



Rangitikei District Council

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Rangitikei
UNSPOILT...

Policy/Planning Committee Meeting

Order Paper

**Thursday, 13 July 2017,
1.00 pm**

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

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
Cr Angus Gordon

Deputy Chair
Cr Richard Aslett

Membership
Councillors Cath Ash, Nigel Belsham, Jane Dunn,
Soraya Peke-Mason, Graeme Platt, and Lynne Sheridan
His Worship the Mayor, Andy Watson (ex officio)

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



Rangitikei District Council

Policy and Planning Committee Meeting

Agenda – Thursday 13 July 2017 – 1:00 PM

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The quorum for the Policy/Planning Committee is 4.

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

1 Welcome

2 Apologies/Leave of Absence

3 Members' conflict of interest

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

4 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

5 Confirmation of minutes

The minutes of the Policy and Planning Committee meeting from 8 June 2017 are attached.

File ref: 3-CT-15-2

Recommendation

That the Minutes of the Policy/Planning Committee meeting held on 8 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

6 Chair's Report

A report will be tabled at the meeting.

File ref: 3-CT-15-1

Recommendation

That the Chair's Report to the Policy/Planning Committee meeting on 13 July 2017 be received.

7 Progress with Strategic Intentions

With priority 4 projects (Earthquake-prone buildings), discussions with the community on the implications of the Act need to wait until the regulations have been issued. However, the methodology for identification of earthquake-prone buildings has now been released. Further work to safeguard water and wastewater treatment plants has been include in the 2017/18 Annual Plan programme

With priority 5 projects, a more detailed agreement for infrastructure shared services is under discussion with the two chief executives. The revised communication strategy has been adopted and a communication plan for the Long Term Plan was part of the Council workshop discussions on 22 June 2017.

8 Update on Communications Strategy

A memorandum will be tabled.

File ref: 3-CT-15-1

Recommendation

That the update to the Communications Strategy to the Policy/Planning Committee meeting on 13 July 2017 be received.

9 Annual residents survey – analysis and improvement plan for each activity

A memorandum is attached.

File ref: -FR-1-2

Recommendations

- 1 That the report, “2017 Annual Residents' And Stakeholders' Perception Survey Results: Group of Activity Level” be received.
- 2 That, following feedback from the Policy/Planning Committee, the issues identified as requiring more focus/improvement are input into the project to establish, implement and monitor continuous improvement and higher customer service standards across the Council organisation.

10 Legislation and governance issues

A report is attached.

File ref: 3-OR-3-5

Recommendation

That the report ‘Update on legislation and governance issues’ to the Policy/Planning Committee meeting on 13 July 2017 be received.

11 National Monitoring System - Reporting Requirements

A memorandum is attached.

File ref: 1-PL-1-2

Recommendation

That the memorandum ‘National Monitoring System - Reporting Requirements’ be received.

12 Urban tree plan – feedback from Community Boards and Community Committees

A memorandum is attached.

File ref: 6-RF-1-1

Recommendations

- 1 That the memorandum 'Draft Urban Tree Plan 2017 - Feedback from Community Committees/Boards' be received.
- 2 That the Policy/Planning Committee recommends to Council that the delegations to Community Boards and Community Committees include 'authority to make decisions on major tree removals following community consultation processes'.
- 3 That the Policy/Planning Committee allows/does not allow [delete one] the Bulls Community Committee further time to consider the draft Urban Tree Plan at their 8 August 2017 meeting, [with their recommendations to be tabled for consideration at the Policy/Planning Committee meeting on 10 August 2017].
- 4 That the draft Urban Tree Plan 2017, as amended, be adopted.

13 Review of delivery of library and information centre services under section 17A of the Local Government Act 2002

A report is attached.

File ref: 5-FR-1-2

Recommendations

- 1 That the report 'Review of delivery of library and information centre services under section 17A of the Local Government Act 2002' be received
- 2 That a review of service delivery options not be undertaken at this time for:
 - a) libraries because of the small numbers of staff involved, the three dispersed locations, the national collaborations for digital resources, the present lack of interest in developing a regional cluster and the integration of the service with the visitor information service;
 - b) information centres because of their integration with libraries in both premises and staffing and the uncertainty about any viable alternative which would deliver a similar level of service;

14 Update on the Path to Well-being Initiative

A memorandum is attached

File ref: 1-CO-4

Recommendation

- 1 That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – July 2017' be received.
- 2 That the Policy/Planning Committee approve that Council acts as fundholder for two applications to the Community Initiatives Fund as follows:
 - On behalf of Rangitikei Heritage for the publication of an historical memoir and
 - On behalf of the community in Whangaehu to investigate the feasibility of re-locating a church/community hall from the flood zone.
- 3 That the Policy / Planning Committee approve that Council apply to the Whanganui Community Foundation under their Quick Response Grants for up to \$10,000 for the Swim 4 All programme 2017-2018.

15 Questions put at previous meetings for Council advice or action

- Terms of lease of the toilets Rangitikei Junction / Wallace Development and the possibility of breaking agreement once Community Centre is built
The lease has an initial term of fifteen years, with two rights of renewal each for five years. There is no specific provision in the lease for early termination: it would require agreement with (and likely financial compensation to) the owner.

16 Activity management:

The Activity Management Templates (project reporting) for the following non-asset based groups of activities are attached:

- Community leadership
- Environmental services
- Community well-being

In accordance with Council resolution 17/RDC/055 which amended Standing Order 20.3 'Questions to staff', the following arrangement applies:

In the email advising Elected Members that the Committee Order Papers have been uploaded, they will be asked to email questions before the meeting to the relevant Group Manager (and copied to the Governance Administrator). The answers will be copied to all Elected Members, the Chief Executive and the Governance Administrator. The full email exchange will be tabled at the meeting. Outstanding questions will be noted in this document.

Questions may still be asked at the meeting. The minutes will record those which require further clarification or actions by staff and note whether this is to be by email before the next meeting (in which case it will be included as a document in the Order Paper) or through a report or agenda note at the next meeting.

The Request for Service Reporting for the above non-asset based groups of activities will be tabled at the meeting.

Recommendation

That the activity management templates for July 2017 for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.

17 Late Items

18 Future Items for the Agenda

19 Next Meeting

Thursday 10 August 2017, 1.00 pm

20 Meeting Closed

Attachment 1

Rangitikei District Council

Policy and Planning Committee Meeting

Minutes – Thursday 8 June 2017 – 1:00 pm

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- Present:**
- Cr Angus Gordon (Chair)
 - Cr Cath Ash
 - Cr Richard Aslett
 - Cr Nigel Belsham
 - Cr Jane Dunn
 - Cr Graeme Platt
 - Cr Lynne Sheridan
 - His Worship the Mayor, Andy Watson
- In attendance:**
- Mr Michael Hodder, Community & Regulatory Services Group Manager
 - Ms Denise Servante, Strategy & Community Planning Manager
 - Ms Carol Downs, Executive Officer
 - Ms Katrina Gray, Senior Policy Analyst/Planner
 - Mr Johan Cullis, Environmental Services Team Leader
 - Ms Linda Holman, Governance Administrator
- Tabled documents:**
- Item 6:** Chair's report
 - Item 9:** Better responses to natural disasters and other emergencies in NZ'
 - Item 11:** Parking Bylaw – fees and charges
 - Item 15:** Questions of Activity Management Templates
 - Item 15:** Requests for service (May 2017)

1 Welcome

The meeting opened at 1.10 pm,

Resolved

That the Policy/Planning Committee meeting of 8 June 2017 be adjourned until 1.25 pm

Cr Platt / Cr Gordon. Carried.

The meeting reconvened at 1:25 pm.

2 Apologies/Leave of Absence

Apologies were received from Cr Peke-Mason for absence, and from Cr Dunn for early departure.

3 Members' conflict of interest

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

4 Confirmation of order of business

No late items were put forward.

5 Confirmation of minutes

Resolved minute number	17/PPL/047	File Ref	3-CT-15-2
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That the Minutes of the Policy/Planning Committee meeting held on 11 May 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Sheridan. Carried

6 Chair's Report

A report was tabled at the meeting and taken as read.

Resolved minute number	17/PPL/048	File Ref	3-CT-15-1
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That the Chair's Report to the Policy/Planning Committee meeting on 8 June 2017 be received.

Cr Gordon / Cr Belsham. Carried

7 Progress with Strategic Intentions

The Committee noted the information in the agenda with no further questions or comments.

8 Update on communications strategy

Ms Downs spoke to the report, explaining that the location information of website traffic is very general, with some of the Rangitikei showing up as Palmerston North and some as Whanganui. Increased granularity of geographic information would only be possible with a paid tool, which is not considered to be an effective use of resources. Users from Auckland and Wellington tend to visit pages concerned with property rates and cemetery information.

Amendments to the draft strategy were suggested and noted for inclusion in the final strategy. Discussion was held around the best methods to communicate with residents in the area. The Committee noted that the previous Residents Survey had been conducted via Survey Monkey with a high take-up.

Resolved minute number	17/PPL/049	File Ref	3-CT-15-1
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That the update on the Communications Strategy to the Policy/Planning Committee meeting on 8 June 2017 be received.

Cr Sheridan / Cr Dunn. Carried

Resolved minute number	17/PPL/050	File Ref	3-CT-15-1
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That the communications strategy (as amended) be adopted as amended.

Cr Sheridan / His Worship the Mayor. Carried

9 Legislation and governance issues

Mr Hodder spoke to the report, noting that the Health Fluoridation of Drinking Water Amendment Bill has reported back, and tabled the Terms of Reference of the Civil Defence review.

The Mayor gave an overview of the Fresh Water Symposium held in Wellington recently, and noted that there will be legislative changes to come that will affect the Rangitikei District.

Resolved minute number	17/PPL/051	File Ref	3-OR-3-5
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That the report 'Update on Legislation and Governance Issues' to the Policy/Planning Committee meeting of 8 June 2017 be received.

Cr Aslett / Cr Ash. Carried

10 Review of delivery of community services under section 17A of the Local Government Act 2002

Mr Hodder spoke to the report and noted that the review is one of the legislative requirements on Council. Civil Defence has been done separately by the councils involved in the contract with Horizons. Rural water review is still a work-in-progress.

Resolved minute number **17/PPL/052** **File Ref** **5-FR-1-2**

That the report 'Review of delivery of community services under section 17A of the Local Government Act 2002' be received.

Cr Belsham / Cr Ash. Carried

The Committee considered Cr Platt's view that, on the basis of financial comparisons he had obtained about other councils, more consideration be given to operating costs and revenues of information centres before accepting the 17A review. As Council had already decided to combine Library and Information Centre services into one building in Bulls, as they are in Taihape, a more detailed review needed to include libraries.

Resolved minute number **17/PPL/053** **File Ref**

That a more comprehensive report be provided regarding the cost and benefits of Libraries and Information Centres in the Rangitikei, and any provision that should be made for technology advances, having regard for the requirements of Section 17A, Local Government Act 2002.

Cr Platt / Cr Sheridan. Carried

Cr Platt had previously asked for (and been provided with) information about the cost of leasing the toilet in the Rangitikei Junction / Wallace Development and wanted to know if it is possible to break the agreement once the new Community Centre is finished. Mr Hodder said he would research the terms of the lease.

Resolved minute number **17/PPL/054** **File Ref** **5-FR-1-2**

That a review of service delivery options not be undertaken at this time for:

- a) halls because of the small numbers of staff involved and the flexibility to explore and implement alternative models for delivering the service through greater involvement of local organisations.
- b) toilets because there is no viable alternative to the present delivery of the service.

His Worship the Mayor / Cr Gordon. Carried

11 Draft traffic and parking bylaw

Ms Gray spoke to the report, noting the tabled document: she suggested amendment is a result of some recent cross-checking that was done and would provide more powers to tow vehicles that repeatedly breach the bylaws.

Further amendments were suggested and noted for inclusion in the proposed bylaw. Discussion was held around the exact mechanics for appointing parking wardens, the fee-setting methodology, and the complaints process.

Resolved minute number	17/PPL/055	File Ref	1-DB-1-14
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That the draft Traffic and Parking Bylaw 2017 be received

Cr Belsham / Cr Sheridan. Carried

Resolved minute number	17/PPL/056	File Ref	1-DB-1-14
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That the Policy/Planning Committee recommends to Council that it adopts for public consultation the draft Traffic and Parking Bylaw 2017 (as amended) together with an associated engagement plan

Cr Belsham / His Worship the Mayor. Carried

12 Submission to Land Transport Rule: Setting of Speed Limits [2017]

Mr Hodder suggested that the key change in the proposed new Rule is greater flexibility around speed limits on local roads, to take away the rigid considerations which currently apply. This is still a quite complex methodology but the Roading team think it is workable.

Discussion was held around various options for making speed limits easier for drivers to see and be aware of, particularly if the number of fixed signs is reduced. The draft submission would be amended to include a proposal about distinctive road markings to reflect different speed limits.

Resolved minute number	17/PPL/057	File Ref	3-OR-3
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That the draft submission to the Land Transport Rule: Setting of Speed Limits [2017] be received.

Cr Ash / Cr Dunn. Carried

Resolved minute number**17/PPL/058****File Ref****3-OR-3**

That, under delegated authority from Council, the Policy/Planning Committee authorises His Worship the Mayor to sign, on behalf of the Council, the submission as amended to the New Zealand Transport Agency on Land Transport Rule: Setting of Speed Limits [2017]

Cr Gordon / Cr Ash. Carried

13 Update on the Path to Well-being Initiative

The 2017 Youth Awards video was played to the Committee.

Ms Servante has taken the report as read and invited questions.

The Committee discussed the Mayor's expressed concern that, as he does not attend the Central Economic Development Agency (CEDA) meetings, he is not as informed about developments in the local economic development space as he could be:

- How the work of CEDA can relate to the Mayor's discussions with companies and prospective new businesses to the area
- The purpose of CEDA meetings and the nature and timing of updates from them (to both Finance/Performance and Policy/Planning Committees)
- Altering the Committee structure in order to bring economic development under the umbrella of a specific Committee, or to create a new – dedicated – Committee for economic development
- Using the Accelerate 25 group to provide the information the Mayor is requesting
- The need for a policy on responding to overtures from businesses seeking to move here and potential developers
- Holding a workshop on economic development (possibly with outside help) – potentially in the July LTP session

(Cr Dunn left at 3:32pm)

(Cr Ash 3:36pm / 3:40pm)

The Committee also discussed the availability of driver licencing training. Lions had made a successful application to the Dudding Trust but implementation was not known. The Mayors' Taskforce for Jobs secured a pilot programme in Hawkes Bay and the Mayor had tried unsuccessfully to get one for the Rangitikei, and is working with the ministers to get this training included in the school curriculum. Youth Services was a possible option that was mentioned.

The Committee suggested that Cr Platt talk with the Chief Executive about work opportunities for pre-release prisoners in local industries or in Council itself.

Resolved minute number **17/PPL/059** **File Ref** **1-CO-4**

That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – June 2017 be received.

Cr Aslett / Cr Belsham. Carried

Resolved minute number **17/PPL/060** **File Ref** **1-CO-4**

That the Policy/Planning Committee approve the funding applications to be submitted in June 2017 as follows:

- JBS Dudding Trust (capital contribution to the Bulls multi-purpose community centre, contribution towards District Library Service and community libraries, contribution towards drinking fountains in parks)
- Pub Charity Ltd (drinking fountains in parks)
- The Lion Foundation (drinking fountains in parks)

Cr Belsham / Cr Sheridan. Carried

14 Questions put at previous meetings for Council advice or action

The Committee agreed with the proposed next step regarding improving knowledge of projects by having the proposal for a list be referred to the LTP Project Team.

15 Activity management:

The requests for service results were tabled.

No questions had been emailed in advance for any section.

The Committee asked that an 'origin' date be added to the policy schedule, noting that nothing was planned for noxious weeds and contaminated land but without clarification about the intent.

Clarification was provided to the Committee that the number of unregistered dogs came from those which went to court as infringements. There were various reasons why dogs were destroyed, including an inability to re-home. Facebook is used to advertise dogs for rehoming and has received a positive response from the community.

Resolved minute number **17/PPL/061** **File Ref**

That the activity management templates for May 2017 for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.

Cr Sheridan / Cr Ash. Carried

16 Late Items

There were no late items

17 Future Items for the Agenda

No items were suggested.

18 Next Meeting

Thursday 13 July 2017, 1.00 pm

19 Meeting closed

4.24 pm

Confirmed/Chair: _____

Date:

Attachment 2



Memorandum

To: Policy / Planning Committee

From: Denise Servante

Date: 6 July 2017

Subject: **2017 Annual Residents' And Stakeholders' Perception Survey Results:
Group of Activity Level**

File: 5-FR-1-2

1 Executive Summary

- 1.1 This report presents the information from the 2017 Residents Survey and the 2017 Stakeholders' Survey that relates to areas of activity for the Policy/Planning Committee. Whilst there remains a basic structure of the "Better than last year" report card for services, additional questions were asked around customer satisfaction, customer service and communication. This reflects the organisational imperative to lift the collective service experience for our customers, in line with national push for overall performance improvement across the whole local government sector.
- 1.2 The full report of both surveys is available on the website at www.rangitikei.govt.nz.

