



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting of

Council

at the

**Council Chamber, Council HQ
20 Thames Street, Oamaru**

at

9am, Wednesday 30 November 2016

***In the interests of the environment and to help reduce photocopying costs,
please bring your Council agenda with you to the meeting***

www.waitaki.govt.nz

Waitaki District Council Meeting

9am, Wednesday 30 November 2016

Council Headquarters, Council Chambers
3rd Floor, 20 Thames Street, Oamaru

Apologies

Declarations of Interest

	Page
1. Public Forum	
2. Confirmation of Minutes	
• Extraordinary Council 9 November 2016	4-7
3. Mayor's Report (to be tabled)	
• Memorandum and Recommendation	8
4. Chief Executive's Report	
• Memorandum and Recommendation	9-14
5. North Otago Irrigation Company Limited (NOICL) Annual Report	
• Memorandum and Recommendation	15
6. Food Act 2014 – Fee Consultation	
• Report and Recommendation	16-32
7. Adoption of the Annual Dog Control Policy and Practices Report	
• Report and Recommendation	33-40
8. Waitaki District Council - Final Committee Structure	
• Report and Recommendation	41-45
9. Meeting Schedule 2017	
• Report and Recommendation	46-61
10. 2017/18 Annual Plan: Process for deciding engagement and consultation	
• Report and Recommendation	62-67
11. Dividend Allocation	
• Report and Recommendation	68-71
12. Rural Water Scheme Consumer Subcommittees	
• Report and Recommendation	72-75
13. Historic Precinct Concept 2016	
• Report and Recommendation	76-82

"That the public be excluded from the following parts of the proceedings of this meeting, namely items 14 and 15.

The general subject of each matter to be considered while the public is excluded; the reasons 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded:	To protect the privacy of natural persons.
• Confirmation of Public Excluded Minutes – Extraordinary Council 9 November 2016	Section 48(1) (a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).
• Oamaru Bridge Club	To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations).

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the 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 holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

- | | | |
|----------------|--|-------|
| 14. | Confirmation of Public Excluded Minutes | |
| | • Extraordinary Council 9 November 2016 | 83-84 |
|
15. |
Oamaru Bridge Club | |
| | • Report and recommendation | 85-94 |

Waitaki District Council

Extraordinary Council

Minutes of a meeting of the Waitaki District Council held in the Council Chamber, Council HQ, 20 Thames Street, Oamaru at 9.00am on Wednesday 9 November 2016

Present	Mayor Kircher (Chair), Crs Tavendale, Dawson (apology for lateness), Holding, Hopkins, Kingan, Percival, Perkins, Wheeler and Wollstein
Apologies	Cr Dawson (Apology for lateness), Crs Garvan and Kingan
In Attendance	Mr Ross (Chief Executive) Mr Jorgensen (Assets Group Manager) Mr Hope (Chief Financial Officer) Mr Roesler (Policy & Communications Manager) Mrs Finnerty (Acting Committee Secretary)

Declarations of Interest

There were no declarations of interest.

1. Apologies

RESOLVED
WDC16/309

Crs Tavendale/Wollstein
"That an apology for absence be received from Crs Garvan and Kingan and an apology for lateness be received from Cr Dawson."

CARRIED

2. Confirmation of Minutes

RESOLVED
WDC16/310

Crs Hopkins/Wollstein
"That Council confirms minutes of the 26 October 2016 Council meeting."

CARRIED

9.06am Cr Dawson joined the meeting

3. Assets Group Activity Report

The purpose of this memorandum is to inform the Council about the activities of the Assets Group.

RESOLVED
WDC16/311

Crs Tavendale/Hopkins
"That Council receives the information."

CARRIED

4. Regional Transport Committee Meeting Update

The purpose of this memorandum was to present information on the actions and matters arising from the recent Regional Transportation Committee meeting held in Balclutha on 6 September 2016, and attended by Cr Guy Percival and Michael Voss.

RESOLVED

WDC16/312

Crs Hopkins/Percival

"That Council receives the information."

CARRIED

5. Community Services Group Activity Report – Period Ending 21 October 2016

The purpose of this memorandum is to inform the Council about the activities of the Community Services Group.

RESOLVED

WDC16/313

Crs Dawson/Tavendale

"That Council receives the information."

CARRIED

10.03am Cr Percival left the meeting

6. Chief Financial Officer Update – November 2016

This memorandum provides an update to Council on various finance related matters.

RESOLVED

WDC16/314

Crs Hopkins/Wollstein

"That Council receives the information."

CARRIED

10.18am meeting adjourned, 10.38am meeting reconvened

7. Financial Report – Period 3/Quarter 1

This financial report covers the first quarter of the 2016-17 financial year, and shows that Council has made a strong start to the year. All activities are operating close to or better than budget for the first three months and expectations, both in terms of revenue and expenditure, are for this to continue.

10.39am Cr Wollstein rejoined the meeting

10.40am Cr Percival rejoined the meeting

RESOLVED

WDC16/315

Crs Tavendale/Holding

"That Council receives the information."

CARRIED

8. Warrant of Appointment

RESOLVED

WDC16/316

Crs Hopkins/Tavendale

"That Waitaki District Council hereby appoint **Darryl Healy** as:

- a) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular, but not limited to, the following powers:
- i) Avoid, Remedy or Mitigate Adverse Effects (s17);
 - ii) Acquire Information (s22);
 - iii) Issue an Abatement Notice (s322);
 - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
 - v) Issue an excessive noise direction (s327);
 - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
 - vii) Take preventative or remedial action (s330);
 - viii) Enter for survey (s333);
 - ix) Seize property (s323) & (s328); and
 - x) Return property (s336).
- b) An 'Enforcement Officer' under Section 32 of the Freedom of Camping Act 2011 with authority to exercise all the powers of an Enforcement Officer under the Freedom of Camping Act 2011, and in particular, but not limited to, the following powers:
- i) Issue infringement notices for offences (s27);
 - ii) Require certain information (s35);
 - iii) Require certain persons to leave area (s37); and
 - iv) Seize or impound certain property (s37)."

CARRIED
AGAINST Cr Percival

RESOLVED
WDC16/317

Crs Wollstein/Hopkins

"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Minutes – 26 October 2016
- Sale of Endowment Land
- Sale of Land (Kurow)
- Sale of Land (Pukeuri-Oamaru Road)
- Council Controlled Organisation - Director Appointment

CARRIED

"The general subject of each matter to be considered while the public is excluded; the reasons 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded:	
<ul style="list-style-type: none"> • Confirmation of Public Excluded Minutes – 26 October 2016 • Sale of Endowment Land • Sale of Land (Kurow) • Sale of Land (Pukeuri-Oamaru Road) • Council Controlled Organisation - Director Appointment 	<p>To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).</p> <p>To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations).</p>

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the 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 holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

Refer to Public Excluded Minutes

RESOLVED
WDC16/323

Crs Hopkins/Wollstein

"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

CARRIED

There being no further business the Chairman declared the meeting closed at 11.47am.

Confirmed on this day, 30 November 2016 at Waitaki District Council Chambers, Oamaru.

Mayor Kircher

COUNCIL



Mayor's Report

To be tabled

Waitaki District Council

Memorandum

From Chief Executive

Date 30 November 2016

Chief Executive's Report

Recommendation

That Council receives the information.

Purpose

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 26 October 2016. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO for 2016. These reflect our six key community outcomes. A number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks.

1. Affordability

Annual Plan

This process is underway for our 2017/18 budget and work has already started with budget holders. There is a report to this meeting on our Annual Plan timeframe and consultation process. A workshop is planned for 14 December 2016 and we expect decisions on the Draft Annual Plan to be made available in mid-February.

Managing our Internal Debt

This is being managed and reported by our Chief Financial Officer at the Finance, Audit and Risk Committee (FAR) meeting. A workshop was held with Councillors earlier this month where a number of options for dealing with the Internal Debt and with Endowment Reserves were discussed. Further options will be developed and brought back to Council for your consideration.

Manage Investments

Our cash investments and their returns are reported on at the FAR meeting.

3. Opportunities for new and existing businesses

Regulatory Services

The building team have reluctantly farewelled Kevin Piper. Kevin was one of our new recruits who joined us earlier in the year. He was approached by his former employer Auckland Council and has moved back to Auckland. This leaves us short-handed in the Building Team and we have immediately commenced a recruitment process to try and replace him.

Replacement of Building Inspectors is a challenge. South of the Waitaki River there are currently 26 vacancies for building inspectors. At this early stage we have not got a suitable pool of candidates to recruit from so this vacancy will take some time to fill.

Ministry of Business, Innovation and Employment (MBIE) are in the office this week at our invitation, working with the building team to complete an informal audit on our Territorial Authority functions such as building warrant of fitness and notices to fix. They are also supporting our drive to lift performance by reviewing our Building Consent Authority (BCA) functions to identify areas of priority prior to the International Accreditation NZ (IANZ) audit next June. We appreciate MBIE taking this opportunity to assist us and we look forward their feedback.

Property

The property team are continuing to work on the sale of land and property. There have now been seven sections sold in our Omarama Subdivision leaving only four unsold – one with negotiations underway. As you can see, interest in these sections has certainly picked up over the last few weeks and at this rate all of these could well be sold by the end of the summer.

Alps 2 Ocean

I attended a Joint Committee meeting and Shareholder meeting in Omarama on 27 October. At the same time I met with Tourism Waitaki and representatives of the Mackenzie District Council to discuss product development and joint marketing opportunities. Following this we had a meeting with all the operators involved with the trail.

Quality Accommodation

There has been interest in the development of quality accommodation within Oamaru and work is continuing with interested parties on this. We are about to advertise for expressions of interest for the site on the Marine Parade Esplanade adjacent to McKeown & Graham. Two parties have expressed interest in this site.

Encourage Business growth in Waitaki

Select Contracts work on the zip line proposal is now well advanced and we are hoping to receive their report prior to Christmas. We met with them on 16 November to discuss their draft report and progress to date. We have yet to receive the business case financials.

Tourism Waitaki are also well advanced on their Harbour Precinct attraction.

Business Visits

25 October	Laser Plumbing
21 November	Rooney Earthmoving Ltd.

5. Our Distinct Environment is Valued

District Plan Review

Workshops have been held regularly with Council on the review. At our recent strategic planning session the idea of having another round of community workshops was raised. I discussed this with Mike Searle who stated that he had the original records of those meetings which were held in all the major communities in the district. I suggested that these be shared with the Community Board's initially so as they could review the feedback received, as we suspect that many of the ideas and concepts raised at those meetings may well be just as relevant today as they were back then.

Shag Point Reserve

Many thanks to Jane Matchett who has just been given credit for an initiative at Shag Point which I have just heard from a member of the community. An extract from her email is included below:-

"For a year now Jane has been collecting seeds from the surrounding area and growing them on. Yesterday (Sunday) we organised a Reserve working bee to plant these along with several other trays of natives that had been donated. A good group of residents turned up and lead by Jane we had a very successful planting bee and planted more than a hundred plants with shelters to enhance the area which is becoming more and more popular with tourists.

Jane did all the seed collecting and plant growing and the working bee outside of her regular job hours and the public relations for the council/community relations are immeasurable, if you have an award for star of the week then we suggest she definitely deserves it."

6. We Maintain a Safe Community

Health and Safety

The position of Health & Safety Officer has been filled. Colleen Myers joins us on Monday 5 December 2016 and will be working both with both Council and with the Waitaki District Health Services Company on enhancing our Health and Safety practices and procedures.

7. Other

Civil Defence Event – the Kaikoura Quake

Following the 14 November earthquake event I have taken some time to talk to those involved to build a picture of how our Council performed in its operational and community guidance roles under the new Regional Civil Defence Emergency Management (CDEM) structure. This has included conversation with our Group Manager Chris Hawker, Ewen Graham and our local staff involved.

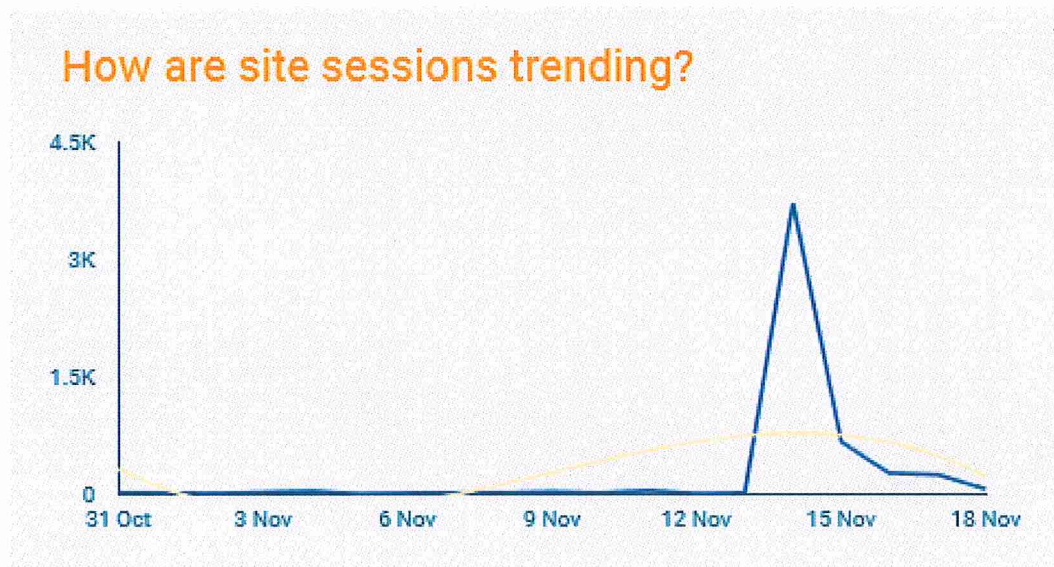
I am confident that operationally the processes undertaken were carried out effectively. Our local Emergency Operations Centre (EOC) was manned with a small number of staff, to meet the level of risk that our community faced at that time. That risk was low given the tsunami warning of 1 to 3 metres. Information was disseminated as it came to hand, through the formal CDEM channels. Local emergency services were mobilised and any members or visitors to our community that were identified in risk areas were evacuated by emergency services.

Councillors have given feedback that there were areas where we can improve our performance for our local community, particularly around the availability and timeliness of local information communicated, and the use and range of media available to us to achieve this.

As a result, we have developed a simple communication message (copy attached) to raise community awareness which we will publish this week in our local paper to:-

- provide clarity and direct people to the official information channels (one source of the truth);
- provide insight about the information provided during an event;
- provide some guidance as to how members of our community can take steps to keep themselves safe in such an event.

I have included below for your information a copy of the graph showing the huge increase in hits on our Emergency Management Otago website over the period of this event. It is our intention to ensure that this site is the one which becomes the main link for information in an official sense – and will be linked direct from our Waitaki District Council site.



Whilst there is a national focus on ensuring better communication processes are carried out in emergency events across the country, I do believe we need to re-engage with our community at a local level now to reassure them of our local preparedness. This activity will be an important part of the preparation of the new Civil Defence Regional Plan which is being updated early in 2017.

Waitaki Provides Support

Two of our local Civil Defence team have been asked to assist support our neighbours in Kaikoura and Hurunui. Elton Crane is currently in Kaikoura working in a Public Information support role. He flew by helicopter into Kaikoura on Wednesday and will be there until Sunday. The Emergency Operations Centre which is located in the new Kaikoura District Council offices operates from 7am to 9pm so they are long days. There are still no showers or flushing toilets working in Kaikoura. Ewen Graham is also working for the Canterbury Support team and is likely to be away until early next week.

Otago Civil Defence Re-Organisation

Our new Otago Civil Defence organisation commenced on 1 November. Along with other Otago councils in a review and restructure process of the provision of Civil Defence and Emergency Management in Otago. As a result of this process, Civil Defence has become a new shared service and will be managed and run from Otago Regional Council HQ under the leadership of Civil Defence Regional Manager Chris Hawker. This has meant that our two

positions (1.5 FTE's) have transitioned to be employed by ORC. Ewen has accepted a role in the new group and is positive about this change. Regrettably however, the position of Manager, Emergency Management was disestablished and replaced with a full time Emergency Management Officer. Jane Lodge decided not to apply for this position in the new organisation so her employment and involvement in Civil Defence has now finished and she is no longer working for us. Her farewell was held last week at the EOC.

