



**Rangitikei**  
UNSPOILT...

Rangitikei District Council

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# Policy/Planning Committee Meeting

## Order Paper

**Thursday, 12 October 2017,  
to follow Assets/Infrastructure  
Committee meeting**

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

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**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)

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**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 12 October 2017

to follow Assets/Infrastructure Committee meeting

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The quorum for the Policy/Planning Committee is 5.

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 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 Assets/Infrastructure Committee meeting on 12 October 2017 be received.

## **6 Confirmation of Minutes**

The minutes of the Policy/Planning Committee meeting from 14 September 2017 are attached.

File ref: 3-CT-15-2

### **Recommendation:**

That the [amended] Minutes of the Policy/Planning Committee meeting held on 14 September 2017 be taken as read and verified as an accurate and correct record of the meeting.

## **7 Progress with strategic issues – Update**

With priority 4 projects (Earthquake-Prone buildings), discussions with the community on the implications of the Act was deferred until the Guidance have been issued. Guidance has now been issued, but does not provide the expected clarity over 'priority buildings' there is however discretion available to territorial authorities in considering the outcome of consultation with their communities and what to consult on for instance routes of strategic

importance. Following the release of the methodology for identification of Earthquake-Prone buildings and Priority Buildings, Council has agreed to undertake consultation on the location of priority areas in the urban centres over the period 7 October to 7 November 2017, with oral submissions being heard by this Committee at its meeting on 9 November 2017.

Further work to safeguard water and wastewater treatment plants was included in the 2017/18 Annual Plan programme.

A draft agreement for the continued delivery of Infrastructure Services by Manawatu District Council has been prepared, and is currently being finalised between the Chief Executives of both councils. The draft agreement builds on the original foundation of collaboration, but introduces a more structured arrangement and explicit performance framework.

## **8 Update on Communications Strategy**

An update is attached.

File ref: 3-CT-15-1

### **Recommendation**

That the 'Communication Update' to the Policy/Planning Committee meeting on 12 October 2017 be received.

## **9 Legislation and Governance Update**

A report is attached.

File ref: 3-OR-3-5

### **Recommendation**

That the report 'Legislation and Governance Update' to the Policy/Planning Committee meeting on 12 October 2017 be received.

## **10 Protected disclosures ("Whistle-blower") policy**

A memorandum is attached.

File ref: 5-PO-1-1

### **Recommendation**

That the memorandum 'Protected disclosures ("Whistle-blower") policy' be received.

## **11 Update on Youth Development Programme**

A memorandum is attached.

File ref: 4-EN-12-4

**Recommendation:**

That the memorandum 'Update on youth development programme – October 2017' be received.

## **12 Update on the Path to Well-being Initiative**

A memorandum is attached.

File ref: 1-CO-4

**Recommendation:**

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

## **13 Questions put at previous meetings for Council advice or action:**

None

## **14 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.

**Recommendations:**

- 1 That the activity management templates for October 2017 for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.
- 2 That the memorandum 'Questions of Activity Management Templates' to the Policy/Planning Committee meeting on 5 October 2017 be received.

**15 Late items**

**16 Future items for the agenda**

**17 Next meeting**

Thursday 9 November 2017, 1:00pm

**18 Meeting closed**

# Attachment 1

# Rangitikei District Council

## Policy and Planning Committee Meeting

Minutes – Thursday 14 September 2017 – 1:00 PM

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**Present:** Cr Angus Gordon (Chair)  
Cr Richard Aslett  
Cr Nigel Belsham  
Cr Jane Dunn  
Cr Soraya Peke-Mason  
Cr Graeme Platt  
Cr Lynne Sheridan  
His Worship the Mayor, Andy Watson

**In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Ms Katrina Gray, Senior Policy Analyst/Planner  
Mr Johan Cullis, Environmental Services Team Leader  
Ms Nardia Gower, Governance Administrator

**Tabled Documents**

|                |                                                              |
|----------------|--------------------------------------------------------------|
| <b>Item 5:</b> | Chair's Report                                               |
| <b>Item 8:</b> | Low Emissions Economy Issues Paper – Productivity Commission |

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies/Leave of Absence

### Resolved

That the apology for the absence of Cr Ash be received.

His Worship the Mayor / Cr Belsham

## 3 Members' conflict of interest

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

## 4 Confirmation of order of business

There were no late items.

The Chair noted that Ms Downs would speak to Item 10 will as the last item of the meeting.

## 5 Chair's Report

A report was tabled and was taken as read.

The Committee briefly discussed the need to explore the issue of fees during a workshop session, on the back of the Dog Control Policy and the fees for registered, unregistered and working dogs.

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>17/PPL/090</b> | <b>File Ref</b> | <b>3-CT-15-1</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the Chair's Report to the Policy/Planning Committee meeting on 14 September 2017 be received.

Cr Gordon / Cr Sheridan. Carried

## 6 Confirmation of Minutes

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>17/PPL/091</b> | <b>File Ref</b> | <b>3-CT-15-2</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the Minutes of the Policy/Planning Committee meeting held on 10 August 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Aslett. Carried

## 7 Progress with strategic issues – Update

The Committee noted the commentary in the agenda.

Consulting on priority buildings in Marton, Bulls and Taihape will be an item on the Council agenda for 28 September 2017. Community committee/boards all meet in October and building owners and occupiers will be invited to those meetings.

## 8 Low emissions economy – Issues Paper from the New Zealand Productivity Commission

Ms Gray provided a presentation to assist the Committee to identify key points for inclusion in Council's submission. Main points raised in the discussion were:

- Unintended consequences of solutions for reducing emissions such as methane vaccinations.
- The merits of farming low animals that naturally produce less methane.
- Investigation on ground feed that when digested produces less methane or plants that absorb nitrate.
- Increased emphasis on on-site mitigation, or purchasing of off-site mitigation.
- National transport solutions, particularly increased investment in rail.
- The merits of incentives and regulation.

## 9 2017 Annual Residents Survey – Improvement Plan

Ms Gray took the report as read.

**Resolved minute number** 17/PPL/092 **File Ref** 5-FR-1-2

That the report '2017 Annual Residents Survey - Improvement Plan' to the Policy/Planning Committee's 14 September 2017 meeting be received.

Cr Aslett / Cr Sheridan. Carried

His Worship the Mayor left at 1:07 – 2:15  
Cr Platt and Cr McManaway left at 1:09 – 2:11  
Cr Belsham left at 1:09 – 2:14

**Resolved minute number** 17/PPL/093 **File Ref** 3-CT-15-1

That the update to the Communications Strategy to the Policy/Planning Committee meeting on 14 September 2017 be received.

Cr Sheridan / Cr Aslett. Carried

## 11 Update on Legislation and Governance Issues

Ms Gray spoke to the report highlighting that National Environment Standards for the Plantation of Forestry will take effect on the 1<sup>st</sup> May 2018. Currently rules vary between and within regions, the new set of standards seeks to establish national consistency, and will take into account downstream consequences. Choice of forestry species may become a consideration factor in new planting.

### Recommendation:

|                               |                   |                 |                 |
|-------------------------------|-------------------|-----------------|-----------------|
| <b>Resolved minute number</b> | <b>17/PPL/094</b> | <b>File Ref</b> | <b>3-OR-3-5</b> |
|-------------------------------|-------------------|-----------------|-----------------|

That the report 'Update on legislation and governance issues' to the Policy/Planning Committee meeting on 14 September 2017 be received.

Cr Belsham / Cr Dunn. Carried

## 12 Rates Remission for Maori Freehold Land Policy - Review

Mr Hodder spoke to the memorandum, noting that due to the timing of Council and Council Committee meetings, the Policy/Planning Committee had been asked to review the policy Rates Remission for Maori Freehold Land prior to inclusion at Te Roopu Ahi Kaa.

Councillors discussed the merits of being able to apply a differential rate which could be adjusted around revenue and financial plans and be exempt of Long Term Plan involvement. A working group was suggested with members including the Finance/Performance Chair and members of Te Roopu Ahi Kaa.

Questions and issues raised for consideration by a working group include:

- How does Council identify that the land is productive
- How often is the production of land assessed
- Varying levels of revenue as a factor
- Number of land owners

Cr Peke-Mason declared a conflict of interest on this item.

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>17/PPL/095</b> | <b>File Ref</b> | <b>3-PT-1-18</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the memorandum 'Rates Remission for Maori Freehold Land Policy - Review' to the Policy/Planning Committee's 14 September 2017 meeting be received.

Cr Peke-Mason / Cr Sheridan. Carried

### 13 Update on Youth Development Programme

Ms Gray spoke to the memorandum highlighting the new format of reporting on Youth Development, the upcoming funding applications and future activity schedule with corresponding outcomes.

The Committee suggested that advertising on the student commuter bus from Bulls to Fielding/Palmerston as an avenue of engaging students that are educated out of district.

Discussion with the Committee highlighted that outcomes vary dependant on the activity, with most seeking to increase skill and competency, including building positive relationships with each other and adult facilitators. Assessment on the types of youth that attend each type of activity is being planned enabling future specifically targeted events and activities.

Lions Club (through funding from the J B S Dudding) Trust run a youth driver's license programme out of Rangitikei College, with vehicle support from McVerry Crawford Motors.

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>17/PPL/096</b> | <b>File Ref</b> | <b>4-EN-12-4</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the memorandum 'Update on youth development programme – September 2017' be received.

Cr Gordon / Cr Peke-Mason. Carried

Adjourned at 3:15

Reconvened at 3:30

### 14 Update on the Path to Well-being Initiative

Ms Gray took the memorandum as read.

|                               |                   |                 |               |
|-------------------------------|-------------------|-----------------|---------------|
| <b>Resolved minute number</b> | <b>17/PPL/097</b> | <b>File Ref</b> | <b>1-CO-4</b> |
|-------------------------------|-------------------|-----------------|---------------|

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

Cr Dunn / Cr Sheridan. Carried

### 10 Update on Communications Strategy

Ms Downs spoke to the memorandum extending a standing invitation to all Councillors and Mayor for content to include in the Rangitikei Line. Suggested for the upcoming addition was information pertaining to the Council Prayer being translated and read in Te Reo Maori in recognition of Te wiki o te reo Maori.

Ms Down noted that in the Annual Resident Survey a number of responders asked "What is Rangitikei Line?" As a result Council has contracted DryCrust to work with staff on strategies to raise awareness of the Councils communications channels. Linking each Rangitikei Line addition to the Council Facebook page is an initial step.

Ms Downs and Mr McNeil spoke to the Committee about varying levels of branding options and the opportunity to explore the broad scope of that branding from Council centric into district branding and new town signage. Factors to consider include Councils stance on bringing the management of Rangitikei.com in-house and how it could all fit together.

The Committee discussed the merits of towns marketing their own brand, driven by community groups vs the potential and new opportunity to create a collaborative approach to town and district.

There is current budget for directional assistance but resource beyond that would need to be discussed and agreed to. The roll out of new branding would be incremental with easy and cost effective stages happening first, i.e. online branding.

## **15 Questions put at previous meetings for Council advice or action:**

None

## **16 Activity management**

Mr Cullis spoke briefly to the attachments noting that two staff recently attended and advanced Civil Defence workshop in Whanganui.

- Community leadership
- Environmental services
- Community well-being

|                               |                   |                 |                 |
|-------------------------------|-------------------|-----------------|-----------------|
| <b>Resolved minute number</b> | <b>17/PPL/098</b> | <b>File Ref</b> | <b>5-EX-3-2</b> |
|-------------------------------|-------------------|-----------------|-----------------|

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

Cr Peke-Mason / Chair. Carried

## **17 Late items**

## **18 Future items for the agenda**

None

## **19 Next meeting**

Thursday 12 October 2017, to follow Assets and Infrastructure (which begins at 1.00 pm)

## 20 Meeting closed

4.09 pm

Confirmed/Chair: \_\_\_\_\_

Date:

Unconfirmed

# Attachment 2



## Communications Update

This report provides the Committee with an update on media activity; current consultation processes underway; and updates on the Action Plan from the 2017-19 Communications Strategy.

### September Media Activity

The table below outlines the media activity during September; printed media articles published during the month and website activity:

- Rangitikei Bulletin – This was published at the beginning of October, covering the key decisions from the September Council meeting and featured in the Feilding - Rangitikei Herald and District Monitor.
- Rangitikei Line – the latest edition was distributed in early October.
- Council's website and social media channels (Facebook and Twitter) are used to keep residents up to date with Council happenings.
- There were 14 media articles during the month, of these 1 was positive and 13 were neutral.

| Date     | Media Channel                                    | Article Heading and Topic                                                                                                                                                                       |
|----------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07/09/17 | Feilding/ Rangitikei Herald                      | <b>Road Works</b> - The Council is undertaking a range of work around the region as it continues to clean up damage from July's snow event in the northern half of the district.                |
| 07/09/17 | District Monitor                                 | <b>Rangitikei Forrest &amp; Bird Upgrade</b> - the Council's Parks and Reserves are in safe, knowledgeable and caring hands thanks to Athol Sanson and his team.                                |
| 12/09/17 | Whanganui Chronicle                              | <b>Merger mooted to save home</b> - A merger has been proposed to save Rangitikei's last rest home - Edale. A loan request is on hold until merger talks have finished.                         |
| 14/09/17 | Feilding/ Rangitikei Herald                      | <b>Taihape authorities gear up for disaster</b> - Council Chief Executive is working on an agreement with the Whanganui District Health Board to use the Taihape hospital site in an emergency. |
| 14/09/17 | Feilding/ Rangitikei Herald                      | <b>Be emergency ready, officials say</b> - Rangitikei residents are urged to be better prepared for major natural emergencies.                                                                  |
| 14/09/17 | District Monitor<br>Feilding/ Rangitikei Herald  | <b>Mint As Festival in Taihape</b> - The first Mint As Youth Festival 2017 will be held on 25 <sup>th</sup> September at Taihape Area School.                                                   |
| 14/09/17 | Feilding/ Rangitikei Herald                      | <b>Gardening, it grows on you, says Woolston</b> - Ben Woolston has worked for Councils, Parks and Reserves team for the last 2 years.                                                          |
| 21/09/17 | Feilding/ Rangitikei Herald<br>Manawatu Standard | <b>Mayors won't restrict sugary drinks</b> - Officials in Manawatu and Rangitikei won't be restricting the sale or supply of sugary drinks at the facilities they own or events they run.       |

| Date     | Media Channel               | Article Heading and Topic                                                                                                                                                                           |
|----------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20/09/17 | Whanganui Chronicle         | <b>Lunch for 50 as volunteers thanked</b> - Marton Christian Welfare shop                                                                                                                           |
| 21/09/17 | Feilding/ Rangitikei Herald | <b>From the Rangitikei Mayor's chair</b> - Mayor Andy Watson said it makes him proud to be the Rangitikei District's Mayor when he goes to ceremonies to thank volunteers who work in our district. |
| 28/09/17 | District Monitor            | <b>Fixing what lies beneath</b> - Doughty Drainage Ltd has been busy re-laying stormwater drains in Hammond Street, this is stage 2 of the Council's stormwater drain replacement project.          |
| 28/09/17 | District Monitor            | <b>Mayor Andy Watson on Marton's Water</b> – Mayor Andy provided information to residents on Marton's water.                                                                                        |

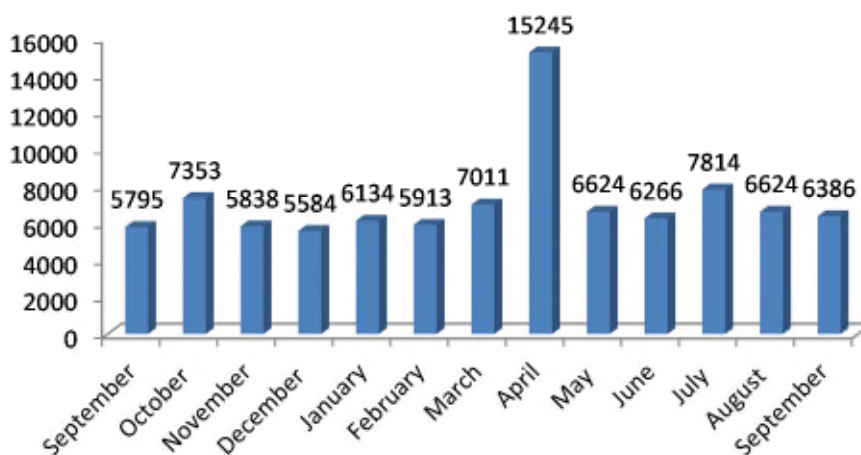
#### Current Consultation Underway:

- Consultation on Earthquake Prone buildings will open on 7 October and close on 7 November.