2 Background

- 2.1 During April 2017, all individuals on the electoral roll were invited to take part in an online survey as part of Rangitikei District Council's 2017 Residents Survey, *Our District, Your Say*. 699 residents completed the survey; this sample size provides a good confidence level for the data.
- 2.2 In May 2017, stakeholders were invited to complete an online survey about Council's support for collaborative partnerships. Seventy (70) responses were received.
- 2.3 The survey has been carried out since 2011 for Council's Statement of Service Performance as part of the Annual Report. In 2016, the Residents Survey was carried out in-house using Survey Monkey. This allowed Council to ask additional questions at marginal additional cost and Council took the opportunity to augment the "Better than Last Year" report card format with questions about resident's satisfaction rating with Council services and with the customer service they received. This format was repeated for the 2017 survey.

- 2.4 The additional information means that more detail can be provided to Activity Managers to support them to work with their teams to establish and implement continuous improvement and higher customer service standards. This will be brought to the Committee in September 2017 as an Improvement Plan.

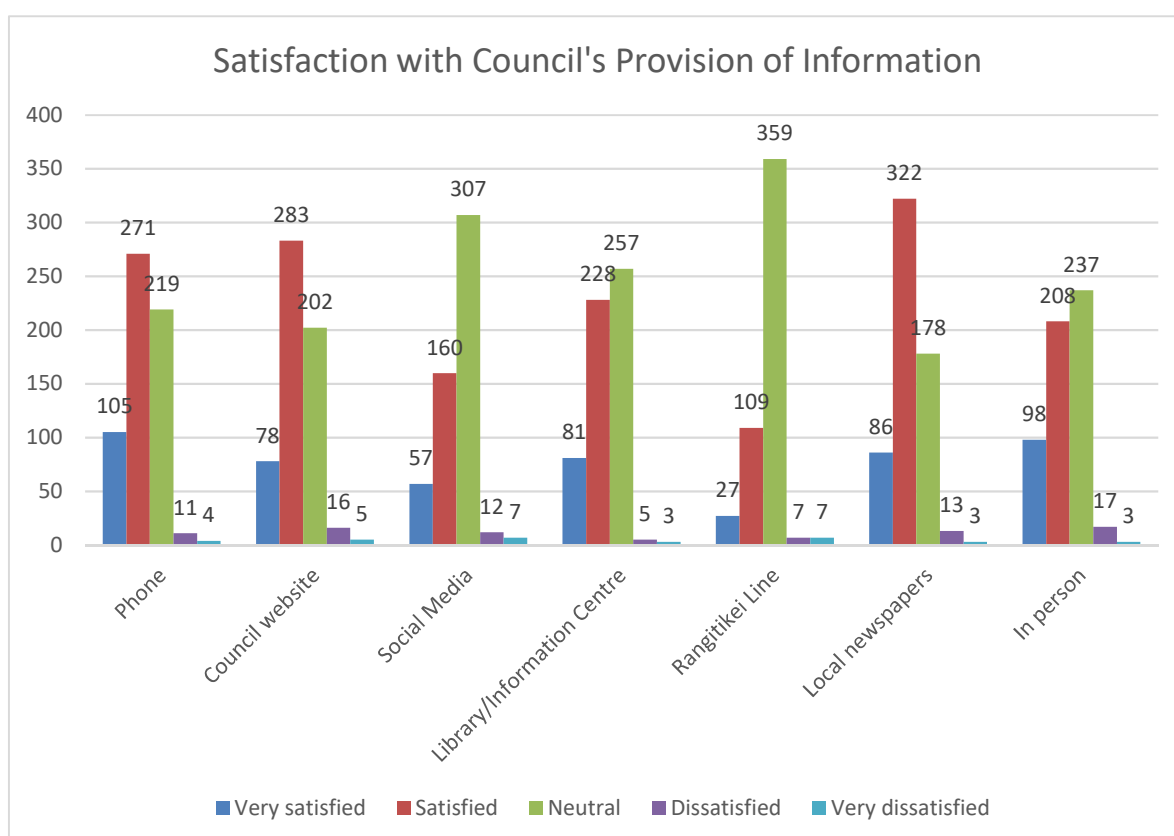
3 Community Leadership Group of Activity

- 3.1 The relevant sections of the Residents' and Stakeholders' Surveys that relate to this group of activities are:

- Provision of Information
- Customer Service
- Stakeholder perception of Council communication

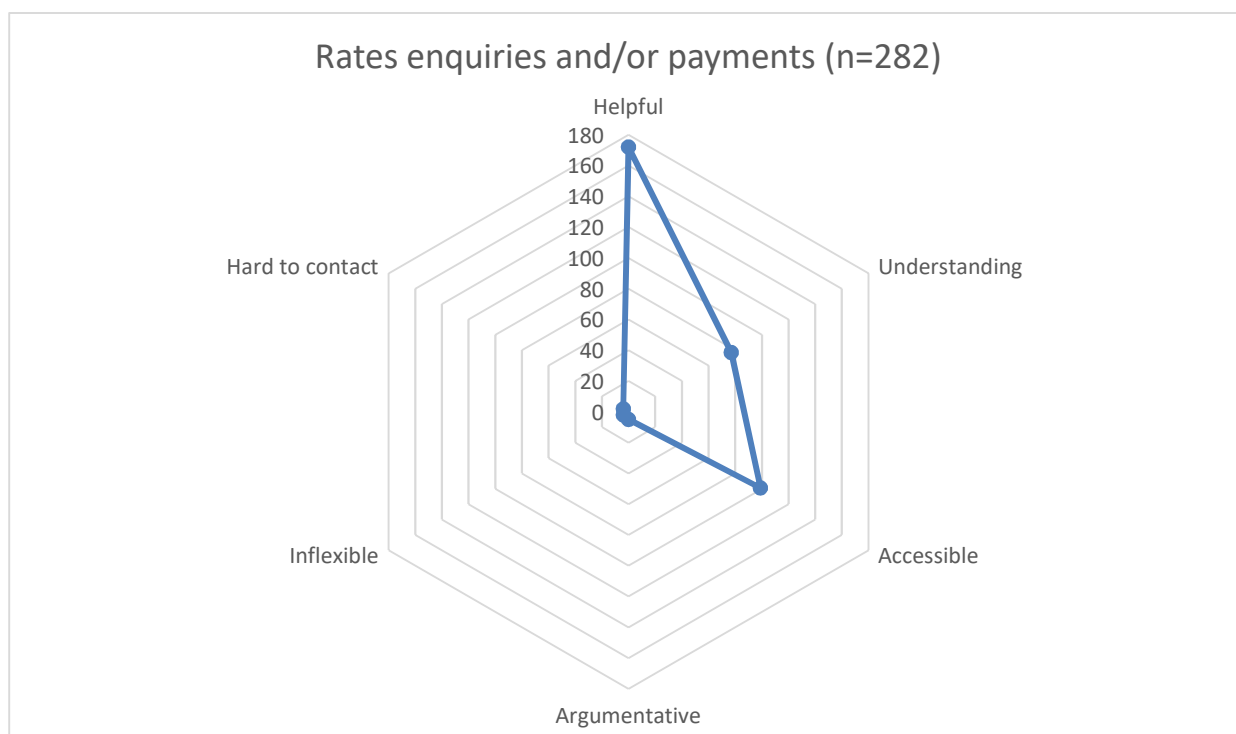
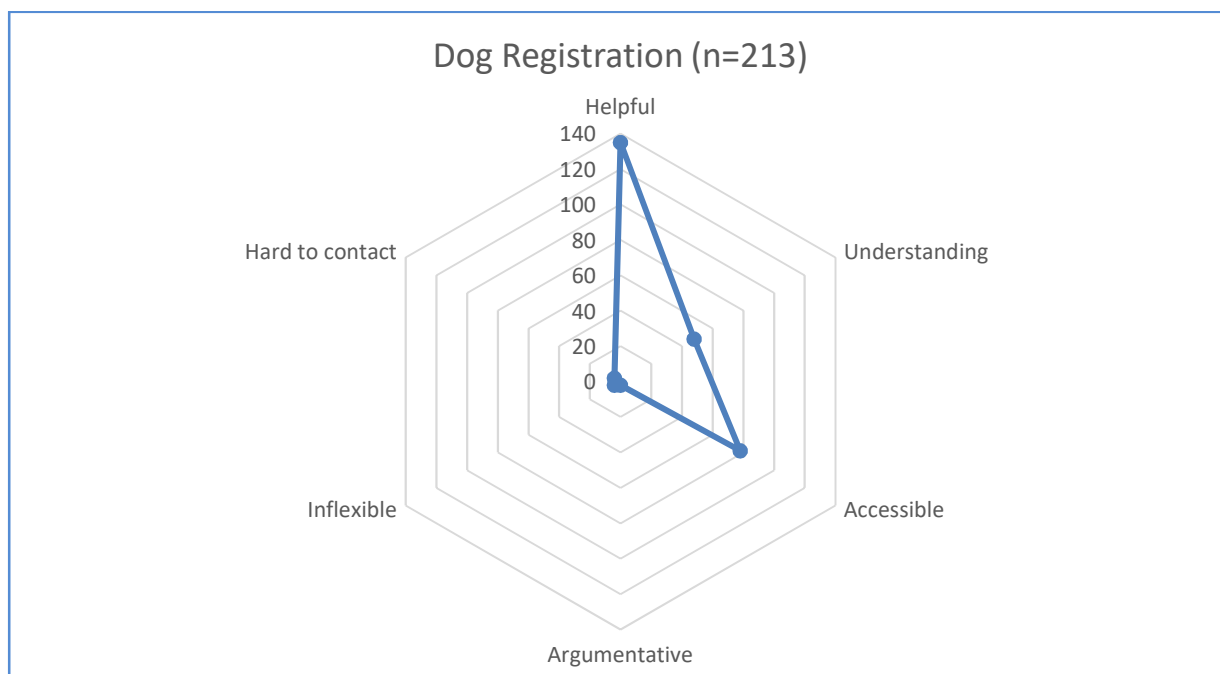
Provision of Information

- 3.2 Responses indicated that residents felt generally satisfied or neutral with Council's provision of information across the modes listed below. The most important method of communication for residents was the phone, followed by the website, newspapers and in-person. Social media was, unsurprisingly, more popular amongst the 18-29 year-old age group.



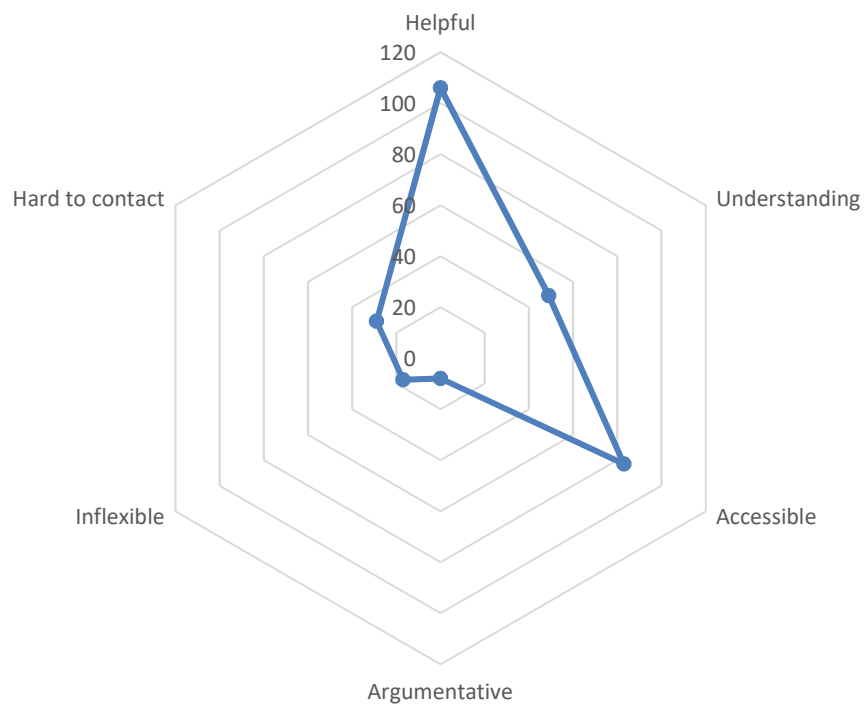
Customer Service:

- 3.3 Respondents were presented with relevant service areas and asked to select up to three values that best described their experience¹. Results indicated that generally residents felt Council customer service staff and Councillors were helpful, understanding and accessible.

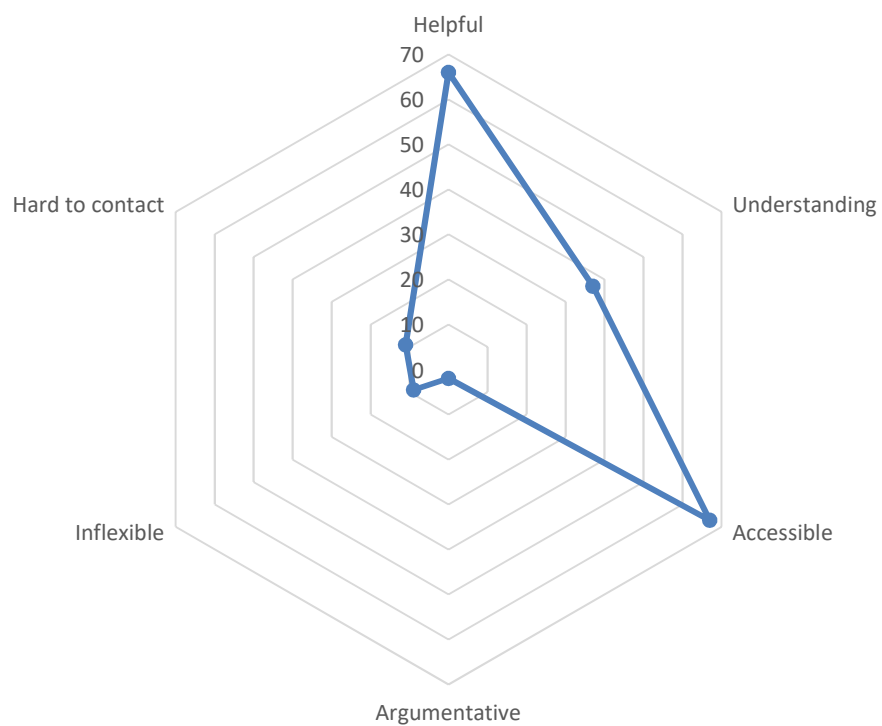


¹ Q: Please indicate your experience with staff in the area listed below if/where you have had recent dealings (tick up to 3 things that best describe your experience)

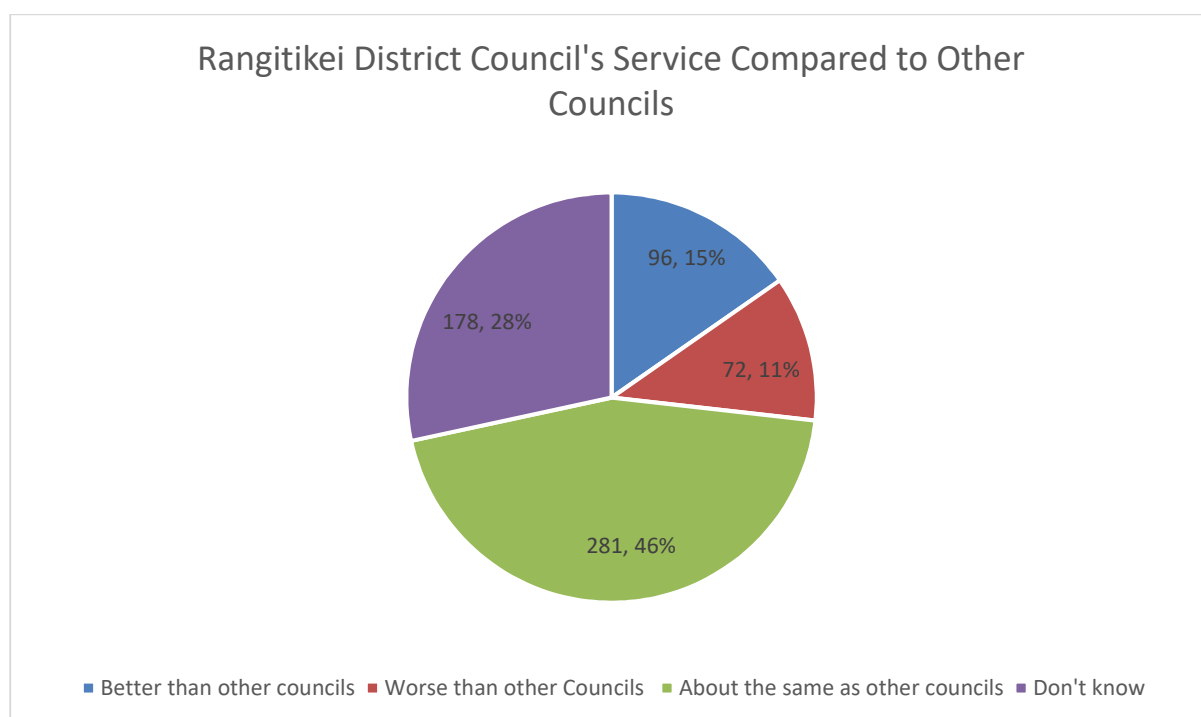
Reporting something that needs fixing (n=225)