Governance Support

The new Council are settling in with induction sessions being held. More recently we have done a Ward tour in the Ahuriri and included in our itinerary a familiarisation tour of the northern part of that ward travelling up the valley to Lake Ohau. On day two, following planning sessions at Lake Ohau Lodge, we visited Falstone Camp to see recent developments there, including the removal of the Kingdom Come film set. On the way back down to Oamaru we followed the Alps2Ocean Trail as much as it was possible in a bus.

Oamaru Library Re-Structure Process Underway

As part of our project to introduce RFID (Radio Frequency Identification) for our book issues and returns at the library we are starting a process which will result in a few changes at the library and will ultimately result in the library layout being altered to better suit the new needs of our community. We expect this process to be complete by the end of the first quarter of next year.



8. Council Controlled Organisations

Omarama Airfield Limited

The airfield company is undertaking a review of its strategic direction and is holding a number of workshops to discuss ideas and opportunities with key stakeholders.

The second of these was held on November 18 and was attended by 27 people being a mixture of Omarama residents and glider pilots competing in the South Island Regional Competition. The feedback was positive with some constructive ideas being offered for the continuing development of the airfield and an agreement from the participants as to the importance of the airfield to the Omarama community.

The Omarama Airfield Limited Board is also progressing the company's health and safety responsibilities and is currently putting in place a work stream to implement its health and safety plan. The most immediate requirements identified in the plan are now in place and the next step is to engage with airfield users to ensure that all parties understand and have provided for their obligations under the act.

Whitestone Contracting Limited

A session with the senior management teams of the two organisations, along with an independent facilitator Dominic Moran, met at the Opera House on Friday 28 October. It was a positive session with a number of suggestions made as to how we could work more closely together in the future. This is likely to result in further such sessions being arranged.

I last met with Whitestone Chief Executive Glenn Campbell to discuss the above meeting and to review company progress year to date on Thursday 24 November. Part of the discussions focussed on Health and Safety (H&S) and the implications and responsibilities that Council has to ensure that the company is meeting its H&S requirements under legislation. Opportunities to standardise a form of reporting to Council will be explored for each of our Council Controlled Trading Organisations.

9. Meetings Attended

25 October	Otago Committee Trust
26 October	Council Meeting
27 October	Alps 2 Ocean – Joint Committee Meeting; Shareholder meeting & Summit, Omarama

28 October	Whitestone Contracting Limited
31 October	Canterbury Chief Executives Forum, Selwyn District Council
31 October	Waihemo Community Board meeting
1 November	Dougal McGowan
1 November	Ahuriri Community Board meeting
2 November	Executive Committee meeting (Informal)
3 November	North Otago Irrigation Company Board Meeting
7 November	Zone 5 & 6 meeting, Dunedin
9 November	Extraordinary Council Meeting
10 November	CDEM meeting, Alexandra
11 November	Otago Mayoral Forum, Alexandra
14 & 15 November	Councillors familiarisation tour, Waitaki Valley & Ohau
17 & 18 November	Rural & Provincial Meeting, Wellington
22 November	Met with Sally Jones – DoC Twizel Office re A2O and roading
22 November	Met with DoC Managers Andy Roberts, Dave Winterbourne and Sally Jones with Mayor Gary re various DoC matters which affect Waitaki.
23 November	Simpson Grierson, Waimate & Mackenzie District Councils, Waimate
24 & 25 November	Canterbury Mayoral Forum – cancelled at late notice – Christchurch.
24 November	Meeting with Glenn Campbell – Whitestone Contracting Ltd.



Michael Ross
Chief Executive

Attachment

Civil Defence Emergency – What you need to Know

Civil Defence Emergency

WHAT YOU NEED TO KNOW

Earthquakes, tsunamis, floods, storms ... being prepared and knowing how a particular emergency is unfolding will help us stay safe.

Following last week's earthquakes and tsunami warning there is still a threat of a tsunami should there be a large after-shock. Perhaps, then, it's a good time to review what happens before, during and after a civil defence emergency.

We endeavour to provide timely information that will keep you and your family safe, however, we ask that you also take your own steps to ensure your safety.

Official Communication Channels



Stay up-to-date with latest news and announcements by tuning into your local radio station, TV, website or social media channel

Official Website and Social Media



www.otagocdem.govt.nz
www.facebook.com/WaitakiDistrictCouncil

Take Action



If you believe your safety could be compromised please take action, eg self-evacuate/drive to higher ground. If possible, stay in touch with official updates (a transistor radio can be useful).

Be Prepared



There are simple steps you can take to be prepared for a civil defence emergency.

Visit www.otagocdem.govt.nz to find out how.

Natural Hazards in Waitaki



Tsunami



Floods



Earthquake



Storm



Landslide

Getting ready for an emergency is as easy as 1,2,3
Go to www.otagocdem.govt.nz to find out how

Waitaki District Council

Memorandum

From Chief Financial Officer

Date 30 November 2016

North Otago Irrigation Company Limited (NOICL) Annual Report

Recommendation

That Council receives the information.

Summary

As required by the term loan agreement, the North Otago Irrigation Company Limited (NOICL) has supplied their Annual Report to Council by 30 November.

Background

As part of the accountability provisions of the term loan agreement between Council and NOICL an annual report prepared to a specified standard must be supplied to Council by 30 November each year.

Discussion

In providing the report NOICL meets a key accountability of the term loan agreement. The report contains a positive result for the year and shows that the company is in a sound financial position prior to the start of the expansion project.

Robyn Wells, NOICL CEO will present the report at the meeting including a summary of the highlights for the year. Mrs Wells will also provide an update on the activities of the company over the last twelve months including progress on the expansion of the scheme. Mrs Wells will be available to answer any questions Councillors have.



Paul Hope
Chief Financial Officer

Attachment: North Otago Irrigation Company Limited Annual Report to 30 June 2016 (under separate cover)

Waitaki District Council Report

From Regulatory Services Manager

Date 30 November 2016

Food Act 2014 – Fee Consultation

Recommendations

That Council:

1. Notes that the Food Act 2014 regulations are under review and currently out for consultation closing 5 December 2016
2. Approves fees proposed in option 1 which is a mix of fixed fee and hourly rate charge at 50% user pays
3. Approves proposal for consultation commencing 1 December 2016
4. Notes submissions will be heard on 15 February 2017

Objective of the Decision

To approve the fee proposal under the Food Act 2014 (the Act) for public consultation.

Summary

It is proposed that Council approve the fees proposed under the Food Act 2014 for consultation to proceed. New fees will apply for the 2016/17 financial year for businesses transitioning in year one and 2017/18 financial year.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Yes	Environmental Considerations	No
Legal	Yes	Cultural Considerations	No
Significance	Yes	Social Considerations	No
Financial Criteria	Yes	Economic Considerations	Yes
Community Views	No	Community Board Views	No
Consultation	Yes	Publicity and Communication	Moderate

Background

The Food Act 2014 ('The Act') was passed into law in June 2014.

The Act introduces a risk-based regulatory regime that places a primary duty on persons trading in food to ensure that the food sold is safe and suitable. Specifically, the purpose of the Act is to:

- Restate and reform the law relating to how persons trade in food
- Achieve the safety and suitability of food for sale
- Maintain confidence in New Zealand's food safety regime
- Provide for risk-based measures that:
 - Minimise and manage risks to public health
 - Protect and promote public health
 - Provide certainty for food businesses in relation to how the requirements of this Act will affect their activities
 - Require persons who trade in food to take responsibility for safety and suitability of that food.

Council is required to perform and is permitted to recover costs associated for the following functions:

- Registration
- Verification
- Compliance and monitoring activity.

Some, but not all, of Council's functions can be contracted out.

A three year transition period for food businesses started on 1 March 2016. The first premises to transition are the on license food service sector and manufacturers of sauces, spreads, dressing etc.

Council's finance and revenue policy has set environmental health fees between 40-60%. All fee options considered are within this range. Fee recovery under the Health Act has been below expectation for a number of years. It was proposed during the LTP process that fees under the Health Act be raised to recover 70% of the cost of service. Consultation resulted in considerable feedback from businesses about their ability to afford the 82% increase. It became evident a new fee model would be required for fees under the Food Act which is being implemented from March 2016 over three years, and therefore a 20% increase was agreed as an interim measure.

Continuance of the current risk based fee model, fixed fee system and the introduction of a mileage matrix were considered but discounted.

The new Act has resulted in a need to amend our current fee model. In the past the annual fee included the cost of reregistration and an inspection fee. The intent of the Act is to encourage food operators to take more responsibility for food safety and their ability to demonstrate compliance will result in a lower frequency of verifications. For example a Food Control Plan that has two passed verifications will move from 12 to 18 month verification. Therefore a fixed fee would not reflect their good practice.

The recommendation is to establish a new model that includes a mix of fixed and hourly rate fees.

The Customer Services Committee had requested officers investigate contract options. This was explored but not recommended as a review of S17A under the Local Government Act 2002 will commence in the near future. "A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions".

To ensure consistency in approach a framework has been developed. It is expected the initial review will identify areas of priority with the potential for shared or contracted service options.

Revised Regulations were received from Ministry of Primary Industries (MPI) this month and submissions close on 5 December 2016. There is nothing in the proposed changes that will impact the fees and charges proposed.

The Act specifies that the special consultative process applies to setting fees.

Summary of Options Considered

Option 1 – Mix of fixed and hourly rate charge at 50% user pays.
Average increase in fees is estimated at 69%.

Option 2 – Mix of fixed and hourly rate charge at 60% user pays.
Average increase in fees is estimated at 106%

Option 3 – Mix of fixed and hourly rate charge at 40% user pays.
Average increase in fees is estimated at 27%

Assessment of Preferred Option

Option 1 is the preferred option. This option increases revenue from where it has been over the past few years and should enable us to assess our assumptions against the multiple variables within the Act. Further changes could be considered in the 2018/19 financial year.

Having considered the options summarised above, the following conclusions have been reached:

1. A fee model with fixed fee and hourly rate options reflects fees for actual time officers will spend with a business.
2. A model that reflects actual time processing or verifying activity is fair and will take into account size and quality of implementation of the food control plan.



Lichelle Guyan
Regulatory Services Manager

Thunes Cloete
Community Services Group Manager

Attachments:

Additional decision making considerations

Appendix One: Health Fees Analysis

Appendix Two: Current Fees and Charges (under old act)

Appendix Three: Cost Recovery

Appendix Four: Fee Options Percentage Change

Appendix Five: Setting Fees under the Food Act Public Consultation Document

Appendix Six: Setting Fees under the Food Act Statement of Proposal

Appendix Seven: Communication Plan

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Community Outcomes

We maintain the safest community we can

We keep our district affordable

We provide services so people want to stay and move to Waitaki

We enable opportunities for new and existing businesses

Publicity & Communication Considerations

It is recommended that the attached consultation document, statement of proposal and communication plan be accepted.

Appendix One - Health Fees Analysis Budget 2016/17

Cost Type Budget 2016/17

FTE, Ops & Admin costs	Chargeable Actions	\$91,127	46%
Overheads	General Enquiries	\$41,905	21%
	Support Services	\$64,238	33%

Total Cost \$197,270 100%

FTE requirement estimate 1.65

LTP Revenue Band

Range Name	Range	Key
Moderate	40% - 60%	✓

Environmental Health

Revenue Requirement @ 50%

\$98,635

Current (2015/16) chargeable actions:

Number 246
Average Charge \$335
Total Revenue \$82,000

Forecast p10 Budget

\$89,000

New Food Act, 2016/17 actions:

Renewal 56
Inspections 157
Non Food 56
2016/17 old act @ \$335 76

Hours Taken

1 \$154
2 \$206
Charge per annum (\$205-\$300)

Revenue

\$8,639
\$65,552
\$14,085
\$25,460

The new food act fees will be applied on an hourly rate basis. The renewal charge is estimated to take one hour of mainly admin time and will be set at 75% of the Health Inspector charge. Inspections and other chargeable work will be charged at the hourly rate with a one hour minimum and per 1/2 hour thereafter.

Total Revenue

\$113,736

Recovery

58%

Premises est. average annual cost:

2015/16 \$335

2016/17 \$566

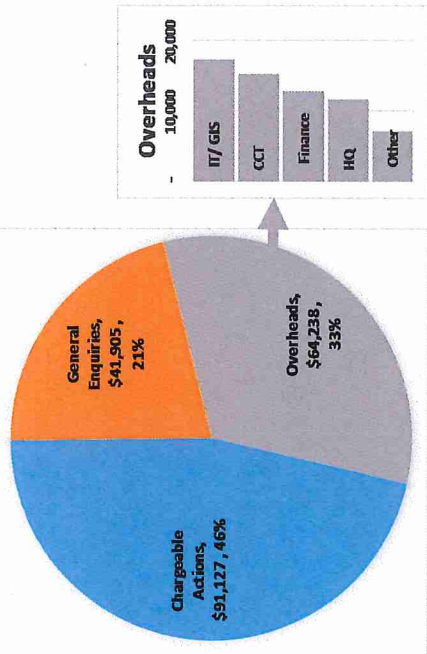
Change \$231

Change % 69%

Revenue Variance to LTP Band Requirement @ 50% (+over, -under)

\$15,101

note: because of the new food act revenue will fluctuate from year to year. The pricing model hits the LTP revenue band averaged across the first 5 years.



Appendix Two - Current Fees and Charges (under old act)

Environmental Health - Services		2015/16 Charges (incl GST)
Food Premises - Category 1 (eg cafes & restaurants (30 seats plus), Supermarkets, food manufacturers)		
New premises, full year registration fee	Per application	975.00
Re-Registrations	Up to 4.00	330.00
	4.01 and up to 5.00	355.00
	5.01 and up to 5.30	395.00
	5.31 and up to 5.50	450.00
	5.51 and up to 5.70	505.00
	5.71 and up to 6.00	555.00
	6.01 and up to 6.50	610.00
	6.51 and up to 7.00	680.00
	7.01 and up to 8.00	765.00
	8.01 and greater	970.00
Food Premises - Category 2 (eg grocer's shop, small cafes & restaurants)		
New premises, full year registration fee	Per application	700.00
Re-Registrations	Up to 3.00	265.00
	3.01 and up to 3.50	290.00
	3.51 and up to 4.00	315.00
	4.01 and up to 4.50	350.00
	4.51 and up to 5.00	380.00
	5.01 and up to 5.50	420.00
	5.51 and up to 6.00	480.00
	6.01 and up to 7.00	550.00
	7.01 and greater	745.00
Food Premises - Category 3 (eg mobile shops, sale of food on licensed premises)		
New premises, full year registration fee	Per application	300.00
Re-Registrations	Up to 4.00	160.00
	4.01 and up to 5.00	175.00
	5.01 and up to 6.00	200.00
	6.01 and up to 7.00	215.00
	7.01 and up to 8.00	285.00
	8.01 and greater	385.00
To trade at a single event		70.00
Note: Performance Assessment fee is to be calculated on the most recent visit and should be within the last 12 months for category 1 or 2 premises. Requests for reassessment must be received at least two months after the latest inspection and before 1 April, for the next registration.		
Food control plans and national programs registered from 1 March 2016 will be charged at 2015/16 rates.		
Registration Fees: VIP Scheme		
Premises operating under a Food Control Plan		505.00
Other Businesses Registered Under the Health Act		
Camping Grounds	Per Annual Certificate	295.00
Hairdressers	Per Annual Certificate	221.00
Offensive Traders	Per Annual Certificate	200.00
Funeral Director	Per Annual Certificate	200.00
Saleyards	Per Annual Certificate	200.00
Transfer Fee	Transfer fee for all health services	70.00

Appendix Three - Cost Recovery

Year	Fee Income	Total Expenses	% User Pays
2012/13	\$74k	\$185k	40%
2013/14	\$87k	\$170k	51%
2014/15	\$62k	\$183k	34%
2015/16	\$83k	\$190k	44%

Note – differential between 2013/14 and 2014/15 was due to a change in invoicing practice. Overall the 4 year average has been 42%.

