



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 30 March 2022** commencing at **1.00pm**.

Bryan Nicholson
Chief Executive

Agenda

- 1. Present**
- 2. Council Prayer**
- 3. Apologies**
- 4. Public Forum**

A period of up to 30 minutes shall be set aside for a public forum. Each speaker during the public forum section of a meeting may speak for up to five minutes.

Standing Orders may be suspended on a vote of three-quarters of those present to extend the period of public participation or the period any speaker is allowed to speak.

With the permission of the Mayor, members may ask questions of speakers during the period reserved for public forum. If permitted by the Mayor, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

5. Notification of Items Not on the Agenda

Major items not on the agenda may be dealt with at this meeting if so resolved by the Council and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the Council may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

- 6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
- 7. Personal Matters**
- 8. Confirmation of Minutes** **5**
Recommendation
That the minutes of the Council meeting held on 23 February 2022 (as circulated) be confirmed as a true and accurate record of the meeting.
- 9. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**
- 10. Community Boards and Community Committees Reports**
- 10.1 Explore Pahiatua** **12**
Recommendation
That the report of the Explore Pahiatua meeting held on 2 March 2022 (as circulated) be received.
- 10.2 Woodville Districts' Vision** **17**
Recommendation
That the report of the Woodville Districts' Vision meeting held on 1 March 2022 (as circulated) be received.
- 10.3 Dannevirke Community Board** **33**
Recommendation
That the report of the Dannevirke Community Board meeting held on 7 March 2022 (as circulated) be received.

10.4	Eketahuna Community Board	39
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Recommendation

That the report of the Eketahuna Community Board meeting held on 14 March 2022 (as circulated) be received.

Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.

11. Reports

11.1	Council Enforcement Policy	43
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11.2	Adoption of the Litter Infringement Policy	75
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11.3	Dog Control Bylaw and Policy	85
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11.4	Review of Class 4 Gambling and Racing Board Venue Policy	125
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11.5	Audit and Risk Committee	144
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Recommendation

That the report of the Audit and Risk Committee meeting held on 22 March 2022 (as circulated) be received.

11.6	Adoption of Council's Engagement Document and Supporting Information for the Annual Plan 2022/2023	149
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11.7	Te Awa Community Foundation Memorandum of Understanding	159
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11.8	Manawatu Wanganui Disaster Relief Fund Trust Exemption from Council Controlled Organisation Status	167
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11.9	MW Lass Limited - Exempted Organisation	169
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11.10	2022 Triennial Local Authority Elections	171
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11.11	Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974	175
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11.12	Staff Report	187
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11.13	Draft Water Supply Bylaw	To be Circulated
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12. 2022 Local Government New Zealand Conference

This year's Local Government New Zealand annual conference will be held in Palmerston North from 20 to 22 July 2022. The theme for the conference is "Your chance to shape the future."

Details of the conference are circulated to the Council (separate to this agenda) for the purpose of determining its delegates to attend.

13. Local Government New Zealand Annual General Meeting

To determine the Council's delegates to vote on its behalf at the Local Government New Zealand Annual General Meeting held on 28 July 2022 the following recommendation is made. This will be a Zoom online meeting from 9.00am to 11.00am.

Recommendation

That the Council, being a member of Local Government New Zealand, appoint the Mayor - Mrs T H Collis as the presiding delegate to vote on its behalf at the Annual General Meeting of Local Government New Zealand held on the twenty-eighth day of July 2022 and at any adjournment thereof, and

That the Deputy Mayor - Cr E L Peeti-Webber be appointed as the alternative delegate to vote on the Council's behalf in the absence of the Mayor.

14. Portfolio Reports

Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.

15. Mayoral Matters

16. Items Not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 5

17. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 23 February 2022 commencing at 1.00pm.

1. Present

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin, S A Hull, C J Isaacson, P A Johns, K A Sutherland, R A Treder and S M Wards.

In Attendance

Mr B Nicholson	- Chief Executive
Mr R Taylor	- Manager - Democracy Services
Mr R Suppiah	- Group Manager - Corporate
Mr M Maxwell	- Group Manager - Economic and Community Development
Mr C Chapman	- Group Manager - Infrastructure
Ms T Love	- Group Manager - Operations
Mrs S Walshe	- Team Leader Financial Services
Mr A Gosney	- Project Management Office Lead
Ms B Smith	- Finance Manager
Ms E Roberts	- Revenue Manager

2. Council Prayer

2.1 Mayor Tracey Collis opened the meeting with a Council Prayer.

3. Apologies

3.1 Nil

4. Public Forum

4.1 Nil

5. Notification of Items Not on the Agenda

5.1 Nil

6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business

6.1 Nil

7. Personal Matters

- 7.1 Council's condolences are conveyed to Cr Carole Isaacson on the passing of her father.

8. Confirmation of Minutes

- 8.1 *That the minutes of the Council meeting held on 26 January 2022 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Peeti-Webber/Franklin

Carried

9. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda

- 9.1 Nil

10. Community Boards and Community Committees Reports

10.1 Explore Pahiatua

- 10.1.1 *That the report of the Explore Pahiatua meeting held on 2 February 2022 (as circulated) be received.*

Crs Peeti-Webber/Franklin

Carried

10.2 Woodville Districts' Vision

- 10.2.1 *That the report of the Woodville Districts' Vision meeting held on 1 February 2022 (as circulated) be received.*

Crs Peeti-Webber/Franklin

Carried

10.3 Dannevirke Community Board

- 10.3.1 *That the report of the Dannevirke Community Board meeting held on 8 February 2022 (as circulated) be received.*

Crs Peeti-Webber/Franklin

Carried

10.4 Eketahuna Community Board

- 10.4.1 *That the report of the Eketāhuna Community Board meeting held on 14 February 2022 (as circulated) be received.*

Crs Peeti-Webber/Franklin

Carried

11. Reports

11.1 Audit and Risk Committee

- 11.1.1** *That the report of the Audit and Risk Committee meeting held on 15 February 2022 (as circulated) be received.*

Crs Johns/Isaacson

Carried

11.2 Adoption of the 2020/2021 Annual Report and Annual Report Summary

- 11.2.1** *That the report from the Team Leader Financial Services dated 16 February 2022 concerning the adoption of the 2020/2021 Annual Report and Annual Report Summary (as circulated) be received, and*

That as recommended by the Audit and Risk Committee, Council adopt the 2020/2021 Annual Report in accordance with Section 98 of the Local Government Act 2002 subject to the correction of any typographical errors or changes which may be required.

Crs Johns/Hull

Carried

11.3 Capital Expenditure Budget Carry Forwards from the 2020/2021 Financial Year

- 11.3.1** *That the report from the Project Management Office Lead dated 16 February 2022 concerning capital expenditure budget carry forwards from the 2020/2021 financial year (as circulated) be received, and*

That the carry forwards outlined in section 4.1 of this report be approved for addition into this year's capital budget.

Crs Sutherland/Franklin

Carried

11.4 Six Months Performance for the Period Ending 31 December 2021

- 11.4.1** Team Leader Financial Services Sarah Walshe elaborated on Council's financial position and operating performance as at the midway point of this financial year, and variances to the revenue and expenditure budgets.

- 11.4.2** Council met 67% of its service performance measures compared to 77% last year. The second of the community surveys is currently underway, with results due back at the end of the month to be included in the third quarter report.

- 11.4.3** Project Management Office Lead Adam Gosney outlined progress with the capital works programme that Council spent \$10.2million of its \$30.5million budget for this financial year. Of the 224 individual projects identified within the Annual Plan there have been 45 projects completed. Most of the remaining projects sit within the delivery and planning stages.

- 11.4.4 Revenue Manager Eleanor Roberts spoke on work undertaken to manage rates debtors in arrears. As at 1 July 2021 there were 2,089 rating units in arrears, with 1,848 clearing the amount owed at 31 December 2021 leaving 241 with an arrears balance.
- 11.4.5 The total collected and approved write-off from 1 July to 31 December 2021 was \$628,323.
- 11.4.6 Group Manager - Corporate Raj Suppiah outlined the work finance staff continue to undertake with Council's treasury advisor to develop and implement strategies to manage interest rates risk and optimise funding in accordance with financial strategies.
- 11.4.7 Based on the current Long Term Plan debt profile Council complies with policy limits on interest rates risk management, and generally with financial prudence debt limits.
- 11.4.8 Team Leader Financial Services Sarah Walshe referred to the self-funded activities results for forestry (reserve balance of \$719,000) and pensioner housing (reserve balance of \$562,000) as at 31 December 2021.
- 11.4.9 ***That the report from the Team Leader Financial Services dated 16 February 2022 concerning Council's six months performance for the period ending 31 December 2021 (as circulated) be received and the contents are noted.***

Crs Wards/Sutherland

Carried

11.5 Staff Report

11.5.1 Weather Events

- 11.5.1.1 Thanks are conveyed to the teams involved in responding to the very wet weather events this month within the district, particularly over Waitangi Day weekend and 12 and 13 February.
- 11.5.1.2 This resulted in temporary surface flooding, slips and fallen trees on the district's roads, increased turbidity of river sources for water supply networks, and disrupted business as usual activities and projects currently under construction.

11.5.2 Water Supply and Demand Update

- 11.5.2.1 Rainfall and water conservation by residents has assisted to bring some temporary relief to the water supply situation, but restrictions will remain in place to support providing resilience to the impounded supply storage available capacity levels for the months ahead when dry weather is anticipated.

11.5.3 Dog Attacks

- 11.5.3.1 Group Manager - Operations Tina Love is reviewing the basis of information presented in the staff report regarding reported dog attacks to consider options to include details relating to type and location.

11.5.4 **Illicit Dumping**

- 11.5.4.1 Group Manager - Operations Tina Love is to follow up details of illicit dumping as it appears this is increasing to identify if there are particular places it is frequently occurring in the district.

11.5.5 **Super Consultation**

- 11.5.5.1 The first round of Super Consultation ends this month, with topics included being District Strategy, Water Supply Bylaw pre-consultation, Water Tanks and Play, Active Recreation and Sport Strategy.

- 11.5.5.2 Expo events occurred across the district to promote the consultation and provide an opportunity for the public to gather information, and be involved in this process to assist Council in considering the direction to take regarding these matters.

- 11.5.6 ***That the report from the Chief Executive dated 16 February 2022 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

Crs Johns/Hull

Carried

12. Portfolio Reports

- 12.1 Nil

13. Mayoral Matters

13.1 Mayor and Councillors Report

- 13.1.1 A copy of the Mayor and Councillors February report is tabled, and the information set out in that document is circulated as an attachment to the agenda relating to these minutes.

- 13.1.2 Matters included in the Mayor and Councillors report are as follows:

- 2022 Super Consultation
- Water
- Communities 4 Local Democracy
- White Ribbon campaign on violence prevention
- Forestry in light of the Emissions Trading Scheme and land use change
- Addams Family Dannevirke Theatre Company production
- Covid-19
- Love local lunches on scheduled Council meeting days
- Events attended by the Mayor
- Councillors portfolio reports

13.2 Tararua District Civic Honour

- 13.2.1** *That the resolution passed as a public excluded item of business at the Council meeting held on 27 October 2021 to award Wayne Churchouse a Tararua district civic honour to acknowledge his service to the community be confirmed in open meeting.*

Mayor Collis/Cr Wards

Carried

14. Items Not on the Agenda

- 14.1** Nil

15. Public Excluded Item of Business

- 15.1** *That the public be excluded from the following parts of the proceedings of this meeting, namely:*

- *Chief Executive's performance appraisal review report*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Chief Executive's performance appraisal review report</i>	<i>To protect the privacy of natural persons</i>	<i>Section (1)(a)(i)</i>

This resolution is made in reliance on Section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

- s7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.*

Mayor Collis/Cr Isaacson

Carried

- 15.3** *That open meeting be resumed.*

Mayor Collis/Cr Sutherland

Carried

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.05pm.

Mayor



COMMUNITY COMMITTEE

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Bush Community Centre, 98 Main Street, Pahiatua on Wednesday 2nd March 2022 at 7.00pm.

1. Present

Committee Members: Louise Powick (Chair), Fiona Stokes (Secretary), Gerry Parker (Treasurer), John Arends, Rhys Punler, Ingrid de Graaf, Karolyn Donald, Ali Romanos

Members of the Public: Cr Raylene Treder, Cr Alison Franklin, Stan Wolland, Ben Luders

2. Apologies

2.1 Alaina Simms

3. Conflicts of Interest

3.1 Karolyn Donald - Pahiatua Baths discretionary grant application.

Ali Romanos - Self reimbursement.

4. Notification of Items Not on the Agenda

4.1 Nil

5. Ben Luders - Dog Park

5.1 Ben spoke to the committee around the development of a dog park at Rotary Park, corner of Princess Street and Lawson Street. Ben has already approached Council about this project last year and was directed to Explore Pahiatua for support of this project. Council have offered dog poo bins and seating for the park. Ben is to follow up with members of Rotary to see if there is any contract around the guardianship of the park. Ben has already contacted several sponsors and is looking for project-based funding. Consultation with neighbours is to be undertaken. Raylene Treder has offered to assist with this. Fiona Stokes is to hold the dog park as a portfolio under Explore Pahiatua Community Committee and liaise with Raylene Treder and Ben Luders.

- 5.2 That Explore Pahiatua supports the construction of a dog park on the site of Rotary Park.**

Louise Powick / Fiona Stokes

Carried

6. Confirmation of Minutes

- 6.1 That the minutes of the Explore Pahiatua meeting held on 2nd February 2022 (as circulated) be confirmed as a true and accurate record of the meeting.**

Karolyn Donald / Gerry Parker

Carried

7. Matters Arising

7.1 Youth Centre Maintenance and Under-Verandah Lighting

Ali Romanos circulated a report on his work undertaken at the Youth Centre. Ali has rust guarded and silicone the roof. Brent Howell has been contacted to investigate the drainage issues and put a camera in the drain. Discussion was held around the door to the driveway and how practical this is. Ali to follow up on the under-verandah lighting. The wall down the driveway needs cleaning and lichen spraying before the mural can be progressed. Ali has requested a reimbursement for supplies for maintenance. In future supplies are to be put on the Mitre 10 account.

7.2 Smith's Track

Waiting for confirmation from Chris Chapman from Council to make progress with this project.

- 7.3 Family Violence signage has been removed.**

8. Tararua District Council Report

- 8.1 The replacement of the wall at the cemetery is underway. Council is in the process of contacting all whanau as they need to make replicas of the plaques. The new wall will be reinforced, and the old wall will be reinforced at the same time.**

Strengthening works are underway at the Council Service Centre. It is expected to be completed by the end of May.

Round one of the Super Consultation has been completed and round two is to begin in early April.

That the report of the Tararua District Council meeting held on 23rd February 2022 (as circulated) be received.

Rhys Punler / Ali Romanos

Carried

9. Town Entrance Signs

- 9.1** New professional photos taken for the farming and Carnival Park signs.
Vote taken on the colours for the signage.
Carnival Park - Number 60.
Farming sign - Number 31.

10. Correspondence

10.1 Correspondence out - Super consultation submission

Correspondence in - Carole from I-Site - requesting feedback on new welcome packs for new residents. Discussion was held around ideas for this. Louise Powick is to pass on feedback from the committee.

That the inwards correspondence be received, and the outwards be endorsed.

Ali Romanos / Ingrid De Graaf

Carried

11. Financial Report

11.1 Invoices to Pay

- | | |
|---|----------|
| • KJ Mitre 10 | \$203.61 |
| • Reimbursement - Ali Romanos | \$45.55 |
| • Discretionary grant - Pahiatua Swimming Baths | \$3400 |

11.2 That the financial report is received, and accounts approved for payment.

Gerry Parker / Rhys Punler

Carried

12. Discretionary Grant - Pahiatua Swimming Baths

- 12.1** Karolyn Donald presented on the discretionary grant application for funding for shortfalls at the Pahiatua Swimming Baths.

Council will give \$2652, and Stan Wolland is exploring funding sponsors for the pool. Discussion was held around fundraising ideas for future swimming seasons. Idea of an annual golf fundraiser to support both pools moving forward.

That the committee agree to cover the cost of \$3400 for the Pahiatua Swimming Baths due to the ramifications of COVID-19 in 2022. Surplus funds are to be returned to the Committee.

Louise Powick / Ali Romanos

Carried

13. Portfolio Reports

13.1 Pahiatua Districts Business Group - Ingrid de Graaf

Ingrid reported that she is working on updating the database. Membership forms are to be completed and sent out. The next meeting is to be set and 15 people are required to attend to resolve for incorporation. Ingrid is requiring some administration support and will ask members of the steering group about this assistance.

13.2 Carnival Park - Karolyn Donald

Karolyn Donald reported back on progress with Carnival Park. There has been a meeting with iwi and Department of Conservation. There are several logs down in the park which Richard Daymond is interested in some of the wood for carvings for the local Marae, Main Street and the college. Department of Conservation is excited to support this project. The health of the trees is to be assessed. The open day is planned for 4th May with the 6th as a postponement date, to be held between 10.00am to 3.00pm. This day is to involve local schools and the community. Andrea and Wendy are to attend the next Explore Pahiatua Community Committee meeting.

13.3 Swimming Pool

Raylene Treder and Erica Gleeson have made a start on funding applications. There has been a meeting with Department of Internal Affairs which was positive. The committee need to first have 33% of the funding before it can put in an application for funding from them. The building consent is nearly completed.

13.4 Harvard Plane - John Arends

John Arends reported that the sandblaster has looked at the plane.

The slide from Trevor Jackson is not up to park standard so John has sought a quote for a new playground slide which is approximately \$10k. John is to collect quotes and table them at the next meeting.

13.5 Tararua District Road Safety Group

Awaiting date for the next meeting. Cr Alison Franklin is to follow up that matter.

13.6 Community Garden - Alaina / Rhys

Progress is being made in the garden. The subcommittee have done a visit to the garden and a working bee. Further supplies are needed to continue with this project. They are working on putting together a framework and structure for the community garden and this document will sit under Explore Pahiatua Community Committee. Department of Internal Affairs may be willing to put funding towards this project, they are requesting a budget. Louise Powick is meeting with Jessi McKenzie to discuss a lease with Explore Pahiatua Community Committee for the garden.

The meeting closed at 9.17pm.

Chairperson - Louise Powick

MINUTES OF THE WOODVILLE DISTRICTS' VISION MEETING
Held on Tuesday 1st March 2022 at 7.00pm, Sports Stadium, Ross Street, Woodville

PRESENT:

Vicky Tomlinson (Chair), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Paul Tayler (Deputy Chair), Janice Wiri, John Preston, Peter Thornton, Jenny Lovett

IN ATTENDANCE:

Mayor Tracey Collis, Councillor Raylene Treder, Councillor Peter Johns, Brooke Carter (DIA)

APOLOGIES:

Brent Tomlinson, Carole Wilton, Denise Henman, Kari Gray, Bob Parkes, Denise Quinney, Denise Henman, Nigel Lovett

V Tomlinson moved that the apologies be accepted

J Preston/Carried

CONFLICTS OF INTEREST:

No new conflicts of interest were noted regarding the items noted on the agenda.

MINUTES:

V Tomlinson moved minutes from the general meeting on 1st February 2022 be taken as read

J Preston /Carried

AMENDMENTS:

V Tomlinson noted two amendments to the minutes of 1st February 2022 – removal of Councillor Raylene Treder as in attendance and the inclusion of Mayor Tracey Collis.

ACTION POINTS:

Action points updated as per attached.

Item 35: Tree Sculpture: P Tayler and G Haglund spoke to this item, noting the Executive Team minutes and the decision to look at disposing options. This decision was not taken lightly but given the increase of costs to repair the tree and transport it (to and from locations) and new glass needing to be cut and placed in it (once back on site) it is beyond economic repair. P Tayler noted that WDV, given the current social climate and the rising costs, is unable to justify spending a large amount of money repairing a single piece of artwork. The recommendation is to seek a new piece which will tie in with Woodville's 150-year celebrations in 2025.

P Tayler suggested a motion that WDV writes off the Tree Sculpture and then goes out to the Woodville Community to seek their input in what they would like to see in their town and tie it in with 150-year celebrations – noting it is about moving forward.

Councillor P Johns noted a possible amendment. He talked through the need of consulting with Woodville first before removing the tree. He was asked if he would lead that piece of work/consultation, he declined.

Councillor P Johns moved that Woodville is consulted prior to a decision being made re the Tree Sculpture via an article in the Bush Telegraph.

Seconded G Haglund

Four against /Four in favour. Motion lost.

P Tayler moved that the Tree Sculpture is beyond economic repair, and it is appropriately disposed of.

Seconded J Preston/Carried

P Johns against.

EXECUTIVE MEETING MINUTES:

V Tomlinson moved reports from 23 February 2022 is tabled as read.

J Wiri/Carried

CORRESPONDENCE:

IN:

- 1 Feb: Email from Jonathan Howe, Waka Kotahi, re meeting on Recreational Path Fund
- 2 Feb: Email from Principal of Woodville School thanking WDV for the Grant
- 9 Feb: Email from TDC re Earthquake-Prone Buildings
- 17 Feb: Email from T Benham re Broomfield Road Speed Limit
- 17 Feb: Email from T Benham re Flooding
- 18 Feb: Email from R Taylor TDC Agenda/Papers
- 19 Feb: Letter from J Preston re Funding
- 21 Feb: Email from J Lovett re Donation to Woodville School
- 22 Feb: Email from Dawn Vella, Ngāti Kahungunu re vaccine clinic in Woodville on 1st March
- 23 Feb: Email from TDC re COVID-19 within the communities of Dannevirke and Pahiatua
- 25 Feb: Email from Sport Manawatu re Bubble Bingo

OUT:

- 1 Feb: Email from Chair to previous WDV members advising of possible future agenda items
- 1 Feb: Email to WDV Members re proposed new Constitution
- 2 Feb: Email to Acting Principal of Woodville School advising of Grant
- 22 Feb: Email to Dawn Vella, Ngāti Kahungunu thanking her for letting us know re the vaccine clinic

V Tomlinson talked to several pieces of correspondence giving context to them. It was noted, with the pressures of COVID-19 and the lack of shoppers, some businesses didn't appreciate the timing of the 'Earthquake Strengthening' letters from TDC.

V Tomlinson moved the correspondence be noted.

G Haglund/Carried

FINANCE REPORT:

G Haglund spoke to his report. He noted that by the end of March 2022 the Gymnastics Team will be self-sustaining. They will have enough income to cover their expenses – main ones being their monthly lease and operating costs. G Haglund noted previous examples (of WDV) where small sub-committees/teams were given approval to operate/approve their own expenses within their budget.

G Haglund moved that the Gymnastics Team is able to approve their own expenditure up to the amount they have generated by income, less the balance for lease and operating costs.

J Preston/Carried

G Haglund moved his reports be accepted

P Johns/Carried

G Haglund read out a letter received by J Preston seeking funding for a contribution towards more artwork for ANZAC Day. He will be creating more solid cut outs to place around Fountaine Square as this year no actual soldiers will be in attendance. J Preston noted that due to some ongoing issues within the local RSA, all support is gratefully appreciated.

It was confirmed that the money would be for additional figures, which will be 'free-standing' this time and all together there should be 12 – 15 figures.

G Haglund moved that \$540.18 (as per the quote supplied) is granted to J Preston for the creation of soldier figures for ANZAC Day 2022 to stand in Fountaine Square.

R McMillan/Carried

J Preston noted his thanks.

CHAIR'S REPORT:

V Tomlinson talked to her report noting thanks to Brooke Carter from DIA for all the fantastic support she gives and continues to give the community.

V Tomlinson moved her report be received.

P Tayler/Carried

COUNCIL REPORT:

Mayor T Collis noted key aspects from the last Council meeting which included the adoption of the Annual Report. She touched on the Staff Report and the current skills shortage.

Mayor Collis noted the new pensioner flats in Dannevirke and that there is a new Housing Strategy in place. She was asked do locals (in Woodville) get preference for the Woodville flats over outsiders? She advised she understood that they were given first choice if they are on the list when a new flat comes up.

GENERAL BUSINESS:

COVID-19 Management Policy:

P Tayler spoke to the COVID-19 Management Policy noting the key points. He confirmed it was important for WDV to keep their volunteers safe and that we have a duty of care for our community.

He noted the vaccination assessment tool, which is incorporated within the Policy from Business.Govt. He confirmed that as the Executive have passed the Policy, it is at the General Meeting for endorsement, and it comes into effect from today.

Online Meetings/Zoom/Microsoft Teams

P Tayler noted that one key point which had come out of the Policy was the viability of online meetings for WDV. He confirmed that within the proposed new Constitution there are provisions for it, but he asked the meeting if there was interest now so we could look into options.

P Tayler explained how it would work (laptop/camera/microphone etc.) and have someone monitor online questions/voting etc.

He noted this might also get more people involved, given that COVID-19 it not going away any time soon! Interest was then sought for different types of conferencing: Computer/App – Yes. Telephone Only – One person.

J Preston noted that he didn't support online as it means people haven't truly taken the time to get involved – and it reduces personal debate. P Tayler noted all points discussed and confirmed he will investigate the possible options.

2022 Focus for Society

V Tomlinson noted the main points from the Executive Team minutes regarding maintaining a level of community events and involvement but in a safe way. She noted that given the uncertainty within the community (around socialising and going out) that smaller activities could be the key. She noted G Haglund's point (earlier mentioned around the Tree Sculpture) in tying in new, if not all, activities/events/projects now with 150-year celebrations. P Tayler noted it was important to get helpers with events and projects, so for people to keep that in mind.

V Tomlinson put it to the meeting to take the item away and to reflect/think on the main areas they would like to see the society focus on in 2022 (forward).

The meeting closed at 8.28pm.

Woodville Districts' Vision – ACTION LIST				As at: 1 March 2022	
#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	7/7/2020 3/1/20	Clarification is sought from Richard Taylor, Governance Manager regarding honorary payments .	V Tomlinson	TBA	Chair and Treasurer to follow up.
3	7/7/2020 6/4/20 3/4/20 3/8/24 2/4/24 April 2022	A working party be established so the Society can move forward and lay the groundwork for a new constitution and community committee that is dynamic and engages with the community.	M Hoare/V Tomlinson	On going On going On going August 24 Feb 22 Mar 22 April 22	4/8: Discussion/decision on the constitution be held over to AGM. AGM: Chair of AGM advised that the 2018 constitution will be adhered to, after she took advice from CE of TDC and Governance Manager. 1/9: Working group to be reformed. The working group will follow the correct process going forward. V Tomlinson update: two meetings have been held; progressing well. New members invited. The new constitution will be circulated for discussion before holding a Special General Meeting to registering. 3/8 – V Tomlinson advised that the new draft constitution was almost complete and that after a discussion with the Executive a Special General Meeting should be called within the next three weeks (for a month's time – as per the current constitution). 2/11 – Please refer to Exec Committee Minutes. 7/12 – Please refer to Exec Committee Minutes, 30 th November. 1/2/22 – Document sent out for consultation to society members. Due back by 24 th Feb for Exec to review before re-circulation and SGM called. 1/3/22 – No major comments received. A SGM will be called for in a month's time.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
9	7/7/2020 6/10/20 3/11/20 1/12/20	Induction Pack for new members to cover historic items and ongoing projects.	V Tomlinson	Ongoing	Chair and Secretary to produce. A draft has been produced. To be edited before circulating to members for review On hold till some historic issues are resolved.
16	4/8/2020 6/10/20 3/11/20 1/12/20	Mayor to investigate whether Chorus boxes can be painted.	Mayor V Tomlinson		Noted in TDC meeting. It is not a Chorus box; it belongs to Scanpower. L Gray-Stuart to make enquiries. Permission has been granted to paint boxes, in consultation with Scanpower. Chair to contact Scanpower to get details. Chair has spoken with Scanpower and they are happy for the box to be painted, in consultation with them. Chair suggested a competition with local school children. Matter to be further discussed in 2021. V Tomlinson moved that this item is managed by the Events Team. Second T Brackenbury/Carried Chair advised that a competition will be run for school children to enter ideas of what to paint the box. Due May 2022
24	6/10/20 3/11/20 1/12/20 2/2/21	Invitation to Colin Yonge and team to WDV meeting	V Tomlinson	1/12/20 Feb 24 March 21	Replied: suggested December's meeting. Waiting for response. Chair to meet with C Yonge. Report to come next meeting. Chair confirmed C Yonge will attend 2021 meeting as the feasibility study has just got underway (funded by Council).

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	2/3/24			May 21	Chair advised C Yonge will attend the March meeting as the feasibility into the walkway was not yet finished. Chair advised that C Yonge is now leaving the Council, but also the study was not completed. M Maxwell from Council will present once report is completed, most likely May.
	4/5/24			TBA	4/5: The Chair noted that the feasibility study has now been put on hold by the Council as Councilors discuss it further. Mark Maxwell will update the Chair in due course.
	3/8/21			April 22	3/8: Councillor Johns updated the meeting. Please see minutes for full details.
25	2/2/24	Recycling Centre Woodville: Continued investigations into possible options of either moving it, or reducing the disturbance to visitors using the camping grounds.	V Tomlinson	March 21	The Chair noted that options were still being considered and a possible interim solution, which she will be discussing with Council staff, is signage and or a gate to restrict the hours people can use the glass recycling section. On hold until TDC trial is complete Woodville Recycling Centre: There is some confusion regarding the black glass bins used in a trial. Some were taken away and some were left. Mayor Collis agreed to investigate and provide clarity. 3/8: V Tomlinson advised update re bins, as per the flyer handed out to those who still had bins. All were collected. Work continues on recycling options.
	2/3/24				
	4/5/24			TBA	
	6/7/24		Mayor Collis	6 July 24	
	3/8/24			Ongoing	
	5/10/21			July 2022	

#	Date of Meeting	Action	Owner	Due Date	Status/Update
27	4/6/24 7/12/21	Concept Tree Sculpture: With the return of the concept tree sculpture, the Chair asked members to think, over the next month, where an appropriate place is to house it permanently, given it is a WDV asset.	ALL	May 24 Feb 22 Dec 24 Feb 22 March 22 April 22	5/10: Cr Tredner confirmed that there will be an update in July 2022. 4/5: Discussion held. The Chair to approach the Medicine Depot to see if they are happy to display the tree until a permanent/semi-permanent home is agreed upon. This venue gives members of the public access to view it. 1/6: Tree is now at Medicine Depot till further notice. Review to be done in six months of location. 7/12: Letter to be written to Art and History asking if they would like to host the tree for a while. P Johns confirmed the artist was Deidre Powell. 1/2/22: Action not undertaken, now due in March. 1/3: Action to be undertaken via email as Gallery now closed till further notice.
35	3/8/24 2/11/21 7/4/24 1/3/22	Tree Sculpture: Removal of tree:	WDV Exec	Nov 24 Feb 22 Mar 22	M Stuart advised that he was still awaiting an updated quote as the main person was currently away. Chair to follow up. Resolution required. As per Exec Mtg minutes discussion took place at general meeting. The decision was voted on and carried to dispose of the tree due to the uneconomic nature of repair. Please see minutes for full notes. P Thornton to seek a letter from member of public in Woodville who is interested in tree. V Tomlinson also to seek written confirmation of another offer to take the tree away.
36	3/8/21	WDV Websites: Work required on WDV website.	WDV Exec	Oct 24 April 22	5/10: The Chair noted this will be an item for the new Executive Team to discuss going forward.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
38	1/3/22	2022 Focus for Society: All members to reflect/think about what direction they would like to see the society move in for 2022/23.	ALL	April 22	1/3: As per Exec Minutes, investigatory work is underway to find a new website platform. Funds already available to assist with upgrade. Will investigate quotes and bring back to April meeting. 1/3: As per minutes, ongoing item for all members to consider.

MINUTES OF THE WOODVILLE DISTRICTS' VISION EXECUTIVE TEAM MEETING
Held on Wednesday 23rd February 2022, 7.00pm, Anglican Church Hall

PRESENT:

Vicky Tomlinson (Chair), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Paul Tayler (Deputy Chair and Co-Chair for this meeting), Janice Wiri

APOLOGIES:

Evan Natrass

COVID-19:

With a general meeting coming up on 1st March, and the higher risk of COVID in the community, the Executive agreed to hold the next meeting in the Sports Stadium so there is more space for seating. There was a discussion regarding using zoom or Microsoft Teams for the meeting, so people can join online. P Tayler will investigate, and the team will seek interest at the next general meeting.

Correspondence:

Email from J Lovett re Donation to Woodville School:

The Executive discussed the communication. It was noted, as at the time of the meeting, the possible 'expectation' this donation might set going forward. The Chair noted that she had responded to that concern on the night, though due to masks not everyone might have heard. Donations have previously gone to Woodville School, Papatawa School and the CACTUS Programme run at Tararua College. The Executive reconfirmed that this was very exceptional circumstances and that all support, from the community is required at the given time for Woodville School. It was confirmed all decisions and discussions were within the current constitution. The Chair did note that given mask wearing greater and slower conversations might be required.

The Chair read out a response from the Acting Principal regarding the concerns about MoE raised in the piece of correspondence. A response will be drafted and circulated to the Executive before being sent.

Email from T Benham re Speed on Broomfield Road:

The Executive discussed the communication and agreed to write to TDC asking for a possible investigation into reducing the speed and a possible review of the properties to ensure appropriate fencing is in place to ensure animals are secure. A letter will be drafted and circulated to the Executive before being sent.

Email from T Benham re Flooding near Broomfield Road:

The Executive discussed the communication and agreed, with the information currently at hand, that the Regional Council may not be fulfilling its obligations with contract management. The Executive agreed that a letter is sent to the Regional Council asking for further details and/or confirmation of their position within the situation presented. Given the possible impact on the wider community, especially with climate change and larger storms now happening, the Executive noted that small actions can make a big difference. A letter will be drafted and circulated to the Executive before being sent.

Email from Tararua Alliance re Bin Request Ormond Street:

The Executive discussed the communication noting that 91 Ormond Street was no-where near the pub. The Executive agreed to seek clarification before any recommendations are made.

TDC Welcome Packs:

The Executive discussed what was currently included and agreed it would be good to include information about Woodville Districts' Vision, and possibly the structure of how WDV fits into the larger picture. An info sheet will be drafted and circulated to the Executive Team prior to sending to C Wilton.

WDV Website:

V Tomlinson noted that the current website (which was commissioned and put into place by the prior Executive) was not very user friendly. G Haglund noted that it was built to generate income through selling advertising. WDV is here to support all the community, not to profit from it. It was agreed to seek details of 'Explore Pahiatua's' new website and its construction and to find out related costs.

Road Safety Group - Representation:

The Executive discussed and agreed that greater clarification should be sought re the role. V Tomlinson will email the Mayor and report back.

Tree Sculpture:

The Executive discussed options around the Tree Sculpture noting that someone is interested in purchasing it and relocating it. There was agreement that it is beyond economic repair given the increase of costs now. The Executive agreed to discuss it further at the next General Meeting. Dependent on that discussion will be the next steps. The Executive did discuss the options around including a new project tied in with the 150-year celebrations.

Skate Park Update:

P Tayler updated the Executive on the Skate Park Project. He noted that measurements of the proposed area were undertaken, and quotes were being sought. He noted, all going well and if the quotes are received in time, the first major funding application will be completed.

COVID-19 Policy:

The Executive reviewed the draft policy again, noting the final updates around the 'Vaccination Assessment Tool'. The Executive agreed with the policy, and it is coming into effect on 1 March after the next General Meeting.

P Tayler moved that WDV adopt the COVID-19 Management Policy.

R McMillan/Carried

2022 Goals/Main Focus:

V Tomlinson opened the discussion noting the global pandemic, the effects it has on events and the wider community. P Tayler noted it was important to maintain a level of community events and involvement, but perhaps best not to add anything new this year. He noted smaller group activities seem to be an enjoyable environment for everyone. G Haglund suggested activities/projects are now linked to our 150-year celebrations – why wait for 2025. They could be all revitalisation projects linked into the celebrations, i.e., any artwork. V Tomlinson noted that the thinking behind the 'mid-winter light and Matariki Festival' was to build on it each year leading up to 2025, so that would work nicely with the 'revitalisation' approach. This item is to be discussed at the next General Meeting.

The meeting closed at 9.10pm.

WOODVILLE DISTRICTS VISION

Treasurer's report 28 February 2022

Discretionary Fund		Opening Balance		\$ 14,930.85
		<u>Income</u>	<u>Expenditure</u>	
28/02/2022 Interest		\$ 3.82		
		\$ 3.82	\$ -	
	Closing Balance			\$ 14,934.67
General Working A/c		Opening balance		\$ 71,228.43
		<u>Income</u>	<u>Expenditure</u>	
1/02/2022 Gym			\$50.00	
1/02/2022 Gym			\$60.00	
2/02/2022 Gym			\$50.00	
2/02/2022 Gym			\$10.00	
3/02/2022 Gym			\$60.00	
3/02/2022 Gym			\$50.00	
3/02/2022 Gym			\$195.00	
4/02/2022 Gym			\$50.00	
5/02/2022 Subs	DEPOSIT		\$40.00	
7/02/2022 Gym			\$65.00	
8/02/2022 Gym			\$65.00	
8/02/2022 Gym			\$60.00	
8/02/2022 Gym			\$40.00	
8/02/2022 Bush Multisport Trust	Grant - Marking track			\$468.00
9/02/2022 Gym			\$140.00	
10/02/2022 Gym			\$60.00	
10/02/2022 Gym			\$50.00	
14/02/2022 Gym			\$65.00	
14/02/2022 Gym			\$65.00	
14/02/2022 Gym			\$60.00	
14/02/2022 Gym			\$40.00	
14/02/2022 Gym			\$50.00	
14/02/2022 Gym			\$60.00	
14/02/2022 Gym			\$60.00	
14/02/2022 Gym			\$65.00	
15/02/2022 Gym			\$60.00	
15/02/2022 Gym			\$60.00	
15/02/2022 Gym			\$60.00	
15/02/2022 Gym			\$60.00	
15/02/2022 Gym			\$65.00	
15/02/2022 Gym			\$110.00	
16/02/2022 Gym			\$70.00	
16/02/2022 Gym			\$60.00	
16/02/2022 Gym			\$10.00	
16/02/2022 Gym			\$60.00	
17/02/2022 Gym			\$100.00	
17/02/2022 Gym			\$60.00	
17/02/2022 Gym			\$60.00	
17/02/2022 Gym			\$60.00	
17/02/2022 Gym			\$40.00	
17/02/2022 Woodville School	Grant			\$5,000.00
17/02/2022 Ann-Marie Hapuku*	Kidz Club			\$881.36
17/02/2022 Edwin Gray	Event-1950s Refund			\$60.00
17/02/2022 Woodville Rec Trust	T Gym Sport-Evnt Centre Lease			\$433.33
18/02/2022 Gym			\$120.00	
21/02/2022 Gym			\$50.00	
22/02/2022 Gym			\$50.00	
23/02/2022 Gym			\$10.00	
28/02/2022 Interest			\$19.76	
	Closing Balance	\$2,694.76	\$6,842.69	\$ 67,080.50

Committed funds (Including GST)

ongoing	Secretary	Honorarium	\$1,650.00
ongoing	Treasurer	Honorarium	\$1,800.00
ongoing	Chair	Honorarium	\$2,000.00
5/07/2022	GST to IRD		\$232.43
ongoing	Event - 1950's Refund	Event - 1950's Refund	\$30.00
ongoing	DIA Community Initiative - Kidz Club		\$1,503.81
ongoing	DIA Community Initiative - Community Garden		\$3,999.82
ongoing	DIA Community Initiative		\$11,500.00
complete	WDV Community Initiative - Gymnastics		\$0.00
reserved	Rippa Rugby		\$30.00
reserved	Gym Fees	\$4,442.61	\$4,442.61
ongoing	Lease Gym Area until 17/1/2023 (No GST)	\$4,333.30	\$475.38
Total Committed:			\$27,664.05

Note: The Gym Fees, less GST, are used to pay the Lease of the Gym area.

