

# Policy/Planning Committee Meeting

## Order Paper

**Thursday, 12 July 2018, 1.00 pm**

**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,  
Graeme Platt, and Lynne Sheridan  
Ms Tracey Hiroa (Te Roopu Ahi Kaa representative)  
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 July 2018 – 1:00 PM

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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**

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

## **3 Members' conflict of interest**

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

## **4 Confirmation of order of business**

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

## **5 Confirmation of Minutes**

The minutes of the Policy/Planning Committee meeting from 14 June 2018 are attached.

File ref: 3-CT-15-2

### **Recommendation:**

That the Minutes of the Policy/Planning Committee meeting held on 14 June 2018 be taken as read and verified as an accurate and correct record of the meeting.

## **6 Chair's Report**

A report will be tabled at the meeting.

File ref: 3-CT-15-1

### **Recommendation:**

That the Chair's report to the Policy/Planning Committee meeting on 12 July 2018 be received.

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

With priority 4 projects (Earthquake-Prone buildings), Council 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. As well as advising the Bulls, Marton and Hunterville Community Committees and the Taihape Community Board and making letter drops to all potentially affected businesses and property owners, there were public meetings held in Taihape and Marton. At its meeting on 30 November 2017, Council resolved not to adopt any priority areas under section 133AF of the Building Act 2004 and to send a strong message to Government

about the severe impacts of the legislation on the viability of many businesses and sustainability of the District's towns. The initial formal assessments of building in Marton's CBD area will start in August 2018.

An application was submitted to the Lotteries Heritage and Environment Fund in February for a grant towards a feasibility study on establishing the Marton Heritage Precinct Project as a collaborative initiative between private building owners and the Council. Funding of up to \$100,000 had been agreed to between the parties. However, Lotteries declined the application. An approach will be made during this month to the Provincial Growth Fund.

Further work to safeguard water and wastewater treatment plants was included in the 2017/18 Annual Plan programme, and is continued in the draft 2018-28 Long Term Plan.

Regarding priority 5 projects, a new agreement for the continued delivery of Infrastructure Services by Manawātū District Council has been finalised between the Chief Executives of both councils. It builds on the original foundation of collaboration, but introduces a more structured arrangement and explicit performance framework. Quarterly reporting is provided to the Finance/Performance Committee, starting April 2018.

A member of Te Roopu Ahi Kaa was appointed to the Assets/Infrastructure Committee (from its February 2017 meeting) with full speaking and voting rights. Discussions last year with the Komiti showed interest in this being extended to other Council Committees. At its meeting on 1 March 2018 Council resolved to formally extend the invitation to Te Roopu Ahi Kaa offering them a seat as contributing members to the Policy/Planning and Finance/Performance Council committees. New members were nominated (and subsequently accepted by Council) for Assets/Infrastructure and Policy/Planning Committees. The recent appointment of a Strategic Advisor Iwi/Hapu will enable more meaningful relationships with Maori outside Te Roopu Ahi Kaa; the reorganisation of the delivery of youth programmes is securing greater interest and participation from this target group. .

The Policy/Planning Committee recommended to Council that the Significance and engagement policy be adopted for consultation at the same time as the Consultation Document for the 2018-28 Long Term Plan. At its meeting on 1 March, Council decided to defer that consideration until its meeting on 29 March, which it did. Following deliberation on submissions at Council's meeting on 31 May 2018, the policy was adopted.

A new Council brand is being implemented. The agendas for the August meetings of Community Boards and Community Committees will include clarification on Council's plans and process for town and District signage.

## **8 Update on Communications Strategy**

An update is attached.

File ref: 3-CT-15-1

### **Recommendation:**

That the 'Communications Strategy Update' to the Policy/Planning Committee meeting on 12 July 2018 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, July 2018 be received.

## **10 Review of Liquor Control Bylaw**

The Liquor Control in a Public Place Bylaw 2010 is due for review. A presentation will be provided at the meeting seeking the Committee's views and providing officer recommendations.

The current bylaw is attached.

## **11 Consultation on First set of National Planning Standards**

One of the key changes to the Resource Management Act in the 2017 reforms was to provide for a new planning tool called 'National Planning Standards'. The Standards aim to make plans simpler to prepare for local authorities and for the general public to use and understand. The standards are developed by Central Government and all Councils throughout the country will be required to make their plans consistent with them in specified timeframes. The Standards will set a common structure for district plans, specify zones and provide set definitions.

The Ministry for the Environment has released the first set of standards which are currently open for consultation. Submissions on the standards are due on 17 August 2018.

A summary of the proposed standards is attached. A presentation will be provided at the meeting to discuss key points of a Council submission.

The link to the full consultation document is below:

<https://www.mfe.govt.nz/sites/default/files/media/RMA/Final%20-%20Planning%20Standards%20Consultation%20Document%202018.pdf>

## **12 Review of the Animal Control Bylaw**

A report is attached.

File ref: 1-DB-1-9

### **Recommendations:**

- 1 That the report 'Animal Control Bylaw - Review 2018' be received.
- 2 That the Policy/Planning Committee recommends to Council that in accordance with section 155 of the Local Government Act, a bylaw is the most appropriate way of

dealing with the management of nuisances created from animals, the draft Bylaw is the most appropriate form of a bylaw and there are no implications under the New Zealand Bill of Rights Act 1990.

- 3 That the Policy/Planning Committee recommends to Council that the draft Animal Control Bylaw [as amended] be adopted for consultation, with the engagement plan to be approved at the 9 August 2018 Policy/Planning Committee meeting.

### **13 Survey on strengthening New Zealand's protection system for heritage buildings**

The Ministry for Culture and Heritage is undertaking an assessment of New Zealand's system for protecting heritage buildings. To help inform this assessment, the Ministry for Culture and Heritage is consulting with stakeholders involved in identifying, managing, advocating for, and protecting heritage buildings.

The survey is attached, with suggested responses provided for discussion at the meeting.

### **14 Food Act audit**

The Ministry for Primary Industries is conducting an audit of practices in local government to give effect to the Food Act 2014. The visit to Rangitikei will be during August or September.

The Fact Sheet issued by the Ministry is attached.

### **15 International Visitor Conservation and Tourism Levy**

The Government announced this proposed levy on 11 June 2018. Its aim is to ensure that international visitors contribute to the infrastructure they use and help protect the natural places they visit. Visitors will pay their Levy when applying for an Electronic Travel Authority or Visa. The proposed rate is \$25 to \$35 (which would generate between \$60 and \$80 million in its first year). The Government is proposing that this money is targeted towards tourism and conservation infrastructure and wants to know views on the most effective spend.

Council has delegated authority to the Policy/Planning Committee to approve a submission because the due date is 15 July 2018.

A presentation will be provided to the meeting.

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

A memorandum is attached.

File ref: 1-CO-4-8

### Recommendations:

- 1 That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – June 2018' be received.
- 2 That the Policy/Planning Committee endorse the funding application to the Whanganui Community Foundation of \$8,000 for the publishing of Les Vincent's Memoirs.
- 3 That the Policy/Planning Committee endorse the funding application to the Ministry of Youth Development of \$99,500 for the 'Kiritau – Helping Others' mentoring programme.
- 4 That the Policy/Planning Committee endorse the funding application to the Ministry of Youth Development of \$14,320 for the youth-led social enterprise for an event business.

## 17 Youth Development Programme Update

A memorandum is attached.

File ref: 4-EN-12-7

### Recommendation:

That the memorandum 'Youth Development Programme Update – July2018' to the Policy/Planning Committee 12 July 2018 be received.

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

### Confirm whether the freezing of meat is considered as treatment

The Animal Control Bylaw contains a note which identifies that, under the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005, feeding pigs untreated meat or food waste is not allowed. The question was raised about whether freezing was a method which could be used. The approved treatment method is heating the meat to 100°C for 1 hour. The Director-General may also approve treatment standards which are notified in the Gazette. No other treatment methods have been found following a search of the Gazette.

## **19 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 June 2018 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 12 July 2018 be received.

## **20 Late items**

## **21 Future items for the agenda**

Results of annual residents' survey

Procurement Policy and Contract Management Policy

## **22 Next meeting**

Thursday 9 August 2018, 1.00 pm.

## **23 Meeting closed**



# Attachment 1



# Rangitikei District Council

## Policy and Planning Committee Meeting

Minutes – Thursday 14 June 2018 – 1:06 PM

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**Present:** Cr Angus Gordon (Chair)  
Cr Richard Aslett  
Cr Nigel Belsham  
Cr Jane Dunn  
Cr Lynne Sheridan  
Ms Tracey Hiroa (Te Roopu Ahi Kaa representative)  
His Worship the Mayor, Andy Watson

**In attendance:** Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr Blair Jamieson, Strategy and Community Planning Manager  
Ms Carol Downs, Executive Officer  
Mr Lequan Meihana, Strategic Advisor - Mana Whenua *Kairāanga*  
Ms Katrina Gray, Senior Policy Analyst/Planner  
Mr Johan Cullis, Environmental Services Team Leader  
Ms Nardia Gower, Governance Administrator

<b>Tabled Documents</b>	<b>Item 9</b>	Legislation and Governance
	<b>Item 11</b>	Review Animal Control Bylaw
	<b>Item 12</b>	Community Housing

## 1 Welcome

The Chair welcomed everyone to the meeting with particular note to new staff member Mr Lequan Meihana in the Council role of Strategic Advisor Iwi/Hapū.

## 2 Apologies/Leave of Absence

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

Cr Sheridan / Cr Dunn. Carried

## 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.

Ms Hiroa declared a conflict of interest regarding Mokai Patea Services with relation to Item 10.

## 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,

Sponsorship recognition

be dealt with as a late item at this meeting.

There was no other scheduled change to the order of business, noting that Item 13 has been withdrawn from the meeting agenda

## 5 Confirmation of Minutes

**Resolved minute number**

**18/PPL/059**

**File Ref**

**3-CT-15-2**

That the Minutes of the Policy/Planning Committee meeting held on 10 May 2018 be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett / Cr Sheridan. Carried

## 6 Chair's Report

The Chair gave a verbal report highlighting the following topics:

- Progress with the work plans for Council's MoU partnering organisations has been made and will be presented to the Committee during the meeting.

- A decision on Council's Community Housing policy is expected the days meeting.
- There has been an endless supply of Government statutes lately which have required Council's comment; the outcome will be interesting.
- The Chair thanked those that commented on proposed Council submission to the Productivity Commission's consultation paper.
- The submission to Horizons Regional Council on regional representation did not favour Rangitikei District Council's preference.

**Resolved minute number****18/PPL/060****File Ref****3-CT-15-1**

That the Chair's report for June 2018 to the Policy/Planning Committee meeting on 14 June 2018 be received.

Cr Gordon / His Worship the Mayor. Carried

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

The Committee noted the commentary in the agenda.

Discussion was had regarding Council's branding and its use in town and district signage. Points raised were:

- There are two types of signs proposed. One being District signage that welcomes and farewells travellers into and out of the Rangitikei. The second are individual town signs.
- The town signs have been discussed with Community Committees and Boards who are to recommend icon ideas for Council approval.

### **Undertaking**

### **Subject**

Agenda notes to be provided to each of the Community Committees and Community Boards to provide clarity on Council's plans and process for town and District signage.

## **8 Update on Communications Strategy**

Ms Downs spoke to the update with the following highlights:

- A new skin on Council's website incorporates the new logo and recently received a number of enhancements.
- Ms Jo Priestly, the new communications staff member, has been employed for over a month and has increased Council promotion including videos and information on 'What Council does'. For example the YouTube video and article explaining the woe-

to-go process of the Marton Water pipes, its complicated process, and improvements made in last few months. An increase in positive stories has been a focus and these have been well received.

- The Communications Action Plan and Strategy have been put on brief hold to allow input from Ms Priestly. A draft is expected for Council comment in August.

Ms Downs noted the following as not being in the attached update:

- Horizons Regional Council is promoting the Marton to Whanganui/Palmerston North Bus service with pamphlet drops, letter drops and on social media.

Elected Member discussion resulted in the following notes:

- Part of the website development includes the ability for staff to take over the website and use it as a tool in emergency situations including turning the front page red.
- The Communications team will arrange a time with new staff member Mr Lequan Meihana, Strategic Advisor Iwi/Hapū, to introduce himself and how the role has come about.
- Incorporate into the Communications Strategy guidelines on informing the public and local ward Councillors of works projects that effect livelihoods and/or public daily life.
- Staff are maintaining the Rangitikei.com website. Ms Downs should be informed of any information requiring update. It was noted that events loaded onto Eventfinder.co.nz automatically feed into Rangitikei.com
- It was suggested that the YouTube video, regarding Marton Wastewater, could be used as a blueprint to further highlight Council work such as slip-lining.

<b>Undertaking</b>	<b>Subject</b>
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That in the 'contact us' section of the website includes a link to Councillor contacts

<b>Undertaking</b>	<b>Subject</b>
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Fix the issue of the overlap of photo and wording of Ward Councillors.

<b>Undertaking</b>	<b>Subject</b>
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Load contacts, information and when possible photos of Te Roopu Ahi Kaa Members to the website.

**Resolved minute number**

**18/PPL/061**

**File Ref**

**3-CT-15-1**

That the 'Communications Strategy Update' to the Policy/Planning Committee meeting on 14 June 2018 be received.

Cr Belsham / Cr Dunn. Carried

## 9 Legislation and Governance Update

Mr Hodder spoke to the update with the following comments:

- A short submission is being proposed regarding interest in electronic voting.
- Tabled is an amended draft to the Litter (Increased Infringement Fee) Amendment Bill. Staff felt it was worth highlighting in the draft the Government's inconsistency regarding local government's sharing in the infringement revenue, for example this Bill and the Sale and Supply of Alcohol legislation.

Elected Members' discussion had the following highlights:

- It is expected that the Government will make a decision on Three Waters in October.
- Elected Members discussed two perspective options:
  - 1: to sit back and wait until Government makes a decision in October
  - 2: be proactive and take the opportunity to drive change from a regional basis, potentially talking to the two issues of potable water and sewerage.
- Opportunities for a discussion and collaboration with neighbouring Districts, with one possibility of Government looking for a willing trial region to partner with.
- Further discussion was had regarding the District sewerage system and the combination of out of District sewerage being combined, noting cultural considerations along with resource management.

### Undertaking

### Subject

Provide a briefing on Planning Standards to the next Policy Planning Committee prior to a draft submission going to Council for approval.

### Resolved minute number

18/PPL/062

### File Ref

3-OR-3-5

That the report 'Legislation and Governance Update, June 2018 be received.

Cr Gordon / Cr Aslett. Carried

### Resolved minute number

18/PPL/063

### File Ref

In light of the three waters report at the Policy/Planning Committee meeting on 14 June 2018 and the Government's stance on the changes that will occur within the three waters, the Policy Planning Committee recommends to Council that it endorses a wider regional conversation that Rangitikei District Council convene with regional Mayors.

His Worship the Mayor / Cr Belsham. Carried

**Resolved minute number**                      **18/PPL/064**                      **File Ref**                      **3-OR-3-5**

That His Worship the Mayor be authorised to sign, on behalf of the Council, the submission as without amendment] to the Parliamentary Justice Committee on the Local Electoral Matters Bill.

Cr Dunn / Cr Sheridan. Carried

**Resolved minute number**                      **18/PPL/065**                      **File Ref**                      **3-OR-3-5**

That the Policy/Planning Committee request retrospective approval from Council for making a submission to the Parliamentary Environment Committee on the Litter (Increased Infringement Fees) Amendment Bill and, on this basis, authorise His Worship the Mayor to sign, on behalf of the Council, such a submission so that it is received by the closing time.

Cr Belsham / Cr Dunn. Carried

## **10 Proposed work plans for the partnering organisations under the Memorandum of Understanding (MOU) 2018/19 – 2021/22**

Mr Jamieson spoke to the report providing the Committee with a summary presentation.

Main points discussed were:

- Council's potential to print and provide Rangitikei branded envelopes to the MoU partner for to hold the information in their 'Welcome to town' packs.
- The merits of contracts containing organisation outcomes that sit outside work requested and contracted by Council. It was suggested that clear distinction should be made between the two. It was noted that Council does not fund the organisations entirely and clarity could be given to the value of each Council deliverable, and if not achieved deducted from the contract price.
- MoU partnering organisations are required to help Council with communications as part of the relationship contract and to liaise with the community over Council matters, whether organisation individuals agree with the message or not.
- Accountability forms requiring MoU partnering organisations to demonstrate and detail the delivered outcomes.
- Mr Jamieson stated he would have greater involvement with the MoU partnering organisations.
- Council's ability to promote the MoU partner organisations.
- The potential to have the same contract across the District allowing the measuring of outcomes to be clearly and consistent.
- Previously relationships were strictly between partnering organisations and Council, with the new approach now involving Community Committees and Community



Boards. It is a new way of working noting assessments and improvements will occur as the process evolves.

- As Council moves into a more active role with economic development that aspect could potentially be removed from some work plans.
- Amendments to work plans to include more targeted reporting mechanism.

### Undertaking

### Subject

Council and staff to workshop the MoU partnership work plans and potential of a District-wide template.

**Resolved minute number**      **18/PPL/066**      **File Ref**      **4-EN-10-2**

That the report on 'Proposed work plans for the prospective partnering organisations under the Memorandum of Understanding (MOU) 2018/19 – 2021/22' be received.

Cr Sheridan / Cr Dunn. Carried

**Resolved minute number**      **18/PPL/067**      **File Ref**      **4-EN-10-2**

That the Policy/Planning Committee endorses the draft proposed work plans amended to Council for consideration on 28 June, 2018.

Cr Sheridan / Ms Hiroa. Carried

**Resolved minute number**      **18/PPL/068**      **File Ref**      **4-EN-10-2**

That the Policy/Planning Committee endorses the following payment schedule for the partnering organisations to Council for consideration on 28 June, 2018:

Taihape	Taihape Community Development Trust	One-year trial: \$20,000
	Mokai Patea Services	One-year trial: \$6,500

Marton	Project Marton	Three-year contract: \$30,500 in 2018/19
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Bulls	Bulls and District Community Trust	Three-year contract: \$26,500 in 2018/19
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His Worship the Mayor / Cr Aslett. Carried

## 11 Review of Animal Control Bylaw 2013

Mr Cullis and Ms Gray took the Committee through a presentation seeking feedback on the review of the Animal Control Bylaw. The following key issues were discussed:

- Bees – issues with bees in the rural environment, and the potential permitting of urban bees.
- Any prohibitions should have an ability to be permitted by an authorised officer.
- Cats – concerns were raised with stray cats in urban areas. More research needs to be done on the options Council has to address this issue.
- Animal welfare issues cannot be addressed through a bylaw
- Retain the definition of urban area based on the District Plan zoning, however, consider what consultation might be appropriate with the smaller communities to see if they still want to be urban.
- Widen the nuisance definition.
- Consider charging a small fee \$50 - \$100 for permits.

