

CENTRAL HAWKE'S BAY



**I hereby give notice that a Finance and Planning Committee Meeting will be held on:**

**Date:** Thursday, 6 September 2018  
**Time:** at the conclusion of the Public Forum  
which commences at 9.00am  
**Location:** Council Chamber  
28-32 Ruataniwha Street  
Waipawa

# **AGENDA**

## **Finance and Planning Committee Meeting**

**6 September 2018**

**Monique Davidson**  
Chief Executive



## Order Of Business

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**1 APOLOGIES****2 DECLARATIONS OF CONFLICTS OF INTEREST****3 STANDING ORDERS****RECOMMENDATION**

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers
- THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

**4 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY**

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

**RECOMMENDATION**

THAT Council has read the reports associated with items 5.1, 5.2, 5.3, 5.4 and 6.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting

## 5 REPORT SECTION

### 5.1 FINANCE AND PLANNING COMMITTEE WORK PROGRAMME REPORT

**File Number:** COU1-1410

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** Nil

#### PURPOSE

The purpose of this report is to provide an update to the Finance and Planning Committee on the key priorities as identified in the Terms of Reference and work programme for the committee.

#### RECOMMENDATION

**That, having considered all matters raised in the report, the report be noted.**

#### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

#### DISCUSSION

The role of the Finance and Planning Committee is to assist Council to discharge its responsibilities for:

- Preparation and promotion of key planning documents including the Long Term Plan, Annual Plan and District Plan
- Assess and progress current and future projects
- Policy review and development relevant to finance, planning and infrastructure

Specific responsibilities include:

- Discussion and preparation of the Annual Plan
- Discussion and preparation of the Long Term Plan
- Discussion and preparation of the District Plan
- Approval of appropriate draft strategies, plans and policies for public consultation
- Recommend appropriate strategies plans and policies to council for adoption
- Council owned infrastructure
- Finance policies
- Infrastructure policies

The purpose of this report is to provide a regular update on key areas of focus for the Finance and Planning Committee.

#### Long Term Plan 2018-2028

Council adopted the Long Term Plan 2018-2028 on the 31 May 2018. This is a significant milestone. Final edits and production of the Long Term Plan 2018-2028 are completed and the final document is now available publically. The Long Term Plan 2018-2028 is effective from 1 July 2018. A debrief on the process, and key learnings took place on the 26<sup>th</sup> July with Council.

**Annual Plan 2018-2019**

The annual plan process focuses on year-to-year budgets. Councils prepare an annual plan in each of the two years between LTP reviews, and set out in them what the council plans to do in the next 12 months to move towards achieving its goals.

Following completion of the Annual Report, corporate focus will turn to the development of the Annual Plan 2019-2020.

Workshops for Council throughout September and October are already scheduled. The Annual Plan 2019-2020 will be a priority project for the Finance and Planning Committee over the coming 12 months.

**District Plan**

The District Plan is progressing well with the overall project programme on target for an initial draft to be completed by 1 November 2018, ready for review.

A full project status report is included in the agenda for Finance and Planning Committee.

**Contract Management Policy**

Following the Internal Audit on Contract Management, the need for the development of a Contract Management Policy was identified. The high-level approach for this Contract Management Policy was workshopped with Council at the end of June.

Following recommendations from Phil Jones, Independent Risk and Audit Advisor the Policy for Contract Management should be contained in a wider Procurement and Contract Management Policy at a governance level. Council Officers have taken on this advice and are drafting this work.

Council will participate in a workshop on 20 September where a draft Policy will be presented for feedback, before being formally considered in October.

Following this, an operational procurement manual and contract management manual will be developed and implemented across the organisation. Council Officers are exploring regional shared service opportunities within the project.

**Development Contributions Policy**

Council are required to review its Development Contributions Policy every 6 years. The current policy is under review with an initial discussion held between Council, and work underway in reviewing the policy based on growth assumptions and forecasted capital expenditure. Council officers will be presenting a workshop on 6 September to Council for feedback. It is intended that Council will adopt a Draft Policy in October and seek public feedback before considering a final Policy prior to Christmas.