The Gym Fees are required to be reserved in order to pay the Lease of the Gym area.

Approved Projects (Balance)

Recreation and Play Park (1000)	Date Approved:	2/02/2021	1000
Website Development (1,200)		4/06/2019	1200
Events 21/22		4/05/2021	1981.51

Total Approved: \$ 4,181.51

Expected Projects

Tree sculpture repairs	Verbal Discussion	8336.92
Draft WDV Annual Budget		10245.00
Total Expected:		\$ 18,581.92

Accounts to be approved for payment on 1/3/2022

Total for Payment: \$ -

TOTAL AMOUNTS Committed / Approved / Expected / Received:

\$50,427.48

Potential Available General Funds 2021/22

\$ 16,653.02

Term Deposits	#008	Grant fr Meridian for	Walkway	\$	5,787.89
	#011	Funds allocated to	150 Year celebration	\$	5,607.64
Total funds in reserve				\$	11,395.53

Notes:

* Items is for a reimbursement

If your koha is an unconditional gift you do not have to pay GST on it.
An unconditional gift is a voluntary payment to a non profit body that does not benefit the payer or giver in the form of goods or services.

Woodville Districts' Vision – Conflicts of Interest Register

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Geoff Haglund	Partner of D Quinney, person who gets paid for the delivery of the Woodville Wire	Yes	6/10/20		Geoff will abstain from any votes related to Woodville Wire.
	Currently undertakes business with one of the shortlisted accounting firms.	Yes	6/4/21	Disclosed at meeting, noted/recorded	Geoff abstained from voting on the shortlist of Accountants
Denise Quinney	Receives money from WDV via the Woodville Wire Sub-Committee, for delivery of newsletter As at Aug 21 Denise no longer delivers the Woodville Wire	Yes	6/10/20 3 Aug 21		Denise will abstain from any votes related to Woodville Wire.
Vicky Tomlinson	Chair of Holy Trinity Anglican Church Vestry Chair of Woodville Bowling Club Executive Team	Yes Yes	2/2/21 7/12/21	Disclosed at meeting, noted/recorded. As per above	Vicky will abstain from any votes related to Holy Trinity Church. Vicky will abstain from any votes related to Woodville Bowling Club.
Janice Wiri (became a member after 2/2/21)	Member of Holy Trinity Anglican Church, Vestry Member of Woodville Bowling Club Executive Team	Yes Yes	2/2/21 7/12/21	Disclosed at meeting, noted/recorded. As per above	Janice will abstain from any votes related to Holy Trinity Church. Janice will abstain from any votes related to Woodville Bowling Club.
Rev Rosie McMillan	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Rosie will abstain from any votes

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
					related to Holy Trinity Church.
Turia Brackenbury	Chair of WRAP (formally known as W/FI)	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.
Malcolm Stuart	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.
Carole Wilton	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.
Rosie Karena	Member of Woodville School BoT	Yes	1/2//22	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 7 March 2022 commencing at 1.00pm.

1. Present

Board Members P F Walshe (Chairperson), T J Hynes (Deputy Chairperson), W R Macdonald and K P Spooner-Taylor.

In Attendance

Mrs T Collis - Her Worship the Mayor
Mr K Sutherland - Councillor (from item 8)
Mr R Taylor - Manager - Democracy Services

2. Apologies

- 2.1 *That an apology be sustained from Cr Erana Peeti-Webber (Council appointed Community Board member) for non-attendance at the meeting.*

Spooner-Taylor/Macdonald

Carried

3. Public Forum

- 3.1 Nil

4. Personal Matters

- 4.1 Nil

5. Notification of Items Not on the Agenda

- 5.1 Nil

6. Confirmation of Minutes

- 6.1 *That the minutes of the Dannevirke Community Board meeting held on 8 February 2022 (as circulated) be confirmed as a true and accurate record of the meeting.*

Hynes/Macdonald

Carried

7. Matters Arising from the Minutes

7.1 Dannevirke Residents and Ratepayers Association (Item 3.1)

- 7.1.1 Manager - Democracy Services Richard Taylor has provided information to Dannevirke Residents and Ratepayers Association in response to their questions regarding Laws Road water reservoir and the water pipeline through to the freezing works.

7.2 Cole Street Community Walkway (Item 7.2)

- 7.2.1 Subject to agreement from Tararua Alliance the Cole Street community walkway project committee hope to commence undertaking that work by the end of this month.

7.3 Water Supply and Demand Update (Item 8.2)

- 7.3.1 Rainfall and water conservation by residents assisted to bring some temporary relief to the Dannevirke water supply situation, but restrictions remain in place to support providing resilience to the impounded storage available capacity levels for the months ahead while dry weather continues.

7.4 Mangatera Cemetery (Item 13.3)

- 7.4.1 The appearance of Mangatera Cemetery has improved as a result of rectifying the concern regarding planting of grass and use of top soil placed on graves.

7.5 Water Tanks (Item 12.1)

- 7.5.1 The two 30,000 litre water tanks filled by Fonterra with untreated water available for community use are to be transported to Dannevirke for installation.

7.6 Anzac Park (Item 13.4)

- 7.6.1 Arrangements are in place to maintain a toilet facility at Anzac Park in Norsewood for people to use when visiting and camping at this scenic reserve.

8. Tararua District Council Report

- 8.1 ***That the minutes of the Council meeting held on 23 February 2022 (as circulated) be received.***

Hynes/Macdonald

Carried

8.2 Review into the Future of Local Government

- 8.2.1 Mayor Tracey Collis circulated for board members information background details regarding the Review into the Future for Local Government being undertaken by a Review Panel for the Government.
- 8.2.2 Webinars are available on the future of the governance system for local democracy in New Zealand, and board members are invited to view these presentations.

8.3 Communities 4 Local Democracy

8.3.1 Mayor Tracey Collis spoke on the Communities 4 Local Democracy group of partner councils from around New Zealand formed in response to communities serious concerns about Government's mandated Three Waters reform model and the implications of this proposed legislation.

8.3.2 Board members are invited to support this group through signing as an elected member a declaration to show the community they are opposed to community property rights being confiscated without compensation, and the removal of direct community input into decision-making.

9. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

9.1 Tararua Community Youth Services

9.1.1 Deputy Chairperson Board Member Terry Hynes reported Tararua Community Youth Services is in the process of appointing new board members to its governance management structure.

9.2 Dannevirke Chamber of Commerce

9.2.1 Deputy Chairperson Board Member Terry Hynes reported about forty people attended a successful after five's meeting in February at Dart Panel and Paint.

9.2.2 The next after five's meeting will be held at Allied Petroleum Dannevirke Fuel Stop and APB Amalgamated Packaging businesses at their sites on Miller Street.

9.2.3 Mayor Tracey Collis suggested Dannevirke Chamber of Commerce consider arranging an after five's meeting at Murray's Nurseries in Woodville.

9.2.4 This would provide an opportunity to visit from a district-wide focus a Tararua based business growing and supplying pine tree stock to large-scale forest owners and developing the latest industry research.

9.2.5 Deputy Chairperson Board Member Terry Hynes will discuss the Mayor's suggestion at the next Dannevirke Chamber of Commerce meeting where arrangements for such future events are planned.

9.3 Roading

9.3.1 Chairperson Board Member Pat Walshe reported on a service request he had submitted to repair potholes in Queen Street.

9.3.2 While Tararua Alliance had promptly undertaken to fill the potholes the problem has again appeared as the filling disintegrated quickly.

9.3.3 A utility cover located on the resealed section of Swinburn Street needs looking at as it causes a noise when vehicles drive over that part of the road's surface.

9.3.4 Works Liaison Committee Chairperson Cr Kerry Sutherland noted both of these concerns for follow up with staff at the committee's forthcoming workshop briefing session this month.

10. Correspondence

10.1 *That the correspondence as listed be received.*

a) Dannevirke Theatre Company

Re: Request for financial assistance to offset the cost of hiring Dannevirke Town Hall for the Addams Family production

b) Alzheimers Society Manawatu

25 February 2022

Re: Request to extend time for uplifting the funding grant for the memory walk community event

c) Rua Roa Community Hall Committee

3 March 2022

Re: Decision to not uplift General Assistance Grants Scheme funding Spooner-Taylor/Macdonald

Carried

10.2 Dannevirke Theatre Company

10.2.1 The request from Dannevirke Theatre Company for financial assistance to offset the cost of hiring Dannevirke Town Hall for the Addams Family production is withdrawn from the agenda.

10.2.2 This is as a result of the Group Manager - Economic and Community Development Mark Maxwell agreeing to provide funding for the extra week of the show, and the original hireage costs being covered by a grant from Creative Communities New Zealand funding.

10.3 Alzheimers Society Manawatu

10.3.1 The Board note Alzheimers Society Manawatu is proposing to reschedule the memory walk community event to be held in September 2022, and is agreeable to providing a further extension to enable the grant of \$1,000 for that event to remain available until that time.

10.4 Rua Roa Community Hall Committee

10.4.1 The Board note Rua Roa Community Hall Committee has decided not to proceed with their project to replace a section of hall ceiling at this time, and will not be uplifting its grant of \$2,500 allocated by the Board for that purpose.

11. Anzac Day Community Concert

11.1 The Board agreed not to proceed with arranging an Anzac Day community concert this year due to Covid-19 restrictions limiting its size to 100 people (which is considerably smaller than the usual numbers that attend this event).

12. Chairperson's Remarks

12.1 Dannevirke Settlers Cemetery

12.1.1 Sharyn Burling (Friends of the Settlers Cemetery Coordinator) conveyed her appreciation to thank the Board for the clean up of weeds in the Dannevirke Settlers Cemetery at the end of George Street.

13. Items Not on the Agenda

13.1 Dannevirke Host Lions Club Electric Barbecue at the Dannevirke Lower Domain

13.1.1 Deputy Chairperson Board Member Terry Hynes reported the installation of the electric barbecue by Dannevirke Host Lions Club volunteers at the Dannevirke Lower Domain is progressing, and should be completed within the next week.

13.1.2 The generous support received from the following local businesses giving their assistance at no cost to undertake that project is acknowledged:

- Ruahine Property Works Limited
- Bruce Hunt Contracting Limited
- Derek's Electrical Limited

13.2 School Bus Service

13.2.1 Deputy Chairperson Board Member Terry Hynes reported on a person contacting him regarding their concern about issues with the school bus service not picking up children and refusing them access to that transport option.

13.2.2 In following up this matter the Deputy Chairperson contacted management from Go Bus (who is contracted to provide that service), and a good outcome was achieved to resolve these issues.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 1.40pm.

Chairperson



Eketāhuna Community Board

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 14 March 2022 commencing at 10.00am.

1. Present

Board Members C C Death (Chairperson), S C McGhie (Deputy Chairperson), T M Carew, D F Clifton and Cr R A Treder (Council appointed Community Board member).

In Attendance

Mr R Taylor - Manager - Democracy Services
Ms N Ashworth - Employment Liaison Coordinator - Tararua REAP

2. Apologies

2.1 Nil

3. Personal Matters

3.1 Nil

4. Notification of Items Not on the Agenda

4.1 Employment Liaison Coordinator for Tararua REAP Nicole Ashworth shall speak to board members about her role as an additional item of business for today's meeting following the Tararua District Council report.

5. Confirmation of Minutes

5.1 *That the minutes of the Eketāhuna Community Board meeting held on 14 February 2022 (as circulated) be confirmed as a true and accurate record of the meeting.*

Carew/McGhie

Carried

6. Matters Arising from the Minutes

6.1 **Pūkaha National Wildlife Centre (Item 6.2)**

6.1.1 In addition to the tōtara logs provided some milled timber will also be made available to Pūkaha National Wildlife Centre for use in their new facilities being developed.

- 6.2 **Town Signage (Item 6.3)**
- 6.2.1 Installation of the town signage for Eketāhuna is imminent, noting the design was previously circulated and received by the Board at its December meeting.
- 6.3 **Eketāhuna War Memorial Hall Remembrance Area Lighting (Item 8.1.2)**
- 6.3.1 A meeting will be held this afternoon with Mayor Tracey Collis to discuss the lighting of the remembrance area at the Eketāhuna War Memorial Hall to review its ongoing maintenance.
- 6.4 **Eketāhuna Domain Proposed Dog Walking Area (Item 10.2)**
- 6.4.1 The feasibility of developing a dog walking area at the Eketāhuna domain is being considered, and next month Council is consulting on the Dog Control Bylaw and Dog Control Policy that designates public places for providing dog exercise areas.
- 6.5 **Main Street Pedestrian Crossing (Item 12)**
- 6.5.1 Eketāhuna Our Town Committee has contacted the New Zealand Transport Agency to request the pedestrian crossing in Eketāhuna be raised and coloured to make it safer.
- 6.5.2 A copy of the correspondence could be forwarded for circulation to the Tararua District Road Safety Group's next meeting as part of the report from the Board's representative.
- 6.6 **Anzac Day (Item 11)**
- 6.6.1 Painting of memorial crosses is to be arranged to honour the remembrance of those people from the Eketāhuna community that died serving their country in world war conflicts.
- 6.6.2 Flags for the commemoration of Anzac Day will be placed in the town, and arrangements shall be made for the Anzac Day ceremony to provide an inclusive event all members of the community can attend (taking into account Covid-19 restrictions relating to public gatherings).
- 6.6.3 The proposed hitching posts made from railway sleepers with a commemorative plaque to honour the memory of local men who served in the Eketāhuna Mounted Rifles are to be progressed.
- 6.6.4 The centenary to commemorate the official opening of the Anzac Memorial bridge at Kaiparoro will be held this year, with an event planned on 3 December 2022.

7. Tararua District Council Report

- 7.1 *That the minutes of the Tararua District Council meeting held on 23 February 2022 (as circulated) be received.*

Death/Carew

Carried

7.2 Eketāhuna Water Treatment Plant Upgrade

- 7.2.1 It is requested updates are provided to the community regarding progress on the project to upgrade the Eketāhuna water treatment plant.

- 7.2.2 This could include a report through the Eketāhuna community newsletter to outline the intended timeframe of the work to be undertaken.

7.3 Super Consultation

- 7.3.1 Council's second round of Super Consultation shall occur next month, and this will be open to submissions from the community as part of the engagement process for seeking public input.

8. Tararua REAP

- 8.1 Employment Liaison Coordinator for Tararua REAP Nicole Ashworth spoke on her role and the programmes and services she is involved to help people find the right training or career path.

9. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

- 9.1 Nil

10. Correspondence

- 10.1 *That the correspondence as listed be received.*

a) Communities 4 Local Democracy

4 February 2022

Re: 3 Waters elected member declaration invitation

b) Eketāhuna Our Town Incorporated

Re: Eketāhuna Our Town Committee 10 February 2022 meeting minutes and reports

McGhie/Clifton

Carried

10.2 Eketāhuna Our Town Incorporated

- 10.2.1 A jubilee weekend is being arranged for the 150th anniversary of Eketāhuna to be held in March 2023.

- 10.2.2 Various events are planned to celebrate that occasion, and a project concept has been proposed to build a pagoda opposite Eketāhuna Club as an area/facility for community events.

- 10.2.3 Eketāhuna Our Town Incorporated Annual General Meeting was held on 10 March 2022, including an election of committee members and appointments to positions of office.

11. Eketāhuna Community Centre

- 11.1 Discussions are occurring with the Manager of Facilities Jessi McKenzie to ensure the appearance of Eketāhuna Community Centre is smart and neat for next year's 150th anniversary Eketāhuna jubilee.
- 11.2 The interior of the main hall needs painting, curtains replaced, redecorating undertaken and chairs provided. Priorities for programming that work from available budgets need to be considered.

12. Chairperson's Remarks

12.1 Eketāhuna Camping Ground

- 12.1.1 It is pleasing to note a good number of visitors are staying at the Eketāhuna Camping Ground when travelling through the district, with cyclists on the Tour Aotearoa (Cape Reinga to Bluff) stopping there for a night as part of that event.

13. Items Not on the Agenda

- 13.1 Refer to item 8 of these minutes.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10.50am.

Chairperson



Report

Date : 25 February 2022
To : Mayor and Councillors
Tararua District Council
From : James Single
Regulatory Services Manager
Subject : **Council Enforcement Policy**
Item No : **11.1**

1. Recommendation

- 1.1 *That the report from the Regulatory Services Manager dated 25 February 2022 concerning Council Enforcement Policy (as circulated) be received, and*
- 1.2 *That the direction on principles and procedures provided to Council staff tasked with responsibilities for undertaking enforcement duties is noted.*

Executive Summary

The attached Enforcement Policy is tabled as a courtesy for Council information only. This Policy does not require adoption as it is an internal policy. The Policy acts as a manual intended to provide Tararua District Council staff, tasked with enforcement responsibilities, direction on principles and procedures when undertaking enforcement duties.

2. Reason for the Report

- 2.1 The purpose of this report is to formally advise Council of the development of this Enforcement Policy and to explain the reasons as to why the policy is required.
- 2.2 This Enforcement Policy outlines the following:
- Provides Authorised Officers at Tararua District Council with an understanding of the enforcement policies and procedures to be adhered to while exercising their duties and obligations under specific Acts.

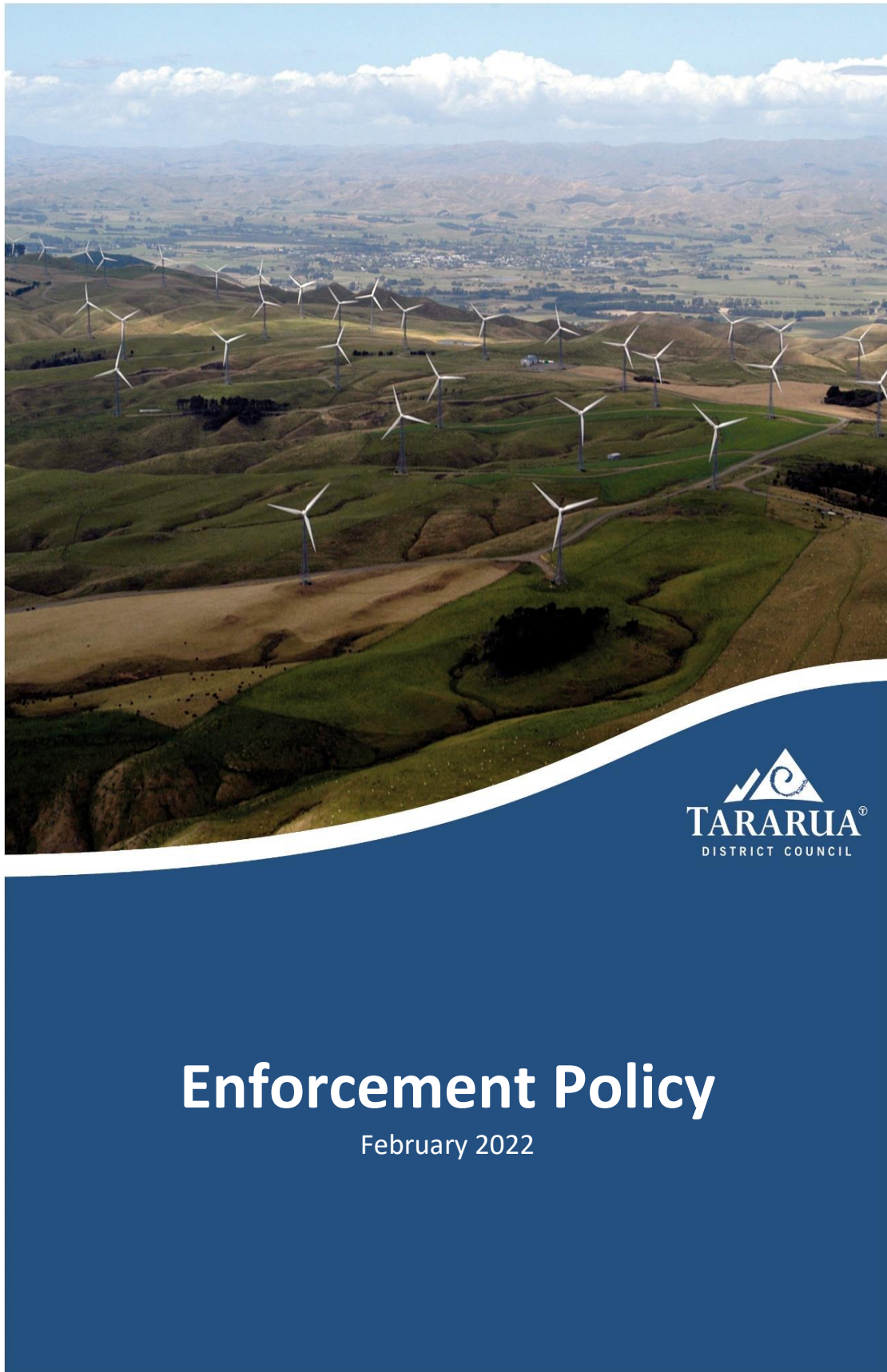
- Provides understanding on how Tararua District Council, through enforcement, gives effect to the purpose and principles of the relevant legislation, bylaws and the objectives of the Tararua District Council Operative District Plan (The Plan).
- Provides guidance on the range of compliance promotion and enforcement tools available to enforcement staff.
- Ensures a consistent and integrated approach to enforcement at Tararua District Council.
- Provides Council staff and all resource users a clear understanding of Council's enforcement process and what is expected when contraventions occur.
- Provides evidence to Courts of a fair and systematic process in place to determine the level of enforcement taken.
- Ensures Officers are well trained and appropriately warranted under the specific legislation in which they are operating.

3. Enforcement Responsibilities

- 3.1 As an agency having territorial authority responsibilities, Council has a broad range of environmental, planning, and development control responsibilities, including the statutory obligation to enforce its legal duties and responsibilities under the wide range of Acts it administers.
- 3.2 The reason Council is required to enforce these laws is essentially related to matters of health, safety and environmental protection. These are matters that Parliament has deemed to be of sufficient public interest to merit Government intervention. Council enforces the law to meet those undertakings through rules and resource consents.
- 3.3 Council Enforcement Officers are required to be warranted and understand the legal requirements of operating under relevant legislation.
- 3.4 A fair and systematic process outlining the enforcement process while incorporating an escalating enforcement approach is best practice within enforcement agencies.

Attachments

- 1↓. Enforcement Policy



Enforcement Policy

February 2022

Table of Contents

1. Introduction	3
2. Purpose	3
3. Why Enforce?	4
4. Enforcement Principles	6
4.1 Principles	6
4.2 Effect of Non-compliance	6
4.3 Administrative Efficiency	6
4.4 Objectivity	6
4.5 Fairness	7
4.6 Certainty	7
4.7 Simplicity	7
5. General Provisions	7
5.1 Enforcement Officers	7
5.2 Warrant of Appointment	7
5.3 Surrender of Warrant	7
5.4 Powers of Entry for Inspection	8
5.5 Interviews	9
5.6 Documentary Evidence	9
5.7 Technical Instruments	10
5.8 Visual Observations, Photographs, Sketches and Measurements	11
5.9 Samples	11
5.10 Chain of Custody	12
5.11 Service of Documents	12
5.12 Cost Recovery	13
5.13 Receipt or Handling of Monies	13
5.14 Disclosure of Information	13
5.15 Media Release	14
6. The Enforcement Pathway	14
6.1 Response on Discovery of Offence	14
7. Enforcement Options	16
7.1 Informal Options	16
7.2 Formal Enforcement Options	18
8. Selecting an Enforcement Response	21
8.1 Selecting enforcement response	21
8.2 Factors Requiring Consideration	21
8.3 Enforcement Options	22
8.4 Education and Incentive	24
8.5 Directive Actions	24
8.6 Punitive Actions	26
8.7 Standard of Proof	28
8.8 Deciding the Response	28
8.9 Appeals	29
8.10 Evaluating Effectiveness	29

1. Introduction

This procedure manual is intended to provide Tararua District Council staff tasked with enforcement responsibilities, direction on the principles and procedures to be adhered to when undertaking their duties under the various Acts and Regulations Council administers.

While intended primarily for enforcement staff, this manual also provides other staff in Council with an understanding of the purpose and principles to be applied in monitoring and enforcing rules and regulations in Tararua District. It also provides insight into the range of enforcement tools available to Council and the selection processes undertaken to achieve desired outcomes.

This manual will be reviewed regularly and updated if and when required to reflect regulatory or procedural changes that may occur.

2. Purpose

The primary purpose of this policy is to:

- Help ensure that Council satisfies its statutory obligations as a regulator and administrator of legislation we are responsible for.
- Provide Enforcement Officers at Tararua District Council with an understanding of the enforcement policies and procedures to be adhered to while exercising their duties and obligations under specific Acts.
- Provide understanding on how Tararua District Council, through enforcement, gives effect to the purpose and principles of the relevant legislation, bylaws and the objectives of the Tararua District Council Operative District Plan (The Plan).
- Provide guidance on the range of compliance promotion and enforcement tools available to enforcement staff.
- Ensure a consistent and integrated approach to enforcement in Tararua District Council.
- Provides Council staff and all resource users a clear understanding of Council's enforcement process and what is expected when contraventions occur.
- Provides evidence to Courts of a fair and systematic process in place to determine the level of enforcement taken.

This policy is general in nature and does not exhaustively list all considerations which may be relevant to Council decision-making when addressing breaches or

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 3 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

considering enforcement action. This policy is not intended to confine, restrain or limit Council's discretion to take any action.

It is not intended that a departure from this policy, where Council considers it appropriate, in any way invalidates or otherwise calls into question the actions of Council's officers.

3. Why Enforce?

Enforcement is an integral part of the implementation and administration of the law.

As an agency having territorial authority responsibilities it has broad ranging environmental, planning, and development control responsibilities, including the statutory obligation to enforce its legal duties and responsibilities under the wide range of Acts it administers. We must ensure that we satisfy our regulatory responsibilities, in the interests of all of our community members.

The reasons Council is required to enforce the law are essentially related to matters of health, safety and environmental protection. These are matters that Parliament has deemed to be of sufficient public interest to merit Government intervention. Council enforces the law to meet those undertakings through rules and resource consents.

The statutes under which the Council has duties and responsibilities for the enforcement of laws include, by way of example, the:

- Resource Management Act 1991
- Local Government Act 2002
- Local Government Act 1974
- Building Act 2004
- Sale and Supply of Alcohol Act 2012
- Dog Control Act 1996
- Impounding Act 1955
- Health Act 1956
- Transport Act 1962
- Land Transport Act 1998
- Land Transport (Road User) Rule 2004

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 4 of 30

- Hazardous Substances & New Organisms Act 1996
- Gambling Act 2003
- Prostitution Reform Act 2003
- Litter Act 1979
- Food Act 1981
- Food Act 2014
- Biosecurity Act 1993
- And various Regulations, Council plans and bylaws

The need to enforce compliance may arise following routine monitoring or investigation following receipt of a complaint.

Structured monitoring programmes allow Council to assess the degree to which people are complying with the terms of their resource consent or the rules allowing them to undertake specific activities and respond accordingly.

Likewise, complaints investigation is a crucial function of Council in providing appropriate response to alleged breaches.

In both instances, the need to take enforcement action will arise because a breach of the legislation or a breach of a statutory consent has arisen.

We can broadly categorise enforcement mechanisms as being concerned with three interrelated outcomes, these are:

- Avoidance, mitigation or remedying of adverse effects;
- Compliance; and
- Deterrents and restitution.

Typically, the process of undertaking enforcement is a staged one of promoting awareness and providing assistance, warnings, issuing of enforcement notices (includes abatement notices), infringements and, where appropriate, prosecution. There can be no hard and fast rules however, because each case will need to be assessed on its merits.

The scope of the following sections is to discuss the broad outline of enforcement investigations and standard procedures required for successful enforcement action. The

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 5 of 30

standardisation of forms and reporting is also designed to assist Enforcement Officers in generating a consistent approach to all enforcement investigations.

4. Enforcement Principles

4.1 Principles

The requirement to enforce compliance with the law is a mandatory obligation of most of the Acts Council administers. These Acts provide the specific legislative framework for Council to enforce the rules and regulations. While these Acts provide the enforcement tools, how Council chooses to enforce usually remains at its discretion. This is necessarily so when considering that compliance and enforcement is complex in law and usually complicated by many factors, all having a bearing one way or another on an appropriate response.

Although Enforcement Officers are given discretion regarding the enforcement option to take, the response must always be commensurate with the level of offending and provide consistency in approach. Because of its discretionary nature there will be occasions where, on the facts of a particular case, no action is taken. While every effort should be made to treat like cases alike, there will be situations where differences may occur. Any accusation of inconsistency can be minimised provided every decision is backed up by sound and defensible judgements.

To assist enforcement staff in selecting an appropriate response, regard must always be given to the underlying set of principles guiding the use of enforcement. These principles must be adhered to when carrying out monitoring, enforcement or compliance promotion.

4.2 Effect of Non-compliance

Council cannot authorise the continuation of an offence however any action taken will depend on the severity of the offence and the consequences on the environment, people or property. The enforcement response should always be commensurate with the effects.

4.3 Administrative Efficiency

The Council will undertake its duties in a timely and professional manner, ensuring that at all times compliance and enforcement is done in as cost-efficient manner as possible.

4.4 Objectivity

Council will ensure that all complaints or alleged breaches are investigated in an impartial and objective manner and free of improper interference or influence.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 6 of 30

4.5 Fairness

Council will administer its enforcement responsibilities without fear or favour. There will be no bias or favour of any person or group including dog owners, those against whom complaints have been made, consent holders, resource users, complainants or alleged offenders. Any Council response, including where enforcement action is necessary, will be applied consistently, impartially and fairly across all sectors of our community.

4.6 Certainty

The Council will provide certainty and clarity about what is not acceptable behaviour and what is, and in instances of non-compliance the likely consequence. Decisions on enforcement action will be taken in a timely manner and without undue delay or interference.

4.7 Simplicity

It is not appropriate to put in place a system that is unduly bureaucratic. Any approach to enforcement of legal obligations, while remaining legally defensible, should be simple to administer and understood by all staff, resource users and the public in general.

5. General Provisions

5.1 Enforcement Officers

The Chief Executive (CE) has the authority to appoint Enforcement Officers under various Acts, including the Local Government Act 2002, Health Act 1956, Resource Management Act 1991, Litter Act 1979 and Hazardous Substances & New Organisms Act 1996. Duly appointed Enforcement Officers have authority to undertake all statutory enforcement functions and responsibilities provided for by those Acts.

5.2 Warrant of Appointment

Every Enforcement Officer in Tararua District Council is to be issued a Warrant of Appointment. The warrant serves as the officer's written authorisation and evidence of identification. This warrant should be carried by the officer at all times and be produced upon initial entry to any property whether asked or not, and upon any reasonable later request.

5.3 Surrender of Warrant

Every Enforcement Officer is to immediately surrender his/her warrant upon termination of employment at Council.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 7 of 30

5.4 Powers of Entry for Inspection

The power granting an Enforcement Officer entry onto private land may differ with respect to obligations and duties required to be met, depending on the Act under which the power is exercised.

Power of entry to private property exists under the Building Act 2004 (Section 222), Resource Management Act (Section 332), the Local Government Act 2002, (Section 171), Hazardous Substances & New Organisms Act 1996 (Section 103), Health Act 1956 (Section 128) and the Dog Control Act 1996 (Section 14). It is the Enforcement Officer's responsibility to fully understand the obligations and duties contained in these Acts prior to exercising any entry onto private land.

Note: All Enforcement Officers in Tararua District Council will hold warrants issued pursuant to these Acts stating that the Enforcement Officer is authorised the power of entry under these sections.

When exercising authority to enter private land, the following must be undertaken:

- **In all cases** the Enforcement Officer must upon entering the property make every attempt to find the owner or occupier.
- **In all cases** the officer is to show his/her warrant of appointment to the owner/occupier of the property to confirm identity and if the owner/occupier later asks to see the warrant again, the warrant should be shown.
- **In all cases** (when the owner is not available) following an inspection, a Notice of Inspection shall be written out with all relevant details and the officer's business card should accompany the notice at all times.

Note: It is a statutory requirement for Council to advise the occupant(s) that their property has been subject to an inspection under Section 332(4) of the Resource Management Act 1991.

Officers can also use any assistance as is reasonably necessary to carry out this function. In the event that the owner or occupier refuses entry, the Enforcement Officer will contact the Regulatory Services Manager, or their Team Leader and inform them of the situation. The Police may be requested to accompany the Enforcement Officer on return to the property at a later time. In certain circumstances, the Council may apply to the District Court to issue a **"Warrant of Entry"** if the Enforcement Officer(s) is/are convinced that there will be evidence of an offence. A Constable is required to accompany the Enforcement Officer onto the site for the purpose of execution of the warrant.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 8 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

5.5 Interviews

It is standard practice when conducting investigations to seek, where appropriate, an explanation from any person who is alleged to have committed an offence and/or relevant witnesses. A written record of the conversation should always be made at the time, or immediately after the conversation. A signed statement should be sought where appropriate. Whenever possible, it is useful to have another Enforcement Officer present when investigating an incident and/or utilise a recording camera if available.

The Enforcement Officer should seek an explanation to an offence and every opportunity to do so should be given.

Note: Section 178 of the Local Government Act, Section 22 of the Resource Management Act and Section 19(1) of the Dog Control Act specifically provide an Enforcement Officer the power to require a person suspected of committing an offence to provide certain information. Enforcement Officers need to familiarise themselves with these provisions.

If the person refuses to give their details, Police assistance should be requested and Officers' Manager notified.

5.6 Documentary Evidence

Photographs, written statements, diaries and file notes (including field records) are essential for the following reasons:

- They record what the Enforcement Officer observed and any actions taken.
- They can form the basis for the brief of evidence that will be prepared in the event that the matter is taken through to a hearing.

They can be referred to when the witness gives evidence to refresh his/her memory (prosecution only). Notes can only be referred to if the note was taken at the time of the incident, or as soon as possible after the incident. If notes cannot be taken at the scene of the incident, they should be recorded when the officer returns to the car or as soon as practicable. This will ensure the notes can be referred to in Court if necessary.

In prosecutions it is not unusual for charges to be laid between five and six months after an incident because Council requires this much time to thoroughly investigate a matter. Once charges are laid, it may take a further 6 to 12 months to obtain a hearing date. Therefore, staff may have to give evidence 12 to 18 months (and sometimes longer) after the incident. This is why clear and comprehensive file notes must be kept at the investigation phase. Officers may produce a transcript of notes and interviews provided that the original handwritten notes are preserved intact for future scrutiny. Note the storage of any digital media should not include any compression or alteration of the captured image or transcript.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 9 of 30

Generally, file notes should cover:

- The time of entry to inspect the property, the reasons for doing so and the duration of the inspection.
- Confirmation that the warrants were shown to the person(s) spoken to, or written notice of the inspection was left in a prominent place if the owner/occupier was not present. Where that occurs, the Officer should take a photo of the notice left in situ.
- The full names and addresses of all persons spoken to and a contact telephone number for each of them.
- Questions put to the interviewee, and the interviewee's response. Notes should also include where an enforcement officer has contact with a complainant and/or person being investigated.
- Any explanation or reasons given by the person(s) spoken to.
- The officer's observations.
- The weather on the day of the investigation, including whether it had been raining previously, etc. (this is important when dealing with discharges into or onto land that have found their way into a watercourse).
- Reference to samples, sample labels and photographs.
- Matters relevant to chain of custody.

Enforcement officers should type a record when they return to the office after investigating a complaint. This should give a general overview of the investigation and expand or clarify any "shorthand" in handwritten notes.

5.7 Technical Instruments

Enforcement Officers are likely to use a variety of technical instruments in collecting samples and in carrying out field measurements. The admissibility of data generated by mechanical or computerised instruments is subject to the law of evidence. To be able to admit evidence collected by the use of an instrument, it is necessary to show the following:

- The instrument was used by someone qualified to use it;
- There was correct operation of the instrument; and
- It was in good condition for accurate work.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 10 of 30

Note: It may be necessary to produce the manufacturer's specifications for the instrument and give evidence that the instrument was regularly maintained and/or calibrated in accordance with the manufacturer's specifications, or standard analytical methods or procedures.

If the instrument is complex and not frequently in use, evidence must be given showing that the instrument was constructed and/or programmed on scientific principles and is accepted as dependable for its purpose by the profession concerned in that branch of science. This sort of evidence can only be given by an expert. Advice should be sought from experts in Council if available, or externally if necessary, prior to the use of such instruments.

If there are any handwritten notes made recording results, these must be retained, even if later typed up. Any original computer-generated printout should be retained.

5.8 Visual Observations, Photographs, Sketches and Measurements

Detailed visual observation is very important in prosecutions. Photographs should always be taken and every Enforcement Officer should carry a camera at all times. In certain cases, consideration should be given to aerial photographs, as this is often very useful for illustrating an overview of the situation. It is important to ensure that the date and time is recorded on all photographs. A sketch will be helpful (e.g., identifying dumping points, waterways and the source of the discharge or the extent of an excavation). Global positioning system (GPS) units and 100 metre tape measures should be available to all enforcement staff.

Where photographs are taken, officers must ensure that the photographs are retained securely and appended to the investigation file.

5.9 Samples

Section 332(2) of the Resource Management Act provides that the Enforcement Officer may take samples of water, air, soil or organic matter, and under Section 332(2A) may also take a sample of any substance that the Enforcement Officer has reasonable cause to suspect is a contaminant of any water, air, soil or organic matter. Whenever possible, collect samples of the contaminant discharged and analyse the samples so that evidence can be given of the effect of the contaminant on the environment. Remember that visual observation on its own may not be sufficient to prove the substance is a contaminant as defined in the Resource Management Act.

The purpose of sampling is to identify the contaminant discharged and its likely effect on air, soil or water quality. Hence, the receiving environment should also be sampled above and below the point of discharge. Make sure to establish the extent of any discharge as accurately as possible, including directions of flow and speed. If there are other possible sources of contamination (e.g., two drainpipes discharging into the same stream), samples

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 11 of 30

should also be collected from these other sources to establish their effect on the receiving environment.

There are similar provisions relating to food samples under the Food Act.

5.10 Chain of Custody

The “chain of custody” refers to the passage of an exhibit, from where it was located until the time it is produced in Court as evidence (physical evidence such as samples, documents or photographs are referred to as “exhibits”). The chain of custody proves that an exhibit is, in fact, what it is alleged to be i.e., what is produced in Court is precisely what was originally found at the scene and has not been contaminated. Accurate records relating to chain of custody must be maintained, where exhibits are secured as part of an investigation.

5.11 Service of Documents

It is important that the correct procedures are observed in relation to the service of documents under the specific Acts Council administers. The mode of service of documents under the Resource Management Act is clearly detailed in Section 352. In general, service of a document may be achieved through the following means:

- When the recipient is present, delivery personally to that person;
- Hand delivering any document to the usual or last known residence or place of business of the person (the letter box is acceptable). In some cases, delivery can be by facsimile;
- Send it to the actual or last known place of residence or business of the person;
- Send it to an email address that the person specified as an address for service; or
- Send it by any other manner that the Court may, on application to it, direct.

Pursuant to Section 352(5) of the Resource Management Act, Section 66(2) of the Dog Control Act and Section 14(2) of the Litter Act where a notice or document is sent by post to a person, it shall be deemed, in the absence of proof to the contrary (e.g., registered post) to be received by the person at the time the letter would have been delivered in the ordinary course of the post.