Appendix Four – Fee Options Percentage Change

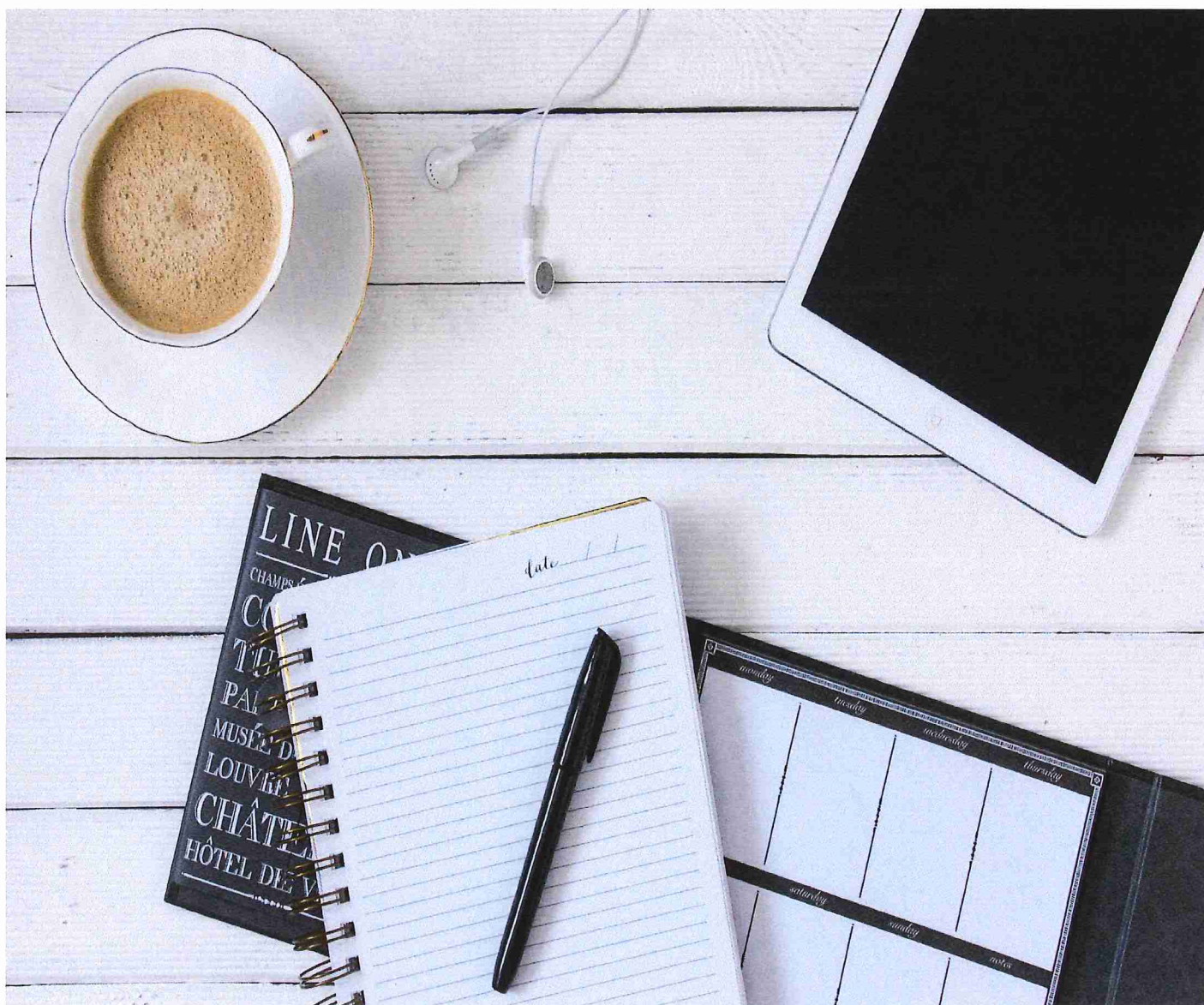
User Charges	Verification (per hour)	Renewal	Total	Change \$	% Change premises
Option 1 - 50%	\$205	\$155	\$565	\$230	69
Option 2 - 60%	\$260	\$190	\$710	\$375	106
Option 3 - 40%	\$155	\$115	\$425	\$90	27

Change factor has been based on the average annual costs in 2015/16 (\$335) and verification of two hours plus renewal fee.

**Waitaki**DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Setting fees under the Food Act 2014

PUBLIC CONSULTATION DOCUMENT



Introduction

A new Food Act was recently introduced by central government, with a risk-based regulatory regime that places a primary duty on people trading in food to ensure that the food sold is safe and suitable. Specifically, the purpose of the Act is to:

- Restate and reform the law relating to how persons trade in food
- Achieve the safety and suitability of food for sale
- Maintain confidence in New Zealand's food safety regime
- Provide for risk-based measures that:
 - o Minimise and manage risks to public health
 - o Protect and promote public health
 - o Provide certainty for food businesses in relation to how the requirements of this Act will affect their activities
 - o Require persons who trade in food to take responsibility for safety and suitability of that food.

What this means for businesses dealing with food

All businesses selling and supplying food will need to be registered and the type of registration will depend on the level of risk. For example, a business that cooks raw food will be classified as high risk (based on a model developed by Ministry of Primary Industries (MPI)). These businesses will need to develop Food Control Plans, however, other businesses with a lower risk profile will be registered under the National Programme, eg early childhood education providers.

Setting fees

Council must recoup the cost of implementing and regulating this Act. Costs will cover registration, verification, ensuring compliance and monitoring.

Based on this work, we are proposing new fees to meet our costs. Below are the proposed new fees.

Function	Fee (inclusive of gst)	Timing of Payment
Registration		
New application for registration of Food Control Plan (FCP) based on a template or model issued by MPI or business subject to a national programme template	\$155 per hour for every hour of registration activities	\$155 payable on application Remainder payable on invoice
Application for renewal of Registration	\$155	\$155 payable on application
Application for amendment to Registration	\$155 per hour for every hour of processing the application	\$155 payable on application Remainder payable on invoice
Verification		
Verification of a food control plan based on a template or model issued by MPI	\$205 per hour for every hour of verification activities	New business: Payable at registration (if verification due within next 12 months). Remainder payable on invoice Existing business: Payable on invoice
Compliance		
Issue of improvement notice or corrective action	\$155 per notice (includes one hour of improvement notice activity) \$155 per hour for every extra hour of improvement notice activity	Payable on invoice
Application for review of issue of improvement notice	\$155 per application (includes one hour of review activity) \$155 per hour for every extra hour of review activity	\$155 payable on application Remainder payable on invoice
Compliance Inspection	\$205 per hour for every hour of verification activity	Payable on invoice
Other fees		
All other services for which a fee may be set under the Food Act	\$155 per hour	Payable on invoice
Food Control Plan	\$30	Payable on collection

What we want you to do

We want to know what you think about the proposed new fees. We need your feedback by **Wednesday 1 February** so we have time to consider your feedback before making a final decision. You can do this online at www.waitaki.govt.nz, email consult@waitaki.govt.nz or post your feedback to, Waitaki District Council, Food Act Fee Setting, Private Bag 50058, Oamaru 9444.

Need more information?

For more information about the proposal go to www.waitaki.govt.nz.

Key dates

Consultation opens:	Friday 2 December
Consultation closes:	Wednesday 1 February
Public hearings:	Wednesday 15 February
Adoption of fees:	Wednesday 29 March

Setting fees under the Food Act - tell us what you think

Name

Address

Organisation (if applicable)

Phone number

Comments

Do you wish to present your comments to Council? ☐ No ☐ Yes (We will contact you to arrange a suitable time - hearings take place on Wednesday 15 February)

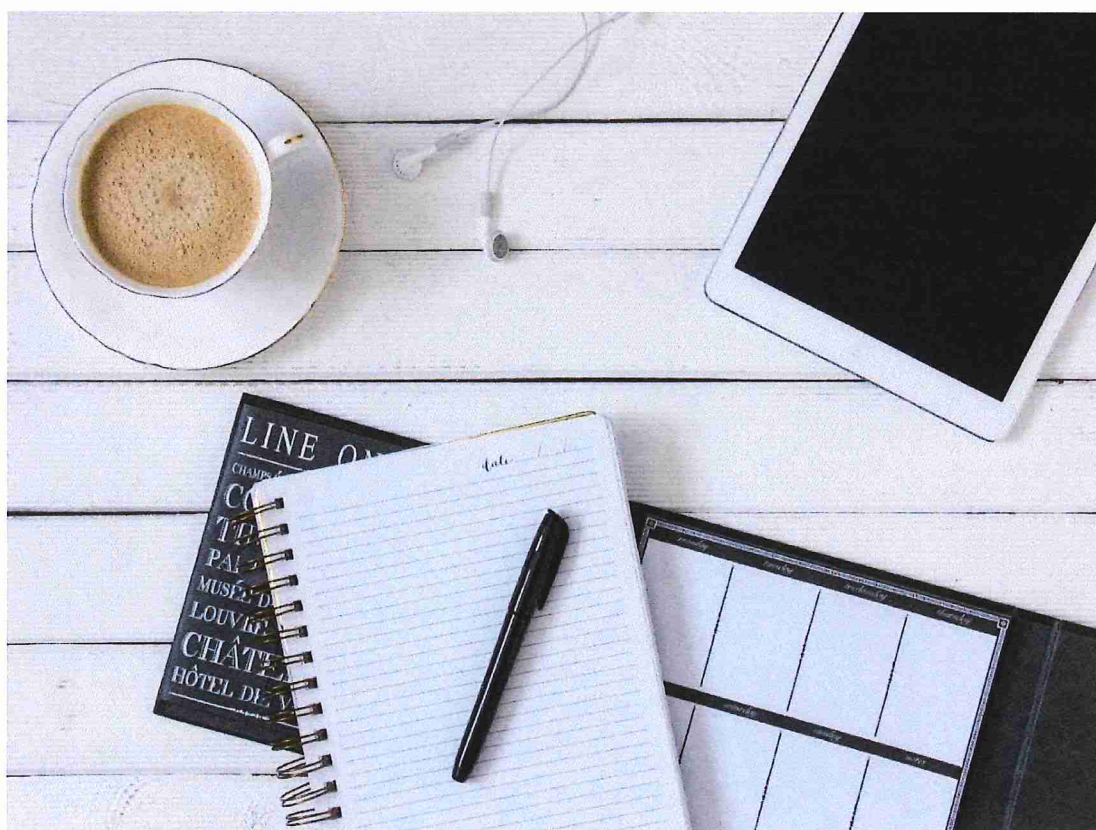


Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Setting Fees under the Food Act 2014

Statement of Proposal



Executive Summary

Waitaki District Council (Council) is proposing to set new fees to administer the new Food Act 2014. To do this Council must follow the Special Consultative Procedure and this Statement of Proposal has been prepared in accordance with the Local Government Act 2002.

This document includes further information on the proposal, including the work that has already been done since the Food Act 2014 was first introduced. It outlines the businesses affected, the types of registration, and the categories of risk profile introduced by the Ministry of Primary Industries (MPI).

All relevant information can be found at www.waitaki.govt.nz.

Before making any final decisions on the proposed fee structure, we'd like to know your views. To make a submission go to www.waitaki.govt.nz or email consult@waitaki.govt.nz. A special consultation document has been prepared that can be found on our website, at public libraries and Council offices in Oamaru and Palmerston and the Kurow Museum and Information Centre.

Submissions close Wednesday 1 February 2017.

Post to: Waitaki District Council, Private Bag 50058, Oamaru 9444
 Email: consult@waitaki.govt.nz
 Deliver: Council offices in Oamaru (20 Thames St) or Palmerston (54 Tiverton St)

If you have any queries regarding this proposal or about how to make a submission please contact Alena Lynch on 03 433 0884 or email alynch@waitaki.govt.nz.

Submissions will be heard at a hearing in Council Chambers in Oamaru on **Wednesday 15 February**. If you wish to be heard you will have a maximum of 10 minutes. Councillors will have read your written submission prior to the hearing.

Introduction

This statement of proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 205(2) of the Food Act 2014 (the Act).

Background

The Food Act 2014 was passed into law in June 2014, replacing the Food Act 1981. The Food Act reflects government decisions on recommendations that arose from a comprehensive review of the domestic and imported food regulatory regimes. A three year transition period for food businesses started on 1 March 2016.

The Act introduces a risk-based regulatory regime that places a primary duty on persons trading in food to ensure that the food sold is safe and suitable. Specifically, the purpose of the Act is to:

- Restate and reform the law relating to how persons trade in food
- Achieve the safety and suitability of food for sale
- Maintain confidence in New Zealand's food safety regime
- Provide for risk-based measures that:
 - Minimise and manage risks to public health
 - Protect and promote public health
 - Provide certainty for food businesses in relation to how the requirements of this Act will affect their activities
 - Require persons who trade in food to take responsibility for safety and suitability of that food.

The new Act has resulted in a need to amend our current fee model. In the past the annual fee included the cost of reregistration and an inspection fee. The intent of the Act is to encourage food operators to take more responsibility for food safety and their ability to demonstrate compliance will result in a lower frequency of verifications. For example a Food Control Plan that has two passed verifications will move from 12 to 18 month verification. Therefore a fixed fee would not reflect their good practice.

Businesses affected

As at 30 June 2016, there were 187 registered food premises in the district.

An additional number of premises may be required to register with Council, estimated at around 19 premises. There are different categories based on the premise risk profile:

Food Control Plan premises – rest homes (7), schools (6), hospitals (1), workplace cafeterias (1) and others.
National Programme premises – Early Childhood Education Providers (4)

Registration is based on the risk profile of the food business; for example higher risk businesses that manufacture or prepare food such as restaurants and cafes will be registered under a food control plan. Lower risk businesses such as dairies that handle food but do not prepare food, will be registered under a national programme. These risk profiles have been determined by the Ministry for Primary Industries (MPI). You can find out more by visiting their website at <http://mpi.govt.nz/food-safety/>

Councils function under the Act

Council is permitted to recover costs associated with performing the following functions:

Registration

- This includes the administration work such as providing information to new businesses, approving and recording food premises registration details, providing certificates of registration. Registration details are also required to be transferred to MPI's MAPS portal (Multiple Approvals Processing Systems), as MPI are required under the Act to keep a public register. There is a need to make this charge variable for some registrations, as the Act allows for registration of a number of sites under one Food Control Plan.

Verification

- This includes auditing of food premises, including preparation (booking appointments, checking resource and building consents, checking prior corrective actions), travel time, actual on-site time, completing reports and recording system entries. Travel time has been averaged across all premises and will be set at 30 minutes per verification. There is a need to increase this charge for some verifications, as some may take significantly more than four hours to complete due to the size and scale of particular industries and/or premises. It is estimated that up to 50% of businesses will require extra time. The time spent above the standard fixed verification charge will be charged on an hourly rate basis or part of. As businesses become more familiar with the requirements of the Act, it is likely that the proportion of businesses requiring extra time will reduce. Verification results are also required to be recorded and sent to MPI by the 10th of each month. This is presently done manually until an automatic upload has been developed.

Compliance and monitoring activity

- This will be charged on a per hour basis, however no charge will apply for investigation of complaints that do not result in an improvement notice being issued. This recognises that the investigation of complaints is a public good, and unless justified by the issuing of an improvement notice, should not penalise the food operator. Any food-related health complaints are to be investigated by a Food Safety Officer, either a TA Officer or MPI Officer.

Proposal to set fees

Council proposes the following fee structure to ensure the recovery of 50% of the full direct and indirect costs incurred by Council in performing our functions from 1 March 2016. The new fees will come into effect on 1 March 2017 and will only apply to premises that register under the Food Act 2014. Existing premises that have not transitioned will continue to pay the existing Council fees set pursuant to the Health Act 1956 and the Food Hygiene Regulations 1974.

It is necessary that Council sets fees to recover costs of performing its functions for both new and transitioning

businesses in accordance with the Revenue and Financing Policy.