#### Website Statistics

Activity on Council's website for September 2016 – September 2017:

#### Website Visits 2016-17



In September 45% of those who visited Council's website were new visitors to the site.

#### **Top Council Webpages Visited (September)**

1. Rates
2. Cemeteries / database
3. Rubbish/recycling/transfer stations
4. Cemeteries
5. Contact us
6. Emergency Management

#### **Top Six Geographical Locations**

##### **Visiting the Website (September)**

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

\* note smaller areas can be recorded as Auckland or Wellington

#### **Communications Strategy 2017 – 2019 – Update on Action Plan**

| <b>Action Description</b>                                                                                                                                                                                                                         | <b>Expected Completion</b>                 | <b>September Update</b>                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------|
| Review effectiveness of Rangitikei Line Newsletter and Bulletin                                                                                                                                                                                   | September 2017                             | Promotion of "Rangitikei Line" began in September.                              |
| Key staff to receive ongoing appropriate communications training                                                                                                                                                                                  | Ongoing                                    | In-house media training was held on 26 September for Councillors and key staff. |
| Review and update information about services Council provides                                                                                                                                                                                     | Ongoing                                    | Current publications used to do this, in particular Rangitikei Line.            |
| Continue to ensure the Council website is the primary customer/resident self-help tool                                                                                                                                                            | Ongoing                                    |                                                                                 |
| Develop and implement Corporate identity branding and guidelines to reinforce our professionalism                                                                                                                                                 | October 2017                               | Presentation at Council workshop on 5 October.                                  |
| Develop a consistent professional format for Council's brochures and booklets                                                                                                                                                                     | October 2017                               | Will be developed as part of new brand (if going ahead).                        |
| Investigate alternative ways of communicating with residents (e.g for language barriers – translations into Samoan, Maori)                                                                                                                        | October 2017                               | Will be developed as part of new brand (if going ahead).                        |
| Enhance communications, explore use of animation, videos, apps                                                                                                                                                                                    | December 2017                              |                                                                                 |
| Develop a draft Comms/Engagement Plan for the draft Long Term Plan process, consisting of two phases:<br><br>Phase one - stakeholder focused on conversations around issues / policies / process, etc.<br><br>Phase two - community consultation. | Second half of 2017 and first half of 2018 |                                                                                 |
| Investigate and implement (where appropriate) the most effective ways of communicating within and beyond Council                                                                                                                                  | December 2017                              |                                                                                 |

| <b><i>Action Description</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                        | <b><i>Expected Completion</i></b> | <b><i>September Update</i></b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|
| <p>One-off campaigns, focussing on Council's priority areas, can include:</p> <ul style="list-style-type: none"> <li>- Promote and educate ratepayers on what Council does, finances, rates levels, affordability and value</li> <li>- Infrastructure service levels</li> <li>- Economic development</li> <li>- Community facilities</li> <li>- Earthquake prone buildings</li> <li>- Response and personal preparedness during an emergency</li> </ul> | December 2017                     |                                |

Carol Downs  
**Executive Officer**

# Attachment 3

# Report

**Subject:** Legislation and Governance Update

**To:** Policy/Planning Committee

**From:** Ellen Webb-Moore, Policy Analyst

**Date:** 4 October 2017

**File:** 3-OR-3-5

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## **1 Health (Fluoridation of Drinking Water) Amendment Bill - Update from Ministry of Health**

- 1.1 The Health (Fluoridation of Drinking Water) Amendment Bill proposes to insert a power for DHBs to make decisions and give directions to Local Government about the fluoridation of local government drinking water supplies in their areas.
- 1.2 It has been suggested that the Bill may pass before the end of 2017, though there is no definitive date. Once the Bill does pass, there will be \$30 million will be made available to councils over a 10 year period (\$3 million per annum), to aid the building of infrastructure needed to fluoridate drinking water. Funding will be available (through application to the Ministry of Health) to all councils who have been directed to fluoridate the drinking water by their local DHB.
- 1.3 Criteria for accessing funding is still being developed, and will be sent out once the Bill has passed all legislative stages in the House.

## **2 Ministry for Primary Industries update regarding unpasteurised milk products**

- 2.1 In 2015, the law surrounding the sale and use of unpasteurised milk products was clarified to prevent raw milk being used in food products (for example sweets, yogurts, health products etc.) in order to minimise associated health risks.

The law currently states that:

- Raw (unpasteurised milk) cannot legally be used to make a food that is sold, and can only be sold to the 'final consumer'
- Unpasteurised milk can be sold to make dairy products by food businesses provided the supplier of the milk has a registered Risk Management Programme – part of this means that unpasteurised milk will have to undergo further processing (such as heating to kill pathogens) – this further processing has the appropriate risk based measure

- The use of unpasteurised milk to make dairy products or other foods is outside the scope of the template Food Control Plans

- 2.2 The Ministry for Primary Industries (MPI) have provided advice to territorial authorities about the legal use of unpasteurised milk and some actions territorial authorities can take should the use of the use of unpasteurised milk be identified at a Council registered business.
- 2.3 MPI has requested that territorial authorities endeavour to find out if Council registered businesses manufacturing dairy products are sourcing unpasteurised milk to make dairy products and if so, to pass this information onto the Ministry. MPI has suggested that following this type of discovery, Council should inform the food business both in writing and verbally that if they wish to continue to source the unpasteurised milk they must source it from a registered dairy operator that has a MPI registered risk management plan (RMP) that includes the supply of raw milk for further processing. The business carrying out the further processing must also have a RMP under the Animal Products Act 1999 or custom food control plan under the Food Act 2014.

### **3 Resource Management Act changes come into force 18 October 2017**

- 3.1 The Resource Legislation Amendment Act 2017 (RLAA) obtained Royal Assent on 18 April 2017. Some of the changes have already come into force at the date of assent, but the majority will come into force on 18 October 2017.

Changes coming into force in October include:

- Controlled activity resource consents which do not require notification will need to be 'fast tracked' and processed within 10 working days instead of 20;
- Some "boundary" activities may no longer require resource consent and instead become deemed as permitted activities. Such activities include minor breaches of setbacks, recession planes and fence rules relating to boundaries and where neighbour approval is given;
- Consent exemptions for boundary activities and marginal or temporary rule breaches; and
- New requirements for Councils to have regard to positive effects offered by an applicant in a resource consent application.

### **4 Recommendation**

- 4.1 That the report 'Legislation and Governance Update' to the Policy/Planning Committee's meeting of 12 October 2017 be received

Ellen Webb-Moore  
Policy Analyst

# Attachment 4



# Memorandum

**To:** Policy/Planning Committee

**From:** Michael Hodder

**Date:** 6 October 2017

**Subject:** Protected disclosures (“Whistle-blower”) policy

**File:** 5-PO-1-1

---

The Chair has asked whether Council has a whistle-blower policy.

Section 11 of the Protected Disclosures Act 2000 requires every public sector organisation to have in operation “appropriate internal procedures for receiving and dealing with information about serious wrongdoing in or by that organisation”. The internal procedures must “comply with the principles of natural justice, identify the persons in the organisation to whom a disclosure may be made and include reference to the effect of section 8 to 10 [of the Act]”. These provide for disclosure when the disclosure relates to the person’s manager, or the organisations head or when the disclosure has been ignored.

Council’s procedure is included in the staff handbook:

## Protected Disclosures

*If staff believe that there is serious wrongdoing occurring in the Council (serious wrongdoing could be fraud, corruption, serious mismanagement, illegal actions, acts that create serious risks to public safety, etc), they should raise the issue in confidence following the process listed below. This will allow the matter to be investigated. There is legislation (the Protected Disclosures Act) that give staff protection from retaliation connected to their job for ‘whistleblowing’, unless they act in bad faith. However to be covered by the legislation, the following process must be followed:*

- *In the first instance the allegation of wrongdoing should be raised with their manager.*
- *If staff do not believe their manager is an appropriate person to raise the matter with, the allegation should be raised with the Chief Executive or another senior manager.*
- *If staff do not believe the Chief Executive is the appropriate person to raise the matter with, the allegation should be raised with the Mayor.*
- *If no action is taken within 20 days of raising the allegation, or staff have good reason to believe no action is going to be taken, they can complain to the Ombudsman or a Minister of the Crown.*
- *Until the process has been worked through, any allegations should not be raised with any parties outside of the Council. This particularly includes the media, as early publicity may seriously hamper any investigation.*

Council also has a fraud procedure (attached as Appendix 1) which is a specific instance of protected disclosure. As a comparative, the policy developed by Bulle District Council is attached (Appendix 2)

The Ombudsman has published information and guidance on the Protected Disclosures Act (attached as Appendix 3).

Internal procedures are typically not accessible on Council websites. However, some councils have published their protected disclosures policies on their website, such as Queenstown-Lakes (attached as Appendix 4)

### **Recommendations**

That the memorandum 'Protected disclosures ("Whistle-blower") policy be received.

Michael Hodder  
Community & Regulatory Services Group Manager

# *Appendix 1*

# **RANGITIKEI DISTRICT COUNCIL FRAUD PROCEDURE**

## **(Unauthorised possession (theft), fraud and corruption response policy)**

### **PURPOSE**

- 1.1 The Rangitikei District Council ("the Council") is committed to preventing the occurrence of fraud and corruption. This fraud procedure has been established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Council.
- 1.2 The Council is committed to protecting its revenue, property, information, and other assets from any attempt (by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees) to gain financial or other benefits from it by deceit.
- 1.3 This procedure sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.
- 1.4 Fraud is defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.
- 1.5 It is the intent of Council to promote an anti-fraud culture by providing these guidelines and by assigning responsibility for the development of controls and conduct of investigations.

### **2. SCOPE**

- 2.1 This procedure applies to all current employees of Council. This procedure applies to any fraud, impropriety or dishonesty (suspected or actual), involving employees of Council or Council Controlled Organisations (CCOs) as well as councillors, consultants, vendors, contractors and/or any other parties with a business relationship with Council

### **Fraud Procedure**

This procedure outlines what irregularities constitute fraud, as well as the responsibilities of Council employees.

### **Procedure Summary**

In addition to this procedure some members of Council staff belong to professional bodies, such as the Institute of Professional Engineers and the Institute of Chartered Accountants of New Zealand, both of which bind their members to their professions individual code of ethics concerning professional behaviour.

### **Associated Documents**

- Local Authorities (Members' Interests) Act 1968
- The Secret Commissions Act 1910
- Sections 99,105, 105A of the Crimes Act 1961

- Protected Disclosures Act 2000
- Delegation Manual
- Personnel Manual
- Staff Employment contracts
- *The responsibilities and duties of public entities*: Office of the Auditor General

### **Actions constituting fraud**

Fraud (and other irregularities) includes, but is not limited to:-

- Any dishonest or fraudulent act;
- Forgery or alteration of cheques, drafts, promissory notes, and securities.
- Any misappropriation of funds, securities, supplies or any other assets.
- Any irregularities of funds, securities, supplies or any other asset.
- Any irregularity in handling or reporting of money transactions.
- Authorising or receiving payment for time not worked
- Authorising or receiving payment for goods or services not received or performed
- Identity theft
- Destruction, removal or inappropriate use of records, furniture, fixtures and equipment.
- Seeking or accepting anything of material value from vendors, consultants, or contractors without prior consent of the Chief Executive.
- Profiteering as a result of insider knowledge of Council activities or activities of Council Controlled Organisations;
- Disclosing confidential and proprietary information to outside parties;
- Unauthorised use or misuse of Council property, equipment, materials or records.
- Any computer-related activity involving the alteration, destruction, forgery, or manipulation or copying of data for fraudulent purposes - or the misappropriation of Council-owned software.
- Any claim for reimbursement of expenses that are not made for the exclusive benefit of the Council.
- Any fraud defined by the Crimes Act 1961 and Summary Offences Act 1981, including the definition of "intent".

3.

## MANAGEMENT RESPONSIBILITIES

Management is responsible for the detection and prevention of fraud, impropriety and dishonesty. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Management should be alert to the possibility that unusual events may be symptoms of fraud or attempted fraud and that fraud may be highlighted as a result of management checks or be brought to their attention by a third party. They are responsible for:

- being aware of fraud; and
- ensuring that an adequate system of internal controls exists within their area of responsibility and that those controls are operating effectively. These controls should include a system for undertaking regular reviews of transactions and activities that may be susceptible to fraud.

Where there are areas considered susceptible to fraud, Management will regularly undertake reviews of those areas. Any irregularity that is detected or suspected must be reported immediately to the Chief Executive, who coordinates or refers any investigation to the relevant agency if required.

## Procedure Statements

- It is the Council's intent to fully investigate any suspected acts of fraud, misappropriation, or similar irregularity.
- Each Manager is responsible for instituting and maintaining a system of internal control to provide assurance for the prevention and detection of fraud, misappropriations, and other irregularities.
- The Chief Executive has the primary responsibility for the overseeing of the investigation of all suspected fraud. This may require the formation of an investigation team or referral to outside public or private agency support.
- The Chief Executive will notify the Human Resources Adviser and the Mayor of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation. Throughout the investigation, these officials will be informed of pertinent investigative findings.
- Members of the Investigation Team as appointed by the Chief Executive will have:
  - free and unrestricted access to all Council records and premises, whether owned or rented; and
  - the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, computers and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.
- The Chief Executive will notify Audit New Zealand.
- In circumstances where there are reasonable grounds to indicate that a fraud may have occurred, the Chief Executive must refer the matter to the Police.
- Upon conclusion of the investigation, the results will be reported to the Human Resources Adviser and the Mayor.
- The Council will pursue every reasonable effort (including court-ordered restitution) to obtain recovery of Council's losses from the offender, or other appropriate source(s).