Service on a body (whether incorporated or not) can be carried out by service on an officer on the board of that body, or on the registered office of the body.

Other Acts contain different requirements re service of documents, which must be observed.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 12 of 30

5.12 Cost Recovery

Council may recover what is considered actual and reasonable costs incurred as a result of investigating breaches of an Act. By “actual and reasonable”, it is intended to mean those costs directly associated with the non-complying activity. Costs that may be fairly recovered include, but may not be limited to:

- Staff time spent locating the activity and undertaking on-site inspection to identify/confirm breaches.
- Staff time spent determining culpability/responsibility for detected offences.
- Staff time spent in communicating and corresponding with persons/organisations responsible, including matters involving remedial or mitigation works.
- Time spent in travel to a site where an activity is subsequently found to be non-complying.
- Costs incurred through disbursements, such as costs of analysis.

These costs are incurred after a second or subsequent visit detects continuing non-compliance, or new offending.

Enforcement Officers should endeavour to recover all fair and reasonable costs associated with an investigation. Once a decision to take enforcement action is made however, Council is then limited in recovering costs under this Policy, as it excludes any activity not deemed to be an inspection, such as enforcement proceedings. In essence, Council cannot charge for time spent preparing infringement or abatement notices, or preparation of other enforcement proceedings. In these instances, Council must rely on costs awarded by the Courts at any later hearing.

5.13 Receipt or Handling of Monies

No Enforcement Officer in Tararua District Council shall accept or handle any fees or monies associated with their duties, including fines payments. Where any such attempt to give money to an enforcement officer is made, the enforcement officer must decline to receive it and immediately report the attempt to their supervisor.

5.14 Disclosure of Information

If Council prosecutes, all file notes and other documents (other than correspondence and other communications between the local authority and its lawyer relating to the prosecution) are subject to disclosure under the Criminal Disclosure Act 2008.

For any action not subject to the Criminal Disclosure Act 2008, if the party against whom the action is taken makes a request under the Local Government Official Information &

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 13 of 30

Meetings Act 1987, copies of documents on the local authority file are required to be provided unless there are reasons for withholding the information under Sections 6 and 7 of the Local Government Official Information & Meetings Act.

As a general rule, the exception will be disclosure of the names of complainants. The Council will not normally disclose the names of complainants under the provisions of Section 27(1) (c) of the Privacy Act 1993, which authorises the right to withhold certain information.

All requests for disclosure of information are to be referred to the Monitoring and Compliance Manager in the first instance.

5.15 Media Release

Only the Regulatory Services Manager, Group Manager Operations, or the Chief Executive have the authority to release information or otherwise make comment to the media. No other person should make comment to the media unless that person has express delegated authority to do so. Under no circumstances are Enforcement Officers to discuss enforcement issues with the media unless first consulting with the Regulatory Services Manager. If any staff member is approached for comment by the media, the employee should advise their supervisor as soon as possible.

In prosecutions before the Courts the rule of 'Sub Judice' applies. 'Sub Judice' means that while a matter is under judicial consideration public comment on the case is prohibited, as the matter has yet to be decided by the Court.

As the media often report about matters prior to the Court making a decision, any press releases about enforcement matters should be restricted to the simple fact that Council is undertaking enforcement action in respect of an alleged breach. Under no circumstance can any information be given that can lead to the identification of the names of the defendants, or other parties to proceedings.

6. The Enforcement Pathway

The following section outlines the enforcement pathway expected to be undertaken from discovery of an offence through to the decision to take enforcement action.

6.1 Response on Discovery of Offence

The response upon discovery of an offence will be largely dependent on several factors, including the need to deal with any ongoing adverse environmental effects, risk of continuing offending and the seriousness of the offence. It is expected that the response will take the following staged approach:

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 14 of 30

Response to Effects

Upon discovery, the initial response will be to assess the actual or potential effects, if any, resulting from the contravention. Significant adverse effects will require urgent intervention prior to any other action in order to address those effects. This may include:

- A full pollution prevention response (for RMA), defaulting directly to abatement notice, enforcement or interim enforcement order, in order to prevent further serious environmental damage from starting or continuing.
- An immediate closure in the case of a serious food hygiene risk.
- Seizure or destruction of an offending animal in the case of a dog attack.

Response to Offence

Following any urgent intervention to deal with effects, the next stage is to conduct investigations, including gathering evidence and explanations from alleged offenders. It is recommended, particularly with serious offences, that explanations and/or admissions be obtained by way of formal interviews conducted by the Investigating Officer.

In less serious matters, it will usually be sufficient to write to the offending party or parties requiring written explanation as to why the offence occurred and the circumstances behind it. The purpose of a formal letter is threefold:

- To advise that non-compliance has been detected and Council believes the recipient is responsible.
- To allow the recipient opportunity to consider the matter and propose remedies.
- To provide an explanation that will assist Council in determining an appropriate response to the offence.

Regardless of the level of offending, a response should always be sought from an alleged offender. The exception to this would be matters of a very minor nature with very limited environmental or other detrimental effects, or the person has responded such that the effects are remedied and it will not happen again.

Upon receipt of any explanation, the next and final stage is one of deciding on a response to the offence by determining the appropriate enforcement action (if any) through a sound decision-making process. The Enforcement Option Matrix will help guide an enforcement officer towards the correct level of response.

Note: Notwithstanding the above, Tararua District Council reserves the right to proceed directly to enforcement action, including prosecution, against parties where the circumstances support this.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 15 of 30

Deciding the Enforcement Response

Making the correct enforcement response, often in the absence of complete information, requires considerable skill. It also requires a good knowledge or understanding of:

- The requirements, duties and transitional provisions of the various Acts and Regulations;
- The rules and objectives of Council's plans and policy statements;
- Ability to interrogate the Council database;
- Common sense in knowing when to apply an appropriate enforcement response;
- An ability to be decisive; and
- Diplomacy and tact (particularly when informing someone that the Council will be taking further enforcement action).

It is recognised that many of the attributes listed above can only be gained through experience in an enforcement role however it is expected that Enforcement Officers will endeavour to familiarise themselves with the rules, regulations and databases operated by Council and avail themselves fully of training courses and other opportunities to up skill when available.

Aside from these attributes, deciding on the correct enforcement response also requires a clear understanding of the enforcement options that are available to officers and working through them to select the most appropriate for the offence given the circumstances. The following section outlines these various options.

7. Enforcement Options

Tararua District Council Enforcement Officers have a broad range of enforcement options available to them to resolve matters of non-compliance. Selecting the appropriate enforcement response will depend on such factors as the seriousness of the offence, the significance of adverse effect on people, and the interests of any potential victims and/or the environment. The following range of enforcement options is available to staff in response to detected offending.

7.1 Informal Options

Where an offence is admitted, minor and there are no adverse consequences for another person or the community, Council may consider informal options where it considers that there is a low risk of on-going non-compliance and formal enforcement action is not considered necessary.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 16 of 30

Information/Advice

This type of response is appropriate for incidents of very minor non-compliance, the purpose being to notify that non-compliance exists and requiring the need for compliance to be observed. Correspondence should be in writing and copies placed on file to provide a record for future reference. The correspondence need not seek a written explanation but may include educational material.

Education

Education is a valid and useful tool for use in minor matters where the non-compliance was unintentional and educating the offender will achieve a desired outcome without the need for other enforcement action.

Education may extend to advising of the rules relating to the activity or providing understanding of the environmental effects resulting from their actions.

Council has a number of in-house resources and useful publications that may be used for this purpose such as environmental health information sheets.

Warning Letter

A warning letter is formal notification that an offence has been committed. A warning letter is issued when the level of offending is such that other informal options are not appropriate, yet formal enforcement action is not warranted after working through the enforcement decision process and considering any responses from the person who may be warned.

When considering a warning, Council will consider:

- i) The needs and interests of the person to be warned, their whānau and community;
- ii) The needs and interests of any person harmed or affected by the person's behaviour, their whānau and community; and
- iii) The wider public interest.

When issuing a warning, Council will consider the sufficiency of the available evidence, including to ensure that its process has complied with the principles of natural justice.

Copies of warning letters must be attached to any relevant files.

Council's approach to a warning may alter, where the warning may be given in lieu of issuing an infringement notice or pursuing an infringement offence, or where an informal approach has been adopted (see 7.1 above).

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 17 of 30

7.2 Formal Enforcement Options

When the offence is such that there is a real need to take action to avoid, remedy or mitigate adverse effects, ensure compliance, or provide deterrence and/or penalty, one or more formal enforcement responses is/are required.

Infringement Notice

An infringement notice is written notice that an offence is alleged to have occurred against an Act. The notice requires the payment of a fine (set fee), as provided for by an Act or regulation to which the breach is alleged to be against. Infringement Notices are issued in accordance with the Summary Proceedings Act, which determines the process.

The Summary Proceedings Act provides that a person subject to an infringement notice may elect to pay the fee, or have the matter heard in the Courts.

Abatement Notice

An abatement notice is a formal notice prescribed under the Resource Management Act that compels a recipient to act in some way as determined by the notice. The notice is issued when there is a requirement for someone to:

- Cease or prohibit an activity.
- Do something necessary to avoid, remedy or mitigate an actual or potential adverse effect on the environment.
- Comply with a resource consent, rule in a plan or regulation in order to avoid an adverse effect.

Enforcement Orders

An enforcement order is an order from the Environment Court directing a person to:

- Cease an unlawful or objectionable activity that is likely to have an adverse effect;
- Take action to ensure compliance, or avoid, remedy or mitigate any adverse effects;
or
- Change or cancel a resource consent under certain circumstances.

An enforcement order may require the restoration of any natural and physical resource to the state it was before the adverse effect occurred. A person against whom an enforcement order is made shall comply and pay all the actual and reasonable costs and expenses of complying with the order unless the order directs otherwise (the application must include an application for Council costs). If a person fails to comply with an enforcement order,

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 18 of 30

Council can carry out the required work and with the Courts consent, recover costs. Council may also charge that person (failure to comply with an enforcement order is also an offence under Section 338 of the Resource Management Act).

The Council under Section 317 of the Resource Management Act must give a “Notice of Application” form to every person directly affected by the application within five (5) working days of applying for the enforcement order. The Judge before deciding will hear the applicant and anyone else who wishes to be heard. The Court will then either make an appropriate order or refuse the application.

The Court cannot make an enforcement order against a person who is acting in accordance with a rule in a plan or a resource consent if the adverse effects for which the order is sought were recognised at the time of approval, unless it was considered necessary to do so.

Interim Enforcement Order

The Council may also apply to the Environment Court Judge or a District Court Judge to make an interim enforcement order under Section 320 of the Resource Management Act if it considers other mechanisms to be too slow or an emergency works notice inappropriate. The Council’s legal advisers will make the application on behalf of the Council. The Judge, if he/she so wishes, will issue an interim enforcement order without holding a hearing and without the necessity to serve a notice in accordance with Section 317 of the Resource Management Act.

The Judge shall instruct the Council to serve a copy of the interim enforcement order on the person against whom the order is made. A person against whom the order has been made, and who has not been heard by the Judge before the order was made, may apply as soon as practicable, after the service of the order, to the Judge to change or cancel the order. The Judge may confirm, change or cancel the interim enforcement order at any time.

The interim enforcement order is a quicker method of obtaining an enforcement order. It is time-saving in that the Judge should be readily available to hear such an application and make a decision without having to hear the other side. It is a form of an injunction that takes effect once it has been served. An interim enforcement order stays in force until an application for a full enforcement order is determined, or until cancelled by the Judge under Section 320(5) of the Resource Management Act.

Prosecution

Prosecution is an enforcement tool which, if a conviction is secured, would normally result in a penalty/sentence being imposed on the alleged offender. A prosecution can be seen to have a punishment, as well as a deterrent, dimension.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 19 of 30

Prosecutions will be initiated or continued when Council is satisfied that the Test for Prosecution is met. The Test for Prosecution is met if:

- i) The evidence which can be adduced in Court is sufficient to provide a reasonable prospect of conviction – the Evidential Test; and
- ii) Prosecution is required in the public interest – the Public Interest Test.

Council will consider each aspect of the test separately and evaluate the evidence and information available to it in a thorough and critical manner.

Water Shortage Direction

Council may issue a water shortage direction when it is considered that a serious temporary shortage of water exists in the District. A direction, once issued, will restrict or forbid the taking of water by users. Water shortage directions can only be issued for a period of 14 days but can be revoked, renewed or amended by a subsequent direction from Council. The process of public notification is well prescribed and any subsequent deliberate contravention is a prosecutable offence.

Excessive Noise Directions

Under the Resource Management Act an Enforcement Officer or Constable on request may issue an excessive noise direction, either orally or in writing, that requires a person to immediately reduce the excessive noise to a reasonable level. This direction is additional to any power under Sections 322 – 325 of the Act to issue an abatement notice for excessive noise.

The issue of a notice binds a person to cease or reduce the noise for a period of up to 72 hours. Contravention of the direction can result in seizure or incapacitation of the device causing the noise. Abatement Notices can also be issued under Section 338 of the RMA for repeat offenders.

Enforcement Orders and Notices:

Some Acts administered by Council provide options for achieving compliance or to address an immediate issue. Examples include Notices to Fix under the Building Act, Cleansing Orders under the Health Act etc. In consultation with the Regulatory Services Manager, enforcement officers should consider any interim measures required to either achieve compliance or mitigate risk.

Enforcement Officers should always act appropriately and in a timely way, where they become aware of a matter which might cause harm to a member of community if not addressed. Any such matters should be reported immediately to the Regulatory Services Manager.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 20 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

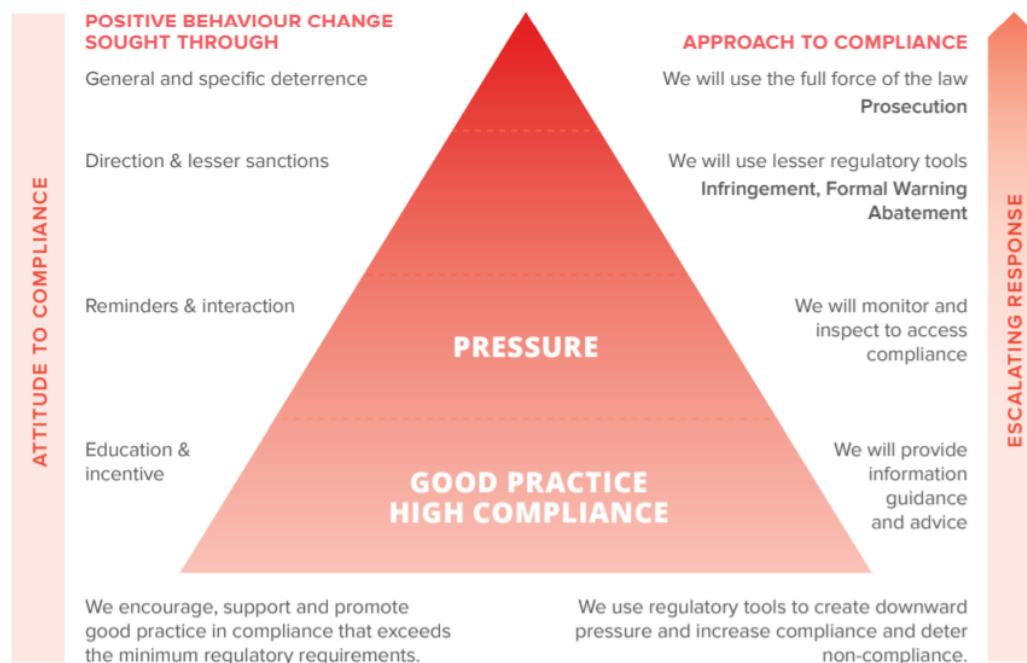
8. Selecting an Enforcement Response

Deciding on the appropriate enforcement response is often complicated by a range of factors. In order to make a sound and justifiable decision, it is essential that all relevant issues surrounding the matter are carefully considered prior to actual enforcement action being taken.

8.1 Selecting enforcement response

Deciding the appropriate enforcement response can be complicated and case specific. The “compliance pyramid” is a widely used model for achieving positive behaviour change and hold to account those responsible for breaches.

Where the circumstances warrant it, Council will increase the seriousness of its response, in the interests of those who are compliant and in the interests of those affected by the non-compliance.



8.2 Factors Requiring Consideration

Along with the principles set out in this document, the following are matters that need careful consideration prior to selecting a correct enforcement response. It must be

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 21 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

remembered however, that this is not an exhaustive list and other factors may exist in certain cases.

Circumstances

A key consideration for Council will be the seriousness of any alleged breach, including the significance of the actual or potential adverse effect on persons or the environment from the non-compliance. In considering seriousness, the actual or potential harm done to any victim or affected person, the environment or the community, will be significant factors for Council when considering its enforcement approach. Council may also consider these matters in relation to a strict liability offence, but only where it may give rise to a defence (i.e. total absence of fault).

Consider the sensitivity of persons and/or the receiving environment; magnitude harm (to an individual or the community), environmental damage and whether the effects are temporary or ongoing, irreversible, or able to be mitigated. Question whether the activity, while providing a breach, is of such a minor nature or effect as to be de minimis and warrant no enforcement response.

Council will also consider factors including, but not limited to:

- i) The available penalties (which also assist in determining the seriousness of the offence);
- ii) Whether there is a risk that further offences may be committed or behaviour repeated, including actions taken to mitigate risk and remedy harm;
- iii) Whether there is previous history of offending, including a failure to act on previous warnings by Council, or a record of previous enforcement action undertaken;
- iv) Whether an alleged offence was committed wilfully, negligently, recklessly or deliberately, including if an offence was caused by an error of judgment or genuine mistake;
- v) The vulnerability of any victim;
- vi) Whether the victim accepts that the alleged offender has rectified the loss or harm that was caused;
- vii) The need for deterrence, along with Council's statutory objectives and enforcement priorities.

8.3 Enforcement Options

Council has a number of options open to it when investigating or otherwise responding to issues of non-compliance. Broadly, those responses fall into three main categories:

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 22 of 30

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- i. Informal actions, where a key focus is education on options to achieve compliance;
 - ii. Directive actions, where we require improvement, or we need to take steps to mitigate risk;
 - iii. Punitive actions, where there has been a significant breach and we need to hold people to account.

Below is a more detailed description of how Council might apply these actions.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 23 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

8.4 Education and Incentive

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
EDUCATION AND ENGAGEMENT	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can provide information or guidance around rules and regulations or provide assistance to enable parties to achieve compliance.	This is a non-formal process and as such has no legal implications.	Education and other incentive based interactions are reserved for dealing with cooperative parties, who are motivated to do the right thing but lack the knowledge or skills necessary to achieve and maintain compliance.

8.5 Directive Actions

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
LETTER OF DIRECTION	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can give a written direction for a party to take or cease a particular action.	Such a direction is not legally enforceable.	Letters of direction should be reserved for dealing with cooperative parties, who are motivated to follow the direction, and where the breach is of a minor nature, consistent with a breach that would perhaps also receive a formal warning.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 24 of 30

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
ABATEMENT NOTICE	<p>An abatement notice is a formal, written directive. It is drafted and served by Council instructing an individual or company to cease an activity, prohibit them from commencing an activity or requiring them to do something.</p> <p>The form, content and scope of an abatement notice are prescribed in statute.</p>	<p>A direction given through an abatement notice is legally enforceable.</p> <p>To breach an abatement notice is to commit an offence against the RMA and make liable parties open to punitive actions.</p>	<p>An abatement notice may be appropriate any time that there is a risk of further breaches of environmental regulation, or remediation or mitigation is required as a result of non-compliance.</p>
ENFORCEMENT ORDER	<p>Like an abatement notice, an enforcement order can direct a party to take particular action. However, an application for an enforcement order must be made to the Environment Court but can also be made during the course of an RMA prosecution.</p>	<p>A direction given through an enforcement order is legally enforceable.</p> <p>To breach an enforcement order is to commit an offence against the RMA and make liable parties open to punitive actions.</p>	<p>An application for an enforcement order may be appropriate any time there is a risk of further breaches of environmental regulation, or remediation or mitigation is required as a result of non-compliance.</p>

It is important to note that for every directive action, where a breach has been established that Council may also elect to take punitive action.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 25 of 30

8.6 Punitive Actions

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
FORMAL WARNING	A formal warning is documented by way of a letter to a culpable party informing them that an offence against the RMA has been committed, and that they are liable.	No further action will be taken in respect of that breach. However, the warning forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	A formal warning may be given when: An administrative, minor or technical breach has occurred; and the environmental effect or potential effect, is minor or trivial in nature; and the subject does not have a history of non-compliance; and the matter is one which can be quickly and simply put right; and a written warning would be appropriate in the circumstances.
INFRINGEMENT NOTICE	An infringement notice is a written notice which requires the payment of a fine. The amount of the fine is set in law. Depending on the breach the fine will be between \$300 and \$1,000 .	No further action will be taken in respect of that breach. However, the Infringement notice forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	An infringement notice may be issued when: There is prima facie (on the face of it) evidence of a legislative breach; and a one-off or isolated legislative breach has occurred which is of minor impact and which can be remedied easily; and where an infringement notice is considered to be a sufficient deterrent.

– Confidential – Internal Use Only		Policy # PM3.2
Version No: Date: 15 February 2022 Review date: 2024	File Ref: File name: Owner: James Single	Page 26 of 30

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
PROSECUTION	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions.	<p>A successful prosecution will generally result in a conviction, a penalty imposed and consideration to costs of the Investigation.</p> <p>A prosecution forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.</p>	A prosecution may be considered appropriate when the factors referred to in this policy indicate that the matter is sufficiently serious to warrant the intervention of the criminal law.

Legal Issues

Establish a Breach Exists

Determine that a clear breach of an Act, rule in a plan, consent or a Regulation has occurred in the first place.

Ingredients of Offence

Establish that all the ingredients of the offence are present and clearly able to be established. Assess what standard of proof is required – on balance of probabilities, or beyond reasonable doubt?

Limitation Periods

Determine when Council first become aware of the offence. Council must be careful to comply with any applicable limitation periods, including those set out in the Summary Proceedings Act and the Criminal Procedure Act.

Statutory Defences

Determine if they have a defence. In the Resource Management Act, statutory defences are provided for under Sections 340 and 341 for offences against the Act, Litter Act and Food Act have similar provisions. Consider fully the availability and likely success of these as a defence in any enforcement proceedings.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 27 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

Enforceability

Determine the enforceability of the condition or rule. It is not policy to proceed against anyone for a breach if the legality or certainty of meaning of the rule or condition is in any question.

Desired Outcomes

Outcomes

Determine if there is a desired outcome and whether the intended enforcement action provides the right tool to achieve the desired outcome.

Punitive or Deterrent Effect

Establish whether there is a need to provide an appropriate punitive or deterrent response for the level of offending.

8.7 Standard of Proof

There are two different standards of proof that require consideration in any enforcement decision process.

The standard of proof required for a prosecution is “beyond reasonable doubt”. A “reasonable doubt” is a doubt that would prevent a reasonable and just judge or jury from coming to a conclusion. In the case of an infringement notice the standard of proof for an Enforcement Officer is “has reasonable cause to believe”. In such cases any individual issued with an infringement notice still has the right of appeal to the District Court where any evidence would be weighed by the presiding Court Officers and a decision made.

The standard of proof for an application for enforcement order or appeal against abatement notice is “on the balance of probabilities”. This means that once both sides have presented their evidence, the Judge will find for the party who, on the whole, has a stronger case.

Before any action is taken, the sufficient existence of these levels of proof must be established.

8.8 Deciding the Response

Once an interim decision has been made, it should be rechecked for consistency against the principles and policies outlined in this document. If at this stage the Enforcement Officer is satisfied that the response selected is appropriate, it is necessary to seek final approval from the Regulatory Services Manager prior to initiating any action. Once approval is gained, the matter should proceed as directed.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 28 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

8.9 Appeals

In order to comply with the rules of natural justice an appeals process must be available to those who have had action taken against them. The response to such an appeal will be dependent on the original action by the Council. The table below indicates the level of response that would normally be considered appropriate; **however this is only for guidance and should not prevent an officer adjusting their response to a specific case:**

Appeals

Original Action Taken	Response(s)	Remarks
Warning letter	Discuss with alleged offender and explain the purpose of the letter. Note their appeal on file.	No elevation of response required.
Infringement fine	<p>Alleged offenders have their summary of rights printed on the infringement notice. These rights allow them to contact the council and deny liability and/or explain the reason for the offence. The issuing officer should consider the appeal and decide on the most appropriate response, this could be:</p> <ol style="list-style-type: none"> 1. Reject the appeal and offer the alleged offender the opportunity for a Court hearing. If the alleged offender takes the option of a Hearing this must be arranged by Council through the District Court and a Notice of Hearing issued to the alleged offender. 2. Consider forming a hearing panel of Councillors to hear the appeal who would then decide the best course of action. 3. Accept the appeal and cancel the Notice. 	<p>Ideally any appeals should be dealt with at this level as a Court Hearing incurs additional cost for the Appellant and the Council.</p> <p>See Summary Proceedings Act 1957</p>
Abatement Notice	Any person on whom an abatement notice is served may appeal to the Environmental Court or in writing to Tararua District City Council	See s325 RMA
Enforcement Order	Any person who is affected by an enforcement order may apply to the Environmental Court for it to be changed or removed	See s321 RMA
Prosecution	If a prosecution is being taken an appeal should be dealt with by the Court. This does not prohibit Council from taking into account any information provided by an offender which could have an effect on any outcome in Court	

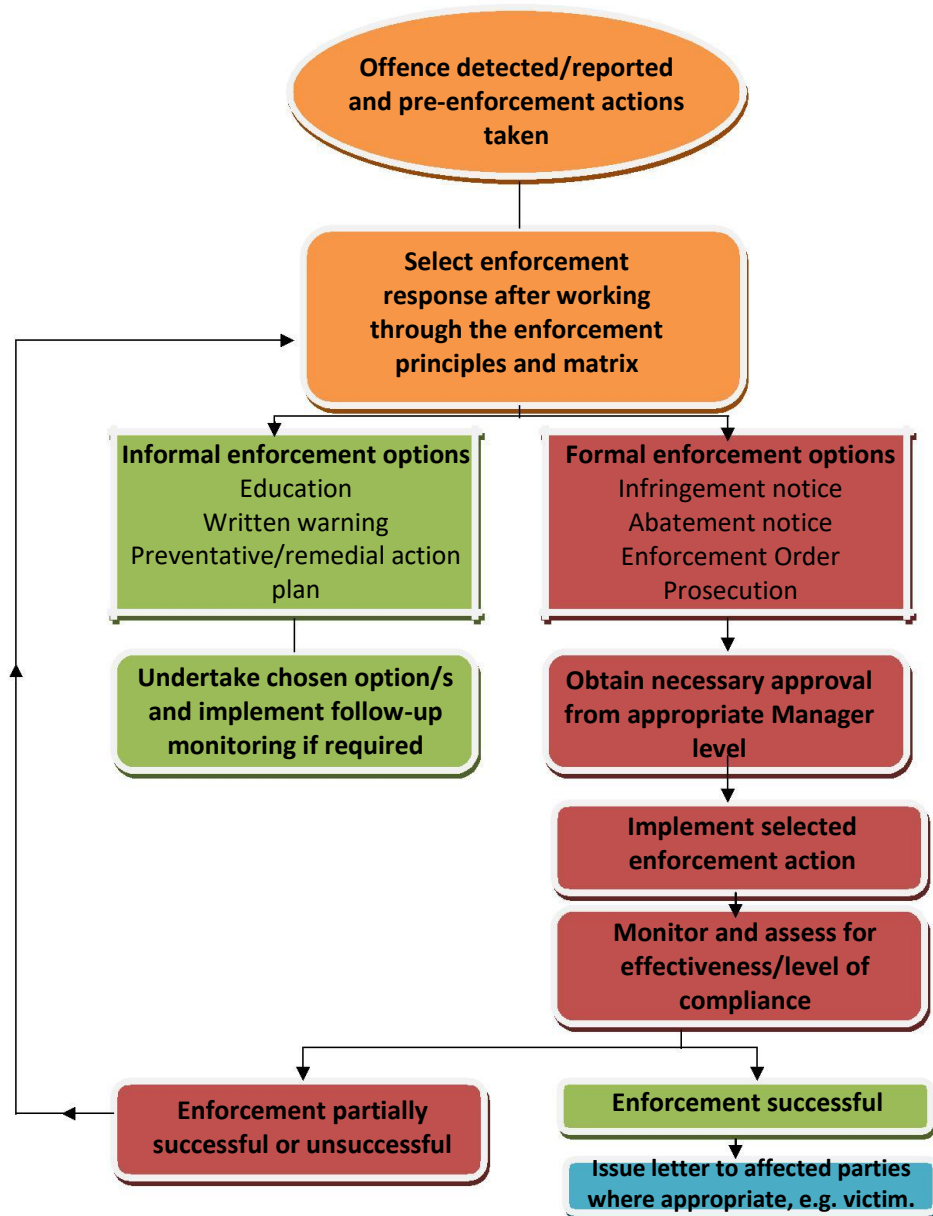
8.10 Evaluating Effectiveness

In order to develop an effective enforcement process in Council, all enforcement action undertaken by officers should be evaluated for effectiveness in achieving the desired outcome. In both successful and unsuccessful actions where further enforcement action was required, it is useful to examine what was effective or not, what could have been improved or changed to make the process more effective.

This information should be fed back to the Regulatory Services Manager to implement change if necessary.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 29 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	

The following diagram presents an overview of the enforcement selection process that should occur in deciding an appropriate response to detected offending.



– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 30 of 30
Date: 15 February 2022	File name:	
Review date: 2024	Owner: James Single	



Report

Date : 18 March 2022

To : Mayor and Councillors
Tararua District Council

From : James Single
Regulatory Services Manager

Subject : **Adoption of the Litter Infringement Policy**

Item No : **11.2**

1. Recommendation

- 1.1 *That the report from the Regulatory Services Manager dated 18 March 2022 concerning the adoption of the Litter Infringement Policy (as circulated) be received, and*
- 1.2 *That the revised Council Litter Infringement Policy attached to this report as recommended by the Strategy and Policy Committee be adopted.*

Executive Summary

The Tararua District Council Litter Infringement Policy outlines the requirements of legislation, defines how the Council interprets sections of the Litter Act 1979, and covers the operation and infringement process undertaken by the Council when issuing infringements or notices to clear land.

2. Reason for the Report

- 2.1 The current Tararua District Council Litter Policy was adopted in August 2016 and is due for review. The attached and revised Policy is to provide guidance to Council Officers on issuing infringement notices under the Litter Act 1979. It shall also define what is meant by litter; provide a graduated level of litter for infringement purposes, provide a fee schedule for infringements and define the rights of the Council in litter removal. Only by adopting Sections 13 and 14 of the Litter Act by resolution, can the Council issue infringements for any breach of the Act.

- 2.2 The purpose of the Litter Infringement Policy is to enable the Council to recover at least some of the costs of the cleaning up of litter by issuing an infringement notice. This Policy will help ensure the Tararua District is kept tidy and free from illegal dumping.

3. Background

- 3.1 The Litter Act 1979 is the primary legislation for litter control in New Zealand and provides provisions for territorial authorities to deal with litter issues. The Act provides that a territorial authority can make bylaws to give effect to the provisions of the Act (section 12). However, if a territorial authority wants to take advantage of the infringement notice scheme/provisions (ss.13 to 14A) under the Act, then it needs to adopt the infringement notice provisions by way of a resolution and give at least 14 days' public notice of its intention to do so. While creating a bylaw would require use of the Special Consultative Procedure, the issuing of infringement notices only requires a resolution by Council.
- 3.2 Once adopted, this reviewed Litter Policy will enable the Council to issue infringement notices between \$100 and \$400, the latter being the maximum infringement fee as specified under section 13 (4) of the Act. The Act also provides notices for occupiers to clear private land of litter (section 10). The Act also gives Council the ability to prosecute more serious cases, for example, illegal dumping of commercial waste.

4. Significance Assessment

- 4.1 This Policy is not considered significant as it is operational in nature rather than strategic and therefore does not require public consultation.

5. Conclusion

- 5.1 The proposed Policy has been discussed by the Strategy and Policy Committee and it recommends the attached revised Litter Infringement Policy is adopted by the Council.

Attachments

- 1 [↓](#). Litter Infringement Policy



Litter Infringement Policy

February 2022

1. Introduction

This Policy is to provide guidance to Council Officers on issuing infringement notices under the Litter Act 1979. It shall also define what is meant by litter; provide a graduated level of litter for infringement purposes, provide a fee schedule for infringements and define the rights of the Council in litter removal. Only by adopting Section 13 and 14 of the Litter Act by resolution, can the Council issue infringements for any breach of the Act.

2. Purpose

This Policy shall ensure that the Tararua District is kept tidy and free from illegal dumping.

3. Scope of Policy

The Tararua District Council Litter Infringement Policy outlines the requirements of legislation, defines how the Council interprets sections of the Litter Act 1979, and covers the operation and infringement process undertaken by the Council when issuing infringements or notices to clear land.

4. Statutory Framework

The Litter Act 1979 provides for the issuing of infringement notices up to a maximum of \$400 for any offence as specified under Section 13(4) of the Act. The Act also provides notices for occupiers to clear private land of litter (Section 10), and fines on conviction through court proceedings.

Content

1.0 Infringement Notices

1.1 Officers Authorised to Issue Infringements

- 1.1.2 Any Officer warranted by Tararua District Council under Section 5 of the Litter Act 1979, as a Litter Control Officer, is authorised to issue infringement notices in Tararua District.

1.2 When to issue Infringement Notices

- 1.2.1 Litter Control Officers are to use their professional judgement and discretion whether or not to issue an Infringement Notice.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 2 of 7
Date: 23 November 20212	File name:	
Review date:	Owner: James Single	

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- 1.2.3 Litter infringement notices shall not be issued when an alleged offender cleans up the litter when requested to do so by a Litter Control Officer on the first occasion.
- 1.2.4 Infringement Notices can be issued if a littering offence has been observed by a Litter Control Officer, any Council staff, or if a Litter Control Officer has investigated and has reasonable cause to believe an individual is responsible for the offence and has not rectified the matter.
- 1.2.5 An Infringement notice can be issued if a notice to clear litter has not been met (either by time or compliance).
- 1.2.6 Every person has the right to object to their infringement notice in writing; this is to be in the prescribed form addressed to the Regulatory Services Manager. The Regulatory Services Manager will review the infringement and will decide if the infringement stands or is waived.
- 1.2.7 As per the Summary Proceedings Act any non-payment of an infringement which has not been waived, will be sent to the District Court to recoup the fee of the infringement.
- 1.2.8 Every person has the right to defend the infringement at the District Court.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 3 of 7
Date: 23 November 20212	File name:	
Review date:	Owner: James Single	

2.0 Types of Littering Offences Requiring Infringement Fees

Infringement notices for disposal of waste in the Tararua District in a public place or on private land.

Fine	Descriptors for typical offences
\$100.00	<p>Depositing litter of less than one litre by volume.</p> <p>Examples: a takeaway container or contents of an ashtray.</p>
\$200.00	<p>Depositing litter from one to 20 litres by volume.</p> <p>Examples: roadside dumping of a 1.5 litre plastic container, or placing household rubbish bags or accumulated car waste in public litter bins.</p>
\$300.00	<p>Depositing litter from 20 to 120 litres by volume.</p> <p>OR</p> <p>Depositing any litter in a Council park or reserve.</p> <p>Examples: roadside dumping of small volumes of household or green waste, or of any pest plant material.</p>
\$400.00	<p>Depositing litter of more than 120 litres by volume.</p> <p>OR</p> <p>Depositing of Hazardous litter.</p> <p>Examples: dumping commercial waste, dumping of disposable nappy[s], car parts or glass, e-waste, animal remains or anything that has a hazardous chemical residue.</p>

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 4 of 7
Date: 23 November 20212	File name:	
Review date:	Owner: James Single	

3.0 Legal Action

- 3.1 The Council reserves the right to prosecute offenders in respect of any breaches of the Litter Act 1979. Council reserves the right to take legal action in the form of summary proceedings against anyone who:
- Wilfully obstructs a Litter Control Officer who is acting in the execution of any powers or duties conferred on him/her under the Act.
 - Wilfully obstructs a Litter Control Officer who is acting in the execution of any powers or duties conferred on him/her under the Act.
 - Fails to comply within a stated time frame with the requirements of a Litter Control Officer (either by notice or infringement).
 - Fails to disclose their true name and place of residence or gives a general description of his/her place of residence as is illusory for the purpose of discovery.
 - Provides a false name or place of residence; and Impersonates or falsely pretends to be a Litter Control Officer.

4.0 Private land with litter

- 4.1 The Tararua District Council or appointed Litter Control Officer, may serve any occupier of any private land or any land vested in or controlled by the Crown or any local authority, a notice in writing requiring the occupier, to the satisfaction of the officer,
- to clear away, or remove, from the land;
 - or to clean up; or
 - to screen, cover, or otherwise obscure from view
- such litter as may be specified in the notice within 14 days or such further time that may also be specified, being litter which, in the opinion of the territorial authority, tends to grossly deface or to defile the area in which the private land is situated.
- 4.2 A Litter Control Officer is able to extend the time specified on a notice, if the occupier has been prevented by reasonable cause from completing the necessary work within the time specified.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 5 of 7
Date: 23 November 2012	File name:	
Review date:	Owner: James Single	

5.0 Objection Process for Notice to Clear Litter (occupier of private land)

- 5.1 Every person receiving a notice under Subsection 10 (1) of the Litter Control Act 1979, may object to the requirements of the notice, in writing, within 14 days after receipt on the grounds that those requirements are unreasonable.
- 5.2 Every objection shall be made in writing to the Tararua District Council.
- 5.3 The Tararua District Council shall appoint a time and place for a hearing of the objection.
- 5.4 The Objector shall be given reasonable notice of the time and place of the hearing and shall be entitled to be present and heard.
- 5.5 The Hearing Panel may, after hearing an objection, confirm, cancel or vary the requirements of the notice and shall within 14 days after the hearing, give the objector written notice of its decision.

6.0 Definitions

Hazardous litter means bottles (broken or not), Glass, anything containing glass, sharp or jagged material, or any substance of a toxic or poisonous nature that is likely to endanger any person or to cause physical injury or to transmit any disease or infection to any person coming into contact with it. This includes commercial waste or waste that has a chemical residue.

Litter is defined under the Act as including any refuse, rubbish, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, or waste matter, or any other thing of a like nature.

Litter Control Officer or authorised officer means any person appointed or deemed to have been appointed as such under section 5 or 6 of the Act.

Occupier in relation to any land or premises, means any lessee, licensee, or other occupant of the land, and includes the owner or the agent of the owner where there is no apparent occupier.

Public Place as defined under section 2 of the Litter Act 1979.

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 6 of 7
Date: 23 November 20212	File name:	
Review date:	Owner: James Single	



7.0 Contacts in the Operations Group and Regulatory Services

Environmental Health Officer

Regulatory Services Manager

Tararua District Council ph 06 374 4080

8.0 Review of Policy

This policy shall be reviewed every five years or earlier if required, to ensure the policy remains effective and efficient at achieving its objectives.