**Funding and Financing Review**

1. Given one of the priorities of the Finance and Planning Committee, it should be noted that the Minister of Finance, Hon Grant Robertson has asked the Productivity Commission to conduct a new inquiry into how to fund and finance local government.

2. This inquiry will examine the adequacy and efficiency of the existing local government funding and financing frameworks. It will make recommendations on whether additional revenue-raising tools are needed for local authorities and what changes, if any, are needed in central government's approach to funding and financing local government. The scope of this inquiry could cover a number of potential areas, including tourism costs, transport funding for roads, infrastructure support for new growth, and examining rates affordability for households.

3. The Commission is looking forward to receiving the terms of reference and will be starting work on the new inquiry from September after our current inquiries have been completed. The

commission will publish an issues paper that will outline our proposed approach, the context for the inquiry and a list of key questions to be addressed. The Commission will seek submissions from all interested parties and consult broadly to help inform and ground our analysis.

### **Non-Financial Quarterly Reporting**

This format of reporting has been reviewed. The Council can expect reporting on Levels of Service each quarter, which will be presented, to either Council or the Finance and Planning Committee meeting depending on the timing of meetings. A six weekly organisational performance report will be presented to Council, the first of which was presented to the August Council meeting.

### **Financial Quarterly Reporting**

The reduced fourth quarter financial report was formally presented to the Finance and Planning Committee on the 26 July 2018. The reduced reporting is in recognition of the year end process and the extended reconciliation process required for year end.

The first quarter reporting for 2018/19 has been distributed to Council.

### **Annual Report Progress**

The Annual Reporting process is underway and currently the Auditors are conducting the testing process for verification of the Annual Report information. The Draft Results and Carry Forwards will be presented to Council for consideration at the next Council meeting on 20 September.

### **Key items for the Finance and Planning Committee work programme in the coming months are:**

- Review of Development Contributions Policy
- Development of External Funding Strategy
- Review and adoption of Annual Report 2016/2017
- Development of Annual Plan 2019/2020
- Review of Procurement and Contract Management Policy

### **FINANCIAL AND RESOURCING IMPLICATIONS**

There are no specific financial and resourcing implications for consideration.

### **IMPLICATIONS ASSESSMENT**

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help 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;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**NEXT STEPS**

The Chief Executive report will present an updated report at the next Finance and Planning Committee agenda on 18 October 2018.

**RECOMMENDATION**

**That, having considered all matters raised in the report, the report be noted.**



## 6.2 ADOPTION OF STATEMENT OF INTENT FOR PRIORITY ROUTES - BUILDING (EARTHQUAKE-PRONE) BUILDINGS AMENDMENT ACT 2016

**File Number:** COU1-1412

**Author:** Alison Francis, Customer and Consents Lead

**Authoriser:** Doug Tate, Group Manager Customer and Community Partnerships

**Attachments:** 1. **Statement of Proposal for Routes of Importance - Earthquake-Prone Buildings**  

### PURPOSE

The matter for consideration by the Council is the adoption of the Statement of Proposal of routes of importance, in accordance with the Building (Earthquake-prone Buildings) Amendment Act 2016.

### 4. RECOMMENDATION FOR CONSIDERATION

**That having considered all matters raised in the report:**

**Council shall adopt the Statement of Proposal for consultation with the public on routes of importance for Earthquake-prone buildings.**

**That Council delegate authority to the Chief Executive to make editing changes to the Statement of Proposal.**

### COMPLIANCE

Significance	This matter is assessed as being significant
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> <li>1. Adopt the Statement of Proposal for consultation with the public on routes of importance for Earthquake-prone buildings.</li> <li>2. Do nothing.</li> </ol>
Affected persons	The persons who are affected by or interested in this matter are our community, especially property owners within the areas identified as having routes of importance in Waipukurau and Waipawa.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	Yes – implications on upcoming Annual Plan for financial requirements
Significant Policy and Plan Inconsistencies	No

## BACKGROUND

In July 2017 the Building (Earthquake-Prone Buildings) Amendment Act 2016 came into force. This Act is a result of the damage and loss of life caused by the serious earthquakes in Christchurch. The Act identifies Central Hawke's Bay District Council as being within a high seismic area and the most stringent timeframes are placed upon our district.