Meeting with councillors (n=154)

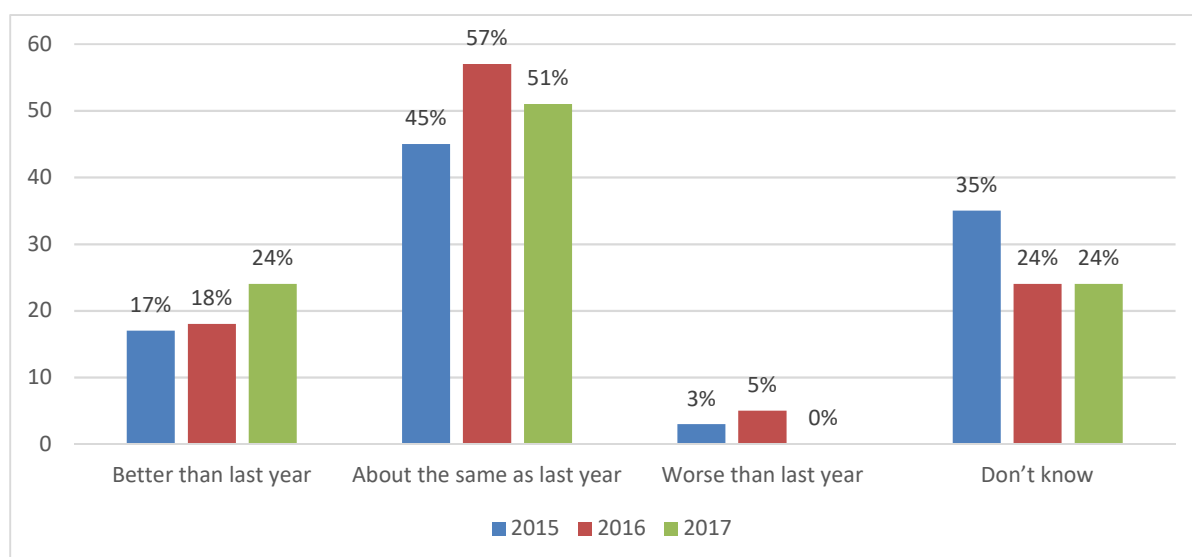


Customer Service – comparison²



Stakeholder perception of Council communication³

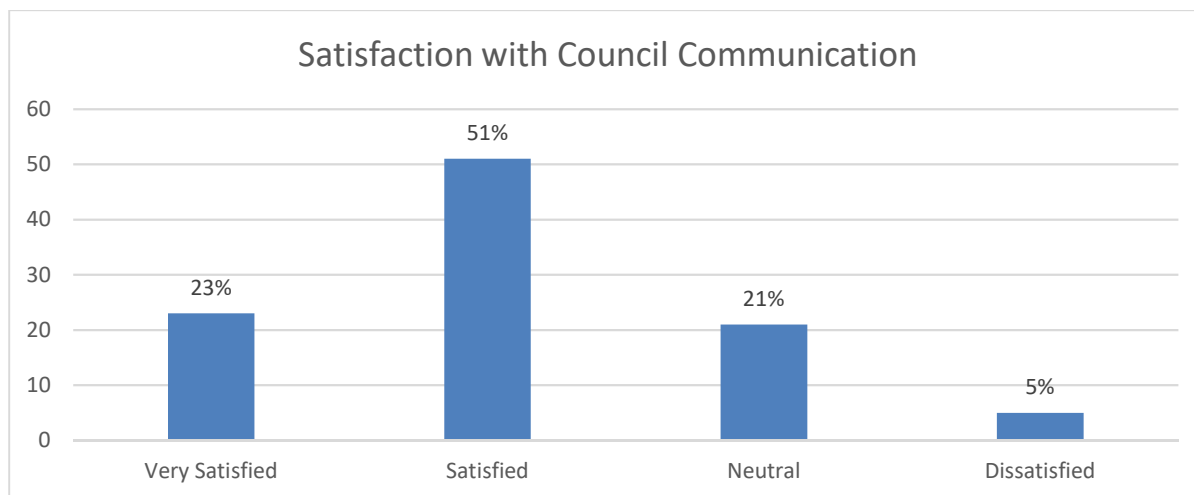
3.4 Most Stakeholders said Council communication is “About the same as last year” (51%). There was a 6% increase in the response “better than last year” and a 5% decrease in the response of “worse than last year”



² Q: In thinking about what you know about other local councils in new Zealand, is Rangitikei..., n = 627

³ Q11: Thinking about Council's communication with key agencies and stakeholders, do you think the Council is doing better or worse than last year, or about the same? (n=41)

Q12: How generally satisfied are you with Council's communication? (n=43)

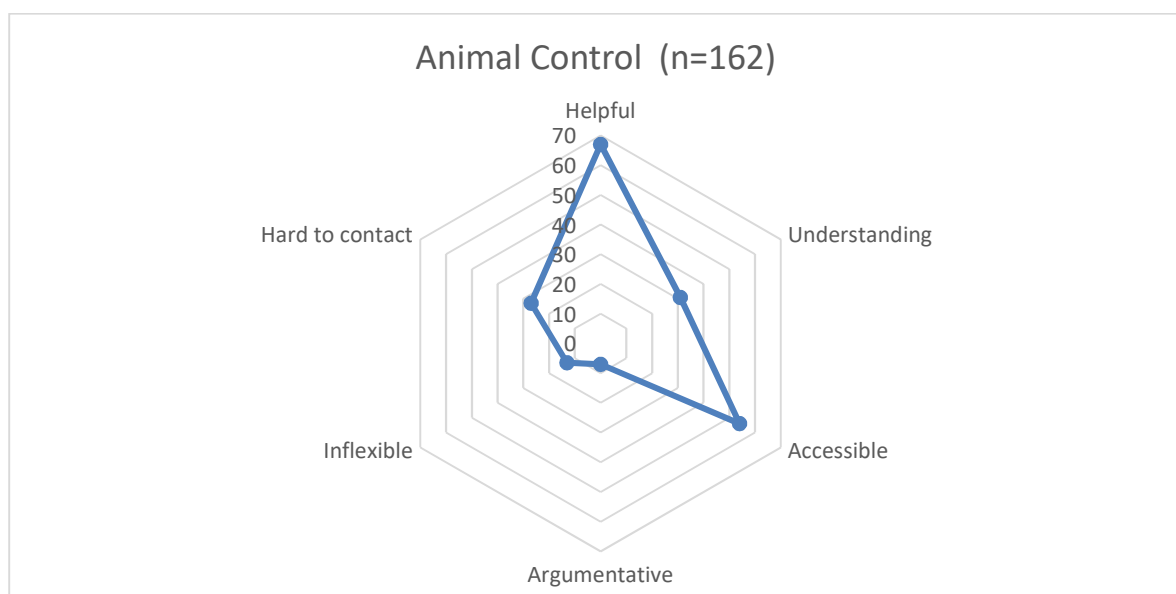


4 Environmental and Regulatory Services Group of Activity

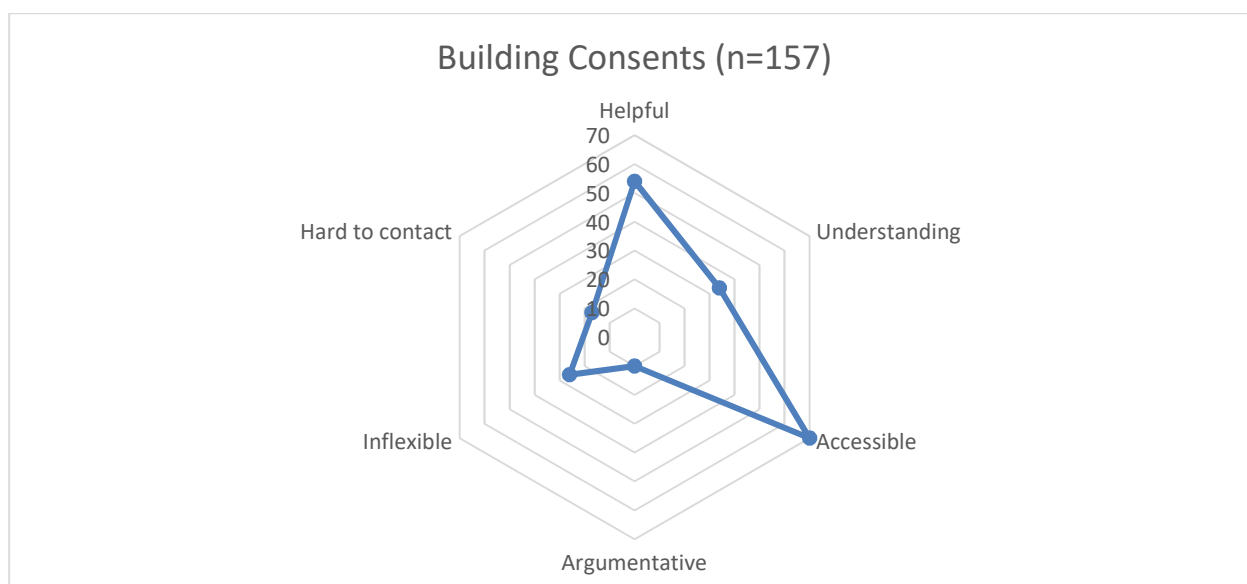
4.1 The relevant sections of the Residents' Survey that relate to this group of activities are Customer Service in the animal control and building consents area.

Customer Service

4.2 Respondents were presented with relevant service areas and asked to select up to three values that best described their experience⁴. Results indicated that generally residents felt Council regulatory staff were helpful and accessible.



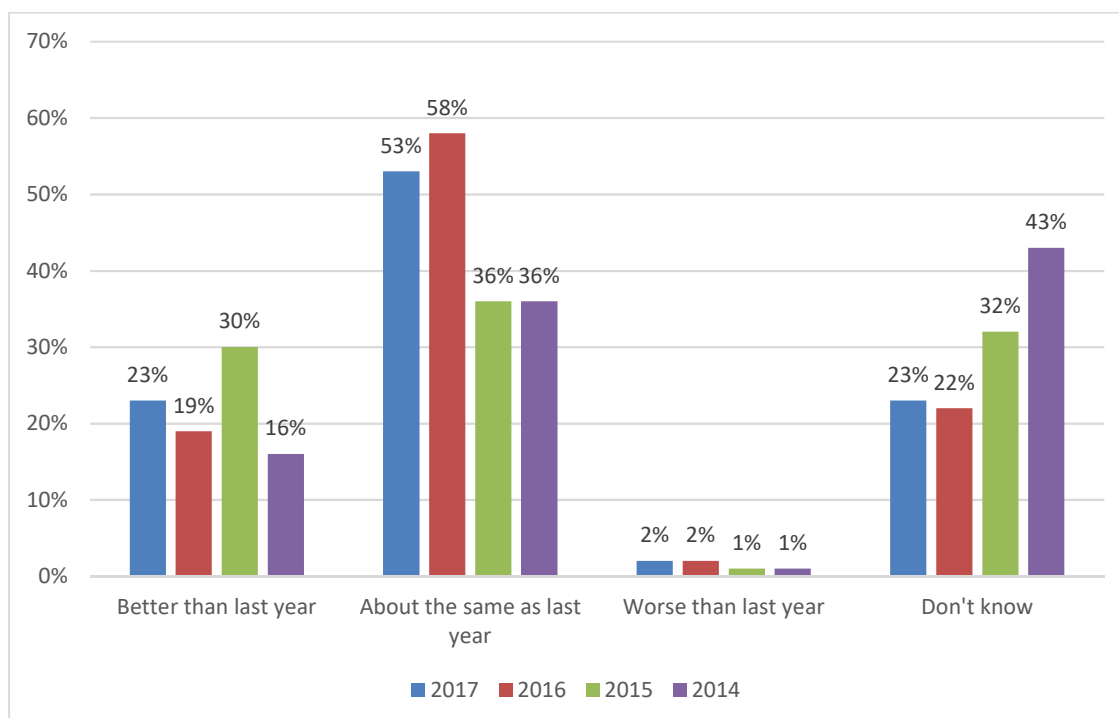
⁴ Q: Please indicate your experience with staff in the area listed below if/where you have had recent dealings (tick up to 3 things that best describe your experience)



5 Community Well-being Group of Activities

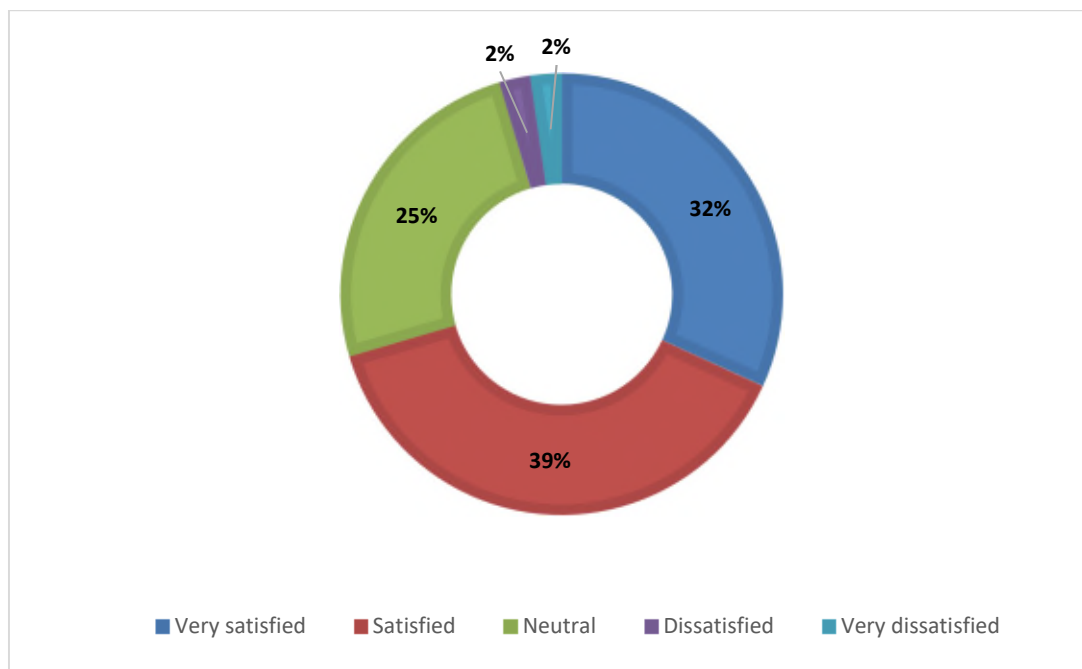
- 5.1 The relevant sections of the Stakeholders' Survey that relate to this group of activities are perceptions of Councils' support for collaborative partnerships in the community partnerships area.

Overall perception of Council's usefulness to collaborative partnerships⁵



⁵ Q6: Overall, in terms of the usefulness of Council's support for collaborative partnerships, do you think the Council is doing better or worse than last year, or about the same? (n=44)

Overall satisfaction with Council's support for collaborative partnerships⁶



- 5.2 In all areas, the sample size for individual partnership groups was small and therefore cannot really be used as a measure of overall satisfaction. However, the commentary provides more detail for Council staff to consider as part of the review of the community partnership activity for the 2018-28 Long Term Plan.

6 Recommendations

- 6.1 That the report, "2017 Annual Residents' And Stakeholders' Perception Survey Results: Group of Activity Level" be received.
- 6.2 That, following feedback from the Policy/Planning Committee, the issues identified as requiring more focus/improvement are input into the project to establish, implement and monitor continuous improvement and higher customer service standards across the Council organisation.

Denise Servante
Strategy & Community Planning Manager

⁶ Question 7: How generally satisfied are you with Council's support for collaborative partnerships? (n= 44)

Attachment 3



Rangitikei
UNPOW...
UNPOW...

REPORT

SUBJECT: **Update on legislation and governance Issues**

TO: Policy/Planning Committee

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 6 July 2017

FILE: 3-OR-3-5

1 Executive summary

- 1.1 The Local Government and Environment Committee has reported back on the Local Government Act 2002 Amendment Bill (No. 2).
- 1.2 The Ministry of Business, Innovation and Employment has issued guidance on the methodology to identify earthquake-prone buildings for the Building (Earthquake-prone Buildings Act) which came into effect on 1 July 2017.
- 1.3 The Fire and Emergency New Zealand Act also came into effect on 1 July 2017.