Relevant Legislation

- Litter Act 1979
- Summary Proceedings Act 1957

– Confidential – Internal Use Only		Policy # PM3.2
Version No:	File Ref:	Page 7 of 7
Date: 23 November 20212	File name:	
Review date:	Owner: James Single	



Report

Date : 18 March 2022
To : Mayor and Councillors
Tararua District Council
From : James Single
Regulatory Services Manager
Subject : **Dog Control Bylaw and Policy**
Item No : **11.3**

1. Recommendation

- 1.1 *That the report from the Regulatory Services Manager dated 18 March 2022 concerning the Dog Control Bylaw and Policy (as circulated) be received, and*
- 1.2 *That the draft Dog Control Bylaw and Dog Control Policy attached to this report as recommended by the Strategy and Policy Committee be approved for the purpose of consultation, and*
- 1.3 *That the following dog control fees (including GST) for the year of 1 July 2022 to 30 June 2023 be adopted:*

- *Urban Dog (entire) \$130.00*
- *Urban Dog (desexed) \$110.00*
- *Rural Domestic Dog \$75.00*
- *Over 65's Canine Companion \$85.00*
- *Preferred Owner (entire) \$75.00*
- *Preferred Owner (desexed) \$65.00*
- *Working Dog \$55.00*

Executive Summary

The Tararua District Council Dog Control Bylaw outlines additional requirements for the district which are not covered under existing legislation.

The Dog Control Bylaw and Policy aim to improve safety in the Tararua district. At the same time, recognising that regulation and controls for dogs and dog ownership, including fairer fees for responsible dog owners, will improve dog management and mitigate potential adverse aspects of dog ownership in the Tararua district.

2. Reason for the Report

- 2.1 The purpose of this report is to seek agreed direction to consult on the proposed Dog Control Bylaw and the Dog Control Policy.
- 2.2 The current Dog Control Bylaw 2018 is required to be reviewed within 5 years of adoption.

3. Background

- 3.1 The Dog Control Policy, Bylaw, and schedule of fees have been amended following the Council Workshop on 9 February. The proposed Policy and Bylaw are attached to this report.
- 3.2 The registration and fees structure have been reviewed and is attached to this report. Council is not required to consult on fees, however staff have included this detail in the report to enable early adoption by Council, so that dog registration invoices may be processed on time to meet legally required registration dates.

4. Significance Assessment

- 4.1 This issue is considered to meet the criteria for significance and will be consulted on using the Special Consultative Procedure.

5. Options

- 5.1 The direction sought is to consult on the proposed Policy and Bylaw, during the Super Consultation period through April and May. This timeline allows for submissions to be reviewed, hearings and deliberations, any resulting amendments to the Policy and Bylaw and to eventual adoption of the Policy and Bylaw. This then enables Council to consider making changes to the registration and fees schedule for the 2022/23 Financial Year in the Annual Plan.
- 5.2 The amendments to the Policy and Bylaw are limited to matters relating to clarification around control requirements of menacing dogs, amends criteria around the Preferred Owner scheme and introduces new fees and registration categories (required for the amendments of the registration and fees schedule).

6. Assessment of Options

6.1 Option One

Consult on the proposed Policy and Bylaw as planned.

6.2 Option Two

Postpone the consultation on the Policy and Bylaw.

6.3 Recommended Option

6.4 Staff recommend Option One, that consultation on the Policy and Bylaw is carried out in April through May 2022. This recommendation is supported by the Strategy and Policy Committee.

7. Consultation

Statutory Requirements

Statutory requirements on the making, review, and amendment of policies and bylaws on dog control are set out in the Dog Control Act 1996, and the Local Government Act 2002.

Consultation on the Dog Control Policy and Bylaw must be carried out using the Special Consultative Procedure, as per the Dog Control Act 1996:

Section 10 Duty of territorial authorities to adopt policy on dogs

(1) Every territorial authority must adopt, in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002, a policy in respect of dogs in the district of the territorial authority.

Section 10AA Local authority must review policy if bylaw implementing policy requires review

(1) This section applies if a bylaw to which section 10(6)(a) applies is required (by the operation of section 20(4)) to be reviewed by a territorial authority under section 158 or 159 of the Local Government Act 2002.

(2) The territorial authority must review the bylaw by making the determinations required by section 155 of that Act in the context of a reconsideration of the matters in section 10(4) of this Act.

(3) If, after the review, the territorial authority considers that the bylaw should be amended, revoked, or revoked and replaced, it must—

(a) deal with the bylaw under section 156 of the Local Government Act 2002; and

(b) if appropriate, amend its policy under section 10 of this Act.

(4) If, after the review, the territorial authority considers that the bylaw should continue without amendment, it must use the special consultative procedure set out in section 83 of the Local Government Act 2002.

(5) For the purposes of subsection (4), the statement of proposal referred to in section 83(1)(a) of that Act must include—

(a) a draft of the bylaw to be continued; and

(b) the reasons for the proposal, including the determinations made by the territorial authority under subsection (2).

Section 10 (3) to (5) of the Dog Control Act 1996 specifies what must be included in a Dog Control Policy.

Section 20 (1) of the Dog Control Act 1996 specifies what must be included in a Dog Control Bylaw.

Section 83 of the Local Government Act 2002 outlines requirements to carry out the special consultative procedure.

8. Conclusion

8.1 By reviewing the Policy and Bylaw Council have the opportunity to:

- Bring its bylaw in line with requirements of the Dog Control Act 1996 and ensure that Council have stronger regulation and enforcement of menacing dogs.
- Amend the criteria for “Preferred Owner” status, and
- Change the registration and fees structure to fairly reflect the relative requirements for responsible dog owners, and for menacing and dangerous dogs.

Attachments

1 [↓](#). Dog Control Bylaw

2 [↓](#). Dog Control Policy

3 [↓](#). Proposed Dog Registration Fees 2022



Dog Control Bylaw 2022



1 Dog Control Bylaw

- 1.1 This Bylaw is made under section 145 of the *Local Government Act 2002* and section 20 of the *Dog Control Act 1996* and shall be known as the Tararua District Council Dog Control Bylaw 2022.

2 Commencement

- 2.1 This Bylaw shall come into force on *****
- 2.2 This Bylaw applies to the district of Tararua District Council. Nothing in this Bylaw shall take priority over the *Dog Control Act 1996* or its amendments.

3 Revocation

- 3.1 The Tararua District Council Dog Control Bylaw 2018 is hereby revoked.

4 Purpose

- 4.1 This Bylaw shall protect the health and safety of the community by regulating the keeping of dogs, while also promoting responsible dog ownership and recognising the rights and needs of dog owners.

5 Interpretation

- 5.1 In this bylaw:

Act means the *Dog Control Act 1996*.

Dog Control Officer means a dog control officer appointed under section 11 of the Act and includes a warranted officer exercising powers under section 17 of the Act.

Continuous Control means the owner has sufficient control over the dog to prevent the dog causing a nuisance to other animals and members of the public or damage to property. In most instances this will mean on a leash.

Council means the Tararua District Council.

Disability assist dog means a dog certified by one of the organisations listed in Schedule 5 of the Act as being a dog that has been trained (or is being trained) to assist a person with a disability.

Diseased means with or affected by any communicable disease.

District Plan means the Tararua District Council current operative District Plan.



Dog Exercise Area means a public place where dogs are allowed to be exercised off leash and is identified as a Dog Exercise Area in Schedule 1 of this Bylaw.

Infringement Offence means an offence specified in the first schedule of the *Dog Control Act 1996*.

Leash means a lead which is capable of restraining the dog and is held by a responsible and capable person.

Mangy means to have any sort of mite or parasite infestation.

Neutered Dog means a dog that has been spayed or castrated.

Owner, in relation to any dog, means every person who—

- a) Owns the dog; or
- b) Has the dog in his or her possession, whether the dog is at large or in confinement, otherwise than for a period not exceeding 72 hours for the purpose of preventing the dog causing injury, damage, or distress, or for the sole purpose of restoring a lost dog to its owner; or
- c) The parent or guardian of a person under the age of 16 years who—
 - i) is the owner of the dog pursuant to paragraph (a) or paragraph (b); and
 - ii) is a member of the parent or guardian's household living with and dependent on the parent or guardian;—

but does not include any person who has seized or taken custody of the dog under this Act or the [Animal Welfare Act 1999](#) or the [National Parks Act 1980](#) or the [Conservation Act 1987](#) or any order made under this Act or the *Animal Welfare Act 1999*.

Premises includes any recreation ground, yard, building or enclosed space whether separately occupied or not and whether public or private.

Prohibited Area means a public place where dogs are prohibited. In all cases, areas such as children's playgrounds, the mown playing surfaces of sports grounds controlled by Council, Council owned swimming pools and the areas specified in Schedule 1 of this bylaw (as a prohibited public place) shall be deemed to be a "Prohibited Public Place".

Public Place means:

- a) A place that, at any material time, is open to or being used by the public, whether free or on payment of a charge, and whether any owner or occupier



of the place is lawfully entitled to exclude or eject any person from that place;
and

- b) Includes any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

Short leash means a leash that is no longer than 1.5 metres, and if extendible, is locked at a length of no longer than 1.5 metres.

Streets means any part of the public transport network, and includes footpaths, and cycleways. For clarity, street includes (but is not limited to) a Street, Road, Avenue, Heights, Terrace, Quay, Place, Mile, Drive, Crescent, Court, or Lane.

Territorial Authority has the same meaning as in the [Local Government Act 2002](#).

Three Plus Permit means a permit for a person to have more than two dogs as set out in clause 13 of this Bylaw.

Working dog as defined under the *Dog Control Act 1996*.

Urban Area means the area identified as the Urban Area in Schedule 1 of this Bylaw.

6 Control of Dogs in Public Places

Dogs must be kept under control:

- 6.1 At all times, in any public place, the owner of a dog will be responsible for ensuring that the dog is under **continuous control**.
- 6.2 Dog owners must comply with any additional area controls set out in Schedule 1 of the Tararua District Dog Control Policy.
- 6.3 Within the **Central Business District**, dogs must be kept on a leash no more than 1.5 metres long.
- 6.4 Dogs classified as menacing or dangerous are not permitted within the **Central Business District**.
- 6.5 Within **Urban Areas**, dogs must be kept on a leash, unless the area is a designated **dog exercise area**.
- 6.6 Dogs classified as menacing or dangerous must be kept on a leash no more than 1.5m long and must be muzzled within **Urban Areas**.
- 6.7 Within **Dog Exercise Areas** the owner of a dog shall ensure that the dog is under continuous control but shall not be obliged to keep the dog on a leash. The owner must carry a leash at all times.



-
- 6.8 Dogs classified as menacing or dangerous are not permitted at all times within **Dog Exercise Areas**.
- 6.9 No owner of any dog shall allow their dog within any **Prohibited Area** at any time.
- 6.10 No owner of any dog shall allow their dog within any **Restricted Area** at any time that said area is prohibited to dogs, as specified in Schedule 1.
- 6.11 **Working dogs** are exempt from clauses 6.1 – 6.6 while it is engaged in or being used for its working purpose.

7 Certain Areas Controlled by Other Authorities

- 7.1 Reserves managed by Regional Council and the Department of Conservation have controls on dogs set under the *Reserves Management Act 1977* and/or the *Conservation Act 1987*, that are not covered under this bylaw. Owners of dogs must contact the appropriate authority for up-to-date information on dog controls for these reserves.

8 Seizure of Dogs in Public Places in Contravention of this Bylaw

- 8.1 An Authorised Officer may seize and impound any dog at large in a public place, whether or not the dog is wearing a collar with the proper label or disc attached, that is found in contravention of this Bylaw.
- 8.2 The provisions of section 69 of the *Dog Control Act 1996* apply to the impounding of any dog.

9 Temporary Restrictions or Suspensions

- 9.1 The Chief Executive of the Council may from time to time, temporarily declare any public place to be a:
- a) Prohibited Public Place for a specified time; or
 - b) Suspend the designation of a Prohibited Public Place; for a specified period for a specific occasion or event.
- 9.2 Public notice may be required of the temporary restriction or suspension, and appropriate signage will be provided in the areas affected (if required).

10 Establishment of New Dog Exercise Areas

- 10.1 The Council may from time to time by resolution publicly notified declare any public place, to be a Dog exercise area.



- 10.2 Dog exercise areas cannot include areas such as children's playgrounds and the mown playing surfaces of sportsgrounds controlled by the Council.

11 Responsibilities of Dog Owners

- 11.1 The owner of any dog shall provide adequate accommodation for the dog (kennel or other shelter) that shall be:
- a) Weather proof;
 - b) Constructed on dry ground;
 - c) Contain a floor and constructed so that the surfaces are easily cleaned;
 - d) Of sufficient size to allow the dog to move freely and recline;
 - e) Of sufficient height so that the dog can stand freely;
 - f) Of sufficient space so that the dog can move about freely when confined;
 - g) Kept in a clean and dry condition; and
 - h) Provided with access to clean, fresh water.
- 11.2 Accommodation as listed in clause 11.1 must be situated in a position that does not cause a nuisance to any person in neighbouring properties.
- 11.3 The owner of a dog must, at all times, ensure that either—
- a) The dog is under the direct control of a person; or
 - b) When on property occupied by the owner, the dog is confined within the land or premises in such a manner that it cannot freely leave the land or premises.
- 11.4 If in the opinion of an Authorised Officer, the keeping of any such dog in accommodation on such premises has become or is likely to become a nuisance or injurious to health, the Authorised Officer may by notice require the owner or occupier of such premises to take such action as the Authorised Officer deems necessary, to minimise or remove the nuisance.

12 Number of Dogs to be Kept

- 12.1 No occupier of any premises, shall keep or allow to be kept on any premises more than two dogs over the age of three months, unless the person has applied for and been granted a Three Plus Permit (TPP).
- 12.2 Working dogs are exempt from clause 12.1.



13 Three Plus Permit (TPP)

- 13.1 Every person who wishes to keep more than two dogs over the age of three months of age at any dwelling, shall apply for a TPP.
- 13.2 Any person who has applied and been granted a TPP may keep up to and including the maximum number of dogs on that property as specified in the permit.
- 13.3 The Council may place conditions on the permit and the holder of the permit must comply with those conditions. If the holder of the permit fails to comply with those conditions, the Council may cancel the permit. Any failure to comply shall be a breach of this Bylaw.
- 13.4 Every application for a TPP must contain information that the Council requires to issue the permit and the applicant must pay any fee prescribed from time to time by resolution of the Council.
- 13.5 The fee for such a licence shall be payable annually in addition to the registration fees payable under the *Dog Control Act 1996*.
- 13.6 Any approved property that is used for the business of dog boarding kennels or as a veterinary hospital shall be exempt from this provision.

14 Boarding Kennels and/or Breeding Kennels

- 14.1 The Council may issue a licence for the purpose of:
 - a) Registering boarding kennels, or
 - b) Registering breeding kennels.
- 14.2 Application for a licence shall be in writing and shall give to the Council such information as the Council may require to ensure that:
 - c) Dogs are controlled in accordance with the Act and this Bylaw.
 - d) Dogs are appropriately cared for.
 - e) Nuisance, injury or hazards created by the keeping of dogs is unlikely.
 - f) Having considered preferred owner status as set out in Schedule 1 and the breed(s) of dog(s).
 - g) The Council may seek the opinions of immediate neighbours of an applicant and take these opinions into account when considering the application.



- h) For every licence the applicant shall pay to the Council an annual fee as decided by the Council by resolution and such licence shall remain in force until the 30th day of June following the issue of the licence.
- i) Licence fees are set under the Local Government Act 2002 and are in addition to and separate from the dog control fees set under the Act.

15 Responsibility to Remove Faeces

- 15.1 The owner of any dog that defecates in a public place or on land or premises other than that occupied by the owner, shall immediately remove the faeces left by the dog and dispose of it in a sanitary manner.

16 Disability Assist Dogs

- 16.1 Despite anything contained within this Bylaw prohibiting or regulating the entry or presence of dogs; any disability assist dog accompanying a person with a disability, or any person certified and engaged in training the disability assist dog, may enter and remain:
 - a) In any premises registered under section 120 of the Health Act 1956; or
 - b) In any public place subject to compliance with any reasonable condition imposed by the occupier or person having control of the premises or public place, as the case may be.

17 Requirement for Neutering of Dogs

- 17.1 If a dog is classified by Tararua District Council as menacing the Council requires that the dog be neutered.
- 17.2 If a dog is classified as menacing by another Territorial Authority and resides in Tararua District, the Council requires that the dog be neutered.
- 17.3 The Council reserves the right to require a dog to be neutered for other reasons (such as rehoming, roaming or due to behavioural issues).

18 Bitch in Season to be Confined

- 18.1 The owner of any bitch shall keep the dog confined to their own property, but adequately exercised while such dog is in season.

19 Mangy or Diseased Dogs

- 19.1 A person who owns or has control or charge of any mangy or diseased dog, shall not take that dog into any public place or allow the dog to enter or remain in any public place or wander free.



20 Dogs Becoming a Nuisance or Injurious to Health

- 20.1 The owner of every dog shall ensure that the dog does not create a nuisance including, but not limited to:
- a) Obstructing the lawful passage of any person in a public place or on private property.
 - b) Rushing at, chasing, frightening, intimidating or causing any person in a public place or lawfully on private property to suffer injury or distress.
 - c) Destroying, tearing or otherwise interfering with any refuse container, whether the container is on private property or in a public place.
 - d) Interfering with any persons property, whether on private property (other than the owners) or in a public place.
 - e) Barking, howling and/or whining in a persistent and loud manner; and
 - f) Rushing at any vehicle.
- 20.2 If in the opinion of the Council, the keeping of any dog(s) has become, or is likely to become a nuisance or injurious or hazardous to health, property or safety; an Authorised Officer may by notice in writing require the owner or occupier of the premises, within a time specified in such notice, to do any or all of the following:
- a) Reduce the number of dogs kept on the premises.
 - b) Construct, alter, reconstruct or otherwise improve the kennels, fences or other methods buildings used to house or contain the dogs.
 - c) Require such dog or dogs to be tied up or otherwise confined during specified periods.
 - d) Take other such action as the Council deems necessary to minimise or remove the likelihood of nuisance or hazard or injury to health, property or safety.

21 Council Functions and Responsibilities

Pound

- 21.1 The Council may, by resolution, change the location of any pound or create additional or temporary pounds.
- 21.2 Where any dog is seized for impounding under the provisions of this Bylaw, and it is not practicable by reason of time or distances to place that dog in any pound appointed by the Council for that purpose, an Authorised Officer may with the consent of the occupier, use any land as a temporary pound for such dog for any



reasonable period until its disposal in terms of this Bylaw or the *Dog Control Act 1996*.

- 21.3 Any dog not registered in accordance with the *Dog Control Act 1996*, shall not be released from the pound until it is registered, microchipped and all fees due have been paid.
- 21.4 The Council shall not be obliged to release any dog from the pound except during the advertised hours of opening.
- 21.5 Any person who attempts to remove or removes any dog from any pound including a temporary pound without paying the prescribed fees commits an offence under this Bylaw.

Disposal of Impounded Dogs

- 21.6 The Council may dispose of impounded dogs in accordance with the provisions of the *Dog Control Act 1996* which provides amongst other things the following:
- a) As soon as practicable after any dog has been impounded, the Council shall, in the case of a dog wearing a current registration tag or where the owner of the dog is known through some other means, give written notice to the owner that the dog has been impounded and that unless the dog is claimed and any fee paid within seven days of the receipt of that notice, it may be sold, destroyed, or otherwise disposed of in such manner as the Council thinks fit, and after the expiry of that period the Council may dispose of the dog.
 - b) Where the owner of the dog is not known and cannot be identified from the dog registration tag, the Council may, after expiration of seven days after the date of seizure of the dog, sell, destroy, or otherwise dispose of the dog in such manner as it thinks fit.
- 21.7 Nothing under this bylaw shall limit the power of Council to destroy a dog if it is ill or injured, as per section 139 of the *Animal Welfare Act 1999*.

Fees and Charges

- 21.8 For fees and charges required under any section in this Bylaw, the applicant must pay to the Council a fee that Council may, by resolution from time to time, prescribe in the current Fees and Charges Schedule as set out on the Council website.

22 Tribunal and Hearings Committee

- 22.1 The Council's Tribunal and Hearings Committee, acting under delegated authority of the Council, shall hear objections to the following:
- Classification of probationary owners



- Classification of disqualified owners
- Classification of menacing dogs
- Classification of dangerous dogs
- Barking Abatement Notice

22.2 The owner will have the right to be heard by the Committee. When considering an objection, the Council may uphold or rescind the classification having regard to:

- The evidence which formed the basis for the classification.
- The competency of the owner in terms of responsible dog ownership
- Any steps taken by the owner to prevent any further threat to the safety of persons or animals.
- The matters relied on in support of the objection.
- Any other relevant matters.

22.3 The Council will give notice to the owner of its determination of the objection and reasons for its determination as soon as practicable.

22.4 The Committee may decide to uphold or rescind the decision.

23 Offences and Penalties

23.1 Every person commits a breach of this Bylaw who:

- a) Does, or causes anything that is contrary to this Bylaw;
- b) Omits or neglects to do anything which ought to be done by them at the time and in the manner provided in this Bylaw;
- c) Does not refrain from doing anything which under this Bylaw they are required to abstain from doing;
- d) Knowingly permits any condition or thing to exist contrary to any provision contained within this Bylaw;
- e) Refuses or neglects to comply with any notice or direction given to them under this Bylaw;
- f) Obstructs or hinders any Authorised Officer in the exercise of any power conferred upon them by this Bylaw; or
- g) Fails to divulge their full name, address and date of birth or other relevant information when requested to do so by an Authorised Officer.

23.2 Every person who is convicted of an offence against this Bylaw is liable on summary conviction to a fine not exceeding \$20,000.



24 Schedules

Schedule 1 – Dog Control Areas

This Bylaw was made by the Tararua District Council on ***** 2022.

THE COMMON SEAL of the TARARUA DISTRICT COUNCIL was
hereto affixed by resolution of the said Council in the presence of:

_____ **Mayor**

_____ **Chief Executive**



25 SCHEDULE ONE – DOG CONTROL AREAS

A. Areas Where Dogs can be Exercised Unleashed (But Under Continuous Control)

Dannevirke

- Railway embankment, Stanley Street
- Railway reserve, Mangatera
- Waihipai Domain grassed area opposite to Mangatera Hotel, High Street

Pahiatua

- A designated area at Victory Park

Any areas in the District not listed in Schedules B and C.

B. Leash Controlled Areas

With the exception of the streets described in Clause C below, dogs shall be permitted in the following places, provided they are on a leash.

All streets in the residential, commercial or industrial areas of:

- Dannevirke
- Norsewood
- Ormondville
- Pongaroa
- Eketahuna
- Pahiatua
- Woodville
- Pahiatua River Walkway
- Central Business District (CBD) Areas

C. Dog Prohibited Areas

- All public reserves, wildlife reserves, sports grounds and sports stadiums situated in urban areas
- Children's playgrounds
- All public libraries administered by the Council
- All public swimming baths
- All cemeteries administered by the Council

Exemptions

- Any areas specifically set aside as dog toileting areas or dog exercise areas
- Any dog attending a veterinary clinic
- Any guide dog, hearing ear dog, or companion dog



-
- Any dog kept by the Police or any constable or any Department of State when used for the purposes of carrying out the functions, powers and duties of the Police, or Department of State
 - Any dog owned by a security guard as defined in Section 4 of the Police Investigators and Security Guards Act 1974 when used for the purposes for carrying out the business of a security guard
 - Any dog present in connection with search and rescue training or work



Tararua Dog Control Policy



Table of Contents

1. Introduction	4
2. Purpose and Scope	4
3. Statutory Framework.....	4
4. Control of Dogs in Public Places	5
5. Classification of Dogs	5
Menacing Dogs	5
Dangerous Dogs	6
Working Dogs.....	7
6. Behavioural Issues	7
Barking Dogs	7
Roaming Dogs	8
7. Responsibilities of Dog Owner.....	8
Mandatory Registration and Microchipping of all Dogs.....	8
Three Plus Permit (TPP)	8
8. Obligations of Boarding and Breeding Kennels	10
9. Preferred Dog Owner.....	10
10. Removing Dog Waste.....	11
11. Dog Obedience Courses.....	11
12. Neutering Dogs	11
13. Rehoming of Dogs.....	11
14. Disqualification of Owners.....	12
15. Probationary Owners	13
16. Council Functions and Responsibilities.....	13
Fees and the Distribution of Dog Control Costs	13
17. Information and Education	14
18. Dog Pound, Impounding and Release of Dogs.....	15
19. Penalties.....	15
20. Review of Policy	15
21. Definitions.....	16
Schedules	16
Contacts	16



SCHEDULE ONE – DOG CONTROL AREAS.....	17
SCHEDULE 2: PREFERRED DOG OWNER CATEGORY	19



1. Introduction

This Policy outlines the Council's regulations and management plan for dog ownership and recreational dog activity for Tararua District. It is intended to provide for the positive aspects of dog ownership and management while recognising that regulation of dog ownership, behaviour and owner education of dog owners, will improve dog management and mitigate the potentially adverse aspects of dog ownership in Tararua District.

2. Purpose and Scope

The purpose of this policy is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs, while minimising danger, distress and nuisance to the wider community.

This policy is to be read in conjunction with the Tararua District Council Dog Control Bylaw 2022.

In the development of this policy and Bylaw the Council has given regard to:

- The positive aspects of dog ownership, while mitigating the potentially negative aspects of negligent dog ownership and management.
- The need to minimise danger, distress, and nuisance to the community generally.
- The need to avoid inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children.
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs.
- The exercise and recreational needs of dogs and their owners.

3. Statutory Framework

The Policy is prepared in accordance with the provisions of section 10 of the Dog Control Act 1996 (the Act) and sets out the:

- Controls on dogs in public places,
- Classification of dogs,
- Role and responsibilities of dog owners, and
- Role and responsibilities of the Council.

The Council is required under the Dog Control Act 1996 to:

- Identify any public places in which dogs are prohibited;
- Identify any particular public place and areas or parts of the district where dogs, in public places, are to be controlled on a leash;
- Identify dog exercise areas; and
- Develop a dog control policy which may include:



- Fees or proposed fees
- Owner education programmes
- The classification of owners
- The disqualification of owners
- The issuing of infringement notices.

4. Control of Dogs in Public Places

Dog owners are responsible for ensuring that their dog is under control at all times. The Council has identified specific areas where dogs are prohibited, where dogs must be controlled on a leash, and areas where dogs may be exercised off leash. These control areas are listed in Schedule 1 of the Bylaw. The schedule can be amended at any time by Council resolution.

Non-compliance with the controls set out in Schedule 1 of the bylaw will result in the owner being issued with an infringement for breach of bylaw and the dog may be seized and impounded.

5. Classification of Dogs

Menacing Dogs

The Council will classify a dog as menacing if there is a verified incident where the dog poses a threat to or attacks any person, stock, poultry, domestic animal or protected wildlife.

All dogs listed in Schedule Four of the Act will be classified as menacing. This includes the following breed or type:

- Brazilian Fila
- Perro de Presa Canario
- Dogo Argentino
- Japanese Tosa
- American Pit Bull Terrier

Dogs classified as menacing:

- a) Are required to be muzzled and on a leash when in a public place, including in designated dog exercise areas;
- b) Must be neutered; and
- c) Are required to be microchipped within one month of being classified.

In the event that an owner fails to meet these requirements when requested to do so in writing by the Council, the Council may seize that dog and impound it until 11.b) and c) above are met.



If the dog is impounded, Council may hold the dog until the owner pays for neutering at a certified veterinary clinic. The Council will then deliver the dog to the vet.

Every owner has the right to object to the classification, as per section 33B and 33D of the Act.

The Council shall consider the objection through a hearing. The Council may uphold or rescind the classification.

The Council shall provide notification in writing within ten days of a decision. The notification may include reasons for the decision.

Dangerous Dogs

The Council will classify a dog as dangerous when:

- a) Any dog in respect of which the owner has been convicted of an offence under section 57A(2) of the Act.
- b) Any dog which the Council has, on the basis of sworn evidence attesting to aggressive behaviour by the dog on one or more occasions, reasonable grounds to believe constitutes a threat to the safety or any person, stock, poultry, domestic animal, or protected wildlife.
- c) Any dog that the owner admits in writing constitutes a threat to the safety of any person, stock, poultry, domestic animal or protected wildlife.

Dogs classified as dangerous:

- a) Are required to be muzzled and on a leash when in a public place;
- b) Must be neutered; and
- c) Are required to be microchipped within one month of being classified.
- d) The owner of the dog must ensure that, from a date not later than 1 month after the receipt of notice of classification, the dog is kept within a securely fenced portion of the owner's property that allows safe access to at least 1 door of any dwelling on the property.
- e) The property where a dangerous dog is kept must display a sign warning that a dangerous dog is on the property and the sign be prominently placed near the entry to the property so as to be visible from a public place.

If the dog is impounded, Council may hold the dog until the owner pays for neutering at a certified veterinary clinic. The Council will then deliver the dog to the vet.

Every owner has the right to object to the classification, as per section 31 of the Act.



The Council shall consider the objection through a hearing. The Council may uphold or rescind the classification.

The Council shall provide notification in writing within ten days of a decision. The notification may include reasons for the decision.

Working Dogs

Any person who wishes to declare their dog a working dog (as defined under the Act), must complete the declaration form and provide evidence that the dog is kept solely or principally for use as a working dog.

Any person declaring their dog a working dog in terms of herding or driving stock, may be required to allow a Dog Control Officer to observe the dog in the process of herding or driving stock.

Council reserves the right to decline in writing, any declarations of classification of a dog as a working dog, if the dog does not meet the criteria under the Act.

Any dog classified as a working dog will be issued with a microchip exemption tag for working dogs.

6. Behavioural Issues

Barking Dogs

Where a dog is considered to be causing a nuisance through persistent and loud barking or howling, a Dog Control Officer may issue the owner of the dog with a notice requiring the owner to take reasonable steps so as to abate the nuisance.

A Dog Control Officer may remove and impound the dog from the land or premises immediately if considered necessary. Every effort will be made to first issue a written abatement notice to the dog owner before that action is taken.

The owner of the dog has seven days to object in writing against the requirements of the abatement notice.

If after seven days, the notice has not been complied with, no written objection has been lodged and further complaints have been received, a Dog Control Officer may remove the dog from the land or premises.

If an appeal to a barking abatement notice is received, the Council shall consider the objection through a hearing. The Council may confirm, modify or cancel the notice.

The Council shall provide notification in writing within ten working days of a decision. The notification may include reasons for the decision and if the decision is to modify the notice, it shall include the modified requirements.



Roaming Dogs

If a dog is found roaming or without direct control of an owner or when not confined by its owner a Dog Control Officer may remove and impound the dog from any land or premises.

7. Responsibilities of Dog Owner

Mandatory Registration and Microchipping of all Dogs

This section applies to a dog that is:

- a) Registered for the first time on or after 1 July 2006; or
- b) Classified as dangerous; or
- c) Classified as menacing.

This section does not apply to a working dog (defined under the Dog Control Act), registered under section 46(1) of the Act and wearing a collar, label or disc issued under section 34(4)(b) of the Act.

It is a requirement under the Act that all dogs over 3 months old are registered with their [local council](#) every year by 1 July. Information on the registration process can be found on the Tararua District Council website.

The owner of the dog must, for the purposes of providing permanent identification of the dog, arrange for the dog to be implanted with a functioning microchip transponder (in the prescribed type and in the prescribed manner).

The owner must provide to the Council a certificate issued by a veterinarian certifying:

- That the dog is or has been implanted with a functioning microchip transponder of the prescribed type and in the prescribed manner; or
- That, for the reasons specified on the certificate, the dog will not be in a fit condition to be implanted with a functioning microchip transponder before a date specified on the certificate.

Three Plus Permit (TPP)

The Tararua District Council Dog Control Bylaw restricts the number of dogs allowed at each premises to two dogs over the age of three months. If a person wishes to keep more than two dogs, they must apply for a Three Plus Permit to do so.

Working dogs are exempt from clause 38.

Council will take into consideration the criteria stated below for any Three Plus Permit (TPP) application:



-
- a) No justified complaints received against the owner or dog;
 - b) Suitable kennelling and fencing;
 - c) No substantiated objections from neighbours most likely to be affected;
 - d) Condition of the dogs;
 - e) Good knowledge of the dog's health and welfare; and
 - f) Property which is a suitable size for the type of dogs.
 - g) Dog Owner's compliance history with the Act.

The Council reserves the right to grant or decline a TPP despite the matters listed above if there is good reason to do so. This could include, but not be limited to:

- a) Unreasonable neighbour objections due to an existing dispute,
- b) Proven record of previous good dog ownership outside of Tararua District,
- c) Reasons relating to the age of the dog(s), or breed, or
- d) Other mitigation measures which will reduce the potential for adverse effects to be experienced by neighbours.

Any person who owns a dog classified as dangerous or menacing by the Council will not be granted a TPP

The Council will survey any affected and adjoining neighbours to obtain their approval in writing, before any permit to keep more than two dogs is issued and the response from these neighbours will be considered when making a decision.

Council may use its discretion and approve the permit if approval is unreasonably withheld from affected neighbours.

Any permit issued by the Council may be subject to such terms, conditions or restrictions as the Council may consider necessary.

Council reserves the right to impose a non-refundable application fee for any Three Plus Permit applications.

Any permit issued will expire if the applicant changes address. A new permit application will be required.

Other than in situations included in the clause above, a permit shall remain in force from the time it is granted unless revoked, if revoked there will be no refund of fees paid or owed for the permit.



The Council may at any time whilst a permit is in force revoke or refuse to renew that permit if it is satisfied that:

- The dog or dogs on the land specified in the permit have caused injury to any person or animal
- A nuisance to any person; or
- The keeping of such dog or dogs has caused a detrimental effect upon the surrounding neighbourhood; or
- There has been a failure to comply with all or any of the terms, conditions and restrictions of the permit, or any subsequent notice issued by the Council.

8. Obligations of Boarding and Breeding Kennels

The owner of a boarding or breeding kennels shall:

- a) Ensure the boarding or breeding kennels are licensed with the Council annually.
- b) House dogs no closer than 10 metres from the boundary unless the occupier whose boundary adjoins or is adjacent to the proposed area for housing, restraining or confining the dog agrees in writing that the dogs may be housed within 10 metres but no closer than 2 metres from the boundary.
- c) Provide on the property a fully fenced exercise area for dogs kept on the property.

9. Preferred Dog Owner

The Council recognises that the majority of the district's dog owners are responsible; however, as an incentive to increase responsible dog ownership within Tararua District the Council will recognise good dog ownership through a reduced fee under the Preferred Dog Owner registration fee. The requirements to qualify for Preferred Dog Owner are outlined in schedule two of this Policy.

Any person who owns a dog classified as menacing or dangerous by the Council will not be granted Preferred Dog Owner status.

The Council reserves the right to impose a non-refundable application fee for Preferred Dog Owner applications.

The Council reserves the right to impose a non-refundable re-inspection fee for Preferred Dog Owners who have moved addresses.

The Council reserves the right to decline an application or revoke the Preferred Dog Owners status of a dog owner due to failure to:

- a) Provide information; or



- b) Pay application fee; or
- c) Comply with Preferred Dog Owner conditions; or
- d) Other demonstrated dog management failures.

10. Removing Dog Waste

For reasons of health, safety and aesthetics, if a dog fouls in a public place (or on land or premises occupied by anyone other than the owner of the dog), the excrement must be immediately removed and disposed of hygienically.

11. Dog Obedience Courses

The Council encourages dog owners to attend dog obedience courses (of a standard approved by Council or a Dog Control Officer) to assist in the training and socialising of their dog.

Dog obedience course attendance can be taken into consideration for any Preferred Dog Owner applications.

12. Neutering Dogs

Dogs which have been classified as menacing by the Council (and other territorial authorities) are required to be neutered under section 33E(1)(b) of the Act.

All dogs classified as dangerous must be neutered as required under the Act.

If the dog has not been neutered, the Council requires the owner to produce a certificate issued by a veterinarian, certifying reasons as to why the dog is in an unfit condition to be neutered.

13. Rehoming of Dogs

Any person wishing to adopt a dog from the Tararua District Council pound must:

- a) Must pay adoption costs including dog registration;
- b) Have an adequately fenced area; and
- c) Be a good dog owner with no history of substantiated recent complaints (if the person has previously owned a dog).

The Council will make investigations into an owner's history if they are residing outside of the District.

The Council does not take any responsibility for sickness or defect of any dogs rehomed.



The Council does not rehome dogs which have a menacing or dangerous classification or that will require a level of dog control, management or confinement that a potential owner is unlikely to be able to provide.

14. Disqualification of Owners

Any owner convicted of an offence under the Act, or who has received three infringement notices (unrelated to a single incident) within a continuous period of 24 months, may be immediately disqualified from owning any dog, as required under the Act.

The disqualified owner must dispose of all dogs they own and cannot own any more dogs for up to five years. Under the Act a disqualified owner has the right to object to the classification.

A probationary owner who is convicted of a further offence or receives three further infringement notices (unrelated to a single incident) within a continuous period of 24 months, may be disqualified from owning a dog. It is not necessary for an owner to be classified as a probationary owner before being disqualified.

The disqualification classification has the following effects:

- a) The owner must within 14 days of the date on which the notice of the decision is given, dispose of every dog owned by the disqualified person; and
- b) The dog shall not be disposed of to any person who resides at the same address as the person disqualified.
- c) The owner may not subsequently be in possession of a dog at any time, except for the purposes of:
 - i) Preventing a dog from causing injury, damage or distress; or
 - ii) Returning a lost dog to the Council for the purposes of restoring the dog to its owner.

Under the Act, Council is required to consider the following matters in relation to the objection to determine if the classification should be upheld, to bring forward the termination date or immediately terminate the disqualification:

- a) The circumstances and nature of the offence(s);
- b) The competence of the person in terms of responsible dog ownership;
- c) Any steps taken by the person to prevent further offences;
- d) The matters advanced in support of the objection; and
- e) Any other relevant matters.



15. Probationary Owners

If an owner is convicted of an offence under the Act or has received three infringement notices (unrelated to a single incident) within a continuous period of 24 months, the Council may, depending of the severity of the incidents decide to classify that owner as a probationary owner for the period of 24 months, rather than disqualifying the owner.

The probationary classification has the following effects:

- The owner is not allowed to own any dogs other than were owned at the time of the offence or the 3rd infringement in respect of which the classification was made; and
- The owner must dispose of any unregistered dogs.

A probationary owner has the right to object to the classification and the objection may be made any time during the period of the classification, but no objection shall be lodged within 12 months of the hearing of any previous objection to the classification.

Under the Act, Council is required to consider the following matters in relation to the objection to determine if the classification should be upheld or terminated:

- a) The circumstances and nature of the offence(s);
- b) The competence of the person in terms of responsible dog ownership;
- c) Any steps taken by the person to prevent further offences;
- d) The matters advanced in support of the objection; and
- e) Any other relevant matters.

The Council may require all owners classed as probationary to undertake approved education courses and to require their dog to undertake obedience courses (to an approved standard as directed by Council or a Dog Control Officer).

16. Council Functions and Responsibilities

Fees and the Distribution of Dog Control Costs

Registration fees are set by councils to take into account the cost of providing dog control services in their area and the balance between dog owners bearing the costs of dog control and the benefits to ratepayers of having safe and well controlled dogs in their community.

Council may from time to time, by resolution publicly notified, set and or change fees relating to the Dog Control Policy. Fees can be found in the current Fees and Charges Schedule of the Long-term Plan.



It is a requirement under the Dog Control Act that all dogs be registered. Infringement fines may be issued to owners who fail to register their dog(s) in the required timeframe, and the dog(s) may be seized and impounded if it remains unregistered after the penalty date for registration has passed each year if that dog is listed on council's registration records. All other dogs may be seized and impounded immediately without warning to the dog owner.