The Council is required to identify priority buildings by 1 January 2020. Part of the identification process is to consult with the public on routes of importance to ensure that any earthquake-prone buildings along these routes are captured within the required timeframe for identification and remediation.

## SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as significant because the possible consequences of not following our legislative requirements could be substantial, both to the health and safety of our residents and the financial implications to our economy.

All residents of our community could potentially be affected by an earthquake in our district - those that live and work, or own property within the town centres of Waipukurau and Waipawa could face a number of effects. This consultation is required for us to meet our statutory requirements. This matter is generating a number of enquiries from the public as this consultation and identification of priority buildings is happening around the country.

## OPTIONS

**Option 1** Adopt the Statement of Proposal for consultation with the public on routes of importance.

- a) Financial and Resourcing Implications  
Funding will be required for the consultation, which will be via hard copy fliers, post and online options. A number of public forums are scheduled with building owners within Waipukurau and Waipawa. This consultation is required by legislation and the costs cannot be avoided. Costs are being covered within existing Council budgets for the activities.
- b) Risk Analysis  
The risks at this stage are low, as this is only for consultation with the community. Careful management of perceptions will be required to ensure that the correct messages are getting out to the community. We hope that through clear communication with property owners we can manage these risks.
- c) Alignment to Project Thrive and Community Outcomes  
This links to our themes for a Prosperous District and Durable Infrastructure. Consulting and connecting with our residents promotes communication and exchange of ideas and information.
- d) Statutory Responsibilities
- e) Consistency with Policies and Plans  
This project and consultation has not been included in the LTP but will be included in the upcoming Annual Plan to provide budget for the next steps of the identification of buildings.
- f) Community Views and Preferences  
The views of the community are extremely important and required as part of the consultation. The people most likely to be affected will be property owners in the centre of Waipawa and Waipukurau who may own a priority

building, and it is this community we will be working with closely as the project progresses.

- g) **Advantages and Disadvantages**  
The advantages to this project is the meeting of our statutory requirements to consult and involving the community in the identification of priority routes. Disadvantages are cost and rising uncertainty within our community about the effect of identifying priority earthquake prone buildings.

**Option 2** Do nothing

- a) **Financial and Resourcing Implications**  
No funding required. Resourcing free for other projects.
- b) **Risk Analysis**  
The risks of doing nothing are high, given our location within a high seismic area. We have a duty of care to ensure we are following statutory requirements as best we can. Breaking the law is an unacceptable risk to Council.
- c) **Promotion or Achievement of Community Outcomes**  
We would not be meeting the goals of Project Thrive by not carrying out this consultation.
- d) **Statutory Responsibilities**
- e) **Consistency with Policies and Plans**  
Doing nothing would be consistent with our current policies and plans.
- f) **Community Views and Preferences**  
There has already been some community interest in this project due to information in the media and word of mouth. The community are very interested in this project.
- g) **Advantages and Disadvantages**  
Advantages of doing nothing are largely financial and resourcing. Disadvantages are not meeting our statutory responsibilities and not undertaking steps to protect our community in the event of an earthquake.

**RECOMMENDED OPTION**

This report recommends option 1. Adopt the Statement of Proposal for consultation with the public on routes of importance for earthquake prone buildings for addressing the matter.

**NEXT STEPS**

Once adopted, we will publicly consult on the routes of importance. After consultation, hearings will be held with submitters if required.