Proposed fee schedule for administering the Food Act 2014

Function	Proposed Fee (inclusive of gst)	Current fees under the Health Act
Registration		
New application for registration of Food Control Plan (FCP) based on a template or model issued by MPI or business subject to a national programme template	\$155 for first hour plus \$155 per hour for every hour of registration activities. Payable on invoice.	Category 1: \$975 Category 2: \$700 Category 3: \$300
Application for renewal of Registration	\$155 payable on application	Category 1: \$330-\$970 Category 2: \$265-\$745 Category 3: \$160-\$385 Cost depends on risk rating
Application for amendment to Registration	\$155 per plus \$155 per hour for every hour of registration activities. Payable on invoice.	N/A
Verification		
Verification of a food control plan based on a template or model issued by MPI	\$205 for first hour plus \$205 per hour of verification activities. Payable on invoice.	N/A – charged as part of annual fee
Compliance		
Issue of improvement notice or corrective action	\$155 per notice (includes one hour of improvement notice activity) \$155 per hour for every extra hour of improvement notice activity	N/A
Application for review of issue of improvement notice	\$155 per application (includes one hour of review activity) plus \$155 per hour of review activity	N/A
Compliance Inspection	\$205 for first hour plus \$205 per hour of inspection activities. Payable on invoice.	N/A
Other fees		
All other Services for which a fee may be set under the Food Act	\$155 for first hour plus \$155 per half hour Payable on invoice	N/A
Food Control Plan	\$30 Payable on collection	N/A

Further notes

- The initial verification fixed fee is based on the first hour of time. The actual officer time will be subject to the size, complexity, level of compliance and the readiness of the business.
 - The registration frequency for National Programmes is every two years.
 - The verification frequency for high performing operators may extend to every eighteen months, further reducing compliance costs for food operators. Verifications for businesses on National Programmes may also be extended to twenty-four months. Businesses on National Programme One (businesses such as coffee carts) will only need to be verified once.
 - Renewal of registration will be based on the annual anniversary date of registration under the Food Act 2014.
- All hourly rate fees will be charged at half hour intervals after the first hour

Options considered

All fees options considered met Council's Revenue and Financing Policy. In determining the proposal Council considered the following options:

Option 1 (preferred option)

Adopt the Statement of Proposal to set fees to recover 50% of the costs to deliver Council's functions under the Food Act 2014 over a 6 year period. This will result in an average increase of 69% for food operators.

This aligns with Council's Revenue and Financing Policy.

Option 2

Adopt an amended statement of fees to recover 60% of the costs to deliver Council's functions under the Food Act 2014. This option is in accordance with Council's Revenue and Financing Policy.

Although it is desirable that Council recover the cost of service at a higher rate. The average increase to food operators would be 106%.

This is not the preferred option.

Option 3

Adopt an amended statement of fees to recover 40% of the costs to deliver Council's functions under the Food Act 2014.

This option would result in a smaller increase for food operators however, does not address our need to recover a higher percentage of costs.

This is not the preferred option.

Other options considered and discounted

Continuance of a risk-based fee model – The new Act is considered to be a risk-based system where businesses passing verification will reduce frequency of verification, and therefore, save money. Therefore verification costs need to be separated from renewal fees.

Fixed fee system – Businesses would be categorised by type and charged a higher renewal fee and fixed verification fee. It was felt that this model may result in some businesses with good practices paying higher fees than an hourly rate model.

Introduction of a mileage matrix – This would mean premises further away from Oamaru would be charged more for verifications.

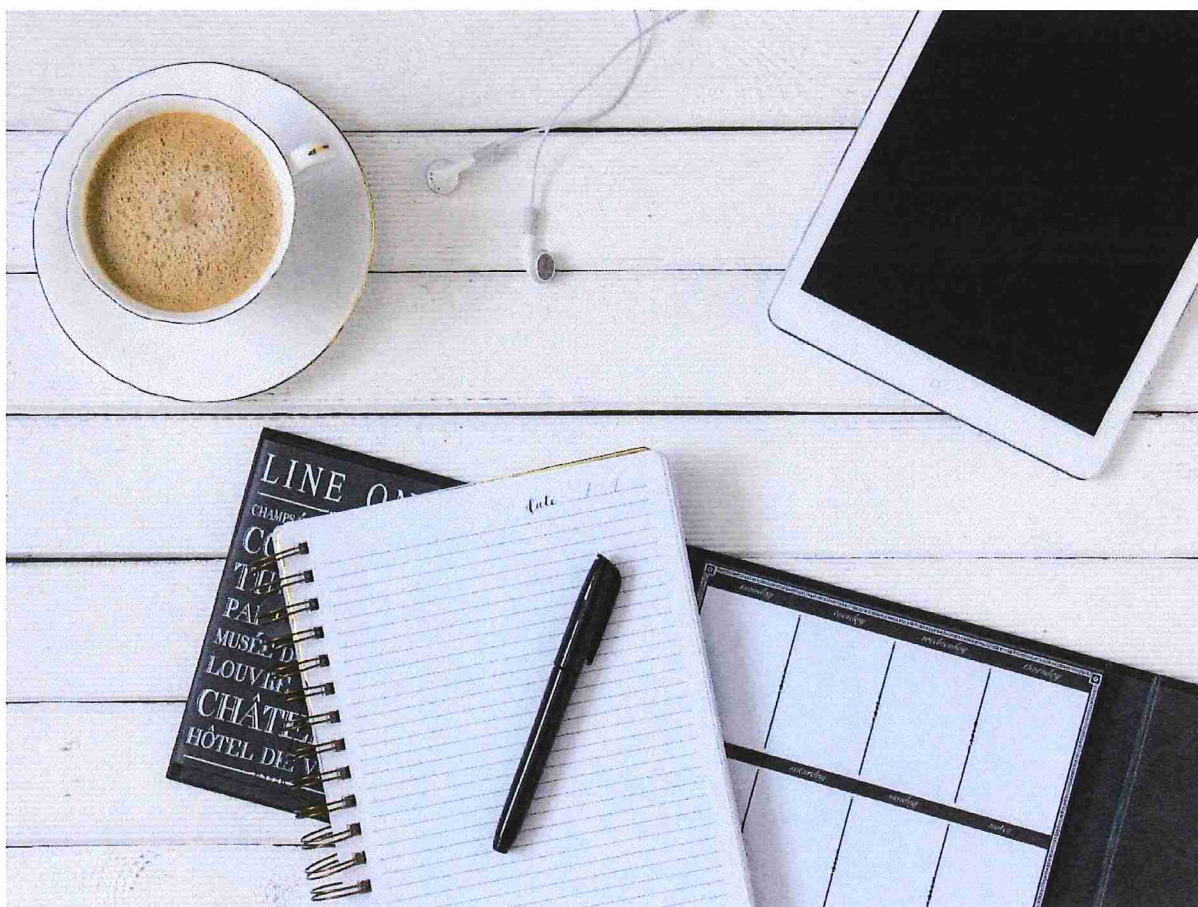


Waitaki

DISTRICT COUNCIL
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Setting Fees under the Food Act 2014

Communications Plan



Background

Waitaki District Council (Council) is proposing to set new fees to administer the new Food Act 2014 (the Act). To do this Council must follow the Special Consultative Procedure and this community engagement plan has been prepared in accordance with the Local Government Act 2002.

Council has been working with affected businesses since the Act was passed into legislation. The Statement of Proposal and consultation document contains more information on this work and the implications for both Council and affected businesses.

Engagement purpose and objectives

The engagement will take a two-pronged approach:

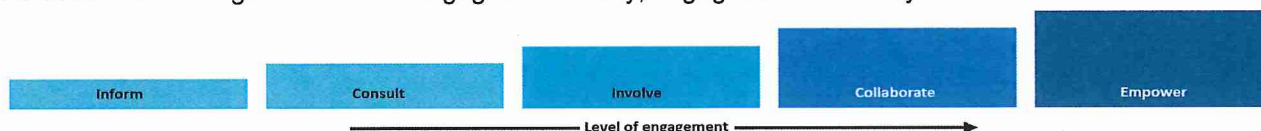
1. Communicate directly with affected businesses
2. Employ traditional communication channels to inform the public and offer the opportunity to make a submission

Timeframe and completion dates

Key project stages	Date
Consultation opens	Friday 2 December 2016
Consultation closes	Wednesday 1 February 2017
Hearings	Wednesday 15 February 2017
Fee structure adopted by Council	Wednesday 29 March 2017

Level of Engagement

As defined in the Significance and Engagement Policy, engagement will be by consultation.



'Consult' is defined as:

What does it involve	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making
Promise to stakeholders	We will keep you informed, listen to and acknowledge your concerns and aspirations, and provide feedback on how community/stakeholder input influenced the outcome
Issues, decisions or proposals for which this might be used	When Council has developed a proposal it wants to obtain feedback on, whether or not that proposal has been developed with the prior involvement and collaboration of the community (it may also be undertaken either preceding or following other engagement).
Examples of issues we might use this for	Any proposal of moderate to high significance where community views are not known and feedback is required to assist decision-making
Methods Council might use	Formal submissions and hearings, focus groups, phone surveys, surveys, opinion polls.
Who might be involved	Generally all members of the public, but consultation may be targeted to specific groups within the community affected by the decision.
When the community can expect to be involved	Council would advise the community once a draft decision is made Council and would generally provide the community with up to 4 weeks to participate and respond

Engagement tools and techniques to be used

1. Letters (with consultation document) sent to affected businesses with an invitation to make a submission
2. Consultation document and other relevant information available on Council's website, public libraries and Council offices in Oamaru, Palmerston and Kurow Museum and IN
3. Advertising in Oamaru Mail and Waitaki Herald
4. Promotion of consultation through Council's Facebook page, website

Audience	Tools and methods for engaging	Date
Affected businesses	Letter and consultation document inviting businesses to make a submission	Friday 2 December
General public	Media release #1 (spokesperson Lichelle Guyan)	Friday 2 December
	Facebook posts	Starting Friday 2 December
	Consultation document distributed to Council offices, libraries and Kurow Museum & Information Centre	Friday 2 December
	Advertisements/notices in Waitaki Herald and Oamaru Mail	Wednesday 7 December and Friday 9 December
	Media release #2 (reminder)	Monday 23 January
	Webpage to be created with link to electronic submission form	By Friday 2 December
Submitters	Co-ordinate verbal submissions	From Thursday 2 February
	Letter/email informing of final decisions	From Wednesday 29 March
General public	Media release of final decisions	Monday 3 April
Affected businesses	Letter/email informing of final decisions	From Wednesday 29 March

Project team roles and responsibilities

Logesh Kumar	Website update
Alena Lynch	Implementation of consultation including 'packaging' of submissions and co-ordination of verbal submissions
Lichelle Guyan	Overall co-ordination of consultation and implementation of fee setting

Communication planning

Risk	Level of risk	Measure
Affected businesses are not identified	Medium	<ul style="list-style-type: none"> Comprehensive database of businesses has been developed Other businesses that have not been identified will learn of the consultation through other public channels such as newspaper advertisements
Public feel ill-informed of consultation due to timing (Christmas period)	High	<ul style="list-style-type: none"> Consultation period is open for two months Additional publicity throughout the consultation period heightens awareness
Affected businesses that do not make submissions are unaware that new fees have been set	High	<ul style="list-style-type: none"> Final letters are sent to all identified affected businesses outlining final decision, regardless of whether they submitted or not

Key messages

- Proposed fees are designed to reflect real costs associated with implementing and regulating the Food Act 2014
- The business and ratepayer ratio of fees is designed to support businesses without being too great an impact on ratepayers
- Different fees will apply based on a risk-based model developed by MPI

Assessment and feedback to the communities and stakeholder representatives involved

Affected businesses and the general public will have the opportunity to make a submission and, if they chose, can present it at a special hearings meeting.

Council will, upon closure of the consultation period (including the hearings day), make their final decision. This decision will be conveyed to all affected businesses (regardless of whether they have made a submission or not) and to the wider community.

Waitaki District Council Report

From Regulatory Services Manager

Date 30 November 2016

Adoption of the Annual Dog Control Policy and Practices Report

Recommendations

That Council:

1. Adopts the annual report for officers to send to the Department of Internal Affairs (DIA).
2. Notes the report will be publicly available online once adopted.

Objective of the Decision

To approve the above report as required under the Dog Control Act (the Act) 1996.

Summary

The Act specifies that the territorial authority (TA) must, in respect of each financial year, report on the administration of -

- a) its dog control policy adopted under section 10; and
- b) its dog control practices.

The Act defines the information that must be provided in the report. The report as per **appendix 1** details all requirements. Once adopted the TA must forward to the DIA within 30 working days.

The TA is also required to make the report publicly available either by newspaper or by any means the TA thinks is desirable in the circumstances. This report has been made publicly available via our website over the past three years.

A media release has been prepared.

Lichelle Guyan
Regulatory Services Manager



Thunes Cloete
Community Services Group Manager

Attachment

Appendix 1: Dog Control Policy and Practices Report

Appendix 1: Dog Control - Policy and Practices Report



WAITAKI DISTRICT COUNCIL

DOG CONTROL – POLICY AND PRACTICES REPORT

1 July 2015 – 30 June 2016

Section 10A of the Dog Control Act 1996 (DCA) requires territorial authorities to publicly report each financial year on:

- The administration of their dog control policy and their dog control practices; and
- A variety of dog control related statistics

PART ONE – ADMINISTRATION OF POLICY AND DOG CONTROL PRACTICES

1) Dog Control in the District

Waitaki District is a predominantly rural area that covers approx. 9000km² from Ohau to Macraes. Oamaru is the most populated town in the district.

In the 2015-16 registration year Waitaki District Council had 5626 dogs registered. The greatest number of those were in the working dog and selected owner categories.

Council's dog control service is carried out by an external contractor on a 24/7 basis. This coverage incorporates the Dog Control Act 1996, the Waitaki District Dog Control Policy and Bylaw.

2) Dog Control Enforcement Practices

Prior to the registration year Council adopted a tiered enforcement approach for unregistered dogs as follows:

First offence:

- Late payment of registration but registered prior to infringement being issued – no action
- Infringement issued – infringement paid and dog registered (from infringement fee). No additional registration fees.

Second offence:

- Infringement issued – infringement and dog registration fees must be paid

Third offence:

- Infringement issued – infringement and dog registration fees must be paid. Dog will be seized at cost to dog owner and seizure fees applied in addition to registration and infringement costs. If unclaimed within 7 days the dog will be rehomed or destroyed if not suitable for rehoming.

In relation to dogs classified as dangerous or menacing, the position adopted is for those dogs to be seized at cost to the dog owner and seizure fees applied in addition to registration and infringement costs. If unclaimed within 7 days the dog will be rehomed or destroyed if not suitable for rehoming.

Council also provides a part payment option for owners of two dogs or more and for infringement payments which several dog owners used successfully during the year.

This approach to registration recognises that some people may be failing their obligation to register due to poor management of finances or low income, rather than being 'irresponsible' dog owners. It also ensures that fees are paid and reduces the number of infringements sent to the Ministry of Justice for Court process at additional cost to Council.

We believe our flexibility in this area reassures dog owners that whilst undertaking our regulatory function, we also want to support them to comply as far as reasonably possible with the aim of encouraging future compliance.

During the 2015/16 year Council did not have cause to prosecute any offences against the Act, however there was an increase in the number of infringements issued in comparison to the 2014/15 year (refer paragraph 9).

3) Policy & Bylaw Updates

No changes or updates have been made to the 2014 Dog Control Bylaw and Policy.

This year Council's Hearings Committee heard an objection to a menacing classification; being the second such hearing for the same dog. The matter presented some challenges in terms of how a statement from an unavailable witnesses should be presented and the weight that should be given to their evidence.

The hearing highlighted the benefits of developing a process for the Committee to ensure future consistency and continued regard to the principles of natural justice. The process will be completed this year.

4) Dogs Lead Only Areas

The District has varied locations where owners may freely exercise their dogs, providing they are under control. The exercise areas are all used daily by members of the public.

The following areas are designated lead only dog exercise areas:

- All public streets (excluding commercial areas of central Oamaru)
- All grazed Council reserve areas.
- Oamaru Harbour coastal area (between and inclusive of Holmes Wharf and the commercial Oamaru Penguin Colony).

5) Dogs Designated Exercise Areas – Off Leash

- Berkeley Place Park
- Fenwick Park South
- Awamoa Park East
- Cape Wanbrow (restrictions for grazed areas)

- Glen Eden Reserve (restrictions for grazed areas and access during lambing season)
- Glen Warren Reserve (restrictions for grazed areas and access during lambing season)
- Kurow Railway Reserve
- Sefton Place Reserve (Otematata)
- Omarama Recreation Reserve (Eastern end)

6) Dogs Prohibited Areas

- Commercial areas of central Oamaru: Thames Street, Severn Street (between the intersection with Usk Street and Isis Street), Harbour Street and between Farnham Street and Clare Street at the North-end shopping area of Oamaru
- Between the hours of sunset and sunrise, Oamaru Harbour coastal area between Holmes Wharf and the commercial Oamaru Penguin Colony
- Oamaru coastal area between Harbourside Gardens and Holmes Wharf
- Oamaru coastal area between the commercial Oamaru Penguin Colony and Bushy Beach
- Moeraki coastal area between Okahau Point and Katiki Point
- Shag Point Scenic Reserve
- Kakanui Esplanade Reserve coastal area
- All sportsgrounds
- Within 10 metres of children's play equipment on Council managed reserves
- Within 10 metres of any identified protected wildlife colony throughout the District
- In all relevant Council reserves during the lambing season.