2 Local Government Act 2002 Amendment Bill

- 2.1 The Bill was reported back on 15 June 2017, a year after it was referred to the Local Government and Environment Committee.
- 2.2 The intent remains the same – to promote formal collaboration between local authorities using the mechanism of a Council Controlled Organisation. However, the ways in which this collaboration may be brought into effect have been more tightly defined, and the ability of the Local Government Commission to direct such a change has been removed. For example,
 - The Local Government Commission may propose the establishment of a Multiply-owned substantive Council Controlled Organisations (MOSCO) but this may not be established without written agreement of each affected local authority.
 - The Local Government Commission must consult with affected authorities before conducting an investigation; costs and disruptive effects must be considered; and there has to be a test of demonstrable support – although there is no requirement for a poll

- 2.3 Ministerial powers remain much as in the Bill as introduced – which allowed setting expectation to the Local Government Commission (e.g. focus on water...’ or reorganisation opportunities in this area, or leave some areas alone). The Select Committee considered that the government had a right to set policy expectations, but the suggested amendments require these to be published on the Commission’s website.
- 2.4 The Select Committee made a number of changes to improve both the accountability of CCOs (particularly through the new Statement of Expectations) and to ensure that the interests of smaller council participants are protected through formal participants’ agreements. The requirement for service delivery plans remains – these require some strategic thinking as well as regard for sustainability, and clarity how the CCO will give effect to shareholding councils’ long-term plans. All substantive CCOs are subject to the same obligations as their shareholding councils.
- 2.5 The extension of the current mandatory performance measures has been removed and the current set must be reviewed within three years of the Bill being enacted – so, potentially by July/August 2020.
- 2.6 The Bill had its second reading on 29 June 2017 and is now in the Committee of the House stage. It is likely to be passed before Parliament is dissolved, on 22 August 2017.

3 Building (Earthquake-prone Buildings) Amendment Act

- 3.1 The Building (Earthquake-prone Buildings) Amendment Act came into effect on 1 July 2017. The Rangitikei District is in the high risk area which means that priority buildings will need to be strengthened/demolished within 7.5 years and other buildings within 15 years from the date the Earthquake Prone Building notice is issued. Council’s existing Earthquake-prone Buildings Policy is now superseded.
- 3.2 Council must consult and determine with the community about priority buildings, those that could fall in an earthquake onto routes with sufficient traffic to warrant prioritisation, and buildings that could impede routes of strategic importance in an earthquake. Guidance from the Ministry of Business, Innovation and Employment (MBIE) on the consultation process with the community about priority buildings was due to be released mid-May. This is not part of the guidance issued on 3 July 2017.
- 3.3 MBIE had previously advised that the methodology – a key part of the legislation for determining which buildings are potentially earthquake-prone was to be considered by Cabinet on 3 May 2017. The outcome of that is now evident in the ‘EPB methodology’ which was published on 3 July 2017 (copy attached as [Appendix 1](#)). It is not yet known whether there has been a reconsideration of the definition of ‘significant alterations’ (25% of rateable value) which has the potential to trigger the requirement to strengthen ahead

of the statutory time frames. The Act requires such methodology to be published no later than 1 August 2017.

- 3.4 No regulations have yet been issued under the Act. These are to include criteria for territorial authorities granting exemptions to strengthening work and considering substantial alterations to trigger early action; they will also contain some definitions ('ultimate capacity' and 'moderate earthquake') used in turn to define earthquake-prone buildings.

4 Fire and Emergency New Zealand Act

- 4.1 The Act came into force on 1 July. There is a two-year transition before the long-term funding by levies is implemented. There is no separate levy or contribution from the local government sector.
- 4.2 Regulations have been made on issuing of permits for fires in the open air (section 190). This extends to fires "not in a building or structure which complies with a relevant section of the Building Act or a district plan" so covers rural and urban areas. Still to come (as noted in last month's report) are regulations on operating processes for local committees (section 188), fire plans (section 189), fire safety and evacuation procedure for buildings (section 191) and evacuation schemes for a 'relevant building'¹ (section 192).

Progress with other legislation

- 4.3 As noted in earlier reports, the Ture Whenua Maori Bill has been at the Committee of the Whole House since 13 December 2016.² An outline of business since that date was included in my report to the Committee's April meeting. The most recent debate on the Bill was on 5 July 2017.
- 4.4 The Health (Fluoridation of Drinking Water) Amendment Bill is at the Second Reading stage.
- 4.5 Last month's report noted that on 11 May 2017, the Local Electoral (Equitable Process for Establishing Maori Wards and Maori Constituencies) Amendment Bill was drawn by ballot from members' proposals³. It proposed amend the Local Electoral Act 2001 to make the process by which territorial authorities and regional councils can establish Māori wards and Māori constituencies the same as the process by which territorial authorities and regional councils can establish general wards and constituencies. The Bill was negatived at its First Reading, on 28 June 2017.

¹ Defined in section 75

² Further debate was included in the Order Paper for 6 April 2017 but the House adjourned before that was taken.

³ The Bill was proposed by Marama Davidson, Green Party, List.

5 Review of Civil Defence legislation

- 5.1 Previous reports have noted that (a) the then Minister of Civil Defence stated that the response to the fires in Christchurch City and the Selwyn District point to the need to streamline the Civil Defence Emergency Management Act and (b) the Ministry is currently preparing a report on how the situation evolved, lessons learned, and proposed corrective actions. It is not a legislative review.
- 5.2 The terms of reference for the Ministerial Review were released on 2 June 2017 and tabled at the Committee's last meeting. An interim report is due with the Minister before the end of August 2017.
- 5.3 Members of the Technical Advisory Group for the review met briefly with the Mayor and the Chief Executive on 29 June 2017.

6 Recommendations

- 6.1 That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 13 July 2017 be received.

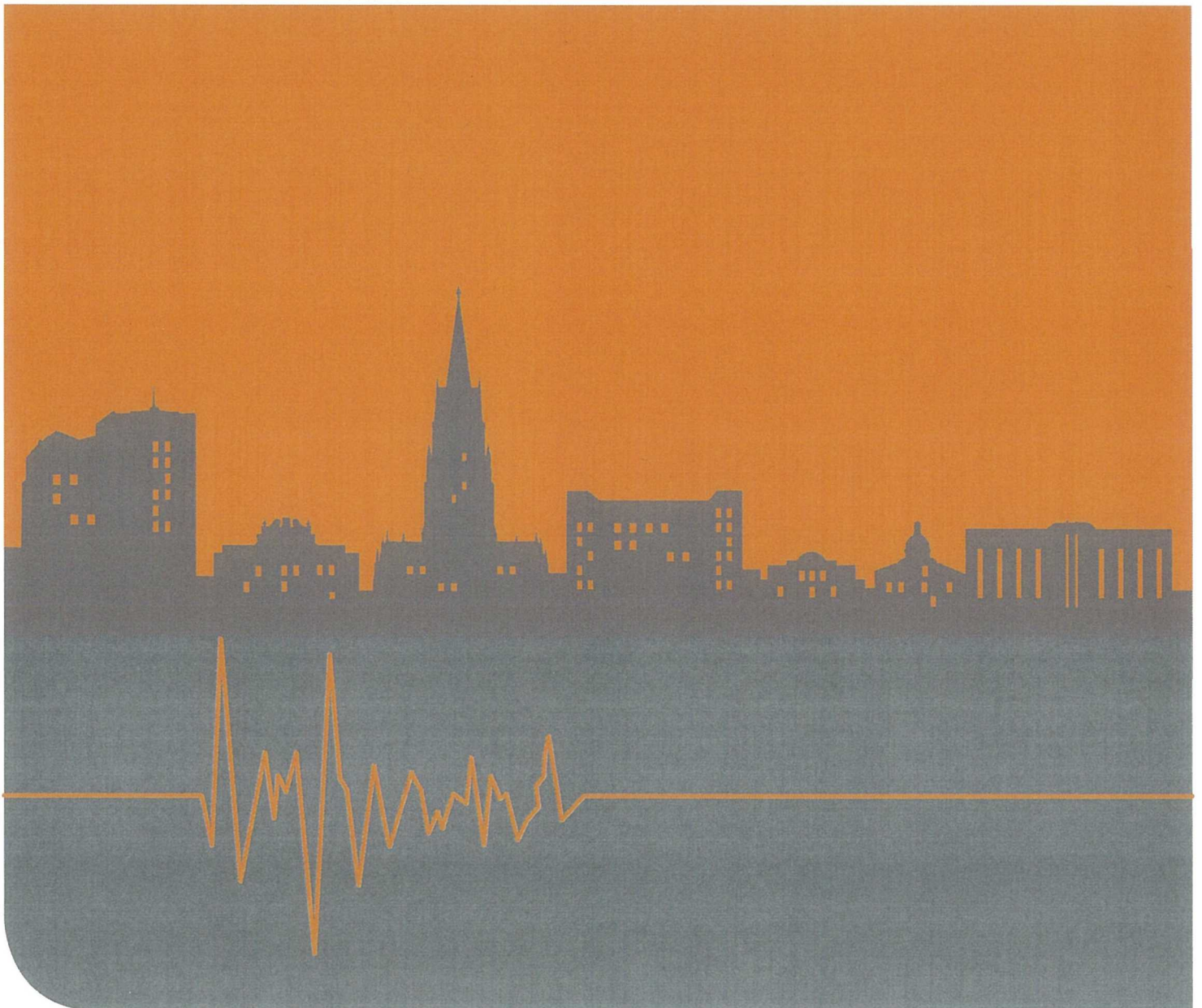
Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1

METHODOLOGY

EPB methodology

The methodology to identify earthquake-prone buildings





**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

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ISBN 978-1-98-851789-6 (Print)

ISBN 978-1-98-851790-2 (Online)

Enquiries about the content of this document should be directed to:

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New Zealand Government

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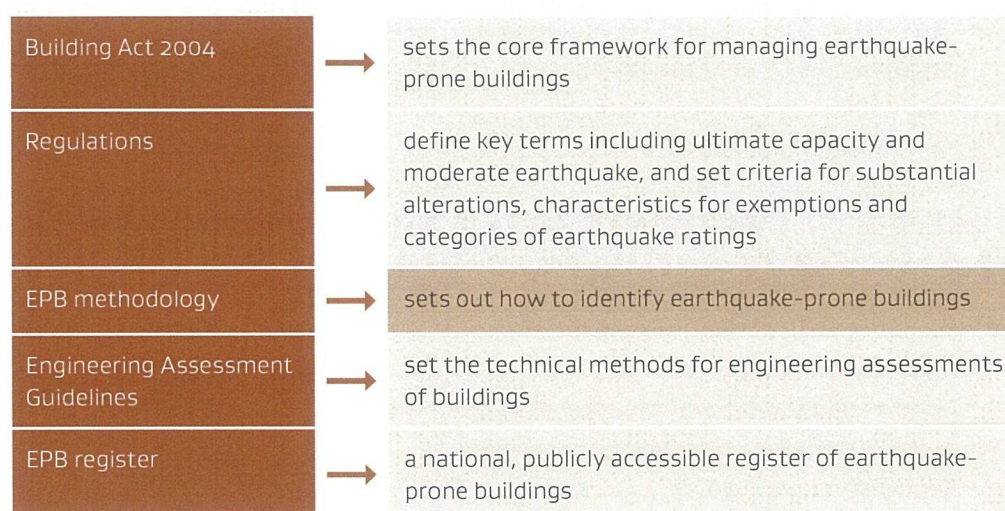
Introduction

This methodology is set by the Chief Executive of the Ministry of Business, Innovation and Employment under section 133AV of the *Building Act 2004*. *This methodology* is for the identification of earthquake-prone buildings, which are defined in section 133AB of the *Building Act 2004*.

This methodology is a disallowable instrument under section 38 of the Legislation Act 2012.

This methodology is part of the system for managing earthquake-prone buildings. The structure of the system is shown in Figure 1.

Figure 1: The structure of the system for managing earthquake-prone buildings



Document History

Status	Date	Alterations
Version 1	3 July 2017	

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Referenced document

This methodology refers to the following document:

The Seismic Assessment of Existing Buildings: Technical Guidelines for Engineering Assessments, July 2017, Version 1, referred to as the *Engineering Assessment Guidelines within this methodology.*

and its sections:

Part A Assessment Objectives and Principles; referred to as *Part A* within *this methodology*

Part B Initial Seismic Assessment; referred to as *Part B* within *this methodology*

Part C Detailed Seismic Assessment; referred to as *Part C* within *this methodology*.

The *Engineering Assessment Guidelines* are available from: www.EQ-Assess.org.nz.

Definitions

Building Act 2004 (Building Act)	is the principal legislation dealing with building controls in New Zealand.
Commencement	is the date that Subpart 6A of Part 2 of the <i>Building Act 2004</i> , and associated amendments to other sections, came into force.
Critical Structural Weakness	is the lowest scoring structural weakness determined from a <i>Detailed Seismic Assessment</i> meeting the requirements of <i>Part C</i> of the <i>Engineering Assessment Guidelines</i> . For an <i>Initial Seismic Assessment</i> meeting the requirements of <i>Part B</i> of the <i>Engineering Assessment Guidelines</i> , all structural weaknesses are considered to be potential <i>Critical Structural Weaknesses</i> .
Detailed Engineering Evaluation	An assessment carried out to evaluate buildings following the 2010-2011 Canterbury earthquake sequence. It was only intended for use following an earthquake that causes damage to buildings and is now called a Detailed Damage Evaluation.
Detailed Seismic Assessment	A seismic assessment carried out in accordance with <i>Part C</i> of the <i>Engineering Assessment Guidelines</i> . It is a comprehensive quantitative assessment of the strength and deformation capability of a building.
Earthquake rating	has the meaning defined in section 133AC of the <i>Building Act 2004</i> .
Engineering assessment	has the meaning defined in section 7 of the <i>Building Act 2004</i> .
High seismic risk	has the meaning defined in section 133AD of the <i>Building Act 2004</i> .
Initial Evaluation Procedure	The quantitative steps that are part of the <i>Initial Seismic Assessment</i> process.
Initial Seismic Assessment	A seismic assessment carried out in accordance with <i>Part B</i> of the <i>Engineering Assessment Guidelines</i> . It is the recommended first qualitative step in a <i>Detailed Seismic Assessment</i> .
Low seismic risk	has the meaning defined in section 133AD of the <i>Building Act 2004</i> .

Medium seismic risk	has the meaning defined in section 133AD of the <i>Building Act 2004</i> .
Mode of failure and physical consequence	is the manner and extent to which any element scoring less than 34%NBS could collapse or fail and its physical consequence. There may more than one mode of failure and physical consequence.
Moderate earthquake	has the meaning defined in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (as amended).
Owner	has the meaning defined in section 7 of the <i>Building Act 2004</i> .
Previous assessment	An assessment carried out by an engineer before commencement of Subpart 6A of Part 2 of the <i>Building Act 2004</i> . A <i>previous assessment</i> may have been commissioned by a <i>territorial authority</i> or an <i>owner</i> .
Territorial authority	has the meaning defined in section 7 of the <i>Building Act 2004</i> .
This methodology	The EPB methodology, which has the meaning defined in section 7 of the <i>Building Act 2004</i> .
Ultimate capacity	has the meaning defined in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (as amended).
%NBS	<p>The rating given to a building as a whole expressed as a percent of new building standard achieved, based on an assessment of the expected seismic performance of an existing building relative to the minimum that would apply under the Building Code (Schedule 1 to the Building Regulations 1992) to a new building on the same site with respect to life safety.</p> <p>A score for an individual building element is also expressed as a percent of new building standard achieved. This is expected to reflect the degree to which the individual element is expected to perform in earthquake shaking compared with the minimum performance prescribed for the element in Clause B1 of the Building Code (Schedule 1 to the Building Regulations 1992) with respect to life safety.</p> <p>The %NBS rating for the building as a whole takes account of, and may be governed by, the scores for individual building elements.</p>

Section 1: Territorial authorities identify potentially earthquake-prone buildings

This section is for territorial authorities.

It covers:

- what the profile categories are and how to use them to identify potentially earthquake-prone buildings
- how to identify other buildings as potentially earthquake prone at any time.

1.1 Scope for identifying these buildings

This methodology sets out how a territorial authority must identify potentially earthquake-prone buildings.

The territorial authority:

- must identify potentially earthquake-prone buildings that fall within the categories of buildings, known as profile categories, specified in section 1.2 of *this methodology* within the time frames specified in section 133AG(4) of the *Building Act*
- may identify a building as potentially earthquake prone at any time under section 133AG(3) of the *Building Act* if it has reason to suspect the building may be earthquake prone. Reasons that may cause a territorial authority to suspect a building may be earthquake prone are set out in section 1.3 of *this methodology*.

The territorial authority must notify the owner and request an *engineering assessment* in accordance with section 133AH of the *Building Act*.

Before applying the profile categories to identify potentially earthquake-prone buildings, a territorial authority should consider: how it has identified earthquake-prone buildings prior to commencement of the *Building Act*; whether buildings in one or more of the applicable profile categories have previously been identified as potentially earthquake prone or earthquake prone; and the information held about these buildings, eg a *previous assessment*.

Parts of buildings are only required to be considered in accordance with the scope of parts set out in section 2.4.1 of *this methodology* when an *engineering assessment* is required, ie when a building is not identified as potentially earthquake prone (and therefore an *engineering assessment* is not required), individual parts of buildings are not expected to be identified.

A building that is out of scope as defined in section 133AA of the *Building Act* cannot be identified as potentially earthquake prone or determined earthquake prone; ie most residential housing, farm buildings, retaining walls that are not integral to the structure of a building, fences, certain monuments, wharves, bridges, tunnels and storage tanks.

