational programme with Horizons and REG)	tbc	Nothing to report during this period.	
Contaminated land (initially to analyse how the current budget is used, followed by discussion paper on contaminated land in the district and issues needing consideration)	tbc	Nothing to report during this period.	
Other pieces of work	Reference for inclusion	Progress for this reporting period	Planned for the next two months
Feral cats policy- investigation	tbc	Nothing to report during this period.	Review policies from other councils.
Complaints policy	tbc	Nothing further to report.	Develop a draft policy for consideration.
Speed Limit Bylaw	Request from the public	Adopted 15 December.	Notify date of adoption and erect signs.
Easter Sunday Shop trading Policy	Amendment of the Shop Trading Hours Act	Adopted 1 December 2016.	Completed.
Submissions	Strategic Planning Activity LOS for Council to be a strong and successful advocate for the District's interests	MBIE proposals on regulations for Building (Earthquake-prone buildings) Amendment Act and methodology to identify earthquake-prone buildings	Submissions to: 1. Wellington Conservation Management Strategy

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2016/17			Dec-16
Performance measures in LTP/Annual Plan2016/17			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
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	Not assessed	Quarterly update to end of December 2016
	75% of planned capital programme expended, all network utilities groups of activities to achieve at least 60% of planned capital expenditure	Not assessed	Quarterly update to end of December 2016
What are they:	Completed on time	Completed late	Overdue
General enquiry	0	0	2
Feedback requested:	Email/Telephone/Letter	In Person	Not provided
Animal Control	15	15	2
Building Control	0	1	0
Council Housing/Property	1	2	2
Cemeteries	0	0	1
Culverts, Drainage and Non-CBD Sumps	1	0	0
Environmental Health	3	2	2
Footpaths	0	0	1
General enquiry	0	0	2
Graffiti/Vandalism	0	1	0
Halls	0	0	0
Parks and Reserves	4	0	0
Public Toilets	0	0	1
Road Signs	0	0	0
Roads	4	0	0
Roadside Berm Mowing	0	0	0
Roadside Weeds/ Vegetation/Trees	0	0	2
Solid Waste	0	0	0
Stormwater	0	0	0
Street Cleaning and Litter Bins	1	0	0
Street Lighting	0	0	1
Vehicle Crossings	0	0	0
Wastewater	2	0	0
Water	3	4	0
Grand Total	34	25	14

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2016/17			Dec-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Complete any outstanding actions in the targeted review of the District Plan	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	Plan changes became formally operative.	Process complete.
Give effect to the Food Act 2014	Implement the Food Premises Grading Bylaw	Regulations now in effect.	
Regional collaboration over regulatory functions	Form a regional regulatory committee	First meeting held on 21 October 2016 PNC,RDC,HDC,WDC attended.	
Prepare for implementation of Buildings (Pools) Amendment Bill (when enacted and in effect)	In effect 1 Jan 2017	Awaiting standards to clarify Alternative solutions	Currently compiling pool register
Prepare for next accreditation review as Building Consent Authority (April 2017)	Feb-17	Received confirmation IANZ visit to take place 8-10 February 2017	Accreditation review preparation and tie with assessor
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	18 BC processed: 100% completed on time, average days to process was 11 days. Value of building work was \$1,029,461	1 new house builds valued at \$205,000, new workshop for Knopf Honey valued at \$450,000. All the rest of the work was house additions/alterations, polesheds and woodfire installations
	Code of Compliance Certificates, Notices to Fix and infringements issued.	10 CCC issued: 100% completed on time, average days to process was 2 days . 2 NTF issued for unconsented building work and failing to display a current BWOF.	
Resource Consents	Report on: a) number of land use consents issued and timeliness	1 Land Use Resource Consents granted, 100% completed on time, average days to process was 15 days.	
	b) subdivision consents and timeliness	1 Subdivision Resource Consent granted, 100% completed on time, average days to process was 1	
	c) section 223 and 224 certification and timeliness,	0 section 223 and 1 224 certificates issued this month, 100% completed on time.	
	d) abatement and infringements issued.	None issued this month	
Dog Control	Report on number of new registrations issued, dogs impounded, dogs destroyed and infringements issued.	36 New Dogs Registered, 8 Impounded, 146 Infringements, 4 destroyed, 163 Unregistered	
Bylaw enforcement	Enforcement action taken	No Letters regarding litter sent for explanation. No infringements.	
Liquor Licensing	Report on number and type of licences issued .	Renew 2 Manager Certificates, 1 Special Licences, 1 Temporary Authority	CPO held in November 16 premises inspected 1 failure