7) Dog Registration Fees

Council fees (inclusive of GST) for the 2015/2016 year were:

Dog registration - Base fee		70.00
Dog registration - category fees	Working dogs, per dog	21.00
	Non-working dogs, per dog	70.00
	Neutered non-working dog	56.00
	Selected owner dogs, per dog	28.00
	Farm pet dogs, per dog	21.00
	Probationary owner dogs	Base fee plus 50%
	Dangerous dogs	Base fee plus 50%
Late registration penalty		Base fee plus 50%
Note: Full dog registration fee (base fee) - plus the category fee		
Selected Owner/Multiple Dog Permit	Application and assessment	35.00
	Reassessment	20.00
Adoption Fee	Application and assessment	165.00
Replacement tag		10.00
New tag	Dog from another district/Change of owner (For a dog that is currently registered)	No Fee
Dog Impounding	First offence - registered dog	50.00
	First offence - unregistered dog	120.00
	Second offence	100.00
	Third offence	135.00
	Seizure and custody	65.00
	Sustenance per day	15.00
	Destruction fee	60.00

8) Dog Education

Council has updated the look and content of our website. The dog control pages are more easily navigated and enable users to locate key information about their responsibilities and the services we provide. The pages have been visited more frequently than other content. With educational information and resources for dog owners on the site set to increase, we will be able to deliver more quality information to a larger audience.

9) Trends

Infringement notices issued for failing to register have increased from the previous year (from 26 to 60). The greater proportion of these relates to known dogs (registered on any previous year) which had not been registered at conclusion of our registration process. This is not due to a significant increase in the number of dogs not being registered, but is more likely to reflect earlier and more consistent follow-up on non-compliance in this area.

There has been a general downward trend in the number of dog complaints received, and this has been the case since 2013. In part, this may reflect the decrease in number of infringement notices issued for offences other than failing to register. Factors which have led to the overall reduction are difficult to confirm with certainty at this time, however in 2015 we prosecuted an owner in relation to a dog attack; an incident that was well publicised at the time and may have had a deterrent effect.

PART TWO – STATISTICAL INFORMATION 2015-2016

INFRINGEMENTS/HEARINGS/PROSECUTIONS

Offence	Status	
Failed to comply with any bylaw authorised by section 20 Dog Control Act	Infringement Paid	2
	Infringement withdrawn	1
	Total	3
Failed to keep dog controlled or confined	Infringement paid	3
	Infringement at Court	2
	Total	5
Failed to keep dog under control	Infringement at Court	1
	Total	1
Failed to register a dog	Infringement paid	13
	Infringements at Court	37
	Infringement withdrawn	10
	Total	60
	Total Infringements	69

Current Dogs under Section 31 A and

BREED	CLASSIFICATION	No.
Collie, Border / Retriever, Labrador	DANGEROUS	1
Retriever, Labrador	DANGEROUS	1
Terrier, American Pit Bull	DANGEROUS	2
Terrier, Bull / Mastiff, Bull	DANGEROUS	1
Terrier, Staffordshire Bull / Terrier, American Pit Bull	DANGEROUS	1
Total		6

Current Dogs under Section 33 A

BREED	CLASSIFICATION	No.
Collie, Border / Retriever, Labrador	MENACING	1
Pointer, German Short Haired	MENACING	1
Retriever, Labrador / Collie, Bearded	MENACING	1
Shar Pei / Terrier, Staffordshire Bull	MENACING	1
Terrier, Jack Russell	MENACING	1
Terrier, Staffordshire Bull	MENACING	1
Terrier, Staffordshire Bull / Cross	MENACING	3
Total		9

Current Dogs under Section 33 C

BREED	CLASSIFICATION	No.
Terrier, American Pit Bull	MENACING	10
Terrier, American Pit Bull / Cross	MENACING	2
Terrier, American Pit Bull / Terrier, Staffordshire Bull	MENACING	1
Terrier, Staffordshire Bull / Cross	MENACING	1
Terrier, Staffordshire Bull / Terrier, American Pit Bull	MENACING	1
Total		15

PROBATIONARY/DISQUALIFIED OWNERS

Probationary owner	0
Disqualified owner	1

COMPLAINTS 2015/16

Count of Complaint Type	Year												Grand Total
	2015						2016						
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
Row Labels	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
Barking Dog	18	13	12	11	14	4	7	12	16	26	21	16	170
Bylaw	3	1		1		2	1	2	1	2			13
Dog Attack on Dog				1	1		2	2		1	1	1	9
Dog Attack on Person	1	1	1	2	2			3			1		11
Dog Attack on Stock		1	1	2	3	1		3	1	1		1	14
Dog Found	10	20	20	23	20	18	20	25	17	19	12	16	220
Dog Lost	18	12	17	16	18	26	14	11	16	17	14	14	193
Dog Rushing	2	1	6	5	2	4	1	4	1	4	2	5	37
Dog Welfare	4	4	3	8	11	8	3	1	6	5	2	3	58
General Enquiry	14	10	2	7	8	6	11	9	2	9		9	87
Wandering Dog	35	26	18	16	14	12	15	8	9	17	24	24	218
Grand Total	105	89	80	92	93	81	74	80	69	101	77	89	1030

Waitaki District Council Report

From Mayor Kircher

Date 30 November 2016

Waitaki District Council - Final Committee Structure

Recommendation:

That Council agrees Councillor membership of each of the following four core Council committees:

1. **Assets Committee:**
Crs Kingan (Chair); Percival (Deputy Chair); Dawson; Garvan; Hopkins; Tavendale; Wheeler
2. **Community Services Committee:**
Crs Perkins (Chair); Wheeler (Deputy Chair); Garvan; Holding; Hopkins; Kingan;
3. **Customer Services Committee:**
Crs Tavendale (Chair); Dawson (Deputy Chair); Holding; Percival; Perkins; Wollstein
4. **Finance, Audit and Risk Committee:**
Crs Wollstein (Chair); Dawson; Garvan; Hopkins; Percival; plus one independent to be appointed

Summary

The purpose of this report is for Council to confirm membership of the four core Council Committees. Council appointed Chairs and Deputy Chairs to each of the core Committees on Wednesday 26 October with full membership of each committee to be agreed at today's Council meeting.

Objective of the Decision

The purpose of this report is for Council to resolve membership of the four core Committees of Council.

Background

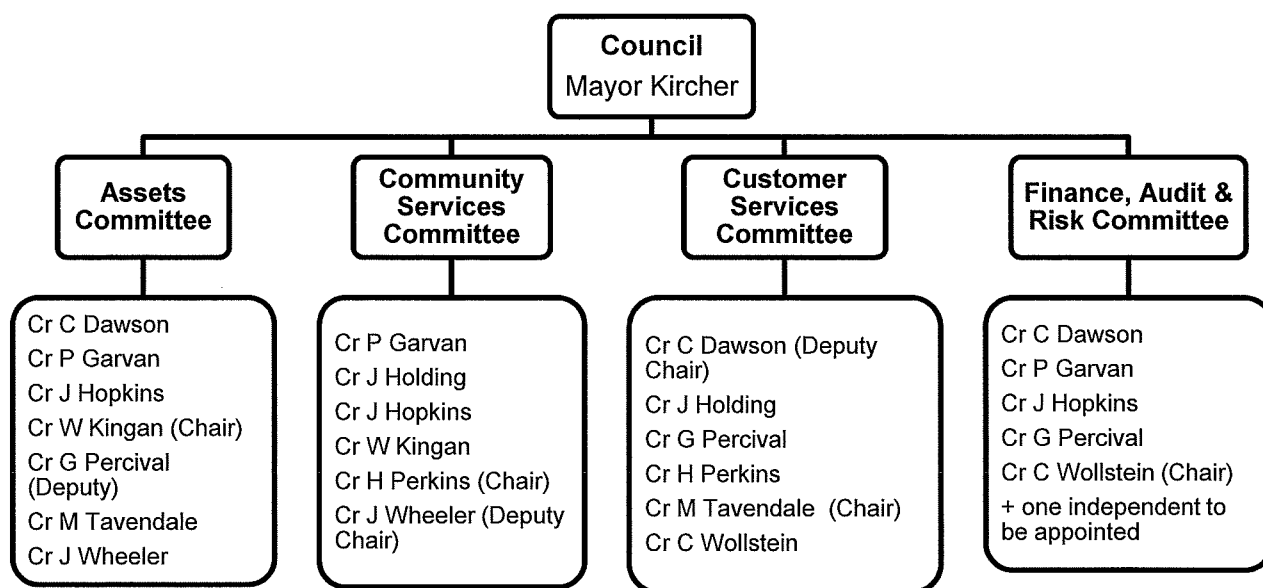
As advised at Council's meeting on 26 October, since the election a number of discussions have been undertaken with Councillors on the establishment of Council's Committee structure, with the intention of finalising Committee membership at today's Council meeting.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	Key

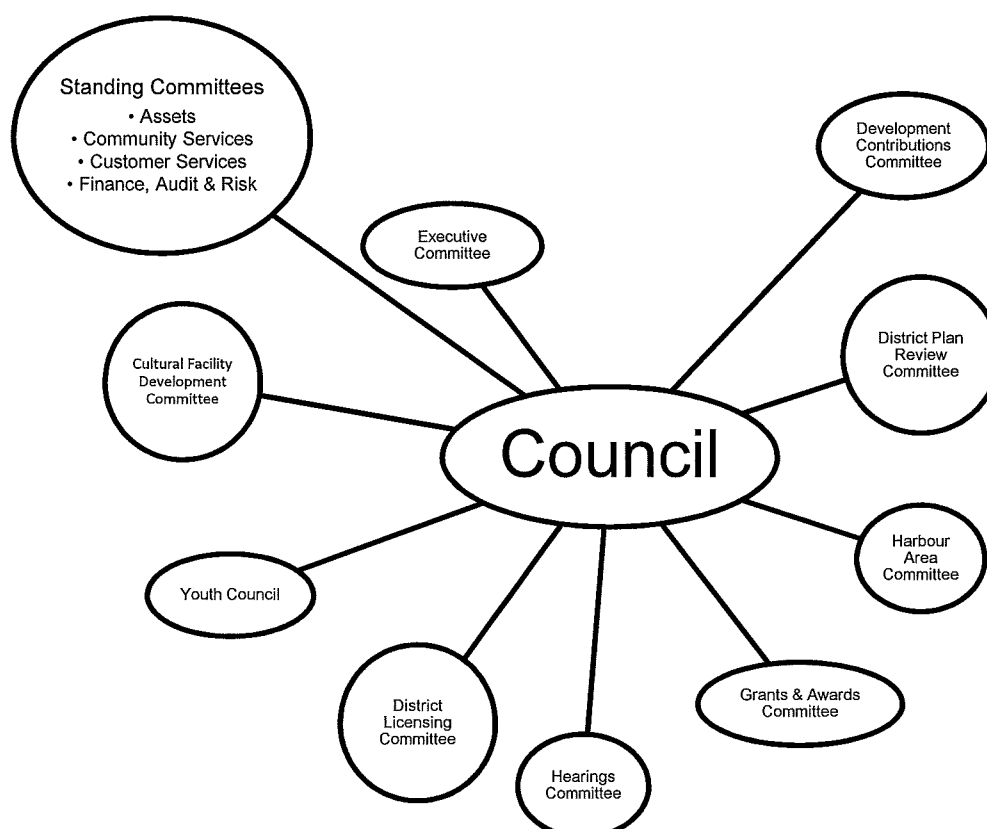
Core Committees Structure

Council reviews its committee structures after each triennial election. At the last review Council established the following four standing committees:



Council may, from time to time, establish ad hoc committees to consider a particular issue or issues.

Council has established a number of further committees (other than the four core committees above). The additional committees below report directly to Council, apart from the Hearings Committee which is a Quasi-Judicial Committee.



The recommendation in this report is within the scope of the purpose and amendments to Local Government Act 2002 to enable democratic local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-

effective for households and businesses. The significance of the matters addressed in this report is considered low.

Summary of Options Considered

Under Section 41A (3) (b) of the Local Government Act the Mayor has the following powers:

- (b) To establish committees of the territorial authority.
- (c) To appoint the chairperson of each committee established under paragraph (b).

Conversations have occurred between the Mayor, Councillors and officers on the options associated with the committee structure, roles, membership, responsibilities and changes to remuneration with today's meeting finalising the last stage of this process.

Options Analysis

Recommended - Option One: Council confirms membership of the four core Committees

This option proposes membership of each of the four core committees of Council and will take effect immediately.

Mayor, Committee Chairs and Councillors will complete work on agreeing Terms of Reference and delegations across the new Committee structure. On completion of this work an updated timetable and schedule will be submitted to all Councillors and publically notified. In addition a submission will be made to the Remuneration Authority for a determination. As indicated at the Council meeting on 26 October, there is an expectation that the new structure and remuneration will be operational by the start of the 2017 calendar year.

Option Two: Council does not confirm Committee membership

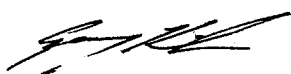
Under option two, Council does not resolve the Committee membership.

Option Three: Council seeks to change the proposed membership of the Committees

Under option three, Council puts forward a membership different to that proposed. Like option two, this is not preferred as Councillors and officers have been extensively consulted on the proposed structure.

Conclusion

Membership of core Council Committees will ensure a high degree of efficiency and accountability for both Councillors and officers. Councillors and officers have been extensively engaged in the process of establishing the new Committee structure, membership and Chairs. A good mix of skills, interests and experience has been achieved and will provide a solid governance framework going forward over the next three years.



Gary Kircher
Mayor

Attachments

Additional Decision Making Criteria
Appendix One: Committee Structure and Membership

Additional Decision Making Criteria

The following matters have been considered in making the decisions.

Outcomes

This matter relates to the following 2015-25 Long Term Plan community outcome, 'we understand the diverse needs of our community'.

Legal Considerations

Local Government Act 2002 and Amendments 12 October 2013, Amendment Act 2012 (2012 No 93):

Section 41A Role and powers of Mayors

- (1) The role of a mayor is to provide leadership to
 - a. The other members of the territorial authority; and
 - b. The people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - a. To appoint the deputy mayor;
 - b. To establish committees of the territorial authority;
 - c. To appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - i. May make the appointment before the other members of the committee are determined; and
 - ii. May appoint himself or herself.
- (4) However, nothing in subsection (3) limits or prevents a territorial authority from
 - a. Removing, in accordance with [clause 18](#) of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
 - b. Discharging or reconstituting, in accordance with [clause 30](#) of Schedule 7, a committee established by the mayor under subsection (3)(b); or
 - c. Appointing, in accordance with [clause 30](#) of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or
 - d. Discharging, in accordance with [clause 31](#) of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).
- (5) A mayor is a member of each committee of a territorial authority.
- (6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).
- (7) To avoid doubt,
 - a. [Clause 17\(1\)](#) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a);
 - b. [Clauses 25](#) and [26\(3\)](#) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

Appendix One: Committee Structure and Membership

Council Committee's agreed Council meeting 26 October 2016											
	Mayor Kircher	Cr Dawson	Cr Garvan	Cr Holding	Cr Hopkins	Cr Kingan	Cr Percival	Cr Perkins	Cr Tavendale	Cr Wheeler	Cr Wollstein
Council											
Committees											
Assets Committee	ex-officio						Deputy				
Community Services Committee	ex-officio									Deputy	
Customer Services Committee	ex-officio	Deputy									
Finance, Audit and Risk Committee	ex-officio										
Executive Committee											
Development Contributions Committee	ex-officio		Deputy								
Harbour Area Committee											
Cultural Facility Development Committee	ex-officio										
District Plan Review Committee	ex-officio										
Grants and Awards Committee*	ex-officio					Deputy					
Youth Council	ex-officio										
Quasi-Judicial Committees											
Hearings Committee											
District Licensing Committee "A"											
Community Boards											
Community Board Rep		Ahuriri								Waihemo	
External & Joint Committee Appointments											
Lower Waitaki-South Coastal Zone Committee											
Upper Waitaki Zone Committee											
Waitaki Recreation Centre											
Otago Regional Land Transport Joint Committee						Alternate					
Donald & Nellye Malcolm Trust											
Safer Waitaki Coalition											
Oamaru Whitestone Civic Trust											
Alps2Ocean Joint Committee											
Portfolios											
Communications Portfolio											
Emergency Management Portfolio											
Property Advisory Portfolio											
Rural Roads Portfolio											
Sport and Recreation Portfolio											
Solid Waste and Recycling Portfolio											
Cultural Facility Development Funding											
Chairperson											
Cler on Committee or Sub Committee											
* All Councillors and Community Board Chairs form a pool of people called upon for a meeting											

Waitaki District Council Report

From Mayor Kircher

Date 30 November 2016

Meeting Schedule 2017

Recommendation

That Council approves the appended meeting schedule for 2017.