**RECOMMENDATION**

**That having considered all matters raised in the report:**

**That Council adopt the Statement of Proposal for consultation with the public on routes of importance for Earthquake-prone buildings.**

**That Council delegate authority to the Chief Executive to make editing changes to the Statement of Proposal.**



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

**Together  
we thrive!**

## EARTHQUAKE PRONE BUILDINGS

### STATEMENT OF PROPOSAL

#### Introduction

In July 2017 the Building (Earthquake-prone Buildings) Amendment Act 2016 came into force. This Act is a result of the damage caused by the serious earthquakes in Christchurch and Kaikoura.

The Act provides a new system to ensure our buildings are managed for future earthquakes in a consistent way across the country and to provide more information to people who use and own buildings that are at risk in an earthquake.

The Amendment Act prioritises the identification and remediation of earthquake prone buildings that either pose a risk to safety of inhabitants, or are critical to recovery efforts in an earthquake. The first step for Central Hawke's Bay District Council is to identify all 'priority buildings', these are categorised as:

- Hospital buildings
- Emergency buildings
- Education buildings

The definitions of these buildings are controlled by the Amendment Act. Other buildings may be considered 'Priority' if they are located on a route of pedestrian or traffic importance that may be required to be clear in the time of an emergency.

This consultation document seeks your feedback on the routes of high use and/or strategic importance that we have identified. We seek your views on these routes, as well as any other roads, footpaths or strategic transport routes you think are important.

This consultation is undertaken in accordance with section 133AF(2)(a) and (b) of the Building Act 2004, which requires Council to use a special consultative procedure in section 83 of the Local Government Act to identify certain priority buildings.



#### How is Central Hawke's Bay affected?

As many of you will know, Central Hawke's Bay experiences earthquakes, many of these are small and go unnoticed. However, there is always a risk of a large earthquake occurring, causing damage to property, disrupting emergency services and possibly isolating communities for a time. Central Hawke's Bay has been categorised as a high-seismic risk area. That means that we must identify the following:

##### Priority Buildings

- Identified by 1 January 2020
- Building owners to strengthen or demolish priority buildings within 7 years of identification

##### Other Earthquake Prone Buildings

- Identified by 1 July 2022
- Building owners to strengthen or demolish priority buildings within 15 years of identification

More information about identifying earthquake prone buildings and timeframes can be found at:

<https://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/>

#### Why we are consulting?

To determine which pedestrian and vehicular routes, and routes of strategic importance, are located within our District, we are consulting with you. This consultation will help us determine if there are any 'priority buildings' along these routes that have to be identified by the 1 January 2020 timeline.

It is important to note we are not asking you about the buildings themselves, only the routes identified. Some buildings along these routes may then be identified as a priority building, but not all, and the building owners will be contacted as soon as possible. We will be working with building owners to ensure that they are supported throughout the process of further investigation and possible remediation.

## FREQUENTLY ASKED QUESTIONS:

### How will a building be identified as priority if it is adjacent to the routes identified as part of this consultation?

If the building is not already identified because it is a hospital, emergency or education building, then the building will be an unreinforced masonry building 'URM' which means that in an earthquake a part of the building could fall onto the road or footpath, potentially injuring people or blocking the route. These parts of the buildings are, for example, a parapet, an external wall or a verandah. The Ministry of Business, Innovation and Employment sets out clear guidance about how to identify these buildings.

### I own or work in a building along one of the routes, do I have to do anything now?

No, but if you have any information about your building, have had strengthening work done in the past or have any query at all, please contact us at [epb@chbdc.govt.nz](mailto:epb@chbdc.govt.nz) and we will be happy to discuss this with you.

### Hasn't Central Hawke's Bay District Council already undertake earthquake prone building identification in 2012?

Yes, some work was done and identified buildings along the main streets of Waipukurau and Waipawa as being potentially

susceptible to earthquake damage if a big one hits. Building owners were notified and as a result a few owners did upgrade their buildings. No further work by Council was carried out after 2012 and as the legislation has changed we are now required to revisit that work as well as ensure we follow the new requirements.