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2015/16			Dec-16
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress to date	Planned for the next two months
Timeliness of processing the paperwork (building control, consent processes, licence applications)	At least 93% of the processing of documentation for each of Council’s regulatory and enforcement services is completed within the prescribed times	99% of all building and 100% resource consents issued within statutory timeframes	
Possession of relevant authorisations from central government	Accreditation as a building consent authority maintained	Maintained	
	Functions of a registration authority and role of a recognised agency under the Food Act not subject to Ministerial review		
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	90	18	0
Animal welfare concern	8	2	0
Barking dog	10	3	0
Dog Property Inspection (for Good Owner status)	5	5	0
Found dog	10	1	0
Lost animal	13	2	0
Property Investigation - animal control problem	2	1	0
Rushing at human	1	1	0
Stock worrying	1	0	0
Wandering stock	6	1	0
Wandering/stray dog	34	2	0
Building Control	2	0	0
Dangerous or Insanitary Building	0	0	0
Property insepection	2	0	0
Environmental Health	51	1	7
Abandoned vehicle	1	0	1
Dumped rubbish	1	0	0
Dumped rubbish (outside town boundary)	2	0	0
Fire permit - rural	0	0	0
Fire Permit - urban (restricted fire season only)	0	0	0
Food premises health issue	1	0	0
Hazardous substances	1	0	0
Livestock (not normally impounded)	6	0	4
Noise - day and night	31	1	0
Pest Problem (Council Property)	0	0	0
Untidy/overgrown section	7	0	2
Vermin	1	0	0
Grand Total	104	2	14

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2016/17			Dec-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17			
What are they:	Targets	Progress to date	Planned for the next two months
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, MOU workplans and Annual Plan			
What are they:	Targets	Progress to date	Planned for the next two months
Advocacy to support the economic interests in the District at regional and national level	Update from the ratana Communal Board	Nothing to report	To actively promote the District through multi-media advertising, the Mayor and Chief Executive undertake promotional tours on behalf of the District.
		Update from Puawai Hagger from Ratana Communal Board on fibre connection to the Pa. (Some funding earmarked in Digital Enablement Plan for connectivity associated with Marae/Māori communities.)	Implementation of Digital Enablement Plan Regional collaboration with ED officers: develop promotional materials for the Covey Motor Home Show. Develop further collaborative economic development and District promotion services across the Horizons region.
Timely and effective interventions that create economic stability, opportunity and growth	Progress solutions to water availability in area between Marton and Hunterville	Ongoing progress being made on the Tutaenui Feasibility Study. This project is being reported separately through Assets/Infrastructure Committee.	Progress solutions to water availability in area between Marton and Hunterville.
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	Latest edition of the Accelerate 25 newsletter available on http://direct.kudosweb.com/t/r-2A0687543331C6022540EF23F30FEDED	Growing Business programme to be confirmed.
Attractive and vibrant towns that attract business and residents	Provision of good infrastructure, well-maintained streets in the CBD of main towns	Fundraising plan for the Bulls community centre has been ongoing. Packs prepared and launched. Funding secured through the Community Facilities Fund. Meeting with the team from Opus who will be preparing the heritage	Detailed design and costings for tender documents.
	Place-making support in Marton, Bulls and Taihape	Nothing to report	To be confirmed
	Events, activities and projects to enliven the towns and District Five + high profile events and 20 community events Council sponsorship of events aiming to increase visitor numbers (compared to 2015/16)	Christmas parades in Taihape, Marton and Bulls.	Evaluation of events sponsorship scheme for visitor numbers and economic impact due in March/April 2017
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.	Business as usual	
	Develop an information centre in Marton as part of the “libraries as community hubs” concept.	The updating of the Council database is ongoing. The updated database is being prepared in three sections; Live (health and social welfare agencies, education etc.), Work (business directory) and Play (community organisations) will link through to rangitikei.com. The opportunity is being taken to identify organisations/businesses with no online presence.	Information Centres team will maintain the website.
	Contract with local organisations to provide a range of information, including: * Up-to-date calendar of events, and * Community newsletters distributed through Marton, Bulls and Taihape	Web content being developed.	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	Business as usual	Business as usual
	Dynamic and attractive web presence for the District and towns (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 Interactive and appropriate social media opportunities	Web content being developed.	Web content for lifestyle sections of rangitikei.com to be developed as part of new 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	Research received from the Older Persons Health Network has been publicised through the website.	Participate in meetings of the Healthy Families Governance Group.