Objective

To provide the schedule of meetings for 2017.

Comment

Attached are the schedules of meetings for Council, Committees: Assets; Community Services; Customer Services; and Finance, Audit & Risk, Ahuriri and Waihemo Community Boards. Included is the Councillor roster for 2017 Community Board meetings.

Meeting times for Council and Committees:

Meeting (Wednesday)	Time
Council	9.00am
Committees: Assets; Community Services; Customer Services	9.00am
Finance, Audit & Risk	9.00am
Subcommittees	As and when required

The alternate day for Council and Committee meetings is Monday.

Subcommittees

- Executive Committee
- Grants & Awards Committee
- Hearings Committee
- Youth Council
- Development Contributions Committee
- District Licensing Committee
- District Plan Review Committee
- Cultural Facility Development Advisory Committee

Times for Extraordinary Council, Extraordinary Committee meetings or Subcommittee meetings will be notified as the need arises.

Community Boards	Day	Time
Waihemo	Monday night	7.00pm
Ahuriri	Monday afternoon (week following Waihemo)	3.15pm

(The Ahuriri Community Board hold their meetings at the Lakes Centre, Otematata and Community Centre Omarama during the summer months and at the Kurow Memorial Hall in the winter [April to July]. Venues are detailed on the following schedule).

Schedule Format

The following explains the headings used in the schedules:

Meeting date:	Self-explanatory
Agenda deadline:	This identifies the date and time by which all reports must be to the Committee Secretary for inclusion in the agenda. If you are unsure if you can get your report to the Secretary in time please inform her as soon as possible
Draft Agenda Meeting:	Draft agenda meetings are held the Monday prior to the Council or Committee meetings. People to attend this meeting are the Mayor, Chief Executive, Executive Team members, Chairperson of each of the Committees, Policy and Communications Manager and the Policy Officer-Governance. There are no draft agenda meetings for Community Board meetings or Finance, Audit and Risk Committee (if the meeting is scheduled for a different date to other Committee meetings)
Posting of agendas:	Agendas for meetings are saved onto elected members' iPads via Dropbox and posted to Community Board members as follows:
Council:	Thursday the week before the meeting (or earlier)
Committees:	Thursday the week before the meeting (or earlier)
Waihemo Community Board:	Monday the week before the meeting (or earlier)
Ahuriri Community Board:	Monday the week before the meeting (or earlier)



Mike Roesler
Policy & Communications Manager



Gary Kircher
Mayor

Attachment:

Appendix 1: 2017 Meeting Schedule

Appendix 1: 2017 Meeting Schedule

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waihemo CB	23		6	10	22	-	3	14	25	-	6	18
Ahuriri CB	30		13	-	1	12	24	-	4	16	27	-
Committees: Assets, Community Services, Customer Services	-	1	15	26	-	7	19	30	-	11	22	
Finance, Audit & Risk	-	1	15	26	-	7	19	30	-	11 (Annual Report)	22	
Council	-	15	29	-	10	21	-	2	13	25	-	6
Extraordinary Council (additional as required)	-											

Meeting Dates and Deadlines 2017

Council

(Meetings held six weekly on a Wednesday - reserve day if required is a Monday)
(Agenda saved into Dropbox for Councillors to access via iPads and posted out to the Community Board Chairs and the public the week prior to the meeting date)

Meeting Date	Agenda Deadline (Thursday 9am)	Draft Agenda Meeting (Monday 10.00am)
15 February	2 February	Tuesday 7 February (<i>Waitangi Day Monday 6 February</i>)
29 March	16 March	Tuesday 21 March (<i>Otago Anniversary Day Monday 20 March</i>)
10 May	28 April	1 May
21 June	8 June	12 June
2 August	20 July	24 July
13 September	31 August	4 September
25 October	12 October	16 October
6 December	23 November	27 November

Meeting Dates and Deadlines 2017

Committees: Assets; Community Services; Customer Services; Finance, Audit & Risk

(Meetings held six weekly on a Wednesday - reserve day if required is a Monday)

(Agenda saved onto Councillors iPads and posted out to Community Board Chairs and the public - Wednesday prior to meeting date)

Meeting Date	Agenda Deadline (Thursday 9am)	Draft Agenda Meeting (Monday 10am)
1 February	25 January	30 January
15 March	1 March	6 March
26 April	12 April	18 April
7 June	24 May	29 May
19 July	5 July	10 July
30 August	16 August	21 August
11 October	27 September	2 October
22 November	8 November	13 November

Meeting Dates and Deadlines 2017

Waihemo Community Board

(Meetings held six weekly on a Monday night)
(Agenda posted Monday prior to meeting date)

Meeting Date	Agenda Deadline (12 noon)	Venue
Monday 23 January	12 January	Waihemo Service Centre
Monday 6 March	23 February	Waihemo Service Centre
Monday 10 April	30 March	Waihemo Service Centre
Monday 22 May	11 May	Waihemo Service Centre
Monday 3 July	22 June	Waihemo Service Centre
Monday 14 August	3 August	Waihemo Service Centre
Monday 25 September	14 September	Waihemo Service Centre
Monday 6 November	26 October	Waihemo Service Centre
Monday 18 December	7 December	Waihemo Service Centre

Meeting Dates and Deadlines 2017

Ahuriri Community Board

(Meetings held six weekly on a Monday)
(Agenda posted Monday prior to meeting date)

Meeting Date	Agenda Deadline (12 noon)	Venue (to be confirmed)
Monday 30 January	19 January	Lakes Centre, Otematata
Monday 13 March	2 March	Omarama Community Centre
Monday 1 May	20 April	Kurow Memorial Hall
Monday 12 June	1 June	Kurow Memorial Hall
Monday 24 July	13 July	Kurow Memorial Hall
Monday 4 September	24 August	Lakes Centre, Otematata
Monday 16 October	5 October	Lakes Centre, Otematata
Monday 27 November	16 November	Omarama Community Centre

Councillor - Community Board Roster 2017

	January	February	March	April	May	June	July	August	September	October	November	December
Waihemo	23	-	6	10	22	-	3	14	25	-	6	18
	Cr Holding		Cr Hopkins	Cr Kingan	Cr Percival		Cr Perkins	Cr Tavendale	Cr Wollstein		Cr Garvan	Cr Holding
Ahuriri	30	-	13	-	1	12	24	-	4	16	27	-
	Cr Perkins		Cr Tavendale		Cr Wollstein	Cr Garvan	Cr Holding		Cr Hopkins	Cr Kingan	Cr Percival	

Councillors: If you are unable to attend your rostered day please change with another Councillor – thank you

Monday	Tuesday	Wednesday	Thursday	Friday
2 January	3 January	4 January	5 January	6 January
9 January	10 January	11 January	12 January	13 January
16 January Waihemo Community Board agenda distribution	17 January	18 January	19 January	20 January
23 January Committee draft agenda meeting	24 January	25 January	26 January Committee agenda distribution	27 January
Ahuriri Community Board agenda distribution				
Waihemo Community Board (7.00pm)				
30 January Ahuriri Community Board (3.15pm)	31 January	1 February Committee Day	2 February	3 February
6 February Waitangi Day	7 February Council draft agenda meeting	8 February	9 February Council agenda distribution	10 February
13 February	14 February	15 February Council	16 February	17 February
20 February	21 February	22 February	23 February	24 February

Monday	Tuesday	Wednesday	Thursday	Friday
27 February Waihemo Community Board agenda distribution	28 February	1 March	2 March	3 March
6 March Committee draft agenda meeting	7 March	8 March	9 March Committee agenda distribution	10 March
Ahuriri Community Board agenda distribution				
Waihemo Community Board (7.00pm)				
13 March Ahuriri Community Board (3.15pm)	14 March	15 March Committee Day	16 March	17 March
20 March Otago Anniversary Day	21 March Council draft agenda meeting	22 March	23 March Council agenda distribution	24 March
27 March	28 March	29 March Council	30 March	31 March
3 April Waihemo Community Board agenda distribution	4 April	5 April	6 April	7 April
10 April Waihemo Community Board (7.00pm)	11 April	12 April	13 April	14 April Good Friday

Monday	Tuesday	Wednesday	Thursday	Friday
17 April Easter Monday	18 April Committee draft agenda meeting	19 April	20 April Committee agenda distribution	21 April
24 April Ahuriri Community Board agenda distribution	25 April ANZAC Day	26 April Committee Day	27 April	28 April
1 May Council draft agenda meeting	2 May	3 May	4 May Council agenda distribution	5 May
Ahuriri Community Board (3.15pm)				
8 May	9 May	10 May Council	11 May	12 May
15 May Waihemo Community Board agenda distribution	16 May	17 May	18 May	19 May
22 May Waihemo Community Board (7.00pm)	23 May	24 May	25 May	26 May

Monday	Tuesday	Wednesday	Thursday	Friday
29 May Committee draft agenda meeting	30 May	31 May	1 June Committee agenda distribution	2 June
5 June Queen's Birthday	6 June Ahuriri Community Board agenda distribution	7 June Committee Day	8 June	9 June
12 June Council draft agenda meeting	13 June	14 June	15 June Council agenda distribution	16 June
Ahuriri Community Board (3.15pm)				
19 June	20 June	21 June Council	22 June	23 June
26 June Waihemo Community Board agenda distribution	27 June	28 June	29 June	30 June
3 July Waihemo Community Board (7.00pm)	4 July	5 July	6 July	7 July

Monday	Tuesday	Wednesday	Thursday	Friday
10 July Committee draft agenda meeting	11 July	12 July	13 July Committees agenda distribution	14 July
17 July Ahuriri Community Board agenda distribution	18 July	19 July Committee Day	20 July	21 July
24 July Council draft agenda meeting	25 July	26 July	27 July Council agenda distribution	28 July
Ahuriri Community Board meeting (3.15pm)				
31 July	1 August	2 August Council	3 August	4 August
7 August Waihemo Community Board agenda distribution	8 August	9 August	10 August	11 August
14 August Waihemo Community Board (7.00pm)	15 August	16 August	17 August	18 August

Monday	Tuesday	Wednesday	Thursday	Friday
21 August Committee draft agenda meeting	22 August	23 August	24 August Committee agenda distribution	25 August
28 August Ahuriri Community Board agenda distribution	29 August	30 August Committee Day	31 August	1 September
4 September Council draft agenda meeting	5 September	6 September	7 September Council agenda distribution	8 September
Ahuriri Community Board (3.15pm)				
11 September	12 September	13 September Council	14 September	15 September
18 September Waihemo Community Board agenda distribution	19 September	20 September	21 September	22 September
25 September Waihemo Community Board (7.00pm)	26 September	27 September	28 September	29 September
2 October Committee draft agenda meeting	3 October	4 October	5 October Committee agenda distribution	6 October

Monday	Tuesday	Wednesday	Thursday	Friday
9 October Ahuriri Community Board agenda distribution	10 October	11 October Committee Day	12 October	13 October
16 October Council draft agenda meeting	17 October	18 October	19 October Council agenda distribution	20 October
Ahuriri Community Board (3.15pm)				
23 October Labour Day	24 October	25 October Council	26 October	27 October
30 October Waihero Community Board agenda distribution	31 October	1 November	2 November	3 November
6 November Waihero Community Board (7.00pm)	7 November	8 November	9 November	10 November
13 November Committee draft agenda meeting	14 November	15 November	16 November Committee agenda distribution	17 November
20 November Ahuriri Community Board agenda distribution	21 November	22 November Committee Day	23 November	24 November

Monday	Tuesday	Wednesday	Thursday	Friday
27 November Council draft agenda meeting	28 November	29 November	30 November Council agenda distribution	1 December
Ahuriri Community Board (3.15pm)				
4 December	5 December	6 December Council	7 December	8 December
11 December Waihemo Community Board agenda distribution	12 December	13 December	14 December	15 December
18 December Waihemo Community Board (7.00pm)	19 December	20 December	21 December	22 December

Waitaki District Council Report

From Policy & Communications Manager

Date 30 November 2016

2017/18 Annual Plan: Process for deciding engagement and consultation

Recommendations

That Council:

1. **Note** that it is at the preliminary stage of reviewing the financial forecasts and service projection contained in Year 3 of the 2015-25 Long Term Plan
2. **Note** that the Local Government Act 2002 provides direction to Council as to when and for what a Special Consultative Procedure should be initiated and that the Act allows flexibility in the way Council can engage its community on the 2017/18 Annual Plan
3. **Agree** that, at this stage and based on a preliminary 15 November 2016 Councillor-Executive workshop discussion, there is no individual matter that would trigger an amendment to the 2015-25 Long Term Plan
4. **Agree** to the process under the 'Deciding Consultation and Engagement' section of this paper for determining the significance or materiality of changes or differences to Year 3 of the 2015-25 Long Term Plan and deciding the consultation and engagement requirements for the Annual Plan 2017/18
5. **Note** that the process referred to in recommendation 4 involves a formal assessment of significance and material difference to Year 3 of the 2015-25 Long Term Plan and a decision of Council at its 14 December 2016 meeting on whether an amendment is triggered under the Local Government Act 2002
6. **Note** that following a Council decision on the significance and materiality of changes to Year 3 of the 2015-25 Long Term Plan staff can be directed on the consultation and engagement approach for the Annual Plan 2017/18.

Objective of the decision

To provide clarity and direction on how the community will be involved in the Annual Plan 2017/18 (AP) to meet both statutory requirements and community expectations.

Direction from Council at this stage also ensures that both elected members and staff have sufficient time to communicate and involve the community to an appropriate level and in an acceptable way.

Background

The Local Government Act 2002 (LGA) requires local authorities to adopt a 10 year long term plan (LTP) with detailed financial and service forecasts for years 1 to 3 and in less detail for years 4 to 10. The long term plan is renewed after 3 years with changes managed in the intervening years, being years 2-3, via the Annual Plan process.

Waitaki District Council adopted its LTP in June 2015 and is programmed to renew this plan by June 2018. In the interim Council will complete annual plans for 2016/17 and 2017/18 financial years. The annual plan process provides Council with a way to review and update the detailed year 2 and 3 LTP financial and service forecasts.

The LGA provides guidance to local authorities about how the annual plan process is used to review long term plans. It requires Council to:

- assess the significance and materiality of any proposed difference to a long term plan
- agree a consultation and engagement approach that reflects the Council decision on significance or materiality of proposed differences to the LTP
- be more considered in deciding consultation requirements. For example, the Act provides flexibility for a more tailored approach to involving the community. In the past the Special Consultative Procedure (SCP) was the only option – now it is no longer mandatory and is only required when major change (i.e. an amendment) is proposed to the LTP.

Special Consultative Procedure

The LGA02, along with the Council's Significance and Engagement Policy, provides guidance on when the Council would use a SCP. It imposes a discipline on councils to ensure the community is involved in major changes, or an amendment to the LTP. Guidance to Council about what constitutes an amendment include a decision:

- to transfer the ownership or control of strategic asset or alter the nature of this asset
- that will significantly affect the Council's capacity or cost associated with an activity of Council
- that will impact significantly on Council services.

A preliminary discussion was held at the 14 November workshop between Councillors and the Council Executive about services, funding and the LTP. Potential changes to the LTP were identified.