Late payment of dog registration fees incurs a late payment penalty of 50% of the registration fee, which is imposed on 1st August, unless otherwise notified by the Council.

Disability Assist Dog are provided free registration in the Tararua District.

Note: Council recognises that not all dog owners require the same level of dog control service. Council recognises responsible ownership through lower fees.

Factors which may affect the registration fee are:

- a) Spaying/neutering status; and
- b) The level of Animal Management services required); and
- c) Compliance with Preferred Dog Owner requirements.
- d) Fees required to be paid to the National Dog Database.

Factors affecting the impounding fees are:

- a) The costs involved in the feeding of dogs, pound maintenance, cleaning and veterinary care.
- b) Transport costs
- c) Costs involved in tracing and notifying owners.
- d) The number of times the dog has been impounded (graduated deterrent penalty).

17. Information and Education

Information is available from the Council, from all administration centres or via the Council website.

- a) Basic understanding of a dog's needs;
- b) Obligations of a dog owner;
- c) Desexing, vaccinations, worming, and microchipping;
- d) Behavioural issues;



- e) Information on exercise areas, leashed, unleashed and prohibited areas (this includes signage where appropriate); and
- f) Where to obtain further assistance if required.

Information can be provided to dog owners where this is considered necessary. This includes; educational programmes about dog behaviour to interest groups and/ or problem dog behaviour prevention advice.

18. Dog Pound, Impounding and Release of Dogs

All dogs impounded by the Council will be held in a secure dog pound and will be cared for with shelter, exercise and sustenance appropriate for that dog and its health, temperament and needs. That care could involve foster care outside of a dog pound and residing at the premises of a Veterinarian for the purposes of treatment.

All dogs released from the Dog Pound must be currently registered before release and have a microchip implanted. Other conditions may be imposed, such as neutering of dangerous dogs, menacing dog breeds and dogs classified as menacing, or other dogs that are likely to breed and contribute to the number of unwanted dogs.

The Council will maintain a relationship with local Veterinarians and the SPCA to assist in the effective operation of the Dog Pound.

The Council will issue written notice to known owners of impounded dogs, issued to the postal address last provided by that owner.

If, after seven days of impound and notice being issued to an owner, a dog remains unclaimed in the Pound, the dog will become the property of the Council.

19. Penalties

The Council reserves the right to issue infringement offence notices or file charging documents under the Dog Control Act for breaches of the Act and Bylaw. All infringement offence notices will include a fine set by the Act including those offences against the Dog Control Bylaw. For a list of offences which infringement notices may be issued see Schedule 1 of the Dog Control Act 1996 (and all amendments).

20. Review of Policy

This Policy shall be reviewed every five years to ensure the policy is effective and efficient at achieving the objectives.

The Council may from time to time by resolution publicly notified, alter any schedules attached.



21. Definitions

Definitions can be found in the Dog Control Act 1996 and the Tararua District Council Bylaw.

Schedules

Schedule 1 – Dog Control Areas

Schedule 2 – Criteria to meet Preferred Dog Owner Fee Category

Contacts

Regulatory Services Manager
Tararua District Council - 06 374 4080



SCHEDULE ONE – DOG CONTROL AREAS

The Dog Control Areas described below can be seen on Tararua District Council website.

Prohibited Areas

Dog prohibited areas in Tararua District are:

- all public reserves,
- wildlife reserves,
- sports grounds and sports stadiums situated in urban areas
- all public libraries administered by the Council
- all public swimming baths
- All cemeteries administered by the Council

Exemptions to Dog Prohibited Areas

- Any areas specifically set aside as dog toileting areas or dog exercise areas
- Any dog attending a veterinary clinic
- Any disability assist dog
- Any dog kept by the Police, or any constable, or any Department of State when used for the purposes of carrying out the functions, powers and duties of the Police, or Department of State.

Leash Controlled Areas

With the exception of the prohibited areas as described, dogs shall be permitted in the following places, provided they are on a leash:

All streets in the residential, commercial or industrial areas of:

- Dannevirke
- Eketahuna
- Norsewood
- Ormondville
- Pahiatua and Pahiatua River Walkway
- Pongaroa
- Woodville

Unleashed Areas (but under continuous control)

Dannevirke:

- Railway embankment, Stanley Street
- Railway reserve, Mangatera (grassed area at the corner of Ruahine and High Streets – adjacent to Mangatera Hotel)



-
- Upper Wahipai Reserve, High Street (beside the Mangatera carpark, opposite the hotel)

Pahiatua:

- A designated area at Victory Park



SCHEDULE 2: PREFERRED DOG OWNER CATEGORY

The Council will offer an incentive fee for the desexing of dogs on Preferred Dog Owner Category. A lesser incentive fee will apply to dogs on Preferred Dog Owner which are not desexed.

Requirements to Qualify with the Preferred Dog Owner Fee Category:

- Owner must ensure that dog/s is well cared for. This includes feeding, housing, exercise and a secure section (fencing).
- The owner must provide Veterinary Health Records as proof of current vaccination and provide details on worming treatments.

Current vaccinations, as defined for the purposes of this Policy, are the Canine Parvovirus, Distemper, and Infectious Hepatitis inoculations (all in one vaccination recommended by Veterinary Centres and the New Zealand SPCA).

- The owner must be present during the inspection of the property for their Preferred Dog Owner classification, as required by a Council Officer.
- Any owner of a dog classified as menacing or dangerous (as defined under the Act) cannot apply for Preferred Dog Owner status.
- For new Preferred Dog Owner applications an owner/s must have resided in the district and owned a dog for the previous 12 months and have no history of dog control issues for the previous 24 months; however:
 - a) If an owner has held Preferred Dog Owner status in another district, they may apply for Preferred Dog Owner immediately. Granting of the Preferred Dog Owner status is subject to no reported dog control issues within the previous 24 months in the district from which they are moving from.

Requirements to Comply with the Preferred Dog Owner Fee Category (once granted):

- Continue to ensure their dog is well cared for, which includes feeding, housing, exercise and a secure section (fencing).
- Comply with all requirements of the Dog Control Act 1996, the current Tararua District Council Dog Control Bylaw and the current Tararua District Council Dog Control Policy. Any breach will result in the Preferred Dog Owner category being revoked.
- Offences (such as infringements/impounding/prosecution) will result in the Preferred Dog Owner status being revoked. Under Council's discretion this may be waived due to extenuating circumstances.
- An owner must advise Council in writing within 14 days if they have moved addresses, as required under the Act. Failure to advise Council will result in forfeiture of Preferred Dog Owner status.



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- Existing Preferred Dog Owner category can be transferred to a new address but will require a property inspection to ensure the property conforms to policy standards. Inspections incur a non-refundable fee.
 - Any Preferred Dog Owner who obtains a dog classified as menacing or dangerous (as defined under the Act) will have their Preferred Dog Owner status cancelled.
 - If Preferred Dog Owner status is revoked, a period of one full dog registration year must pass before a dog owner can reapply for this registration category.



The proposed registration fees 2022 - 2023

	2020/21 Fee	Proposed Fees 2022/23
Urban Dog (entire)	\$115.00	\$130.00
Urban Dog (desexed)	new	\$110.00
Rural Domestic Dog	\$50.00	\$75.00
Over 65's Canine Companion	new	\$85.00
Preferred Owner (entire)	\$65.00	\$75.00
Preferred Owner (desexed)	new	\$65.00
Working Dog	\$50.00	\$55.00



Report

Date : 18 March 2022

To : Mayor and Councillors
Tararua District Council

From : Malcolm Thomas
Strategy and Policy Adviser

Subject : **Review of Class 4 Gambling and Racing Board Venue Policy**

Item No : **11.4**

1. Recommendation

- 1.1** *That the report from the Strategy and Policy Adviser dated 18 March 2022 concerning the review of Class 4 Gambling and Racing Board Venue Policy (as circulated) be received, and*
- 1.2** *That Council notes the trends and policy direction from the review of the Class 4 Gambling and Racing Board Venue Policy, and*
- 1.3** *That as recommended by the Strategy and Policy Committee Council confirms the current policy, including:*
- a) the 'sinking lid' target number of 100 machines, and*
 - b) that Council will not consent to an increase in the number of gaming machines in an existing Class 4 Gambling Venue, and*
 - c) that no new Class 4 Gambling Venue or TAB (New Zealand Racing Board) Venue may be closer than 100 metres pedestrian distance of any school, early childhood centre, kindergarten or place of worship.*
- 1.4** *And that Council approve the draft Class 4 Gambling and Racing Board Venue Policy attached to this report as Appendix 1 - Statement of Proposal for consultation, with the dates for that purpose as part of the Super Consultation Council is undertaking being as follows:*
- Undertake special consultation from 4 April 2022 to 6 May 2022*
 - Hearings held on 17 May 2022*
 - Deliberations on submissions held at Council meeting on 25 May 2022*
 - Policy adopted at 29 June 2022 Council meeting*

2. Reason for the Report

The Council is required by section 102(5) of the Gambling Act 2003 and section 96 of the Racing Industry Act 2020 to complete a review of its Venue Policy within 3 years of the previous review being completed. The current policy was adopted on 26th June 2019. The proposed draft policy is attached as Appendix 1 and is unchanged (in policy matters) from the 2019 adopted current policy. This was presented to the Strategy and Policy Committee who supported that approach be proposed for the purpose of this review and the Policy recommended to Council for adoption as the Statement of Proposal for consultation.

The policy may be amended or replaced only in accordance with the special consultative procedure in the Local Government Act 2002.

Introduction

The Gambling Act 2003 and the Racing Industry Act 2020 together state that the Gambling Venue and Board Venue Policies:

Must specify whether or not Class 4 Venues (hereafter referred to as Gambling Venues) may be established in the District, and if so, where they may be located.

May specify any restrictions on the maximum number of Gaming Machines that may be operated at any Gambling Venue. The Gambling Act 2003 established a maximum limit of nine (9) machines for new venues and those venues that obtained a licence after 17 October 2001.

May consider whether to include a relocation policy and the distance from sensitive activities.

A relocation policy sets out if and when the Council will grant consent for an existing venue to transfer the gaming machines to a new venue (within the district) to which a Class 4 venue licence applies.

The Council must specify whether or not new Board Venues may be established in the district and, if so, where they may be located. This policy only applies to standalone venues and not other venues such as clubs and bars where TAB betting services are provided.

In the development of this policy Council must have regard for the social impacts of gambling on the Tararua district community. Council also needs to consider the benefits to the community from the grant funding that is generated by the corporate societies that run the venues.

The Gambling Act 2003 and the Racing Industry Act 2020 together state that the Gambling Venue and Board Venue Policies:

Must specify whether or not Class 4 Venues (hereafter referred to as Gambling Venues) may be established in the district, and if so, where they may be located.

May specify any restrictions on the maximum number of Gaming Machines that may be operated at any Gambling Venue.

The Gambling Act 2003 established a maximum limit of nine (9) machines for new venues and those venues that obtained a licence after 17 October 2001.

May consider whether to include a relocation policy and the distance from sensitive activities.

A relocation policy sets out if and when the Council will grant consent for an existing venue to transfer the gaming machines to a new venue (within the district) to which a Class 4 venue licence applies.

The Council must specify whether or not new Board Venues may be established in the district and, if so, where they may be located. This policy only applies to standalone venues and not other venues such as clubs and bars where TAB betting services are provided.

In the development of this policy Council must have regard for the social impacts of gambling on the Tararua district community. Council also needs to consider the benefits to the community from the grant funding that is generated by the corporate societies that run the venues.

The Gambling Act 2003 and the Racing Industry Act 2020 together state that the Gambling Venue and Board Venue Policies:

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May specify any restrictions on the maximum number of Gaming Machines that may be operated at any Gambling Venue. The Gambling Act 2003 established a maximum limit of nine (9) machines for new venues and those venues that obtained a licence after 17 October 2001.

May consider whether to include a relocation policy and the distance from sensitive activities.

A relocation policy sets out if and when the Council will grant consent for an existing venue to transfer the gaming machines to a new venue (within the district) to which a Class 4 venue licence applies.

The Council must specify whether or not new Board Venues may be established in the district and, if so, where they may be located. This policy only applies to standalone venues and not other venues such as clubs and bars where TAB betting services are provided.

In the development of this policy Council must have regard for the social impacts of gambling on the Tararua district community. Council also needs to consider the benefits to the community from the grant funding that is generated by the corporate societies that run the venues.

3. Issues

3.1 Number of Venues and Machines

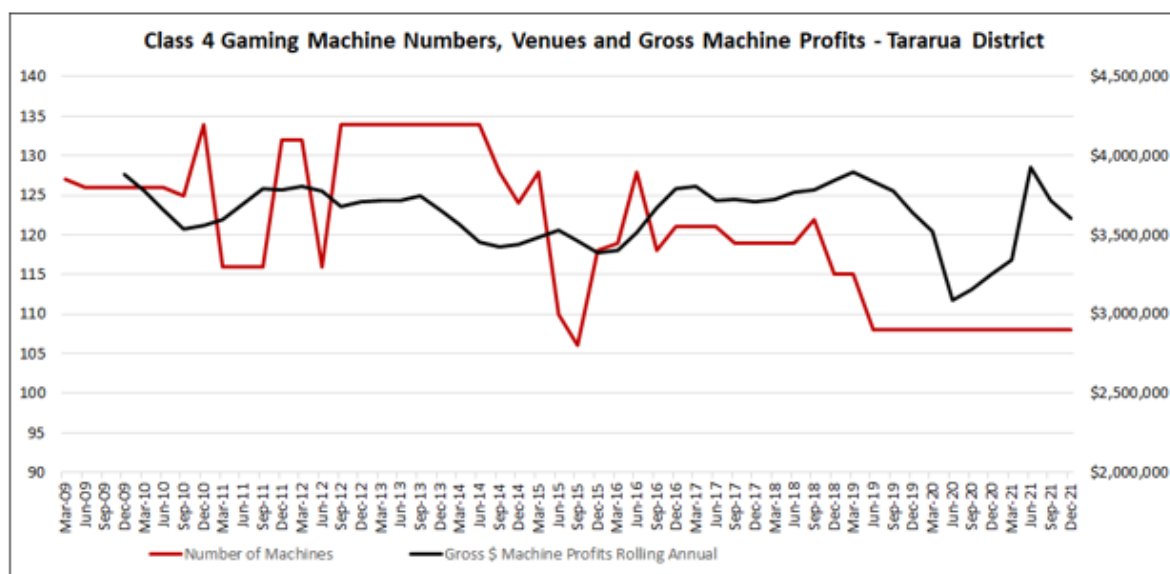
Council had permissive policies with no restrictions on the number of venues or the overall number of machines in 2004 and 2007. The Policy then did not include a sinking lid target for machines. The 2010 review included a policy that aimed to reduce the number of Class 4 gambling machine numbers to under 100 via a continuous sinking lid policy. The review of the policy in 2013, 2016 and 2019 confirmed this sinking lid policy. This review proposes to continue with the current policy.

Since the adoption of the original policy in 2004, the number of Class 4 venues operating in the district has decreased from 15 to 8, and the number of Class 4 gambling machines has fallen from 127 to 108 (with a peak of 134 in 2012). The reduction in venues and machines has taken place by a process of natural attrition as venues cease operating over time.

Class 4 gambling venues and machines in Tararua District

Year ended December	Number of Venues	Number of Machines	% of all Machines in New Zealand	% of New Zealand Population (June)
2021	8	108	0.73	0.37
2020	8	108	0.73	0.37
2019	8	108	0.73	0.38
2018	9	115	0.75	0.38
2017	10	119	0.76	0.38
2016	11	121	0.75	0.38
2015	11	118	0.72	0.38
2014	12	128	0.77	0.38
2013	13	134	0.78	0.39
2012	13	134	0.76	0.40
2011	13	132	0.73	0.40
2010	13	134	0.72	0.41
2009	12	126	0.65	0.41
2008	12	122	0.61	0.42
2007	12	122	0.60	0.42
2006	13	120	0.58	0.43
2005	14	122	0.57	0.44
2004	15	127	0.57	0.44

The proportion of gaming machines in the Tararua district decreased from 2013 to 2015. Then has increased again as overall New Zealand numbers have declined by a greater proportion. Relatively the Tararua share of these machines is much higher than it was in 2004 despite recent reductions in Tararua numbers. This reflects the extensive efforts by many communities around New Zealand to reduce the number of Class 4 gambling machines.



Numbers of gaming machines have also reduced significantly across New Zealand (from 22,231 in 2004 to 14,743 as at December 2021). The number of gaming machines in Tararua has not fallen by a similar proportion (it would be <90), leading to a higher share of the national total.

Despite the number of venues in Tararua declining from 15 in 2004 to 8 in 2021 the number of machines has reduced by a much smaller percentage, and the total GMP has remained at a similar level. The Gaming Machine Profits (GMP) per machine has increased over time but is at about the same in real (inflation adjusted) terms.

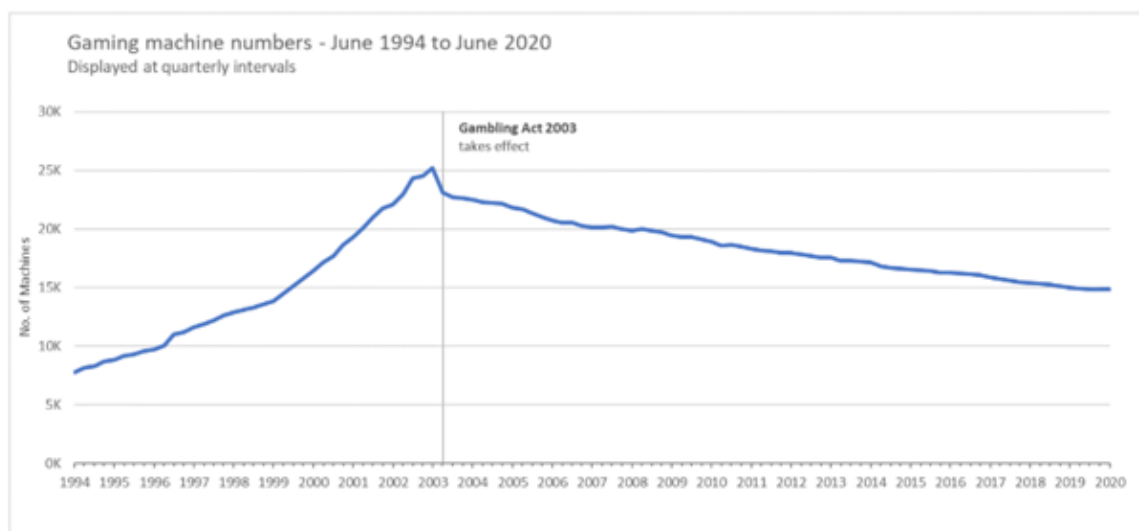
GMP in Tararua is relatively low compared to the national average. In the December 2021 Quarter there was \$7,951 GMP per machine. The national average was \$12,289.

Council should note that Class 4 gambling machines only account for around a third of the formal gambling industry – not including all other forms of on-line gambling not regulated.

<i>Gambling activity</i>	<i>2015/16 \$m</i>	<i>2016/17 \$m</i>	<i>2017/18 \$m</i>	<i>2018/19 \$m</i>	<i>2019/20 \$m</i>
NZ RACING BOARD (TAB)	\$342	\$338	\$350	\$332	\$315
NZ LOTTERIES COMMISSION	\$437	\$555	\$561	\$530	\$631
GAMING MACHINES (outside Casinos)	\$843	\$870	\$895	\$924	\$802
CASINOS	\$586	\$572	\$578	\$616	\$504
TOTAL	\$2,209	\$2,334	\$2,383	\$2,402	\$2,252

The drop in venues and Class 4 gaming machines is consistent with the wider NZ trends. Many councils adopted sinking lid policies.

Coupled with changes to drink driving limits and other legislation, including structural building (earthquake-prone) regulations, there has been a significant reduction in the number of the older large pubs. Many of these businesses were also Class 4 gaming venues.



Overall, the traditional gambling channels have seen relatively static revenues over the last five years. Revenues were severely impacted by Covid-19 lockdowns in a few quarters over the last two years.

Gambling Proceeds and Impacts

While the proceeds will flow on to benefit many community groups in the district, it is probably having a significant detrimental impact on a number of lower income households. There are only a very small number of residents that are using the problem gambling health support services. Declining proceeds would result in less grants available to local community groups and events.

Research suggests that access to machines (number of venues) is more relevant to problem gambling than the number of machines. Class 4 gambling venues also provide funding to deal with problem gamblers. This is not true for internet gambling, Lotto or instant kiwi.

There are very small numbers of residents in Tararua receiving problem gambling support services over the years. Numbers vary but there is no evidence of a growing problem. The % of problem gamblers seeking help in Tararua as a proportion of the NZ total is much lower than population would suggest (0.02% of clients in 2021 against 0.37% of population).

	Service User Data - Problem Gambling	
June Year	New Clients*	Total Clients#
2021	1	1
2020	1	2
2019	2	3
2018	0	2
2017	2	6
2016	5	6
2015	4	8
2014	10	12
2013	4	5
2012	1	5
2011	8	11
2010	3	8
2009	4	8
2008	8	10
2007	7	8
2006	1	1
2005	1	1

* New Clients – The number of clients that have contacted an intervention service for the first time in the period for psychosocial support either by phone or face-to-face in this Territorial Authority.

Total number clients assisted in this year in this Territorial Authority (includes new clients and clients who first contacted a service in a previous year).

3.2 Peer Councils Policies

For this 2022 review the number of machines has been assessed against other rural and neighbouring councils. Tararua still has a relatively high number of machines. Of the councils assessed, only South Waikato and Ruapehu had fewer residents per machine.

As at December 2021					
	Number of Venues	Number of Machines	% of all Machines in New Zealand	% of New Zealand Population (June)	Residents per Machine
Ruapehu	7	91	0.62	0.25	142
South Waikato	10	160	1.09	0.50	159
Tararua	8	108	0.73	0.37	176
Hauraki	9	119	0.81	0.43	183
Hurunui	8	72	0.49	0.26	187
South Wairarapa	4	51	0.35	0.23	228
Matamata-Piako	12	154	1.04	0.72	238
Clutha District	11	73	0.50	0.36	253
Rangitikei	5	58	0.39	0.32	277
Palmerston North	21	295	2.00%	1.78%	307
New Zealand	1,050	14,743	100%	100%	347
Kaipara	7	60	0.41	0.51	433
CHBDC	2	36	0.24	0.31	433
Masterton	4	64	0.43	0.55	441

The trends around New Zealand are for councils to at least cap the number of gaming machines. The above table shows that Tararua still has a relatively high number of machines relative to population and indicates that a more permissive policy is not warranted at this stage.

3.3 Statutory Considerations – Review of Existing Policy

When reviewing a policy, the Council must have regard to the social impact of gambling in the district.

In determining its policy on whether Class 4 venues may be established, where any venue may be located and any restrictions on the maximum number of gaming machines that may be operated at venues, Council may have regard to any relevant matters, including:

The characteristics of the district and parts of the district:

The location of kindergartens, early childhood centres, places of worship and other community facilities;

The number of gaming machines that should be permitted to operate at any venue of class of venue;

The cumulative effects of additional opportunities for gambling in the district;

How close any venue should be permitted to be to any other venue;

What the primary activity at any venue should be.

Does the Policy Need to Change?

The purpose of the Tararua District Council's Class 4 Gambling Venue and Board Venue Policy is:

To provide for the continued limited and controlled availability of Class 4 Gambling within Tararua District in accordance with the purpose and intent of the Act.

To establish an appropriate maximum level of opportunities for Class 4 Gambling activities in the Tararua District in order to avoid or minimise the harm caused by problem gambling.

To ensure Gambling Venue Operators act responsibly and promote harm minimisation.

To facilitate community involvement in decisions about the provision of gambling.

It is generally acknowledged that gambling is harmful to a section of the Tararua community and often those who participate are those who can least afford it. The contrary argument is that the activity assists with providing employment, including venue payments, is enjoyed by many and provides funding for community organisations. Societies (who own the machines) must allocate a minimum of 40 per cent of gaming machine proceeds, excluding GST, in each financial year. They are often able to distribute more than 40 per cent to the community.

For Tararua the following minimum in grants was:

Year	Gaming Machine Profits	40% minimum in grants
2019	\$3,645,597	\$1,458,239
2020	\$3,252,007	\$1,300,802
2021	\$3,601,220	\$1,440,488

In addition, there are a number of businesses and jobs supported by the activity, as well as revenue to government and the societies that own the machines. The level of grants to the community is significant and will be important to a range of recreational and community groups. The Department of Internal Affairs carries out audits and monitors the venue payments and society expenses.

Recent trends are that gambling has shifted to more on-line activity. This is very hard to regulate and control and Council has no ability to do so. Trying to remove all Class 4 gaming machines would likely just drive more people to on-line gambling.

Council must review the Gambling Venue Policy with regard for the social impact of gambling within its district as required by the Gambling Act 2003, and the Racing Industry Act 2020. Research by Ministry of Health and the Department of Internal Affairs clearly shows the adverse social impact to parts of the community caused by gambling.

The policy is working with machine numbers declining if existing venues close. There has been interest from commercial operators to increase Class 4 machine numbers. Without the sinking lid policy, the number of Class 4 machines may not have declined and may have increased.

Overall, the assessment is that the sinking lid policy is justified and that there is a need over time for a significant reduction in the number of machines.

The current policy allows for a new venue only as a replacement for one that has closed, and only by the same society. Council could introduce a venue sinking lid policy, with no new venues and when a venue closes, it cannot be replaced. This is considered harsh on the existing operators but would potentially speed up the reduction in gaming machine numbers. Most peer Councils have a cap on venue numbers, and a cap or sinking lid on machine numbers.

The recommendation is to make no changes to the proposed Policy as the policy is achieving the desired reduction in numbers of venues and machines.

Policy Setting	Possible Benefits	Possible Negative Impacts
<p>Option – Status Quo</p> <p>Retain the sinking lid at 100 machines</p> <p>Relocations allowed</p> <p>Restrictions on any new / relocated venues to be >100metres from sensitive sites / activities</p>	<p>Keeps the policy settings steady and still prohibits more machines being established.</p> <p>Restrictions on location continues to mitigate potential harm.</p> <p>Relocations allow businesses to invest in new premises that generally have better controls on gambling harm, and may provide safer premises in general (e.g. from earthquakes).</p>	<p>If numbers of machines dropped below 100 before 2025 (next review) then another venue could increase machine numbers.</p> <p>Relocations make it easier for existing premises to continue operating.</p>
<p>Option 2 – More restrictive</p> <p>Decrease sinking lid target on machines to 90</p> <p>‘Remove ability for relocations / mergers</p>	<p>Reducing the current sinking lid target from 100 to 90 would set another target as current number of machines operating approaches the 100 target. Setting the number lower would continue to seek further reductions in machine numbers.</p> <p>A lower sinking lid provision sets a target of machines that is more restrictive than the current numbers. Any reduction in machine numbers from closures or reductions would not be able to be replaced (as is the current situation unless numbers fall below 100).</p>	<p>Further reductions from the current numbers may:</p> <p>inhibit general hospitality growth.</p> <p>reduce grant funding for the community over time.</p> <p>cause further movement toward online gambling which is unregulated.</p> <p>Will not allow for new Class 4 gambling opportunities in the district</p>

		Removing ability to relocate will remove options for existing businesses and could result in loss of employment / grants. This could also create significant financial issues for those venues that have earthquake-prone buildings.
Option 3 – Less Restrictive Increase sinking lid target (or remove it) to 120	Possible additional employment and community grants. While more machines could support another business the past 15 years of data indicates that this would just increase access to gambling with little increase in overall community benefits. The GMP per machine would likely fall.	Would allow more than 1 new venue to be established with 9 machines. This is not consistent with the legislation and Council policy of reducing gambling harm. Grants are unlikely to increase much as evidenced by the modest reductions in overall GMP seen as venues and machines reduced over the last decade.

4. Consultation

The draft Class 4 Gambling and Racing Board Venue Policy is required to go through a special consultative procedure as set out in the Local Government Act 2002. Existing operators and societies will be notified by letter along with MidCentral Health. The process for adopting the Gambling Policy is proposed as follows:

- Adopt draft Gambling Policy at 30 March 2022 Council meeting
- Council notifies each society that holds a Class 4 gambling license and organisations representing Maori in the district of the proposed Policy along with MidCentral Health
- Council undertakes a special consultative procedure from 4 April 2022 to 6 May 2022
- Hearings held on 17 May 2022
- Deliberations on submissions at Council meeting held on 25 May 2022
- Policy adopted at 29 June 2022 Council meeting

Note: This will form part of the Super Consultation Council is undertaking in the months of April and May 2022.

Attachments

- 1 [!\[\]\(5567a0a1544d8c91aca20cb97b4fab77_img.jpg\) Statement of Proposal - Draft Class 4 Gambling and Racing Board Venue Policy](#)

Appendix 1 – Statement of Proposal - Draft Class 4 Gambling and Racing Board Venue Policy

Class 4 Gambling and Racing Board Venue Policy

Introduction

The Gambling Act 2003 requires Tararua District Council to have a policy on Class 4 venues (Gambling Venue Policy) for its district, and the Racing Industry Act 2020 also requires the Council to have a policy on Board venues (Board Venue Policy).

Council had permissive policies with no restrictions on the number of venues or the overall number of machines in 2004 and 2007. The Policy then did not include a sinking lid target for machines. The 2010 review included a policy that aimed to reduce the number of Class 4 gambling machine numbers to under 100 via a continuous sinking lid policy. The reviews of the policy in 2013, 2016 and 2019 confirmed this sinking lid policy.

Since the adoption of the original policy in 2004, the number of Class 4 venues operating in the district has decreased from 15 to 8, and the number of gaming machines has fallen from 127 to 108 (with a peak of 134). The reduction in venues and machines is taking place by a process of natural attrition as venues cease operating over time.

After reviewing the current policy, the Council remains committed to retaining the sinking lid policy on the number of Class 4 venues and gaming machines within the district. This reaffirms that the Council will not approve the establishment of any more venues or further gaming machines until achieving the target to reduce the number of machines to fall below 100. That objective acknowledges the social impact of gambling and the harm caused to its communities.

The Racing Industry Act 2020 requires that Council adopt a Board Venue Policy established under Section 97 of the Racing Industry Act 2020 that must specify whether or not new Board venues may be established in the district and, if so, where they may be located.

The purpose of the Gambling Act 2003 is to:

- control the growth of gambling; and
- prevent and minimise the harm caused by gambling, including problem gambling; and
- authorise some gambling and prohibit the rest; and
- facilitate responsible gambling; and
- ensure the integrity and fairness of games; and
- limit opportunities for crime or dishonesty associated with gambling; and
- ensure that money from gambling benefits the community; and
- facilitate community involvement in decisions about the provision of gambling.

The Tararua District Council Gambling and Racing Board Venue Policy covers Class 4 venues operated by societies and clubs, and also New Zealand Racing Board venues.

All current licensed Class 4 venues that have not ceased operations for more than six months, do not require consent from the Council to continue their operations. Council added a relocation policy in 2016 to allow existing operators to relocate with the same number of machines.

Council has developed the Gambling and Racing Board Venue Policy with regard for the social impact of gambling within its district as required by the Gambling Act 2003, and the Racing Industry Act 2020. Research by Ministry of Health and the Department of Internal Affairs shows that there is an adverse social impact to parts of the community caused by gambling. Tararua District has a high proportion of gaming machines relative to the New Zealand average. Since 2004, the total number of approved gaming machines in New Zealand has declined by over 30%.

Class 4 Gambling

Class 4 gambling involves the use of an electronic gaming machine outside a casino. It may only be conducted by a corporate society and the net proceeds can only be used for authorised purposes.

Section 101(3) of the Gambling Act 2003 requires that the gambling venue policy:

- Must specify whether or not Class 4 venues may be established in the district and, if so, where they may be located
- May specify any restrictions on the maximum number of gambling machines that may be operated at a Class 4 venue.

A society must apply for Council's consent before it:

- Establishes new gaming machine venues; or
- Increases the number of machines that may be operated from existing venues.

New Zealand Racing Board (NZRB) Venues

The Racing Industry Act 2020 also requires the Council to adopt a NZRB venue policy for the district. The policy must specify whether new NZRB venues may be established in the district and if so, where they may be located. This policy only applies to standalone venues and not other venues such as clubs and bars where TAB betting services are provided.

Objectives and Scope of the Policy

Objectives

The objectives of the policy are to:

- To provide for the continued limited and controlled availability of Class 4 Gambling within Tararua District in accordance with the purpose and intent of the Act.
- To establish an appropriate maximum level of opportunities for Class 4 Gambling activities in the Tararua District in order to avoid or minimise the harm caused by problem gambling.
- To ensure Gambling Venue Operators act responsibly and promote harm minimisation.
- To facilitate community involvement in decisions about the provision of gambling.

Scope

This policy only applies to class 4 and NZRB venues within the Tararua District that require Council's consent to operate.

For class 4 venues, consent is required:

- if a corporate society wants to increase the number of gaming machines that it operates at a class 4 venue from the number currently licensed;
- if a corporate society wants to apply for a class 4 venue licence for a new venue that has not previously been licensed;
- if a corporate society wants to relocate their class 4 venue licence;
- if a corporate society wants to apply for a class 4 venue licence for a venue that has been previously licensed, but not within the last six months.

Council consent is not required for continued operations where a class 4 venue;

- was licensed prior to 17 October 2001, and
- has not ceased operations for any period longer than six months, and
- does not increase the number of machines on the premises.

For NZRB venues, Council consent is required if a new NZRB venue is proposed.

Class 4 Venue Policy

This policy is adopted by the Tararua District Council in accordance with sections 101 and 102 of the Gambling Act 2003.

1. Description

The Tararua District Council adopts a sinking lid approach to the number of class 4 venues and gaming machines. Subject to the consent conditions below, it will not approve the establishment of any more venues or gaming machines in the district until the number of gaming machines falls below 100.

The sinking lid target refers to the number of gaming machines that have been approved to operate.

1. Consent Conditions

The Council will not consent to an increase in the number of gaming machines in an existing class 4 gambling venue.

The Council will consider granting a consent to the establishment of a new class 4 venue only where there is a corresponding disestablishment of an existing class 4 gambling venue within the district.

The following conditions must be met for a consent to be considered:

- The applicant corporate society is disestablishing an existing class 4 venue,
- The new class 4 venue will have no more than nine machines,
- The new class 4 venue will be located on premises licensed under the Sale and Supply of Alcohol Act 2012 (either an on-licence or a club licence), or be a NZRB venue;
- All new venues must comply with district plan provisions.
- No new Class 4 Gambling Venue or TAB (NZRB) Venue may be closer than 100 metres pedestrian distance of any school, early childhood centre, kindergarten or place of worship.

2. Venue Relocation Policy

A new venue consent will be issued by Council in the following circumstances:

- Where the venue is replacing an existing venue within the district; and
- Where the existing venue operator consents to the relocation; and
- Where the proposed new location meets all the other requirements of this Policy.

In accordance with section 97A of the Gambling Act 2003, when consent is sought to relocate a venue under this relocation provision, the new venue may operate up to the same number of machines that was permitted to operate at the old venue immediately before the old venue licence is cancelled.

As set out in section 97A(2)(c) of the Gambling Act 2003, when the new venue is granted a new consent under this relocation policy, the old venue must be treated as if no class 4 venue licence had ever been held by any society for that venue. The old venue will therefore require a new consent from Council to continue to operate class 4 gambling machines and will be subject to all new consent requirements.

New Zealand Racing Board Policy

This policy is adopted by the Tararua District Council in accordance with sections 96 and 97 of the Racing Industry Act 2020.

The Council will approve standalone NZRB venues established anywhere within the Tararua District, subject to the provisions of the Tararua District Plan and meeting application and fee requirements.

Administration

1. Applications

Applications for Council consent must be made on the approved form and must provide:

- name and contact details for the application;
- street address of the premises proposed for the venue;
- the names of management staff;
- evidence of police approval for the owners and the managers of the venue;
- a 12 month business plan or budget for the establishment, covering both gambling and other activities proposed for the venue;
- a site plan covering both gambling and other activities proposed for the venue, including details of each floor of the venue;
- details of liquor licence(s) applying to the premises, if required.

2. Fees

These will be set by the Council from time to time in the Long Term Plan and as specified in appropriate legislation and regulations, and shall include consideration of:

- the cost of processing the application, including any consultation and hearings involved;
- the cost of triennially reviewing the Class 4 gambling venue and NZRB venue policy;
- the cost of inspecting Class 4 gambling venues on a regular basis to ensure compliance with consent or license conditions;
- a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

Commencement of Policy and Review

This draft policy was adopted on 30th March 2022. The final policy will be adopted on 29th June 2022 and come into effect from the date of adoption.

The Council will complete a review of this policy within three years of its adoption.



Audit and Risk Committee

Minutes of a meeting of the Audit and Risk Committee held in the Council Chamber, 26 Gordon Street, Dannevirke on Tuesday 22 March 2022 commencing at 2.00pm.

1. Present

Mr K Ross (Chairperson), Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin (via Teams), S A Hull (via Teams), C J Isaacson, P A Johns, K A Sutherland, R A Treder (via Teams) and S M Wards.

In Attendance

Mr B Nicholson	- Chief Executive
Mr R Taylor	- Manager - Democracy Services
Mr R Suppiah	- Group Manager - Corporate
Ms S Lowe	- Group Manager - People and Capability
Mr C Chapman	- Group Manager - Infrastructure
Ms T Love	- Group Manager - Operations
Mr M Maxwell	- Group Manager - Economic and Community Development
Mr P Wimsett	- Manager Strategy and Climate Change
Mr S Dunn	- Risk and Assurance Advisor
Ms B Smith	- Finance Manager (via Teams)
Ms A Rule	- Policy and Planning Advisor (via Teams)
Ms A Howell	- Risk Administrator

2. Apologies

2.1 Nil

3. Notification of Items Not on the Agenda

3.1 Nil

4. Confirmation of Minutes

4.1 *That the minutes of the Audit and Risk Committee meeting held on 15 February 2022 (as circulated) be confirmed as a true and accurate record of the meeting.*

Ross/Isaacson

Carried

5. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda

5.1 Nil

6. Reports

6.1 Health and Safety

6.1.1 *That the report from the Health and Safety Coordinator dated 15 March 2022 concerning health and safety (as circulated) be received, and*

That the Audit and Risk Committee note the following regarding the focus on health and safety matters and this update:

- *MWLASS will meet in April to work through health and safety risk as recommended by SafePlus audit results.*
- *Sharpie bins are to be installed into the Pahiatua Main Street toilets.*
- *Personal locator beacons are to be removed from use.*
- *Contractors are required to produce vaccination passes on Council sites that require them.*
- *A new visitors sign in process has been installed to assist with contact tracing.*
- *A wellness calendar has been created for 2022 based on staff feedback.*
- *Details from the incident register are provided for this reporting period.*

Johns/Sutherland

Carried

6.2 Risk Management

6.2.1 *That the report from the Risk and Assurance Advisor dated 15 March 2022 concerning risk management (as circulated) be received, and*

That the Audit and Risk Committee note since the last meeting there has been no changes to risks and no significant changes to treatments in the Strategic Risk Register.

Johns/Peeti-Webber

Carried

6.3 Adoption of Council's Engagement Document and Supporting Information for the Annual Plan 2022/2023

6.3.1 *That the report from the Group Manager - Corporate dated 15 March 2022 concerning the adoption of Council's Engagement Document and Supporting Information for the Annual Plan 2022/2023 (as circulated) be received, and*

That the Audit and Risk Committee recommend to Council the Engagement Document and Supporting Information including the Fees and Charges Schedule for the 2022/2023 financial year be adopted (subject to the correction of any typographical errors or changes which may be required), and

That the details provided in the Engagement Document be revised prior to being presented for adoption regarding their format outlining the activities which rates are to be applied, and including a comparison where they were spent in the previous financial year.