## Confidentiality

- All participants in a fraud investigation shall keep the details and results of the investigation confidential.
- The Chief Executive will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Chief Executive immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act

## Media issues

Any staff or elected official contacted by the media (with respect to an investigation) shall refer the media to the Chief Executive, except where the investigation concerns the Chief Executive when the referral will be to Audit New Zealand.

The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Chief Executive, except where the investigation concerns the Chief Executive when the referral will be to Audit New Zealand.

## 4. PROCESS REQUIREMENTS FOR SUSPECTED FRAUD

| Responsible                                                | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any Council Employee (who observes or suspects fraud)      | <p>1 If you have any knowledge of an occurrence or have reason to suspect that a fraud has occurred, <b>notify your Supervisor/Manager immediately.</b></p> <p><b>Note:</b> The Protected Disclosures Act 2000 states that <b>no employer (or person acting on behalf of an employee who discloses information) shall:</b></p> <ul style="list-style-type: none"><li>• Dismiss (or threaten to dismiss) an employee who discloses information.</li><li>• Discipline or suspend (or threaten to discipline or suspend) an employee who discloses information.</li><li>• Impose any penalty upon an employee who discloses information.</li><li>• Intimidate or coerce an employee who discloses information.</li><li>• Where an employee confesses to their own fraud they will be subject to normal proceedings as if another individual had disclosed the fraud.</li></ul> <p>Violation of this section of the Act will result in discipline, up to and including dismissal.</p> |
| Manager (of the employee who notified the suspected fraud) | <p>2 Upon notification of and allegation of suspected fraud, or if you suspect that a fraud occurred, <b>notify the Chief Executive immediately.</b></p> <p>The reporting individual should be informed of the following:</p> <ul style="list-style-type: none"><li>• Do not contact the suspected</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <p>individual in an effort to determine facts or demand restitution.</p> <ul style="list-style-type: none"> <li>Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Chief Executive or members of the Investigation team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Head of Finance/Investigation Team | <p>3 Upon notification (or discovery) of a suspected fraud, a preliminary investigation of the suspected fraud will be undertaken immediately.</p> <p>4 Within 24 hours the details of the suspected fraud, the person or persons involved, and the quantity and/or value of the fraud should be recorded and documented. Also how the fraud was carried out should be documented and any possibility of further fraud in that area should be eliminated. Every effort should be made to gather sufficient reliable evidence to support a prosecution.</p> <p>5 The Chief Executive should be kept informed of the results of the investigation.</p> <p>6 If a case is considered to exist, the Chief Executive or a person designated by them shall, unless another course of action is more appropriate:</p> <p>i) Inform the person in writing of the investigation and request an immediate meeting with them at which their representative or representatives are invited to be present.</p> <p>ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.</p> <p>iii) Obtain a verbal or preferably a</p> |

|  |                                                                                                                                                                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).</p> <p>iv) Advise the person in writing of the processes to be involved from this point on.</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Head of Finance (in consultation with the Chief Executive and Human Resources Adviser) | <p>7. If there appears to be reasonable grounds for suspecting that a fraud has taken place, contact the Police, and co-ordinate the investigation with them.</p> <p>Note: To secure any evidence, take immediate action to prevent theft, alteration, or destruction of relevant records. Such actions include (but are not necessarily limited to):</p> <ul style="list-style-type: none"> <li>• Removing the records and placing them in a secure location.</li> <li>• Limiting access to the location where the records are currently held, and</li> <li>• Preventing the individual suspected of committing the fraud from having access to the records. (The records must be adequately secured until the Financial Controller obtains the records to begin the audit investigation.)</li> <li>• Preventing the individual suspected of committing the fraud from having access to any computer especially any computer connected to the Council network.</li> </ul> |
| Appropriate Manager (in consultation with the Human Resources Adviser)                 | <p>8. Where fraud has occurred the Police must be notified by the Chief Executive.</p> <p>Every case of fraud will be referred to the appropriate law enforcement agency with a view to prosecution of the individuals involved.</p> <p>Wherever it is possible and practicable any money or property lost will be</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <p>recovered, and pursued through the processes of the law if necessary.</p> <p>9. After the investigation, and before talking final disciplinary action, give the person (under investigation for fraud) written notice of the essential particulars of the allegations - unless exceptional circumstances exist.</p> <p><b>Note:</b> This step is subject to any collective employment agreement provisions respecting the rights of employees during disciplinary proceedings.</p>                                                                                                                 |
| Head of Finance/Investigation Team | <p>10. At the conclusion of the investigation, document the results in a confidential memorandum report to the CE.</p> <p><b>Note:</b> If the report concludes that the allegations are founded and of a serious nature, then forward the report to the Police.</p> <p>11. Make recommendations to the appropriate Manager - this will assist in the prevention of similar occurrences in the future.</p> <p>12. Upon completion of the investigation (including all legal and human resource actions), return any records, documents, and other evidentiary material to the relevant department.</p> |

|                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| When a senior manager (i.e. a manager who is a member of the Executive Management team and/or who reports directly to the Chief Executive), is suspected of fraud: | The notification is made directly to the Chief Executive who will determine the composition of the investigation team and/or engage external expertise. All other steps in the procedure, modified where necessary to keep the including notification to the Mayor and the Human Resources Adviser (unless being the person suspected of fraud) and Audit New Zealand, will be followed. |
| When the Chief Executive is suspected of fraud:                                                                                                                    | The notification is made to the Head of Finance or the Community Services Group Manager who will jointly comprise the investigation team, with authority to engage                                                                                                                                                                                                                       |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|  | external expertise and to direct the Chief Executive to take special leave on pay while the investigation is conducted. All other steps in the procedure will be followed including notification to the Mayor, the Human Resources Adviser and Audit New Zealand, will be followed. All records of the investigation and any subsequent proceedings until the matter is concluded are to be lodged with the Executive Director of Audit New Zealand who will, at least until the records become subject to the archives deposit requirements of the Public Records Act, allow access only to public law enforcement agencies. |
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**Resolved minute number**  
**Resolved minute number**

**10/SPP/154**  
**14/RDC/146**

**File Ref**  
**File Ref**

**5-EX-4**  
**5-EX-4**

# *Appendix 2*

## **PROTECTED DISCLOSURE POLICY**

|           |                                |
|-----------|--------------------------------|
| Source:   | Chief Executive                |
| Date:     | 21/02/2011                     |
| Reviewed: | Next review:                   |
| See also: | Protected Disclosures Act 2000 |

### **INTRODUCTION**

The purpose of this policy is to facilitate the disclosure and investigation of matters of serious wrongdoing in the Buller District Council ("the Council") or by the Council and to protect employees who are making disclosures of serious wrongdoing in the Council or by the Council that they believe, on reasonable grounds, to be true or likely to be true.

### **POLICY**

All employees of the Buller District Council are obligated to comply with this policy and its procedures.

### **Protected Disclosures Act 2000**

The Protected Disclosures Act 2000 ("the Act") came into force on 1 January 2001.

The purpose of the Act is to facilitate the disclosure and investigation of matters of Serious Wrongdoing in or by the Buller District Council. The Act also provides protections against victimization and retaliation, and criminal and civil proceedings for Council employees who, in accordance with this Act, disclose information about serious wrongdoing in or by the organisation.

The following operative provisions describe the internal procedure for reporting serious wrongdoing, as defined by the Act, at the Council.

## **OPERATIVE PROVISIONS**

### **Serious Wrongdoing Defined**

- An unlawful, corrupt, or irregular use of public funds or public resources; or
- An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial; or
- An act, omission, or course of conduct that constitutes an offence; or
- An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

### **Employee defined**

A protected disclosure must be made by an employee (staff member) of the Buller District Council.

An employee is defined under the Act as including:

- a current employee
- a former employee
- a home-worker
- a person seconded to the Council
- a contractor to the Council
- a person involved in the management of the Council

### **When an employee may make a Protected Disclosure**

A protected disclosure may only be made where:

- the disclosure is about serious wrongdoing in the Buller District Council or by the Buller District Council; and
- the staff member believes on reasonable grounds that the information he/she wishes to disclose is true or likely to be true; and

- the staff member wishes to disclose this information so that the serious wrongdoing can be investigated; and
- the staff member wishes the disclosure to be protected.

### **Who to report a protected disclosure to**

Under the Act, the Buller District Council is required to have an internal procedure that is published and made available to all staff members. The internal procedure available to Council staff members to make a protected disclosure is as follows:

1. All disclosures of serious wrong doing, as defined in the Act, in or by the Council must be submitted in writing.
2. The protected disclosure must be submitted, in writing, to the staff member's manager unless the staff member:
  - a. reasonably believes that manager is involved in the serious wrongdoing; or
  - b. the manager, for reasons of relationship or association with someone who is believed to be involved in the serious wrongdoing, cannot be approached.
3. If this is the case, the staff member must then report the protected disclosure to the CEO unless the staff member:
  - a. reasonably believes that CEO is involved in the serious wrongdoing; or
  - b. the CEO, for reasons of relationship or association with someone who is believed to be involved in the serious wrongdoing, cannot be approached.
4. If this is the case, the staff member must then report the protected disclosure to Mayor unless the staff member:



- a. reasonably believes that the Mayor is involved in the serious wrongdoing; or
  - b. the Mayor, for reasons of relationship or association with someone who is believed to be involved in the serious wrongdoing, cannot be approached
5. If this is the case, the staff member must then report the protected disclosure to an external authority.

### **Information required**

The disclosure should contain detailed information including the following:

- the nature of the serious wrong doing
- the name or names of the people involved
- surrounding facts including details relating to the time and/or place of the wrong doing if known or relevant.)

### **External Authorities**

If the staff member reasonably believes that s/he cannot approach any of the managers within the Council because they may be involved or associated with the serious wrongdoing, the staff member may approach an appropriate external authority. The external authorities are:

Commissioner of Police;  
Controller and Auditor General;  
Director of the Serious Fraud Office;  
Inspector General of Intelligence and Security;  
Ombudsman;  
Parliamentary Commissioner for the Environment;  
Police Complaints Authority;  
Solicitor General;  
State Services Commissioner;  
Health and Disability Commissioner;

Head of any Public Sector organisation.

### **Receiving a Protected Disclosure**

Once a disclosure has been submitted in writing, the manager receiving the report must formally acknowledge receipt of it within 48 hours of receiving it.

The manager should assess whether s/he considers the protected disclosure meets the criteria of the Act and if it does, the manager should undertake an investigation into the facts of the disclosure. The staff member should be informed, within seven days after receipt of the disclosure, whether or not the matter is to be investigated. If the matter is not to be investigated, the manager must detail the reasons why.

A staff member can appeal the Organisation's decision not to investigate a protected disclosure, to any Minister of the Crown or to the Ombudsman.

### **Investigating a Protected Disclosure**

Where the manager considers the disclosure meets the criteria of the Act, s/he should undertake an investigation.

Any investigation conducted to examine allegations of serious wrongdoing by a staff member of the Buller District Council is an employment investigation and must be conducted within the terms of the applicable employment agreement and the principles of natural justice.

Before conducting an employment investigation, a manager should always seek Human Resources advice.

The investigating manager shall be required to make a preliminary finding within 20 working days of agreeing to conduct an investigation into the protected disclosure, unless the circumstances of the investigation are such that a longer

timeframe is necessary. If more time is required, the staff member making the disclosure should be notified of when a preliminary finding is expected and why the timeframe has been extended.

### **Confidentiality**

The Buller District Council will endeavour to keep the identity of the employee making the protected disclosure confidential. However, if an employment investigation results from the disclosure, the Council is required to provide, under the principles of natural justice, the alleged wrongdoer with any information or allegation relating to them. This may include the identity of the staff member who alleged the serious wrongdoing and the information provided in writing.

### **Protections**

Any staff member of the Council who makes a disclosure under the Act is immune from criminal or civil proceedings.

Where a staff member feels they have been victimized or retaliated against for making a disclosure under the Act, they may take a personal grievance under the Employment Relations Act 2000 or make a complaint under the Human Rights Act 1993. The Buller District Council will treat seriously any allegation of victimization or retaliation.

Alternatively, any staff member who makes a disclosure knowing that it is false or makes the disclosure in bad faith will not be protected by this Act.

### **Appeals**

Where the Buller District Council decides not to take action in respect of a disclosure it has investigated or does not make progress with a disclosure investigation within the timeframes set by these procedures or extended for good reason, the staff member may make their protected disclosure to a Minister of the Crown or the Ombudsman.

To make a disclosure to Minister of the Crown or the Ombudsman, the staff member must continue to believe on reasonable grounds that the information disclosed is true or likely to be true.

### **Special Circumstances**

A disclosure of serious wrongdoing may be made immediately to an appropriate external authority where the employee has reasonable grounds to believe this action is justified by the urgency of the matter, or some other exceptional circumstance.

# *Appendix 3*

## Making a protected disclosure – “blowing the whistle”

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If you’re concerned about serious wrongdoing in or by your organisation, the Ombudsman is able to provide information and guidance.

The Protected Disclosures Act (or PDA) came into force in 2001. It’s about disclosure in the public interest of serious wrongdoing – sometimes called “whistle-blowing” – and identifies procedures to be followed in making disclosures, and the protections available to those who make disclosures.

This document provides information and guidance on making a protected disclosure.

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## The purpose of the PDA

The purpose of the PDA is to promote the public interest by:

- facilitating the disclosure and investigation of serious wrongdoing in or by an organisation; and
- protecting employees who make disclosures of information about serious wrongdoing in or by an organisation in accordance with the Act.<sup>1</sup>

The PDA applies to employees of both public and private sector organisations.

## What is serious wrongdoing?

Serious wrongdoing includes:

- unlawful, corrupt or irregular use of funds or resources of a public sector agency;
- conduct that poses a serious risk to public health, safety or the environment;
- conduct that poses a serious risk to the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial;
- an offence;
- conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.<sup>2</sup>

## When is a disclosure (not) protected?

To make a protected disclosure, you must be an “employee” of the organisation you’re making the disclosure about.

You’re an “employee” of an organisation if:

- you receive wages or salary from the organisation;
- you’re a former employee of the organisation;
- you’re a homeworker (within the meaning of section 5 of the [Employment Relations Act 2000](#));
- you’re seconded to the organisation;

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<sup>1</sup> See section 5 PDA.

<sup>2</sup> See the definition of “serious wrongdoing” in section 3 PDA.