Based on this initial discussion Council staff are recommending in this paper that Council agree that, unless further information comes to light, there are no individual matters that would trigger an amendment to year 3 of the LTP. This provides an initial step in the decision-making process about community consultation for the AP. Staff will present a more formal assessment of significant and material differences to the LTP at the 14 December Council workshop and seek direction on the consultation approach. A final recommendation on community consultation will be presented at the 15 February 2017 Council meeting. This process:

- ensures the Council implements a legally compliant process
- assists Councillors and staff to take the next step of deciding the engagement and consultation approach
- focuses Council resource on delivering the appropriate consultation approach in an effective way.

Deciding consultation and engagement

While the Council is making an initial decision in this paper about not requiring an SCP, its intention is to make a further decision on the engagement and consultation approach at its 15 February 2017 meeting. At that meeting the significance or materiality of proposed changes or differences to year 3 of the LTP will be considered and a recommendation on the level and nature of engagement and consultation for the AP provided.

The bullet points below provide a process for the 15 February 2017 Council meeting and reflect consideration of the LGA and Significance and Engagement Policy.

- Council will be provided with a schedule of the significance and materiality of proposed changes or differences to year 3 LTP
- Council will be provided with a detailed Communication Plan that will support either one of the three consultation scenarios
- The above information and staff recommendation will inform and lead to a Council decision about the engagement and consultation approach
- The above decision will result in one of three alternatives being:
 - An amendment to the LTP requiring a Special Consultative Procedure (SCP). This decision is unlikely given the information, discussion and recommendations provided in this report.
 - Changes to the LTP that, while not constituting an amendment, result in a decision of Council that consultation is necessary. Under this scenario sections 82A(3) and 95A of the Act apply requiring a proposal but not an SCP.
If the Council decides this alternative then an engagement and consultation plan will be adopted by the Council (15 February), along with underlying detailed planning information (February-March 2017). This would occur prior to engagement and consultation occurring.
 - No significant or material change to the LTP resulting in no requirement for consultation under the Act.
Under this alternative the Council will complete the AP proposal with no community consultation, but rather communication of the 2016/17 work programme, followed by final approval of the AP in June 2016.
- Attachment 1 provides the broad decision-making steps and timelines that the above process fits within.

As preparation for the 15 February Council meeting staff will present a paper to the 14 December 2016 workshop that will reflect the deliverables identified above.

Engagement and Consultation Approach

Council staff are currently drafting a detailed Communication Plan for the 2017/18 AP. It will provide for the three decision-making alternatives described in the section above and will be provided as part of 14 December 2016 Council workshop and 15 February 2017 Council meeting agendas.

It is important to note that while there are differences between implementing a SCP and a non-SCP consultation there are some core components that will be common to both scenarios. The key features common to both approaches would include:

- The creation of an animated video, outlining key changes, and inviting the public to provide input into the decision-making process
- Online and handwritten feedback assessed by staff and reported to Councillors in summary form
- Compilation of written feedback for Councillors - with the exception of social media commentary
- An opportunity for those that wish to further discuss their feedback to do so. There is a lot of flexibility in how this can occur with formal hearings being simply one option
- Promotion of consultation through usual channels eg print media, social media, and website. This promotion highlights where people can access our content and how they can participate in the decision-making process
- Council website used as a primary source of relevant information

The key difference between the SCP and non-SCP scenario relate to:

- The engagement and consultation being more fine-tuned towards proposals
- External audit are involved in an SCP
- Consultation must be open for a minimum of one month
- Public must have the opportunity to be heard by Council

Conclusion

The timing of the 2017/18 Annual Plan provides an opportunity for the newly elected Council to make immediate changes to the LTP through this budget cycle, and importantly, explore future priorities and direction with the next LTP in mind. Early discussions have indicated that the AP will give effect to the current LTP, albeit with some fine tuning adjustments, and that Council will utilise the next LTP process to review broader long term priorities and direction. This report provides a process for deciding an engagement and consultation approach that gives Council scope to implement either scenario.



Mike Roesler
Policy & Communications Manager



Lisa Baillie
Customer Services Group Manager

Attachments

1. 2017/18 Annual Plan: Key Steps, Timing, Milestones
2. Extract from Significance and Engagement Policy
3. Additional decision making considerations

Attachment 1: 2017/18 Annual Plan: Key Steps, Timing, Milestones

Date	Meeting	Steps and Milestones
14 and 15 November	Councillor Retreat at Ohau	Council discusses expectations for 2017/18 Annual Plan
30 November	Council meeting	Report on community engagement options
14 December	Council workshop	- Workshop on draft budget and proposals - Assessment of significance, and direction on engagement and consultation approach
2017		
15 February	Council meeting	Decision on budget and proposals
TBC (Feb-Mar)	Council meeting	Decision on consultation and engagement
TBC (Mar-Apr)	Possible public interaction	Community engagement
7 June	Extraordinary Council (Committee day)	Decision-making – direction to staff to finalise the Annual Plan
21 June	Council	Adoption of Annual Plan

Attachment 2: Extract from Significance and Engagement Policy

General approach to determining significance

1. Council will take into account the following matters when assessing the degree of significance of any proposals related to issues, assets or other matters, seven of which are reflected in the procedure for determining significance (**Schedule 2** of this policy):
 - Whether the proposal or decision is consistent with previous decisions or plans
 - The level of financial consequences of the proposal or decision
 - The likely impact on present and future interests of the community, recognising Māori cultural values and their relationship to land and water
 - Whether the proposal or decision will affect a large portion of the community
 - Whether community interest is high
 - Whether the likely consequences are controversial
 - Whether community views are already known
 - The extent to which the decision or proposal is difficult to reverse
 - The level of uncertainty associated with the proposal or decision
 - Whether the proposal relates to a strategic asset listed in **Schedule 1** of this policy
2. In general, the more of the matters outlined in clause 4 that apply to a proposal, the more likely it is to have a higher degree of significance.
3. In assessing the degree of significance of any proposal relating to an issue, asset or other matter, Council will use the procedure outlined in **Schedule 2** of this policy.

SCHEDULE 1: STRATEGIC ASSETS

Section 5 of the Local Government Act 2002 requires the following to be listed in this Policy:

- a. any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- b. any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c. any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966

The following is a list of assets or group of assets that the council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

Strategic assets

- The roading network
- Water collection, treatment and distribution systems (including water rights and resource consents)
- Wastewater collection, treatment and disposal systems (including resource consents)
- Stormwater collection and disposal systems
- Oamaru and Palmerston Landfills
- Oamaru Airport
- Oamaru Harbour Breakwater
- Community housing

1. For the purpose of this policy, Council considers its roading network and other strategic assets as whole single assets. This is because the asset class as a whole delivers the service, thereby making it strategic.
2. In line with this whole single asset approach, and in the interest of efficient management of resources, Council does not expect to undertake the special consultative procedure for decisions that relate to the transfer of ownership or control, or minor construction or replacement, of part of a strategic asset, unless that part substantially affects the level of service provided to the community.

Any physical alterations to strategic assets that are required to either prevent an immediate hazardous situation arising, or to repair an asset to ensure public health and safety due to damage from an emergency or unforeseen situation, will also be undertaken without formal consultation. Discretionary engagement may be undertaken with affected communities where practicable and in accordance with Schedule 3 of this policy. Any actions taken will be reported in the relevant Annual Report.

Attachment 3: Additional Decision Making Considerations

The decision associated with this report relates to the core planning provisions Part 6 of the Local Government Act 2002. The decision relates to how the Council progresses the Annual Plan process and in particular, how it engages and consults with the community. The decision in this report does not relate to Council service priorities or direction. The report relates to how Council will engage with the community to consider such matters. Community Board involvement in the Annual Plan process is considered in this report.

	No/Moderate/Key		No/Moderate/Key
Policy/Plan/Process	Key	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	Key	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	Key	Publicity and Communication	Key

Waitaki District Council Report

From Community Services Group Manager

Date 30 November 2016

Dividend Allocation

Recommendations

Council agrees to fund the following projects from the Whitestone Contracting Limited dividend:

- a. Alps 2 Ocean Cycle Trail Stage 3 for \$50,000
- b. 'Best Community ideas/projects' for \$5,000 and to be approved by the Mayor.

Objective of the Decision

To finalise the funding for the Alps 2 Ocean Cycle Trail Stage 3 (Duntroon to Oamaru) in the amount of \$50,000 and allocate a grant budget of \$5,000 for funding a 'Best Community Ideas/Projects' from the Whitestone Contracting Limited dividend.

Summary

Council approved a grant of \$100,000 towards the \$625,000 budget needed to finalise the Duntroon to Oamaru section. Half (\$50,000) was allocated from the RMA fund and the other half was intended to be funded from 'non-rating' sources. After investigating other options the Whitestone Contracting Limited dividend is proposed to be the last option.

Council approves a budget of \$5,000 towards 'Best Community ideas/projects'. A project where the community (district wide) is invited to submit their ideas for a community good project which will be evaluated and the best 10 projects will be granted \$500 each towards implementation.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	Key

Discussion

A2O Cycle Trail

In the 2016/17 Annual Plan Council approved a grant to A2O Cycle Trail of \$100,000 towards the part funding of \$625,000 budget needed to finalise the Duntroon to Oamaru section. Half (\$50,000) was allocated from the RMA fund and the other half was intended to be funded from 'non-rating sources'.

The A2O Funding Team has investigated the following funding sources to fund the remaining \$50,000:

- Lotteries – they have already funded this part of the trail for \$400,000
- Otago Community Trust has granted \$100,000 towards this stage
- Lion Foundation granted \$25,000 towards this stage
- MBIE has funded A2O Cycle Trail for the 'Off SH83' Stage for \$935,000
- The RMA fund has already allocated \$50,000 towards this section
- This stage falls outside the boundary of Trust Aoraki

It is recommended that this \$50,000 be funded from the Whitestone Contracting Limited dividend.

Stage 3 of the A2O Cycle Trail should be completed by May 2017.

'Best Community ideas/projects'

At the strategic workshop Council had with the Executive Team at Ohau Lodge on 15 November it was proposed to develop a community project that could give the community of Waitaki District the opportunity to put forward their best ideas for 'community good' projects. The projects will be evaluated and approved for funding by the Mayor. The ten best ideas will receive \$500 each as seed funding towards implementing their projects.

It is recommended Council approve a \$5,000 budget funded from the Whitestone Contracting Limited dividend towards this project.

Appendix 2 shows the allocation of the dividend and balance to date.

Summary of Options Considered

Option 1 – Council fund the Alps 2 Ocean Cycle Trail Stage 3 for \$50,000 and the 'Best Community ideas/projects' project for \$5,000 from the Whitestone Contracting Limited dividend.

Option 2 – Not to fund the \$50,000 for the A2O Cycle Trail Stage Three Project will mean we will have to apply for funding in the next year. Most of the major funders do not fund projects retrospectively. This will result in the Project Team applying to Council for an internal loan which we do not have funding to pay the loan back. At present our operational funding is allocated to marketing and maintenance of the trail.

Not fund the 'Best Community ideas/projects' project for \$5,000. It is a small amount that will give the Waitaki District community the opportunity to showcase their ideas and have the opportunity to receive seed funding for implementation and public good.

Assessment of Preferred Option

Option 1 is the preferred option.

Conclusion

If Council approve the \$50,000 funding towards this project it will finalise the funding for this section and we can put our full attention towards finalising the 'Off SH83' project.

To fund the \$5,000 for the 'Best Community ideas/projects' project is a small amount that will create community involvement and the outcome will support our vision of 'Growing Waitaki – the best place to live, work and play'.



Thunes Cloete
Community Services Group Manager

Attachments

Appendix 1: Additional decision making considerations

Appendix 2: Dividend Commitment Allocations

Appendix 1: Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

- We enable opportunities for new and existing businesses.
- We provide and enable services and facilities so people want to stay and move here.
- We maintain the safest community we can.

Financial Considerations

The \$55,000 will be funded from Whitestone Contracting Limited dividend.

Legal Considerations

The A2O Safety Plan has identified this part of the trail as high risk and needs to be taken off road as soon as possible.

Publicity & Communication Considerations

It is recommended that a press release be drafted relating to the progress made on this stage and the implantation of the 'Best Community ideas/projects' project.

Appendix 2: Dividend Commitment Allocations

	Commitment	Source / Approval
WCL dividend 2015/16	272,000	
WCL Subvention payment 2015/16	273,833	
TW Subvention payment 2015/16	16,649	
Oamaru Cycle learning zone surface & carpark Community grants	(130,000)	Workshop 11/11/15, 16/12/15, Council 09/12/15
Apply to reduce rates - roading & civil defence	(50,000)	Workshop 16/12/15
Palmerston Health Trust \$150k (less special funds \$110k)	(280,000)	Council 03/02/16
Planning for township amenity improvements	(40,000)	Council 03/02/16
Increase township amenity improvements + \$15,000	(15,000)	Council 03/02/16
	(15,000)	Council 08/06/16
Balance uncommitted	32,482	
Dividend anticipated 2016/17	700,000	
Roading Rural Resilience	(150,000)	Council 08/06/16
Traction seal project - rural roading	(150,000)	Council 26/10/16
Address urgent rural roading issues	(350,000)	Council 26/10/16
Alps2Ocean stage 3 - finalise funding	(50,000)	Agenda 30/11/16 - Dividend Fund proposal
Best Community ideas	(5,000)	Agenda 30/11/16 - Dividend Fund proposal
Balance uncommitted	(5,000)	
Overall uncommitted two years	27,482	

Waitaki District Council Report

From Asset Management Engineer – Water Services

Date 30 November 2016

Rural Water Scheme Consumer Subcommittees

Introduction

Following the Local Government elections, Rural Water Scheme Consumer Subcommittees are required to hold triennial general meetings in order to seek re-election. Officers have spoken with the chairs of the remaining subcommittees and they have advised us they will not be holding triennial general meetings and that they see no need to continue with the formalised subcommittee structure that had previously been in place.

Recommendations

That Council:

1. Acknowledges input and advice from Rural Water Scheme Consumer Subcommittee chairs in support of an amended governance and management arrangement.
2. Accordingly, does not reappoint Rural Water Scheme Consumer Subcommittees for the following Waitaki District Water supplies: Awahokomo, Bushey Creek, Duntroon, Lower Waitaki, Stoneburn, Herbert-Waianakarua, Hampden-Moeraki.
3. Amends the delegations to take into account that the Rural Water Scheme Consumer Subcommittees are no longer subcommittees of Council.
4. Acknowledges the valuable contribution of former Rural Water Scheme Consumer Subcommittee members and thanks them for their service.
5. Forms operational liaison groups on rural supplies where some maintenance work continues to be undertaken or managed by supply consumers, and develops written agreements with these groups outlining roles and responsibilities.

Objective of the Decision

To ensure governance and management arrangements are in place for all Waitaki District drinking water supplies.

Summary

Rural Water Scheme Consumer Subcommittees (subcommittees) have historically been responsible for representing the needs and aspirations of rural water supply consumers.

The drinking water supply upgrades undertaken by Council in recent years to bring the District's supplies up to the Drinking-water Standards for New Zealand 2005 revised 2008 (the Drinking Water Standards) have resulted in the amalgamation of several supplies, the disbandment of several subcommittees, and the transition of supply governance and management responsibilities back to Council. There are now only a handful of stand-alone rural water supplies.

Officers have contacted the chairs of the remaining subcommittees to discuss their intentions following the Local Government elections. They have each advised that in their view there is no need to continue with the formalised subcommittee structure and that their subcommittees do not intend to hold triennial general meetings in order for members to seek re-election (as set out in Council's Register of Delegations to Elected Members).

It is therefore recommended that the subcommittees are not reappointed by Council and that all governance and management responsibilities for these supplies (with the exception of supplies under the management of Corriedale Water Management Ltd) are transferred to Council.

For supplies where some maintenance work will continue to be undertaken or managed by supply consumers, an 'operational liaison group' model is proposed, with associated agreements outlining roles and responsibilities. For all of the supplies, Council would maintain a list of key supply contacts for instances where local knowledge is essential in the effective operation of the supply – for example, locating pipes or consumer history.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Moderate	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	Moderate	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	Moderate	Community Board Views	No
Consultation	No	Publicity and Communication	No

Background

Prior to the commencement of the water supply upgrades required to meet the Drinking Water Standards, there were several stand-alone rural water supplies throughout Waitaki, each with their own Rural Water Scheme Consumer Subcommittee.

Council's Register of Delegations to Elected Members states the objective of these committees as being to represent the needs and aspirations of the consumers in the provision of an adequate and wholesome water supply.