Further research will be undertaken on the issues of bees and cats and will be discussed at the next Policy/Planning Committee meeting on 12 July 2018.

<b>Undertaking</b>	<b>Subject</b>	<b>Biosecurity Act – treatment of meat</b>
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Confirm whether the freezing of meat is considered as treatment.

## 12 Considerations for the Community Housing Policy

Mr Jamieson spoke to his tabled presentation, and took questions of his report.

Main points discussed were:

- The Healthy Homes Guarantee Act comes into effect next year; the cost to bring each unit up to standard could be up to \$20,000. Bringing community housing up to market rent will enable Council to increase the standards of each unit.
- Ministry of Social Development has stated that they would have personnel to meet and support every single superannuitant and work through the process with them. The housing supplement will help offset the rental increase. Elected Members discussed the options of having in house staff to further support tenants understanding the change and requesting social support.
- An action plan to implementing an increase is being drafted by staff.

**Resolved minute number**

**18/PPL/069**

**File Ref**

**6-CF-1-14**

That the memorandum 'Considerations for the Community Housing Policy' be received.

Cr Belsham / Cr Aslett. Carried

**Resolved minute number**                      **18/PPL/070**                      **File Ref**                      **6-CF-1-14**

That the Policy/Planning Committee recommends to Council that a market rate rent should be set for Community Housing; doing so for 2018/19 at the Property Brokers figure of \$150, by way of:

- absorbing (on a reducing scale) the additional rental through a subsidy of power to tenants.

Cr Belsham / Cr Aslett. Carried

**Resolved minute number**                      **18/PPL/071**                      **File Ref**                      **6-CF-1-14**

That the Policy/Planning Committee recommends to Council that:

- a rental limit of 33% of gross National Superannuation should be set for Community Housing tenanted by those receiving National Superannuation.

Cr Belsham / His Worship the Mayor. Carried

### **~~13 — Review of Procurement Policy and development of a Contract Management Policy~~**

~~A presentation will be provided to the meeting.~~

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

**Resolved minute number**                      **18/PPL/072**                      **File Ref**                      **1-CO-4-8**

That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – April 2018' be received.

His Worship the Mayor / Cr Aslett. Carried

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

The committee noted the commentary in the agenda.

### **16 Activity management**

**Resolved minute number****18/PPL/073****File Ref**

That the activity management templates for May 2018 for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.

Cr Gordon / Cr Sheridan. Carried

**17 Late items**

Sponsorship recognition

**Resolved minute number****18/PPL/074****File Ref**

That the Policy Planning committee recommend to Council that Council agree that those sponsoring \$500 to the new Bulls Community Centre get their name on both a brick and a chair.

His Worship the Mayor / Cr Belsham. Carried

**18 Future items for the agenda**

Maori rates remission policy. Comparison to Horizons policy, process and documentation.

**19 Next meeting**

Thursday 12 July 2018, 1.00 pm.

**20 Meeting closed**

5.12 pm.

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

Date:

# 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.

### June Media Activity

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

- Rangitikei Bulletin – This was published at the beginning of July, covering the key decisions from the June Council meeting and featured in the Feilding - Rangitikei Herald and District Monitor.
- Rangitikei Line – the June edition was distributed during the month.
- There were 9 media articles during June.

Date	Media Channel	Article Heading and Topic
02/06/2018	Wanganui Chronicle (article)	<b>More feedback sought on recycling options</b> - RDC voted to go back to the public over the issue of kerbside recycling and rubbish collection.
06/06/2018	Wanganui Chronicle (article)	<b>Overseas testing of water considered</b> - RDC is looking to see if it is feasible for a sample of the Bulls drinking water be sent overseas for testing.
06/06/2018	Wanganui Chronicle (article)	<b>Crash may have contaminated water</b> - a Skyhawk crash in 1996 could be the likely source of contamination in the drink water in the township of Bulls. Manawatu and Rangitikei councils want the source for this found.
18/06/2018	Wanganui Chronicle (interview)	<b>Fiery defence of local boards</b> - Chairwoman Michelle is fiercely defending community boards over local committees as proposed by Rangitikei District Council. Mayor Watson stated that the representation among the boards is unfair and there needs to be a change to balance things out.
22/06/2018	Wanganui Chronicle; District Monitor (interview)	<b>Brakes on regions fuel tax:</b> Rangitikei Mayor has squashed suggestions that the council was considering a regional fuel tax.
28/06/2018	District Monitor; Manawatu Standard; Feilding-Rangitikei Herald (articles)	<b>Community Centre finally going ahead</b> - Mayor Watson announced that the Bulls Community Centre build is now open to tenders for a month. He is hoping that the construction will start before the end of the year. He acknowledged Central House Movers for their generosity of donating a house to be relocated, tidied up and sold. Guthrie Bowron, Whanganui, donated the paint for the outside of the house.

### Current Consultation:

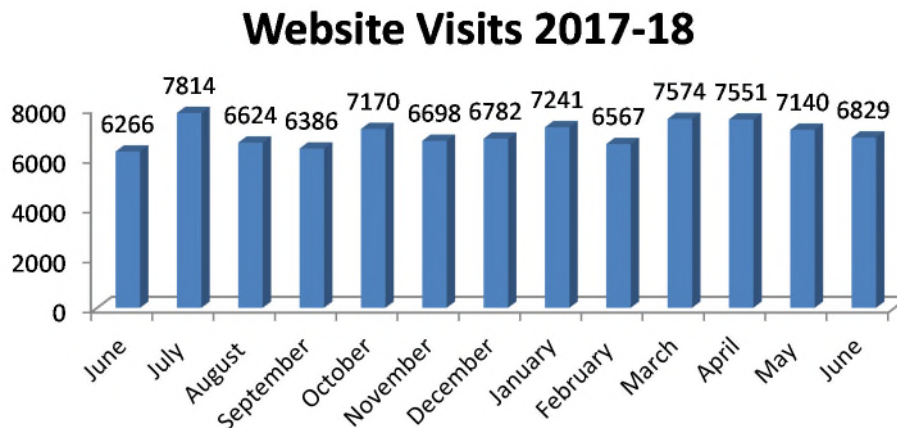
- There are no current consultations underway.

### Requests under Local Government Official Information and Meetings Act (LGOIMA)

- From the beginning of the year to the end of June Council has received 43 requests under LGOIMA.

### Website Statistics

Activity on Council's website for June 2017 – June 2018:



In June 34% of those who visited Council's website were new visitors to the site.

#### Top Council Webpages Visited (June)

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

#### Top Six Geographical Locations

##### Visiting the Website (June)

1. Palmerston North area
2. \* Wellington
3. \* Auckland
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>Update</b>
Review and update information about services Council provides	Ongoing	"Fact Sheets" for key areas and services of Council are being developed.
Continue to ensure the Council website is the primary customer/resident self-help tool	Ongoing	The revised website, with Council's new branding and improvements was made operational on 19 May. Now content is being reviewed.

<b>Action Description</b>	<b>Expected Completion</b>	<b>Update</b>
Investigate alternative ways of communicating with residents (e.g for language barriers – translations into Samoan, Māori)	June 2018	This is another stage in the brand development.
Investigate and implement (where appropriate) the most effective ways of communicating within and beyond Council	Ongoing	Focus area for the Comms / Website Officer.
One-off campaigns, focussing on Council's priority areas, can include: <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>	Ongoing	Focus area for the Comms / Website Officer.
Prepare / update media / communications strategy	August 2018	

Carol Downs

**Team Leader - Communications**



# Attachment 3

# Report

**Subject:** Legislation and Governance Update, July 2018

**To:** Policy Planning Committee

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

**Date:** 3 July 2018

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

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## **1 Local Government Regulatory Systems Amendment Bill**

- 1.1 The bill is an omnibus bill that contains amendments to legislation administered by the Department of Internal Affairs. The bill's policy objective is to maintain the effectiveness and efficiency of the regulatory systems in the principal Acts amended by it.
- 1.2 The inception of this Bill was the 2014 New Zealand Productivity Commission's report non regulatory institutions and practices. The report noted that it was difficult to find time in the Parliamentary calendar for "repairs and maintenance" of existing legislation. As a result, regulatory agencies have to work with legislation that is not fit for purpose. The Bill is an opportunity for minor and technical amendments to be implemented across the local government legislative regime. This includes minor adjustments to the Dog Control Act 1996, the Local Government Act 1974, the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, the Local Government (Rating) Act 2002 and the Rates Rebate Act 1973.

### Dog Control Act 1996 –

Replacing the definition of disability assist dog, aligning the notification requirements of local authorities with those in Local Government Act 1996, and clarifying which organisations are authorised to certify dogs as disability

### Local Electoral Act 2001

Empowering Councils to improve representative and substantial participation in local elections, and clarifying when a successful candidate in a by-election may come into office.

### Local Government Act 2002

Clarifying the consultation and public notification requirements when designating a road as a pedestrian mall by aligning the requirements with those in the Local Government Act 2002.

### Local Government Act 2002

The changes to the Local Government Act 2002 will provide for efficient local government operations and administration as well as effective local governance and representation. The changes will also reduce filing requirements on local government and will improve document accessibility.

### Local Government Official Information and Meetings Act 1987

The amendments to the Local Government Official Information and Meetings Act 1987 will update and clarify public notification requirements, particularly those for extraordinary or emergency meetings.

### Local Government (Rating) Act 2002

This amendment will remove the requirement to send a copy of any resolution setting rates to the Secretary for Local Government, and instead require only that it be made publically available.

### Rates Rebate Act 1973

The changes to the Rates Rebate Act 1973 will update the definition of income to reflect changes arising from Veteran's Support Act 2014 and to clarify provisions relating to the eligibility of retirement village residents in relation to rates rebates.

## **2 Review of Three Waters Infrastructure: Key Findings and Next Steps**

- 2.1 Since Cabinet accepted the proposal from the Minister of Local Government for a review of three waters infrastructure last month, there have not been any further updates about the progress of this report apart from the public slides presentation issued on 13 June 2018 (and provided to the local government sector).

## **3 Draft National Planning Standards**

- 3.1 Submissions have opened on the draft first set of National Planning Standards, which aim to make plans simpler and more efficient to prepare. This is being dealt with as a separate agenda item.

## **4 Recommendations:**

- 4.1 That the report 'Legislation and Governance Update, July 2018 be received.

Ellen Webb-Moore  
Policy Analyst /Planner

# Attachment 4

# Rangitikei District Council

## LIQUOR CONTROL IN A PUBLIC PLACE BYLAW 2010

### 1. TITLE

The title of this Bylaw is the Rangitikei District Council Liquor Control in a Public Place Bylaw 2010.

### 2. SCOPE

This Bylaw is made under the authority of Section 147 of the Local Government Act 2002. The purpose of the Bylaw is to enhance public safety and to minimize potential for offensive alcohol-related behaviour in public places, by providing for liquor control in specified public places.

### 3. COMMENCEMENT

This Bylaw comes into force on 1 September 2010.

### 4. DEFINITIONS AND INTERPRETATION

In this Bylaw unless the context otherwise requires:

**THIS BYLAW** means the Rangitikei District Council Liquor Control in a Public Place Bylaw.

**COUNCIL** means the Rangitikei District Council.

**OFFENCE** means an offence against a bylaw and shall include the omission, failure, or neglect to comply with any part of a bylaw.

**PUBLIC PLACE** means:

- a) any place that is –
  - i. under the control of the Council; and
  - ii. open to, or being used by, the public, whether or not there is a charge for admission; and
- b) includes –
  - i. a road, whether or not the road is under the control of the Council; and
  - ii. any part of a public place; but
- c) does not include –
  - i. any part of a place for which a liquor license has been issued in accordance with the Sale of Liquor Act 1989, and
  - ii. “cafe style” outdoor seating located on public footpaths where patrons are using the area for the purposes of dining at a licensed premise up to

12.00 midnight. After that time, this Bylaw will again take effect and the acts prohibited in public place by this Bylaw will again be prohibited.

**VEHICLE** means:

- a) a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved; and
- b) includes:
  - i. a hovercraft, a skateboard, in-line skates, and roller skates; but
- c) Does not include—
  - i. a perambulator or pushchair:
  - ii. a shopping or sporting trundler not propelled by mechanical power:
  - iii. a wheelbarrow or hand-trolley:
  - iv. a child's toy, including a tricycle and a bicycle, provided, in either case, no road wheel (including a tyre) has a diameter exceeding 355 mm:
  - v. a pedestrian-controlled lawnmower:
  - vi. a pedestrian-controlled agricultural machine not propelled by mechanical power:
  - vii. an article of furniture:
  - viii. an invalid wheel-chair not propelled by mechanical power:
  - ix. any other contrivance in accordance with the provisions of the rules as provided for in the Land Transport Act 1998.

## **5. LIQUOR CONTROL**

The following acts are prohibited at all times in all public places identified as being liquor control areas in Schedules 1A to 1C, 2A and 2B:

- a) to consume, bring into or possess liquor in a liquor control area;
- b) to consume, bring into or possess liquor in a vehicle in a liquor control area.

For the purposes of clarity, this Bylaw does not prohibit the activities described in section 147 (3) of the Local Government Act 2002, nor does it prohibit the consumption or possession of liquor in a place for which a liquor license has been issued under the Sale of Liquor Act 1989, nor does it prohibit, in the case of liquor in an unopened bottle or other unopened container, the transport of that liquor between premises that adjoin a public place provided the liquor is promptly removed from the public place.

Council may, through authorisation by the Chief Executive, grant a waiver or suspension of the Bylaw in respect of an organised event during a specific time period at a specific location where necessary to enable better enjoyment of the event by members of the public.

Every person who desires a waiver or suspension of the Bylaw to be considered by Council shall make an application in writing using the form prescribed by the Council, clearly identifying the public area, time period and reason for the application.

Where a waiver or suspension of the Bylaw has been granted for an organised event, a minimum of 14 days public notice must be given prior to the event, specifying the area, and the period of time for which the dispensation applies. The applicant will be required to cover the costs of processing the application and any signage relating to dispensation for the organised event.

## **6. LIQUOR CONTROL AREAS**

The liquor control areas are shown in Schedules 1A to 1C, 2A and 2B, attached to this Bylaw. Any roads that form a boundary are included in the liquor control areas.

## **7. TEMPORARY LIQUOR CONTROL AREAS**

Temporary Liquor Control areas may be put in place by the Council as specified public areas for particular periods of time, to a maximum of 14 consecutive days in a 12 month period for any single temporary liquor control area.

Where an application for a temporary liquor control area is granted, a minimum of 14 days public notice must be given specifying these areas, and the period of time for which the control applies. In the case of an application from the public, the applicant will cover the cost of signage and erection of the signage for the temporary control area.

Every person who desires a temporary liquor control area to be put in place by the Council, shall make an application in writing using the form prescribed by the Council, clearly identifying the public area, time period and reason for the application.

The Chief Executive will consider all applications from the public where the request does not exceed a time period of 24 hours, and will exercise their discretion in the approval of such applications in consultation with the Police.

The Council will consider applications from the public for a temporary liquor control area in all other cases, and will approve temporary liquor control areas if the Council is satisfied that a temporary liquor control area is necessary, and is an appropriate means of regulation of liquor within the area.

## **8. PENALTY FOR BREACH OF BYLAW**

Any person who acts in breach of this Bylaw commits an offence and is liable on summary conviction to a fine of up to \$20,000.

## **9. ENFORCEMENT OF BYLAW AND POLICE POWERS**

The Police will enforce this Bylaw under the powers of arrest, search and seizure found in sections 169 and 170 of the Local Government Act 2002.

No warrant is required for the police to conduct a search to ascertain whether liquor is present in a container or vehicle that is in or entering the public area. However, prior to exercising the power of search, a person must be informed that they have the opportunity to promptly remove the container or vehicle from the specified public area, and be given a reasonable opportunity to do so.

In circumstances where a person so informed has removed liquor from a public area, and subsequently returns with liquor to that public area within a period when it could reasonably be deemed that the person has been informed prior to search, the police shall not be required to provide the person with a further opportunity to remove that liquor from the specified public area prior to search.

#### **10. DATE BYLAW MADE**

This Bylaw was adopted by the Rangitikei District Council on the 29 July 2010.