Johns/Wards

Carried

6.3.2 The meeting adjourned for afternoon tea at 3.00pm, and resumed at 3.15pm.

7. Public Excluded Items of Business

7.1 *That the public be excluded from the following parts of the proceedings of this meeting, namely:*

- *Tararua Alliance performance review*
- *Tararua Alliance financial audit*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Tararua Alliance performance review</i>	<i>To protect the commercial position of a third party</i>	<i>Section (1)(a)(i)</i>
<i>Tararua Alliance financial audit</i>	<i>To protect the commercial position of a third party</i>	<i>Section (1)(a)(i)</i>

This resolution is made in reliance on Section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

s7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Ross/Collis

Carried

7.2 Tararua Alliance Performance Review

7.2.1 *That the report from the Group Manager - Infrastructure dated 15 March 2022 concerning the Tararua Alliance performance review (as circulated) be received, and*

That progress and achievements made by the Tararua Alliance management team as commended by the auditing team be noted along with their recommendations for the 2022/2023 financial year to keep the performance framework relevant and aligned to the strategic intent and outcomes for both of the Tararua Alliance partners.

Peeti-Webber/Sutherland

Carried

7.3 Tararua Alliance Financial Audit

7.3.1 *That the report from the Group Manager - Infrastructure dated 15 March 2022 concerning the Tararua Alliance financial audit (as circulated) be received, and*

That the efforts of the Tararua Alliance management team and the Principals Group to ensure that the pain/gain pool calculated fairly reflects the financial performance for the 2021/2022 financial year is noted and acknowledged.

Ross/Collis

Carried

7.3.2 *That open meeting be resumed.*

Ross/Collis

Carried

7.3.3 *That the decisions taken with the public excluded be confirmed in open meeting.*

Ross/Collis

Carried

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 3.50pm.

Chairperson



Report

Date : 23 March 2022

To : Mayor and Councillors
Tararua District Council

From : Raj Suppiah
Group Manager - Corporate

Subject : **Adoption of Council's Engagement Document and Supporting Information for the Annual Plan 2022/2023**

Item No : **11.6**

1. Recommendation

- 1.1 *That the report from the Group Manager - Corporate dated 23 March 2022 concerning the adoption of Council's Engagement Document and Supporting Information for the Annual Plan 2022/2023 (as circulated) be received, and*
- 1.2 *That the Engagement Document and Supporting Information including the Fees and Charges Schedule for the 2022/2023 financial year be adopted (subject to the correction of any typographical errors).*

2. Reason for the Report

- 2.1 Council to adopt Council's Engagement Document and Supporting Information for the Annual Plan 2022/23, being year two of the 2021/31 Long Term Plan.

3. Background

- 3.1 Council must prepare an Annual Plan for each financial year as required by Section 95 of the Local Government Act 2002.
- 3.2 Council held a series of workshops from November 2021 to March 2022 to determine the service levels, capital programme, fees and charges, activity expenditure and rates requirement for the Draft Annual Plan 2022/23.

4. Engagement with the Community

- 4.1 Council is proposing rates increase of 11.37% which is higher than that proposed in the Long Term Plan. This increase is driven by rising operating costs and priorities in this Annual Plan namely compliance, renewing ageing assets, infrastructure investment in response to growth and building resilience, and right-sizing of staff numbers.
- 4.2 Council will prepare an Engagement Document and supporting information to engage with the community as part of Super Consultation Round 2 as the rates increase proposed is significantly higher than the rates limits set in the Financial Strategy.
- 4.3 The engagement period will run from 4th April to 6th May and Council has planned to engage with the community in the following mechanisms:
- The Engagement Document and supporting information being publicly available on the Council website and at Council's service centres;
 - Media releases through the Bush Telegraph;
 - Rates mock invoice sent to each ratepayer; and
 - Roadshow as part of Super Consultation Round 2.

5. Significance Assessment

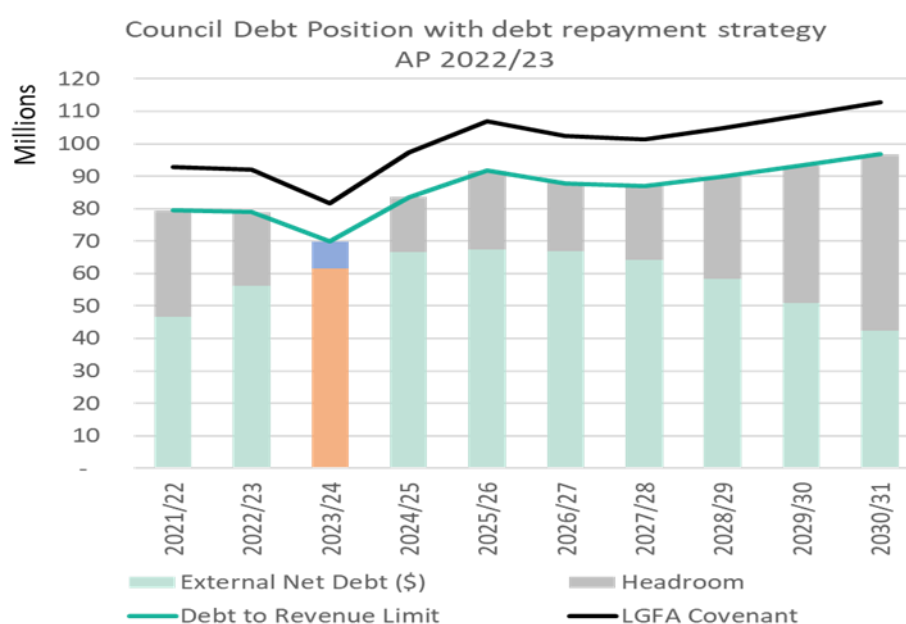
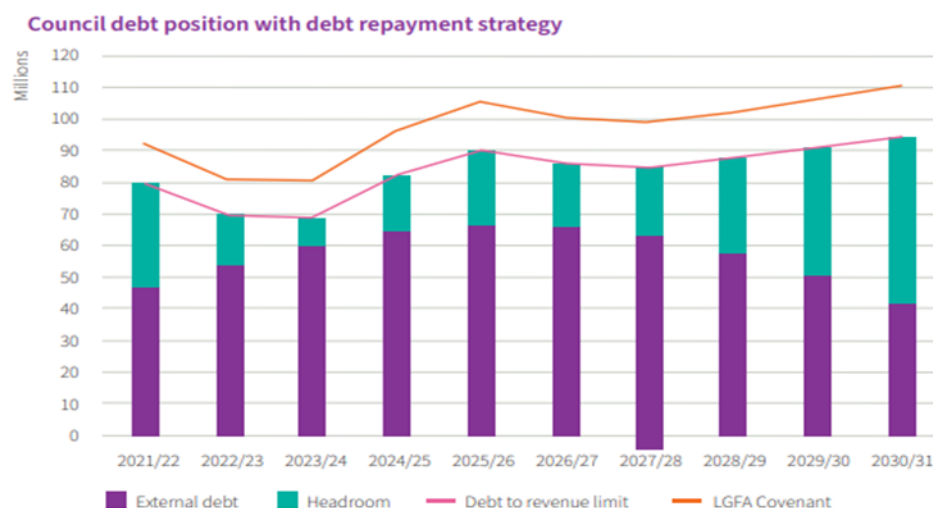
- 5.1 The proposed changes recommended triggers the Council's Significance and Engagement Policy under the criteria: "The degree to which the issue / decision has a new financial impact on Council or the rating levels of its communities"
- 5.2 Council is proposing an increase of 11.37%, exceeding the rates limit in the LTP of 7.86%.
- 5.3 Council is engaging with the community on the proposed rates increase detailing the underlying drivers.

6. Financial Strategy Key Issues

- 6.1 The 2021/31 Financial Strategy highlighted the issues facing the Council and its response to these issues over the course of the Long Term Plan (LTP) is as follows:

WHAT	REASON
Introduce a debt repayment programme	Ensures Council has continued financial resilience whilst continuing to invest in infrastructure that meets existing community needs and enables future growth.
Increase Council's debt limit against revenue from 100% to 150% (LGFA covenant is 175%)	To enable Council's capital investment programme.
Increase Council's rates limit	To service the increased debt levels and fund operational cost increases resulting from growth, increased service levels, and increased compliance costs.
Continue to explore alternative funding streams	To meet the objectives of Council's pricing strategy and ensure opportunities for external funding is maximised.
Grow the rating base	Spreads the cost of Council services across more people, reducing the burden on existing ratepayers.
Fund an appropriate level of depreciation for future asset renewals.	Council may choose to fund a level of depreciation that is different to the depreciation expense based on modelling of expected renewals over the next 30+ years.

- 6.2 **Introduce a debt repayment programme** – in the LTP, Council had indicated that it will include in its rates limits 2% accelerated debt repayment.
- 6.3 External debt repayment is provided from depreciation reserve funding (used to fund the replacement of long term assets). Council's infrastructure is ageing, and planned renewals are increasing, meaning that there is no longer sufficient surplus cash to repay external debt.
- 6.4 In this Annual Plan, Council is planning to continue a high level of capital investment in infrastructure and in community facilities.
- 6.5 However, with the rates increase significantly higher than the LTP, meant Council had to find options to reduce the proposed rates to the 11.37% for the Draft AP.
- 6.6 One of the options taken is to reduce the accelerated debt repayment from 2% to 1% with the intention to catch up in the following years of the LTP. The following graphs (LTP followed by the Annual Plan) shows the impact of this decision as forecast in the LTP and in the Annual Plan.



- 6.7 **Increase Council's debt limit** - already in place
- 6.8 **Increase Council's rates limit** – the rates increases are significantly higher than the LTP resulting from rising operating costs and Council's priorities in this Annual Plan namely compliance, renewing ageing assets, infrastructure investment in response to growth and building resilience, and right-sizing of staff numbers.
- 6.9 **Continue to explore alternative funding Streams** – Since 2012, funding from rates had increased from 60% to 63%. Council has put a greater focus on alternative funding sources in the LTP to reduce the financial burden on ratepayers.
- 6.10 After a period that resulted in funding from fees and charges dropping from 13% in 2012 to 9% of total revenue, Council adopted a pricing strategy in 2015. This provided a framework for decision making when setting fees and charges.

6.11 Fees and charges for activities that provide a benefit to a direct user have been increased in this Annual Plan to reflect the cost of providing the service. The key changes are:

- Metered water – increased by \$424,000
- Refuse disposal to continue full cost recovery accounting for the increase in carbon and waste levy's - \$83,000
- Trade waste – increased by \$30,000
- Increased regulatory services fees (mainly Animal Control, Building Services and District Planning) to reflect both increased demand for services and increased costs to deliver the levels of service - \$439,000
- Pensioner housing rental increases to reflect the quality of the units and the overall increase in market rentals in the district - \$28,000

6.12 The table below highlights the effect of these changes on the mix of Council's funding sources:

	Rates	Subsidies	Fees and charges	Other revenue
2012-2022 Long Term Plan - Year 1	60%	26%	13%	1%
2015-2025 Long Term Plan - Year 1	62%	26%	9%	3%
2018-2028 Long Term Plan - Year 1	63%	27%	8%	2%
2021-2031 Long Term Plan - Year 1	62%	26%	11%	1%
2022/2023 Annual Plan	61%	26%	12%	1%

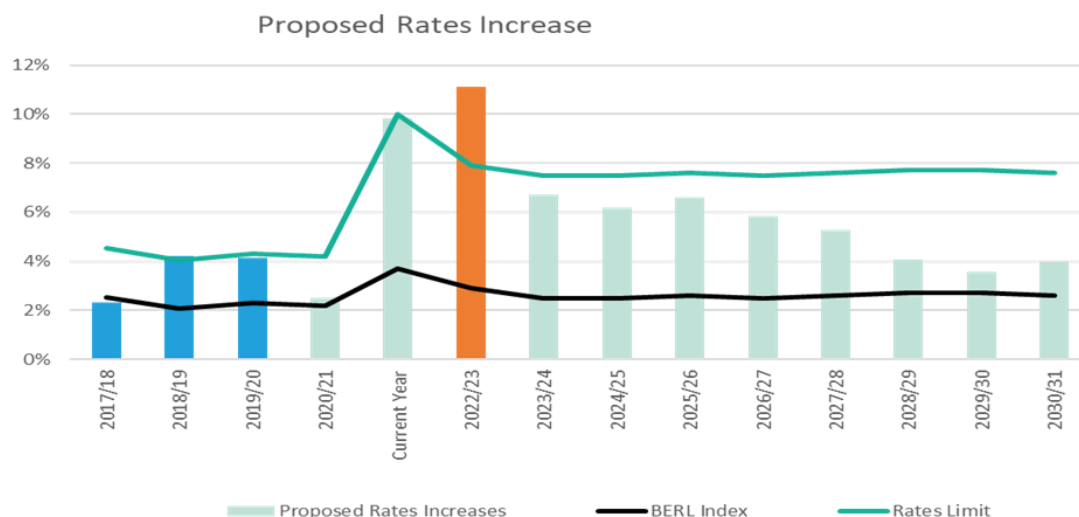
6.13 **Grow the rating base** – Council continues to see modest growth in its rating base of estimated 69 new assessments as of February 2022 (aligned to forecast of 70 for the year in the LTP). Staff will update the rates model with the final new assessments in May 2022 prior to modelling the rates for the final Annual Plan.

6.14 **Fund an appropriate level of depreciation for future asset renewals** – Council have maintained the funding levels as per the LTP.

7. Key changes between the Draft Annual Plan and the Long Term Plan

7.1 Rates Increase

7.1.1 The overall proposed rates increase for 2022/23 Draft Annual Plan is 11.37%. This is higher than the 7.86% increase forecast for Year 2 of Long Term Plan and exceeds the rates limit of 7.90% set in the Financial Strategy.



7.2 Debt repayment

7.2.1 As noted in paras 5.2 to 5.8 above

7.3 Capital Programme

7.3.1 Total capital expenditure is \$28.66M compared to \$24.54 M in Year 2 of the LTP.

7.4 Operational Expenditure

7.5 This has increased by \$64,000 from Year 2 of the LTP and \$390,000 from the current year (Year 1 of the LTP). The main drivers for the increases are cost increases in Interest Cost, Solid Waste, Regulatory Services, Community and Recreational Services, Insurance and Representation (election cost, Mayor/Councillor remuneration and Iwi Engagement).

7.6 Personal cost

7.7 Personal cost in the Statement of comprehensive income and expense has increased by \$2.39M compared to current year. One of the outcomes is to ensure competitiveness in Council's staff benefits compared to the market - important in recruitment and retention of staff. The increase is due to a combination of:

7.7.1 New roles to meet service levels, compliance, anticipated growth, and to focus on high risk areas.

7.7.2 Bringing exiting staff salaries closer to 95% of the benchmark.

7.7.3 Allowance for staff development and role movements, extra-ordinary hours, on-call costs, overtime and casual staff.

7.7.4 An overall salary increase to reflect anticipated market movements.

8. Financial Strategy Limits and Revenue and Financing Compliance

8.1 Financial Prudence Benchmarks

8.2 The table below displays Council's planned limit as per the Draft Annual Plan 2022/23 against its Quantified Maximum limits set in the Financial Strategy.

Benchmark	Quantified Maximum Limit	Planned Limit	Met
Rates affordability benchmark			
- Increases	7.90%	11.37%	No
Debt Affordability:			
Net Debt as a percentage of total revenue	<150	119%	Yes
Net interest as a percentage of total revenue	<7%	3.20%	Yes
Net interest as a percentage of annual rates income (debt secured under debenture)	<10%	5.40%	Yes
Liquidity (External, term debt + committed loan facilities + available liquid investments to existing external debt)	>110%	117%	Yes
Balanced Budget Benchmark	>100%	108%	Yes
Essential Services Benchmark	>100%	196.00%	Yes
Debt Servicing Benchmark	<10%	3.29%	Yes

8.3 The proposed rates increase of 11.37% exceeds the maximum limit of 7.9%.

8.4 Council complies with all of the debt limits set in the Financial Strategy. The debt limit with the least headroom is liquidity. However, this was expected in the Financial Strategy. If an unplanned event occurred (such as a major earthquake) Council has options to increase its liquidity either through a larger standby loan facility, or re-prioritising planned projects if required.

8.5 Council has also set lower benchmark limits than LGFA (Local Government Funding Agency) covenants. The LGFA limit for net debt as a percentage of total revenue is <170% compared to Council's limit of <150%. This allows for future headroom and also ensures the cost of debt is maintained at an affordable level to ratepayers.

9. Revenue and Financing Policy

9.1 Council has set funding limits by way of the Revenue and Financing Policy in the 2021/31 Long Term Plan. Where Council does not comply with these limits, it must formally approve those that fall outside the policy limits. Those not complying are highlighted in the table below:

	Rates Policy	Actual percentage	Fees and charges Policy	Actual percentage	Grants and Other revenue Policy	Actual percentage
Building Services, Compliance and Monitoring	50%-60%	62%	40%-50%	38%	-	-
District Planning	70%-80%	50%	20%-30%	50%	-	-
Footpaths	30%-40%	54%	-	-	60%-70%	46%
Parks and Reserves	85%-95%	83%	0%-5%	5%	5%-10%	12%

9.2 The reasons and required action are noted in the table below. These will need approval as part of adopting the Annual Plan:

Activity	Reason					
Building Services, Compliance and Monitoring	<p>The Revenue and Financing Policy groups the Building Services, Environmental Health, Liquor, Noise and General Compliance. These groupings do not correctly reflect the public (rates) private (fees & charges) funding limits for example:</p> <ul style="list-style-type: none"> Council desires to move toward users pays – funding for Building Services differs from General Compliance (rubbish, illegal dumping, abandoned vehicles etc). Ability to recover cost via user pays in General Compliance is difficult/not practical. Liquor licence fees are set by legislation and any change is via a Bylaw. <p>See table below for details.</p> <p>Action Required: This will require Council to revisit the Revenue and Financing Policy limits in the 2024/34 LTP.</p>					
Activity	Current Year 2021/22			Annual Plan 2022/23		
	\$'000		Rates %	\$'000		Rates %
	Rates	Other		Rates	Other	
Building Consents	\$677	\$740	47.8%	\$1,026	\$711	59.1%
Health Licensing	\$91	\$26	77.8%	\$133	\$161	82.0%
Liquor Licensing	\$63	\$73	46.3%	\$107	\$75	58.8%
Noise & Nuisance	\$150	\$4	97.4%	\$219	\$4	98.2%
Total	\$980	\$844	53.7%	\$1,486	\$818	64.5%

Activity	Reason
District Planning	<p>Fees and charges for this activity has increased significantly (cost recovery and charging for cost previously not charged e.g. Engineering advice) resulting in higher revenue.</p> <p>Action Required: This will require Council to revisit the Revenue and Financing Policy limits in the 2024/34 LTP.</p>
Footpaths	<p>The funding includes main street upgrades funded via targeted rates and Waka Kotahi funding of 70%.</p> <p>Action Required: This will require Council to revisit the Revenue and Financing Policy limits in the 2024/34 LTP.</p>
Parks and Reserves	<p>Council has budgeted to receive external grants. This is a one-off grant.</p> <p>No Action Required</p>

10. Balanced Budget Requirement

- 10.1 Section 100 of the Local Government Act 2002 requires Council to ensure that for every year of the Long Term Plan, its projected operating revenues are set at a level sufficient to meet its projected operating expenditure. This is known as the balanced budget. Council may set projected operating revenues at a different level from that required, if the Council resolves that it is financially prudent to do so.
- 10.2 Council for this Annual Plan has produced a balanced budget.

11. Conclusion

- 11.1 The Engagement Document, Supporting Information including the Fees and Charges Schedule for the Draft Annual Plan 2022/23 are presented to Council for adoption.

Attachments

Nil.



Report

Date : 18 March 2022

To : Mayor and Councillors
Tararua District Council

From : Mark Maxwell
Group Manager - Economic and Community Development

Subject : **Te Awa Community Foundation Memorandum of Understanding**

Item No : **11.7**

1. Recommendation

- 1.1 *That the report from the Group Manager - Economic and Community Development dated 18 March 2022 concerning the Te Awa Community Foundation Memorandum of Understanding (as circulated) be received, and*
- 1.2 *That the Chief Executive be authorised to execute the Memorandum of Understanding between the Council and Te Awa Community Foundation as attached to this report.*

Executive Summary

After nearly 3 years of planning and negotiation Tararua District Council and the Trustees of the Te Awa Community Foundation have agreed on terms for Tararua District to be represented by Te Awa.

The details of the agreed terms are covered in the attached memorandum of Understanding (MOU) and approval is now sought for the Chief Executive to execute that document on behalf of Council.

2. Reason for the Report

- 2.1 To authorise the Chief Executive to execute the MOU between Tararua District Council and Te Awa Community Foundation.

- 2.2 Tararua District Council executed an MOU with Te Awa Community Foundation in February 2019 indicating they would work together to establish the feasibility of Tararua District being included within the Foundation boundaries.
- 2.3 The Te Awa Community Foundation officially launched in April 2019 as the community foundation responsible for the area covered by the boundaries of the Horizons Regional Council.
- 2.4 Following the official launch of the Foundation the Te Awa Trustees sought to have the Mayors and/or Chief Executives execute an MOU formally acknowledging Te Awa as the regional community foundation, which has been achieved.
- 2.5 Once 'regionality' was achieved by the Te Awa Trustees the details of a further MOU between Tararua District Council and Te Awa Community Foundation were negotiated.

3. Description

- 3.1 The Te Awa Community Foundation will provide individuals, businesses and community organisations the trust infrastructure to build charitable endowed funds with the foundation structure to meet the future needs of communities in Tararua District.
- 3.2 Funds donated to Te Awa Community Foundation are invested and the income from the investments allocated for either defined or general charitable purposes in Tararua in perpetuity.
- 3.3 Council has provided funding of \$50,000 per annum towards operating and other costs within the Tararua District to help promote the raising of funds and support a local Advisory Committee.

4. Consultation

- 4.1 During the feasibility phase of this project Council brought together representatives from the Community Boards, Community Committees, and local community groups to discuss the development of Te Awa for Tararua.
- 4.2 There was strong support from community representatives on the basis that Tararua District maintained a strong identity under the Te Awa Community Foundation. This has been achieved through Tararua 'sub-branding' agreed with the Te Awa Trustees.
- 4.3 Once this MOU is executed, I propose bringing the district group together to assist with recommendations to be put to Council regarding the make-up of the local Advisory Committee.

5. Conclusion

- 5.1 It is recommended approval be given by Council for the Chief Executive to execute the MOU between Tararua District Council and Te Awa Community Foundation.

Attachments

- 1 [!\[\]\(b007679e060671151e078e1f3f7b20bb_img.jpg\) Te Awa Community Foundation MOU](#)

Memorandum of Understanding

between

Tararua District Council

and

Te Awa Community Foundation

Memorandum of Understanding

Date:

2021

Parties

Tararua District Council (TDC)

26 Gordon Street
Dannevirke

Te Awa Community Foundation (Te Awa)

c/- Stuarts Chartered Accountants
633 Main Street
Palmerston North

Together (the **Parties**)

Background

- A. The Parties wish to enter into a Memorandum of Understanding (MoU) to record the matters which have been agreed between them in respect of the parties' commitments to each other in line with the Joint Agreement between Te Awa and the Manawatu-Whanganui Region Territorial Authorities (effective from 1 April 2020).

Agreement

1. Purpose

1.1 The purpose of this MoU is to:

- (a) Define the relationship between TDC and Te Awa and to record TDC's intentions and commitment towards Te Awa in providing support to the effective work of Te Awa in the Tararua District;
- (b) Give effect to the promotion of desired community outcomes and objectives in such a way as to directly support social, cultural, environmental, amateur sport and other community organisations working in the Tararua District; and
- (c) Establish the processes for the development of District Funds, emergency appeals and endowments from donors in local communities to support specified purposes as well as unknown future needs through a General Fund.

2. Tararua District Committee

- 2.1 A District Committee will be established within the Tararua District with the primary objective to provide advice to Te Awa on proposed grants to the community and to



assist with the promotion of Te Awa to potential donors within the community (the **Committee**).

- 2.2 Te Awa and TDC will advertise for Committee members within the Tararua District with the intention of establishing a Committee that represents various communities within the Tararua District. TDC will recommend members of the initial Committee following such advertisement. It is agreed that Te Awa will have the final approval of Committee members.
- 2.3 The Parties also agree that a representative from the Committee will be appointed as the initial regional District Committee representative to the Te Awa Board to provide representation for all Te Awa District Committees and the Tararua District specifically.

3. **Funding Structures**

- 3.1 Te Awa agrees to establish and manage a Tararua District General Fund to receive donations made within the Tararua District. Grants made from this General Fund will be applied towards activities carried out in the Tararua District only.
- 3.2 TDC may elect to establish a range of individual Named Funds that may be used for various towns within the Tararua District and/or for specific purposes. Named Funds shall have a minimum deposit of \$5,000.00.
- 3.3 The Parties acknowledge that individuals and organisations within the Tararua District may also establish Named Funds. In such instances any such named Funds will be required to meet criteria established by Te Awa.

4. **Staffing**

- 4.1 TDC has allocated funding within its 2021-2031 Long Term Plan to be applied towards employing a staff member and other general expenses for Te Awa. The role of this staff member shall be to promote Te Awa to potential donors within the Tararua District. It is expected that this staff member will reside in the Tararua District.
- 4.2 TDC has approved salary costs of \$20,000.00 for the 6 months from January 2022 to 30 June 2022, increasing to \$40,000.00 per annum for each subsequent year up to 30 June 2031. This funding will be provided to Te Awa as a grant (to be separately documented). Both Parties will be involved in the appointment of the staff member contemplated by this clause.
- 4.3 TDC has approved funding of \$5,000.00 for the 6 months from January 2022 to 30 June 2022, increasing to \$10,000.00 per annum for each subsequent year up to 30 June 2031 for general operating expenses of Te Awa in Tararua District and/or contributions to new or existing Endowment Funds in Te Awa at TDC's discretion.
- 4.4 TDC's commitment to fund a staff member for Te Awa (whose role specifically relates to the Tararua District) should not preclude Te Awa from contributing staff time and support to the Tararua District in a similar manner as it contributes to other Territorial Local Authority areas.



5. Payroll/ Regular Giving

- 5.1 TDC also agrees to promote payroll and other forms of regular monetary giving to Te Awa in addition to TDC's other fundraising programmes such as bequest giving.

6. Existing Council Trusts and Funds

- 6.1 TDC will explore ways to transfer the management of any existing trusts that TDC is holding to Te Awa where such trusts relate to the purposes established under this MoU.
- 6.2 TDC will explore appropriate opportunities for Te Awa to manage any other grants made by TDC (where appropriate).

7. Professional Advisors

- 7.1 The Parties agree that they will both promote Te Awa to appropriate professional advisors within the Tararua District.

8. Friends of the Foundation

- 8.1 TDC will take steps to establish a "Friends of Te Awa Community Foundation" group, or similar. The funds raised by such group will be applied to the operating expenses that Te Awa incurs in providing activities in the Tararua District. Thereafter surplus funds to be applied to building Endowment Funds to be managed by Te Awa.

9. Status of Agreement

- 9.1 The Parties acknowledge that this MoU has been entered into by the Parties in a spirit of good faith, with the intention being to document the basis of the relationship between them.
- 9.2 This MoU is not intended to be legally binding.

10. Council Withdrawal from Te Awa

- 10.1 TDC reserves its rights to withdraw its support and commitment to Te Awa in certain circumstances where TDC deems such withdrawal to be appropriate
- 10.2 The Parties agree that they will enter into a mediation process (in good faith) prior to TDC exercising its right to withdraw its support and commitment to Te Awa.
- 10.3 The parties agree that TDC will only withdraw support for Te Awa if a new Community Foundation is established solely for Tararua District. Any new Community Foundation must receive approval as a member of Community Foundations New Zealand or any replacement organisation.
- 10.4 The parties agree that if a new Community Foundation is established for Tararua District as per clause 10.3 that the proposed new Community Foundation must be able to demonstrate that it can make meaningful grants to the wider community with the funds to be held, sustainably meet all future operational costs and continue to grow the Community Foundation for the future needs of the District.



- 10.5 The parties agree that if a new Community Foundation is established for Tararua District as per clause 10.3 that all endowed funds held by Te Awa solely for the benefit of Tararua District, including those established by TDC, will be transferred to the Trustees of the new Community Foundation where doing so will not go against the original donor's wishes
- 10.6 For guidance, the parties agree that any new Community Foundation should have at least \$50m in funds under management after any transfer of funds is made from Te Awa.

11. General

Costs

- 11.1 The Parties will meet their own costs (if any) relating to the negotiation, preparation, execution, and implementation of this MoU and other agreements ancillary to this MoU.

Amendment

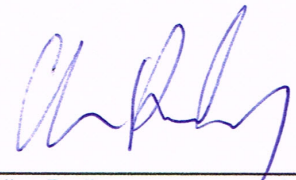
- 11.2 This MoU may not be amended unless such amendment is in writing and signed by both Parties.

Signed by the parties

Signed for and on behalf of **Tararua District Council** by its authorised representative(s):

Bryan Nicholson
Chief Executive

Signed for and on behalf of **Te Awa Community Foundation** by its authorised representative(s):



Clive Pedley
Chair

2/2/2022



Report

Date : 18 March 2022

To : Mayor and Councillors
Tararua District Council

From : Bryan Nicholson
Chief Executive

Subject : **Manawatu Wanganui Disaster Relief Fund Trust Exemption from Council Controlled Organisation Status**

Item No : **11.8**

1. Recommendation

- 1.1 *That the report from the Chief Executive dated 18 March 2022 concerning Manawatu Wanganui Disaster Relief Fund Trust exemption from Council-Controlled Organisation Status (as circulated) be received, and*
- 1.2 *That the exemption granted to the Manawatu-Wanganui Regional Disaster Relief Fund Trust from being a Council-Controlled Organisation be confirmed, the Council noting the Trust is a small organisation, the nature and scope of its activities is limited and does, in the main, take place only after significant adverse events, and there would be significant additional costs if the Trust were to be required to meet all the obligations of a council-controlled organisation.*

2. Reason for the Report

- 2.1 To request Council to pass a resolution to exempt the Manawatu-Wanganui Regional Disaster Relief Fund Trust from status as a council-controlled organisation.

3. Background

- 3.1 This Trust was established in 2004, and the Council has appointed Mayor Tracey Collis to represent its interests.

- 3.2 In establishing the Manawatu-Wanganui Regional Disaster Relief Fund Trust, the Trust was exempted from status as a council-controlled organisation because each of the local authorities appointing trustees passed a resolution to that effect.
- 3.3 Under the Local Government Act 2002, any exemption granted must be reviewed within three years of the date of the original grant, and after the first review, at intervals of not less than three years.
- 3.4 This matter was previously considered in August 2018, with each of the local authorities who appointed trustees to the Trust passing the necessary resolution to continue the Trust's exempted status.
- 3.5 Under the Local Government Act, councils have the power to grant such an exemption (and continue an exemption on review) for a small organisation, having regard to:
- a) The nature and scope of the activities provided by the organisation; and
 - b) The cost and benefits, if an exemption is granted, to the local authority, the organisation, and the community.

4. Significance Assessment

- 4.1 This matter is not considered to be significant with regard to the Council's policy on significance and engagement.

5. Conclusion

- 5.1 To enable the exemption to continue the Trust has requested that Council pass a resolution along the lines of the above recommendation.

Attachments

Nil.



Report

Date : 23 March 2022

To : Mayor and Councillors
Tararua District Council

From : Bryan Nicholson
Chief Executive

Subject : **MW Lass Limited - Exempted Organisation**

Item No : **11.9**

1. Recommendation

- 1.1 *That the report from the Chief Executive dated 23 March 2022 concerning MW Lass Limited - Exempted Organisation (as circulated) be received, and*
- 1.2 *That Council approves, subject to confirmation by all Local Authority Shared Services member councils, Manawatu-Whanganui Local Authority Shared Services Limited be exempt for the purpose of Section 6(4)(i) of the Local Government Act 2002 and thus not be a Council-Controlled Organisation under that Act, and*
- 1.3 *That this exemption applies for the period ending 30 June 2025 or until member councils determine an earlier date when this exemption should no longer apply.*

2. Purpose

- 2.1 This report is to seek Council's endorsement to review the Manawatu-Whanganui Local Authority Shared Services Ltd (MW LASS) status as an 'Exempted Organisation' under the provisions of Section 7 of the Local Government Act 2002.

3. Financial Impact

- 3.1 Nil.

4. Significant Business Risk Impact

- 4.1 There is no significant business risk impact for this matter.

5. Background

- 5.1 This company was set up as a Council-Controlled Organisation during 2007-08 to provide councils in the Horizons region with an umbrella vehicle to investigate, procure, develop and deliver shared services. Member councils are requested to resolve to grant an 'Exempted Organisation' status to the company. This exemption must be reviewed no later than 30 June 2022 and every third year thereafter.

Consideration is being given as to whether a further three-year exemption from the Council-Controlled Organisation requirements is appropriate recognition for the nature of the company. That consideration requires that account be taken of the matters specified in Section 7(5) of the Local Government Act 2002. The matters are:

- The nature and scope of the activities provided by the organisation; and
- The costs and benefits, if an exemption is granted, to the local authority, the Council-Controlled Organisation, and the community.

- 5.2 The exemption has previously been granted every three years since March 2013. The exemption provides for less legislative reporting and requirements of MW LASS Ltd. Mainly a formal Statement of Intent, including performance reporting, as well as presenting to shareholders a set of six-monthly accounts. However, in best practice, MW LASS normally prepares a six-monthly set of financial statements as well as an operation plan each year which does include performance reporting.

- 5.3 Secondly, while it is important to maintain reporting as part of the accountability to councils within the region, the LASS member councils are all represented by their Chief Executives on the Board of Directors. This means they are well-placed to keep their respective communities up to date with the activities of the LASS.

- 5.4 Council is required to review this exemption every three years, so the recommendation takes that into account and also the need to align with other member councils of the LASS.

6. Significance

- 6.1 This is not a significant decision according to the Council's Policy on Significance and Engagement.

7. Community Engagement

- 7.1 There is no requirement for community engagement for this matter.

Attachments

Nil.



Report

Date : 23 March 2022
To : Mayor and Councillors
Tararua District Council
From : Raj Suppiah
Group Manager - Corporate
Subject : **2022 Triennial Local Authority Elections**
Item No : **11.10**

1. Recommendation

- 1.1 *That the report from the Group Manager - Corporate dated 23 March 2022 concerning the 2022 Triennial Local Authority Elections (as circulated) be received, and*
- 1.2 *That Council note the timetable of key dates for the 2022 Triennial Local Authority Elections, and*
- 1.3 *That the names of the Tararua District Council candidates for the 2022 Local Authority Elections and any subsequent by-elections be arranged on the voting paper in (chose one of the following):*
- a) Alphabetical order of surname; or*
 - b) Pseudo-random order; or*
 - c) Random order*

2. Reason for the Report

- To provide Council with the timetable of key dates for the 2022 Triennial Local Authority Elections
- Seek a decision on the order of candidate names on voting documents

3. Background

3.1 The 2022 Triennial Elections will be held on Saturday 8 October. First Past the Post (FPP) Electoral Counting System applies to the 2022 Council Elections. Votes are cast by placing ticks up to the number of vacancies next to each candidate(s) a voter wishes to vote for. The candidate(s) with the most votes win(s). Each winning candidate is unlikely to have a majority of votes, just the largest number of votes cast.

3.2 Election issues for Tararua are:

- Mayor
- Councillors (North, South and Māori Ward)
- Community Boards (Eketahuna and Dannevirke)
- Horizons and Wellington Regional Councils
- Masterton Licensing Trust

3.3 Voting by way of postal vote has been the preferred method for Tararua District Council.

3.4 Council employs the services of electionz.com, and NZ Post to assist with the effective management of its Elections.

This covers all end-to-end aspects of running an Election from the appointment of the Electoral Officer, roll security, risk management, preparation and printing of voting documents, delivery and return of voting documents, processing and count of votes etc.

3.5 Most goods and services for the Elections are cost efficient due to collective purchasing by councils throughout NZ or regionally, e.g. insurance and placement of public notices etc.

3.6 The voter return for the 2019 Elections was 51.44% being 6,233 voting papers; this was down from 53.47% in 2016. A key part of the marketing strategy for the 2022 Elections will focus on community engagement, encouraging candidacy, enrolling to vote and voting.

4. Timetable

4.1 The Local Electoral Act 2001 and the Local Electoral Regulations 2001 set the Elections timetable. The key dates to note are as follows:

15 July 2022	Nominations open/roll open for inspection
28 July 2022	Candidates briefing session
12 August 2022	Nominations close/roll closes

17 August 2022	Public notice of day of election, candidates names
16 – 21 September 2022	Delivery of voting documents
8 October 2022	Election day, voting closes 12 noon – Preliminary results available as soon as practicable
13 – 19 October 2022	Declaration of results/public notice of results

5. Candidates Briefing Session

- 5.1 There will be a candidates briefing session on 28 July at 6.30pm to be held in Woodville, hosted by Warwick Lampp from electionz.com. Further information will be advertised closer to the time.

6. Elected Members and Staff Briefing Session

- 6.1 A briefing session by Warwick Lampp to the Council and staff will also be arranged to outline the protocols and processes applicable to the Elections.

7. Early Processing of Voting Documents

- 7.1 The Electoral Officer may, at his discretion, process during the voting period and in the prescribed manner any voting documents received before the close of voting for any election or poll.

8. Order of Candidates Names on Voting Documents

- 8.1 Clause 31(1) of the Local Electoral Regulations 2001 now allows the Council to decide whether the names are to be arranged on the voting documents in alphabetical order of surname, pseudo-random order, or random order. In the absence of any Council resolution, the candidates names must be arranged in alphabetical order of surname. The features of each arrangement are described below.

- 8.2 Because the decision to determine the order in which candidates names are to appear on the voting documents can be made by each local authority, there is the possibility that all three options will be used on the one voting document at a Triennial Election.

8.3 2019 Arrangements

Tararua District Council	Pseudo-random
Horizons Regional Council	Alphabetical
Wellington Regional Council	Random

Option 1: Alphabetical order of surname

Under this arrangement the candidates names for each issue are shown in alphabetical order. Tararua District Council adopted this arrangement for the 2007 and 2013 Elections.

Option 2: Pseudo-random order

Under this arrangement the candidates names for each issue are placed in a hat (or similar receptacle), mixed together and then drawn out of the hat, with the candidates names being placed on all voting documents for that issue in the order in which they are drawn out. Tararua District Council adopted this arrangement for the 2019 Elections.

The Regulations provide that if a Local Authority has determined that pseudo-random order is to be used, the Electoral Officer must state, in the public notice required to be given, the date, time and place at which the order of candidates names will be arranged. Any person is then entitled to attend while the arrangement is in progress.

Option 3: Random order

Under this arrangement the candidates names for each issue are shown in a different order on each voting document. This was the arrangement used in the 2010 and 2016 Elections.

Comparative costs of each arrangement

There is no cost difference between alphabetical, pseudo-random or random order of candidate names.

Attachments

Nil.



Report

Date : 18 March 2022

To : Mayor and Councillors
Tararua District Council

From : Hamish Featonby
Asset Manager

Subject : **Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974**

Item No : **11.11**

1. Reason for the Report

- 1.1 Dannevirke Car Club Incorporated has made application for a road closure for Speedy Road, Dannevirke on Sunday 22 May 2022. This closure has been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 28 February 2022.