A minimum of four consumers must be on each subcommittee and be elected at a triennial general meeting, which must be held no more than two months following Local Government elections. These meetings must be publicly notified inviting relevant water supply consumers to attend.

The Register of Delegations outlines the duties required for the subcommittees to fulfil their objectives - including setting annual estimates and recommending budgets and unit charges to Council, reviewing Council policy with regard to rural water supplies and make recommendations to Council and plan supply maintenance, overseeing and/or managing development and major capital works, approving new consumers to join the supplies, and approving changes to the number of units purchased by a consumer.

The Register also sets out the circumstances under which Council may exercise its power to disband a subcommittee, which includes by mutual agreement.

The number of subcommittees has declined significantly as the upgrades have progressed. Some were disbanded through mutual agreement following amalgamation of their supplies with Oamaru or Palmerston, or in recognition of Council's increased responsibility for the provision of safe drinking water under the Drinking Water Standards and exposure to risk.

Kauru Hill, Windsor, Awamoko and Tokarahi water supplies are currently, through a Memorandum of Understanding, under the governance and management of Corriedale Water Management Limited.

There are now only seven remaining rural supplies where a subcommittee could be appointed:

- Awahokomo
- Bushey Creek
- Duntroon
- Lower Waitaki
- Stoneburn
- Herbert-Waianakarua
- Hampden-Moeraki

Officers have spoken with the chairs of each of these supply subcommittees. They have confirmed they do not support the continuation of the current subcommittee structures given the changing legislative environment and supply upgrades, and will not be seeking reappointment following the Local Government elections. However, there are some cases where it is thought that the ongoing involvement of former subcommittee members is important and requires a structure and agreement outlining key roles and responsibilities.

The preferences for these remaining supplies are as follows:

Water Supply	Preference
Awahokomo	Work towards going private (as for the Dunrobin Water Supply)
Bushey Creek	Do not reappoint the subcommittee and replace with an operational liaison group (or similar model)
Duntroon	Do not reappoint the subcommittee (no liaison group required)
Lower Waitaki	Do not reappoint the subcommittee (no liaison group required)
Stoneburn	Do not reappoint the subcommittee and replace with an operational liaison group (or similar model)
Herbert-Waianakarua	Do not reappoint the subcommittee and replace with an operational liaison group (or similar model) (until completion of the pipeline from Oamaru)
Hampden-Moeraki	Do not reappoint the subcommittee (a reference group consisting of former subcommittee members is already in place for pipeline construction)

It is acknowledged that several consumers on these supplies have made significant contributions to the governance and management of these supplies, and have extensive knowledge of the supply networks and history.

To maintain this link, Council will maintain a list of supply contacts and will continue to liaise with them in instances where their local knowledge and expertise are important to successful outcomes on the supply.

Summary of Options Considered

Option 1: Do not reappoint Rural Water Scheme Consumer Subcommittees and replace with liaison groups where required (recommended)

Under this option, the subcommittees for the Awahokomo, Bushey Creek, Duntroon, Lower Waitaki, Stoneburn, Herbert-Waianakarua and Hampden-Moeraki would not be reappointed, and governance and management of the supplies would be transferred to Council's Assets Committee and Council officers, as appropriate.

Under this option, it is expected that local councillors and Community Boards would take responsibility for representing consumers' needs and aspirations, and that Council would consult the community on any significant governance or management proposals affecting them, in accordance with Council's Significance and Engagement Policy 2014.

Operational liaison groups would be formed on the Stoneburn, Bushey Creek and Herbert-Waianakarua (until completion of the pipeline from Oamaru) water supplies, and formal agreements would be put in place to support these. In addition, Council would maintain a contact list of key supply consumers, as outlined above. Officers would work with the Awahokomo community towards privatising their scheme, in accordance with community preferences.

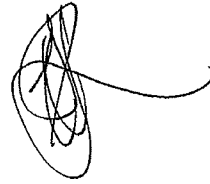
Option 2: Reappoint Rural Water Scheme Consumer Subcommittees

Under this option, Council would request the subcommittees for the Awahokomo, Bushey Creek, Duntroon, Lower Waitaki, Stoneburn, Herbert-Waianakarua and Hampden-Moeraki to seek reappointment. This is inconsistent with the preferences indicated by the current subcommittees and is therefore not recommended and with the governance and management of all other water supplies in the District.

Assessment of preferred option

Option 1 is recommended because it:

1. Is consistent with the preferences indicated by the current subcommittee chairs.
2. Is consistent with the governance and management of all other supplies in the District
3. Will support Council's ability to manage risk on the supplies.
4. Is the most cost-effective option for governing and managing the supplies into the future.



Caitlin Donovan
Asset Management Engineer – Water Services

Neil Jorgensen
Assets Group Manager

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

This decision contributes to the following community outcomes:

- We provide and enable services and facilities so people want to stay and move here
- We maintain the safest community we can
- We keep our district affordable

Policy and Plan Considerations

The decision is consistent with the Register of Delegations. Following the Local Government elections, the subcommittee are required to hold a triennial general meeting in order to seek reappointment by Council. The current chairs have advised they do not intend to do this and therefore there are no subcommittees for Council to reappoint.

Ongoing governance and management of the supplies will be undertaken in accordance with relevant legislation and Council's Long Term Plan 2015-25 and the Waitaki District Water Supply Bylaw 2014, both of which have been publicly consulted on.

Community Views

The views of the community in regard to their water supply will continue to be represented through local councillors and the Community Boards. They will also be engaged on any decisions pertaining to water supply that affect them in accordance with Council's Significance and Engagement Policy 2016.

Waitaki District Council Report

From Roothing Network Engineer

Date 30 November 2016

Historic Precinct Concept 2016

Recommendations

The Council resolves to:

1. Approve a budget of \$60,000 funded from the Harbour reserve for improvement works to roading, pedestrian and parking in the Harbour area.

Objective of the Decision

To approve a budget from existing reserves to provide increased safety for pedestrians, improve traffic flows and parking in and around Oamaru's Historic Precinct area.

Summary

It is proposed that Council approves funding to carry out works to improve pedestrian safety and to cater for increased parking demand in Oamaru's Historic Precinct area. This will be achieved by implementing a speed limit reduction, time-restricted parking and a raised pedestrian platform on Tyne Street, adding road markings to the service lane, and installing retractable bollards that restrict vehicular traffic to Harbour Street.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Moderate	Cultural Considerations	No
Significance	Key	Social Considerations	No
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	No
Consultation	Key	Publicity and Communication	Moderate

Background

Oamaru's Historic Precinct has seen a surge in activity due to increased tourism numbers and an increase in business activity, particularly around Harbour Street. The issue now is how to deal with the combination of pedestrians, vehicles, street furniture, and signage, whilst ensuring that everyone is safe. We want people to be able to explore the precinct, enjoy the sights and sounds, and to be safe doing that. To ensure that we achieve this we must manage change so that it enhances the businesses and the experience of locals and visitors so that we all win. We can do this by making better use of the surrounding streets, and to improve parking, signage and manage traffic flows. We also need to ensure flexibility to provide for the various types of businesses, the variable weather, and the differing customer mix.

Summary of Options Considered

Option 1 – Status quo. No changes are made to the Historic Precinct area.

Option 2 – Implement the Historic Precinct Concept 2016 Plan. This is inclusive of a 30km/h temporary speed limit, time-restricted parking, raised pedestrian platform, road markings, and installing retractable bollards to restrict vehicular traffic on Harbour Street.

This option will be carried out in stages, starting with the 30km/h temporary speed limit, followed by parking and road marking and the installation of the retractable bollards. Construction work of the raised pedestrian platform would be carried out after the summer holiday break in early 2017.

Assessment of Preferred Option

Option 2 - Implement the Historic Precinct Concept 2016 Plan.

This option consists of four significant portions; 30km/h temporary speed limit, time-restricted parking and new parking areas, raised pedestrian platform, and retractable steel bollards at the entry to Harbour St (adjacent to the Criterion Hotel).

The 30km/h temporary speed limit (see diagram 1) will be in force from the Humber Street, Itchen Street, Wansbeck Street and Tyne Street approaches to the Historic Precinct. The speed limit at this stage will be temporary but enforceable by Police and in place during certain times of the year (such as the Summer Holiday period). When the temporary speed limit is not in force, the signage will be removed and stored. The speed limit may be made permanent via a Roding Bylaw amendment in the future, should this need arise. The lower speed limit will help make the roadside environment safer for both pedestrians, cyclists and vehicles moving towards a shared space environment.

Changes to on-street parking (see diagram 2) along Tyne Street will help improve parking demand in the Historic Precinct. Existing parking consists of 32 unrestricted parking spaces, one P5, two P30, and two bus stops. The proposal is to create one P5, six P120, twenty-five P60, and one P5 Loading Zone (outside Smiths grain store building).

New parking areas (see diagram 2) will be installed in the service lane on the eastern-side of the Historic Precinct. This will include a mixture of parallel and angle parking which will be road marked. P120 time-restrictions may be implemented if required at the southern end. A 30m loading zone will be provided for Catto Wool and a Bus Drop Off/Bus Stop area provided for the soon-to-be-opened tourist attraction at 10 Harbour Street.

The service lane (see diagram 3) will be one-way from the Itchen Street end and two-way from the Wansbeck Street end for approximately 75m. A cul-de-sac outline will be painted to indicate turning circle at the end of the two-way section. Signage and road marking will be in place to enforce this. The entrance to the service lane will be modified to allow better manoeuvrability.

A raised pedestrian platform (see diagram 3 and 4) will be constructed outside the Woolstore Complex to provide a safe crossing area for pedestrians. The platform will also work as a traffic calming device to reduce speeds at the intersection. Further roadmarking will be installed at the Itchen Street and Tyne Street intersection to provide a safe secondary crossing point for pedestrians crossing to Steampunk HQ.

The entrance to Harbour Street (see diagram 4) will have restricted access for vehicular traffic by way of steel retractable bollards. The bollards will be upright during the busier part of the year and during business hours each day. The exact times can be further defined upon agreement with affected businesses on Harbour Street following the installation.

Service vehicles will have continuous access to Harbour Street via an alleyway off the Service Lane. There will be allowances made for emergency vehicles accessing Harbour Street at all times.

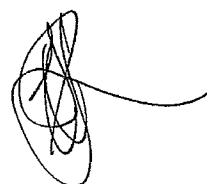
We were asked to consider a raised crossing in Harbour Street - there is significant work to be done to make this possible. It is suggested that this work be deferred until assessment of stage 1 is completed.

Conclusion

It is important to improve pedestrian safety and to cater for increased parking demand in Oamaru's Historic Precinct. We have reached critical mass and the time to implement changes to cater for the increase in demand is now.



Rodger McGaw
Roding Network Engineer



Neil Jorgensen
Assets Group Manager

Attachments

Additional decision making considerations

Diagrams:

1. 30km/h Temporary Speed Limit
2. New Parking Zones
3. New Road Marking, Bollards and Pedestrian Platform
4. Bollards and Pedestrian Platform Detail

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Community Views

Consultation has been undertaken by Mayor Gary Kircher with affected business owners surrounding the Historic Precinct. Their feedback has been considered and implemented into the concept where possible.

Financial Considerations

The project requires funding to cover the cost of signage, road markings, raised pedestrian platform and the retractable steel bollards. A breakdown of the estimated costs are as follows:

- New road access to service lane from Itchen/Tyne \$8,000
- Raised pedestrian/ traffic calming platform \$6,000
- Bollards (Retractable bollards and fixed bollards) \$8,000
- Temporary Speed signs \$5,000
- Yellow hatching marking \$1,000
- New car park markings \$5,000
- New car park signs \$3,000
- Service lane signage \$2,000
- Contingencies: \$7,000
- Street furniture \$15,000

Total estimated cost: \$60,000

Legal Considerations

The requirements for implementing the 30km/h temporary speed limit involve the approval of a traffic management plan for each period of time that it is required.

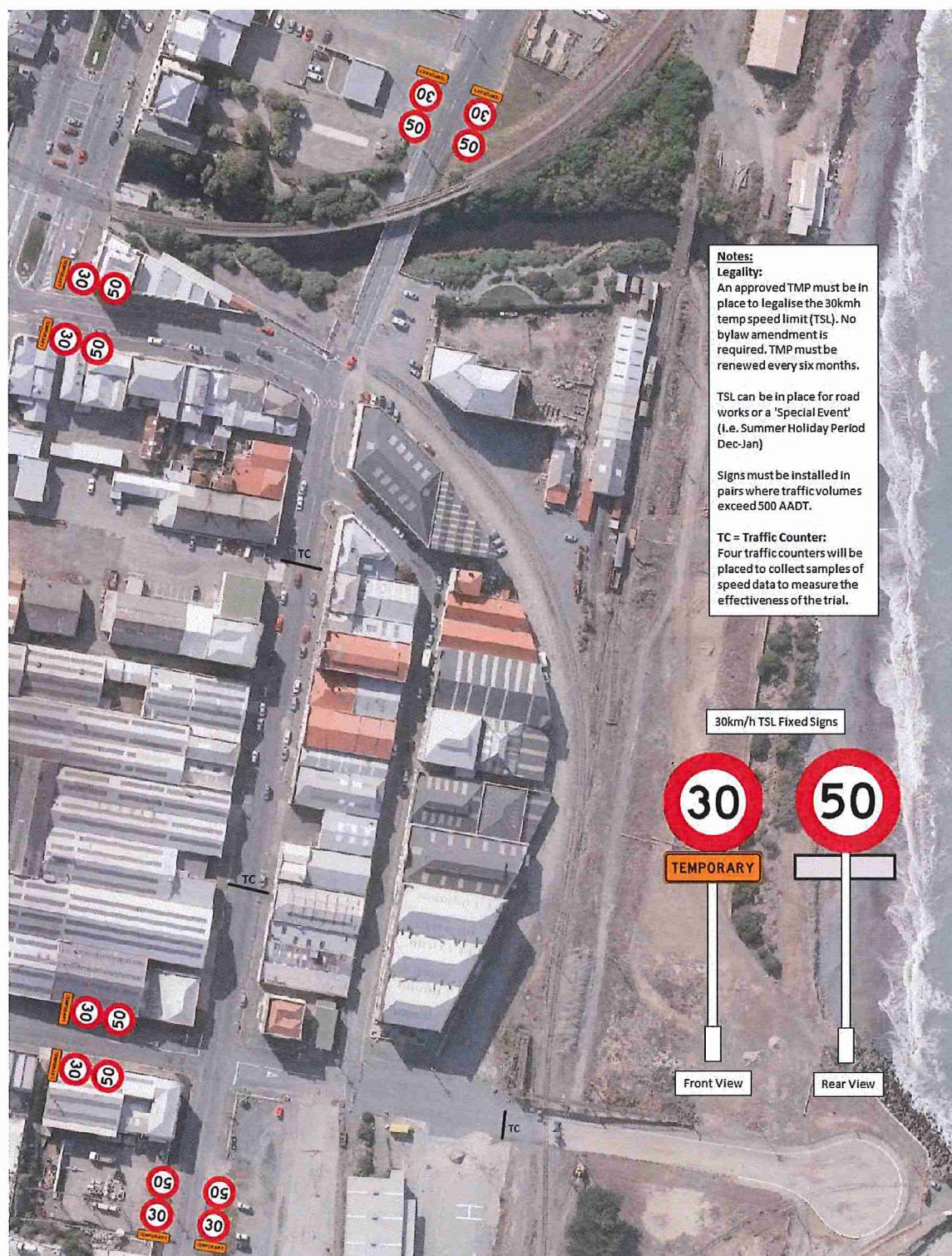
The time-restricted parking requires approval from the Roading Manager prior to the installation of signs and markings indicating the restrictions.

Harbour Street will remain a legal road with access available from the Service Lane. The steel bollards will obstruct ordinary vehicular traffic, however the public will have free and unobstructed pedestrian and cyclist access from the point where the bollards are installed.

Economic Considerations

It is expected that by creating a safe pedestrian and tourist-friendly area around the Historic Precinct, this will encourage increased numbers of visitors and increased economic benefits to businesses in the area.

Diagram 1 – 30km/h Temporary Speed Limit



TC = Traffic Counter to collect traffic data for analysis.

Diagram 2 – New Parking Zones



Diagram 3 – New Road Marking, Bollards and Pedestrian Platform



Diagram 4 – Bollards and Pedestrian Platform Detail