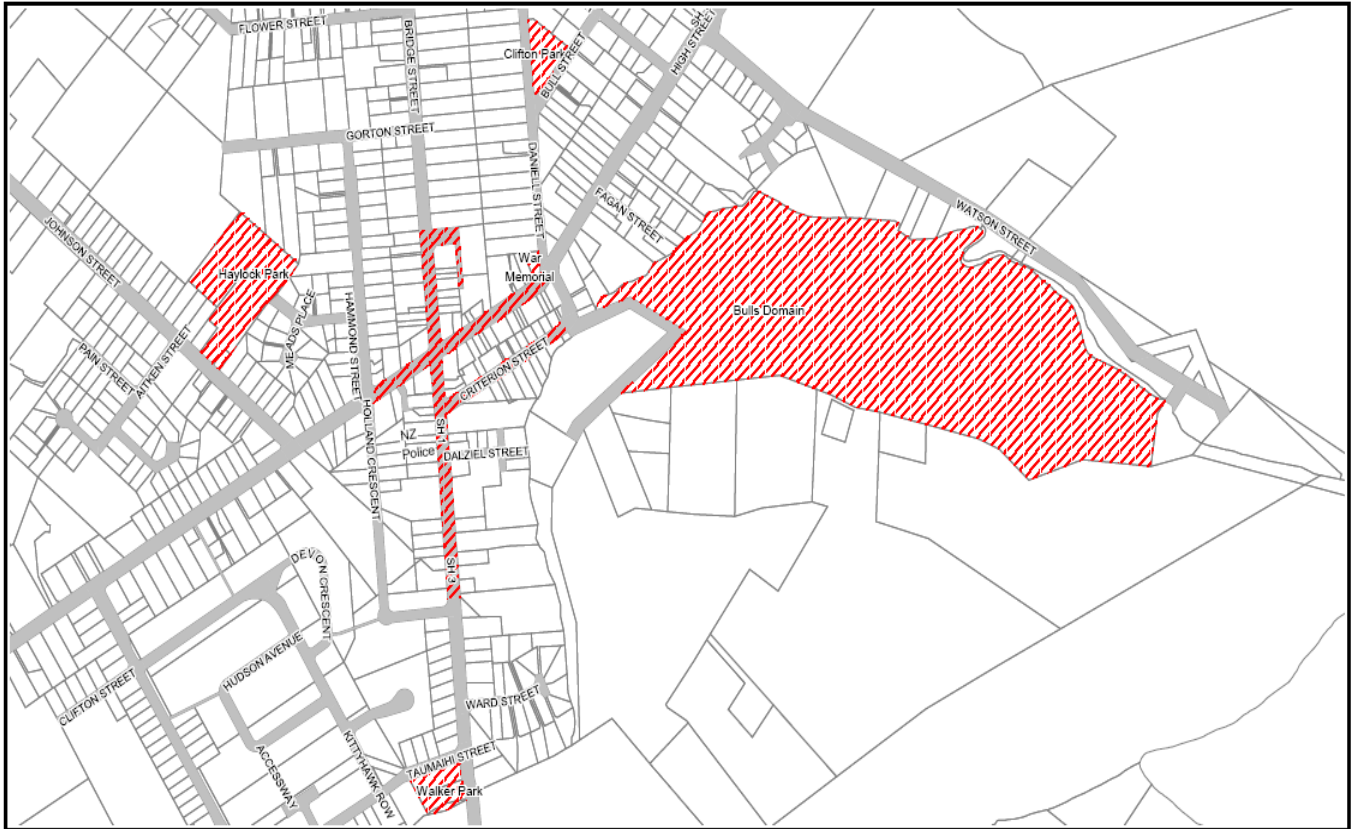


# **Rangitikei District Council**

## **Liquor Control Bylaw – First Schedule**

The activities described in section 5 a) to 5 c) of this Bylaw are prohibited in the areas shown on the following maps (schedules 1A to 1C, 2A and 2B):

# SCHEDULE 1A BULLS



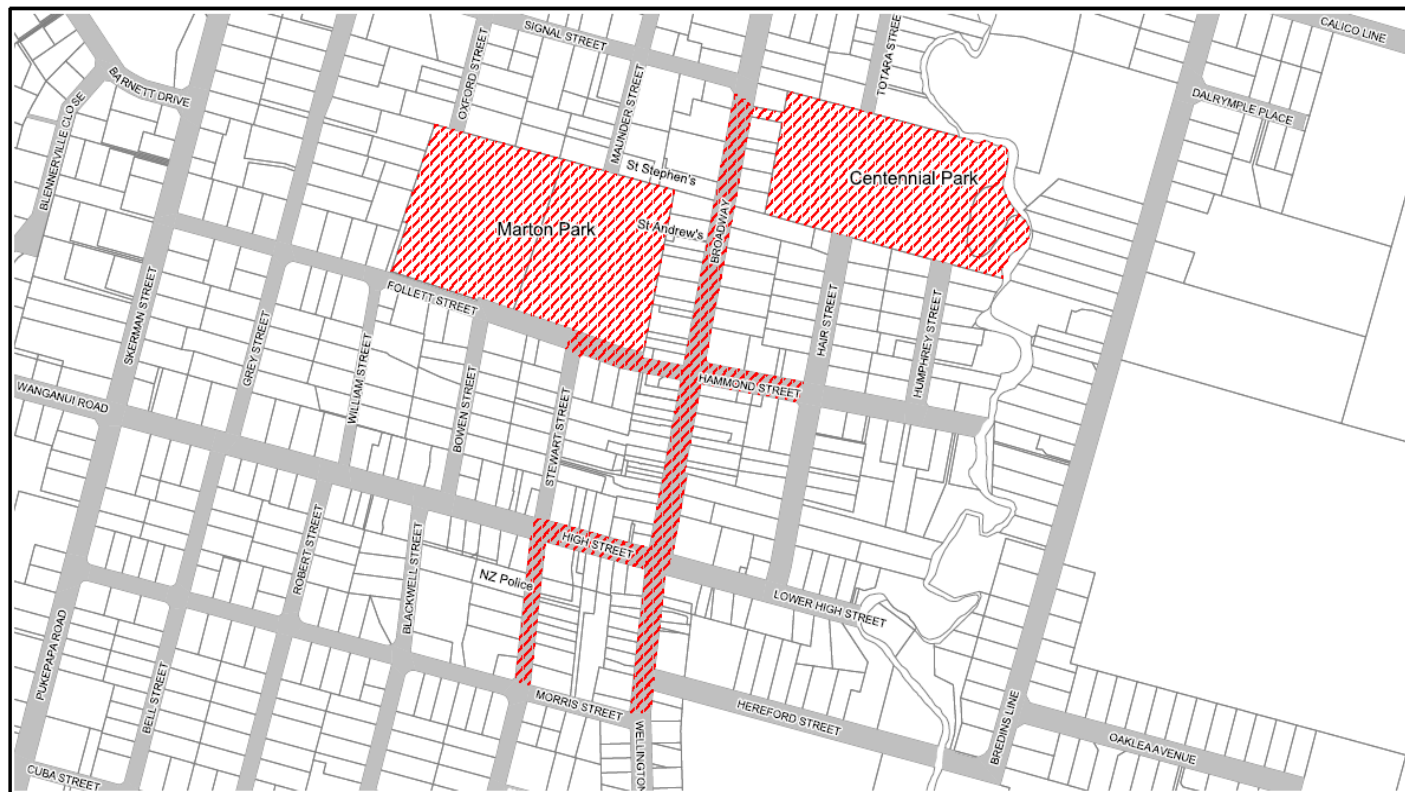
All prohibited areas are shown as shaded in red on map.

## **Liquor control areas:**

Bridge St from Holland St to 160 Bridge St  
Criterion St from Bridge St to Domain Rd  
High St from Hammond St to Daniell St  
Bulls Domain  
Haylock Park  
Walker Park  
Clifton Park

# SCHEDULE 1B

## MARTON

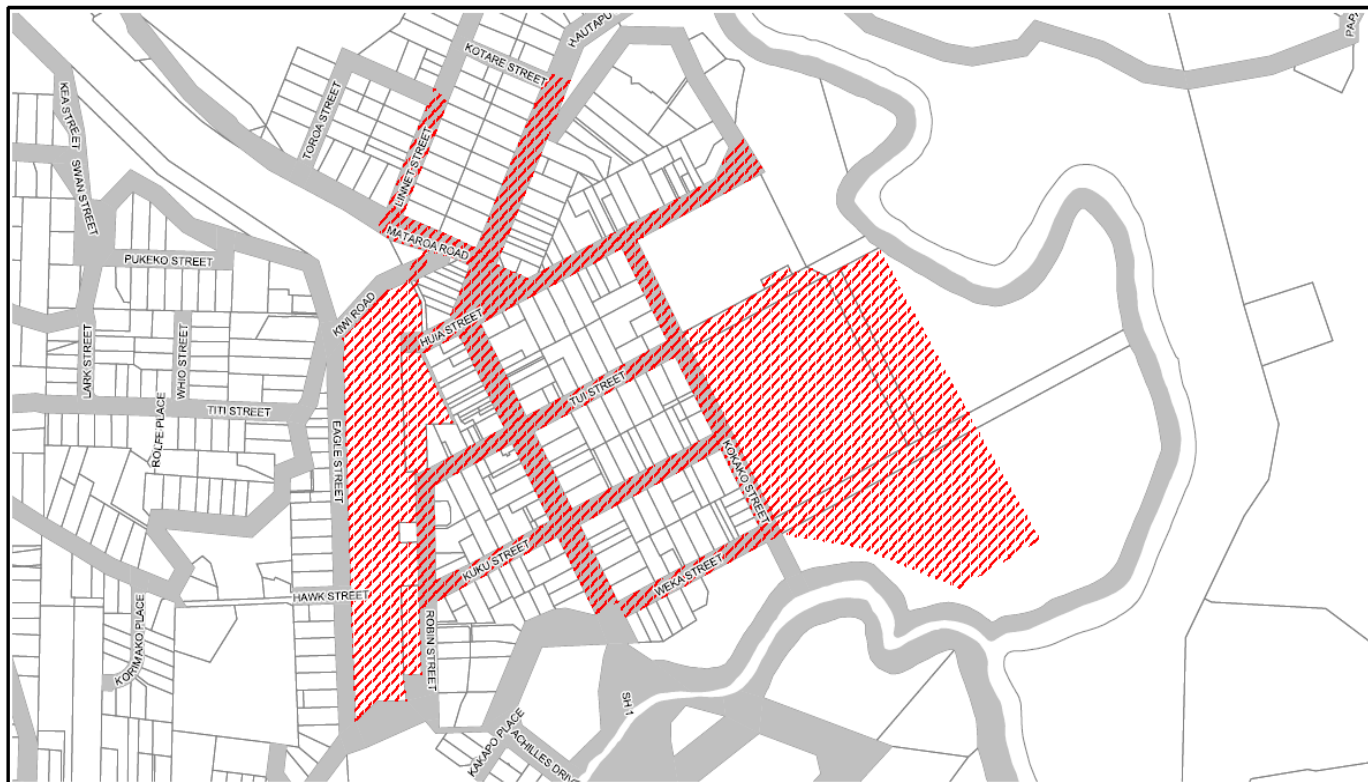


All prohibited areas are shown as shaded in red on map.

### Liquor control areas:

Broadway from Signal Street to Morris Street.  
 Follett St from Stewart Street to Broadway.  
 Hammond St from Broadway to Hair St  
 Stewart St from High St to Morris St  
 Centennial Park  
 Marton Park

# SCHEDULE 1C TAIHAPE



All prohibited areas are shown as shaded in red on map.

## **Liquor control area:**

Hautapu Street from Weka St to the intersection of Hautapu St and Mataroa Rd  
Mataroa Rd from the intersection of Hautapu St and Mataroa Rd to Linnet St  
Koku Stt from Robin Street to Kokako Street.

Tui Street from Robin Street to Kokako Street.

Huia St (including the Service Lane) from the area known as the “Outback” to Kokako Street.

The area known as “The Outback” and the area bordered by the following streets:  
Robin St, Kaka Rd, Eagle St, Kiwi Rd and the service lane accessed from Huia St.

Linnet St from Mataroa Rd to Kotare St

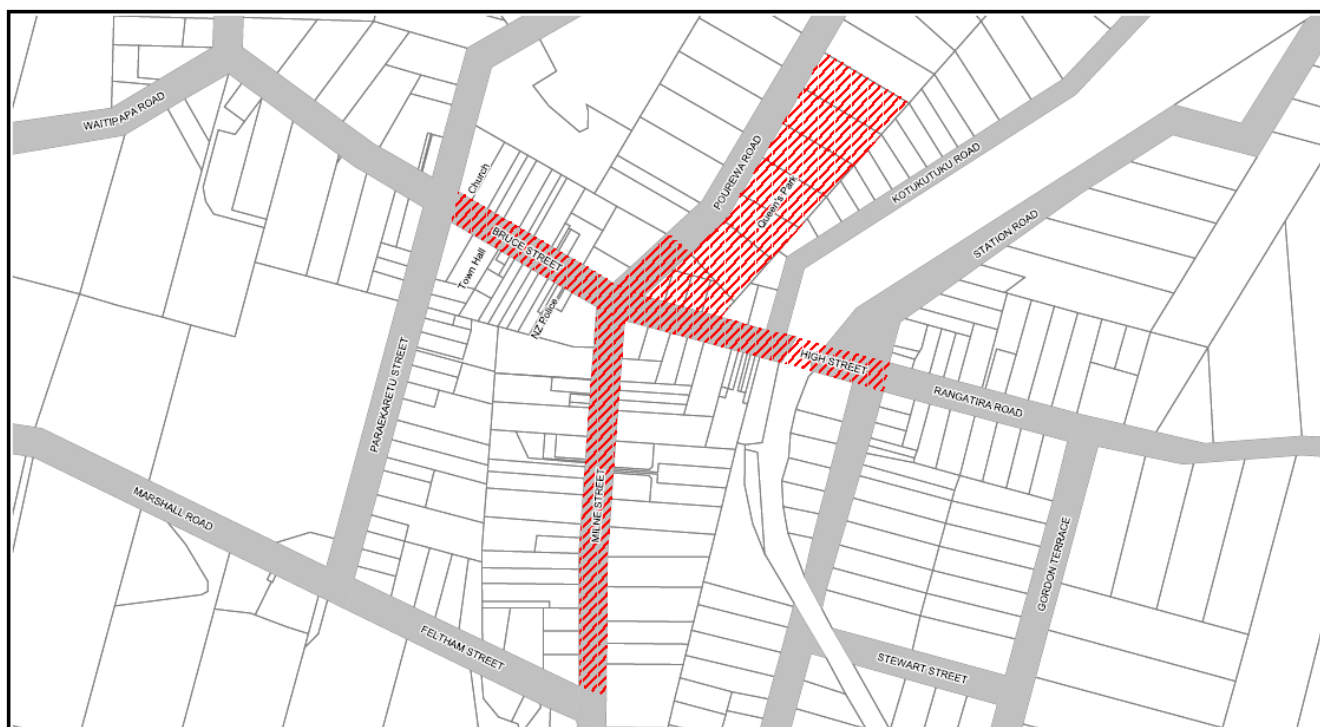
Hautapu St from Mataroa Rd to Kotare St

Robin St from Tui St to Kuku St

Kokako Street from Huia Street to Weka Street

Taihape Memorial Park, including the parking area and shearing pavilion

# SCHEDULE 2A HUNTERVILLE



All prohibited areas are shown as shaded in red on map.

## **Liquor control area:**

Milne Street from the Reserve on Pourewa Road to the end of the Commercial Zone on Milne Street.

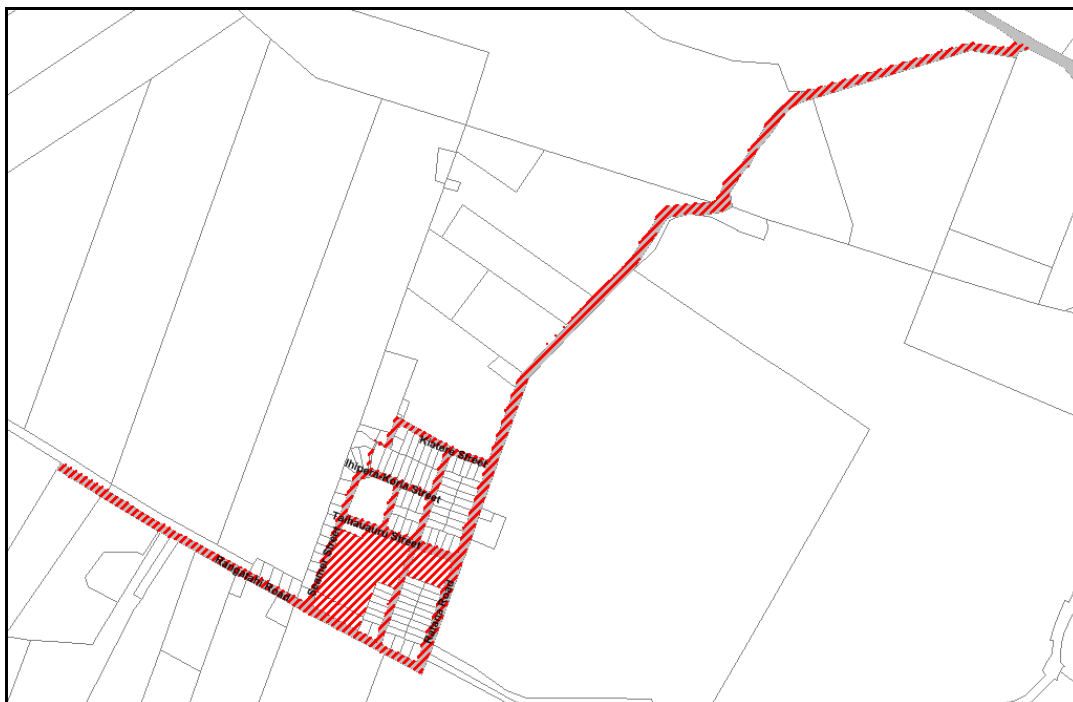
Bruce Street from Paraekaretu Street to the intersection of Milne Street, Pourewa Road, Bruce Street, and High Street.

High Street from the intersection of Milne Street, Pourewa Road, Bruce Street, and High Street to Main Street (including any railways)

The reserve area on Pourewa Rd

# SCHEDULE 2B

## RATANA



All prohibited areas are shown as shaded in red on map.

### **Liquor control area:**

Ratana Rd from State Highway 3 to Rangitahi Rd

The entire length of the following Roads and Streets:

- Rangitahi Rd
- Seamer St
- Taihauauru St
- Waipounamu St
- Ihipera-Koria St
- Tamariki Lane
- Kiatere St
- Taitokerau St
- Wharekauri St

The Park Reserves fronting Rangitahi, Seamer, Waipounamu and Taihauauru Streets  
Ratana Temepara Grounds

# Attachment 5



# Draft Planning National Standards

## Background

According to the Ministry for the Environment, RMA plans have unnecessary variation. Plan making was devolved to local authorities under the RMA in 1991. Local authorities must have plans to manage the natural and physical resources in its region/ district. However, this has resulted in multiple drafting styles and a variation of the core structural elements of plans. The Government has identified that unnecessary variation in the basic structure and form of plans, including definitions is not effective or efficient, the intention of planning standards is that they will make plans easier to form and use which will be beneficial for Councils, professionals and the general public.

## Summary table of the individual draft planning standards

**Table 1: Individual planning standards in the draft first set of planning standards**

Structure standards	Form standards	Content and Metric standards
<b>Main Structure Standards:</b> <ul style="list-style-type: none"> <li>Regional Policy Statement Structure (S-RPS)</li> <li>Regional Plan Structure (S-RP)</li> <li>District Plan Structure (S-DP)</li> <li>Combined Plan Structure (S-CP)</li> </ul> <b>Part/Chapter Structure Standards:</b> <ul style="list-style-type: none"> <li>Introduction and general provisions (S-IGP)</li> <li>Tangata Whenua (S-TW)</li> <li>Strategic Directions (S-SD)</li> <li>District wide matters (S-DWM)</li> <li>Area specific matters (S-ASM)</li> <li>Schedules, appendices, maps (S-SAM)</li> </ul>	Electronic Functionality & Accessibility (F-1) Mapping (F-2) Spatial Planning Tools (Region) (F-3) Spatial Planning Tools (District) (F-4) Chapter Form (F-5) Status of Rule and other Text and Numbering Format (F-6)	Definitions (CM-1) Noise and Vibration Metrics (CM-2)

## Structure Standards

The draft structure standards set a common framework for plan provisions that all local planning documents must use. A lack of common, coherent structures and formats creates confusion for plan users to navigate, especially if they use more than one plan

The draft plan structure standards set a common framework for plan provisions that all plans must use. The structure is made up of parts, then chapters, then sections. 'Main' structure standards have been provided for regional policy statements, regional plans, district plans, and combined plans. In addition to structure, these standards generally set out the names and order of parts and chapters to be included within each plan. These



standards generally have a high level of prescription at the front ‘administrative’ end of the structure, and a more flexible approach to the more substantive chapters of the plan.