### What is Council doing to support Building and Business owners?

Council recognises the challenges that the requirements of the Act will bring to building and business owners. In parallel to this process, Council will be running regular forums to support building and business owners to gain greater understanding of the Act, its impacts and other opportunities.

In conjunction with this, as part of the 2018-2028 Long Term Plan, Council also included Town Centre Planning as a longer term project to ensure our Town Centres remain active and diverse places for building and business investment to remain. A new Community Pride and Vibrancy Fund, has also been established to support local pride, vibrancy and placemaking in our communities.

### Have your say

We welcome anyone to make a submission on this consultation document.

## FURTHER INFORMATION:

To identify public roads, footpaths or other thoroughfares with sufficient pedestrian or vehicular traffic, we are guided to consider:

Description of use	Description of area	Example of application to small town or rural area
<b>High Pedestrian Area</b>		
Areas relating to social or utility services	Areas where shops or other services are located	Areas such as the shopping area on the main street, the local pub, the community centre.
Areas relating to work	Areas where concentrations of people work and move around	Areas around businesses in small towns and rural areas where there is a concentration of workers in numbers larger than small shops or cafes
Areas relating to transport	Areas where concentrations of people access transport	Areas around bus stops, train stations, tourist centres
Key walking routes	Key walking routes that link areas where people are concentrated	Routes from bus stops or other areas relating to transport to areas where shops, other services or areas people work are located
<b>Areas with high vehicular traffic</b>		
Key traffic routes	Key traffic routes regularly used by vehicles including public transport	Well trafficked main streets or sections of state highways, arterial routes
Areas with concentrations of vehicles	Areas where high concentrations of vehicles building up	Busy intersections

Based on the above, Council have identified the following routes that have the potential for unreinforced masonry buildings to fall.



## WAIPUKURAU



## WAIPAWA



## Map key

Red-lined roads

Green zones

## MAKE A SUBMISSION

Tell us what you think!

Your name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Do you wish to present your comments to Council in person at a hearing?

☐ Yes

☐ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.  
Submissions Close on **8** at 5pm

Question 1: Have we identified the right routes of importance?

☐ Yes

☐ No

Comments:

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Question 2: Do you think we should add in any other roads or pedestrian routes? ☐ Yes

☐ No

Comments:

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Question 3: Do you think we should remove any of the roads we have identified? ☐ Yes

☐ No

Comments:

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Do you have any further comments to add?

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Need more room? You can attach extra pages but please make sure they include your name and contact details.

All finished? You can send in your submission, deliver it in person to our libraries or Council building in Waipawa, or email it in.

EARTHQUAKE PRONE BUILDINGS STATEMENT OF PROPOSAL

***E ora ngātahi ana!*** 4

### 5.3 APPOINTMENT OF COUNCIL REPRESENTATIVE - HOWARD ESTATE ADVISORY BOARD

**File Number:** ASS2-1200

**Author:** Bronda Smith, Group Manager, Corporate Support and Services

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** Nil

#### PURPOSE

The purpose of this report is for Council to determine its process for the appointment of the Council representative on the Howard Estate Advisory Board.

#### RECOMMENDATION

**That having considered all matters raised in the report:**

**Council approves the process and appoints (Insert Name) to lead the process along with representatives from Tararua District Council and Wairoa District Council and report back to Council with a recommendation.**

#### COMPLIANCE

Significance	This matter is assessed as being of some importance.
Options	This report recommends a process for the appointment of Council's representative on the Howard Estate Advisory Board.
Affected persons	The persons who are affected by or interested in this matter are: <ul style="list-style-type: none"> <li>Howard Estate Advisory Board</li> <li>Ratepayers and Residents of the Rural Local Bodies of Central Hawke's Bay, Tararua and Wairoa.</li> </ul>
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

#### EXECUTIVE SUMMARY

As a result of Hugh Pearse resigning from his role as a Council appointed board member of the Howard Estate Advisory Board, Council needs to consider the appointment of another Council Representative to the Board. This report seeks to have Finance & Planning Committee confirm the process for this appointment.