- you're an individual contracted to do work for the organisation;
- you're concerned in the management of the organisation;
- the organisation is the New Zealand Defence Force, and you're a member of the Armed Forces; or
- you work for the organisation as a volunteer.<sup>3</sup>

Your disclosure **will be protected** if:

- the information is about serious wrongdoing in or by your organisation; and
- you believe on reasonable grounds that the information is true or likely to be true; and
- you want the serious wrongdoing to be investigated.<sup>4</sup>

Your disclosure **won't be protected** if:

- you know the allegations are false, or you act in bad faith;<sup>5</sup> or
- the information you're disclosing is protected by legal professional privilege.<sup>6</sup>

## Making a protected disclosure

### Internal procedures

The first thing to do is find out whether your organisation has internal procedures for making protected disclosures.

Public sector organisations are required to establish internal procedures for receiving and dealing with information about serious wrongdoing.<sup>7</sup>

If your organisation has internal procedures, you're generally required to make your disclosure in accordance with those procedures (read on to learn about the exceptions to this rule).<sup>8</sup>

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<sup>3</sup> See the definition of "employee" in section 3 PDA.

<sup>4</sup> See section 6 PDA.

<sup>5</sup> See section 20 PDA.

<sup>6</sup> See section 22 PDA. There are two types of legal professional privilege – solicitor-client privilege and litigation privilege. Solicitor-client privilege applies to communications between a solicitor (acting in that capacity) and client for the purposes of seeking or giving legal advice or assistance, irrespective of legal proceedings. Litigation privilege applies to communications with third parties where that communication has, as its dominant purpose, the object of enabling a legal adviser to advise a client on the conduct of litigation (whether current or anticipated).

<sup>7</sup> See section 11 PDA.

<sup>8</sup> See section 7 PDA.



## Disclosure to the head of your organisation

You can make your disclosure to the head of your organisation if:

- your organisation doesn't have any internal procedures for receiving and dealing with information about serious wrongdoing; or
- you believe on reasonable grounds that the person you're required to report the wrongdoing to in accordance with the internal procedures is or may be involved in the wrongdoing; or
- you believe on reasonable grounds that it's not appropriate to report the wrongdoing to that person because of their relationship or association with the alleged wrongdoer.<sup>9</sup>

## Disclosure to an appropriate authority

You can make your disclosure to an appropriate authority if you believe on reasonable grounds:

- that the head of your organisation is or may be involved in the serious wrongdoing; or
- it is justified because of the urgency of the matter to which the disclosure relates, or some other exceptional circumstances; or
- you've already made the disclosure to your organisation, but there's been no action or recommended action within 20 working days.<sup>10</sup>

## Disclosure to a Minister or Ombudsman

You can make your disclosure to a Minister or Ombudsman if:

- you've already made substantially the same disclosure in accordance with your organisation's internal procedures, or to the head of your organisation, or to an appropriate authority; and
- you believe on reasonable grounds that the person or authority to whom you made your disclosure:
  - has decided not to investigate the matter; or
  - has decided to investigate but has not made progress with the investigation within a reasonable period of time; or

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<sup>9</sup> See section 8 PDA.

<sup>10</sup> See section 9 PDA.

- has investigated but not taken or recommended any action.<sup>11</sup>

Note that although a disclosure can be made to the Ombudsman in respect of a private sector organisation, the Ombudsman's options for dealing with that disclosure are restricted to referring it to the appropriate authority or Minister. The Ombudsman cannot investigate the conduct of a private sector organisation.

## Special rules for international relations and intelligence and security organisations

Some disclosures are intended to be made only to certain specified appropriate authorities. Disclosures relating to an intelligence and security agency should only go to the Inspector-General of Intelligence and Security.<sup>12</sup> Those arising within the Department of the Prime Minister and Cabinet, the Ministry of Foreign Affairs and Trade, the Ministry of Defence, or the New Zealand Defence Force, where they relate to the international relations of the Government, or to intelligence and security matters, should only be made to the Ombudsman.<sup>13</sup>

## What protections are available?

The key protections available under the PDA are:

- the ability to take personal grievance proceedings against retaliatory action by your employer;
- immunity from civil and criminal proceedings;
- confidentiality; and
- application of the anti-victimisation provisions of the Human Rights Act 1993.

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<sup>11</sup> See section 10 PDA.

<sup>12</sup> See section 12 PDA.

<sup>13</sup> See section 13 PDA.

## Personal grievance

If you're an "employee" within the meaning of the Employment Relations Act, and you believe you've suffered retaliatory action by your employer as a result of making a protected disclosure, you may have a personal grievance because of a claim that:

- you've been unjustifiably dismissed; or
- your employment or conditions of employment have been affected to your disadvantage by some unjustifiable action by your employer.<sup>14</sup>

## Immunity from civil and criminal proceedings

If you make a protected disclosure, you're not liable to any civil, criminal or disciplinary proceedings for having done so. This applies notwithstanding any prohibition or restriction on the disclosure of information (though not where the information being disclosed is protected by legal professional privilege).<sup>15</sup>

## Confidentiality

The people to whom you've made or referred your protected disclosure must use their best endeavours not to disclose information that would identify you, unless one of the exceptions in the Act applies.

The exceptions are if you consent to the disclosure, or if disclosure is essential:

- to the effective investigation of the allegations;
- to prevent serious risk to public health or safety, or the environment;
- to comply with the principles of natural justice.<sup>16</sup>

The Ombudsman can provide information and guidance to organisations and employees about the circumstances in which anonymous disclosures can be made under the PDA.

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<sup>14</sup> See section 17 PDA and section 103(1)(a) and (b) of the Employment Relations Act.

<sup>15</sup> See sections 18 and 22 PDA.

<sup>16</sup> See section 19(1) PDA.

## Human Rights Act (HRA)

The anti-victimisation provisions of the HRA also provide protection to employees making protected disclosures.

Section 66(1)(a) of the HRA states:

- (1) *It shall be unlawful for any person to treat or to threaten to treat any other person less favourably than he or she would treat other persons in the same or substantially similar circumstances—*
- (a) *on the ground that that person, or any relative or associate of that person,—*
- (i) *intends to make use of his or her rights under this Act or to make a disclosure under the Protected Disclosures Act 2000; or*
  - (ii) *has made use of his or her rights, or promoted the rights of some other person, under this Act, or has made a disclosure, or has encouraged disclosure by some other person, under the Protected Disclosures Act 2000; or*
  - (iii) *has given information or evidence in relation to any complaint, investigation, or proceeding under this Act or arising out of a disclosure under the Protected Disclosures Act 2000; or*
  - (iv) *has declined to do an act that would contravene this Act; or*
  - (v) *has otherwise done anything under or by reference to this Act.*

This protection (like the others under the PDA) will not apply if you've made a false allegation or otherwise acted in bad faith.

The rights under the HRA may include the right to damages and other forms of compensation. To avoid time limits under the HRA, proceedings may have to be commenced promptly. It may be necessary to make a choice between proceedings under the Employment Relations Act or the HRA; both remedies may not always be available.

## Appropriate authorities

Disclosures may be made to an appropriate authority in certain circumstances. You'll find information about these authorities and their particular areas of responsibility below. It's sensible to approach the authority whose responsibilities relate most closely to the subject matter of your concern. Disclosures can be referred between appropriate authorities in certain circumstances. If you're not sure which authority to approach, you can ask the Ombudsman for information and guidance.

The Ombudsman is also an appropriate authority. Read on to learn more about what the Ombudsman can do under the PDA.

## Commissioner of Police

The role of the New Zealand Police is to serve the community by reducing the incidence and effects of crime, detecting and apprehending offenders, maintaining law and order and enhancing public safety.

The Police General Instructions make special provision for whistleblowers from within the Police ranks.

Contact details:

Office of the Commissioner  
PO Box 3017  
Wellington  
Phone: +64 (04) 474 9499  
Fax: +64 (04) 498 7400  
Web: [www.police.govt.nz](http://www.police.govt.nz)

## Controller and Auditor-General

The role of the Controller and Auditor-General is to assist Parliament to strengthen the effectiveness, efficiency and accountability of public sector organisations, including local government organisations.

The Controller and Auditor-General is independent of the Government, and has the power to make inquiries and report to Parliament.

Contact details:

Office of the Controller and Auditor-General  
PO Box 3928  
Wellington 6140  
Phone: +64 (04) 917 1500  
Fax: +64 (04) 917 1549  
Email: [enquiry@oag.govt.nz](mailto:enquiry@oag.govt.nz)  
Web: [www.oag.govt.nz](http://www.oag.govt.nz)

## Director of the Serious Fraud Office (SFO)

The SFO is responsible for complex or serious fraud investigations and prosecutions. This doesn't include more common dishonesty offences, which are a Police matter.

The Director of the SFO is required to act independently in all matters relating to any decision to investigate any suspected case of serious or complex fraud, or to take proceedings relating to any such case.<sup>17</sup>

Information provided to the SFO is assessed objectively against set criteria to determine whether that information justifies the launch of a new investigation. These criteria include:

- the financial value of the alleged fraud (typically in excess of \$2,000,000);
- the number of victims impacted by the alleged fraud;
- the factual, legal and financial complexity of the alleged fraud;
- the likelihood of a custodial sentence if the alleged fraud led to convictions;
- the preventative impact of a successful prosecution on the wider fraud landscape in New Zealand.

Contact details:

Director of the Serious Fraud Office  
PO Box 7124  
Auckland 1141  
Phone: +64 (9) 303 0121  
Fax: +64 (09) 303 0142  
Email: [complaints@sfo.govt.nz](mailto:complaints@sfo.govt.nz)  
Web: [www.sfo.govt.nz](http://www.sfo.govt.nz)

## Inspector-General of Intelligence and Security

The Inspector-General is an independent office established under the Inspector-General of Intelligence and Security Act 1996.

The role of the Inspector-General is to assist the Minister responsible for the New Zealand Security Intelligence Service (NZSIS) and the Government Communications Security Bureau (GCSB) in the oversight and review of those intelligence agencies. This includes inquiring into:

- matters relating to compliance by an intelligence agency with the law of New Zealand; and
- complaints by any New Zealand person or employee or former employee of an intelligence agency that they have been adversely affected by the acts or omissions of that agency.<sup>18</sup>

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<sup>17</sup> See section 30 of the Serious Fraud Office Act 1990.

<sup>18</sup> See section 11 of the Inspector-General of Intelligence and Security Act.

Contact details:

PO Box 5609  
Wellington 6145  
Phone: +64 (04) 473 8672  
Fax: +64 (04) 473 8534  
Email: [Irene.white@justice.govt.nz](mailto:Irene.white@justice.govt.nz)

## Parliamentary Commissioner for the Environment

The Parliamentary Commissioner for the Environment has wide-ranging powers to investigate environmental concerns.

The Commissioner's functions include:

- reviewing the system of agencies and processes set up by the Government to manage the country's resources, and reporting to the House of Representatives;
- investigating the effectiveness of environmental planning and management by public authorities, and advising them on remedial action;
- investigating any matter where the environment may be or has been adversely affected, advising on preventative measures or remedial action, and reporting to the House;
- reporting, on a request from the House or any select committee, on any petition, Bill, or any other matter which may have a significant effect on the environment;
- inquiring, on the direction of the House, into any matter that has had or may have a substantial and damaging effect on the environment;
- undertaking and encouraging the collection and dissemination of information about the environment; and
- encouraging preventive measures and remedial actions to protect the environment.

Contact details:

Parliamentary Commissioner for the Environment  
PO Box 10-241  
Wellington 6143  
New Zealand  
Phone: +64 (04) 471 1669  
Fax: +64 (04) 495 8350  
Email: [pce@pce.parliament.nz](mailto:pce@pce.parliament.nz)  
Web: [www.pce.parliament.nz](http://www.pce.parliament.nz)

## Independent Police Conduct Authority (IPCA)

The IPCA's role is to consider complaints of misconduct or neglect of duty by any member of the Police, or concerning any practice, policy or procedure of the Police affecting the person or body of persons making the complaint in a personal capacity.

The IPCA is not authorised to investigate any matter relating to the terms and conditions of service of any person as a member of the Police.

Contact details:

Independent Police Conduct Authority  
PO Box 5025  
Wellington 6145  
Phone: +64 (04) 499 2050  
Fax: +64 (04) 499 2053  
Email: [enquiries@ipca.govt.nz](mailto:enquiries@ipca.govt.nz)  
Web: [www.ipca.govt.nz](http://www.ipca.govt.nz)

## Solicitor-General

The Solicitor-General is the Chief Executive of the Crown Law Office.

The Crown Law Office provides legal advice and representation services to the government in matters affecting the executive government, particularly in the areas of criminal, public and administrative law. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law, and protection of the revenue. The Office administers the prosecution process in the criminal justice system, in particular, trials on indictment before juries.

Independently the Solicitor-General can exercise a number of public interest functions which may arise out of the common law or be conferred by statute. The role of "appropriate authority" falls into this category.

The Crown Law Office is not, however, an investigatory body. In practice, while the Solicitor-General may be well placed to co-ordinate a response, most protected disclosures will be referred to another more appropriate agency.

Contact details:

Solicitor-General  
Crown Law Office  
PO Box 2858  
Wellington 6140  
Phone: +64 (04) 472 1719  
Fax: +64 (04) 473 3482  
Web: [www.crownlaw.govt.nz](http://www.crownlaw.govt.nz)



## State Services Commissioner

The State Services Commissioner provides leadership through a range of activities including statutory functions and powers under the State Sector Act 1988. These functions include appointing and developing public service chief executives, and advising the government on the performance of public service departments and agencies. The Commissioner sets the minimum standards of integrity and conduct for the state services which are promulgated in a code of conduct for state servants.

Under the State Sector Act, chief executives of public service departments are responsible to their Minister for carrying out the functions and duties of their department, and for the general conduct of their department. In matters relating to decisions on individual employees, the chief executive of a department is not responsible to the Minister but must act independently. However, while the Commissioner usually cannot intervene in matters on individual employees, the chief executive is accountable to the Commissioner for their performance as a chief executive. Further, in matters relating to integrity and conduct, the Commissioner has the power to carry out investigations into breaches of the code of conduct.

Contact details:

State Services Commissioner  
PO Box 329  
Wellington 6140  
Phone: +64 (04) 495 6600  
Fax: +64 (04) 495 6686  
Email: [commission@ssc.govt.nz](mailto:commission@ssc.govt.nz)  
Web: [www.ssc.govt.nz](http://www.ssc.govt.nz)

## Health and Disability Commissioner

The role of the Health and Disability Commissioner is to investigate complaints about persons or bodies that provide health care or disability services. The Commissioner can make public statements and publish reports on any matter affecting the rights of health and disability consumers and can bring matters that impact on the public interest, particularly public safety, to the attention of any appropriate persons.

Contact details:

Health and Disability Commissioner  
PO Box 11934  
Wellington 6142  
Phone: 0800 112 233  
Email: [hdc@hdc.org.nz](mailto:hdc@hdc.org.nz)  
Web: [www.hdc.org.nz](http://www.hdc.org.nz)

## Other appropriate authorities

In addition to the authorities listed above, every head of a public sector organisation is an appropriate authority. Some of them have statutory powers of investigation.