‘Part/chapter’ standards included in this first set are:

- Introduction and general provisions;
- Tangata whenua;
- Strategic direction;
- District wide matters (eg natural environment values, community values, infrastructure and energy);
- Area specific matters (eg zones, precincts, designations); and
- Schedules, appendices, maps.

More specific ‘chapter’ and ‘section’ structure directions are provided within these standards. Some chapter and section directions are required in all plans, whereas others are only required if they are relevant to that district or region.

### ***Zone chapters structure***

Standardising the variety of zones in district plans aims to improve plan consistency across New Zealand and helps plan users better understand what different zones aim to do. The Zones chapter structure is included within the Area specific matters standards. Here the draft planning standards provide for a set of 27 zones, grouped into residential, rural, commercial, industrial, open space/recreation, and special purpose zone ‘families’. It is likely that this standard will be a significant change for some councils’ district plans.

### **Form standards**

This draft set of planning standards includes the following form standards:

- Electronic functionality and accessibility;
- Mapping (including colours, for example “rural production” zones must always be the same shade of green);
- Spatial planning tools (regional and district, separately);
- Chapter form;
- Status of rule and other text and numbering format.

The ‘electronic functionality and accessibility’ standard requires councils to make initial changes within 12 months of the gazettal of the national planning standards. These ‘baseline requirements’ include making plans accessible within three ‘clicks’ from the council homepage, to making PDF plans key-word searchable, and complying with government web accessibility standards.

The standard also includes ePlan format requirements. An ePlan is a fully interactive, hyperlinked electronic plan located on website with a GIS system that plans must comply with within 5 years of gazettal of the standards (a period of 7 years applies for identified councils that have recently notified the decisions version of a plan).

## Content and metric standards

### *Definitions*

Definitions in RMA plans are currently very variable. The planning standards propose to standardise 109 definitions. Sixty-one of these terms will have a stand-alone definition, and the remainder will use definitions given in the RMA, NZ Standards and other Acts.

### *Noise and vibration metrics*

The noise and vibration metrics standard refers to the latest relevant acoustic NZ Standards and requires councils to use them when measuring and assessing noise and construction vibration. Noise metrics in some plans are outdated or have been superseded and do not reflect the latest NZ Standards. This is largely due to the need for technical noise experts to review plan content, and the requirement

### **Mandatory or discretionary directions?**

All of the draft planning standards (with the exception of the zone framework for the Area Specific Matters Standard) contain mandatory directions. These require councils to amend their policy statements and plans to be consistent with the requirements of the planning standards (without going through an RMA Schedule 1 notification process)

Discretionary directions provide a set of options, and councils must select at least one of the options to apply in their plans. The council must then use a formal consultation process under the RMA to decide which option or options to select and how they should be applied in the plan. Discretionary directions, for this set of planning standards, are only included in the Zone chapter structure. Councils are required to choose at least one of the specified zones to use in its plans, but can only include a 'special purpose zone' (rather than one of the prescribed options in the standard) if this can be justified in terms of criteria in the standard itself.

### **Implementing the standards - timeframes**

Following the gazettal of all standards (which is required by April 2019), all standards except the electronic functionality and accessibility standard must be implemented **within five years**. However, local authorities that have completed a plan review within three years of the gazettal of the first set of standards are given a two year extension (a total of 7 years compliance period). Lists of local authorities proposed to be subject to this extension are included within the directions for each standard.

# Attachment 6

# Report

Subject: **Animal Control Bylaw - Review 2018**

To: Policy/Planning Committee

From: Katrina Gray, Senior Policy Analyst/Planner

Date: 26 June 2018

File: 1-DB-1-9

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## 1 Background

- 1.1 The previous Animal Control Bylaw was adopted on 7 October 2013, and requires review after five years.
- 1.2 At their 14 June 2018 meeting, the Policy/Planning Committee discussed the existing Animal Control Bylaw, and made the following comments:
- Where there have been no issues raised the status quo should continue.
  - Section 6.2 should be amended to reflect that bees cannot be contained.
  - Poultry - increase clarity of wording.
  - Bees – further work needs to be done. Concerns with rural bees (being placed on properties next to Manuka blocks or close to the road). Permitting system discussed for urban bees.
  - Pigs – increase clarity of wording.
  - Grazing stock – should retain status quo. Increase clarity. Concerns about animal welfare not able to be addressed through the Bylaw.
  - Animal slaughter – check if freezing is treatment. Allow a permit. Increase clarity of wording.
  - Interpretation – keep current urban area definition – potential consultation with specific communities as to whether they want to retain urban area status. Wider definition of nuisance.
  - Offences – simplify wording. Charge \$50 - \$100 for permits (excluding for bees).
  - Cats – further work on stray cats.
- 1.3 The Animal Control Bylaw has been amended in accordance with these considerations and is attached as Appendix 1. Further discussion on urban areas, bees and cats is provided below.

## 2 Urban areas

- 2.1 At the previous meeting, the Committee agreed to keep current urban area definition, but discussed the potential consultation with specific communities if they wish to retain their urban area status.

- 2.2 In 2016, the Turakina community raised concerns about being considered an urban area under the Animal Control Bylaw. As a result of these concerns being raised, Council requested expressions of interest from the following communities about whether they wanted Council to consult with them on being an urban area or not; Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku.
- 2.3 Responses to the expressions of interest were received from Crofton, Mataroa and Scotts Ferry. There were no expressions of interest received from Koitiata, Mangaweka, Ohingaiti, Ratana and Utiku.
- 2.4 The subsequent consultation with the communities of Crofton, Mataroa and Scotts Ferry resulted in Scotts Ferry retaining urban area controls, while Crofton and Mataroa were excluded from the urban area controls.
- 2.5 The communities with retaining urban area provisions which the Committee may want to consult with include; Koitiata, Mangaweka, Ohingaiti, Scotts Ferry, Ratana and Utiku. Council staff have only dealt with complaints associated with Ohingaiti.

### **3 Bees**

- 3.1 Three key issues were raised regarding bees:

- Issues with bees in urban areas
- Bees near the road in rural areas
- Bees in rural areas 'stealing' nectar from neighbouring blocks

#### Bees in urban areas

- 3.2 A permit system is the suggested system for dealing with bees in urban areas. This system would require the approval of the neighbouring properties, allowing issues with beehive placement and potential allergy issues to be addressed prior to hives being placed on the property.

#### Bees near the road in rural areas

- 3.3 An issue has been raised about beehives located near roads in rural areas creating health and safety issue for cyclists. Bylaws can target issues to protect public health and safety, therefore, this issue could be addressed through a bylaw.
- 3.4 A potential option would be to require a setback from roads for beehives in rural areas. A discussion with Cr Platt who has significant experience with bees indicated that a setback of 15 metres could reduce the health and safety risk.

#### Bees in rural areas 'stealing' nectar from neighbouring blocks

- 3.5 This is not an issue which can be addressed by a bylaw.

## 4 Stray Cats

### Issue

4.1 Stray cats create a nuisance for affect property owners.

### National Cat Management Strategy

4.2 The National Cat Management Strategy has been developed by the National Cat Management Strategy Group<sup>1</sup>. The purpose of the strategy is provide a strategy for the humane management of cats in the New Zealand in a way that protects their welfare and the New Zealand environment. The executive summary is attached as Appendix 2.

4.3 The Strategy provides 16 key recommendations summarised as follows:

- An integrated approach that focuses on non-lethal methods is required. This should include; nation-wide education, de-sexing, nationwide microchipping and de-sexing at the point of sale, restriction on the number of cats per property.
- Specific programmes to target stray cats – education, se-sexing, vaccinating, microchipping.
- Focus on trap-neuter-release for stray cat populations as the most common form of managing stray cat colonies.
- A shared approach with all stakeholders – potentially a national taskforce.
- A nationally consistent legislative approach.
- Local cat management advisory groups.

### Cat lifecycle

4.4 Information sourced from the RNZSPCA website notes that female cats can begin reproduction from 5 months of age. Once reproductive age, females can have up to four litters of up to six kittens each year – this is 24 kittens per year from each female cat over the age of five months.

### Stray versus feral

4.5 The Animal Welfare (Companion Cats) Code of Welfare 2007 defines the difference between stray, feral and companion cats.

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<sup>1</sup> Members include - Local Government New Zealand, the Morgan Foundation, the New Zealand Companion Animal Council, the New Zealand Veterinary Association, The New Zealand Veterinary Association Companion Animal Veterinerians, the Royal New Zealand Society for the Prevention of Cruelty to Animals (RNZSPCA). MPI – an observatory member, DoC as a technical advisory member.

<b>Companion Cat</b>	Common domestic cat (including a kitten unless otherwise stated) that lives with humans as a companion and is dependent on humans for its welfare.
<b>Stray Cat</b>	A companion cat which is lost or abandoned and which is living as an individual or group (colony). Stray cats may have many of their needs indirectly supplied by humans, and live around centres of human habitation. Stray cats are likely to interbreed with the unneutered companion cat population.
<b>Feral Cat</b>	Means a cat which is not a stray cat and which has none of its needs provided by humans. Feral cats generally do not live around centres of human habitation. Feral cat population size fluctuates largely independently of humans, is self-sustaining and is not dependent on input from the companion cat population.  Note: Feral cats can be addressed by the Biosecurity Act 1993.

### Trapping

- 4.6 The question was raised as to whether Council could assist with the trapping of stray cats. The Animal Welfare Act 1999 and the Animal Welfare (Companion Cats) Code of Welfare 2007 set out the animal welfare requirements related to cats.
- 4.7 Only approved organisations under the Animal Welfare Act 1999 are able to take trapped cats. To become an approved organisation (such as the SPCA) the organisation must have their purpose as the welfare of animals. When taking on animals as an approved organisation, the organisation must undertake reasonable steps to return the animal to the owner.

### ***Potential Options***

#### Current Bylaw provisions

- 4.8 The current bylaw restricts the number of cats a household can have to three cats.

#### Bylaw - Microchipping and de-sexing

- 4.9 Both Wellington City Council has introduced mandatory microchipping of cats and Palmerston North City Council has introduced mandatory microchipping and de-sexing of cats. Both Councils experienced controversy over these decisions.
- 4.10 Legal advice for Palmerston North City Council identified a bylaw would be invalid if it was ultra vires; repugnant to the general law; unreasonable; or inconsistent with the Bill of Rights. This advice identified that the bylaw was neither ultra vires or inconsistent with the Bill of Rights. However, the advice identified there was a moderate risk the bylaw was unreasonable for the following reasons:
- The extent of the problem is not well understood;
  - The bylaw may be ineffectual;
  - The provisions might be disproportionate to the nature of the problem;
  - The proposals do not relate to stray cats, therefore, may not reasonably target the nuisance.

- 4.11 To support their bylaw Wellington City Council has partnered with the SPCA to provide free microchipping.

Subsidised – microchipping and de-sexing

- 4.12 The issue of stray cats could be reduced if more cats were de-sexed. Council could consider subsidising the de-sexing and microchipping of cats or support existing organisations who are doing this. The approximate costs (are likely to vary between vet clinics throughout the District) of de-sexing of female cats is \$130 and for males \$80.

- 4.13 A \$5,000 budget would enable the following:

Subsidy	Male cats	Female cats
<b>50%</b>	Council cost - \$40 Private cost - \$40 = 125 male cats de-sexed	Council cost - \$65 Private cost - \$65 = 77 female cats de-sexed
<b>75%</b>	Council cost - \$60 Private cost - \$20 = 83 male cats de-sexed	Council cost - \$98 Private cost - \$32 = 51 female cats de-sexed
<b>100%</b>	Council cost - \$80 Private cost - \$0 = 62 male cats de-sexed	Council cost - \$130 Private cost - \$0 = 38 female cats de-sexed

Lobby Central Government

- 4.14 Lobbying Central Government for change would not create specific costs for Council, however, it would be useful if Council developed a position for what measures it would like the Government to put in place to deal with the issue.

## 5 Statutory requirements

- 5.1 The Local Government Act allows Council specific powers to create a bylaw for the keeping of animals, bees and poultry (section 146), as well as more generic powers to create a bylaw to address one or more of the following purposes: protect the public from nuisance; protecting, promoting, and maintaining public health and safety; and minimising the potential for offensive behaviour in public places (section 145).
- 5.2 Council has the ability to prescribe fees in a bylaw for permits required. It can do this through the bylaw itself or through Council's Fees and Charges. At the 14 June Policy/Planning Committee meeting the members agreed that a small fee for permits of \$50 - \$100 was appropriate. It is recommended that this fee is incorporated into Council's Schedule of Fees and Charges. This can be done by Council resolution following a consultation process.



## Section 155 considerations

- 5.3 When reviewing the bylaw, Council is required to determine if a bylaw is the most appropriate way of addressing the problem (Section 155(1)). If a bylaw is decided to be the most appropriate way of addressing the problem, Council must then decide if it is the most appropriate form of bylaw and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990 (Section 155(2)).

### Is a bylaw the most appropriate way of addressing the problem?

Issue	Option	Comment
Animals creating a nuisance and offensive behaviour associated with animal slaughter	Bylaw	This method enables Council to restrict the number of animals and offensive behaviour. Often a letter noting non-compliance with a bylaw can create changes. However, there is no ability to impose a financial penalty other than through a court prosecution.
	Do nothing	Council would have no regulatory ability to control nuisances and offensive behaviour.  Neighbours affected would need to rely on the good-will of neighbours not to cause nuisances.
	Non-regulatory methods – education.	Education may address some issues, however, there would be no regulatory control and would rely on the good-will of neighbours.

### Is the draft Bylaw the most appropriate form of bylaw

- 5.4 The Committee will need to decide that the final draft bylaw is the most appropriate form of bylaw.

### Does the proposed Bylaw give rise to any implications under the New Zealand Bill of Rights Act 1990?

- 5.5 The New Zealand Bill of Rights Act 1990 seeks to protect freedom of expression, religious beliefs, the right to be free from discrimination and democratic rights. There are no provisions in the proposed Bylaw which would have any implications under the New Zealand Bill of Rights Act 1990.

## 6 Consultation

- 6.1 Council is required to consult on the review of the Animal Control Bylaw using the Special Consultative Procedure.
- 6.2 It is recommended that Council consult on the Animal Control Bylaw (alongside any other bylaw reviews) during September 2018, as it is anticipated Council will be consulting on its initial proposal for the Representation Review during August 2018. An engagement plan would be provided to the 9 August 2018 Policy/Planning Committee meeting.

## **7 Recommendations**

- 7.1 That the report 'Animal Control Bylaw - Review 2018' be received.
- 7.2 That the Policy/Planning Committee recommends to Council that in accordance with section 155 of the Local Government Act, a bylaw is the most appropriate way of dealing with the management of nuisances created from animals, the draft Bylaw is the most appropriate form of a bylaw and there are no implications under the New Zealand Bill of Rights Act 1990.
- 7.3 That the Policy/Planning Committee recommends to Council that the draft Animal Control Bylaw [as amended] be adopted for consultation, with the engagement plan to be approved at the 9 August 2018 Policy/Planning Committee meeting.

# *Appendix 1*



# ANIMAL CONTROL BYLAW 2018

**RANGITIKEI**  
DISTRICT COUNCIL

Date of adoption by Council	
Resolution Number	
Date by which review must be completed	

## ~~1. TITLE~~

~~1.1. This bylaw shall be known as the Rangitikei District Council Animal Control Bylaw 2013.~~

## 1 COMMENCEMENT

1.1 This bylaw comes into force on [INSERT DATE]. ~~7 October 2013.~~

## 2 SCOPE

2.1 This bylaw is made under the authority given by:

a) Sections 145 and 146(a)(v) of the Local Government Act 2002; and

## 3 PURPOSE

3.1 The purpose of this bylaw is to:

- a) Control the keeping of animals within the district to ensure they do not create a nuisance or endanger health;
- b) Enable Enforcement Officers to manage animal nuisance in the urban area; and
- c) Regulate the slaughtering of animals in urban areas.

3.2 This Bylaw does not apply to dogs, the control of which is provided for under the Rangitikei District Council Control of Dogs Bylaw and relevant legislation.

## 4 INTERPRETATION

4.1 For the purposes of this bylaw, the following definitions apply:

**ENFORCEMENT OFFICER** means an authorised officer of Rangitikei District Council or an officer of the New Zealand Police.

**HOUSEHOLD UNIT** means all land and buildings within a single rating unit.

**NUISANCE** means, without limiting the term "nuisance" any unreasonable interference with the peace, comfort or convenience of another person, whether by

way of excessive noise, offensive odours, accumulation of deposits, or the keeping of any animal carcass, or part of a carcass as determined by an enforcement officer.

~~\_ any damage, excessive noise or odour, where an enforcement officer has received a complaint and upon investigation of the complaint, is of the opinion that the noise or odour is excessive or offensive.~~

**POULTRY** means caged or free range poultry, and includes chickens, peacocks, geese, ducks, turkeys and domestic fowls of all descriptions.

**URBAN AREA** includes any property zoned as Residential, Commercial and Industrial under the operative District Plan (i.e. does not include Rural Living and Rural Zones), but excludes the properties in Crofton, Mataroa, and Turakina zoned Residential.

**STOCK** means cattle, sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas, of any age or gender.

**STOCK UNIT (SU)** is taken to have the same meaning as in the Statistics New Zealand Glossary, i.e. one 55 kg ewe rearing a single lamb. Under this definition, for example, 1 hogget = 0.7 SU; 1 Jersey cow = 6.5 SU; 1 mature Red Deer stag = 1.5-2.0 SU

**DISPENSATION** means every dispensation under this Bylaw. All dispensations -will be reviewed at least every three years.