1.2 How to identify using profile categories

A territorial authority must identify buildings in its district that are within the following profile categories as potentially earthquake prone within the applicable time frames set out in section 133AG(4) of the *Building Act*.

1.2.1 Categories of buildings for the different seismic zones

The following profile categories apply:

	High seismic risk areas and medium seismic risk areas	Low seismic risk areas
Category A	Unreinforced masonry buildings	Unreinforced masonry buildings
Category B	Pre-1976 buildings that are either three or more storeys or 12 metres or greater in height above the lowest ground level (other than unreinforced masonry buildings in Category A)	Pre-1976 buildings that are either three or more storeys or 12 metres or greater in height above the lowest ground level (other than unreinforced masonry buildings in Category A)
Category C	Pre-1935 buildings that are one or two storeys (other than unreinforced masonry buildings in Category A)	

1.2.2 Exclusions

The following buildings are excluded from the profile categories:

- i. a building that is constructed primarily of timber framing without other construction materials providing lateral support
- ii. a building strengthened to at least 34%NBS (or the equivalent of this) so that the building cannot be considered earthquake prone
- iii. a building that a *territorial authority* has previously notified the *owner* in writing is not earthquake prone prior to *commencement*
- iv. a building that the *territorial authority* has found to be earthquake prone and for which it has issued a notice under section 124 of the *Building Act* prior to *commencement* (and is therefore subject to Schedule 1AA of the *Building Act*)
- v. a building for which the *territorial authority* has a *previous assessment* that has a %NBS reported for the building greater than 34%NBS and that meets the criteria set out in section 3.3 of *this methodology*
- vi. buildings for which a *territorial authority* obtains information or a special study that shows a particular subset of buildings is not earthquake prone due to particular circumstances or special local characteristics, where there is a robust technical basis for this information or study.

1.2.3 Category details

Category A	<p>Unreinforced masonry buildings.</p> <p>This includes:</p> <ul style="list-style-type: none"> strengthened unreinforced masonry buildings, unless there is evidence that the strengthening has achieved at least 34%NBS (or the equivalent of this) a building of any construction type with a significant original unreinforced masonry section or part.
Description and streetscape building characteristics	<p>Buildings originally constructed of masonry (brick, block, or stone) without any apparent form of reinforcement or independent lateral support.</p> <p>Streetscape building characteristics are:</p> <ul style="list-style-type: none"> solid brick or stone facades, with or without openings buildings of unreinforced masonry bearing wall construction (and including buildings of any construction with unreinforced masonry parapets that are not obviously concrete or other forms of construction) masonry walls that do not feature concrete column and beam elements solid masonry gable end walls brick chimneys.
Examples	<p>Smaller commercial and industrial buildings, larger retail and hotel buildings, and buildings with complex features, eg churches.</p>

Category B	Pre-1976 buildings that are either three or more storeys or 12 metres or greater in height (other than unreinforced masonry buildings in Category A)
Description and streetscape building characteristics	<p>Buildings of heavy construction that are either three or more storeys or 12 metres or greater in height, and designed prior to 1976, and not constructed substantially of unreinforced masonry or timber framing. Most buildings within this category are likely to be of concrete or concrete encased steel construction, or of reinforced concrete masonry.</p> <p>Streetscape building characteristics are listed in an indicative priority order to assist with prioritisation for identification due to the number of buildings in this category. Streetscape building characteristics are:</p> <ul style="list-style-type: none"> • buildings of five or more storeys • buildings of three or more storeys on corner sites • all other buildings of three or four storeys • buildings of one or two storeys and 12 metres or greater in height.
Examples	<p>Commercial buildings including office, retail, hotel, and educational buildings.</p> <p>Hotels with an open lobby and retail arcades with an open ground floor (compared to upper floors).</p> <p>Churches, auditoria and cinemas (one or two storeys and 12 metres or greater in height).</p>

Category C	Pre-1935 buildings that are one or two storeys (other than unreinforced masonry buildings in Category A)
Description and streetscape building characteristics	<p>Buildings that are one or two storeys, and constructed before 1935, and not constructed substantially of unreinforced masonry or timber framing.</p> <p>Most buildings are likely to be of concrete construction or concrete encased steel framing.</p> <p>Streetscape building characteristics include facades and walls that feature concrete column and beam elements and concrete suspended floors.</p>
Examples	Commercial buildings including office, retail, hotel and educational buildings.

1.2.4 How to apply the categories

The following provides further explanation about the application of the profile categories:

- i. The dates specified in the profile categories reflect the design dates of buildings and are applicable to the earliest designed section of the building, not subsequent work or additions to the structure. Design dates should be established based on existing records including drawings and calculations, approvals, permits and building consent dates, or could be inferred from other building information.
- ii. The building heights specified in the profile categories are to be taken from the lowest ground level surrounding the building to the highest point on the roof structure.
- iii. Plans, drawings or other existing records and a visual inspection are considered acceptable evidence to identify buildings that correspond with the profile categories. The visual inspection should confirm details.

1.3 How to identify at any time

A *territorial authority* may identify a building as potentially earthquake prone at any time under section 133AG(3) of the *Building Act*, if a *territorial authority* has reason to suspect the building may be earthquake prone.

Reasons that may cause a *territorial authority* to suspect a building may be earthquake prone include:

- i. if a *territorial authority* receives an assessment or other material (whether undertaken for the purposes of considering whether a building could be earthquake prone or for any other purpose) that contains information about a building's seismic performance and that indicates the building may be earthquake prone
- ii. if a *territorial authority* becomes aware of issues (by way of information provided to the *territorial authority* or other means) that could affect or impact on a building's seismic performance at moderate levels of earthquake shaking, such as:
 - particular construction types, where the construction type is not included in the profile categories but is expected to contain some earthquake-prone buildings (eg a timber frame building of two or more storeys on a significant slope), or
 - complex design or construction with known conditions that require further engineering analysis. This could include a building with non-ductile columns, a building with no effective connection between primary seismic structural elements and diaphragms, or a building with seismically separated stairs with ledge and gap supports, or
 - ground conditions that could lead to a significant loss of support for a structure.

Section 2: Engineers carry out assessments of potentially earthquake-prone buildings

This section is for engineers.

It covers:

- what qualifications they need
- how to decide what type of assessment to do
- what technical requirements the assessment needs to meet
- what to include in the report.

2.1 Scope for engineering assessments

This methodology sets out how an engineering assessment of a potentially earthquake-prone building is required to be carried out.

If an owner receives a request for an *engineering assessment*, the owner, in accordance with section 133A1 of the *Building Act*, must provide the *territorial authority* with an *engineering assessment* or a *previous assessment* (refer to section 3.0 of *this methodology*), evidence of a factual error with respect to the building's potentially earthquake-prone building status, or notification that an *engineering assessment* will not be provided (refer to section 3.1 of *this methodology*).

An *engineering assessment* must meet the following requirements:

- the qualification requirements specified in section 2.2 of *this methodology*
- the requirements for determining the appropriate form of *engineering assessment* specified in section 2.3 of *this methodology*
- the technical requirements specified in section 2.4 of *this methodology*
- the reporting requirements specified in section 2.5 of *this methodology*.

If a *territorial authority* accepts a *previous assessment* (refer to section 3.3 of *this methodology*), the owner is not required to also obtain an *engineering assessment*.

This section of *this methodology* refers to *Part A*, *Part B* and *Part C* of the *Engineering Assessment Guidelines*.

2.2 Qualification requirements

An *engineering assessment* must be overseen and signed off by an engineer with relevant skills and experience in structural and earthquake engineering, and assessments of existing buildings. At a minimum, the engineer that oversees and signs off an *engineering assessment* must be a structural engineer who is chartered under the Chartered Professional Engineers of New Zealand Act 2002. Engineers undertaking an *engineering assessment* will need to be able to interpret and apply the requirements and technical methods set out in the *Engineering Assessment Guidelines*.

2.3 Determining the appropriate form of assessment

The engineer must determine whether an *Initial Seismic Assessment* or a *Detailed Seismic Assessment* as described in the *Engineering Assessment Guidelines* is appropriate for the building in accordance with the framework set out in Figure 2.

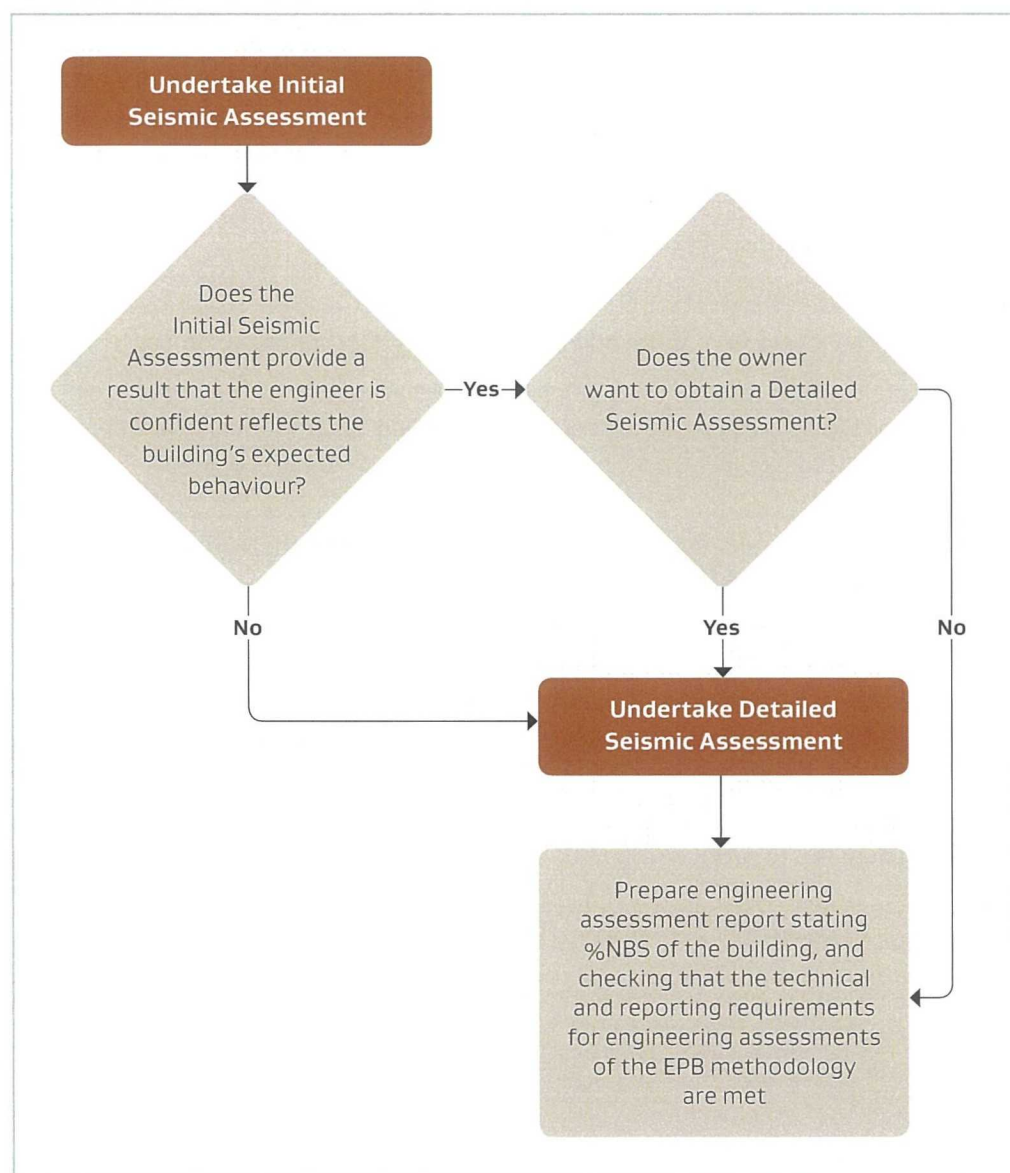
The *Engineering Assessment Guidelines* recommends, in most cases, that an *Initial Seismic Assessment* is carried out as the first step of a *Detailed Seismic Assessment*.

For an *Initial Seismic Assessment* to be used as an *engineering assessment* and therefore as the basis for determining whether or not the *ultimate capacity* of a building is exceeded in *moderate earthquake* shaking, the engineer must be confident that the result reflects the building's expected seismic behaviour.

In particular, the engineer must:

- i. have a clear understanding of the structure and how it will respond in an earthquake, and
- ii. be confident that there are no aspects of the structure that require more specific or detailed investigation and assessment; ie no potential *Critical Structural Weaknesses* that could lead to a %NBS that is less than 34%NBS.

Figure 2: Framework for determining the type of engineering assessment required



2.4 Technical requirements for the assessment

An *Initial Seismic Assessment* must meet the requirements of *Part A* and *Part B* of the *Engineering Assessment Guidelines*.

A *Detailed Seismic Assessment* must meet the requirements of *Part A* and *Part C* of the *Engineering Assessment Guidelines*.

An *engineering assessment* must:

- i. include necessary inspections of the building:
 - an external inspection of the building, and
 - an internal inspection of the building where it is appropriate to do so.
- ii. consider either the original building plans or calculations; or in lieu of plans or calculations, prepare and use appropriately justified assumptions in place of information that would have otherwise been obtained from the plans or calculations
- iii. consider parts of buildings in accordance with the scope and definition of parts set out in section 2.4.1 of *this methodology*
- iv. consider whether the potentially earthquake-prone building comprises a shared structural form or shares structural elements with any other adjacent titles, and, if this is the case, consider the extent to which the low scoring elements (ie those scoring below 34%NBS) affect or do not affect the structure as a whole, as described in the *Engineering Assessment Guidelines*
- v. determine the *ultimate capacity* of the building and its parts, and the earthquake shaking demand to produce a %NBS
- vi. for buildings less than 34%NBS, determine the *mode of failure and physical consequence* of the building or parts, and the nature of the significant life safety hazard and/or likely damage to other property.

2.4.1 Considering parts of buildings

The *Building Act* refers to a building and a part of a building. An *engineering assessment* of a potentially earthquake-prone building must consider parts of buildings as described below.

A building part is an individual building element that would pose a significant life safety hazard if it is able to:

- i. lose support or fall, or
- ii. cause another building element to lose support or fall from the building, or
- iii. cause any section of the building to lose support or collapse.

A significant life safety hazard is an unavoidable danger that a number of people are exposed to.

An *engineering assessment* of a potentially earthquake-prone building must consider and include parts of buildings in accordance with *Part A* of the *Engineering Assessment Guidelines*.

An engineer will need to exercise judgement in applying the earthquake-prone building provisions to parts of buildings. Whether a particular building element is considered a part of a building will depend on the individual circumstances of the building and whether a significant life safety hazard is present. The justification or reasoning for inclusion or exclusion of a part should be clearly reported. However, the consideration of parts for the purposes of assessing potentially earthquake-prone buildings is not intended to be as broad in scope as the application of the term 'parts' for the structural design of new buildings.

Parts of buildings likely to be a significant life safety hazard that would be expected to be included in an *engineering assessment* are described in *Part A* of the *Engineering Assessment Guidelines*.

2.5 Reporting requirements

The resulting *engineering assessment* report must be provided to the *territorial authority*. In addition, a summary of the *engineering assessment* must be provided to the *territorial authority*, in the format prescribed by the *Engineering Assessment Guidelines*. The following information must be provided in the summary:

- i. a statement of appropriate qualification and experience (supplemented with any relevant training attendance) of the engineer overseeing and signing off the *engineering assessment*
- ii. the relevant building information
- iii. a statement of confirmation that an external and internal inspection of the building was completed as part of the *engineering assessment*, or appropriate commentary where an internal inspection was not completed
- iv. a description of the engineering methodology used and key parameters (and if the *engineering assessment* is an *Initial Seismic Assessment*, a confirmation statement that the *Initial Seismic Assessment* provides a result that the engineer is confident reflects the building's expected behaviour)
- v. sufficient detail about the building and any parts that score less than 34%NBS and therefore pose a significant life safety hazard to allow the *territorial authority* to evaluate the possible consequences of failure
- vi. if the building comprises a shared structural form or shares structural elements with any other adjacent titles, information about the extent to which the low scoring elements (ie those scoring below 34%NBS) affect or do not affect the structure as a whole
- vii. the %NBS for the building
- viii. for buildings less than 34%NBS, a statement on the expected *mode of failure and physical consequence* of the building or part, and the nature of the significant life safety hazard, and/or likely damage to other property.

The *engineering assessment* report and summary must be accompanied by all documentation considered in undertaking the *engineering assessment* or, in place of appending this documentation, a list with specific references to the documentation used. This must include the building plans, and drawings and calculations considered; or in lieu of these, an appropriate justification of the assumptions used for information that would have otherwise been obtained from the plans, drawings or calculations.

Section 3: Territorial authorities decide on earthquake-prone buildings

This section is for territorial authorities.

It covers:

- how to accept an engineering assessment
- how to accept a previous assessment
- how to decide if a building is earthquake prone, and
- if so, how to decide the earthquake rating.