2. Recommendation

That the report from the Alliance Asset Manager dated 18 March 2022 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following road for the purpose of allowing Dannevirke Car Club Incorporated to hold a motor sport event.

Road name: Speedy Road, Dannevirke

Date of closure: Sunday 22 May 2022

Period of closure: 9.00am to 6.00pm

Conditions Applied to the Granting of this Road Closure

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.***
- 2. That if Tararua Alliance identify the road as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw the road from the route of this event.***
- 3. That shortly after the event has been held Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.***

Advisory Note

That should the Council incur any additional maintenance costs as a consequence of the event then those expenses shall be recovered from the event organiser.

Attachments

- 1 [!\[\]\(45659245c5b8d5f947e63effa1e84275_img.jpg\)](#). Application for Temporary Road Closure - Speedy Road, Dannevirke



APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance
P O Box 7
DANNEVIRKE 4942

Phone (06) 374-5431
E-Mail info@tararuadc.govt.nz
Website www.tararuadc.govt.nz

Application made under Tenth Schedule of the
Local Government Act 1974

Date Received17.2.2022.....

Application Fee: \$150.00

Receipt No:106352.....

THE APPLICANT

All contact details must be in New Zealand

Name of
Applicant:
*e.g. Club or
Organisation*

Dannevirke Car Club Inc

Contact Person:

Daniel Feck

Mailing Address:

P O Box 74, Dannevirke

Contact:

Daytime: 021374268

Mobile: 021374268

After Hours:

Fax:

Email Address:

dannevirkecarclub@gmail.com

(Attach a separate sheet if required)

ATTACHMENTS

The following documents are attached to this application: *(tick all enclosed)*

- ☒ Map/s of locations where road closure is requested
- ☐ Traffic Management Plan (including safety plan and emergency access arrangements) Being prepared by
Traffic Management
CHB
- ☒ Copies of relevant insurance documentation
- ☒ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☒ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

(specify) _____

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received **not less than 16 weeks prior** to the date of the proposed closure. An application fee of \$150 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
 - 1) That the Council's Alliance Manager or (nominee) in conjunction with the event organiser will assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
 - 2) That if the Alliance Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
 - 3) That within 48 hours after the event has been held, the Alliance Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
 - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.

SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS

The following additional special conditions attached to this application for road closure **apply to motor sport events** within the Tararua District:

- ☐ Applications must be received **not less than 26 weeks prior** to the date of the proposed closure for motor sport events. The application fee of \$150 still applies.
- ☐ This Council has excluded or restricted the frequency of use for future motor sport events on certain roads in our District.

The following roads are **excluded from use for motorsport events**:

- Puketoi Road
- Bartons Line
- Whenuahou Road
- Saunders Road
- Pori Road
- Haunui Road
- Bowen Road
- Central Mangaone Road
- Mangaone Valley Road
- Central East Road
- Tawataia Road
- Pukehoi Road
- Kopikopiko Road

The following roads are restricted to use for motor sport events every three years at the discretion of this Council:

- Mangahei Road
- Blairgowrie Road

- ☐ The Council will charge a bond of up to \$2,000.00 per event to the organisers that is refundable provided no damage is caused to the roads used. The Alliance Manager (or his nominee) has been authorised to use their discretion to determine the amount of the payment required for this purpose, taking into account the size of the event and the extent of the routes included in the application seeking the proposed road closures.
- ☐ **No motor sport road closures will be considered** over the months of July, August, September and October inclusive.
- ☐ Organisers of events are advised that a charge for the inspections by Tararua Alliance may be made to cover the hours and kilometres involved with processing applications, and overseeing the event.
- ☐ Event Organisers must outline the potential tangible benefits to the District as part of their application.
- ☐ All residents/property owners on roads being the subject of applications for closure must be contacted by the applicant to inform them of the proposed event, and to obtain their agreement if they are satisfied that the intended closure is approved. A survey schedule containing these details will form part of any road closure application presented to the Council for its consideration. Where any person contacted by the applicant indicates their opposition to the closure sought, the applicant shall inform them of their right to forward a written objection to the Council that it will consider prior to deciding whether to grant the application.



**Re: Proposal to close Speedy Rd for motorsport event
May 22, 2022.**

Dannevirke Car Club Inc. propose to close Otaria Rd on Sunday May 22, 2022. The event will only be run between the permitted road closure times.

To support our application for road closure and show we have been in contact and supplied you with all necessary information, we would appreciate it if you complete your details on the page below. Also please note down any suggestions you might have to help make the event benefit the community (eg BBQ ,fundraiser Rides in the cars etc).

Resident / Landowner	Contact Details	Comments
DENNIS + JUDITH REDWARD	39 SPEEDY RD 027 873 0042	PHONED. ALL OK
ANDREW SMITH	40 SPEEDY RD.	WORKING MON. SPOKE TO WORKING LINES ANDY.
NGATI KAHUNGUNU	MAYREN HAFE 021 515 464	PHONED OK.
BRENDAN COTARNE	317 SPEEDY RD 06 374 3672	PHONED OK.
MITCH + JESS NATION	320 SPEEDY RD 027 359 8861	VISITED OK.
COLIN JEFFERY	566 SPEEDY RD 021 22 77 085	VISITED OK. -LOOKING TRUCKS SATURDAY
JEAN + BUFFY LOCK	746 SPEEDY RD 027 433 208	VISITED OK.
GEORGE PHILIP.	923 MANAATUNA RD	VISITED OK -MAYBE PLAYGROUN FUNDRAISER

12 February 2022



**Re: Proposal to close Speedy Rd for motorsport event
May 22, 2022.**

Landowner/Resident contact

- Contact has been made with the residents and landowners affected by our application for road closure. Please find attached list of people contacted. Some landowners were only able to be contacted by phone. We have left the attached letter with those we saw, and posted it to those who were phoned.
- A sign will be erected at the base of the road in April with details of the proposed road closure.
- Another letter will be delivered to all residents and landowners during May 2022 to remind them of the upcoming event, and will contain contact details for the person who will be able to help with any questions or requests leading up to, during, or after the event.
- Residents will be visited in the week preceding the event.

Benefits to the Tararua District

- Attract out of district visitors to the Tararua
 - This event is part of the Central Region Sprint Series, which was started by Dannevirke Car Club and has regularly had entries over subscribed. Competitors, crew and helpers regularly come from much of the lower North Island.
 - Event spans the whole day so those involved will need to make use of local businesses – accommodation, food, etc.
 - Opportunity for TDC to target tourism advertising.
- Fundraising opportunity for local groups.
- Dannevirke Car Club keeps active and gives local motorsport enthusiasts a safe, appropriately organised event to participate in.



Level 32, ANZ Centre
23-29 Albert Street
Private Bag 92055
Auckland 1142, New Zealand
Telephone +64 9 306 0350
www.veroliability.co.nz

Insurance Certificate		
	Client ID	Agent No
Public & Products Liability	43826	8000014

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

POLICY NUMBER	HO-LPL-6171359		
THE INSURED	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only		
BUSINESS DESCRIPTION	Administration, Governance and Regulation of Motor Sport in New Zealand		
EFFECTIVE DATE	From	4.00pm	31 December 2021
	To	4.00pm	31 December 2022
LIMIT OF INDEMNITY	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard	
EXCESS	\$ 3,500	per Occurrence	
POLICY WORDING	VL POL PL-082017		

This certificate is issued as a matter of information only and is subject to the terms and conditions of the issued policy.

Signed for and on behalf of Vero Liability Insurance Limited

A blue ink handwritten signature, appearing to be 'DTL', written over a horizontal line.

Authorised Officer
DTL



16 December 2021

11.11 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 Application for Temporary Road Closure - Speedy Road, Dannevirke

2/17/22, 8:39 AM

39 Speedy Road, Weber 4970 to Speedy Rd & Mangatuna Rd, Weber - Google Maps

Google Maps 39 Speedy Road, Weber 4970 to Speedy Rd & Mangatuna Rd, Weber

Drive 8.6 km, 15 min



<https://www.google.com/maps/dir/39+Speedy+Road,+Weber+4970/Speedy+Rd+%26+Mangatuna+Rd,+Weber/@-40.3297346,176.287441,6509m/data=!3m1!1e3!4m14!4m13!1m5!1m1!1s0x6d422739f...> 1/1



Report

Date : 23 March 2022
To : Mayor and Councillors
Tararua District Council
From : Bryan Nicholson
Chief Executive
Subject : **Staff Report**
Item No : **11.12**

1. Recommendation

- 1.1 *That the report from the Chief Executive dated 23 March 2022 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

Reason for the Report

This report is to update the Mayor and Councillors on key projects and items of interest over the period 14 February 2022 to 21 March 2022.

Infrastructure Group

General

An unseasonably wet February helped with water supplies, especially Dannevirke and Pahiatua, but also created challenges for wastewater and transport services. Wastewater treatment plants were overloaded as a result of stormwater inflow and infiltration, placing significant pressure on ponds. Roads were impacted, predominantly due to surface flooding and fallen trees initially, however subsequent road network inspections identified over 300 faults, including slips and dropouts. This weather event again highlighted the vulnerability of the district's infrastructure and need for ongoing focus on resilience.

The impacts of COVID-19 community spread are quickly being felt within the Infrastructure Group, with staff and suppliers isolating and supply chain disruption affecting service delivery. Prioritisation of project works is required. Staff have discussed contingency support for at risk critical services, such as water and wastewater services, with neighbouring councils and suppliers and support will be available if required. Impacts of rising fuel prices and general inflation are expected to be seen over the coming months, especially when this has a material effect on supplier's bottom line and on Council's budgets.

Sustaining Dannevirke's essential water use has remained a key priority. Various tasks completed to date, combined with rain through February, has mitigated much of the risk faced earlier in the year. The Total Outdoor Ban remains in place and will likely do so until there is confidence an emergency increase to water abstraction will not be required before the Tamaki River is consistently in medium-high flows. Several projects are underway, and more are planned as opportunities to improve water supply and demand for Dannevirke and for other towns and villages are identified and understood.

Increasing the focus on compliance is also a priority. Council was issued three abatement notices from Horizons Regional Council in late 2021. These related to works at the Mangatainoka River weir completed during the 2020/21 summer for Pahiatua's water source, abstraction of water from the Tamaki River during the 2020/21 summer for Dannevirke, and for gravel extraction from the Mangahao River at Marima Domain. Investigation and planning works continue regarding remediation of the Mangatainoka River weir, which also includes the infiltration gallery used to supply Pahiatua's water. Reviews for the other two confirmed internal and external communication as a significant contributor. This has been addressed, however improved systems and processes will further mitigate this risk. There are numerous ongoing compliance deficiencies associated with resource consent conditions for wastewater – improving the understanding, monitoring and reporting of these is a current priority within the Utilities Team and is progressing well.

A community information session was held in Wimbledon on Friday 18th of March for the Huarahi Tuhono: Weber to Wimbledon (Route 52 upgrade) project. A pleasing number of locals attended and received an update on the project from staff. Feedback from many of the attendees was very positive. This project is progressing relatively well, considering challenges associated with the geological conditions, weather, and COVID-19. Opportunities for improvement have been identified and will be applied as the project progresses.

Transportation

Operations and Maintenance

Planned works are being reassessed and reprioritised as disruption due to COVID-19 increases. Approximately 10-15% of Downer field staff within the Tararua Alliance have been isolating recently with other supply partners also impacted, affecting the ability to deliver works programmes.

Renewals

The pavement rehabilitation project in Waterloo Street, Dannevirke, has now been completed and works have begun on Nikau Road. This is scheduled to be completed by early May and will include pavement and drainage renewals as well as minor corner improvements to make the section safer to drive.

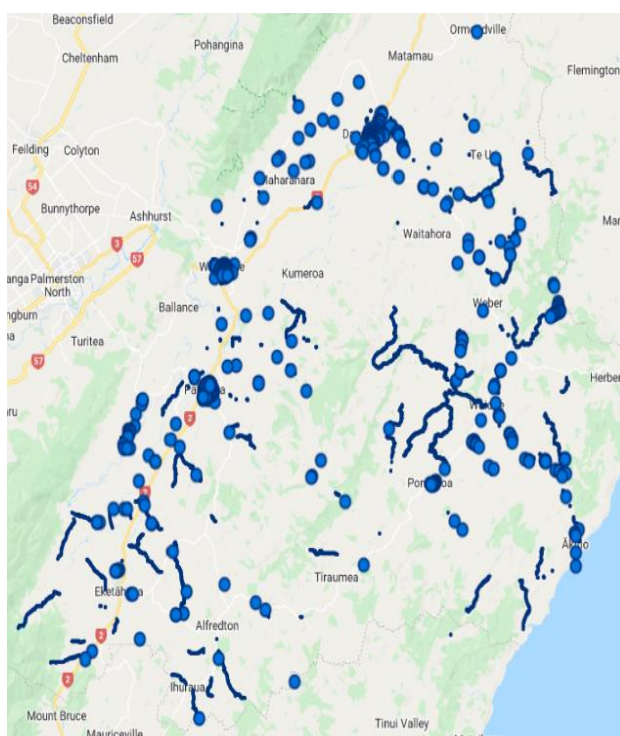
Renewal of kerb and channel in Albert Street, Pahiatua, is nearing completion. Crews will then move on to completing footpath renewals around the district. Works are also planned within Council's carpark outside the Dannevirke Warehouse.

During February 2173 km of the district's road network was covered by inspectors and patrollers, and 115 km of urban roads cleaned by the sweeper truck.

During February, inspectors and patrolmen covered 2,173km of roads capturing and repairing faults across the district. The road sweeper covered 114km of urban roads, cleaning up litter and detritus from kerb and channel.

Maintenance work completed during February is summarised in the district map and table below.

	# of Works
Bridges	2
Drainage(Culverts)	492
Emergency	73
Environmental	18
Footpath	1
Pavement Sealed	158
Pavement Unsealed	110
Railings	1
Shoulders	73
Signs	17
Surface	2
Surface Water	
Channels	14
Vegetation	35
Grand Total	996



Emergency works

After Cyclone Dovi, inspection of the road network identified over 300 new faults around the network. These ranged from fallen trees, to debris build-up at bridges, to slips and dropouts. Staff are liaising with Waka Kotahi – NZ Transport Agency staff regarding the extent of damage and associated funding needs, with a Waka Kotahi staff member travelling around some of the district to also assess the damage.

Work continues at some of the pre-existing sites, such as the retaining wall construction in Arthur Street, Pahiatua, where a pole was relocated to enable wall construction to commence.



Debris build-up at bridge on Pahiatua-Pongaroa Road



Pole relocation on Arthur Street

3-Waters

Reticulation Operation and Maintenance

Response to water leaks and other urgent matters are being prioritised as field staff are limited due to COVID-19. Despite limited staff numbers, repairs to a sewer main in Queen Street, Dannevirke, have been able to be completed. The main priority is to maintain levels of service to the community. The adjacent photo shows a blown watermain in Tararua Street, Pahiatua, prior to repairs being completed.



Reticulation Renewal

A manhole was recently replaced in Queen Street, Dannevirke, in conjunction with repairs to the main. The works will enable relining of the existing sewer main, which is planned to be completed when materials have been delivered.

Other planned works includes the installation of insertion flow meters on the inlet and outlet of Dannevirke's treated water reservoir. This will provide improved information regarding water supply and demand. Two zone flow meters are also planned to be installed on watermains supplying extraordinary users near Dannevirke. While all extraordinary users should be metered, these zone meters will enable the balancing of water consumption, indicating whether there are unknown and unmetered connections and/or leaks on the lines. Delays to the supply of materials is a current challenge.

Water Supply and Demand Management

February provided some relief for water supplies across the district, with several weekends of rain and reduced temperatures. Some minor changes were made to water restrictions, with current levels as at 17 March being:



Dannevirke	Total Outdoor Ban
Pahiatua	Alternate Evening
Woodville	Alternate Evening
Eketahuna	Get Ready
Norsewood	Alternate Evening
Pongaroa	Get Ready
Akitio	Total Outdoor Ban

Conservation efforts by residents remain necessary in each township where restrictions are in place to get through the remaining Autumn months.

Dannevirke

The Incident Management Team (IMT) which was established early January is still meeting on a weekly basis to ensure focus is kept on managing the Dannevirke water supply and to ensure additional leak detection and recovery actions remain a priority.

February rain enabled the impounded supply (raw water reservoir) to be topped up slightly, and work has progressed on the installation of infrastructure which will enable the capturing of groundwater / discharge water from the subsoil drains under the impounded supply.

The application for the emergency take (under Section 330A of the Resource Management Act) which had to be triggered for six days in January is currently on hold, pending the ecologists report which will outline the impact of the increased take on the Tamaki River.

Dannevirke remains on Total Outdoor Ban with some positive trends being seen in town water usage, particularly on days where the Alliance Group is not operating to full capacity.

Urgency is being placed on further inspection of the impounded supply to identify remaining leaks.

Pahiatua

With the Mangatainoka River level increasing in February following rain, and short-term remedial action completed at the water treatment plant's intake, the pressure was taken off needing to reduce town demand, therefore restriction levels were reduced from Total Outdoor Ban in early March to Alternate Evenings.

Staff continue working on engaging engineering services to assist with the development of long-term solutions to the intake challenges, with CCTV inspection being undertaken and infiltration gallery redesign work required.

Pahiatua's water usage had seen a steady decrease since January which has contributed to the reduction in restrictions.

Woodville

February rain saw an increase in the Mangapapa River flows which allowed water abstraction from the river to recommence, after being required to rely on the impounded supply during January.

Woodville's water usage has remained relatively steady during February, with restrictions remaining on Alternative Evening.

Norsewood

Norsewood water usage has remained relatively high over the summer months, which resulted in Alternative Evening restrictions. This continues to be monitored over coming weeks to determine if a further increase in restrictions is necessary.

Akitio

Akitio remains on a Total Outdoor Ban, as is common practice from December through to Easter weekend. Investigation and planning for the replacement of the system's well liners and some deteriorated tanks continues, with staff discussing the proposed option with Taumata Arowai and external consultants for peer review. This work is planned to be completed this financial year, likely after Easter, however, is dependent on the supply of materials and weather.

District Wide

A number of other water supply and demand management initiatives remain underway by staff including:

- Additional water restriction signs to be placed at the main entrances of towns
- Aquifer mapping project underway to identify possible groundwater sources within the district
- Responding to breaches of water restrictions by issuing of notices by Council's regulatory team
- Responding to notifications of private leaks by also issuing notice requiring owners to fix

Projects

Water Treatment Plant Upgrades

Progress continues to be made by the Filtar Alliance with water treatment plant upgrades. The Woodville upgrade is nearing completion. Delays to the Eketahuna upgrade will increase the risk of further boil water notices. This will likely be reported on further via the Project Management Office.

Asset Data Improvements (3-Waters Stimulus Fund Project)

Primarily this project has evolved around transitioning to a more powerful and fit-for-purpose asset management tool and is being achieved via the implementation of Road Assessment and Maintenance Management system (RAMM). The RAMM system is familiar, used heavily in the management of the district's road network, and is being utilised for water, wastewater and stormwater assets. The use of this for facilities assets is also planned.

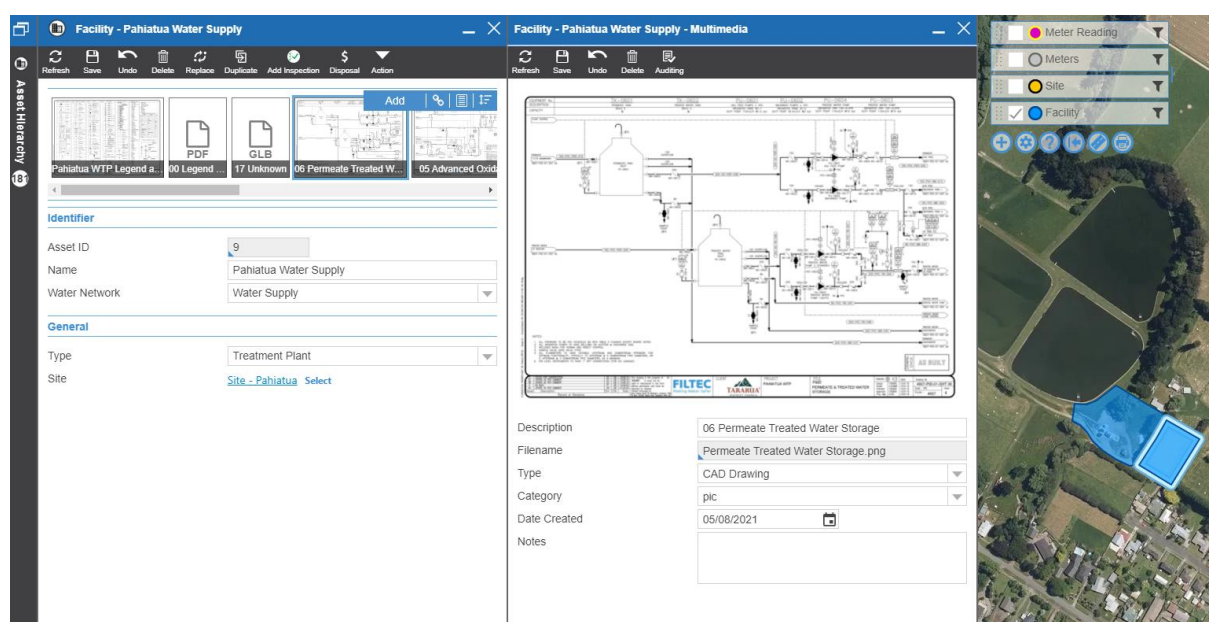
Delivered through the Tararua Alliance with support from ThinkProject, a new asset hierarchy, aligned to the NZ Asset Metadata Standards, it has been designed and implemented to enable improved management of 3-waters assets.

The implementation and transitional phase of this project is now complete, with pre-existing asset data moved from Assetic to RAMM. This was predominantly for reticulation assets, with very limited and non-componentised data available for wastewater and water treatment assets.

Asset data has been collected from recent upgrades at treatment plants and have been successfully integrated into RAMM, both spatially and associated attributes. The process of collecting additional, previously unrecorded detailed information is still in progress.

Data is being improved as an ongoing process as and when assets are renewed and/or new information is collected or discovered during investigations and assessments. The data transferred from various legacy systems data has been limited or inaccurate, and this project is committed to filling data gaps and improving accuracy.

Although development is well underway, there are still data collecting activities ongoing and further development in progress to fine-tune the system as time progresses being this is an evolving development project.



Example of asset data in RAMM

Water Pipe Condition Assessment (3-Waters Stimulus Fund Project)

Assessing the condition of below ground buried assets is very challenging. Techniques are often costly; availability of testing is limited and generally involves desktop assessment based on limited known information or involves physical excavation and destructive means to take samples from pipes.

A technique was chosen that involves a process called e-pulse tonal analysis, which is non-destructive and non-intrusive, to obtain information for the condition of pipes. The technique involves similar technology as water leak detection, however the sound waves produced through the pipes are analysed through artificial intelligence and powerful algorithms to obtain a profile of a pipe's integrity as compared against a new pipe, and from this determine the approximate remaining life of the pipe based on relative age.

For this project a representative sample of pipes across the four main townships were selected based on the risk of material type and age. A total of 28km of asbestos cement, cast iron and steel pipe were surveyed. Ages ranged between 50 – 125 years and averaged 82 years across the sample range.

Although COVID-19 presented some challenges in completing the necessary field surveys, this was completed in January 2022 with preliminary draft results released in early March 2022. Final detailed reports are due at the end of March.

Eketahuna Stormwater Improvements (3-Waters Stimulus Fund Project)

In response to flooding affecting several businesses and properties in Eketahuna's main street, an investigation was undertaken to determine and alleviate the root cause. The existing stormwater system was deemed to be inadequate to manage the volumes of stormwater produced for a large impervious surface catchment area, especially in lieu of the increased intensity and frequency of rain events.

Detailed surveying commenced in September with final designs completed in October. Much of the construction was completed in January however, due to COVID-19, there has been a delay in delivery of the high volume receiving and discharge chambers. Construction and commissioning are currently planned to be completed in April; however this is dependent on further supply chain disruption not occurring.

Staff have not been made aware of flooding issues during February's heavy rain, indicating that work completed to date has already made a positive impact.

Solid Waste

Refuse and Recycling Contract

The 'Request for Proposal' remains out to market for Council's main Refuse and Recycling Contract, with responses due by 29th March. Supplier questions, site visits and workshops have now been completed, with tender evaluations planned for early April. This contract is due to commence from 1 October 2022.

Kerbside Recycling Collection

A variation approval has been sent to Council's existing solid waste provider, Smart Environmental, to implement the new kerbside receptacle and collection activity from 1 July 2022. Bins and crates have been ordered. Communication and engagement planning is now underway.

Facilities

Parks & Reserves

The grass growth rates have increased during February with above average rainfall experienced, mowing was adjusted accordingly. Additional weed eating and spraying has been seen throughout the district.

There was ongoing vandalism in the way of graffiti in Pahiatua Playground Toilets, Dannevirke High Street Toilets, Dannevirke Upper Domain Toilets.

Playgrounds

Monthly playground checks were completed with no new issues reported.

Cemeteries

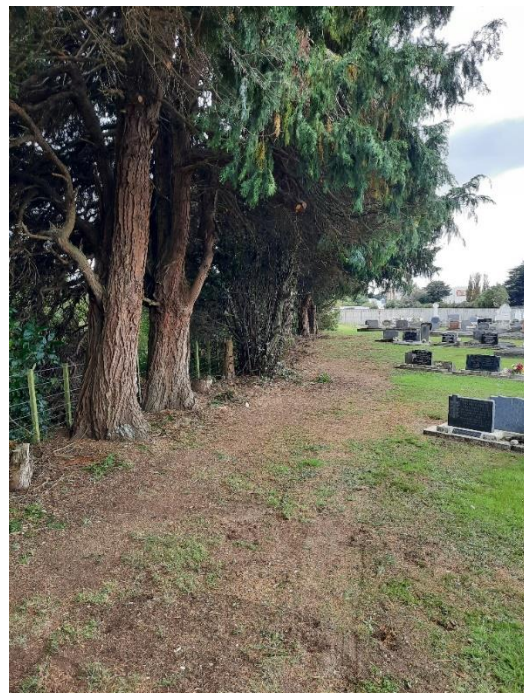
Staff are in the process of contacting all the families affected by the Mangatainoka-Pahiatua cemetery columbarium wall collapse – with support from elected members appreciated. An update is being provided regarding the wall rebuild and a brief timeline for completion. The foundation work started on the 8 March, once this is complete, we will then be making contact again to advise them of a reinterment date and blessing they will be invited to.

Mangatera Cemetery – the Phebalium trees lining the driveways have been programmed to be trimmed.

Mangatainoka Cemetery – trees along the northern boundary have been trimmed, as shown in the photos below.



Before



After

Land

Fairbrother Road Reserve Deed of Licence was accepted and signed by the successful tenderer with a start date of 1 January 2022.

Mangatainoka Domain Board Land Deed of Licence was accepted and signed with a start date of 1 March 2022.

Opaki Kaiparoro Road Reserve is currently being advertised with a closing date of 23 March 2022.

Swimming Pools

The last phase of work at Woodville Swimming Pool was completed which included filling the trenches and re-concreting. Once the concrete has set, the pool will then be painted by WIFI with supervision of Resene.

An agreement was prepared to enable Woodville School, WIFI and Council to work together on community use of the school swimming pool this season. However, as COVID-19 cases increased, Ministry of Education policies changed and summer was coming to an end, the School and WIFI agreed to not open the pool to the community.

Campgrounds

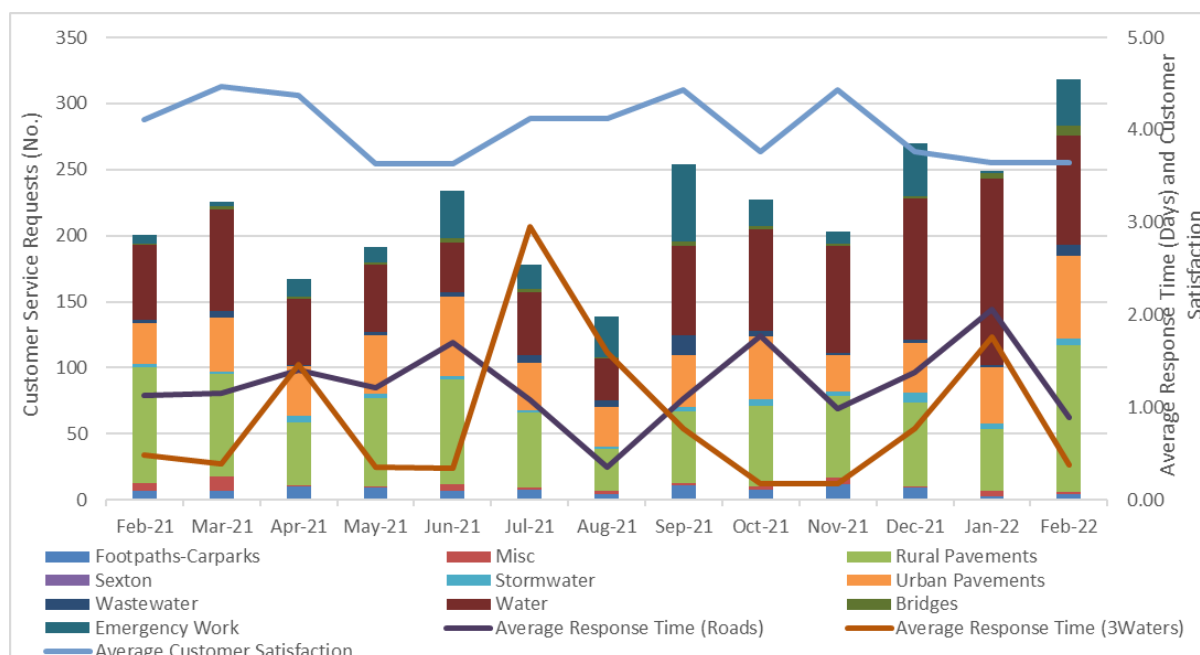
Woodville Campground had two incidents involving protestors passing through Woodville on their way to and from Wellington. The sole campground occupant was assaulted in one of the incidents, as he refused to hand over keys to the campground toilet. Police were called in both incidents.

Public Conveniences

Public toilets continue to sustain vandalism with the targeted sites primarily being Woodville Fountaine Square Toilets and Pahiatua Main Street Toilets. Both sites were targeted for the plumbing hardware.

Tararua Alliance

Customer Management



Performance Dashboard

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	Results for February total number of SBOs reported this month was 11 reported being below previous reporting months	!
	Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0 Near Miss Reported 0	!
CUSTOMER RESULTS	Timely Communications	Monthly	97% and 92% of Customer Requests were responded to for Transportation and waters respectively within three days	✓
	Effective Communication	Monthly	Customer call back score was 3.65 out of 5	!
	Minimise Operational Impacts	3 Monthly	No compliments/Complaints were received for February	✓
SOCIETY RESULTS	Compliance with TMP	Monthly	<ul style="list-style-type: none"> No TMP's were audited during Feb due to other priorities mainly with the increased land resource consents applications. Fifty eight Before-U-Dig requests were received and processed during January. Ten corridor access requests were received and twenty were approved 	!
	Zero Harm – Environment	Monthly	No environmental issues to report.	✓

Operations Group

Regulatory

Building Services

Building Consents

From 1 July 2021 a total of 923 inspections were requested, with 1221 performed.

Table – Applications for Dwellings by Location

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
Dannevirke	18	24	27	43	15
<i>Rural</i>	12	16	15	25	11
<i>Urban</i>	6	8	12	18	4
Woodville	12	7	13	12	4
<i>Rural</i>	4	4	4	6	2
<i>Urban</i>	8	3	9	6	2
Pahiatua	13	8	23	31	10
<i>Rural</i>	11	3	10	16	2
<i>Urban</i>	2	5	13	15	8
Eketahuna	3	5	1	13	1
<i>Rural</i>	3	2	0	7	0
<i>Urban</i>	0	3	1	6	1
TOTAL	46	44	64	99	30

Table – Building Consent and Inspection Statistics

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	393	401	479	215
No. of Applications Processed	381	377	465	196
% Processed within Time	86.6%	92.3%	73.5%	67.8%
Total Value	15.8M	\$27.8M	\$38.7M	\$27.9M
No. of Inspections Requested	978	1,137	1,608	923
No. of Inspections Performed	1,375	1,715	2,104	1221

Table - Building Packet and LIM Requests

	Total 2019	Total 2020	Total 2021	From 1 July 2022
Building Packets	131	207	343	249
LIM	172	145	156	117

Staffing

Building consent processing and inspections continue to be provided by Solutions Team. They are working alongside Council's administrators and cadets to ensure continuity of service to the community. Council are again advertising the Team Leader Building role but have appointed 3 people to the vacant administration positions.

Earthquake Prone Buildings (EPB)

Letters have been sent to owners of priority EPBs. Staff are now in the process of identifying all other EPBs in the district. To date, 6 building owners have responded with engineering reports completed and proof of earthquake strengthening within the first month of notification from Council.

Animal Control

Annual Dog Re-registration

Out of a total of 6,551 (known) dogs in the Tararua District, 6,437 are currently registered. This means 114 dogs are not registered (1.7%).

At this point of the registration year, all dogs should now be registered. Infringements have been issued to dog owners that have still not registered their dogs.

Dog Attacks

Table – Reported Dog Attacks by Type and Location from 1 July 2021

Location	Dogs	Poultry	Stock	Cat	People	Total
<i>Ind/Com Nth Ward</i>						
<i>Ind/Com Sth Ward</i>						
<i>Non-Rateable</i>	2				2	4
<i>Rural North Ward</i>		1	2	1	2	6
<i>Rural South Ward</i>	5	1		1	0	7
<i>Road or No Property Address</i>						
<i>Urban North Ward</i>	1	1	1	1	6	10
<i>Urban South Ward</i>	1	1			4	6

Location	Dogs	Poultry	Stock	Cat	People	Total
TOTAL	9	4	3	3	14	33

Environmental Health and Licensing

Alcohol Licences

No licensing applications have required a public hearing.

The following alcohol licensing applications have been received to date:

Table – Alcohol Licensing Applications to date

Category	2019/20	2020/21	From 1 July 2021
<i>New Manager Cert</i>	21	21	18
<i>Renewal of Manager Cert</i>	32	57	24
<i>Special Licences</i>	54	56	27
<i>Temporary Authority</i>	5	5	1
<i>On/Off/Club New applications</i>	5	2	2
<i>On/Off/Club Renewal applications</i>	20	26	14
Total Applications	137	167	86

There have been no appeals to the Alcohol Regulatory Licensing Authority.

Illicit Dumping

Table – Reported Illicit Dumping by Location

Location	Total 2019/20	Total 2020/21	From 1 July 2021
<i>Ind/Com Nth Ward</i>	16	11	21
<i>Ind/Com Sth Ward</i>	9	2	3
<i>Non-Rateable</i>	6	20	3
<i>Rural North Ward</i>	5	3	8
<i>Rural South Ward</i>	2	1	7
<i>Road or No Property Address</i>	105	74	7
<i>Urban North Ward</i>	6	7	3
<i>Urban South Ward</i>	3	5	4

Location	Total 2019/20	Total 2020/21	From 1 July 2021
TOTAL	152	123	56

Other Complaints

A total of 25 noise complaints have been received since the last report. There was 1 abandoned vehicle reported over this period.

District Planning

Resource Consents

Table – Applications for Subdivision by Location

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
Dannevirke	22	18	44	48	52
<i>Rural</i>	<i>19</i>	<i>16</i>	<i>34</i>	<i>37</i>	<i>37</i>
<i>Urban</i>	<i>3</i>	<i>2</i>	<i>10</i>	<i>11</i>	<i>15</i>
Woodville	7	9	13	25	12
<i>Rural</i>	<i>4</i>	<i>2</i>	<i>6</i>	<i>15</i>	<i>12</i>
<i>Urban</i>	<i>3</i>	<i>7</i>	<i>7</i>	<i>10</i>	<i>0</i>
Pahiatua	13	15	22	35	21
<i>Rural</i>	<i>10</i>	<i>10</i>	<i>13</i>	<i>26</i>	<i>14</i>
<i>Urban</i>	<i>3</i>	<i>5</i>	<i>9</i>	<i>9</i>	<i>7</i>
Eketahuna	5	6	8	13	9
<i>Rural</i>	<i>4</i>	<i>6</i>	<i>7</i>	<i>11</i>	<i>6</i>
<i>Urban</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>
TOTAL	47	48	87	121	94

Table – Resource Consent Statistics

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	72	101	135	122
<i>Subdivision</i>	49	85	121	82
<i>Land Use</i>	23	16	14	40
No. of Applications Processed	73	91	112	106
<i>Subdivision</i>	52	73	104	71
<i>Land Use</i>	21	18	8	22

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
% Processed within Time	98.6%	93.4%	91.1%	98.4%

Programmes and Projects Office

Project Updates

Aften Court Pensioner Units

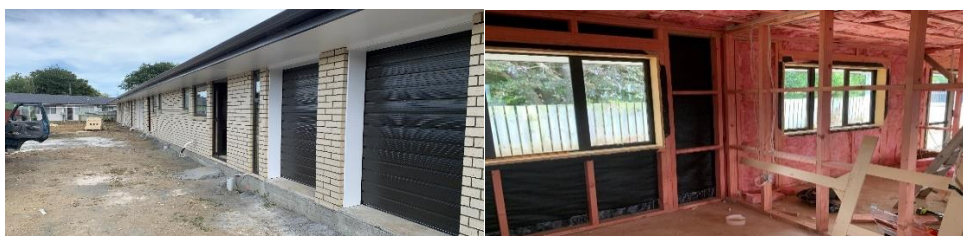
Purpose: To increase the supply of pensioner units in Dannevirke by six. Improve Aften Court operating efficiencies. Decrease the housing shortage for pensioner units, and boost employment as part of the local Covid-19 Recovery Plan.

Overall Status: External painting completed, plumbing and electrical works complete. Windows are in, brick work is complete.

Time Status: Despite material shortages and delays, expected completion date is March 2022.

Risk Status: Minimal risk to project completion.

Next Steps: Final physical works. Building inspection. Project closure. Conduct formal handover of asset to Council. Tenancy.



Dannevirke Dog Pound – General Upgrades

Purpose: To improve the quality of flooring, ventilation, water supply and security to meet MPI and SPCA requirements. To ensure a safe and healthy environment for staff and public.

Overall Status: Floor improvements are complete, plumbing complete, ventilation procurement complete and in delivery stage. Security is in planning stage.

Time Status: Timeline for full project is June 2022.

Risk Status: The flooring upgrade temporarily affected operations and housing – plumbing, ventilation, landscaping, and security will not have the same affect. Minimal risk to project completion.

Next Steps: Ventilation work complete. Procurement process for security, landscaping work complete and in delivery.

Dannevirke Water Treatment Plant Upgrade

Purpose: To upgrade the Water Treatment Plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

Overall Status: The overall programme consists of upgrades to 3 Water Treatment Plants. Civil works the upgrade design and pre-commissioning has now been completed. Commissioning and hand-over is currently underway.

Time Status: Major physical works completed November 2021 – final sign off outstanding.

Risk Status: Minimal risk at this stage of the project.

Next Steps: Complete commissioning / project closure.



Woodville Water Treatment Plant Upgrade

Purpose: To upgrade the Water Treatment Plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

Overall Status: The overall programme consists of upgrades to 3 Water Treatment Plants. Civil works officially began at Woodville on 9 August 2021 and had been completed by 14 October 2021. The installation of the upgraded equipment had been completed by 22 December 2021.