## **5 KEEPING OF ANIMALS**

- 5.1 No person shall keep any animal in such a manner or in such conditions, which in the opinion of an enforcement officer, creates a nuisance or causes a threat to public health or safety.
- 5.2 It is the responsibility of any person keeping an animal to confine the animal within the boundaries of the premises where the animal is being kept, except for bees or where an animal is being led, driven, ridden or exercised.

## **6 CATS**

- 6.1 No person shall keep more than three cats over three months of age on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 6.2 Clause 6.1 shall not apply to any veterinary clinic, SPCA shelter, or registered breeder as accredited under the Cattery Accreditation Scheme operated by the New Zealand Cat Fancy.

NOTE: Boarding or breeding establishments for more than 15 cats requires resource consent under the operative District Plan.

## **7 POULTRY**

- 7.1 No person shall keep more than 12 head of poultry on any household unit in any urban area, unless given a written dispensation by an enforcement officer.



7.2 No poultry house shall be erected or maintained so that any part of it is within 10 metres from any dwelling in an urban area, or within 2 metres of any property boundary.

7.3 Every poultry house and poultry run shall be maintained in good repair, and in a clean condition free from any offensive smell or overflow, and free from vermin.

~~7.4~~ No person shall keep any rooster in any urban area, unless given a written dispensation by an enforcement officer.

~~7.4.7.5~~ No person shall ~~not~~ keep a rooster in such a manner that at any time the rooster can come within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer

## 8 BEES

~~8.1 The Council recognises that bees occupy a unique niche in the urban ecosystem and responsible bee keeping can bring many benefits to the local environment.~~

~~8.28.1~~ Notwithstanding the above, No person shall keep bees in any urban area, unless given a written dispensation by an enforcement officer. ~~if in the opinion of an enforcement officer the keeping of bees is, or is likely to become, a nuisance or causes a threat to public health or safety.~~

~~9.0 An enforcement officer may prescribe conditions relating to the location and number of hives able to be kept on any premises or place within any urban area of the District.~~

## ~~109~~ PIGS

~~9.1~~ No person shall keep pigs within any urban area, unless given a written dispensation by an enforcement officer.

~~10.19.2~~ No person ~~not~~ shall keep pigs in such a manner that at any time the pigs can come within 25 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

## ~~1110~~ GRAZING STOCK IN URBAN AREAS

~~11.110.1~~ No person shall keep stock at a stocking rate greater than 1 stock unit per 1000 square metres of grazeable pasture within any urban area, unless given a written dispensation by an enforcement officer.

NOTE: Refer to the Rangitikei District Council Stock Droving and Grazing Bylaw for regulations on the grazing of road reserves and movement of stock within the District.

## ~~1211~~ ANIMAL SLAUGHTER

~~12.111.1~~ No person shall slaughter any stock in any urban area, unless given a written dispensation by an enforcement officer.

12.211.2 No person shall slaughter any stock ~~or~~ within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

NOTE: It is an offence under the Health Act 1956 to leave animals or animal carcasses in a state where they are offensive or injurious to health. It is an offence under the Resource Management Act 1991 to contaminate waterways with animal remains. It is an offence under the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005 to feed pigs untreated meat or untreated food waste. It is an offence under the Rangitikei District Council Control of Dogs Bylaw to allow any dog to be fed or have access to any untreated sheep or goat meat.

## **13.12 OFFENCES AND PENALTIES**

13.112.1 Everyone commits an offence against this Bylaw who:

- a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided for in this Bylaw.
- b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided.
- c) Does not refrain from doing anything which under this Bylaw they are required to refrain from doing.
- d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw.
- e) Refuses or neglects to comply with any notice duly given under this Bylaw.
- f) Obstructs or hinders any enforcement officer in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw.
- g) Fails to comply with any notice or direction given in this Bylaw.

13.212.2 Any breach of this bylaw is an offence and liable to summary conviction and a fine not exceeding \$20,000, in accordance with Section 242(4) of the Local Government Act 2002.

## *Appendix 2*



# 1. Executive Summary

The National Cat Management Strategy Group (NCMSG) recognises the intrinsic value of cats and their value to people, the community and to New Zealand society. The NCMSG also recognises the need to balance the needs of cats, cat owners and cat carers with the potentially negative impacts of cats on communities, other species and on ecosystems. There is a need to humanely manage cats in New Zealand in a way that protects their welfare and our unique environment. The New Zealand National Cat Management Strategy Discussion Paper outlines recommendations from the NCMSG on ways to achieve this goal and details the supporting evidence for these recommendations.

The commonly used companion, stray and feral cat categories are not adequate for effective planning of cat management strategies to encompass all cat populations that need to be managed under the plan. The cat overpopulation problem is complex and it is important that the cat categories reflect that complexity and the need for different management strategies for different cat populations. The lack of appropriate and detailed cat categorisation has limited the ability to effectively manage cats in the past, particularly grouping all 'stray' cats together; this category actually includes a number of different cat populations that need different management strategies. The divisions within each of the proposed categories will allow the different groups of cats to be effectively and legally managed, whilst also providing added safety for previously unprotected cats. Therefore, the following cat population categories are proposed and used in this report:

- Feral cats: these cats are unowned, unsocialised, and have no relationship with or dependence on humans.
- Domestic cats:
  - Companion (owned) cats: these cats are considered to be owned by a specific person, are sociable, and are directly dependent on humans.
  - Stray cats: these cats are unowned, of varying sociability, have varying interactions with humans and dependence on humans. This category is subdivided into:
    - Socialised stray cats: this category is further subdivided into managed and unmanaged socialised stray cats.
    - Unsocialised stray cats: this category is further subdivided into managed and unmanaged unsocialised stray cats.

Managed stray cats may be socialised or unsocialised cats. This category includes, but is not limited to, cats referred to as:

- Colony cats: these are managed stray cats within a specific cat colony.
- Semi-owned cats: these managed stray cats are of varying sociability, many are socialised to humans, they interact with people regularly and are directly and indirectly dependent on specific humans but are not part of a cat colony.

The National Cat Management Strategy Group has assessed the existing literature and available resources concerning feral and domestic cat management strategies and taken into consideration feedback from stakeholder consultation to devise an evidence-based cat management plan for New Zealand. Key recommendations have been agreed by the NCMSG and are outlined below:

- 1** Any legislation and plans to manage feral and domestic cats must recognise and take into account that cats are sentient animals capable of experiencing positive and negative affective states, including pleasure, pain and distress, as acknowledged in New Zealand law.
- 2** Effective management of stray and companion cats requires an integrated, consistent and long-term approach focusing on non-lethal cat management methods; there is an urgent need for effective and humane cat management measures that are acceptable to the community. Changing community attitudes, beliefs and behaviours must be a foundation of every strategy to manage cat populations. Key components of this approach must be:
  - a)** Education programmes that focus on increasing public understanding of the need for cat management and acceptance of critical cat management measures. A strong and ongoing education and community support programme for important cat management measures is of vital importance.
  - b)** Programmes to promote the value of cats, enhance the human-cat bond and increase access to rental accommodation, which can assist in reducing cat surrender and abandonment.

- c)** Desexing initiatives for companion cats that are accessible for all those who need access to these services. This should result in an increased number of cats desexed which would otherwise remain entire due to owner or carer inability to have cats desexed. There should also be a consequent decrease in litters of kittens produced.
- d)** Introduction of wide-spread pre-pubertal desexing of cats. This will reduce the number of litters of kittens produced before cats are desexed and improve the effectiveness of other desexing initiatives.
- e)** Nationwide mandatory desexing and microchipping of cats and kittens at point of sale or transfer of ownership and prior to return to their owner if the cat or kitten is impounded.
- f)** Nationwide responsible cat ownership education programmes and legislation to encourage and reinforce responsible ownership with the aim of:

  - Increasing acceptance and implementation of cat containment, especially in sensitive wildlife areas. Measures to ensure suitably enriched containment environments for cats must be included to safeguard cat health and welfare.
  - Increasing the use of effective anti-predation devices for cats with outdoor access.
  - Increasing the number of cats identified through mandatory microchipping and physical identification.
  - Increasing acceptance and implementation of pre-pubertal desexing of cats.
- g)** Restrictions on the number of cats allowed to be kept on a property or by an individual. This strategy can help to encourage desexing, prevent 'kitten farms' and allow for better enforcement tools to manage hoarders.

**3** The following cat population categories should be used to provide the basis for a management framework:

- Feral cats
- Domestic cats
  - Companion (owned) cats
  - Stray cats
    - Socialised stray cats (managed and unmanaged)
    - Unsocialised stray cats (managed and unmanaged)

See proposed cat management flow chart based on these cat categories (Figure 4).

**4** Programmes that target stray cat carers are required. These would include education on responsible cat ownership issues such as desexing, vaccinating, microchipping and other relevant cat management topics. Since stray cat carers do not consider themselves cat owners, they are unlikely to comply with cat management legislation aimed at cat owners. Therefore, the effectiveness of future approaches to reduce the number of stray cats will be improved by targeting stray cat carers with specific education messages and management strategies, particularly encouraging desexing and identification (microchip and physical identification) and appropriate health care of managed stray cats. Desexing of these cats must also be facilitated to make this viable.

**5** Stray cat management is a short-term strategy (albeit short-term meaning over some years) to reduce the numbers of stray cats with the ultimate goal of having very few or no stray cats in New Zealand. In order to have the best chance of achieving this goal the follow recommendations are made:

- a) Stray Cat Management Guidelines should be created and implemented to facilitate best-practice, managed and targeted trap-neuter-return (mtTNR) programmes for stray cats. These guidelines should be adapted and improved as new evidence becomes available.
- b)** Stray Cat Colony Management Guidelines should be created and implemented. These should be adapted and improved as new evidence becomes available.
- c)** A managed stray cat registry with specific criteria should be created and implemented (e.g. cats must be desexed, ear tipped, microchipped but there should be no mtTNR in sensitive wildlife areas, exclusion or buffer zones).

It is acknowledged that mtTNR is not appropriate in all situations. In those instances where mtTNR is inappropriate (for example, near a sensitive wildlife area), the NCMSG supports trap and rehome. Where no other humane and non-lethal opinions are available the NCMSG reluctantly acknowledges that trap and humane killing methods for stray cats may be necessary, if this is the only option available and cat numbers must be reduced to safeguard the survival of vulnerable native species. These methods are only acceptable if they are carried out in accordance with best practice guidelines to safeguard cat welfare.

**6** Best practice cat management requires communication with all stakeholder groups and involvement of stakeholders in decision making and solutions. All stakeholders involved with cat management need to work collaboratively towards implementing effective and humane management strategies, with MOUs between major stakeholders.

**7** It is necessary to develop a national cat management task force, which would oversee research, operationalise the cat management strategy and coordinate and oversee evaluation of management efforts. Funding and support from government and other stakeholder groups will be necessary in order to achieve this.

Further research is needed to inform ongoing humane cat management strategies and will require a national allocation of resources, coordination and priority setting. This would be an important component of the national cat management task force work. Scientific rigor is needed to identify the problems and impacts associated with cats, determine causes and then identify solutions, before designing an action plan.

**8** The significant inconsistencies (or absences) in legislation, approach and level of commitment to cat management at the local and central government level need to be urgently addressed. A consistent approach is vital to ensure that approaches are complementary, not opposing, and that gaps are avoided between responsibilities, laws and initiatives, and to ensure that enforcement can occur under the legislation.

- 9** Creation and implementation of a national cat action plan and supporting legislation in the form of a National Cat Management Act and local bylaws is required. These will allow for mandated, comprehensive and consistent implementation of nationwide humane management of all cat populations in New Zealand. This plan must include provision for effective and ongoing evaluation, data collection and transparent reporting.

Relevant Codes of Practice and Standard Operating Procedures will need to be developed on a national level for cat management methods, to ensure consistency in cat management practises.

The National Cat Management Act should allow for the creation and implementation of local cat bylaws which will allow for cats to be managed through a variety of mechanisms, as deemed appropriate by the relevant Council. These may include:

- Cat curfew/containment and/or restriction in sensitive wildlife areas
- The ability to deal with nuisance cat issues (for example, through an infringement system)
- Setting a limit on the number of cats to be kept in each household but allowing permission to be sought from the Council to keep more cats under certain circumstances
- The removal of stray cats, if necessary, with the proviso that non-lethal methods of removal (e.g. rehoming or mtTNR) will always be the first option where possible
- A cat colony management register

- 10** Changes to legislation should be incremental to allow public education, acceptance and compliance with new requirements. It will likely be necessary to mandate components of the plan in order to make it effective. These changes must come from central and local government and be implemented locally.

**11** Local governments should consider establishing cat management advisory groups with terms of reference that include:

- Monitoring the implementation of cat management legislation and compliance with mandatory requirements
- Consulting with key local stakeholders
- Identifying key metrics to evaluate the effectiveness of cat management legislation

**12** Evaluation of cat management strategies is essential in order to determine their effectiveness. Key evaluation measures and processes for data collection need to be agreed by all stakeholders and applied to all new and existing initiatives. Transparent and public reporting of both positive and negative outcomes is of great importance.

Evaluation outcomes should be reported and incorporated into the development of cat management plans at the national and local level.

**13** Creation and implementation of a centralised national database of statistics relevant to cat management such as humane killing of cats, cat euthanasia, cat trapping, mtTNR, shelter intake, and humane killing methods.

**14** An integrated approach to the management of feral and domestic cats is vital to ensure that strategies are complementary, not opposing, and that no vital aspects in terms of responsibilities, laws and initiatives are overlooked. The flow between the different cat populations is fluid, so it is important to address all sources of cats in a coordinated and multifaceted initiative. Assessment of the effect of management strategies which address owned and stray cats on feral cat numbers and their impacts on wildlife is needed to provide data supporting this approach. This framework should be applied to any new initiative in cat management.

**15** Practitioners responsible for implementing feral (and domestic) cat management need to have an understanding of the animal welfare impacts of available methods, and be competent to implement strategies using best practice. This needs to be monitored and managed with a regular auditing and compliance framework.

All cat management activities should adhere to Codes of Practice and Standard Operating Procedures to ensure humane treatment of cats.



- 16 It will be necessary to identify sensitive wildlife areas nationwide. Subsequently, implementation of comprehensive but humane removal of invasive and potentially damaging species from within those areas, including feral and stray cats, will be required. Local authorities need powers to implement humane cat removal in zones of human habitation and urban development, and in and near sensitive wildlife areas, including: restriction of cat ownership, cat curfews and/or strict 24-hour cat containment laws and enforcement. These areas are not considered suitable for mtTNR programmes.

## 2. Introduction

New Zealand is home to millions of cats that have great value to people, the community and to New Zealand society. However, cats can also pose a significant threat to wildlife and create a complex animal management problem associated with many societal issues. These issues include ethical concerns about the euthanasia of thousands of healthy domestic cats and kittens every year, and the humaneness of feral cat control methods, moral stress for the people involved, financial costs to organisations that manage unwanted domestic cats and feral cats, environmental and biodiversity costs, potential for disease spread, community nuisance, and welfare concerns for cats. New approaches to management of this complex issue require understanding of the cat populations and stakeholders involved and a critical assessment of previous management strategies.

Cats can be categorised into various population categories which, together, make up a larger, interconnected network called a ‘meta-population’ (Jarman et al. 1993; Slater 2001; Toukhsati et al. 2007; Webb 2008; Marston et al. 2009; Alberthsen et al. 2013b; Miller et al. 2014b; Miller et al. 2014a). In the scientific and popular literature related to cat overpopulation and management, the terms used to categorise cats into different populations are inconsistent and sometimes more than one of the terms may be applied to some cats, resulting in some confusion (Slater 2001; Hughes et al. 2002; Toukhsati et al. 2007). However, all of these terms share a common basis: they describe some aspect of a cat’s relationship with humans: whether the cat is ‘owned’, confined, socialised, or dependent on humans (Haspel et al. 1990; Moodie 1995; Zasloff et al. 1998; Levy et al. 2003a; Levy et al. 2003b; Toukhsati et al. 2007; Webb 2008; Marston et al. 2009).

# Attachment 7

# Survey on strengthening New Zealand's protection system for heritage buildings

Ministry for Culture and Heritage June 2018

## Why we are consulting

There is concern that the preventable and irreversible loss of heritage buildings is occurring in New Zealand. The Ministry for Culture and Heritage is undertaking an assessment of New Zealand's system for protecting heritage buildings to inform work on how our system could be enhanced.

To help inform this assessment, the Ministry for Culture and Heritage is consulting with stakeholders i.e. organisations involved in identifying, managing, advocating for, and protecting heritage buildings. We want to hear your views on how heritage buildings are recognised and protected in New Zealand, and how our protection system may be improved.

## How to have your say

Please complete this survey and send your responses to the Ministry for Culture and Heritage by **15 July 2018**. You can:

- 1) Email the completed survey to: [survey@mch.govt.nz](mailto:survey@mch.govt.nz)
- 2) Post the completed survey to:

Heritage Survey  
Ministry for Culture and Heritage  
PO Box 5364  
Wellington 6140  
New Zealand

## What happens next?

The Ministry will also be hosting a series of targeted workshops to support the survey.

The Ministry will present the findings of the stakeholder consultation in a report, with an analysis of options to strengthen the system for protecting heritage buildings. This report will be provided to the Minister for Arts, Culture and Heritage by the end of September 2018, and will provide the Minister with a basis for making decisions on policy direction in this area.

The Ministry will hold all information you provide in confidence but may be required to release information if subject to a request under the Official Information Act 1982.

## Indicative timeline

An indicative timeline is set out below:

Date	Milestone
15 June	Surveys sent to stakeholders for completion
15 July	Stakeholders send back their responses
July - August	Stakeholder workshops to share feedback and discuss options
28 September	Report provided to Minister for Arts, Culture and Heritage

## Further Questions

If you have any questions you can contact [survey@mch.govt.nz](mailto:survey@mch.govt.nz)

## Background

The assessment that the Ministry is undertaking relates to heritage buildings. That is, buildings in New Zealand that have an enduring value to their communities. This includes buildings with existing heritage recognition as well as buildings that are not currently recognised within our heritage system but are likely to be recognised, by a community or experts, as having heritage values worth protecting.

New Zealand has an established heritage system involving different organisations, most notably Heritage New Zealand Pouhere Taonga (Heritage New Zealand) and territorial local authorities (councils). Other organisations have important roles and responsibilities in relation to the management of historic heritage.

Our focus is on how existing systems may be improved to better provide protection for heritage buildings. We are interested in hearing your views specifically on the following aspects of the heritage protection system:

- Identification of heritage buildings
- Protection of heritage buildings
- Heritage protection mechanisms
- Crown management of heritage buildings
- Buildings with heritage value for Māori
- Responsibilities and incentives for owners of heritage buildings

We have structured this survey under different headings. There is no expectation that you respond to every heading, as some may not apply to you.