Private sector bodies having disciplinary powers over members of a profession or calling are also appropriate authorities.

## Referral of protected disclosures between appropriate authorities

A protected disclosure may be referred from one appropriate authority to another if the receiving authority considers that the disclosure can be “*more suitably and conveniently investigated*” by the other authority. Where this happens the authority that receives the referral must promptly notify the whistle-blower. Referral in this way does not affect the protections available under the legislation.

## What can the Ombudsman do?

The Ombudsman’s role is to provide information and guidance to employees who want to make protected disclosures. As an “appropriate authority” the Ombudsman can also receive protected disclosures in certain circumstances.

## Information and guidance

The Ombudsman can provide information and guidance to an employee on any matter relating to the PDA.

If an employee notifies the Ombudsman that he is she has made or is considering making a protected disclosure, the Ombudsman must provide information and guidance on the following matters:

- the kinds of disclosures that are protected under the PDA;
- the manner in which, and the persons to whom, information can be disclosed under the PDA;
- the role of each [appropriate authority](#);
- the [protections and remedies](#) available under PDA and the HRA;
- how information disclosed to one appropriate authority may be referred to another appropriate authority.

## Receiving protected disclosures

The Ombudsman is an “appropriate authority” to whom protected disclosures can be made in certain circumstances.

You can make a protected disclosure to the Ombudsman if you believe on reasonable grounds:

- that the head of your organisation is or may be involved in the serious wrongdoing; or
- it is justified because the urgency of the matter to which the disclosure relates, or some other exceptional circumstances; or
- you’ve made the disclosure in accordance with your organisation’s internal procedures, but there’s been no action or recommended action within 20 working days.<sup>19</sup>

You can also make a protected disclosure to the Ombudsman if you’ve already made it in accordance with your organisation’s internal procedures, or to the head of your organisation, or to another appropriate authority, but you believe on reasonable grounds that the person or authority to whom it was made:

- has decided not to investigate the matter; or
- has decided to investigate but has not made progress with the investigation within a reasonable period of time; or
- has investigated but not taken or recommended any action.<sup>20</sup>

The Ombudsman can’t receive disclosures about serious wrongdoing in or by intelligence and security agencies. Such disclosures can only be made to the Inspector-General of Intelligence and Security.

## What will the Ombudsman do with a protected disclosure?

When the Ombudsman receives a disclosure he or she will consider whether the various tests in the legislation are made out.

For instance:

- Does the person making the disclosure qualify as an “employee”?
- Does the disclosure relate to “serious wrongdoing” in or by an organisation?
- Has the disclosure been made in accordance with the procedures set out in the Act?

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<sup>19</sup> See section 9 PDA.

<sup>20</sup> See section 10 PDA.

If a disclosure does not meet the various tests, the Ombudsman will provide advice and guidance to the person.

Sometimes a disclosure that doesn't meet the threshold for "serious wrongdoing" might still be a matter the Ombudsman can inquire into under the Ombudsmen Act 1975, and consideration will be given to this as well.

If a disclosure does meet the various tests, the Ombudsman will consider what the best course of action is to address the matter.

This could include referring the protected disclosure to another appropriate authority or Minister. This may be because the disclosure can be more suitably and conveniently investigated by another appropriate authority and / or because the Ombudsman doesn't have the power to inquire into the matter him or herself.

The Ombudsman can investigate a protected disclosure where that is warranted. However, the Ombudsman can only investigate serious wrongdoing in or by **public sector organisations**.

The Ombudsman's wide powers of investigation under the Ombudsmen Act apply to the investigation of a protected disclosure. However, a protected disclosure is not a complaint under the Ombudsmen Act. While an Ombudsman is authorised to investigate a disclosure in respect of a public sector organisation, whether it will be investigated is at the Ombudsman's discretion. Section 15E(2) of the PDA provides:

- (2) *The Ombudsmen have the same powers in relation to investigating a disclosure of information made under this Act as Ombudsmen have in relation to a complaint under the Ombudsmen Act 1975, but are not bound to investigate the disclosure of information.)*

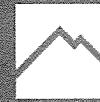
## Contact details

You can ask us for information and guidance, or contact us for the purpose of making a protected disclosure, in writing or orally. Your enquiries will be treated in confidence, and dealt with by our specialist staff.

Our contact details are as follows:

The Ombudsman  
PO Box 10152  
Wellington 6143  
Phone: 0800 802 602  
Fax: +64 (04) 471 2254  
Email: [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz)  
Web: [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

# *Appendix 4*



# Protected Disclosures – Whistleblower Policy

## Overview

This document is to detail how the Protected Disclosures Act 2000 will be implemented by QLDC

## Contents

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## Introduction

### Purpose

1. Provide employees of QLDC with the names of persons to whom they can disclose a serious wrongdoing and a process under which disclosure can be made.
2. Advise employees disclosing serious wrongdoing of the protections available to them (e.g. identity kept confidential, protection from civil and criminal liability).
3. Ensure that all serious wrongdoings are investigated appropriately and that specific action is taken to remedy any wrongdoing.
4. Comply with the Protected Disclosures Act 2000, which requires public sector organisations to have an internal procedure in which employees can disclose serious wrongdoing.
5. Ensure that employees are aware of alternative persons/organisations that they can disclose serious wrongdoing to when the internal procedure is not appropriate.

### Scope

This document applies to:

- All employees and former employees of QLDC
- Any person seconded to QLDC
- Any person engaged or contracted under a contract for services to do work with QLDC
- Any person who is engaged as a volunteer by QLDC;

For the purposes of this document the terms 'employee' and 'employees' include all of the above.

## Protected Disclosure - Whistleblower

### Associated documents

Other documents that are relevant to the contents of this document are:

| Type           | Title                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QLDC Corporate | <ul style="list-style-type: none"> <li>• Discipline and Dismissal</li> <li>• QLDC Code of Conduct</li> <li>• Professional and Statutory Liability Policy</li> <li>• Fraud Policy</li> </ul>                                                                                                                                                                                                                     |
| Legislation    | <ul style="list-style-type: none"> <li>• Employments Relations Act 2000</li> <li>• Local Government Act 2002</li> <li>• Local Government Official Information and Meetings Act 1987</li> <li>• Ombudsmen Act 1973</li> <li>• Protected Disclosures Act 2000</li> <li>• Privacy Act 1993</li> </ul> <p><i>Note: Any legislation referred to should be interpreted as meaning the Act and its amendments.</i></p> |
| Other          | <ul style="list-style-type: none"> <li>• Employment Agreements</li> </ul>                                                                                                                                                                                                                                                                                                                                       |

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Authorised by: CE

## ***Protected Disclosure - Whistleblower***

### **An Explanation of ‘Serious Wrongdoing’**

**Purpose of the Act**                      The purpose of the Protected Disclosures Act 2000 (‘the Act’), commonly known as the ‘Whistleblower Act’, is to promote the public interest:

- a. by facilitating the disclosure and investigation of matters of serious wrongdoing in or by an organisation; and
- b. by protecting employees who, in accordance with the Act, make disclosures of information about serious wrongdoing in or by an organisation.

**Protected disclosure definition**                      A disclosure will be a ‘protected disclosure’ if:

1. the information is about serious wrongdoing in or by that organisation;
2. the employee believes on reasonable grounds that the information is true or likely to be true;
3. the employee wishes to disclose the information so that the serious wrongdoing can be investigated; and
4. the employee wishes the disclosure to be protected.

A protected disclosure can only relate to ‘serious wrongdoing’ as defined below.

**Serious Wrongdoing: definition**                      ‘Serious wrongdoing’ is defined in the Act to include:

- an unlawful, corrupt, or irregular use of public funds or public resources;
- an act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment;
- an act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial;
- an act, omission, or course of conduct that constitutes an offence; or
- an act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

**Examples**                      **Examples of serious wrongdoing are:**

- a situation where persons responsible to, or who work in relation to, public finance, are corrupt in relation to their use of the finance, or who use the finance in any unlawful way.
- any violent or abusive actions towards other persons that would constitute an offence.

**A serious wrongdoing is not:**

- something that is not unlawful or offensive but which you may not approve of.

#### **Not sure?**

If you are not sure whether a matter is a serious wrongdoing, you may make a disclosure under this Policy.

- The person responsible for your disclosure can determine whether or not the matter is a serious wrongdoing.

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## ***Protected Disclosure - Whistleblower***

**Disclosures that  
are not  
protected**

A disclosure is not protected if the information disclosed is subject to legal professional privilege. This includes information prepared by or for lawyers for the purpose of giving or receiving legal advice. It also includes documents prepared to enable lawyers to conduct or advise on litigation.

A disclosure is not a protected disclosure if an employee makes an allegation they know to be false or they otherwise act in bad faith.

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## Protected Disclosure - Whistleblower

### Making Disclosure

#### Before making disclosure

##### Usual reporting lines first

In general, QLDC employees should use their normal management reporting lines to report serious wrongdoings. In most instances an employee will be able to achieve a satisfactory outcome by reporting the serious wrongdoing to their own manager, the General Manager of their service, or some other senior staff member.

However, there may be occasions when an employee either:

- reports a serious wrongdoing through their normal management reporting lines and they believe on reasonable grounds that the outcome leaves the serious wrongdoing uncorrected or creates a further serious wrongdoing; or
- believes on reasonable grounds that if they report the serious wrongdoing through their normal management reporting lines there may be retaliatory action against them; or
- believes on reasonable grounds that their manager is involved in the serious wrongdoing or is closely associated with people involved in the serious wrongdoing.

If any of the above circumstances apply the employee can make use of the internal procedure for disclosure in accordance with the Act (see below).

#### Internal procedure for making a disclosure

If a QLDC employee believes they have grounds for making a protected disclosure of serious wrongdoing, as defined above, they should make that disclosure, in confidence, to:

##### IN CONFIDENCE

The Chief Executive

QLDC

Private Bag

Queenstown

(phone 03 450 1758)

##### Disclosure by letter

If the employee reports the serious wrongdoing by letter, they should include details of how they can be contacted. Unless the employee requests otherwise, they will be contacted discreetly within five working days to discuss how the matter should be handled.

##### Escalation

Where an employee believes on reasonable grounds either that the above person is or may be involved in the serious wrong-doing, or is closely associated with the people involved in the serious wrongdoing, the employee may make the disclosure to **General Manager, Corporate Services**.

If the employee believes on reasonable grounds that the Chief Executive is or may be involved in the serious wrongdoing they may report the matter to an

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## Protected Disclosure - Whistleblower

'appropriate authority' (see below).

### Disclosure to an outside authority (External Disclosure)

An employee may be protected by the Act when making disclosure to an 'appropriate authority' (see below) outside QLDC where the employee believes on reasonable grounds:

- that QLDC's Chief Executive is or may be involved in the serious wrongdoing;
- that immediate reference to an 'appropriate authority' (as defined below) is justified by the urgency of the matter or some other exceptional circumstances; or
- there has been no action or recommended action on the matter to which the disclosure relates within 20 working days of the employee having made the disclosure in accordance with QLDC's internal procedure.

### Appropriate Authority

The employee may choose the authority or authorities most relevant to the nature of the serious wrongdoing he or she is disclosing. The Act says 'appropriate authority', without limiting the meaning of that term, includes:

- The Commissioner of Police.
- The Controller and Auditor-General
- The Director of the Serious Fraud Office
- The Inspector-General of Intelligence & Security
- An Ombudsman
- The Parliamentary Commissioner for the Environment.
- The Police Complaints Authority
- The Solicitor-General
- The State Services Commissioner
- the head of every public sector organisation (as defined under the State Sector Act 1988)
- a private sector body which comprises members of a particular profession or calling and which has powers to discipline its members.

The Act specifically states that 'appropriate authority' does not include a Minister of the Crown or a member of Parliament. Similarly in a local government context elected members or the Mayor should not be considered an 'appropriate authority.'

### Disclosure to Minister of the Crown Ombudsman

If an employee has made a disclosure in accordance with the above provisions and they believe on reasonable grounds that the person or appropriate authority to whom the disclosure was made:

- i. has decided not to investigate the matter;
- ii. has decided to investigate the matter but has not made progress with the investigation within a reasonable time after the date on which the disclosure was made to the person or appropriate authority; or
- iii. has investigated the matter but has not taken any action in respect of the matter nor recommended the taking of action in respect of the matter, as the case may require;

and the employee continues to believe on reasonable grounds that the information disclosed is true or likely to be true, the employee can make a disclosure to a Minister of the Crown or an Ombudsman.

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## ***Protected Disclosure - Whistleblower***

### **QLDC as an appropriate authority**

In some circumstances, QLDC may be an appropriate authority, as defined in the Act, which is able to receive protected disclosures relating to serious wrongdoing in respect of other organisations. Any disclosure of this nature that is received will be dealt with in accordance with the relevant statutory requirements.

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*Continued on next page*

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## ***Protected Disclosure - Whistleblower***

### **Protection**

#### **Disclosures that are not protected**

An employee is not authorised to disclose information protected by legal professional privilege.  
This includes information prepared by or for lawyers for the purpose of giving or receiving legal advice. It also includes documents prepared to enable lawyers to conduct or advise on litigation.  
A disclosure is not a protected disclosure if an employee makes an allegation they know to be false or they otherwise act in bad faith.

#### **Protection provided**

If an employee makes a protected disclosure of information in accordance with the above procedure, or refers a protected disclosure of information to an appropriate authority for investigation, they will have the following protection:

1. In the unlikely event of retaliatory action by QLDC against the employee for making or referring the disclosure, the employee may have grounds for a personal grievance action against QLDC (this applies only to employees within the meaning of the Employment Relations Act 2000).
2. The employee will be immune from any civil or criminal proceeding or any disciplinary proceeding by reason of having made or referred that disclosure of information.

This protection overrides any enactment, rule of law, contract, oath or practice, including the Privacy Act 1993 and codes made under that Act.

#### **Immunity**

The employee may not be immune from civil or criminal or disciplinary proceedings if they were personally involved in the serious wrongdoing they disclose.

However their cooperation in reporting the wrongdoing will be taken into account in decisions on any action that may be taken against them.

#### **Confidentiality**

As a general rule, the identity of an employee who makes a protected disclosure must be kept confidential. The person to whom a protected disclosure is made or referred must use his or her best endeavours not to disclose information that might identify the employee.

#### **Exceptions**

There are exceptions to this general rule which are:

- a. where the employee consents in writing to the disclosure of their identity;
- b. the person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information;
  - i. is essential to the effective investigation of the allegations in the protected disclosure;
  - ii. is essential to prevent serious risk to public health or public safety or the environment; or

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## ***Protected Disclosure - Whistleblower***

- iii. is essential having regard to the principles of natural justice.

### **Grounds for refusing identification**

This confidentiality provision can be cited by QLDC as a ground for refusing disclosure of information requested pursuant to the Local Government Official Information and Meetings Act 1987, if that disclosure might identify a person who has made a protected disclosure.