Time Status: Project in commissioning stage. Minimal risk to project completion and final handover.

Risk Status: Minimal risk at this stage of the project.

Next Steps: Conduct commissioning, complete project closure.



Eketahuna Water Treatment Plant Upgrade

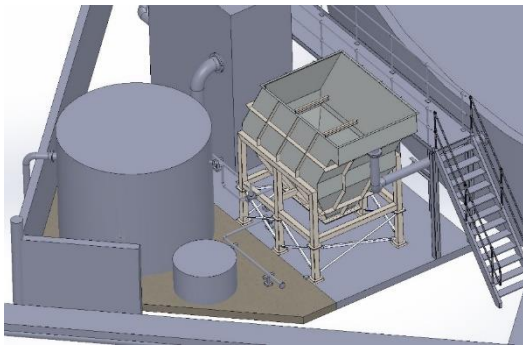
Purpose: To upgrade the Water Treatment Plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

Overall Status: The overall programme consists of upgrades to 3 Water Treatment Plants. A design option has been selected and endorsed by the Principles Group. Peer review of design-has been completed.

Time Status: A design option has been selected. The design has been and passed peer review.

Risk Status: Delays to Dannevirke and Woodville WTP's due to Covid-19 has negatively impacted the delivery of Eketahuna WTP upgrade. There is also risk around supplies to which may result in delays – the Principles Group are in discussion.

Next Steps: Civil construction. Timeline confirmation.



Dannevirke Service Centre Earthquake Strengthening

Purpose: To improve the seismic strength rating of the Dannevirke Service Centre building to meet the National Building Standard of 34%. To ensure a safe environment for staff and the public.

Overall Status: The building consent has been granted and staff relocation has occurred. Customer services have moved to the Business Network building. Civil works are in action.

Time Status: Project to be completed July 2022.

Risk Status: Potentially supply chain challenges (all ordered). Covid-19 ramifications.

Next Steps: Civil works began January 31 2022. Civil works to continue until completion.



Pahiatua Service Centre Earthquake Strengthening

Purpose: To improve the seismic strength rating of the Pahiatua Service Centre building to 50% of the National Building Standards. To ensure a safe environment for staff and the public.

Overall Status: The building consent has been granted and staff relocation has occurred. Customer services currently based within the Pahiatua Library.

Time Status: Project to be completed May 2022.

Risk Status: Potentially supply chain challenges (all ordered). Covid-19 ramifications.

Next Steps: Civil works began January 31 2022. Continuation of civil works until completion.

Libraries Tararua

The Dannevirke Library team has been split into two operational teams for Business Continuity Purposes.

The Library Book sale went ahead this month – with modifications to ensure it met the guidelines. Takings were down on the previous sale which can be attributed to people acting cautiously as Covid-19 Omicron spreads.

The Outreach Librarian attended 2 Hui as part of the New Zealand Libraries Partnership Programme. This Programme wraps up in June 2022 with our secondments ending in May.

The Senior Librarian continues to cover at Woodville Library/Service Centre until such time as new appointments have been trained.

New appointments

This month the library has welcomed two Customer Services Librarians. Grace Carkeek and Peggy McConnell have been appointed to roles vacated recently in Woodville and Pahiatua.

Library Strategy

A team of three has been working together to provide information needed for the Super Consultation Round 2.

One team member has recently completed training in evaluation for libraries through the New Zealand Libraries Partnership Programme. This is a good opportunity for practicing the theory. Staff intend to introduce evaluation of all of these programmes as part of the commitment to continuous improvement.

Programmes

Under the current conditions of the Covid Protection Framework, the majority of library programmes are on hold.

Four volunteer led programmes are running under strict adherence to hygiene measures. One is the new Book Club at Eketāhuna Library and Service Centre, the Woodville Book Club, and two are the knitting groups at Dannevirke and Woodville. All participants follow the appropriate protection measures.

The new book club attracted 6 people to its first meeting. 6 people also attended the Woodville Book Club.

Four Skinny Jump modems have been issued to members of the public. This is the programme that provides households who met the criteria with a modem and access to cheaper broadband.

Branch news

The Pahiatua Service Centre team have settled into their new area at the Town Hall/Library. The arrangement is working well for both teams.

Both Library/Service Centres have been busy with rates payments this month.

Planning for next month

Staff will be promoting Library Membership with a draw for all new members to enter in the month of March.

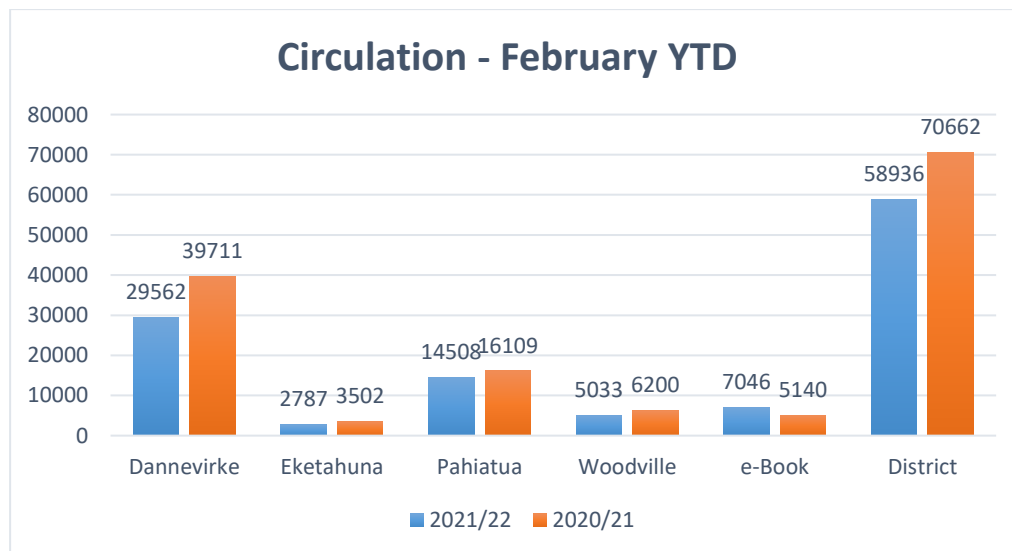
Displays in all the branches will be refreshed.

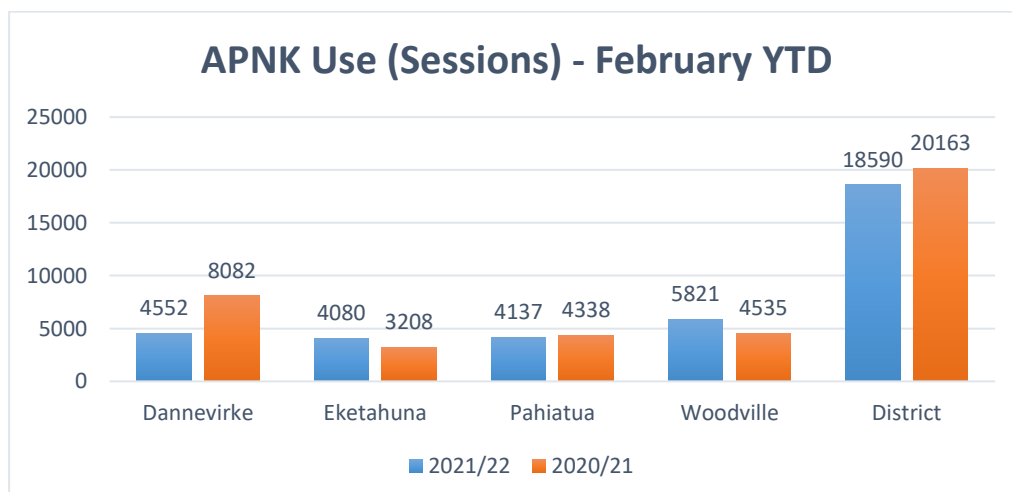
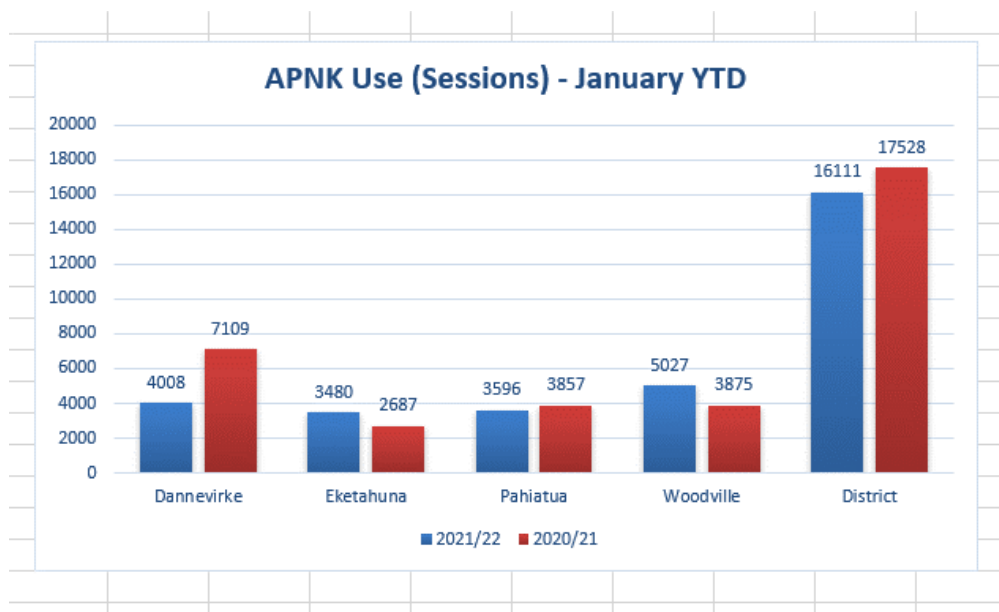
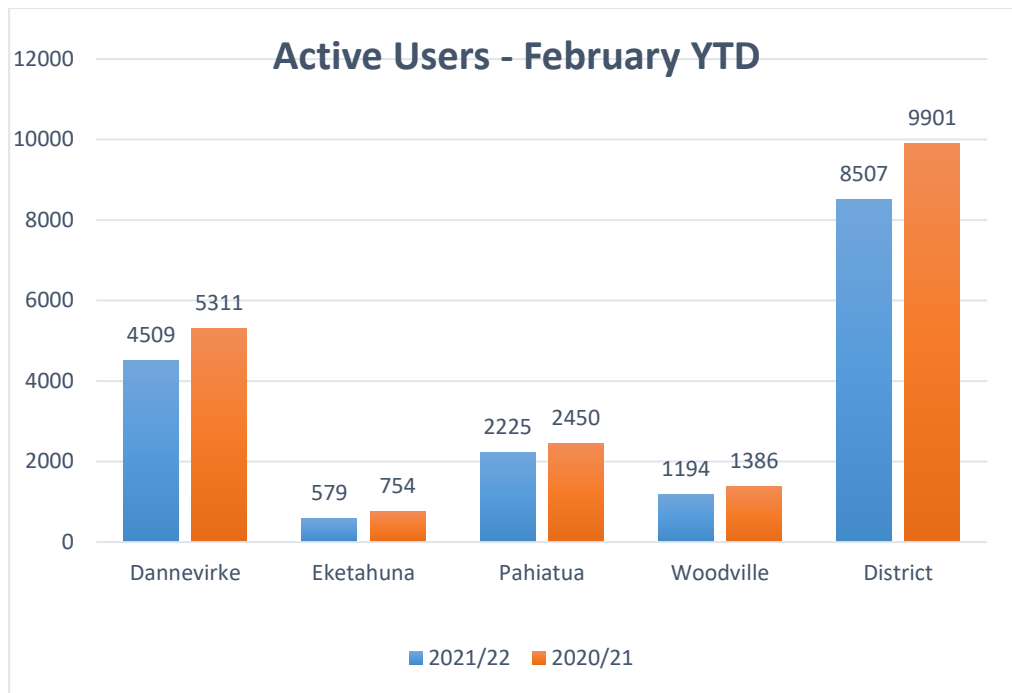
A digital theme for the School Holidays will be modified to allow staff to run it on a 'click and collect' basis as previous programmes have been run since the pandemic began.

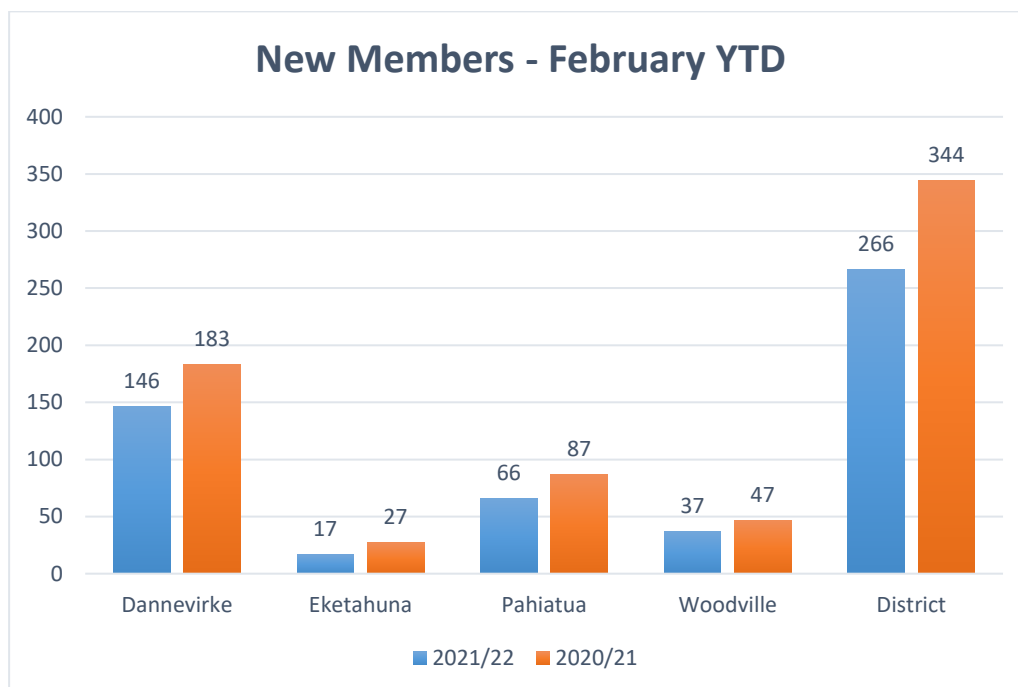
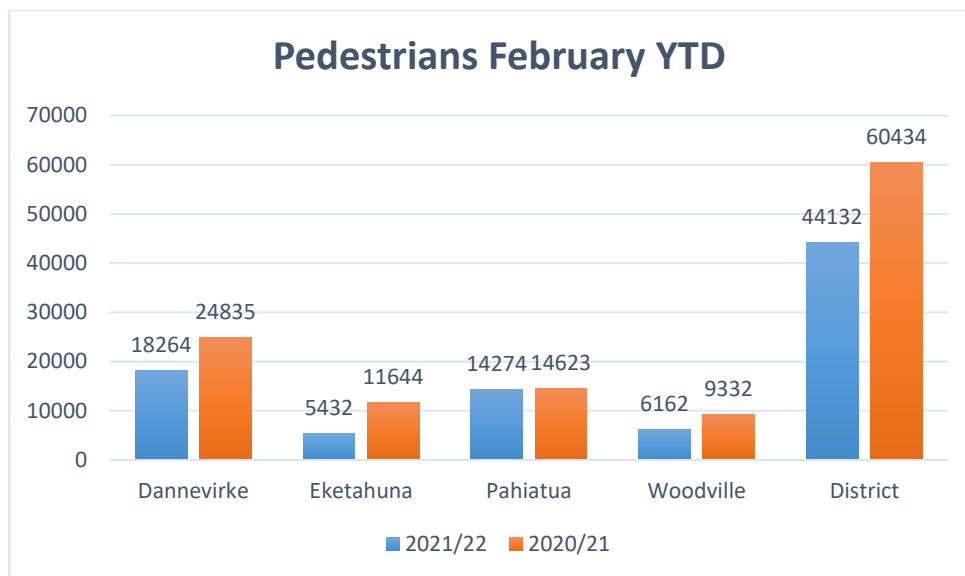
A new application for funding from the Eastern & Central Community Trust is being prepared.

Statistics as at 28 February 2022

NB: There are two months of APNK statistics due to their unavailability in January.



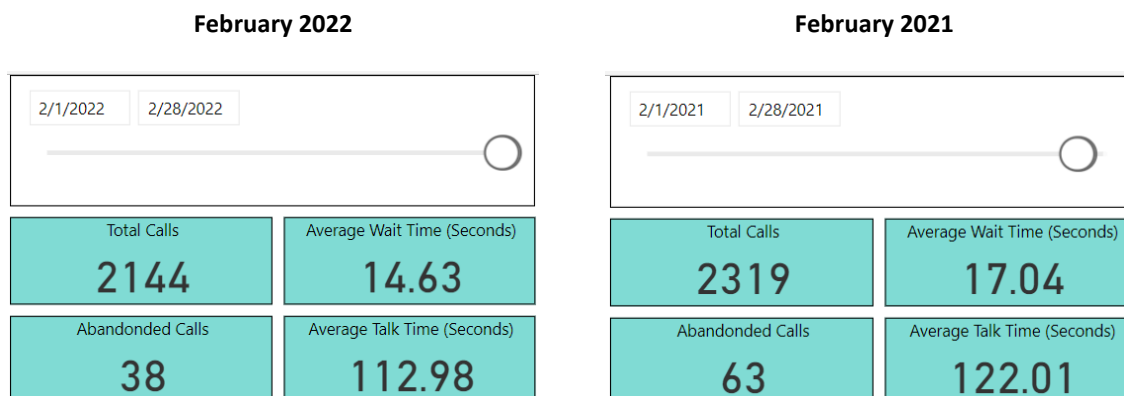




Customer Services

Statistics

Phone Statistics



Call volume is down compared to the same time last year however CRM's are up. This could be due to people using the webpage to find information and reporting faults via Free apps, Report it on webpage and emails to the Council info box.

Method CRMs received - 2022	Method CRMs received - 2021
Phone – 630 Email (includes apps, internet) – 55 In person/at counter – 48 Internal – 11 Other - 1	Phone – 519 Email (includes apps, internet) – 37 In person/at counter – 34 Internal – 4 Other - 1

Total CRMs entered February 2022 – (745)	Total CRMs entered February 2021 – (595)
Top 5 categories: Noise Bass/Stereo/Radio/Tv (2 nd call) – 44 Water Leak – 42 Noise Bass/Stereo/Radio/Tv (1st call) – 37 Building Pack requests – 35 Water Toby Leak - 29	Top 5 categories: Noise Bass/Stereo/Radio/Tv (2 nd call) – 48 Noise Bass/Stereo/Radio/Tv (1st call) – 35 Water Toby Leak – 28 Rural Grading - 26 Building Pack requests – 21 Illicit Dumping - 21

Summary

The community is very active in reporting water leaks which is excellent (including 9 calls for the leak outside BP Dannevirke). A number of noise calls is a single person calling multiple times.

Currently working with projects investigating Council's options to join SnapSendSolve and/or Datacom Antenno (Antenno gives council the option of sending messages out, such as emergency water shut down notices, rates or dog registration time).

Staff changes – Fixed term contract ended early due to a team member on parental leave. Another team member was successful in gaining one of the recently advertised Building Admin roles. Yet to advertise for their replacement/s. Very grateful to those picking up the extra shifts and workloads.

Front counter training for the Executive Leadership Team and other staff on hold due to staff shortages and people working from home.

Economic and Community Development

Community Development

Funders

Mark met with the Department of Internal Affairs (DIA) in Hawke's Bay to advance funding opportunities for Norsewood.

Colin met with DIA (Palmerston North) and Explore Pahiatua to advance funding discussions for Pahiatua around Carnival Park, the community garden and early investigations for the new swimming pool.

DIA continue to work with Woodville Districts' Vision on their four community projects.

Community Engagement

Mark attended the Norsewood Promotion meeting to hear about changes to their 150th Anniversary celebrations.

Colin met with Pahiatua Railcar to discuss future funding avenues available to develop the railcars and seek a semi-permanent cover for the railcars to over winter under.

Economic Development

District and Town Signage

Angela and Toni have been working with Tararua Alliance regarding the installation of the town signs.

The district entry signage was installed on Wednesday 17 March in Norsewood and Eketahuna.



Mayors Taskforce for Jobs (MTFJ)

MTFJ supported applicant numbers continue to grow and are on target to exceed the required 50 NEETS (*Not in Employment, Education or Training*) into work. The alternative careers expo is progressing well with four careers kiosks being installed into schools and libraries through the district on a shared rotation over the next twelve months. The kiosks are expected to be installed into their first locations in the first few weeks of April 2022.

Lindauer Trail

Work on the feasibility study with WSP has been presented to the Mayor and Councillors with next steps being considered.

Naenae Road

Council has had an offer of work on the Naenae Track, which utilises a paper road at the end of Naenae Road. Council is considering the offer alongside considering the need to develop a policy for paper roads.

Business Support

Colin and Mark held an introductory discussion with a Palmerston North based HR business around offering a service in the district.

Central Economic Development Agency (CEDA)

Colin met with CEDA staff in Palmerston North and Woodville to discuss the Regional Business Partner Network (RBP) programme, Business mentor/mentee programme and RBP Maori Business Engagement programmes to help agree next steps in the district.

Te Apiti

Colin joined the Te Apiti Gorge project team to discuss Ferry Reserve. A formal meeting from this was held at Ferry Reserve to understand present projects and future aspirations. The meeting was held with staff from Horizons Regional Council, Department of Conservation and the Woodville Domain Board.

Accelerate25

The Economic Development team met with Craig Nash from Accelerate 25 for an introductory workshop about the potential development of a cider industry in Tararua District.

Right Tree Right Place

Mark met with Hawke's Bay Regional Council regarding the Right Tree Right Place project. They are currently surveying farmers about their project, and it was agreed they would present to the Economic Development and Marketing Committee once the responses are finalised.

Communications

General Business

Business as Usual

Council's Bush Telegraph page has undergone a major change, not only in how it looks but also to its content. The communications team has been ensuring the content reflects current affairs in the Tararua district.

In recent weeks the team have focussed on developing a range of articles focussing on ensuring accurate information about water restrictions and Council's water infrastructure to dispel misinformation circulating in the community. Staff have also been using more water education infographics with practical tips on how to reduce water usage.

The team has also been collaborating more with Customer Services to establish what the community is enquiring about through them. Staff are then able to cover topical issues in the Bush Telegraph and on social media. It is hoped that this approach will reduce visits and calls to service centres. Council are also experiencing an increase in the reporting of CRM's via social media, which are then referred to Customer Services to load as a CRM.

Other communications work:

- Putting out Precautionary Boil Water Notices for Eketāhuna.
- Putting out communications to reduce water restrictions in Pahiatua.
- Writing: Looking after our spaces and places.
- Dealing with Media Enquiries on the extraction of gravel from the Mangahao River – Mangatainoka.
- Liaison with MidCentral Health about COVID-19 updates which are put out.
- Continuing liaison with Council teams to update the logo on Council documents and facilities.
- Assisting other departments to change or adapt Council forms.

Projects

Water Treatment Plants

The communications team is continuing to support the projects team with updates on this project. A scheduled update is booked in for 28 March 2022.

Local Government Elections 2022

Collaboration with neighbouring councils on a common theme for the upcoming local elections has been proceeding well.

Super Consultation Round 1

Round 1 of the Super Consultation was completed on 2 March 2022. There were 203 submissions across 3 of the 4 topics. The team has put out closing comms and included a small promotion of the Super Consultation Round 2.

Super Consultation Round 2

Preparation of the second round of Super Consultations has commenced. The second round of Super Consultation will take place from 4 April with a submission cut-off date of 6 May 2022. The main Super Consultation document will shortly be ready for printing and subsequent dissemination.

Key topics for the next round are:

- **Topics**

- District Strategy emerging themes
- Annual Plan 2022 - 2023
- Housing Strategy
- Dog Control Policy and Bylaw
- Gambling Venue Policy
- Library Strategy
- Water Supply Bylaw

- **Venues**

- Wednesday 6 April, 9am to 12pm Pahiatua Town Hall
- Monday 11 April, 1pm to 4pm Woodville Sports Stadium
- Tuesday 12 April, 1pm to 4pm Eketāhuna Community Centre
- Thursday 14 April, 1pm to 4pm Norsewood War Memorial Hall
- Tuesday 19 April, 1pm to 4pm Dannevirke Christian Fellowship Hub
- Thursday 28 April, 1pm to 4pm Pongaroa War Memorial Hall

Huarahi Tūhono – Weber to Wimbledon (Route 52 Upgrade)

A community information evening is to be held on Friday 18 March 2022 from 5pm to 8pm at the Wimbledon Tavern to provide an update on Huarahi Tūhono. The communications team, the Mayor, some councillors and Tararua Alliance representatives will be in attendance.

Items of Interest

Council Website

Council's revamped website has been online for over 5 months. Continual updates to pages are being made based on feedback from residents, customer services and subject matter experts.

The communications team has received 23 website feedback forms in the past 4 weeks (17 February 2021 – 17 March 2022).

Tararua.com Website

Work has been done in migrating the existing tourism site over to the new web platform. No content changes are being made yet, but a full review of this site will commence over the coming month.

Social Media Observations

Council is beginning to see an increase of customer requests being received through its Facebook channel. This is likely due to the social preference shift to online mechanisms as a result of how Covid-19 has impacted how people engage with each other. Enquiries received through social media are managed as per the normal customer request process.

Water Conservation and Restrictions

The communications team are continuing to support the utilities team with the focus on water conservation:

- Initiating a water savings photograph competition
- Designing and producing new Water Restriction Exemption and Private Water Source signage for property owners
- Updates on information on water levels, water take etc.
- Water saving tips and statistics in the Bush Telegraph
- Updates thanking the district's communities for their water saving efforts

On 4 March 2022, Tararua District Council decreased water restrictions in Pahiatua to Alternate Evening Restrictions due to a steady reduction of water use thanks to the amazing effort by the community.

This was communicated through the following channels:

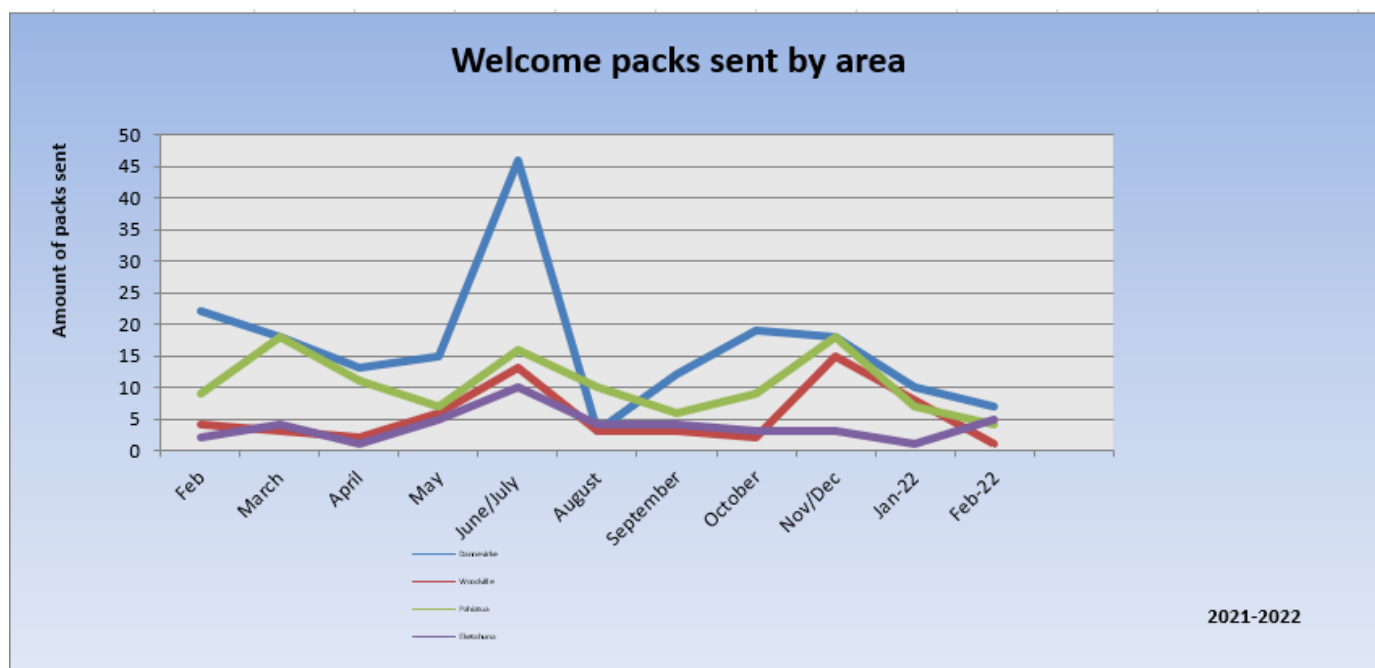
- Facebook
- Website
- Local Radio
- Email
- Posters
- Signage

All other water supplies remained at the same water restriction level.

Tararua i-SITE Visitor Information Centre

Welcome Packs

There were 17 packs sent out during February 2022, 8 of these were sent to purchasers outside the Tararua District.



Creative Communities NZ - Local Grant Scheme

Applications for funding grants are now open and close early April. Including a one-off Covid funding top up and the second funding grant instalment the amount remaining available for this financial year is \$21,742.87.

Rack Cards

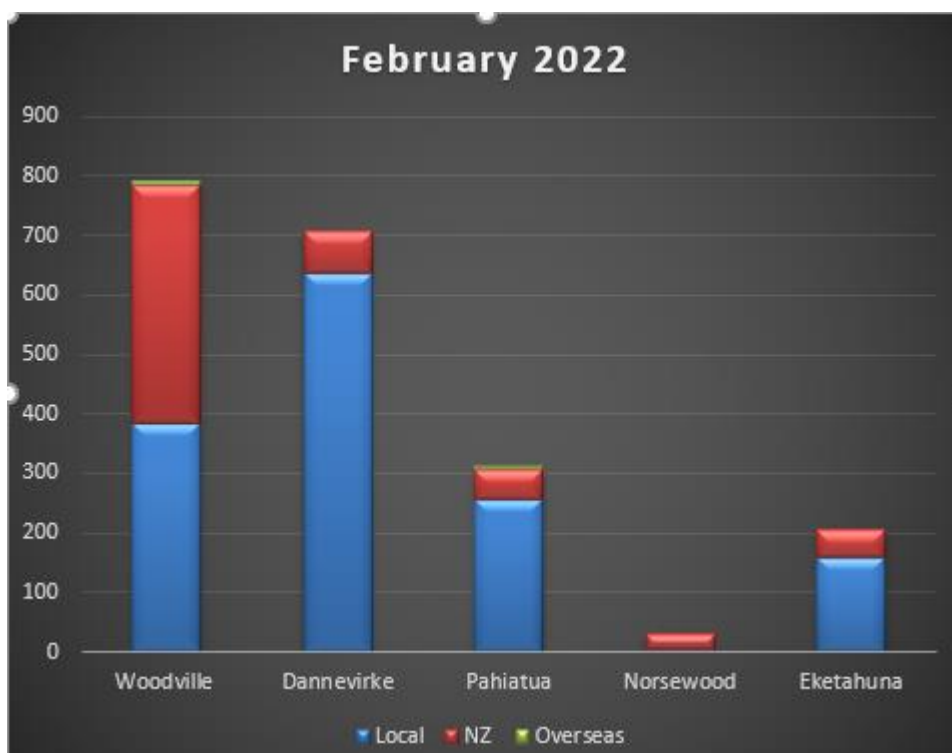
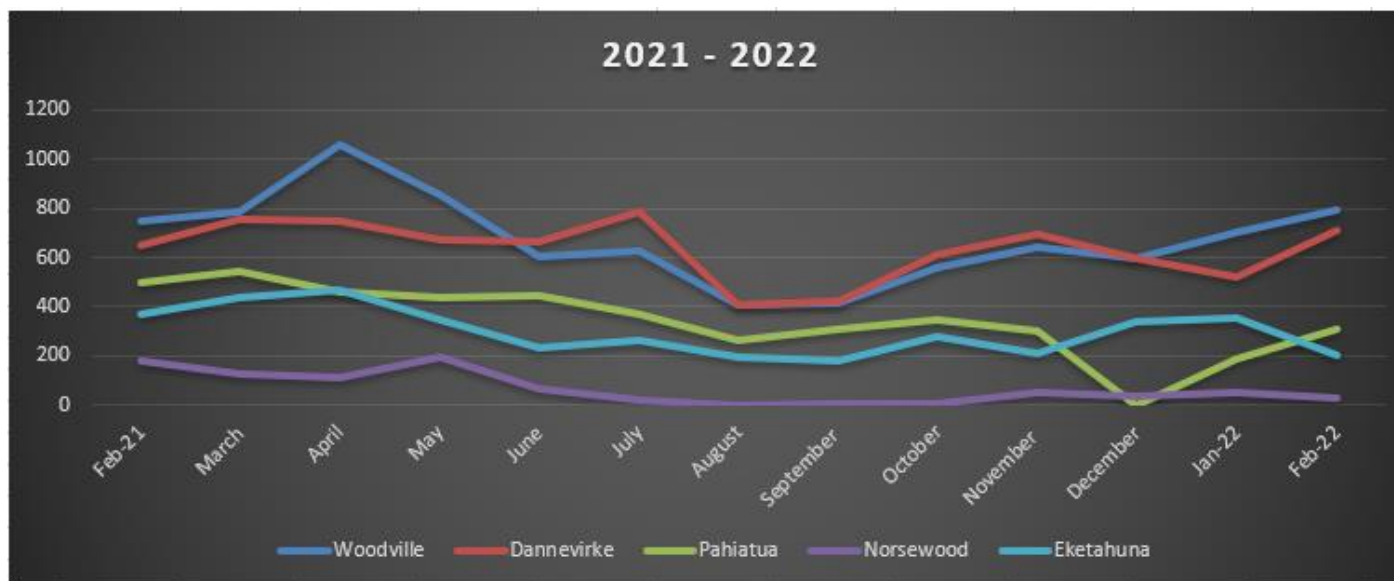
New rack cards were organised and printing with assistance with design was given to:

- The Vikings Haul
- Norsewood Museum
- Brown Trout Motel
- Wimbledon Tavern
- Digital Spaces
- Art & History Galleries

Ferry Reserve

Campers have called in and booked into the Woodville campground, they wanted to say that they had stayed at Ferry Reserve over the weekend, and to convey to Council that Ferry Reserve is beautifully kept and a credit to Tararua District Council.

Tararua i-SITE and Information Centre statistics February 2022



DigitalSpaces – Tararua Digital Hub

February has been another quiet month for DigitalSpaces. DigitalSpaces activator had a zoom call with Tararua Collage regarding the Young Enterprise Scheme, the college was keen to get on board and were going to present it to the students.

The next DigitalSpaces funding milestone is not due until December 2022 (24-month review).

February's training session was held with Robyn Young from Robyn Young HR, we had 4 people attend the training session on Covid-19 and employment. Small group businesses were able to get the quality time to ask questions relating to their business.

With the wave of Covid-19 the DigitalSpaces Activator reached out to the museums and art gallery's within the district to promote the Air B&B online experience. This is where tourism businesses can sell experiences such as a one-on-one guided digital tour of their premise without having people enter the business.

People and Capability Group

Human Resource Management

Staff Movements from 11 February 2022 to 18 March 2022

Recent Appointments:

Role	Contract Type	Effective Date
Tararua Alliance Administrator	Permanent	21 March 2022
Building Administrator	Permanent	21 March 2022
Building Consents Administrator	Permanent	21 March 2022
Financial Accountant	Permanent	28 March 2022
Building Records Administrator	Fixed term	23 May 2022
Project Coordinator	Permanent	4 April 2022
Project Manager	Permanent	27 April 2022

Resignations:

Role	Effective Date
Project Manager (Tararua Alliance)	16 March 2022
Team Leader Animal Control	18 March 2022
Health & Safety Coordinator	15 April 2022
Building Officer	29 April 2022

Current Vacancies:

Role	Recruitment Stage
Facilities Operations and Contracts Officer	Interview stage
Economic & Community Development Advisor	Interview stage
Internal Communications Officer	Interview stage
Solid Waste Manager	Interview stage
Water & Wastewater Operations Manager	Interview stage

Role	Recruitment Stage
Customer Services Librarian	No suitable applicants
Financial & Management Accountant (Fixed term)	Advertised
Tararua Alliance Engineering Opportunities (Civil Engineer, Engineering Surveyor, Engineering Technician)	Advertised
Procurement Officer	Advertised
Team Leader Building Services	Advertised – long term

Strategy and Climate Change

Information Services

Supply chain continues to cause significant delays for the purchase of computer equipment.

In one instance, equipment (screens) ordered in October and expected to arrive in February has been further delayed until July (8-9months).

Fortunately, another supplier will be able to provide some stock.



Duty Roster

After advertising internally for expressions of interest an Emergency Management weekend duty roster has now been appointed. This roster will operate every Friday at 5.00pm until Monday 8.00am. These officers will monitor any events that maybe occurring within the district. On the weekend duty roster is Pete Sinclair, Steve Dunn, Blair Rogers, and Kendall Anderson. Pete Sinclair will cover every weekday and weeknight.

Emergency Management Response and Welfare Groups

First, I'd like to welcome Steve Dunn back to Council. Steve has also agreed to take up the position of Tararua District Council Emergency Management Welfare Manager and will chair the Welfare Group quarterly meetings. With Steve's experience as a welfare manager at a regional level will be hugely beneficial to Council's Emergency Management team.

Two meetings have been held under the new split of the Emergency Management Groups, those being Emergency Management Response Group and Emergency Management Welfare Group. This is to enable the smaller groups to talk and plan more specifically about their various roles within response and welfare in an emergency event. Those represented on these groups are:

Response - Council Emergency Management, Horizons Emergency Management, Police, Fire, St John, Ngāti Kahungunu ki Tāmaki nui-a-Rua, Rangitāne o Tamaki nui-ā-Rua, Tararua Alliance, National Emergency Management Agency, Scanpower, PowerCo, MidCentral Health

Welfare - Council Emergency Management, Horizons Emergency Management, Police, Fire, St John, Ngāti Kahungunu ki Tāmaki nui-a-Rua, Rangitāne o Tamaki nui-ā-Rua, National Emergency Management Agency, MidCentral Health, Tararua Health Group, MPI, Tararua Rural Support Trust, Community Civil Defence Groups, Community Boards, Bupa Elderly Care, Tararua REAP, MSD, Oranga Tamariki.

Covid-19

As known COVID-19 has now hit the district's communities with numerous cases reported. While it is unknown when Tararua district will hit the peak before this number of cases decline everyone needs to take extra precaution to keep themselves and whanau safe to cause minimal impact on the delivery of services to the community. Emergency Management has been successful in obtaining supplies of Rapid Antigen Tests for staff to use should they think they are symptomatic or if they think they have become a close contact of a positive Covid-19 case. Council also have been maintaining a good supply of masks and sanitiser. The Emergency Management Officer along with Mayor Tracey Collis have also been attending regular District Community Covid-19 Hub meetings coordinated by Tararua Health Group.

Training

Covid-19 has seen a number of courses cancelled or postponed in the last three months. A number of Council staff were scheduled to go onto an overnight regional exercise in February, but this has now been postponed until later in the year.

With several new staff recently started a plan is being worked on to get these staff through their foundation course and intermediate course as soon as possible.

Attachments

Nil.