Opportunities for people with children to access the quality of life they desire for their families	Establish youth development service based in Taihape and Marton, transitioning from current arrangements to a one-stop shop concept involving other agencies - \$60,000 from Council (continuing to seek equivalent contribution from external sources) - Develop services for young people (0-18), such as driving safety, career development pathways, Youth Voice in local decisions	Holiday programmes in Marton and Taihape. Advisory group meetings (north and south). Appointments to roles in Taihape and Marton in process.	Complete recruitment process and induction process for new staff Continue to seek funding from external sources
	Coordinate a Swim-4-All programme 2016/17	Programme underway. Actions arising from review of programme in 2016/17 underway.	Administering Swim-4-All programme; reporting to funders, applying for funds for 2017/18
	Healthy Families programme: take part in Governance Group, act as local Prevention Partnership	Healthy Communities project underway - incorporated into Path to Well-being Conference in February 2017.	
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 Annual achievement Scholarships fro Taihape Area School and Rangitikei College	Holiday programmes run through holidays in Marton and Taihape.	Holiday programmes in place in Taihape and Marton
Cohesive and resilient communities that welcome and celebrate diversity	Develop high trust contracts with agencies to undertake community development in each of the three main towns (Marton, Bulls and Taihape)	Business as usual	Investigate new models for community development, develop District-wide collaborative practice Continue to support Samoan community in the southern District to develop representative organisation and participate in civic life
	Organise the annual Path to Well-being Conference 2016/17	Path to Well-being conference in planning stages for 10 February event.	Hold conference and evaluate
	Through Treasured Natural Environment Theme Group: - Support Hautapu and Tutaenui catchment groups - Develop access to Kahui reserve, Mangaweka - Continue to produce and distribute the Theme Group newsletter	No progress to report.	Meeting scheduled for February 2017.
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	Community Initiatives Fund and Events Sponsorship Scheme funding awarded	Two Creative Communities Scheme rounds; one more Community Initiatives Fund round; one Sport NZ Rural Travel Fund round
	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	Results published on the website.	Publish results of all funding rounds on Council's website and Rangitikei Line.
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	Contract remains in place and staff available on full time basis.	
	Arrange regular planning and operational activities	Awaiting final plan for Koitiata.	
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: - Staff EMIS Training (Emergency Management Information Training)	Volunteers receiving training and train regular to maintain and enhance skills. Basic EMIS training undertaken, further ITF training to be undertaken before advanced EIMES training to take place(ITF - CIMS two full day course)	NRFA Audit undertaken of Rural Fire Authority and awaiting audit report.

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2016/17			Dec-16
Performance measures in LTP/Annual Plan			
What are they:	Targets	Progress for this reporting period	Planned for the next two months
Provide opportunities to be actively involved in partnerships that provide community and ratepayer wins	A greater proportion (than in the previous year) of the sample believe that Council’s service is getting better: 37% in 2012, 30% in 2013, 16% in 2014, 17% in 2015, 19% in 2016	To be reported in March/April 2017	
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. The Rangitikei GDP grew sharply during 2015, compared to NZ GDP growth and the trend is now upwards.	Annual GDP growth to be realeased in early 2017	
	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. Latest school rolls (July 2015) compared to population estimates indicate that the upward trend of residents enrolled in local high schools stabilised in 2015.	School enrolments years 9-13 are slightly down (703 in 2015 and 653 in 2017). However, the closure of Turakina Maori Girls College has impacted on this figure (loss of 63 students). Rangitikei College's roll has risen from 263 in 2015 to 306 in 2016. Poulataion estimates to June 2016 have been delayed due to the Kaikoura earthquake so the proportion of local residents of high scholl age to calculate the ration is unavailable at present.	
	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. Population estimates from Statistics New Zealand in December 2015 show a small increase in the population since the Census 2013, tracking at above the high estimates produced from Census data.	Next population estimates due in early 2017.	
Requests for Service			
What are they:	Completed on time	Completed late	Overdue
None			