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*Continued on next page*

Date Issued: September 2014  
RP : 24 mths

Issued by: Manager, Human Resources  
Authorised by: CE

## ***Protected Disclosure - Whistleblower***

### **Timing**

#### **Timeline**

The table below shows the estimated time line for investigating and development of an Implementation Plan by the Receiver of the information (usually the Chief Executive or the General Manager, Corporate Services).

| <b>Working Day(s)</b> | <b>Action/Activity</b>                                                                                                                                                                                                                                                                                                                              |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | Employee discloses information to the Receiver.                                                                                                                                                                                                                                                                                                     |
| 2                     | The Receiver will talk to the employee about the details of the serious wrongdoing.                                                                                                                                                                                                                                                                 |
| 3-14                  | The Receiver must carry out an investigation in accordance with the procedures set out in the policy.                                                                                                                                                                                                                                               |
| 15                    | Investigation must be completed and where appropriate the receiver will ensure the employee is aware of the investigation and outcome.                                                                                                                                                                                                              |
| 15-18                 | The Receiver must have completed a plan of action (following completion of the investigation) and the Receiver and persons appointed by him or her must begin implementing the plan.                                                                                                                                                                |
| 20                    | The Receiver and persons appointed by him or her must have implemented the plan and must ensure that the recommendations made in the plan are effectively being met. Note that if the Receiver has not taken this action within 20 working days of receiving the disclosure, then the employee may make the disclosure to an appropriate authority. |

Date Issued: September 2014  
RP : 24 mths

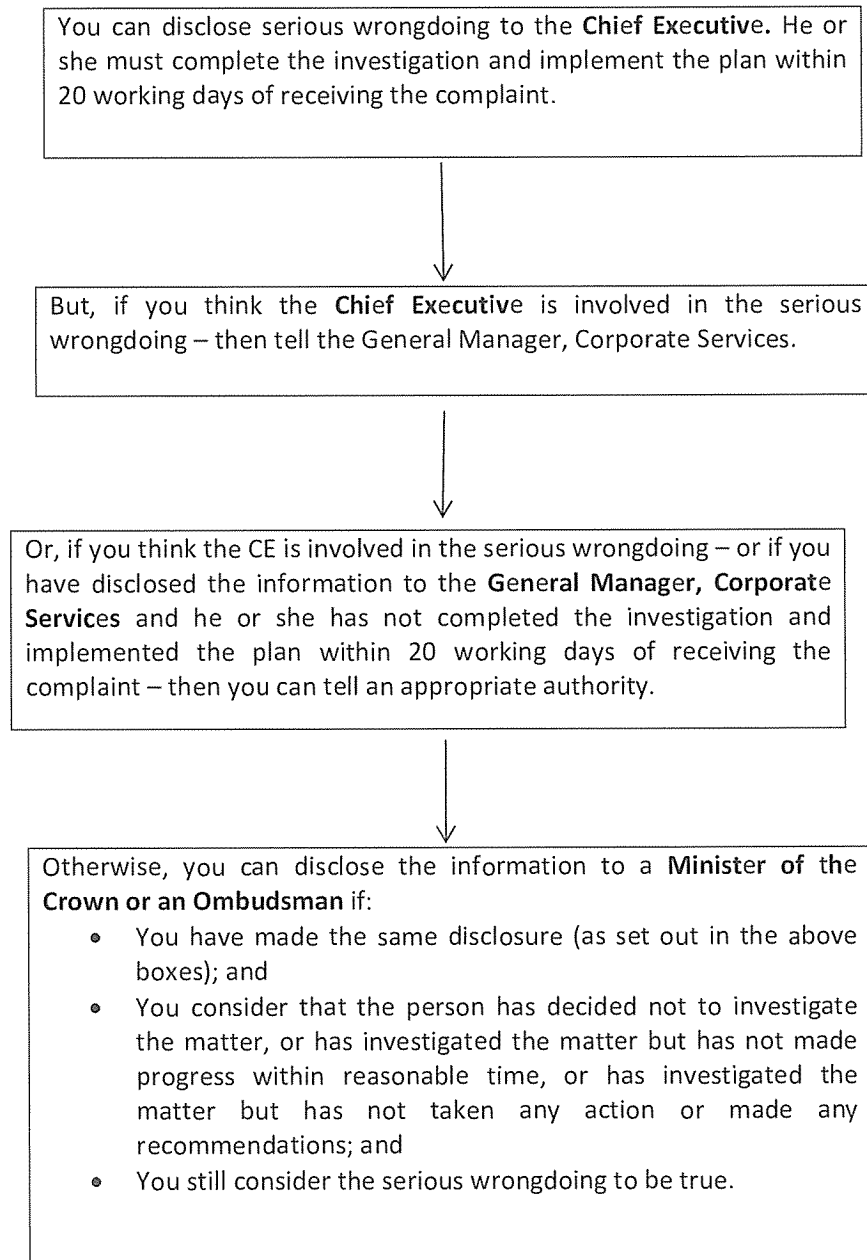
Issued by: Manager, Human Resources  
Authorised by: CE

## Protected Disclosure - Whistleblower

### Deciding Who to Disclose To

#### Decision chart

The diagram below shows the options when deciding who to contact to Receive your disclosure.



Date Issued: September 2014  
RP : 24 mths

Issued by: Manager, Human Resources  
Authorised by: CE



# Attachment 5

# Memorandum

**Subject:** Youth Development Programme Update - September 2017

**To:** Policy/Planning Committee

**From:** Katrina Gray, Senior Policy Analyst/Planner

**Date:** 18 August 2017

**File:** 4-EN-12-4

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## 1 Background

1.1 Council's Youth Policy (adopted in 2012), has the aim:

*"To create a family-friendly District which is a great place to raise a family, where children and young people are valued for their contribution to the community and are given an experience of childhood and adolescence that they will want for their own children in due course".*

1.2 Council has approved \$60,000 for youth development in 2017/18. This money is being spent on the employment of two part-time youth co-ordinators, one for the southern area, and one for the north. Since the resignation of the Northern Youth Co-ordinator, the position is currently being filled 6 hours per week on an interim basis.

1.3 The outcomes that Council is seeking are:

- Regular engagement with young people in the District
- Implementation of a youth-led programme of activities, including holiday programmes and a Youth Forum
- A pool of trained volunteers to support and/or lead youth activities
- Fundraising and sponsorship secured to enable the activities to take place
- Activities during Youth Week and administration of the Rangitikei Youth Awards Scheme

## 2 Youth development programme

2.1 For the both the northern and southern areas, a work programme has been developed for Term 3 ([Appendix 1](#)). Progress will be reported monthly to the Committee.

## 3 Recommendation

3.1 That the Memorandum 'Youth Development Programme Update - September 2017' be received.

| Outcomes – South - Term 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Timeframe           | Progress for the month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Progress for the term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comments                                                                                                                                                 |
| <b>Youth Forum</b> <ul style="list-style-type: none"> <li>80 students</li> <li>Students have learnt new skills – measured through post-forum evaluation</li> <li>15 student champions – have learnt leadership skills, increased confidence and teamwork</li> <li>Increase use of youth zone and participation in activities following the forum.</li> <li>Input from students into the development of the youth zones.</li> </ul>                                                                                                       | 25 September 2017   | <p>Youth Forum was held with 45 students in attendance. Numbers were lower than the 70 who RSVP'd.</p> <p>Feedback from the youth who attended and the school principals was really positive.</p> <p>The speakers provided the youth with inspirational stories, and skills such as increased confidence, creative writing, life mapping, acting, memorisation, drug and alcohol support. Student leaders provided significant support in organising and running the day.</p> <p>Learnings from the day will be documented during October.</p> | <p>Planning started in August 2017. During August a draft programme was developed and speakers were sought. Meetings were held with the high schools to gauge interest. All high schools were interested in sending their students.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>The Youth Forum has been funded by a grant from the Health Promotion Agency.</p> <p>The Forum will be a district-wide event, but held in Taihape.</p> |
| <b>Co-ordinate the Term 3 Holiday programme</b><br><i>Purpose - to give youth FUN things to do during the holidays, build relationships with other young people in a supportive environment.</i> <ul style="list-style-type: none"> <li>Development of programme.</li> <li>Co-ordination of agencies/volunteers to put on events.</li> <li>Advertising of the programme.</li> <li>Involvement of all local communities.</li> <li>Fill in gaps for the programme.</li> </ul> <p>Target – 50 different youth throughout the programme.</p> | 2 – 13 October 2017 | <p>Holiday programme was finalised during September the activities include;</p> <ul style="list-style-type: none"> <li>Taco Tuesday, sports and team building, youth space open, local music night, bug house building, Wanganui day, movie.</li> </ul> <p>Advertising has gone out on social media, Council's website, posters, schools, Project Marton newsletter.</p>                                                                                                                                                                       | <p>Planning started August 2017. A draft holiday programme was developed in accordance with the youth.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Activities run from the Marton Youth Zone will be based on suggestions and request received from students.</p>                                        |
| <b>Facilitate a Youth Committee</b> <ul style="list-style-type: none"> <li>To give a youth voice to the youth development programme.</li> <li>Fortnightly meetings</li> <li>Involvement and leadership opportunities in the Youth Forum.</li> <li>Increase youth leadership opportunities</li> </ul>                                                                                                                                                                                                                                     | Fortnightly         | <p>The students from the Youth Committee were involved in running the Youth Forum. This included MC's, organising registrations etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                       | <p>One meeting was held in August. The meeting was focused on the students' involvement in the Youth Forum. The Youth Committee were interested in taking leadership roles in the organisation of the event.</p> <p>Students were also approached to feed into the holiday programme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                          |
| <b>Youth Zone</b> <ul style="list-style-type: none"> <li>Assist volunteers to run activities from the youth zone. <ul style="list-style-type: none"> <li>Assistance to facilitate a weekly Wednesday activity and a monthly movie night. Increasing numbers to an average of 10 youth per event.</li> </ul> </li> </ul>                                                                                                                                                                                                                  | Weekly              | <p>Wednesday sessions have been ongoing. Following the placement of signs on key traffic routes there has been slightly more interest, with two of the sessions attracting 2 students each (different students).</p> <p>Advertising has been happening through social media, with the schools, posters.</p>                                                                                                                                                                                                                                    | <p>Tuesday sessions were being run by Youth Line until end of term 3. Numbers were minimal. However, they have stopped providing these services due to a change in work schedule.</p> <p>Wednesday sessions started on 23 August, being run by a volunteer and Gillian. There was been no interest in the first two sessions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                          |
| <b>Youth Awards</b><br>Purpose – to celebrate youth success/achievement. <ul style="list-style-type: none"> <li>Advertise and award.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | August 2017         | <p>The youth that received awards were also awarded at their school organisation.</p> <p>This process is now completed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Youth awards were advertised, with a total of four applications received. An awards ceremony was held in the Council Chambers on 16 August 2017. The event was advertised through Facebook, newspaper, school notices and newsletters and posters. There were four nominations, two from Marton and two from Taihape. All four were well deserving. Feedback received from the recipients was that the award was a significant achievement that they were proud of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | .                                                                                                                                                        |
| <b>Funding</b> <ul style="list-style-type: none"> <li>HPA Community Action on Alcohol Partnership Fund – Smashed and Stoned</li> <li>HPA Community Action on Alcohol Partnership Fund – Youth Events Programme 2017</li> <li>MYD Youth Partnership Fund</li> <li>Youth in Civil Defence Fund</li> </ul>                                                                                                                                                                                                                                  | Ongoing             | <p><u>MYD Youth Partnership Fund</u> – The application was unsuccessful.</p> <p><u>Youth Events Programme</u> – progress reported above.</p>                                                                                                                                                                                                                                                                                                                                                                                                   | <p><u>MYD Youth Partnership Fund</u> - An application was submitted for a programme focused on marginal girls. Funding was placed for Term 4 to target 10 girls in Marton and Term 1 2018 for girls in Taihape.</p> <p><u>Youth in Civil Defence</u> – An application was submitted jointly with Horowhenua District Council, for 10 youth to be involved in a civil defence camp. The camp would focus on teaching new skills in emergency preparedness to youth and inspiring them to become involved.</p> <p><u>Smashed and Stoned Facilitators Training</u> - was held during August. The training was run by Odyssey and delivered to 14 participants. The participants were from a range of agencies throughout the District. Feedback to date has identified that the training was worthwhile and the learnings have already been applied, or there are plans to apply them in the future.</p> <p><u>Youth Events Programme</u> – progress reported above.</p> |                                                                                                                                                          |
| <b>Convene Youth Advisory Group</b> <ul style="list-style-type: none"> <li>Monthly meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | Monthly             | <p>Youth Advisory Group met 5 September 2017. Discussion focused on updates from the previous month and upcoming projects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Meeting held 1 August 2017. Discussion on the holiday programme, purpose of the advisory group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                          |

| Outcomes – North - Term 3                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                               |                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme                                                                                                                                                                                                                                                                                                                                                                                                                          | Timeframe              | Progress for the month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Progress for the term                                                                                                                                                                                                                                         | Comments                                                                                                                                                    |
| <b>Co-ordinate the Term 3 Holiday programme</b><br><i>Purpose - to give youth FUN things to do during the holidays, build relationships with other young people in a supportive environment.</i> <ul style="list-style-type: none"> <li>Co-ordination of volunteers/agencies to put on events.</li> <li>Advertising of the programme.</li> </ul> Target – 50 different youth throughout the programme.                             | 2 – 13<br>October 2017 | The Youth Zone is remaining open during the school holidays. Additional activities, such as going to the movies will be held.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Planning started in September                                                                                                                                                                                                                                 | The last school holiday programme provided a good opportunity to talk with the young people. These discussions will flow into the Term 3 holiday programme. |
| <b>Youth Zone</b> <ul style="list-style-type: none"> <li>Assist volunteers to run activities from the youth zone.</li> <li>Continue to have the Youth Zone open 4 days per week.</li> </ul>                                                                                                                                                                                                                                        | Ongoing                | Volunteers open the Youth Zone as follows:<br>Mondays 3-5pm (13+)<br>Tuesdays 3-5pm (all ages)<br>Wednesday 3-5pm (all ages)<br>Thursday 3-5pm (all ages)<br>Thursday Night Live – 5.30-9pm (13+) pizza and movie night.<br>Also promoting Wednesday afternoon group at St David’s and Friday night youth group.<br><br>Highlights include <ul style="list-style-type: none"> <li>1 September 35 youth - which coincided with the TAS basketball team</li> <li>44 attended the Thursday Night Live activity – cards/movie + kai.</li> <li>Regular 7 youth attending.</li> </ul> | Ongoing improvements to the Youth Zone. <ul style="list-style-type: none"> <li>Playstation</li> <li>Pool table</li> <li>Table tennis table</li> <li>Chalk boards</li> <li>Carpet square</li> <li>Maintenance</li> <li>Poker table</li> <li>Toaster</li> </ul> | A pool of volunteers is slowly building to enable the youth zone to be open 4 days per week. Further weekly activities are being negotiated.                |
| <b>Northern Youth Advisory Group</b> <ul style="list-style-type: none"> <li>Monthly meetings</li> </ul>                                                                                                                                                                                                                                                                                                                            | Monthly                | Meeting held during September. The meeting focused on the weekly programme, venue upgrade and school holiday programme..                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Meetings held monthly.                                                                                                                                                                                                                                        |                                                                                                                                                             |
| <b>Youth Forum</b> <ul style="list-style-type: none"> <li>80 students</li> <li>Students have learnt new skills – measured through post-forum evaluation</li> <li>15 student champions – have learnt leadership skills, increased confidence and teamwork</li> <li>Increase use of youth zone and participation in activities following the forum.</li> <li>Input from students into the development of the youth zones.</li> </ul> | 25 September 2017      | Supported the Youth Forum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Organisation started in August.                                                                                                                                                                                                                               | Supportive role.                                                                                                                                            |

# Attachment 6

# Memorandum

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TO: Policy/Planning Committee

FROM: Blair Jamieson

DATE: 6 October 2017

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

FILE: 1-CO-4

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## 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 September 2017.