## BACKGROUND

Josiah Howard died in 1919 and left Smedley Station to the Crown as an endowment to be carried on as a farming undertaking and to train young people of Hawke's Bay in practical farming. The Public Trust administers the endowment of the farm under the Howard Estate Act 1978.

To help administer the station, an Advisory Board was established by Act. The Board is comprised of six board members of which the Central Hawke's Bay District Council, Tararua District Council, Wairoa District Council, and CHB Promotions Inc collectively have the ability to nominate one representative on the advisory board. Based on the Howard Estate Regulations 1978 these organisations need to jointly submit the name of a person to represent each organisation's respective interest for the Governor General to make the appointment.

## RECOMMENDED APPROACH

Historically this role has been selected without any formal process. Based on the Policy of Appointment of Council Representatives, it is intended to publically seek expressions of interest for this role.

On receipt of expressions of interest, the subcommittee, made up of one elected member from Central Hawke's Bay District Council, one elected member from Tararua District Council and one elected member from Wairoa District will conduct an interview. The subcommittee will then make a recommendation to the Councils on the preferred nominee. CHB Promotions have indicated that they are happy for the Councils to conduct the nomination process on their behalf.

## OPTIONS

The following analysis relates to all options

- a) Financial and Resourcing Implications  
The recommended option does not have any financial implications. The role of the Council representative on the Board is a voluntary position. The resources required to follow this process, are within budget.
- b) Risk Analysis  
The recommended option proposed reduces the risk of the perception not following a public process.
- c) Alignment to Project Thrive and Community Outcomes  
The recommended option supports the strategic intent of delivering customer excellence, which includes enhanced levels of communication and transparency.
- d) Statutory Responsibilities  
Smedley Station is administered under the Howard Estate Act 1978. The process for the appointment must adhere to the Howard Estate Regulations 1978.
- e) Consistency with Policies and Plans  
This process is consistent with the .
- f) Participation by Māori  
There are not specific effects for Maori for this matter.
- g) Community Views and Preferences  
Community views or preferences have not been sought on this matter.
- h) Advantages and Disadvantages  
The key advantage to this option is that Council is following a transparent process and seeking interest from the wider public.

- Option 1** That Council approves the process and appoints (Insert Name) to lead the process along with representatives from Tararua District Council and Wairoa District Council and report back to Council with a recommendation
- Option 2** That Council considers another approach for the nomination and provides officers with advice on how this process is to proceed.

### **RECOMMENDED OPTION**

This report recommends Option 1 for addressing the matter.

### **NEXT STEPS**

Council Officers will support the subcommittee in the advertising and internal processes of Councils appointment and Councils recommendation.

In addition officers will continue to liaise with the Howard Estate Advisory Board to provide support where applicable.

A report will return to Council with a recommendation on appointment.

### **RECOMMENDATION**

**That having considered all matter raised in the report:**

**Council approves the process and appoints (Insert Name) to lead the process along with representatives from Tararua District Council and Wairoa District Council and report back to Council with a recommendation.**

## 5.4 ANNUAL DOG CONTROL POLICY AND PRACTICES REPORT

**File Number:** COU1-1410

**Author:** Gina McGrath, Customer Experience Lead

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Annual Dog Control Policy and Practices Report  

### PURPOSE

Each year the Council reports on the effectiveness of the Central Hawke's Bay Dog Policy and dog control practices. This report is required under the Dog Control Act 1996.

The reports include statistics for registrations and complaint investigation, as well as key achievements for the reporting period.

### RECOMMENDATION

**That, having considered all matters raised in the report, the report be received.**

### SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

### DISCUSSION

The Dog Control Act 1996 ("the Act") requires all territorial authorities to report annually on their Dog Control Policy and Practices. This report is required under the Dog Control Act 1996. The legislation sets out specific statistics that are required to be reported on, including the number of registered dogs, dogs classified as menacing or dangerous, and the number of complaints in the year.