3.1 Scope for these decisions

This methodology sets out how a territorial authority is required to determine whether a potentially earthquake-prone building is earthquake prone and, if it is, its earthquake rating by specifying:

- i. in sections 3.2 and 3.3, criteria that must be met by an *engineering assessment* or a *previous assessment* for a *territorial authority* to accept the assessment, and
- ii. in sections 3.4 and 3.5, how a *territorial authority* is to determine if the building is earthquake prone in accordance with section 133AB of the *Building Act* and, if it is, its *earthquake rating*.

If a *territorial authority* identifies a building as potentially earthquake prone in accordance with section 1.0 of *this methodology*, and

- i. the building has a *previous assessment* that was obtained by the *territorial authority* or provided by the *owner* prior to *commencement*, and
- ii. the *previous assessment* meets the criteria set out in section 3.3 of *this methodology*,

before determining whether the building is earthquake prone or not, the *territorial authority* should notify the *owner* that the building is potentially earthquake prone and give the *owner* the option to either agree with and use the *previous assessment* (ie by relying on the *previous assessment* and the %NBS it provides), or obtain an *engineering assessment* in accordance with section 2.0 of *this methodology*.

If an *engineering assessment* or *previous assessment* is not accepted by the *territorial authority*, the *territorial authority* should advise the *owner* why it was not accepted.

If an *owner* has a *previous assessment* that does not meet the criteria set out in section 3.3 of *this methodology*, an *owner* may commission a suitably qualified engineer (as described in section 2.2 of *this methodology*) to revisit this *previous assessment* and address the missing criteria retrospectively. If the *owner* can

provide supplementary evidence from a suitably qualified engineer that addresses the outstanding criteria, *the territorial authority* can accept the *previous assessment*.

Under section 133AK(4) of the *Building Act*, if the *territorial authority* does not receive an *engineering assessment* within the time frame required, or is notified that the *owner* does not intend to provide an *engineering assessment* within the time frame required, the *territorial authority* must proceed as if it had determined the building to be earthquake prone.

3.2 Criteria for accepting an engineering assessment

An *engineering assessment* must meet the requirements set out in section 2 of *this methodology*, including being reported in accordance with section 2.6 of *this methodology*.

The *territorial authority* must accept the *engineering assessment* if these requirements are met.

If the *territorial authority* has concerns about whether the *engineering assessment* meets the requirements set out in section 2 of *this methodology*, the *territorial authority* may request further substantiation from the *owner*.

3.3 Criteria for recognising a previous assessment

A *previous assessment* may be in the form of an *Initial Evaluation Procedure*, an *Initial Seismic Assessment*, a *Detailed Engineering Evaluation*, or a *Detailed Seismic Assessment*. It may be held on record by a *territorial authority* before commencement or provided by an *owner* any time after *commencement*.

A *territorial authority* may accept a *previous assessment* if either:

- i. the *previous assessment*:
 - was undertaken by a suitably qualified engineer with relevant skills in structural and earthquake engineering and assessments of existing buildings. As a minimum requirement, the engineer is expected to be a structural engineer who is chartered under the Chartered Professional Engineers of New Zealand Act 2002, or equivalent (for example a Registered Engineer prior to 2002), and who held that status at the time the assessment was undertaken, and
 - contains evidence that an external and internal inspection was carried out as part of the assessment, or appropriate commentary where an internal inspection was not completed. Where no internal inspection has been carried out or appropriate commentary provided, the existing assessment report may be submitted with supplementary evidence from a suitably qualified engineer to confirm that an internal inspection has been completed retrospectively and the results of the *previous assessment* have not altered as a consequence of that inspection, and

- references the relevant standard or guidelines for acceptable engineering methods in effect at the time, for example the Assessment and Improvement of the Structural Performance of Buildings in Earthquakes guidelines produced in June 2006 by the New Zealand Society for Earthquake Engineering, or a draft version of the *Engineering Assessment Guidelines* released for use in June or August 2016, and
- clearly states the assessment outcome, reported as a %NBS, however if a *territorial authority* has concerns about whether the *previous assessment* meets the requirements set out above, the *territorial authority* may request further substantiation from the *owner*

or,

- ii. there is evidence that the *previous assessment* has undergone an independent review by a Chartered Professional Engineer

or,

- iii. the *previous assessment* was undertaken as part of a programme of assessments (by either the *territorial authority* or the *owner*) that was subject to a moderation process with appropriate technical input and programme oversight from a suitably qualified engineer or engineers with relevant skills in structural and earthquake engineering and in assessments of existing buildings.

3.4 Determining if a building is earthquake prone

If a *territorial authority* accepts an *engineering assessment* in accordance with the criteria in section 3.2 of *this methodology* or a *previous assessment* in accordance with section 3.3 of *this methodology*, the *territorial authority* must determine whether or not the building is earthquake prone in accordance with sections 133AB and 133AK of the *Building Act*.

3.4.1 Section 133AB(1)(a)

Section 133AB(1)(a) of the *Building Act* is met if the assessment of the *ultimate capacity* of the building and its parts, and the relationship of this to *moderate earthquake* shaking, is less than 34%NBS, ie the %NBS in the *engineering assessment* report.

3.4.2 Section 133AB(1)(b)

Section 133AB(1)(b) of the *Building Act* is met if:

- i. access to the building is not likely to be difficult, limited or infrequent; and that access is to an area affected by the *mode of failure and physical consequence* identified in the *engineering assessment* report, or
- ii. the *mode of failure and physical consequence* identified in the *engineering assessment* report would be likely to cause damage to other property, or
- iii. there is another reason why the collapse of the building or failure of the elements identified in the *engineering assessment* report would be likely to cause injury or death to a number of persons in or near the building, or damage to other property.

This decision should be informed by consideration of the following information:

- i. the current and possible occupancy of the building
- ii. the possible accessibility to the building, or site of the building; ie whether people can approach or enter the building
- iii. if there are any neighbouring buildings and the proximity of these, and
- iv. the *mode of failure and physical consequence* of the building identified in the *engineering assessment* report.

3.5 Determining the earthquake rating

If a *territorial authority* determines a building is earthquake prone in accordance with section 3.4 of *this methodology*, the *territorial authority* must assign an *earthquake rating*.

The *earthquake rating* of the building will be the %NBS specified in the *engineering assessment* report. The *earthquake rating* will correspond with an earthquake rating category prescribed in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005.

That earthquake rating category will determine the form of EPB notice that is to be issued.

Attachment 4



Memorandum

To: Policy/Planning Committee

From: Katrina Gray

Date: 4 July 2017

Subject: **National Monitoring System - Reporting Requirements**

File: 1-PL-1-2

1 Overview

- 1.1 The National Monitoring System, developed by the Ministry for the Environment (MfE) requires local authorities to provide detailed data each year on the functions, tools, and processes that they are responsible for under the RMA.
- 1.2 The National Monitoring System has yearly reporting requirements (it began in 2014/15), and replaced the biennial RMA Survey of Local Authorities. The submission of the National Monitoring System data is a requirements under section 27 of the Resource Management Act 1991.
- 1.3 The monitoring data is made public and can be found on the Ministry for the Environment's website¹.
- 1.4 This information is intended to help the Ministry for the Environment to:
 - Align how information is captured, shared and reported with existing statutory processes and council processing systems.
 - Know if the Ministry, other government agencies and local authorities (city or district councils, regional councils and unitary authorities) are fulfilling their roles and responsibilities under the RMA.
 - Identify where intervention is required and what form of intervention is most appropriate.
 - Measure the success of RMA reforms.
 - Provide an evidence base for informing policy development under the RMA.
 - Determine if common concerns and perceptions of the RMA are accurate.
 - Identify examples of good practice that can be shared and promoted.

¹ <http://www.mfe.govt.nz/rma/rma-monitoring-and-reporting/reporting-201415/data-tool>

2 Data required for 2016/2017

- 2.1 Local authorities are required to submit the information requirements for the period 1 July 2016 – 30 June 2017 by Friday 28 July 2017. The data required comes under a number of headings which are outlined below.

District Plan Reviews

- 2.2 Information on the date the full review commenced, whether it was commenced within the statutory timeframes, whether it was completed within the statutory timeframes and the outcome.
- 2.3 Council did not undertake a District Plan Review during this reporting period.

District Plan changes

- 2.4 Overview of any District Plan changes undertaken that financial year.
- 2.5 This year Council will be reporting on the District Plan Change 2016. The process was completed quickly, therefore, it is unlikely that MfE would have any concerns about the process undertaken.

S35 Monitoring

- 2.6 Overview of any efficiency and effectiveness monitoring undertaken in accordance with section 35 of the Resource Management Act 1991. Efficiency and effectiveness reports are required to be prepared every 5 years. The last full efficiency and effectiveness report was prepared in 2005 which informed the 2010 District Plan Review. However, Council completed a smaller version associated with the District Plan Change 2016.
- 2.7 Budget will be proposed for the 2018/19 year to complete a wider efficiency and effectiveness report.

Iwi Planning

- 2.8 Information associated with iwi planning documents. Council holds one planning document from Ngāti Hauiti.

Resource consents

- 2.9 Overview of all information associated with resource consents. This is the most substantial section to provide. There are changes and new information requirements each year. We are required to pay MagiQ each year to enable our system to cope with the reporting requirements. This year we have chosen to make the amendments manually.
- 2.10 It is unlikely MfE would be concerned with this data as resource consents are processed within timeframes the vast majority of the time, with exceptions only for unusual circumstances.

Certificates

- 2.11 New requirement for 2016/17. Overview of certificates of compliance and existing use certificates.
- 2.12 Council has not issued any certificates of compliance or existing use certificates during this period.

Annual summary information

- 2.13 Miscellaneous information including; budgets for iwi engagement; staffing levels – policy, enforcement and resource consents; customer satisfaction; notices of requirements; resource consents requiring monitoring and actually monitored; complaints.
- 2.14 MfE could be interested in features such as that monitoring is undertaken on a complaints-only basis or that Council does not have a specific budget to assist iwi participation in resource consent processing.

Enforcement

- 2.15 Number of infringement notices, abatement notices issued; enforcement orders; prosecutions.
- 2.16 Council has not issued any infringement notices, enforcement orders or prosecutions during this reporting period. One abatement notice was issued to address a nuisance issue associated with a rooster.

National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health

- 2.17 This is a new requirement for 2016/17. Information required includes whether any new HAIL² site were identified; the total number of HAIL sites; changes in status of HAIL sites; number of PSI and DSI assessments undertaken; remediation works; a copy of the HAIL register.
- 2.18 Rangitikei District Council is working with the MWLASS group to improve regional practice around the NES. MfE could have an interest about whether the region is making sufficient progress in this space.

3 Comment

- 3.1 The reporting takes a significant amount of staff time, with every year the amount of information required increasing.

² Hazardous Activities and Industries List.

3.2 Following the lodgement of information, it is checked and verified by MfE, with questions on the accuracy of the data sent back to local authorities. The results of the previous year's data usually take up to a year to go through the verification process and be released.

3.3 MfE have not previously undertaken discussions with Council about its performance following the lodgement of the data.

4 Recommendation

4.1 That the memorandum 'National Monitoring System - Reporting Requirements' be received.

Katrina Gray
Senior Policy Analyst/Planner

Attachment 5



Memorandum

To: Policy/Planning Committee

From: Katrina Gray

Date: 4 July 2017

Subject: **Draft Urban Tree Plan 2017 - Feedback from Community Committees/Boards**

File: 6-RF-1-1

1 Background

- 1.1 The draft Urban Tree Plan 2017 was provided to the Policy/Planning Committee's 11 May 2017 meeting. At this meeting it was proposed that the draft Plan was provided to the Community Committees/Boards for comment.
- 1.2 Following feedback from the Policy/Planning Committee's 11 May 2017 meeting, a wider range of photos has been included in the document and changes suggested by Cr Sheridan have been incorporated.

2 Comments

General Comments

- 2.1 The following table provides the comments made from the Community Committees/Boards and the proposed response.

Comment	Proposed response
<u>Bulls Community Committee</u> - Requested further time to make comments. Requested it be on the agenda for their August 2017 meeting.	It is suggested that the Policy/Planning Committee decide whether to provide the Bulls Community Committee with further time to consider the Urban Tree Plan.
<u>Hunternville Community Committee</u> - Suggested an amendment so that the Committee can request staff to visit private property owners with potentially hazardous trees to recommend the management or removal.	No amendments proposed. It is not envisaged that Council will get involved in private tree matters. The Property Law Act provides a mechanism for private property owner disputes about trees.

<p><u>Taihape Community Board</u></p> <ul style="list-style-type: none"> - Requested that a list of preferred species for Taihape be included. 	<p>A list of preferred species has been provided in the Plan. A further species has been added – Lancewood following discussions with Cr Gordon.</p>
<p><u>Marton Community Committee</u></p> <ul style="list-style-type: none"> - 3.6.2 Commemorative trees and Memorial plantings <p><i>Proposed amendment</i></p> <p>Future commemorative trees and memorial plantings maybe allowed in parks or urban areas only at the discretion of the Parks and Reserves Team Leader.</p>	<p>Proposed amendment made.</p> <p><i>Future commemorative trees and memorial plantings may be allowed in parks or urban areas at the discretion of the Parks and Reserves Team Leader.</i></p>
<ul style="list-style-type: none"> - Section 3.2 <p><i>Current text</i></p> <p><i>Non-essential work requested by a member of the community may be carried out by Council on the basis that all of the costs are met by those requesting the work.</i></p> <p><i>Comment</i></p> <p>The cost of the work should not necessarily be borne by the requester. The wording could be a deterrent to someone who sees a problem which has been missed by staff or contractors.</p>	<p>No amendments suggested.</p> <p>This paragraph refers to non-essential work on trees in Council's parks and reserves.</p> <p>Where the community identifies essential work which may have been missed by staff or contractors, the community member will not be required to pay for the work.</p>
<ul style="list-style-type: none"> - Monoculture <p><i>Comment</i></p> <p>The spelling should be the same within the document.</p>	<p>Support</p> <p>Changes have been made to ensure consistent.</p>
<ul style="list-style-type: none"> - Power lines <p><i>Comment</i></p>	<p>This section has been developed in conjunction with Powerco. The voltage requirements are relevant to</p>

<p>There does not appear to be any information about how an owner/occupant would identify the voltage of a particular power line. If there is an easy way to tell the difference it should be included.</p>	<p>contractors only (not residents) as residents should not be working in close proximity to powerlines without being approved to do so.</p> <p>The following amendment is proposed</p> <p>Residents should contact Powerco if they are unsure about requirements for trimming trees near powerlines.</p>
<p>- 4.10 Removal of Street Trees</p> <p><i>Proposed change</i></p> <p>Perceived problems include shading, leaf fall and blocked views. In some cases, there is local community consensus as to the problems, but in most situations the request for removal comes from the property owner.</p> <p>The wording suggests there is only one owner who has the problem.</p>	<p>The intent of this sentence is to highlight that often requests for street tree removals only come from one property owner.</p> <p>The following amendment has been suggested.</p> <p>Perceived problems include shading, leaf fall and blocked views. In some cases, there is local community consensus as to the problems, but in most situations the request for removal comes from the property owner adjoining the tree.</p>
<p>- 7.8 Street Tree Selection Criteria</p> <p><i>Comment</i></p> <p>The flow chart does not allow for more trees to be planted if the current trees are safe and healthy</p> <p><i>Suggested flow</i></p> <p>Is this a new street? No</p> <p>Are there currently street trees in the street? Yes</p> <p>Are the current trees in any way unsafe or unhealthy? No</p> <p>Do residents want more trees? Yes</p>	

<p>** Then link back to the question about whether plantings will interfere with utilities.</p>	
<p>- 7.10.1 Letter requesting clearance of overgrowth from footpath area and/or roading corridor.</p> <p><i>Comment</i></p> <p>Address: The template indicates the letter will go to the occupant, but paragraph two refers to the owner. As the owner is responsible it should go to them.</p> <p>Location: subject line of the letter should include the address of the offending property. The owner may have more than one property.</p> <p>Paragraph three, second line: replace 'could' with 'would'.</p> <p>Paragraph three, third line: remove 'as soon as possible' with 'by ' to give a clear deadline.</p>	<p>Suggested amendments have been made.</p>
<p>- 7.10.2 Thank you letter for clearance of overgrowth from footpath and/or roading corridor.</p> <p><i>Comment</i></p> <p>Address: The template indicates the letter will go to the occupant, but paragraph two refers to the owner. As the owner is responsible it should go to them.</p> <p>Location: subject line of the letter should include the address of the offending property. The owner may have more than one property</p>	<p>Suggested amendments have been made.</p>
<p>- 7.10.3 Reminder letter to clear overgrowth from footpath areas and/or roading corridor.</p>	<p>Suggested amendments have been made</p>

<p><i>Comment</i></p> <p>Address: The template indicates the letter will go to the occupant, but paragraph two refers to the owner. As the owner is responsible it should go to them.</p> <p>Location: subject line of the letter should include the address of the offending property. The owner may have more than one property</p> <p>When the work was to be completed by should be included</p> <p>Paragraph two, third line: Replace 'could' with 'would'.</p> <p>Paragraph two, last line: Remove 'within the next two weeks', replace with 'by'. To give a clear deadline.</p> <p>Paragraph four should include a prompt that enforcement action will result in a cost to the owner.</p>	
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- 2.2 Ratana Community Board and Turakina Community Committee provided no suggested changes.