## Before you begin the survey

We would appreciate if you could identify your interest in completing the survey:

*For example are you a private owner of a heritage building, territorial local authority, advocacy organisation?*

**Local authority – Rangitikei District Council**

## Identification of heritage buildings

Heritage New Zealand administers the New Zealand Heritage List / Rārangi Kōrero (the List). Places on the List have statutory recognition of their heritage values, but the List does not provide automatic protection. That protection is afforded primarily through the scheduling of buildings on a District Plan. New Zealand operates what could be described as a hybrid system of identification (through Heritage NZ) and protection (via councils).

Heritage New Zealand has a Statement of General Policy that guides how it administers the List.<sup>1</sup> Due to the thorough process required to list a building, only a limited number of places are added to the List every year.

Māori buildings are often not identified on the List, but may be identified on specific iwi management plans. These places are addressed in a later section, however we welcome your comments here also.

Some organisations have their own non-statutory identification processes (such as the Rail Heritage Trust of New Zealand) which can support future listing with Heritage New Zealand.

Please indicate the extent to which you agree or disagree with each of the following statements about the **identification of heritage buildings in New Zealand**.

*Please tick [✓] one response per statement.*

Q1 The Heritage New Zealand listing process aligns effectively with council scheduling processes.					
Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
✓					
<p>Comment:</p> <p>District Plans are reviewed usually once every 10 years. Therefore, if new buildings are listed in between the review cycle, they will only be included at the next Plan Change/Review which might not be for a considerable period of time.</p>					

Q2 The way the Heritage New Zealand listing process works is clear.					
Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
			✓		
<p>Comment:</p> <p>Information freely available on the Heritage NZ website.</p>					

<sup>1</sup> More information on the policy can be viewed at <http://www.heritage.org.nz/resources/statements-of-general-policy>

Q3	Having more than one system for recognising and protecting heritage buildings makes the process of protecting heritage buildings too complex.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
				✓		
<p>Comment:</p> <p>There can be confusion about the regulatory requirements between the Heritage NZ list and District Plan requirements.</p> <p>However, it is useful that the Heritage NZ list is created and maintained by heritage specialists which local councils can then use.</p> <p>Buildings not on the heritage list, but protected in District Plans are automatically considered to not be as significant, when this might not be the case or they might be significant for local reasons (streetscape protection).</p>						

Q4	It's acceptable for some heritage buildings to <u>not</u> be identified by Heritage New Zealand.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
				✓		
<p>Comment:</p> <p>Some buildings might be protected for local reasons (e.g. streetscape).</p>						

Q5	How, if at all, could the Heritage New Zealand listing process be improved to make it more effective, and ensure that community members participate in the process?					
	<p>It is suggested that increased resourcing is put into assessing and progressing legitimate listing applications faster.</p> <p>To encourage community participation, Heritage NZ could work closely alongside local authorities and use their community consultation networks.</p>					

## Protection of heritage buildings

Under the Resource Management Act 1991, councils establish schedules of heritage places within their District Plans, which have associated rules that protect and manage those places against demolition and inappropriate development. When preparing a District Plan, councils must take the New Zealand Heritage List into consideration, but they are not required to automatically protect buildings on the List.

Councils have different approaches for identifying, assessing and protecting buildings. Updating their heritage schedules may only happen when the District Plan is updated which may only occur every 10 years, meaning there are limited opportunities to ensure protections are in place for buildings.

Please indicate the extent to which you agree or disagree with each of the following statements about councils' **protection of heritage buildings in New Zealand**.

Please tick [✓] one response per statement.

Q6 It's acceptable for different councils to use different approaches to identify, assess and protect heritage buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
			✓		

Comment:  
Different councils have different contexts e.g. few or more heritage buildings and different local demands which means a one-size fits all approach is unlikely to be effective.

Q7 Councils need more guidance on best-practice methods for protecting heritage buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓			

Comment:  
The protection of heritage building is often context-specific. A case-by-case basis for each council is appropriate. Heritage NZ provides a list to guide which buildings should be protected, it should be up to each council to decide how this is best done in their community.



Q8	The council scheduling process ensures the timely protection of heritage buildings.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓					
	<p>Comment:</p> <p>District plan changes are infrequent, costly and time consuming. A lot can change in-between district plan reviews.</p>					

Q9	The council scheduling process works well for Māori heritage buildings.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓				
	<p>Comment:</p> <p>Often Maori heritage sites are not scheduled.</p>					

Q10	The Heritage New Zealand listing process helps councils in their decision-making on protecting buildings.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
					✓	
	<p>Comment:</p> <p>The Rangitikei District Plan has adopted the Heritage NZ Category 1 and 2 listings to protect. This makes the process easier and less contentious.</p>					

Q11	How, if at all, could the council scheduling process be improved to make it more effective?					
	<p>The scheduling process could be improved by making all heritage buildings on the Heritage NZ List mandatorily protected under the relevant district plan. This would reduce the disconnect between the Heritage NZ list and the regulatory requirements of district plans.</p>					

## Heritage protection mechanisms

There are other mechanisms that can be used to ensure the protection of heritage buildings.

Heritage New Zealand, through its legislation, has the ability to negotiate a heritage covenant on a property. Heritage covenants are voluntary agreements which are agreed to by a property owner for the purpose of protecting and conserving a historic place, historic area, wāhi tūpuna, wāhi tapu, or wāhi tapu area.

The RMA also enables the use of Heritage Orders by Heritage Protection Authorities (Ministers of the Crown, councils and Heritage New Zealand). Heritage Protection Authorities can require a Heritage Order to protect the special heritage qualities of a place or structure. A Heritage Order must then be included in a District Plan.

Heritage Orders are not commonly used. Covenants are more often employed but the voluntary nature of this mechanism may limit its efficiency in some cases. Some people think there should be more ways for regulators to enforce the maintenance of heritage buildings.

Please indicate the extent to which you agree or disagree with each of the following statements about **heritage protection mechanisms**.

*Please tick [✓] one response per statement.*

Q12 There is enough guidance available on how heritage protection mechanisms can be used to protect buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
			✓		

Comment:  
There is material readily available online if required.

Q13 Heritage protection mechanisms are currently being used appropriately to protect buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓			

Comment:  
Focus is on protecting heritage through district plans. However, other mechanisms such as heritage covenants which might provide greater protection are not used as often and are voluntary which means that they are not as likely to be used. There should be increased alignment between heritage covenants and district plans.

Q14	More heritage protection mechanisms are needed.				
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree
		✓			
Comment: Too many mechanisms would increase confusion and may deter people from investing in heritage buildings.					

Q15	How, if at all, could the <u>existing</u> heritage protection mechanisms be improved to make them more effective?
	<p>Increased alignment between Heritage NZ listing process and district plan provisions. This could be that buildings on the Heritage NZ list are automatically protected.</p> <p>Increased alignment between Heritage Covenants and district plans. Where a specific heritage covenant has been entered into for the maintenance and protection of a building, they should supersede district plan requirements.</p>

## Crown management of heritage buildings

The Crown owns many significant heritage buildings that are managed through a number of central government and local government organisations.

The Ministry administers the Policy for Government Departments' Management of Historic Heritage 2004.<sup>2</sup> The Policy, agreed to by Cabinet, outlines a best-practice framework for the management of historic heritage in government ownership. This policy has not been updated since 2004.

When land and buildings leave Crown ownership through the Crown Land Disposal process, Heritage New Zealand assesses the significance of any historic heritage values of the place on departmental land prior to disposal, and may recommend measures for protection of significant historic heritage in the national interest. This assessment is not binding.

Some publicly-owned heritage buildings are not identified or protected by Heritage New Zealand or councils and the management of publicly-owned heritage buildings differs between organisations.

Please indicate the extent to which you agree or disagree with each of the following statements about **Crown management of heritage buildings**.

<sup>2</sup> The policy can be found at <https://mch.govt.nz/research-publications/our-research-reports/policy-government-departments-management-historic-heritag>

Please tick [✓] one response per statement.

Q16 The Policy for Government Departments' Management of Historic Heritage 2004 provides useful guidance for protecting Crown-owned heritage buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
					✓
Comment: Not relevant.					

Q17 The Crown Land Disposal process works well to protect heritage buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
					✓
Comment: Council has no experience with the disposal of crown-owned heritage buildings.					

Q18 It's acceptable for some publicly-owned heritage buildings to not be identified by Heritage New Zealand or protected by councils.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓				
Comment: There should be one rule for all.					

Q19 Having heritage buildings in public-ownership is a good way to protect them.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓			
Comment: If the owner is committed to maintaining and retaining heritage buildings.					

Q20 It's acceptable for publicly-owned heritage buildings to be managed in different ways, depending on which organisation owns them.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
✓					

Comment:

There should be one rule for all.

Q21 How, if at all, could Crown management of heritage buildings be improved to make it more effective?

No comment.

## Responsibilities and incentives for private owners of heritage buildings

The majority of listed and scheduled heritage buildings are in private ownership, meaning private owners bear the majority of the responsibility and additional costs for maintaining heritage buildings. Owners of heritage buildings also face particularly high costs for earthquake strengthening their buildings.

A number of heritage buildings in private ownership have public value. For this reason there are some incentives to support private owners to maintain heritage buildings. However, these incentives might not be sufficient or appropriately targeted. When maintenance of heritage buildings is deferred, heritage fabric can be permanently damaged.

Please indicate the extent to which you agree or disagree with each of the following statements about **responsibilities and incentives for private owners of heritage buildings**.

*Please tick [✓] one response per statement.*

Q22 Heritage building owners have enough information about their responsibilities to care for their buildings as outlined in the Building Act 2004

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓				

Comment:

Private building owners struggle to understand their regulatory requirements.

Q23

The current responsibilities of private owners are appropriate given the costs of owning a heritage building.					
Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓				
<p>Comment:</p> <p>Heritage buildings provide a public good for communities, but unless external grants can be sourced, the cost of protecting the buildings can be too burdensome for private owners.</p> <p>In larger centres the economic return on heritage buildings can make their retention worthwhile, however, in smaller areas, such as the Rangitikei, the economic return is minimal and not enough to justify the expenditure on earthquake-strengthening these buildings.</p>					

Q24	There are sufficient financial incentives available to support private owners to maintain and upgrade heritage buildings.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓					
<p>Comment:</p> <p>The Heritage Equip fund seeks to provide support. However, the investment required to meet the criteria (e.g. have all consents in place) is too burdensome for building owners in rural communities.</p> <p>The amount of money available in the Heritage Equip fund (\$12 million) is small considering the scale of the issue and the cost of earthquake strengthening.</p>						

Q25	There are <u>non-financial</u> incentives available that effectively support private owners to maintain and upgrade heritage buildings.					
	Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓				
Comment:						

- Q26 If there was increased protection for heritage buildings, costs for managing heritage buildings would likely increase. Who should pay for these costs? This could include central government, councils, private owners or others.
- Comment:
- Heritage buildings provide a public good for local communities. However, small rural local authorities do not have the capability to help fund the retention and protection of heritage buildings. Therefore, support should be provided by Central Government.
- Q27 What suggestions, if any, do you have for monitoring the management of privately-owned heritage buildings to better support the active maintenance of heritage buildings?

## Buildings with heritage value for Māori

Māori have their own indigenous architectural and artistic traditions which are informed by Te Ao Māori and the interdependent relationship between matauranga, ancestral association and the natural world. Marae and marae buildings express these attributes directly and carry specific cultural traditions and meaning through the construction technology, materials, and cultural practices. Other forms of buildings such as churches, houses, community places, and commercial and government buildings can also form a wider cultural heritage significance for Māori.

Māori buildings are especially valued by their kaitiaki, this may be hapū, iwi or pan-tribal Māori organisations. Māori buildings are unique to New Zealand and have a special place in the cultural heritage of all New Zealanders.

While many Māori buildings have cultural heritage significance, relatively few (including historic marae buildings) are listed on the New Zealand Heritage List/ Rarangi Korero or scheduled on District Plans. This is partly because Māori communities often do not seek to publicly identify their buildings of significance within the existing heritage system.

Current building regulations, on fire safety and earthquake-prone building issues, impose firm obligations on building owners in New Zealand. These regulations can create issues for traditional Māori whare due to their specific construction and materiality, and can result in outcomes that compromise or reduce the cultural and heritage values of these buildings.

Please indicate the extent to which you agree or disagree with each of the following statements about **buildings with heritage value for Māori**.

Please tick [✓] one response per statement.

Q28 Councils and kaitiaki need more guidance and support about options for protecting and recognising Māori heritage buildings.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
				✓	

Comment:  
There is little support available for kaitiaki for protecting and recognising Maori heritage buildings.

Q29 Marae buildings should have recognition within our heritage system for their cultural value.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
			✓		

Comment:  
The cultural value of buildings is just as significant as other heritage values, and if there is a desire to recognise them, they should be able to be recognised. However, it is important that the kaitiaki would not lose control over the management of these buildings.

Q30 Current building regulations take the cultural values of Māori buildings into account appropriately.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
	✓				

Comment:  
The current earthquake-prone buildings legislation recognises only buildings on the Heritage NZ list. As acknowledged in this survey, very few buildings of significance to Maori are listed.



## The New Zealand heritage protection system as a whole

Please tick [✓] one response per statement.

Q31 The New Zealand heritage protection system as a whole currently recognises and protects the buildings that New Zealand communities and experts value.

Strongly disagree	Slightly disagree	Neither agree nor disagree	Slightly agree	Strongly agree	Unsure
		✓			

Comment:  
The historic process for listing buildings does not necessarily capture all buildings which are significant for local communities. This can result in unequal outcomes for building owners e.g. one building protected, while another is not (however may have equal heritage values).

Q32 There are different values associated with protecting heritage buildings. What in your view are the most important of the following? Please rank from most important (1) to least important (4).

Economic benefits	3
Existence for future generations	2
Sense of place / identity	1
Understanding of the past	4

Comment:

Q33 What are the most important issues that need to be addressed within New Zealand's system for recognising and protecting heritage buildings?

The Building (earthquake-prone buildings) Amendment Act is the most significant piece of legislation which will put heritage buildings at risk. While the Government has put in place the Heritage Equip fund to support heritage building owners, and provided time extensions, these mechanisms will not be enough to protect heritage buildings in small rural towns.

Marton in particular has a high concentration of heritage buildings, however, the economic returns available on these buildings once strengthened do not make undertaking these works viable. There is a real risk that at the end of the 15 year timeframe, to undertake works, there will be a disconnect between the requirement to demolish the buildings, and the protection of these buildings under district plans. Greater attention to the interior values of a building and the stories behind their construction and use could significantly expand the interest and significance of preservation.

- Q34 What aspects are working well within New Zealand's system for recognising and protecting heritage buildings?
- Having the Heritage List developed and maintained by Heritage NZ is effective. Heritage NZ are able to have specialists in heritage who can provide their expertise in deciding whether a building warrants inclusion on the Heritage List.
- Q35 What aspects cannot be changed within New Zealand's system for recognising and protecting heritage buildings?
- Having a body (Heritage NZ) with the expertise to maintain the Heritage List.
- Q36 Are there any other comments you would like to make on New Zealand's system for recognising and protecting heritage buildings?
- No.

Thank you for completing this survey. Your responses will contribute to the Ministry's work on strengthening New Zealand's protection system for heritage buildings.

You can:

- 1) Email the completed survey to: [survey@mch.govt.nz](mailto:survey@mch.govt.nz); or
- 2) Post the completed survey to:

Heritage Survey  
Ministry for Culture and Heritage  
PO Box 5364  
Wellington 6140  
New Zealand

# Attachment 8



# Audit of Food Act 2014 Regulatory Service Delivery. June 2018 to February 2019.

## K

Know

### What you need to know

The Food Act 2014 (the Act) has introduced a new regulatory model for both the Ministry for Primary Industries (MPI), and territorial authorities (TAs). It requires that both MPI and TAs develop and maintain productive and co-operative working relationships, and apply a co-ordinated and aligned approach when fulfilling our respective roles and responsibilities.

The Act describes roles and responsibilities for both MPI and TAs. At the heart of the Act (and in summary):

#### **MPI has two main roles:**

- The agency responsible for oversight of the food safety regime (e.g. setting outcomes, performance criteria, standards and requirements – and monitoring that these are being met).
- A co-regulator, working collaboratively with TAs.

#### **TAs have one main role:**

- A co-regulator, working collaboratively with MPI and other TAs.

#### **There are four key responsibilities for co-regulators:**

1. Providing information and advice to food businesses.
2. Performing the function of a registration authority (registering food businesses).
3. Carrying out the role of a recognised agency in regard to evaluation or verification (including regular reporting).
4. Carrying out compliance, enforcement and other regulatory responsibilities under the Food Act.

MPI, in its oversight role, will be conducting an audit of all TAs and MPI groups delivering regulatory services under the Food Act 2014 over the next eight months. This audit will focus on the four key responsibilities described above and is intended to provide insights into implementation progress to-date and identify what further advice, information, assistance and/or actions are needed to achieve the purpose of the Act.

# D

Do

## What you need to do

To ensure you are able to deliver effective regulatory services under the Food Act, and to assure the integrity and reputation of New Zealand's food regulatory system and safety and suitability of food, you will need to be in the process of implementing systems and processes to enable you to undertake the functions and activities as a co-regulator.

You will need to have at least considered and started to address the following.

### For all functions:

- Whether you will provide the functions, or contract another TA (or, in the case of verification, a recognised third party) to provide some or all of these.
- Developing and implementing:
  - Documented policies and procedures to safeguard confidentiality.
  - Systems and processes to manage conflicts of interest.
  - Systems to manage customer concerns and/or complaints.
  - Systems to manage delegations and contract arrangements (if applicable).

### Where you are providing the function:

#### 1 Information & Advice for Food Businesses

- Ensuring you have the capacity and capability required to provide technical and regulatory advice to food businesses.
- Developing and implementing processes to ensure consistency of information and advice with other co-regulators.
- Your part in ensuring food businesses have easy access to information and advice to enable them to comply with the Food Act.

#### 2 Registration of Food Businesses

- Developing and implementing systems and procedures to ensure:
  - Accurate and timely registration of food businesses.
  - Food businesses are registered under the correct scope of operations and risk-based measure (CFCP/FCP or NP1, 2 or 3).
  - Information relating to registered businesses being provided to the appropriate verification service provider.
  - Appropriate decision-making to register, refuse, cancel or suspend food businesses.
  - Registration data is available in MAPS/the public register in a timely manner.
- Developing and implementing processes to ensure consistency of service delivery and fees charged with other co-regulators.