This report is provided to you for your information. The report is also to be sent to the Department of Internal Affairs and will be published on our website. This is because it is important that the public is able to access this information via our website so that they can see the work Council is doing to support dog control and public safety.

### FINANCIAL AND RESOURCING IMPLICATIONS

There are no financial or resourcing implications.

### IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help 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;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and

- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

**NEXT STEPS**

This report will be provided to the Department of Internal Affairs and placed on our website for the public to view.

**APPENDICES**

Annual Dog Control Policy & Practice Report 2017-2018

**RECOMMENDATION**

**That, having considered all matters raised in the report, the report be received.**



# DOG CONTROL POLICY AND PRACTICES

Annual Report 2017-2018



# DOG CONTROL POLICY AND PRACTICES

**Together  
we thrive!**

## ANNUAL REPORT 1 JULY 2017-30 JUNE 2018

### Introduction

The Central Hawke's Bay District Council, as a territorial authority, is required to manage and enforce provisions pursuant to the Dog Control Act 1996 (the Act) and subsequent amendments in 2003, 2004, 2006 and 2010.

S10A of the Act requires the Council to report annually to the Secretary of Local Government on its Dog Control Policy and practices. This report fulfils this statutory requirement for the dog registration year: 1st July 2017 to 30 June 2018.

### The Council's Dog Policy and Practices

The Council adopted its Dog Control Policy in June 2017. The objectives of the policy are to:

1. Provide a practical framework for the care and control of dogs throughout the District while minimising any danger, distress and nuisance to the community in general.
2. Integrate control measures passed through the Dog Control Act and Council's Dog Control Bylaws together with targeted education to modify the behaviour of both dogs and their owners to avoid nuisance situations.
3. Encourage owners to make better provision for the control and care of their dogs and to clarify why Council undertakes Dog Control functions, the way those functions are undertaken and how Council intends to make changes to continually improve the service

### Fees

Dog control fees have remained fairly static. In the 2017/2018 registration year there was an early bird discount offered for registrations paid prior to 1 August 2018.

There is a Responsible Dog Owner (RDO) category for owners who have lived in the area for one registration year, have appropriate fencing and their dogs are desexed.

Category	Fees
Urban	\$85.00
Rural	\$37.00
Responsible Dog Owner (RDO)	\$45.00

### Key Achievements

#### Education

A key focus for this financial year has been piloting a range of animal education workshops with residents. These have been piloted with a range of groups including those with physical or mental disabilities and the elderly. We are currently

developing a plan, leveraging off pre-existing materials developed through the NZ Institute of Animal Management, to roll out workshops to school children. The intent is to raise the collective knowledge with residents on dog safety and dog behaviour.

A new Council website is being developed. In line with this, we are looking at our content and rewriting information so it is clearer, as well as identifying current gaps.

#### Community engagement

This year we have taken small steps to improve our overall engagement with the community, including running competitions for early dog registration and increasing our social media visibility. We are going to have a regular 'column' (frequency TBC) by the Animal Services Officer in the weekly newspaper.

#### Welfare

Earlier in the year we produced a leaflet which was sent to dog owners with their registration invoices for the 2018/2019 year. The leaflet was to alert them to the changes in welfare regulations. We worked with the Department of Internal Affairs to produce the content for the leaflet and it was well received in the community.



#### Summary of the new regulations

##### Vehicle

- You must not have your dog sit too high in a vehicle.
- You must secure your dog in a vehicle so they cannot fall or hang from an open back when travelling on a public road. There are some exceptions allowed for farm dogs.

##### Tethering and shelter

- You must not tether dogs in a way that causes them injury or distress, and you must not tether dogs in a way that causes them to bark or restrict breathing.
- Dogs must have dry, shaded and ventilated shelter that will protect them from extreme weather, and enough space to allow them to stand, turn around and lie down in a natural position.
- You must provide your dog with permanent access to water, and regularly clean out the drinking area.