Delegation

- 2.3 The Community Committee's/Boards were specifically requested to indicate whether they were supportive of the proposed delegation so that they have the authority to make decisions on major tree removals following community consultation processes.
- 2.4 All of the Community Committees/Boards were supportive of having the delegation to make decisions on major tree removals following community consultation processes.
- 2.5 The Turakina Community Committee considered that local knowledge would assist the Committees in making these decisions.

3 Recommendations

- 3.1 That the memorandum 'Draft Urban Tree Plan 2017 - Feedback from Community Committees/Boards' be received.

- 3.2 That the Policy/Planning Committee recommends to Council that the delegations to Community Boards and Community Committees include 'authority to make decisions on major tree removals following community consultation processes'.
- 3.3 That the Policy/Planning Committee allows/does not allow [delete one] the Bulls Community Committee further time to consider the draft Urban Tree Plan at their 8 August 2017 meeting, [with their recommendations to be tabled for consideration at the Policy/Planning Committee meeting on 10 August 2017].
- 3.4 That the draft Urban Tree Plan 2017, as amended, be adopted.

Katrina Gray
Senior Policy Analyst/Planner

Attachment 6



Rangitikei
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REPORT

SUBJECT: **Review of delivery of library and information centre services under section 17A of the Local Government Act 2002**

TO: Policy/Planning Committee

FROM: Michael Hodder, Community & Regulatory Services Group Manager

DATE: 6 July 2017

FILE: 5-FR-1-2

1 Executive summary

- 1.1 At its June 2017 meeting, the Committee considered a report reviewing the service delivery of libraries, information centres, halls and public toilets. It agreed that a review of service delivery options for halls and public toilets did not need to be undertaken.
- 1.2 However, the Committee considered it needed more detail about the nature of the services provided by libraries and information centres, the extent of use and the costs of service provision before it could make a decision about the merit of investigating alternative options. The extract from the 2015-25 Long Term Plan about these services (included with the earlier report) did not contain any statistical or financial data.
- 1.3 The body of the report contains this additional detail. However, the purpose of the review under section 17A of the Local Government Act 2002 is to determine “the cost-effectiveness of current arrangements”, i.e. whether there are viable options to deliver the service and, if there are, to do that analysis; it is not intended to be an evaluation whether the service should continue.
- 1.4 The recommendation in the report is that further review of service delivery is not undertaken for either of these services – recognising that, to some extent their delivery is already intertwined and will become more so as the planned community centre in Bulls and civic centre in Marton are realised.

2 Libraries

Nature of services and use

- 2.1 The libraries operate as a network, sharing 50,000 books by a rotation system and by moving books to a particular library to meet borrower requests. About 4,000 new titles are added to the collection each year, half of which are for

children and teenagers. The libraries run regular children's programmes, with an emphasis on encouraging reading. The libraries spend about one eighth of the annual book budget on large print titles, and receive monthly loans of audio tapes ('talking books') for the sight impaired. There is a range of newspapers and magazines in each library, and PCs are available for use (including Internet access).

2.2 Opening hours varies between the three libraries:

Bulls 10.00am to 5.00pm weekdays, 10.00am to noon Saturday
(closed public holidays)

Marton 9.00am to 5.00pm weekdays, 9.00 am-noon Saturday
(closed public holidays)

Taihape 9.00 am-5.00 pm every day except Christmas Day

2.3 The hours for the Taihape Library coincide with those for the Taihape Information Centre. The same staff service both areas, as well as handling enquiries and payments relating to Council functions like rates and dog registrations.

2.4 There is reasonable accuracy on the number of people who come into each of the libraries, via an automatic door count. It has been subject to some failures, so will be an under-count. For the nine months ending 31 March 2017, the figures are:

Bulls 8,901 (21 days unrecorded)

Marton 18,198 (8 days unrecorded)

Taihape 23,819 (13 days unrecorded)¹

2.5 There is an accurate count of borrowing recorded at each of the libraries. The count is for first issue only; renewals are not recorded. For the year ending 30 June 2017, the results are:

	Bulls	Marton	Taihape	Totals
Books	8,988	38,830	12,880	60,698
Magazines	877	5,066	2,351	8,294
DVDs	735	2,090	1,249	4,074
Other	335	389	106	830
Totals	10,935	46,375	16,586	73,896

¹ The counter in Taihape is located at the entrance to the library not the main entry into the building, so does not record those people going to the toilets, viewing brochures displayed in the information centre lobby or making enquiries at the service desk.

- 2.6 The libraries regularly receive audio books on loan from the National Library. In the past year, these totalled 530 across the three libraries – 240 to Bulls, 210 to Marton and 180 to Taihape. The period of loan is 8 weeks. The National Library does not charge for this service.
- 2.7 For eBooks, there are 46 registered users, to whom there were 1,971 issues during the year ending 30 June 2017. There are 51 registered users for eMagazines – to whom 100 issues were made in the past year.
- 2.8 In addition, the libraries made 364 requests for interloans (i.e. books etc. held by other libraries) of which 155 were filled. They provided 37 interloans to other libraries.
- 2.9 While the libraries do not maintain a count of people using the computers available there, WiFi users can be tracked:
- Bulls had 1,895 unique users – 6,038 sessions
- Marton had 2,099 unique users – 13,826 sessions
- Taihape had 3,766 unique users – 10,621 sessions.
- 2.10 The most popular electronic database available in the libraries is Ancestry.com, (a resource for family historians) recording 5,984 searches in the year ending 30 June 2017. The libraries subscribe to PressDisplay (allowing access to a very wide range of newspapers) but use data is not provided to us.
- 2.11 A key performance measure for the service is obtained through the annual survey of residents. In the survey conducted earlier this year. 78% of respondents were satisfied or very satisfied, 20% were neutral. 11% considered the service better than last year, 70% about the same, and 2% thought it worse. (14% didn't have a view.) This suggests that there is a general acceptance of value-for-money.

Finances

- 2.12 The total cost to run the three libraries for the year ending 30 June 2016 was \$767,770. Staffing costs (including an overhead component) were \$452,602; book purchases cost \$94,785 and magazines \$22,223. Electricity, building repair, cleaning and other contracted services cost \$69,639.
- 2.13 The main source of revenue for libraries is rates – through the uniform annual general charge – i.e. every ratepayer pays the same irrespective of the value of the property. An important secondary source has been the annual Dudding Trust grant which was \$31,000 in 2015/16 (but was not made in 2016/17). As the computers are provided by central government, no charge may be made for using them. There is no cost to borrow an item from the libraries and no charges are imposed for overdue (but further borrowing is suspended after a time).

Options for service delivery

- 2.14 Currently this service is delivered by District Council staff, in Council-owned buildings. Staff may be rotated around the three locations (Taihape, Marton and Bulls); adding other places in neighbouring districts would add to costs without providing any obvious benefit. Joint purchasing of resources with other libraries is most successful where either the volume of stock being purchased is high (so there are likely to be multiple copies at all locations) or where the participating libraries are close enough so that costs of moving books, magazines etc. or inconvenience for would-be borrowers are low. Neither of these applies to the Rangitikei.
- 2.15 Proposals to develop a regional library cluster, centring on either Whanganui or Palmerston North have got little traction: neither centre has shown the strength of interest to actively promote such a change, possibly because of the potential increase in costs for those ratepayers. At present this is not a realistic option.
- 2.16 The more significant collaborations have been in the digital environment – notably provision of computers through a national scheme (Aotearoa People’s Network Kaharoa) and electronic databases and resources (EPIC). A similar opportunity was offered for library management software (Kotui) but declined as it was considerably more expensive than what Council’s libraries currently have.² Maintaining and exploring similar collaborations will continue.
- 2.17 There are three alternative ways of providing a District library service:
- a) *through a trust*
- A few councils have used this arrangement – notably Hauraki and Horowhenua – but none does this at present. The perceived advantage was the ability to raise money from sources other than rates and fees, but this did not significantly impact on costs. What was lost by using a trust was the linkage to council for what is typically a highly regarded service.
- b) *through extending the volunteer community library arrangements currently in place at Hunterville and Mangaweka.*

Such an arrangement could reduce staffing costs, but is also likely to reduce the level of service. It is uncertain how much those savings would be since some permanent staff would probably need to be retained for purchasing of materials, rotation of stock, outreach programmes etc. An increasingly important level of service in the libraries is expertise in the digital environment. That will be more difficult to achieve with a largely volunteer group. If a regional cluster were established, it is possible that the three staffed libraries

² However, there has been increasing collaboration among libraries using the Catalyst software.

could become community libraries managed on a day-to-day basis by volunteers.

c) *through outsourcing the service to a third party*

At present there is no known contractor in New Zealand to provide such a service so the comparative costs and benefits cannot be stated – other than the distancing of council from the service which would occur. There would be considerable work in drawing up a contract specification for this.

- 2.18 None of these would easily recognise the entwined delivery of library services with information centre services, which brings efficiency to the operation of both.

3 Information centres

Nature of services and use

- 3.1 Council currently operates three information centres. Their primary purpose is to provide a walk-in showcase of what the Rangitikei has to offer the visitor. To that end, staff make a point of visiting as many accommodation facilities and other attractions so that they can provide useful guidance to enquirers. In addition, it is also an opportunity to 'market' the information centre as a shop window for these various businesses to gain profile.
- 3.2 In Taihape, it is fully integrated within the provision of library and service centre functions, sharing the same space and staff. Bulls is currently standalone, but will become integrated in the proposed new Community Centre on Criterion Street. Marton Library provides an information centre service, again using the same space and staff.
- 3.3 Visitor enquiries to the counter(in person and phone) for the year ending 30 June 2017 were³:
- | | |
|---------|-------|
| Taihape | 5,106 |
| Bulls: | 4,435 |
- 3.4 During the year ending 30 June 2017, the Centres processed 2,021 reservations for accommodation, travel or other activity. Most of these generate a commission.

³ This is a manual record, not data collected from door counts and phone records. It excludes those who come into either centre, look at brochures but do not talk to staff. Comparable statistics are not currently maintained for Marton.

- 3.5 Rangitikei's information centres are part of a nation-wide network. So we display brochures from other places just as they do for ours. During the year ending 30 June 2017, 1,485 copies of the Rangitikei Tourism brochure were provided to other centres as set out in the table below:

Customer Name	QuantityDelivered
PALMERSTON NORTH I-SITE VISITOR CTR	50
HASTINGS I-SITE VISITOR CENTRE	20
FEILDING INFORMATION CENTRE	20
OTOROHANGA I-SITE VISITOR CENTRE	20
KAWERAU INFORMATION CENTRE	20
FEILDING INFORMATION CENTRE	20
TE KUITI I-SITE VISITOR CENTRE	10
CAMBRIDGE I-SITE VISITOR CENTRE	50
WANGANUI I-SITE VISITOR CENTRE	20
KAWERAU INFORMATION CENTRE	50
PAHIATUA INFORMATION CENTRE	5
WANGANUI I-SITE VISITOR CENTRE	20
WANGANUI I-SITE VISITOR CENTRE	100
YOURTRAVEL - LEE AMOR	10
RUAPEHU I-SITE VISITOR CENTRE	20
KAPITI I-SITE	20
HASTINGS I-SITE VISITOR CENTRE	20
RUAPEHU I-SITE VISITOR CENTRE	20
UPPER HUTT I-SITE VISITOR CENTRE	20
FOXTON INFORMATION CENTRE	20
FEILDING INFORMATION CENTRE	50
PICTON I-SITE VISITOR CENTRE	100
FOXTON INFORMATION CENTRE	50
HUNTLY I-SITE VISITOR CENTRE	20
MATAMATA I-SITE VISITOR CENTRE	20
MOTUEKA I-SITE VISITOR CENTRE	50
NEW PLYMOUTH I-SITE VISITOR CENTRE	20
TAUPO I-SITE VISITOR CENTRE	100
HURUNUI I-SITE VISITOR CENTRE	20
RUAPEHU I-SITE VISITOR CENTRE	20
TE KUITI I-SITE VISITOR CENTRE	10
DANNEVIRKE INFORMATION CENTRE	20
TURANGI I-SITE VISITOR CENTRE	50
WANGANUI I-SITE VISITOR CENTRE	20
TIMARU INFORMATION CENTRE	10
SELECT TRAVEL - JOHN SUMNER	5
TIMARU INFORMATION CENTRE	10
PUTARURU INFORMATION CENTRE	10
TE TAKERE VISITOR INFO CENTRE	20
FEILDING INFORMATION CENTRE	10
HUTT CITY I-SITE VISITOR CENTRE	50
FAR NORTH I-SITE VISITOR CENTRE	5
TE AROHA I-SITE VISITOR CENTRE	10
FOXTON INFORMATION CENTRE	50
WANGANUI I-SITE VISITOR CENTRE	31
WANGANUI I-SITE VISITOR CENTRE	19
RAGLAN INFORMATION CENTRE	20
RUAPEHU I-SITE VISITOR CENTRE	50
TAUPO I-SITE VISITOR CENTRE	100

- 3.6 During the year ending 30 June 2017, the Taihape Information Centre received 3,682 brochures from the major national suppliers – Jasons Guides and AA Travel – effectively replacing those which had been taken away by visitors to the centre
- 3.7 The centres do not maintain a comparable count of brochures promoting local attractions. Currently there are about 200 accommodation and other attractions represented on the display stands. Because the service is targeted towards visitors (although local residents use it too), it is outside the scope of the annual residents' survey, so there is not currently an assessment of the views of those who use the service as there is for libraries.
- 3.8 Although strictly outside the scope of the prescribed statutory review, one question is whether the information centre service should be discontinued as offering little value to the District. It is not possible to say how much business is transacted because of the current service (in addition to those instances where specific reservations have been made). However, despite increasing use of online information by tourists, the visitor counts show there continues to be significant demand by for face-to-face contact in determining where visitors will spend their time and money.

Finances

- 3.9 The cost of delivering this service was \$352,669 in the year ending 30 June 2016. Staffing costs (including an overhead component) were \$253,622. It is not possible now to distinguish between the costs for the service at Taihape from that for Bulls; however, when separately accounted for the costs at Bulls were twice those recorded for Taihape.⁴
- 3.10 The main source of funding was rates. Non-rates revenue was \$23,163, mainly sales and commissions.
- 3.11 No charge is made for the display of brochures.

Options for service delivery

- 3.12 Potentially, all of part of the visitor information service could be delivered through other retail operations. However, there would need to be (i) sufficient space to display the range of printed brochures and (ii) sufficient dedicated staff capacity to answer questions about local attractions and make travel/accommodation/attractions bookings.
- 3.13 While offering such a service would be likely to bring visitors into a local business, it will not in itself cover the costs, so a Council grant would be necessary. In addition, such a combined operation is likely to lead to reduced

⁴ Year ending 30 June 2011: Taihape - \$108,351; Bulls - \$239,289.

use, partly because the information centre will have a reduced profile and partly because some visitors will be reluctant to go into what is not a neutral place.

- 3.14 In addition, as noted above, the delivery of the information centre service is entwined with the library service – wholly in Taihape (and Marton – although there is much less activity there) and this co-delivery is intended in Bulls, where the delivery of library and information centre services is currently from two separate buildings. This hybrid approach was resisted at a national level for a while but there are now instances elsewhere, for example at Puke Ariki -in New Plymouth.

4 Conclusion

- 4.1 Despite the increasingly powerful online environment for the supply of information, the libraries and information centres provide a well-used resource for those who prefer an off-line environment, to talk to individual staff, or to be in a neutral, safe non-commercial environment where they may choose to go online.
- 4.2 The Council's current strategy is to fully integrate the two services in terms of staffing and premises. At present there is no viable alternative to that mode of delivery.

5 Recommendations

- 5.1 That the report 'Review of delivery of library and information centre services under section 17A of the Local Government Act 2002' be received
- 5.2 That a review of service delivery options not be undertaken at this time for:
- a) libraries because of the small numbers of staff involved, the three dispersed locations, the national collaborations for digital resources, the present lack of interest in developing a regional cluster and the integration of the service with the visitor information service;
 - b) information centres because of their integration with libraries in both premises and staffing and the uncertainty about any viable alternative which would deliver a similar level of service;

Michael Hodder
Community & Regulatory Services Group Manager

Attachment 7

Memorandum

TO: Policy/Planning Committee

FROM: Denise Servante

DATE: 4 July 2017

SUBJECT: **Update on the Path to Well-Being initiative and other community development programmes – July 2017**

FILE: 1-CO-4

1 Background

- 1.1 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.
- 1.3 This report covers the period June 2017.