#### 3 Verification

- For all verification services (including exclusive services under section 137), developing and implementing systems and processes to ensure:
  - Appropriate capacity to enable food businesses to be verified within the

- required timeframes, and any follow-up activities are appropriately managed.
  - Staff have the necessary competencies and the capability to carry out the scope of verification activities that are being undertaken.
  - Staff demonstrate an appropriate degree of impartiality and independence in carrying out the functions and activities.
  - Reporting requirements are being met (both for monthly reporting, and reporting of significant issues).
  - Consistency of service delivery and fees charged with other providers of verification services.
- For agencies offering, or considering offering contestable verification services:
    - Developing and implementing a quality management system.
    - Developing and implementing processes and systems (including budget) to ensure conditions of recognition (including annual surveillance assessments) are met.

#### 4 Enforcement & Compliance

- Ensuring you have the capacity and capability (warranted Food Safety Officers) required to undertake compliance and enforcement related activities.
- Developing and implementing systems and processes to:
  - Ensure investigations are undertaken in accordance with the requirements of the Food Act.
  - Manage food recalls, response to emergency situations and escalation of critical non-compliance.



Show

### What you will need to show

The regulatory services assessor (auditor) will seek information about:

- Your organisation – the functions being undertaken and the businesses and staff it is responsible for.
- Regulatory service functions undertaken in accordance with the requirements of the Act (e.g. internal policies and procedures).
- Records and documentation that demonstrate compliance with the provision of services under the Act, including but not limited to: training records; registration data; customer enquiries; procedures and records relating to complaints, recalls, non-compliance and corrective action; document control; and contractual agreements (where applicable) for shared or contracted services.
- Cost recovery models and resourcing capability.
- Your Quality Management System (if providing contestable verification services) – including policies and procedures required under regulation 110.
- What is working well for you and what needs further improvement.

# Attachment 9



# Memorandum

TO: Policy/Planning Committee

FROM: Blair Jamieson

DATE: 5 July 2018

SUBJECT: **Update on the Path to Well-Being initiative and other community development programmes – June 2018**

FILE: 1-CO-4-8

## 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 month of June 2018.

## 2 Meetings

Name / Location / Date	Agenda	Reasoning / Outcomes / Conclusions
Regional Community Development Forum 1 June RDC Chambers - Marton	Community Network Updates and Collaboration..	To continue existing lines of communication and provide staff at RDC with updates and advice for Youth Development.
Bulls & District Community Trust 21 June Supper Room – Bulls Hall	AGM and presentation of outcomes for the last financial year.	As part of our MOU arrangement and consideration of the outcomes within the Bulls Ward.
Te Pai Urungi Māori Capacity Hui 25/26 June Whakatane	Update on regulatory and four wellbeing requirements.	Mana Whakahono a Rohe templates.  A stoketake on positions, programmes and works being undertaken by Councils across New Zealand.



### **3 Youth**

- 3.1 As noted in the report for Item 10

### **4 Funding**

- 4.1 An update on all funding applications is summarised in [Appendix 1](#).
- 4.2 A funding application for the publishing of Les Vincents Memoirs has been made to the Whanganui community Foundation for \$8000.
- 4.3 Two funding applications have been submitted to the Ministry of Youth Development.
1. A mentoring programme called 'Kiritau – Helping Others' has been drafted and a request for \$99,500 for further development and operation has been submitted.
  2. A youth application to start a social enterprise for an event business. Outcomes include increasing youth employment capabilities by learning soft skills associated with event organising and business acumen include positive behaviour, attitude, self-management, resilience, problem solving and critical thinking. Hard skills to be learnt include but aren't limited to financial acumen, health and safety, staffing, promotion/marketing and data input. Event proceeds will be used to support youth projects or scholarships. Training and support has been offered by Sport Whanganui. The application is for \$14,320.
- 4.4 The Bulls and District Community Trust were successful in the application to the Whanganui Community Foundation for \$300,000 under the capital projects fund. The application sought funding to contribute to the construction costs of the pending multi-purpose community centre on the corner of Bridge Street and Criterion Street in Bulls.

### **5 Recommendation**

- 5.1 That the memorandum 'Update on the Path to Well-Being initiative and other community development programmes – June 2018' be received.
- 5.2 That the Policy/Planning Committee endorse the funding application to the Whanganui Community Foundation of \$8000 for the publishing of Les Vincents Memoirs.
- 5.3 That the Policy/Planning Committee endorse the funding application to the Ministry of Youth Development of \$99,500 for the 'Kiritau – Helping Others' mentoring programme.
- 5.4 That the Policy/Planning Committee endorse the funding application to the Ministry of Youth Development of \$14,320 for the youth-led social enterprise for an event business.

Blair Jamieson  
Strategy & Community Planning Manager

# *Appendix 1*

Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Status	Final report due
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	Successful - Reporting Required	Following project completion
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	Successful - Reporting Required	Dec 2017 - extension sought until July 2018
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	Successful - Reporting Required	Sep-18
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	Successful - Reporting Required	Jul-18
Community initiatives fund	Rangitikei Heritage for the publication of an historical memoir	\$2,000	Publishing memoir of Les Vincent	RDC	Lead	Prepared application, holds funds, manages project, reports back to funder	Successful - Reporting Required	Jul-18
Community initiatives fund	The feasibility of re-locating a church/community hall in Whangāehu.	\$2,500	Feasibility study	RDC	Lead	Prepared application, holds funds, manages project, reports back to funder	Successful - Reporting Required	Jul-18
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.	Successful - Reporting Required	Sep-18
Health Promotion Agency Community Partnership Fund	Support for the Swim for All Programme. Free swimming lessons for Taihape	\$5,000.00	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	Successful - To be carried forward 2018/19	To be advised
Freshwater Improvement Fund	Contribution to the Upgrade of the Ratana Wastewater treatment	\$875,000	To dispose of treated effluent to land rather than Lake Waipu	Horizons	Support Agency	None	Successful - Pending Works	To be advised

Whanganui Community Foundation	Capital contribution to the Bulls multi-purpose community centre	\$300,000	To contribute to the costs of construction for the Bulls community centre.	RDC	Lead agency, fundholder	Co-prepared application, present to decision makers, reports back to funder	Successful - Pending Payment	To be advised
Ministry for Youth Development	Youth Mentoring Programme	\$99,500	To help Council facilitate a youth mentoring programme within the district; training youth on one to one interactions.	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Lodged	To be advised
Ministry for Youth Development	Youth Social Enterprose	\$14,320	To facilitate and provide resources to help youth fundraise for community projects.	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Lodged	To be advised
Upcoming		\$2,146,320						
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

# Attachment 10

# Memorandum

**Subject:** Youth Development Programme Update – July 2018

**To:** Policy/Planning Committee

**From:** Nardia Gower, Strategic Advisor – Rangatahi/Youth

**Date:** 5 July 2018

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

---

## 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 on an annual basis. This money is being spent, in part, on the full time employment of a Strategic Advisor – Rangatahi/Youth. Nardia Gower started on the 1 May 2018 with the current capacity of three days a week in this role.

1.3 The objectives for the youth development programme in 2018 are provided in (Appendix 1):

## 2 Youth development programme

### Youth engagement

2.1 New initiatives and youth development programme ideas are consulted on with youth prior to implementation. Consultation takes place with the Rangitikei College Youth Committee specifically established for this purpose, and the already formed Youth Council at Taihape Area School. Jan Harris, Bulls and District Community Development Manager has been engaged to help form a group of local youth that attend school outside of District. A meeting is scheduled in the new term with Lesley Carter, Nga Tawa Principal, to discuss engagement and inclusion of Nga Tawa students.

### Communication methods

2.2 Information on competitions, developments and programmes are being communicated through the following channels;

- Facebook pages 'The Lobby', 'Taihape Youth Space'.

- MoU partner organisation newsletters and social media.
- Secondary Schools.

Upcoming communication channels:

- District-wide youth Facebook page
- Instagram
- Website
- Digital Youth Newsletter

- 2.3 There are a significant number of youth residents that school outside of the Rangitikei, it has been a priority to ensure they feel connected to our District and youth developments. The Whanganui Girls College principal, Tania King, has offered to act as the conduit for our information to be delivered to secondary schools in Whanganui, Rangitikei, and Manawatū, creating that broader connection.

#### Agency engagement

- 2.4 In 2016 Northern and Southern Youth Advisory Boards were established with the aim of connecting agencies, stakeholders and youth to create direction, programme development and assist financially or in kind. Over time the attendance numbers to the meetings have depleted. A new approach of one to one meetings has started, building relationships, engaging with external projects offered to youth in our District and working on collaboration opportunities.
- 2.5 A strong relationship with Youth Services is continuing, collaborating on youth events and exploring potential dual-use of The Lobby.

#### Youth awards

- 2.6 The 2018 Rangitikei Youth Awards was the most successful to date, receiving 19 nomination forms, with a total of 40 individuals being nominated either as part of a group or individually. That means that some of these exceptional young people have participated and affected their community in ways that fill multiple criteria. A Youth Awards evening is planned for 25 July 2018 to celebrate and acknowledge all the nominees and announce the category winners. The Finance/Performance Committee approved in 2016, the provision of up to \$2000 annually for the Rangitikei Youth Awards Scheme. The available fund is distributed to the category winners at the discretion of the judging panel. Council in June 2018 approved \$1000 towards the Youth Awards Celebration evening.

#### External Funding

- 2.7 Two funding applications have been submitted to the Ministry of Youth Development.
1. A mentoring programme called 'Kiritau – Helping Others' has been drafted and a request for \$99,500 for further development and operation has been submitted.

2. A youth application to start a social enterprise for an Event Business. Outcomes include increasing youth employment capabilities by learning soft skills associated with event organising and business acumen include positive behaviour, attitude, self-management, resilience, problem solving and critical thinking. Hard skills to be learnt include but aren't limited to financial acumen, health and safety, staffing, promotion/marketing and data input. Event proceeds will be used to support youth projects or scholarships. Training and support has been offered by Sport Whanganui. The application is for \$14,320.

### Youth Forum

- 2.8 Youth forums have been organised or supported by Council since 2007. They have had varying objectives from gaining youth perspective on youth-life in the Rangitikei, to offering experiences not otherwise available through school or regional location. The success of the youth forums in the past has been mixed and is hard to quantify.
- 2.9 In place of a youth forum in 2018, a survey is being developed. The survey is being drafted alongside stakeholders (including youth) and seeks to obtain a youth-perspective on a range of matters which can then be developed into a programme or shared with other stakeholders. This will further be supported with face to face informal conversations with groups of youth.

## **3 Upcoming initiatives**

- 3.1 A request from youth through the Level-Up Forum of 2016 was to have a platform and opportunity for youth to connect with youth across the District. A district-wide youth brand is currently being created called T.R.Y.B (pronounced tribe) - The Rangitikei Youth Body. A youth competition is underway to design the logo. A T.R.Y.B website is currently being designed and constructed that will include the following features:
  - Events calendar
  - Links to youth service agencies
  - Job/volunteer listings
  - Training opportunities
  - Competitions
  - Council information
    - Councillor information
    - What Council does
    - Policies
    - How to get in contact with Council
    - Fix-it-forms
    - Direct email link to Strategic Advisor – Rangatahi/Youth
- 3.2 A T.R.Y.B newsletter will be produced twice a term starting in Term 3 2018 which will update Rangitikei Youth on youth developments, opportunities, events and feature positive youth stories.



## **4 The Lobby – Marton’s Youth Space**

- 4.1 The attendance age of The Lobby was reviewed and adjusted to the ages 13 – 24 as the target age group (as this aligns with Ministry of Youth Development definition of youth). Previously children from the age of 8 were permitted in which discouraged the target age group from attending.
- 4.2 The Lobby is currently being manned during open hours by a mix of staff and volunteers. Currently 10 applications are with potential volunteers, a further two applications have been received and are being vetted. All volunteers are required to be police checked.
- 4.3 Aaron Mulligan, a year 13 high school student (Deputy Head Boy) is employed by Council to open the Lobby on a casual contract, and he also volunteers his time opening the Lobby before school and during the weekends on a casual basis. These casual opening hours are advertised through the Lobby Facebook page.
- 4.4 During Youth Week, 19-27 May 2018 youth led a makeover of the back room to create a chill-out/homework space, painted the graffiti wall white ready for a mural, and started investigating the potential of renovating the upstairs of the building which is currently underused.
- 4.5 A Youth Party was held on the 22 June 2018 in collaboration with Youth Services and with donations from ANZCO. This was well received with approximately 30 youth between the ages of 13 and 18 attending. The youth have requested this type of event is held on a regular basis.
- 4.6 Rangitikei College has put in an application with the Ministry of Education for the Kick Start Programme, an initiative of Fonterra and Sanitarium supported by the New Zealand Government. This initiative provides a free school breakfast of Anchor milk and Sanitarium Weet-Bix. The College has previously been successful and have run the programme from the College by teaching staff. If the current application is successful it will be run instead from the Lobby and led by the youth.

## **5 Taihape Youth Space**

- 5.1 Mokai Patea Services have been contracted to operate the Taihape Youth Space, Monday to Friday 3 – 5pm from the Taihape Town Hall Supper Rooms. The space re-opens 9 July 2018. The primary objective is to offer a safe space for youth to gather, offer health and wellbeing information available from various service agencies, and provide a centralised location for all youth-related information. The space offers free Wi-Fi, computers, PS4, ping-pong table and pool table. Mokai Patea are trialling the age range of 8 – 18 years.

## **6 Recommendation**

- 6.1 That the Memorandum ‘Youth Development Programme Update – July 2018’ to the Policy Planning Committee 12 July 2018 be received.

# *Appendix 1*

Outcomes – District Wide				
Programme	Progress to date	Upcoming	Timeframe	Comments
<b>Youth Engagement</b> <i>Purpose – to get direct youth voice and input on initiatives and to hear ideas from youth for youth</i> <ul style="list-style-type: none"> <li>Establish a youth committee at Rangitikei College</li> <li>Establish a youth committee at Taihape Area School</li> <li>Establish a youth committee at Nga Tawa</li> <li>Establish a youth committee of out-of-district students</li> <li>Establish a group of youth for the age range 18-24</li> </ul>	<ul style="list-style-type: none"> <li>Youth committee is established at Rangitikei College and have meet 3 times in term 2</li> <li>Pre-established Taihape Area School Youth Council is being utilised for engagement with Council, students will be invited to form a Youth Committee early in the 2019. The scheduled meeting for the end of term 2 was postponed due to staff illness. A new meeting is scheduled for early term 3</li> <li>Jan Harris has been engaged to help form a youth committee of out-of-district students</li> <li>Youth Services has offered to facilitate a group of youth for the age range 18-24</li> </ul>	<ul style="list-style-type: none"> <li>Formalise youth committee at Nga Tawa</li> <li>Formalise youth committee of out-of-district students</li> <li>Formalise youth group for the age range 18-24</li> </ul>	30 November 2018	This is work within the role of Strategic Advisor – Rangatahi/Youth. The youth committees are provided kai for their time.
<b>Communication</b> <i>Purpose - to inform and connect youth with relevant events, competitions, opportunities and information</i> <ul style="list-style-type: none"> <li>Engage with youth via social media</li> <li>Utilise MoU organisation partners</li> <li>Connect through Secondary Schools in Rangitikei, Whanganui and Manawatū</li> <li>District-wide youth Facebook page</li> <li>Instagram</li> <li>Website</li> <li>Digital Youth Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Current Facebook sites for the Lobby and Taihape Youth Space are used multiple times a week</li> <li>MoU partners are engaged to share information</li> <li>Tania King, Principal of Whanganui Girls High School, distributes information to secondary schools in Rangitikei, Whanganui and Manawatū</li> </ul>	<ul style="list-style-type: none"> <li>District-wide youth Facebook page to be established and marketed</li> <li>Instagram pages for The Lobby, Taihape Youth Space and TRYB to be established and marketed</li> <li>Website to be constructed and marketed</li> <li>Digital Youth Newsletter to be sent twice in term 3.</li> </ul>	28 September 2018	The website expense was paid for from 2017/18 budget.
<b>Agency Engagement</b> <i>Purpose - to build networks and collaboration opportunities that benefit youth.</i> <ul style="list-style-type: none"> <li>Connect with individuals, organisations identified through the Youth Advisory Boards and continue to grow relationship</li> <li>Connect and develop relationships with networks and stakeholders that offer direct or indirect benefit to youth and the Strategic Advisor Rangatahi/Youth role.</li> </ul>	Meetings have occurred with the following: Principals of Rangitikei College and Taihape Area School Youth Services Healthy Families Sport Whanganui Michael Andrew of Taihape Rotary Mokai Patea Bulls and District Community Co-ordinator Regional community Development Group Taihape Network Group Marton Health Network Network of Principal and agencies to address at-risk youth.	Continue to meet with individuals, organisations identified through the Youth Advisory Boards, not yet contacted Continue to build relationships and knowledge of services and programmes offered to Rangitikei youth	Ongoing	
<b>Youth awards</b> <i>Purpose - to celebrate youth success, achievements and their contributions to their communities</i> <ul style="list-style-type: none"> <li>Hold an annual Rangitikei Youth Awards</li> </ul>	The 2018 Rangitikei Youth Awards has been held with an Awards evening scheduled in July Youth awards were advertised, with a total of 18 applications received, involving 40 youth. The event was advertised through social media, newspaper, school notices and newsletters and posters.	Hold the Rangitikei Youth Awards evening.	25 July	Plans for upcoming awards are seek sponsorship to build the pūtea for both the winners and the awards evening.
<b>External funding</b> <ul style="list-style-type: none"> <li>MYD Youth Partnership Fund</li> <li>Source further external funding to support youth development</li> </ul>	<u>MYD Youth Development Programmes and Services</u> – An application was submitted for the mentoring programme ‘Kiritau – Helping Others’ for \$99,500 - awaiting decision  <u>MYD Enterprise Opportunities for Youth</u> – An application was submitted for a social enterprise for an event business for \$14,320 - awaiting decision	Continue to seek funding opportunities for youth development	Ongoing	.
<b>Youth Forum</b> <i>Purpose - to obtain a youth-perspective on a range of matters</i> <ul style="list-style-type: none"> <li>Youth Survey</li> <li>Informal youth conversations</li> </ul>	Draft survey circulating stakeholders	To circulate survey to youth residents through networks, collate information and present to Council. Collate and report on information gathered through informal youth conversations	Dec 2018	