##### Toilet cleaning and clear removal

- Tied dogs or dogs using any method including banding will be prohibited. Only vets will be able to remove belts to meet welfare issues or injury.
- Limited show dogs can only be removed by vets, and pain relief will be required.

#### Minimum welfare standards also exist

##### Examples of some of these include:

- Feeding adequate quantities of nutritious food
- Providing your dog with enough daily exercise for their needs and wellbeing
- Maintaining your dog at an ideal weight
- Adequate grooming to avoid matting or parasite infection
- Training methods cannot cause unnecessary pain or distress
- Ensuring your dog receives appropriate veterinary care in case of serious injury or in pain, or its health is deteriorating.

To find out more, please look at the NZ Companion Animal Council's website: [www.nzacc.org.nz](http://www.nzacc.org.nz)

#### Regulations for other species

Many other regulations will also come into force on 1 October 2018.

The intent is to improve the welfare of many animals in New Zealand including cattle, sheep, goats, pigs, horses, donkeys, deer, feral, alpacas, crustaceans and other birds.

The regulations will apply to private owners and animal-related businesses such as farms, show transporters, live exporters, dog breeders, studios, petting farms, equestrian farms, restaurants and education providers.

#### Information

For more detailed information, including how these new regulations apply to you, go to the full website [www.mpi.govt.nz](http://www.mpi.govt.nz) and choose the Animal Welfare section on the home page.

If you would like to report any animal welfare concerns, you can call 0800 00 83 55 or email [animalwelfare@mpi.govt.nz](mailto:animalwelfare@mpi.govt.nz).

For any animal-related issues or advice, you can call the Call Centre Council on 06 957 0000 or visit [chick.govt.nz](http://chick.govt.nz)



**Together  
we thrive!**

## DOG CONTROL STATISTICS

### Number of Dogs Registered

2017/2018	2016/2017	2015/2016	2014/2015
5117	5047	5191	5206

### Dangerous and Menacing

The number of dogs classified as dangerous (under section 31 Dog Control Act 1996)

Category	2017/2018
Dangerous by owner conviction S31(1)(a)	0
Dangerous by sworn evidence S31(1)(b)	0
Dangerous by owner admitting in writing S31(1)(C)	0
<b>Total dangerous Dogs</b>	<b>0</b>

The number of dogs classified as menacing (under section 33A or section 33C Dog Control Act 1996)

Category	2017/2018
Menacing by behaviour S33A(1)(b)(i)	10*
Menacing by breed characteristics S33A(1)(b)(ii)	0
Menacing by Schedule 4 breed S33C(1)	12
<b>Total menacing Dogs</b>	<b>22</b>

\* Four of these dogs are also included in classified as menacing by Schedule 4 breed

### Number of infringement notices issued

2017/2018	2016/2017	2015/2016	2014/2015
24	72	97	99

### Probationary owners and disqualified owners

We have not disqualified or applied probationary classifications on any dog owners during this period.

### Number of dog owners prosecuted by Central Hawke's Bay District Council

We have not undertaken any prosecutions this year.

### Dog-related complaints

Category	2017/2018*	2016/2017	2015/2016	2014/2015
Attacks on people	3	6	20	4
Attacks on dogs/animals	7	16	50	18
Barking dogs	172	81	104	120
Uncontrolled dogs i.e rushing		27	48	9
Miscellaneous / Bylaw breach i.e. wandering, not on lead, fouling		136	173	100
Wandering and/or Impounded	68	105	186	126
<b>Total</b>	<b>275</b>	<b>371</b>	<b>581</b>	<b>377</b>

\*Due to exceptional circumstances we are unable to provide statistics for the first six months of the financial year.

**5 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 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	Ground(s) under section 48 for the passing of this resolution
<b>7.1 - Project Status Report August - District Plan and #BigWaterstory</b>	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**6 DATE OF NEXT MEETING****RECOMMENDATION**

THAT the next meeting of the Finance and Planning Committee be held on 18 October 2018.

**7 TIME OF CLOSURE**

The meeting closed at .....