2 Meetings

What?	When/Where?	Why?
Healthy Families Whanganui Rangitikei Ruapehu Governance Group	7 June Whanganui	Strategic Planning Day
Southern Youth Advisory Group	13 June Marton	Support and advice for youth development coordinator: Discussion re Youth Awards and July school holiday programme
Youth Awards TRAK panel representative Coral Raukawa	14 June Marton	Information session, meet and greet
Healthy Families Whanganui Rangitikei Ruapehu Governance Group	14 June Marton	Whiteboard session to follow up on particular priorities for Rangitikei

What?	When/Where?	Why?
Northern Youth Advisory Group	15 June Taihape	Support and advice for youth development coordinator: Discussion re Youth Awards and July school holiday programme
Regional Community Development Collaboration	16 June Marton	Quarterly meeting of regional CD officers
Safe and Caring Communities Meeting	19 June Marton	Regular meeting with the theme group, the group agreed to review its role and participants when the the new strategy and community planning manager is in place.
Regional Collaboration Economic Development Officers Group	20 June Marton	Further refinement of business growth project through the Regional Business Partnership as part of Accelerate 25. Refinement of areas for collaboration through District Promotion etc.
Bulls and District Communtiy Trust AGM	22 June Bulls	Attendance via MOU arrangement
Farani Vaa, Samoan Ministers Group	22 June Marton	To advise on an application to the Events Sponsorship Scheme for key events in the Samoan calendar, including Samoan Independence Day 2018.
Meeting with Cr Dunn	23 June Marton	To advise on an application to Community Initiatives Fund for the refurbishment of Scott's Ferry
Skype meeting with Steve Adams, About Us and Cr Ash	28 June Marton	To explore possibilities for Store House / ecommerce
Meeting with A Shand, Rotary	29 June Marton	At suggestion of Cr Platt to experience the range of offending within Marton.
Southern Rangitikei Health and Social Services networking meeting	15 May Marton	To advise on an application to Dudding Trust for the Centennial Park Skatepark.

3 Youth Development Programme

- 3.1 The focus for the month has been finalising and adding activities to the July School Holiday programme in both Taihape and Marton. Both Youth Development Coordinators have been away for the past two weeks of June: Gillian on holiday to the UK and Oliver on sick leave. Members of the Advisory Groups have stepped up to maintain FB pages and momentum in the meantime.

4 Healthy Families Whanganui, Rangitikei, Ruapehu

- 4.1 The Healthy Families WRR has now been in place for several years. A full day strategic planning session was undertaken in early June to refresh the strategic intentions of the leadership group and the staff team. The Healthy Families programme national looks to pilot and support systems change in New Zealand to bring about fundamental changes in the health and well-being outcomes for new Zealanders. The focus is on healthy lifestyles at home, work and play. The project to increase drinking fountains in public parks has been a focus for the local programme. It addresses the national priority to reduce the consumption of sugary drinks and hence reduce levels of obesity and diabetes, particularly in children and young people.
- 4.2 The strategic planning session brought into focus the need to amplify this kind of work: specific programmes which can create healthy change in habits and systems. Looking within the Rangitikei and particularly aligning with Council's strategic intentions, the HFWRR staff will support Council's efforts to develop its parks and recreational spaces specifically to increase use (and physical activity) amongst those who do not see themselves as regular users of these assets.
- 4.3 It is expected that the HFWRR team will initially support the consultation in Taihape around developments at Memorial Park.

5 Funding

- 5.1 An update on all funding applications is summarised in [Appendix 1](#). A final funding report will be provided to COGS for the funding for Swim 4 All for the 2016/17 season. It is proposed that we submit to Whanganui Community Foundation under their Quick Response Grants for up to \$10,000.
- 5.2 In addition, two groups have requested that Council staff support the preparation of applications (and act as fundholder) for two applications to the Community Initiatives Fund. The first is via Rangitikei Heritage for the publication of an historical memoir

and the second is to support the feasibility of re-locating a church/community hall in Whangaehu.

6 Recommendations

- 6.1 That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – July 2017' be received.
- 6.2 That the Policy/Planning Committee approve that Council acts as fundholder for two applications to the Community Initiatives Fund as follows:
- On behalf of Rangitikei Heritage for the publication of an historical memoir and
 - On behalf of the community in Whangaehu to investigate the feasibility of re-locating a church/community hall from the flood zone.
- 6.3 That the Policy / Planning Committee approve that Council apply to the Whanganui Community Foundation under their Quick Response Grants for up to \$10,000 for the Swim 4 All programme 2017-2018.

Denise Servante
Strategy and Community Planning Manager

Appendix 1

Ref for Council decision	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	MSD reporting requirements completed but money unspent and in TCDT accounts
	MPI Irrigation Assessment Fund	Pre-feasibility study for Tutaenui Community irrigation/Stockwater Scheme	\$75,000	Part of strategic water assessment programme	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Jul-17
	Whanganui DHB, Whanganui RHN, Work and Income, Pasific Health Trust, Creative Communities NZ	Samoan Independence Day	\$918	Delivery of Samoan Independence Day	Samoan Community Support Committee	Fundholder	Prepared application, holds funds, reports back to funder	Completed
	COGS	Swim-4-All 29016/17	\$5,000	For the swim programme in the coming season	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Completed

Ref for Council decision	Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Final report due
LTP	Community Facilities Fund, Lottery	Capital contribution to the Bulls multi-purpose community centre (\$700,000 applied for)	\$500,000	To develop the centre in Bulls	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Following project completion
2016/17 Annual Plan	Community Action on Alcohol partnerships Fund	Youth development programme in the District (\$10,000 applied for)	\$10,000	Funding for activities; after school, holiday and evening events	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Dec-17
LTP	Three Regions Trust (formerly Powerco Trust)	Capital contribution to the Bulls multi-purpose community centre (\$200,000 applied for)	\$50,000	To develop the centre in Bulls	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Mar-18
PPL 9 Feb 2017	Three Regions Trust (formerly Powerco Trust)	Drinking fountains in parks (\$21,598 applied for)	\$5,000	Increased access to drinking water.	Te Oranganui	Support Agency	Contributed to application, implementation of RDC portion of project through Parks and Reserves Team.	Mar-18
17/PPL/044	KiwiSport	Swim-4-All 2017/18 (\$10,000 applied for)	\$5,000	For the swim programme in the 2017/18 season	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	May-18
17/PPL/044	Community Action on Alcohol partnerships Fund	Training for youth workers and volunteers (\$5,700 applied for)	\$5,700	Youth development programme in the District	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Dec-17
Council March 2017	Mid-Sized Tourism Facilities Fund	Public toilets in visitor hotspots	\$140,000	Toilets in Mangaweka, Bulls River, Papakai Park and Bruces Reserve	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Dec-17

Ref for Council decision	Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Final report due
17/PPL/044	COGS	Swim-4-All 29016/17	\$5,000	For the swim programme in the coming season	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Submitted May 2017
LTP	JBS Dudding Trust	Capital contribution to the Bulls multi-purpose community centre	\$200,000	To develop the centre in Bulls + ongoing support to libraries	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Submitted June 2017
17/AIN/045	Pub Charity	Drinking fountains in parks	\$6,844	Increased access to drinking water.	RDC	Lead	Contributed to application, implementation of RDC portion of project through Parks and Reserves Team.	Submitted June 2017
17/AIN/046	Lions Foundation	Drinking fountains in parks	\$6,844	Increased access to drinking water.	RDC	Support Agency	Contributed to application, implementation of RDC portion of project through Parks and Reserves Team.	Submitted June 2017
LTP	Significant Projects Fund	Capital contribution to the Bulls multi-purpose community centre	\$2,000,000	To develop the centre in Bulls	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Not successful
	Upcoming							
LTP	Whanganui Community Foundation	Capital contribution to the Bulls multi-purpose community centre	tbc	To develop the centre in Bulls	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	To be submitted mid 2017

Ref for Council decision	Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Final report due
2016/17 Annual Plan	Community led Development Fund	Youth/Samoan development programme in the District	tbc	To implement Council's youth development proposals and support Samoan community	RDC	Lead agency to be decided	To be discussed	Open for EOI
	3/05/2017	Confirmed	\$916,618					

Attachment 8

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2016/17			Jun-17
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	No known issues with non-financial performance reporting from the interim audit management report	Complete Annual Report for sign off by Council in September 2017
	Annual Plan 2017/18	Final Annual Plan prepared	Response to submitters sent out
	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.	Recruitment process for Principal Advisor Infrastructure commenced. This position will provide expert advice to the Chief Executive and Council on the effective and efficient management and stewardship of Council's infrastructure assets and associated delivery of services	Complete recruitment process
	Preparation of Project Plan for 2018-28 Long Term Plan and begin implementation	Project Team is meeting and project plan in place. Second Councillor workshop held covering strategic direction, community outcomes, corporate forecasting assumptions, communication strategy, significant issues and the infrastructure strategy.	Monthly workshops to be held.
Elections	Managing the triennial election process, preparation of the pre-election report, preparation and conduct of the 2016 triennial election	Complete	Completed
	Review governance structure, specifically (before the triennial elections) community and reserve management committees and (following triennial election) Council's standing	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	Complete	Completed
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 decision-making	Te Roopu Ahi Kaa has indicated that further discussion will take place to establish criteria and process for the programme in 2017/18	Ongoing 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, Assets/Infrastructure, Policy/Planning, Finance/Performance and Audit/Risk Committees, Turakina Reserve Management Committee, Turakina Community Committee, Te Roopu Ahi Kaa, Bulls Community Committee, Taihape Community Board, Marton Community Committee, Hunterville Rural Water, Scheme Management Committee, Hunterville Community Committee	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	Complete	
Section 17A review: Infrastructure Services	30 June 2017	Complete	
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	Process complete
Section 17A review: Rural Water Schemes	30 June 2017	Section 17A reviews completed for Hunterville Rural water Scheme. Report prepared for Erewhon Rural Water Committee meeting in August	Erewhon Rural Water Supply review to be undertaken in August

District Plan change	30 September 2016	Completed.	Completed
Koitiata Waste Water Reference Group	tbc	No progress to report during this period	Ongoing (but smaller scale) monitoring of water bores. Information sheet to go out to the community. Next project team meeting due end 2017
Development of reserve management plans: Marton Park	31 December 2016	Completed	Process complete
Appointment of Directors	30 June 2017	Not needed - CCO for infrastructure services not proceeding at this stage	Completed
Residents' survey	31 March 2017	Detailed reports prepared	Improvement plans formulated
Section 17A review: Community Services	30 April 2017	Policy/Planning Committee requested Section 17A review of Library/Information Centre services but resolved that the Section 17A review is not needed for halls or public toilets	Section 17A review for Libraries/Information Centre to be considered.
Section 17A review: Civil Defence	30 June 2017	Completed and contract in process of being finalised for 1 July onwards	Completed
Finalisation of urban/rural stormwater drainage maps to complete Water Services Bylaw	tbc	Update on progress provided to AIN	Resolve issues, complete maps, activate 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	Put on hold	Not being carried forward to 2017/18
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	Put on hold	Not being carried forward to 2017/19
Other pieces of work	Reference for inclusion	Progress for this reporting period	Planned for the next two months
Begin investigation into Development Contributions Policy	Towards 2019 - Strategic Priorities 2018	Nothing to report for this period.	Further report with options for LTP workshop
Policy to develop incentives for new home builders/developers	Towards 2019 - Strategic Priorities 2018	Presentation to FP Committee regarding investigation into subdivision potential in Bulls and Marton and the role of Council in enabling development.	Report with further recommendations/outcomes.
Investigate policy developments in line with the Local Government Excellence Programme	tbc	Nothing to report during this period	No progress feasible. Projects to be identified pending recommendations from assessment (not until after July, which is when Council expects to receive the assessment report)
Feral cats policy- investigation	tbc	Put on hold	Nothing planned
Urban Street Tree Plan	To replace Street Tree Policy	Circulated to CC's/CB's for consideration	Comments from CBs/CCs to be considered/incorporated for final adoption.
Complaints policy	tbc	Nothing to report during this period	Develop a draft policy for consideration
Speed Limit Bylaw	Request from the public	Nothing to report this month	Further consideration for Taihape (and possibly Ratana)
Easter Sunday Shop trading Policy	Amendment of the Shop Trading Hours Act	Completed	Completed
Fire and Emergency New Zealand (FENZ) Act	Revision of Council's statutory obligations, enforced through Bylaws.	Revocation of Fire Prevention Bylaw and amendment of Public Places Bylaw to reflect new	Completed
Parking and Traffic Bylaw	Request from Finance/Performance Committee	Draft bylaw and consultation process approved	Consultation and stakeholder engagement
Submissions	Strategic Planning Activity LOS for Council to be a strong and successful advocate for the District's interests	Submission to: Land Transport Rule - draft setting of speed limits [2017]	No submissions pending

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2016/17			Jun-17
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.	
Implementation of Buildings (Pools) Amendment Act	In effect 1 Jan 2017	Awaiting standards to clarify Alternative solutions	Currently compiling pool register
Implementation of Building (Earthquake-prone Buildings) Amendment Act	In effect 1 July 2017	Awaiting issue of complete final guidance and regulations. Reviewed existing documentation of buildings previously considered earthquake-prone	Review final guidance and regulations once issued. Develop plan for community engagement over 'priority' buildings.
Prepare for next accreditation review as Building Consent Authority (April 2017)	Feb-17	IANZ visit took place 8-10 February 2017, still waiting for the report.	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	39 BC processed: 100% completed on time, average days to process was 8 days. Value of building work was \$1,567,472	2 new house builds valued at \$680,000, 1 Relocatable house build valued at \$150,000, replacement bridges valued at \$103,000. All the rest of the work was polesheds, garages, woodfires, alterations and additions
	Code of Compliance Certificates, Notices to Fix and infringements issued.	14 CCC issued: 100% completed on time, average days to process was 1 days . 4 NTF issued for failing to supply a current BWOFF and 12A documentation documents to the TA.	
Resource Consents	Report on:	4 Land Use Resource Consents granted, 100% completed on time, average days to process was 12.75 days.	
	a) number of land use consents issued and timeliness		
	b) subdivision consents and timeliness	1 Subdivision Resource Consent granted, 100% completed on time, average days to process was	
	c) section 223 and 224 certification and timeliness,	2 section 223 and 2 section 224 certificates issued this month, 50% 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.	94 New Dogs Registered, 14 Impounded, 0 Infringements, 3 destroyed, 3923 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 7 Manager Certificates, 2 Special Licences, 3 New Manager	

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2016/17			Jun-17
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	Develop collaborative economic development and District promotion services across the Horizons region	At the June PPL committee meeting, it was noted that there is not a formal reporting mechanism for the Mayor to update Council on his economic development activities. This will be considered as part of the review of economic development for 2017/18 and 2018 onwards (LTP).	Workshops to develop the ED and District Promotion programme for 2017/18 and 2018 onwards.
		Regional collaboration between economic development officers in June suggests a programme of further collaboration around District Promotion to be discussed as part of the workshops outlined above.	Implementation of Digital Enablement Plan: monitor rollout of UFB2 in the District towns Prepare District Promotion strategy for 2017/18 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	Reported separately through Assets/Infrastructure	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	Programme led by CEDA through the Regional Business Partnership through Accelerate 25 (Growing Business enabler) has been put forward for funding via MBIE. Council has agreed in principle to participate, subject to priorities established through workshops outlined above	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	Nothing to report	Continue fundraising for Bulls Community Centre, continue developing concepts and plans for Marton
	Place-making support in Marton, Bulls and Taihape	Nothing to report	Completed
	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)	Analysis of events reports from MarketView considered by FP Committee in June 2017	Completed
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 database has now been linked through to www.rangitikei.com and updating is ongoing	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	Information Centres are now responsible for maintaining the calendar of events on www.rangitikei.com	Completed
An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the	Maintain a website that provides information about Council and community services and activities	Nothing to report for the period	Business as usual

District lifestyle, job opportunities and social media contacts	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 for lifestyle sections of rangitikei.com is being developed by Community Programmes Manager.	Business as usual
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 for the period	Business as usual
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	Youth Awards launched as part of Youth Week. July holiday programmes developed.	Holiday programme for July Smashed n Stoned training in Mangaweka at end of July Continue to seek funding from external sources Engagement with young people Development of programme of activities Ongoing coordination of activities and services for young people
	Coordinate a Swim-4-All programme 2016/17	All funding for 2016./17 allocated and paid to participating schools. Final report to COGs in process, application to Whanganui Community Foundation in process.	Confirm programme for 2017/18 with schools asap
	Healthy Families programme: take part in Governance Group, act as local Prevention Partnership	Strategic Planning Day undertaken, support for community engagement with "non-users" of Taihape Memorial Park for the forthcoming consultation	Continue to support
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 for Taihape Area School and Rangitikei College	Completed	Completed
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)	Nothing to report for this period	Progress draft work programme and delivery mechanism for Taihape
	Organise the annual Path to Well-being Conference 2016/17	Completed	Completed
	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	Nothing to report for this period	Meeting planned for July
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	First round of Community Initiatives Fund and Events Sponsorship Scheme 2017/18 open for applications during June.	Consider applications and agree distribution of funds for first round of Community Initiatives Fund and Events Sponsorship Scheme 2017/18.
	Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions	Nothing to report for this period	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)	Rural fire being transferred to FENZ 1July 2017, training for CD staff to continue and Controller training undertaken by one staff member during June
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