## 2 Meetings

| What?                                                                   | When/Where?                        | Why?                                                                                                                                                                           |
|-------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Southern Youth Advisory Committee                                       | 5 September<br>Marton              | Monthly meeting to discuss projects                                                                                                                                            |
| Rangitikei Heritage Group                                               | 5 September                        | Workshop on putting in a submission to the LTP                                                                                                                                 |
| Northern Youth Advisory Committee                                       | 14 September<br>Taihape            | Monthly meeting to discuss projects                                                                                                                                            |
| St Andrews Youth Programme Leader                                       | 29 September<br>Marton             | Meeting to critically review the Youth services Council provide and discuss areas Council can help facilitate other youth initiatives.                                         |
| Internal Review with all Council Youth Delivery Members – District Wide | 30 September - 1 October<br>Marton | Meeting with all members individually to critically review the Youth scope and services Council provide and discuss areas Council can help facilitate other youth initiatives. |

| What?                         | When/Where?         | Why?                                                                                                                                                                        |
|-------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Samoan Community Youth Liason | 3 October<br>Marton | Meeting to critically review the Youth services Council provide and discuss areas Council can improve its services to increase Samoan youth engagement with its programmes. |

### **3 Treasured Natural Environment Group**

- 3.1 The Treasured Natural Environment Group is working together to develop a range of events throughout the Rangitikei for Conservation week which runs from 14 – 22 October 2017.

### **4 Funding**

- 4.1 An update on all funding applications is summarised in [Appendix 1](#).
- 4.2 The funding application for the Youth Development Partnership Fund to target at risk female youth was unsuccessful.
- 4.3 There have been no funding applications submitted during this reporting period.
- 4.4 Funding has been successful for:
- Swim 4 All - \$4,000 from Whanganui Community Foundation.

### **5 Recommendation**

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

Blair Jamieson  
Strategy & Community Planning Manager

| 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                                                                      |
| 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                                                                      |



| 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               | 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 Bruce's Reserve | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder                            | Dec-17                |
| 17/PPL/044               | COGS                                          | Swim-4-All 2017/18 (\$10,000 applied for)                        | \$4,000     | For the swim programme in the coming season                         | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder                            | Sep-18                |
| 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. | Oct-17                |
| 17/AIN/046               | Lion Foundation                               | Drinking fountains in parks                                      | \$3,500     | Increased access to drinking water.                                 | RDC         | Lead                    | Contributed to application, implementation of RDC portion of project through Parks and Reserves Team. | Oct-17                |
| 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        |
| 17/PPL/077               | Community initiatives fund                    | Rangitikei Heritage for the publication of an historical memoir  | \$2,000     | Publishing memoir                                                   | RDC         | Lead                    | Prepared application, holds funds, manages project, reports back to funder                            | Jul-18                |
| 17/PPL/078               | Earle Trust                                   | Publishing of Les Vincent's memoir                               | \$8,000     | Publishing memoir                                                   | RDC         | Lead                    | Prepared application, holds funds, manages project, reports back to funder                            | Submitted August 2017 |

| 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/077               | Community initiatives fund                         | The feasibility of re-locating a church/community hall in Whangaehu.      | \$2,500    | Feasibility study                                                                                                                      | RDC                    | Lead                          | Prepared application, holds funds, manages project, reports back to funder                | Jul-18                    |
| 17/PPL/078               | Whanganui Community Foundation                     | Swim 4 All (applied for \$10,000)                                         | \$4,000    | To run the Swim 4 All programme.                                                                                                       | RDC                    | Lead agency, fundholder       | Contributed to application, holds funds, manages project, reports back to funder.         | Sep-18                    |
| 17/PPL/086               | Youth in Civil Defence                             | Camp for 10 youth to learn more about civil defence                       | \$5,000    | To implement Council's youth development proposals                                                                                     | RDC/<br>Horowhenua DC  | Joint lead agency             | Supported the preparation of the application, joint reporting, support for implementation | Submitted August 2017     |
| 17/PPL/086               | Ministry of Youth Development Partnership Fund     | Support up to 20 young girls to navigate teenage years. Mentoring/skills  | \$16,600   | To implement Council's youth development proposals. Provide support for at risk female youth                                           | RDC/ St Andrews Church | Joint lead agency, fundholder | Supported the preparation of the application, joint reporting, support for implementation | Not successful            |
| 17/PPL/086               | Tourism Infrastructure Fund                        | Ratana – footpaths, kerb and channel, bus parking, wastewater upgrade     | \$425,000  | Upgraded toilet facilities for Ratana                                                                                                  | RDC                    | Lead agency, fundholder       | Prepared application, holds funds, manages project, reports back to funder                | Submitted September 2017  |
| 17/PPL/089               | Health Promotion Agency Community Partnership Fund | Support for the Swim for All Programme. Free swimming lessons for Taihape | \$4,939.47 | Children up to 4 years of age will have access to free swimming lessons in Taihape (as is already the case with sponsorship in Marton) | RDC                    | Lead agency, fundholder       | Prepared application, holds funds, manages project, reports back to funder                | Submitted September 2017  |
| LTP                      | Lotteries Significant Projects Fund                | Capital contribution to the Bulls multi-purpose community centre          | \$500,000  | To develop the centre in Bulls                                                                                                         | RDC                    | Lead agency, fundholder       | Prepared application, holds funds, manages project, reports back to funder                | Submitted early September |

| Ref for Council decision | Fund                           | Project description                                              | How much  | Desired outcomes and milestones                                                 | Lead Agency | Council role              | Policy Team Role                                                           | Final report due          |
|--------------------------|--------------------------------|------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------|-------------|---------------------------|----------------------------------------------------------------------------|---------------------------|
| LTP                      | Tourism Infrastructure Fund    | Capital contribution to the Bulls multi-purpose community centre | \$300,000 | To develop the centre in Bulls                                                  | RDC         | Lead agency, fundholder   | Prepared application, holds funds, manages project, reports back to funder | Submitted early September |
|                          | 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  |
| 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                                                        | \$910,700 |                                                                                 |             |                           |                                                                            |                           |

# Attachment 7

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2017/18                                      |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                          | Sep-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 2016/17                                                                                                                                                                                                                                                                             | Work ongoing on Annual Report. To be signed off on 5 October meeting.                                                                                                                                                                                                                                                                                                                                                    | Complete Annual Report for sign off by Council in September 2018                                                                            |
|                                                                                       | 2018-28 Long Term Plan                                                                                                                                                                                                                                                                            | Workshops held for; Marton and Bulls wastewater, Community and Leisure Assets; strategic overview, Environmental and Regulatory Services group of activities, Revenue and Financing Policy worksheets                                                                                                                                                                                                                    | Two workshops per month                                                                                                                     |
|                                                                                       | Performance Framework: Resident's and Stakeholders' Surveys                                                                                                                                                                                                                                       | Improvement plans reported to September AIN/PPL meetings.                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Elections                                                                             | Commence Representation Review Process                                                                                                                                                                                                                                                            | Public notice of right to demand poll on electoral system                                                                                                                                                                                                                                                                                                                                                                | Further consideration of electoral system/Maori wards                                                                                       |
| Iwi/Maori Liaison                                                                     | Delivering the Māori Community Development Programme (two years funding) for to build capacity in hapu and iwi to take part in Council's strategic planning and decision-making<br><br>Review key outcomes of the Māori Community Development Programme for input into the 2018-28 Long Term Plan | Ngati Hauiti are in agreement of the newly developed Memorandum of Understanding that seeks to increase the level of engagement and relationship. The funding for the programmes now await invoicing before Council can deliver of the approved 2016/2017 funds for <i>Hapu Noho</i> . A small number of personal meetings need to happen before the review can be deemed pre-consulted/workable for the long term plan. | Ongoing hui to further refine goals for programme 2017/19                                                                                   |
| Council                                                                               | Delivery of programme of policy and bylaw review, focusing on review of non-statutory policies                                                                                                                                                                                                    | See below                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                             |
|                                                                                       | Co-ordinate actioning recommendations following the section 17A reviews                                                                                                                                                                                                                           | Nothing to report for this period.                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                             |
|                                                                                       | Co-ordinate preparation of submissions to government proposals and plans.                                                                                                                                                                                                                         | Submission on Low Emission Economy, Remuneration Authority's Consultation Document.                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                             |
|                                                                                       | Preparation of order papers that ensure compliant decision-making                                                                                                                                                                                                                                 | Order papers prepared for; Council, Policy/Planning Committee, Assets/Infrastructure Committee, Finance/Performance Committee                                                                                                                                                                                                                                                                                            | Preparation of relevant order papers.                                                                                                       |
| Policy and Bylaw Review                                                               | Compliance/end date                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                             |
| Finalisation of urban/rural stormwater drainage maps to complete Water Services Bylaw | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | Sections of the Bylaw ready for review.                                                                                                     |
| Rates Policy                                                                          | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                             |
| Section 17A review: Rural Water Schemes                                               | 16 August 2017                                                                                                                                                                                                                                                                                    | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | Erewhon Rural Water Supply review to be undertaken                                                                                          |
| Koitiata Waste Water Reference Group                                                  | tbc                                                                                                                                                                                                                                                                                               | No progress 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 2018 |
| Complaints Policy                                                                     | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                             |
| Urban Tree Plan                                                                       | 30 December 2017                                                                                                                                                                                                                                                                                  | Completed                                                                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Section 17A review: Libraries & Information Centres                                   | 16 August 2017                                                                                                                                                                                                                                                                                    | Completed                                                                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Policy to develop incentives for new home buyers                                      | 31 December 2017                                                                                                                                                                                                                                                                                  | Working group established - reporting to Finance/Performance Committee.                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                             |
| Review of Significance and Engagement Policy                                          | 1 October 2017                                                                                                                                                                                                                                                                                    | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | To be considered in September LTP workshop                                                                                                  |
| Policy on Development Contributions                                                   | 30 June 2018                                                                                                                                                                                                                                                                                      | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | To be considered in September LTP workshop                                                                                                  |
| Statement on development of Maori capacity to contribute to decision-making           | 30 June 2018                                                                                                                                                                                                                                                                                      | Working group has met. Outcomes will be reported back to TRAK in October.                                                                                                                                                                                                                                                                                                                                                | To be considered in October LTP workshop                                                                                                    |
| Revenue and Financing Policy                                                          | 30 June 2018                                                                                                                                                                                                                                                                                      | Continuing progress through the worksheets                                                                                                                                                                                                                                                                                                                                                                               | To be considered in LTP workshop                                                                                                            |

|                                                                                                                                                                                    |                                            |                                                  |                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Strategy<br>Associated review of Treasury Management Policies                                                                                                            | 30 June 2018                               | No progress during this period                   | To be considered by further LTP workshops.                                                                                                               |
| Infrastructure Strategy<br>Associated review of Asset Management Policies                                                                                                          | 30 June 2018                               | Continued development of AMPs                    | To be considered by further LTP workshops.                                                                                                               |
| Scoping report on the level of service for different ONRC classifications                                                                                                          | 30 September 2017                          | No progress during this period                   |                                                                                                                                                          |
| Policy on Council's relationships with community organisations in the District                                                                                                     | 30 June 2018                               | No progress during this period                   |                                                                                                                                                          |
| Policies relating to the regional growth study<br>1) Maintenance and Protection of Public Roads<br>2) Impact on rates of neighbouring properties on those planted for Manuka Honey | 1 October 2018                             | No progress during this period                   |                                                                                                                                                          |
| Earthquake-prone buildings - priority areas                                                                                                                                        | 11 July 1905                               | Initial proposal considered at September Council | Consultation, oral hearings, deliberations, adoption.                                                                                                    |
| Carried forward                                                                                                                                                                    | Reference for inclusion                    |                                                  |                                                                                                                                                          |
| Legal Compliance Project                                                                                                                                                           | Managing risk                              | No progress during this period                   | Finalise outstanding issues                                                                                                                              |
| Investigate policy developments in line with the Local Government Excellence Programme                                                                                             | tbc                                        | No progress during this period                   | Projects to be identified pending recommendations from assessment (not until after July, which is when Council expects to receive the assessment report) |
| Speed Limit Bylaw                                                                                                                                                                  | Request from the public                    | No progress during this period                   | Further consideration for Taihape (and possibly Ratana)                                                                                                  |
| Parking and Traffic Bylaw                                                                                                                                                          | Request from Finance/Performance Committee | Oral submissions at September Council            | Deliberations and adoption.                                                                                                                              |
| Other pieces of work                                                                                                                                                               | Reference for inclusion                    |                                                  |                                                                                                                                                          |

| ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2017/18 |                                                                                                                                                       |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                       | Sep-18                                                                                                                      |  |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|
| Major programmes of work outlined in the LTP/Annual Plan 2017/18  |                                                                                                                                                       |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                       |                                                                                                                             |  |
| What are they:                                                    | Targets                                                                                                                                               | Progress for this reporting period                                                                                                                                                                                                                                                                      | Planned for the next two months                                                                                                                                                                                       |                                                                                                                             |  |
| Give effect to the Food Act 2014                                  | Supporting local business in the final transition year                                                                                                | Regulations now in effect.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                       |                                                                                                                             |  |
| Regional collaboration over regulatory functions                  | Continue to engage in regional collaboration over regulatory functions                                                                                | Meeting held on 28 July 2017 PNC,RDC,RUAPEHU DC,WDC, CHBDC, TDC attended.                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |                                                                                                                             |  |
| Implementation of Buildings (Pools) Amendment Bill                | Start initial year of inspections as required by the Buildings (Pools) Amendment Act 2016 i.e. within six months of the anniversary date of each pool | Standards now approved for Alternative solutions                                                                                                                                                                                                                                                        | Compiled pool register, inspections started last week of August                                                                                                                                                       |                                                                                                                             |  |
| Online processing of regulatory functions                         | Trial online lodgement of building consents as the first stage towards online processing                                                              | 8 councils piloting process but RDC not one of them, waiting for feedback from pilot programme                                                                                                                                                                                                          |                                                                                                                                                                                                                       |                                                                                                                             |  |
| Resource Legislation Amendment Act                                | Prepare for the enactment and implementation                                                                                                          | Currently consulting on new fee structure                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |                                                                                                                             |  |
| Other regulatory functions                                        |                                                                                                                                                       |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                       |                                                                                                                             |  |
| What are they:                                                    | Targets                                                                                                                                               | Statistics for this month                                                                                                                                                                                                                                                                               | Narrative (if any)                                                                                                                                                                                                    | Year to Date                                                                                                                |  |
| Building Consents                                                 | Report on number of building consents processed, the timeliness and the value of consented work                                                       | 24 BC processed: 100% completed on time, average days to process was 7 days. Value of building work was \$705,880                                                                                                                                                                                       | RSA Canopy reinstatement valued at \$100,000, building alterations and extension work at James Cook School valued at \$211,246. All the rest of the work was polesheds, garages, woodfires, alterations and additions | 56 BC processed this year, value of work \$2,100,526.100% processed within 20 working days.                                 |  |
|                                                                   | Code of Compliance Certificates, Notices to Fix and Infringements issued.                                                                             | 24 CCC issued: 100% completed on time, average days to process was 1 days .2 NTF issued for failing to supply a current BWOFF and 12A documentation documents to the TA. 1 for converting shipping container to dwelling and 1 for changing the use of a building without obtaining a building consent. |                                                                                                                                                                                                                       | 51 CCC issued, 7 NTF                                                                                                        |  |
| Resource Consents                                                 | Report on:<br>a) number of land use consents issued and timeliness                                                                                    | 2 Land Use Resource Consents granted, 100% completed on time, average days to process was 16 days.                                                                                                                                                                                                      |                                                                                                                                                                                                                       | 3 Land Use consents granted                                                                                                 |  |
|                                                                   | b) subdivision consents and timeliness                                                                                                                | 1 Subdivision Resource Consent granted, 100% completed on time, average days to process was 16                                                                                                                                                                                                          |                                                                                                                                                                                                                       | 3 Subdivision Resource Consent granted                                                                                      |  |
|                                                                   | c) section 223 and 224 certification and timeliness,                                                                                                  | No section 223 and no section 224 certificates issued this month.                                                                                                                                                                                                                                       |                                                                                                                                                                                                                       | 4 s223 and 2 s224 certificates granted                                                                                      |  |
|                                                                   | 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.                                                | 152 New Dogs Registered, 9 Impounded, 31 Infringements, 3 destroyed                                                                                                                                                                                                                                     |                                                                                                                                                                                                                       | 4602 Total Dogs Registered, 36 Impounded, 31 Infringements, 12 destroyed, 171 Unregistered                                  |  |
| Bylaw enforcement                                                 | Enforcement action taken                                                                                                                              | No Letters regarding litter sent for explanation. No infringements.                                                                                                                                                                                                                                     |                                                                                                                                                                                                                       |                                                                                                                             |  |
| Liquor Licensing                                                  | Report on number and type of licences issued .                                                                                                        | Renew 2 Manager Certificates, 1 Special Licences, 1 Temporary Authority, Renew 1 On licence, 2 New Off licences                                                                                                                                                                                         |                                                                                                                                                                                                                       | Renew 4 Manager, 3 New Manager, 7 Specials, 3 Temporary Authorities, Renew 2 Clubs, Renew 2 On licences, 2 New Off Licences |  |

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2017/18                                      |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                          | Sep-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 2016/17                                                                                                                                                                                                                                                                             | Work ongoing on Annual Report. To be signed off on 5 October meeting.                                                                                                                                                                                                                                                                                                                                                    | Complete Annual Report for sign off by Council in September 2018                                                                            |
|                                                                                       | 2018-28 Long Term Plan                                                                                                                                                                                                                                                                            | Workshops held for; Marton and Bulls wastewater, Community and Leisure Assets; strategic overview, Environmental and Regulatory Services group of activities, Revenue and Financing Policy worksheets                                                                                                                                                                                                                    | Two workshops per month                                                                                                                     |
|                                                                                       | Performance Framework: Resident's and Stakeholders' Surveys                                                                                                                                                                                                                                       | Improvement plans reported to September AIN/PPL meetings.                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Elections                                                                             | Commence Representation Review Process                                                                                                                                                                                                                                                            | Public notice of right to demand poll on electoral system                                                                                                                                                                                                                                                                                                                                                                | Further consideration of electoral system/Maori wards                                                                                       |
| Iwi/Maori Liaison                                                                     | Delivering the Māori Community Development Programme (two years funding) for to build capacity in hapu and iwi to take part in Council's strategic planning and decision-making<br><br>Review key outcomes of the Māori Community Development Programme for input into the 2018-28 Long Term Plan | Ngati Hauiti are in agreement of the newly developed Memorandum of Understanding that seeks to increase the level of engagement and relationship. The funding for the programmes now await invoicing before Council can deliver of the approved 2016/2017 funds for <i>Hapu Noho</i> . A small number of personal meetings need to happen before the review can be deemed pre-consulted/workable for the long term plan. | Ongoing hui to further refine goals for programme 2017/19                                                                                   |
| Council                                                                               | Delivery of programme of policy and bylaw review, focusing on review of non-statutory policies                                                                                                                                                                                                    | See below                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                             |
|                                                                                       | Co-ordinate actioning recommendations following the section 17A reviews                                                                                                                                                                                                                           | Nothing to report for this period.                                                                                                                                                                                                                                                                                                                                                                                       | (Complete except for Hunterville Rural Water, to be included in LTP process)                                                                |
|                                                                                       | Co-ordinate preparation of submissions to government proposals and plans.                                                                                                                                                                                                                         | Submission on Low Emission Economy, Remuneration Authority's Consultation Document.                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                             |
|                                                                                       | Preparation of order papers that ensure compliant decision-making                                                                                                                                                                                                                                 | Order papers prepared for; Council, Audit/Risk Committee, Policy/Planning Committee, Assets/Infrastructure Committee, Finance/ Performance Committee                                                                                                                                                                                                                                                                     | Preparation of relevant order papers.                                                                                                       |
| Policy and Bylaw Review                                                               | Compliance/end date                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                             |
| Finalisation of urban/rural stormwater drainage maps to complete Water Services Bylaw | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | Sections of the Bylaw ready for review.                                                                                                     |
| Rates Policy                                                                          | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                             |
| Section 17A review: Rural Water Schemes                                               | 16 August 2017                                                                                                                                                                                                                                                                                    | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | (Complete except for Hunterville Rural Water, to be included in LTP process)                                                                |
| Koitiata Waste Water Reference Group                                                  | tbc                                                                                                                                                                                                                                                                                               | No progress 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 2018 |
| Complaints Policy                                                                     | tbc                                                                                                                                                                                                                                                                                               | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                             |
| Urban Tree Plan                                                                       | 30 December 2017                                                                                                                                                                                                                                                                                  | Completed                                                                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Section 17A review: Libraries & Information Centres                                   | 16 August 2017                                                                                                                                                                                                                                                                                    | Completed                                                                                                                                                                                                                                                                                                                                                                                                                | Completed                                                                                                                                   |
| Policy to develop incentives for new home buyers                                      | 31 December 2017                                                                                                                                                                                                                                                                                  | Working group established - reporting to Finance/Performance Committee.                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                             |
| Review of Significance and Engagement Policy                                          | 1 October 2017                                                                                                                                                                                                                                                                                    | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | To be considered at 5 October 2017 workshop                                                                                                 |
| Policy on Development Contributions                                                   | 30 June 2018                                                                                                                                                                                                                                                                                      | No progress during this period                                                                                                                                                                                                                                                                                                                                                                                           | To be considered at 5 October 2017 workshop                                                                                                 |



|                                                                                                                                                                                    |                                            |                                                                           |                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statement on development of Maori capacity to contribute to decision-making                                                                                                        | 30 June 2018                               | Working group has met. Outcomes will be reported back to TRAK in October. | To be considered in October LTP workshop                                                                                                              |
| Revenue and Financing Policy                                                                                                                                                       | 30 June 2018                               | Continuing progress through the worksheets                                | Complete review of activities in LTP workshops                                                                                                        |
| Financial Strategy                                                                                                                                                                 | 30 June 2018                               | No progress during this period                                            | To be considered by further LTP workshops.                                                                                                            |
| Associated review of Treasury Management Policies                                                                                                                                  |                                            |                                                                           |                                                                                                                                                       |
| Infrastructure Strategy                                                                                                                                                            | 30 June 2018                               | Continued development of AMPs                                             | To be considered by further LTP workshops.                                                                                                            |
| Associated review of Asset Management Policies                                                                                                                                     |                                            |                                                                           |                                                                                                                                                       |
| Scoping report on the level of service for different ONRC classifications                                                                                                          | 30 September 2017                          | No progress during this period                                            |                                                                                                                                                       |
| Policy on Council's relationships with community organisations in the District                                                                                                     | 30 June 2018                               | No progress during this period                                            |                                                                                                                                                       |
| Policies relating to the regional growth study<br>1) Maintenance and Protection of Public Roads<br>2) Impact on rates of neighbouring properties on those planted for Manuka Honey | 1 October 2018                             | No progress during this period                                            |                                                                                                                                                       |
| Earthquake-prone buildings - priority areas                                                                                                                                        | 11 July 1905                               | Initial proposal considered at September Council                          | Consultation, oral hearings, deliberations, adoption.                                                                                                 |
| Carried forward                                                                                                                                                                    | Reference for inclusion                    |                                                                           |                                                                                                                                                       |
| Legal Compliance Project                                                                                                                                                           | Managing risk                              | No progress during this period                                            | Finalise outstanding issues                                                                                                                           |
| Investigate policy developments in line with the Local Government Excellence Programme                                                                                             | tbc                                        | No progress during this period                                            | Projects to be identified pending recommendations from assessment (not until October, which is when Council expects to receive the assessment report) |
| Speed Limit Bylaw                                                                                                                                                                  | Request from the public                    | No progress during this period                                            | Further consideration for Taihape (and possibly Ratana)                                                                                               |
| Parking and Traffic Bylaw                                                                                                                                                          | Request from Finance/Performance Committee | Oral submissions at September Council                                     | Deliberations and (potentially) adoption.                                                                                                             |
| Other pieces of work                                                                                                                                                               | Reference for inclusion                    |                                                                           |                                                                                                                                                       |

## Service Request Breakdown for August 2017- First Response

| Service Requests<br>Department                              | Compliance<br>Current | Overdue  | Responded in time | Responded late | Grand Total |
|-------------------------------------------------------------|-----------------------|----------|-------------------|----------------|-------------|
| <b>Animal Control</b>                                       | <b>2</b>              |          | <b>80</b>         | <b>32</b>      | <b>114</b>  |
| Animal welfare concern                                      |                       |          | 6                 |                | 6           |
| Barking dog                                                 | 1                     |          | 10                | 9              | 20          |
| Dog attack                                                  |                       |          | 1                 | 1              | 2           |
| Dog property inspection (for Good Owner status)             |                       |          | 11                | 7              | 18          |
| Found dog                                                   |                       |          | 8                 | 4              | 12          |
| Lost animal                                                 |                       |          | 10                | 2              | 12          |
| Microchip dog                                               |                       |          | 1                 |                | 1           |
| Property investigation - animal control problem             |                       |          | 7                 |                | 7           |
| Roaming dog                                                 |                       |          | 12                | 1              | 13          |
| Rushing dog                                                 |                       |          |                   | 2              | 2           |
| Wandering stock                                             | 1                     |          | 14                | 6              | 21          |
| <b>Building Control</b>                                     |                       | <b>1</b> |                   | <b>2</b>       | <b>3</b>    |
| Property inspection                                         |                       | 1        |                   | 2              | 3           |
| <b>Environmental Health</b>                                 |                       | <b>6</b> | <b>31</b>         | <b>8</b>       | <b>45</b>   |
| Abandoned vehicle                                           |                       |          | 4                 |                | 4           |
| Dead animal                                                 |                       | 1        |                   | 1              | 2           |
| Dumped rubbish - outside town boundary (road corridor only) |                       |          | 2                 |                | 2           |
| Dumped rubbish - under bridges, beaches, rivers, etc        |                       |          | 2                 |                | 2           |
| Dumped rubbish - within town boundary                       |                       |          | 4                 | 1              | 5           |
| Livestock (not normally impounded)                          |                       | 1        | 1                 |                | 2           |
| Noise                                                       |                       | 4        | 17                | 6              | 27          |
| Vermin                                                      |                       |          | 1                 |                | 1           |
| <b>Grand Total</b>                                          | <b>2</b>              | <b>7</b> | <b>111</b>        | <b>42</b>      | <b>162</b>  |

Percentage responded to in time

**69%**

## Service Requests Breakdown August 2017 - Resolution

| Service Request<br>Department                               | Compliance        |                |          | Grand Total |
|-------------------------------------------------------------|-------------------|----------------|----------|-------------|
|                                                             | Completed in time | Completed late | Overdue  |             |
| <b>Animal Control</b>                                       | <b>43</b>         | <b>51</b>      |          | <b>94</b>   |
| Animal welfare concern                                      | 3                 |                |          | 3           |
| Barking dog                                                 | 5                 | 13             |          | 18          |
| Dog attack                                                  | 1                 | 1              |          | 2           |
| Dog property inspection (for Good Owner status)             | 5                 | 9              |          | 14          |
| Found dog                                                   | 3                 | 8              |          | 11          |
| Lost animal                                                 | 6                 | 3              |          | 9           |
| Microchip dog                                               | 1                 |                |          | 1           |
| Property investigation - animal control problem             | 5                 | 1              |          | 6           |
| Roaming dog                                                 | 7                 | 4              |          | 11          |
| Rushing dog                                                 |                   | 2              |          | 2           |
| Wandering stock                                             | 7                 | 10             |          | 17          |
| <b>Building Control</b>                                     |                   | <b>2</b>       |          | <b>2</b>    |
| Property inspection                                         |                   | 2              |          | 2           |
| <b>Environmental Health</b>                                 | <b>27</b>         | <b>8</b>       | <b>1</b> | <b>36</b>   |
| Abandoned vehicle                                           | 3                 | 1              |          | 4           |
| Dead animal                                                 | 3                 |                |          | 3           |
| Dumped rubbish - outside town boundary (road corridor only) | 1                 |                |          | 1           |
| Dumped rubbish - within town boundary                       | 3                 | 2              |          | 5           |
| Livestock (not normally impounded)                          | 1                 |                |          | 1           |
| Noise                                                       | 16                | 5              | 1        | 22          |
| <b>Grand Total</b>                                          | <b>70</b>         | <b>61</b>      | <b>1</b> | <b>132</b>  |

Percentage completed in time

53%