<b>Volunteers</b> <ul style="list-style-type: none"> <li>Build a pool of volunteers for both Taihape and Marton to support youth spaces and youth projects</li> </ul>	Volunteer application forms have been distributed to 10 people with a further 2 currently being police vetted.	Continue to seek and build the pool of volunteers	Ongoing	Youth from the ages of 17 up are police vetted, building the capacity for youth spaces to be youth-led.
<b>Youth events</b> <ul style="list-style-type: none"> <li>Create free and subsidised youth events</li> </ul>	A Youth Party at the Lobby was held on 22 June with free BBQ, Fortnite competitions and other activities. Approximately 30 youth attended. They have requested similar events be held regularly.	Hold events in Taihape and Marton on a regular basis – subject to funding and in-kind support.	Ongoing	
<b>Kickstart Breakfast Programme</b> <ul style="list-style-type: none"> <li>To provide a youth led space for free breakfast to secondary students</li> </ul>	Rangitikei College has submitted an application to the Kickstart Breakfast Programme -awaiting confirmation. Aaron Mulligan and Jasmin Vanderwerff have volunteered their time to run the programme.	Set up facilities and equipment for programme following confirmation	Term 3	

# Attachment 11

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2017/18			Jun-18
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	Annual report adopted.	Completed.
	2018-28 Long Term Plan	Long Term Plan deliberations 31 May 2018 and adopted 28 June 2018.	Completed.
	Performance Framework: Resident's and Stakeholders' Surveys	No progress during this period.	Survey results to be presented to PPL.
Elections	Commence Representation Review Process	Further consultation about the Ratana and Taihape Community Boards.	Adoption of an initial proposal by Council on 26 July 2018. Consultation on initial proposal.
Iwi/Māori Liaison	Delivering the Māori Community Development Programme for building capacity in hapu and iwi to take part in Council's strategic planning and decision-making  Review key outcomes of the Māori Community Development Programme for input into the 2018-28 Long Term Plan	The Strategic Advisor - Iwi/hapu role has been filled. A workplan is being developed to align with the Maori Responsiveness Framework.	Ongoing hui and discussions to be had with representatives of Te Roopu Ahi Kaa to further refine goals for programme 2018/19.
Council	Delivery of programme of policy and bylaw review, focusing on review of non-statutory policies	See below	
	Co-ordinate actioning recommendations following initial round of section 17A reviews	Nothing to report for this period.	Swimming pool management Waste transfer station operations Finalise Hunterville Rural Water
	Co-ordinate preparation of submissions to government proposals and plans.	Low Emissions Economy Local Electoral Matters Bill Litter (Increased Infringement Fee) Amendment Bill	National Planning Standards Local Government Regulatory Systems Amendment Bill International Visitor Conservation and Tourism Levy
	Preparation of order papers that ensure compliant decision-making	Order papers prepared for; Council, Council Committees, all community committees and boards, TRAK.	Preparation of relevant order papers.
Policy and Bylaw Review	Compliance/end date		
Finalisation of urban/rural stormwater drainage maps to complete Water and Related Services Bylaw	tbc	No progress during this period	Sections of the Bylaw ready for review. Since the bylaw has been in effect for nearly five years, a full review is intended.
Section 17A review: Campgrounds	30 June 2018	Completed.	Complete.
Koitiata Waste Water Reference Group	tbc	No progress to report during this period.	Final testing to be undertaken and distributed.
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	No progress during this period	Council workshop associated with economic development - scheduled for 19 July 2018
Review of Significance and Engagement Policy	1 October 2017	Deliberations and adoption.	Completed.
Policy on Development Contributions	30 June 2018	Deliberations and adoption.	Completed.

Statement on development of Maori capacity to contribute to decision-making	30 June 2018	Deliberations and adoption.	Completed.
Revenue and Financing Policy	30 June 2018	Deliberations and adoption.	Completed.
Financial Strategy	30 June 2018	Completed.	Completed.
Associated review of Treasury Management Policies			
Infrastructure Strategy	30 June 2018	Completed.	Completed.
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 1) Maintenance and Protection of Public Roads 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 2019	Complete	Complete
Carried forward	Reference for inclusion		
Legal Compliance Project	Managing risk	No progress during this period	Four areas for updated analysis identified - Building consents, Enforcement, Health and safety, Resource consents
Investigate policy developments in line with the Local Government Excellence Programme	tbc	No progress during this period.	Draft enforcement strategy - complete. Communications strategy - upcoming. Further projects to be specified.
Speed Limit Bylaw	Request from the public	Consideration by TCB and recommendation to Council to adopt. Council confirmed the recommendation.	Implementation.
Parking and Traffic Bylaw	Request from Finance/Performance Committee	Complete	Complete
Other pieces of work	Reference for inclusion		

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2017/18			Jun-18	
<b>Major programmes of work outlined in the LTP/Annual Plan 2017/18</b>				
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	Transitions now complete		
Regional collaboration over regulatory functions	Continue to engage in regional collaboration over regulatory functions	Meeting held on June 2018		
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 ongoing.	239 pools still to be inspected on the Pool register ( this includes reinspections required)
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	Initial implementation requirements completed.	Complete.	
<b>Other regulatory functions</b>				
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	26 BC processed: 100% completed on time, average days to process was 13 days. Value of building work was \$1,840,719	3 new house builds valued at \$900,000. at All the rest of the work was polesheds, garages, woodfires, alterations, relocated buildings and additions	308 BC processed this year, value of work \$17,400,785. 100% processed within 20 working days.
	Code of Compliance Certificates, Notices to Fix and infringements issued.	27 CCC issued: 100% completed on time, average days to process was 1 day .		293 CCC issued, 13 NTF
Resource Consents	Report on: a) number of land use consents issued and timeliness	3 Land Use Resource Consents granted, 100% completed on time		20 Land Use consents granted
	b) subdivision consents and timeliness	4 Subdivision Resource Consent granted, 100% completed on time		28 Subdivision Resource Consent granted
	c) section 223 and 224 certification and timeliness,	No section 223 and 1 section 224 certificates issued this month.		16 s223 and 17 s224 certificates granted
	d) abatement and infringements issued.			0
Dog Control	Report on number of new registrations issued, dogs impounded, dogs destroyed and infringements issued.	564 New Dogs Registered, 10 Impounded, 0 Infringements, 3 destroyed		785 Total Dogs Registered, 241 Impounded, 77 Infringements, 46 destroyed, 4046 Unregistered
Bylaw enforcement	Enforcement action taken	2 letters sent and one infringement for litter		
Liquor Licensing	Report on number and type of licences issued .	1 Special, 9 Renew Managers, 1 Club Renewal		Renew 36 Managers, 13 New Managers, 37 Specials, 3 Temporary Authorities, Renew 2 Clubs, Renew 2 On licences, Renew 1 Off Licence, 2 New Off Licences, 1 New On Licence
Building Warrant of Fitness renewals	Report on overdue BWOF, audits, Notices to Fix and infringements issued.	17 overdue BWOF, 3 NTF issued, No infringements issued. 19 BWOF audits done		(Last year 1/1/17- 31/12/17 - 100 of 194 BWOF renewals were overdue) 25 NTF issued, 11 infringements issued, 104 BWOF audits done (from 1 January 2017 till now)
Swimming Pool Barriers	Report on number of pool barrier inspections done, Notices to Fix and infringements issued.	9 inspections passed, 4 failed inspections. No NTF issued for non-complaint pool barrier		6 NTF issued. 239 pools still to be inspected on the Pool register
Earthquake-Prone buildings	Marton Area has been prioritised to have all assessments done by Dec 2018	No assessments undertaken in March	Start in Marton CBD	



COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2017/18			Jun-18
Major programmes of work outlined in the LTP/Annual Plan 2017/18			
What are they:	Targets	Progress to date	Planned for the next two months
Community Partnerships	Facilitation of Path to Well-being groups	See below	
	Facilitation of Rangitikei Growth Strategy	See below	
	Delivery of work programme through the MOU	See below	
Key elements of the work outlined in Path to Well-being, Rangitikei Growth Strategy, MOU work plans and Annual Plan			
What are they:	Targets	Progress to date	Planned for the next two months
Advocacy to support the economic interests in the District at regional and national level Timely and effective interventions that create economic stability, opportunity and growth A wide range of gainful employment opportunities in the District	Develop collaborative economic development and District promotion services across the Horizons region	Further discussion on economic development planning between the regional collaborators on developing the economic development portfolio within Council.	Continued engagement between the regional collaborators on developing the economic development portfolio within Council. Additionally, a workshop and job description will be created for a new position within Council.
		Economic Development assessment undertaken from the submissions received from the LTP consultation document.	Provision of an operational assessment for Council to consider at its workshop and a job description will be created for a new position within Council.
	Progress solutions to water availability in area between Marton and Hunterville	No progress during this period	Determine local interest and investigate feasibility of MPI or PGF funding for the next stage.
	Review effectiveness of District promotion activities undertaken for the 2018-28 Long Term Plan.	Analysis undertaken for Councillor consideration	Being part of the operational assessment for Council to consider at its workshop in future.
	Facilitate and lead on a Rangitikei Growth Strategy that also aligns with and contributes to a regional Agribusiness Strategy	Consideration to undertake a Economic Development Strategy to replace the Rangitikei Growth Strategy.	Community priorities in LTP submission to be reflected in economic development strategy and action plan - as highlighted above.
Attractive and vibrant towns that attract business and residents	Implement Town Centre Plans (provision of good infrastructure, well-maintained streets in the CBD of main towns) Continue to discuss the concepts around the Marton Heritage precinct, particularly with business/property owners	Bulls - Tender has gone out for the Bulls community Centre. The donated house by Central House Movers is well underway. Marton - application for funding the feasibility study for the Heritage Precinct declined by Lotteries.	Bulls - Continue fundraising. Marton - develop business case, receive proposal for detailed designs.
	Place-making support in Marton, Bulls, Taihape, Turakina, Hunterville	Hunterville - Have applied for funding for the installation of 4 donated seats. Turakina - paint has been purchased for the bus shelter, but vandalism issues have to be addressed before it gets painted. Taihape applied for funding for 2 BBQ tables and 3 planetr boxes. Marton - Skatepark Committee identified elements which qualify for Placemaking funding.	Bulls might apply for stolen seats to be replaced outside the bakery. Taihape - to apply for fencing options.
	Events, activities and projects to enliven the towns and District Five + high profile events and 20 community events Council sponsorship of events aiming to increase visitor numbers (compared to 2015/16)	Event sponsorship fund Round 1 opened for consideration.	Event sponsorship applications considered by Finance/Performance Committee on 26 July.
Up to date and relevant information for visitors and residents on a range of services, activities and attractions	Maintain and develop information centres in Marton, Taihape and Bulls and develop "libraries as community hubs" concept	Business as usual, including promotion latest material and activities and events.	Business as usual, including promotion latest material and activities and events. Regular supplies of local information being delivered to Motorhome Park in Marton.

	Contract with local organisations to provide a range of information, including: * Up-to-date calendar of events, and * Community newsletters distributed through Marton, Bulls and Taihape	Business as usual, including posting events on Rangitikei.com FaceBook , as well as on Rangitikei Libraries & Information Centres FaceBook.	Business as usual promoting local events through use of screens in Information Centres and Libraries. Promoting local events through our Social media.
An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts	Maintain a website that provides information about Council and community services and activities	New website skin has now been rolled out.	Website improvements continue to be made, ReadSpeaker (a software programme that reads text to visitors to the site) is currently being installed on relevant pages.
	Develop www.rangitikei.com as a dynamic and attractive web presence for the District and towns (Provide a website that is a gateway to the District, with links through to more local web pages, with information about living in the District and interactive and appropriate social media opportunities	Seeking re-branding qoute for R.com to new RDC branding. Proposal to create new premier events page postponed until re-branding completed. Taihape business directory (mother database version) being updated. 'Live, work, play' (mother) database re-formatted and run for updated reporting to R.com	Ongoing population of business directories, focussing on Taihape.
Opportunities for residents to remain socially and physically active into their retirement years, to enable them to stay in the District for as long as possible	Facilitate and lead on a Positive Ageing Strategy that aims to enhance quality of life for older people in the District	Agreement by Mokai Patea Services around inclusion into their MOU workplan	Complete the MOU negotiations and undertake the contractual details for provision.
	Work with the Edale Home Trust Board to improve governance capability and financial sustainability, including approval for an interest-free loan of up to \$200,000 from Council, should Council deem that necessary	No further work required.	No further work required.
Opportunities for people with children to access the quality of life they desire for their families	Maintain Taihape and Marton Youth Zones as a central coordination point for youth activities, continue to seek contributions from external sources - Develop services for young people (12-20), such as driving safety, career development pathways, Youth Voice in local decisions Achievement Scholarships fro Taihape Area School and Rangitikei College Rangitikei Youth Awards Scheme 2017 and 2018 Rangitikei Youth Forum 2017/18	Continued develop of the Lobby in Marton (Youth Zone).Assessment of Youth Zone for Taihape and development of a operational plan with prospective Taihape MOU agency. Full report elsewhere on PPL agenda	Continue to seek funding from external sources. Engagement with young people. Development of Taihape Youth Space. Ongoing coordination of activities and services for youth
A more equal and inclusive community where all young people are thriving, irrespective of their start in life	Coordinate a Swim-4-All programme 2017/18 Investigate and open water safety strategy	Continue to seek funding from external sources. Participating schools in recieved 100% of there transport costs reimbursement by the Swim 4 All programme.	Completeing accountability fo Funders of the Swim 4 All programme
	Healthy Families programme: take part in Governance Group, act as local Prevention Partnership, participate in Strategy Group	Reported through another item on PPL agenda.	Healthy Families steering-group meetings to occur again in August & September, 2018
	Rangitikei College – potential to share assets	No progress during this period	Quote previously provided to Rangitikei College in 2017. Waiting to hear back.
Cohesive and resilient communities that welcome and celebrate diversity	Develop high trust contracts with agencies to undertake community development in each of the three main towns (Marton, Bulls and Taihape)	MoU's framework has been developed and agreed to.	Signing of the agreements and development of Youth Space for Mokai Patea Services.
	Organise the annual Path to Well-being Conference 2017/8	No progress during this period	Reconsideration of the value of a PTWB conference in 2018

	Planning for Ratana Centennial celebrations, 2018	Further investigation in to roading options	Ongoing support where reasonable
	Implement Heritage Strategy Development of a heritage inventory of Maori narratives and collections Development of a heritage inventory of European/ non-indigenous settler narratives and collections	Nothing to report for this period.	Meeting scheduled for August, publishing heritage inventories.
	Through Treasured Natural Environment Theme Group: - Support Hautapu and Tutaenui catchment groups - Continue to produce and distribute the Theme Group newsletter	Meeting held - networking, next issue of newsletter, updates, conservation week.	Newsletter to go out in July/August
Funding schemes which have clear criteria, which are well publicised, and where there is a transparent selection process	Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council	Community Initiatives Fund Round 1 closed. This was the first time applications were considered by the Community Committees/Boards at their June meetings.	Round 2 will open 13 August
	Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions	Inform community of this years funding schemes through Community Committees and Boards, Libraries, Town Coordinators, newspapers, website, facebook and Council forums.	Advise outcomes of Community Initiatives applications considered by relevant Committees and boards. Event Sponsorship to be considered by funding committee.
To see Council civil defence volunteers and staff at times of emergency (confidence in the activity)	Contract with Horizons to provide access to a full-time Emergency Management Officer	Contract continues to remain in place .	
	Arrange regular planning and operational activities	Review of current procedures and guidance for EOC currently underway. MCDEM undertook EOC audit in March awaiting report.	Awaiting audit results

## Service Requests May 2018 First Response

Service Requests	Compliance				
Department	Current	Overdue	Responded in time	Responded late	Grand Total
<b>Animal Control</b>			<b>90</b>	<b>14</b>	<b>104</b>
Animal control bylaw matter			2		2
Animal welfare concern			6		6
Barking dog			10	2	12
Dog attack			3		3
Dog property inspection (for Good Owner status)			6		6
Found dog			14	2	16
General Enquiry			3		3
Lost animal			17	9	26
Microchip dog			1		1
Roaming dog			12		12
Rushing dog			1		1
Wandering stock			15	1	16
<b>Building Control</b>				<b>2</b>	<b>2</b>
Dangerous or unsanitary building				1	1
General Enquiry				1	1
<b>Environmental Health</b>	<b>1</b>	<b>8</b>	<b>30</b>	<b>1</b>	<b>40</b>
Abandoned vehicle			4		4
Dead animal			3		3
Dumped rubbish - outside town boundary (road corridor only)		1	3		4
Dumped rubbish - under bridges, beaches, rivers, etc			2	1	3
Dumped rubbish - within town boundary			1		1
Food premises health issue			1		1
General Enquiry		1			1
Livestock (not normally impounded)		1			1
Noise		5	15		20
Untidy/overgrown section	1		1		2
<b>Grand Total</b>	<b>1</b>	<b>8</b>	<b>120</b>	<b>17</b>	<b>146</b>

Percentage responded in time

82%

## Service Request Breakdown for May 2018 - Resolution

Service Requets Department	Compliance Completed in time	Completed late	Current	Overdue	Grand Total
<b>Animal Control</b>	<b>98</b>	<b>6</b>			<b>104</b>
Animal control bylaw matter	2				2
Animal welfare concern	6				6
Barking dog	9	3			12
Dog attack	2	1			3
Dog property inspection (for Good Owner status)	6				6
Found dog	14	2			16
General enquiry	3				3
Lost animal	26				26
Microchip dog	1				1
Roaming dog	12				12
Rushing dog	1				1
Wandering stock	16				16
<b>Building Control</b>		<b>2</b>			<b>2</b>
Dangerous or unsanitary building		1			1
General enquiry		1			1
<b>Environmental Health</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>21</b>	<b>39</b>
Abandoned vehicle	3	1			4
Dead animal	3				3
Dumped rubbish - outside town boundary (road corridor only)	3			1	4
Dumped rubbish - under bridges, beaches, rivers, etc		1		1	2
Dumped rubbish - within town boundary	1				1
Food premises health issue	1				1
General enquiry				1	1
Livestock (not normally impounded)				1	1
Noise	3			17	20
Untidy/overgrown section			2		2
<b>Grand Total</b>	<b>112</b>	<b>10</b>	<b>2</b>	<b>21</b>	<b>145</b>

Percentage completed to in time

**77%**