



**Document No:** 381590**File No:** 037/042A**Report To: Council****Meeting Date:** 15 December 2015**Subject: Deputation: Te Kuiti Community House**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Representatives of Te Kuiti Community House will be in attendance at 9.30am to make a Deputation to Council to provide an update on their achievements for 2015 and their goals for 2016.

### **Suggested Resolutions**

The Deputation from Te Kuiti Community House be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

December 2015

**WAITOMO DISTRICT COUNCIL**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
TUESDAY 10 NOVEMBER 2015 AT 9.00AM**

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Sue Smith and Lorrene Te Kanawa

**IN ATTENDANCE:** Media and Public  
Tenielle Brown; Adam Muraahi; Paul Buist; Connie Paulini; Linare Ryan (Panorama Motor Inn) and Ivan Haines (Caves Motor Inn)

Staff

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Elsa du Toit, Environmental & Regulatory Services Leader (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only);

<b>1.</b>	<b>Council Prayer</b>	<b>File 037/003</b>
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<b>2.</b>	<b>Hearing of Submitters to:</b> - <b>Draft Dog Control Policy and Bylaw</b> - <b>Setting of Fees for Functions under the Food Act 2014</b>	<b>File 037/054A</b> <b>335/004</b>
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Council considered business paper and Submission Booklets presenting submissions received to the Draft Dog Control Policy and Bylaw and the Consultation Document for the setting of fees for functions under the Food Act 2014.

Council also noted a tabled late submission to the Draft Dog Control Policy and Bylaw from Ngaire Kiernan.

**Resolution**

Council accept the late submission from Ngaire Kiernan (received on Friday 6 November 2015) and include the submission for consideration as part of the deliberations at the Council Meeting on Tuesday 24 November 2015 and the Submitter be advised accordingly.

Goddard/Te Kanawa          Carried

Connie Paulini, the Group Manager – Customer Services, Environmental & Regulatory Services Leader and Community Development Coordinator entered the meeting at 9.03am.

Tenielle Brown entered the meeting at 9.08am.

### **9.08am – Tenielle Brown**

Tenielle Brown spoke in support of her submission to the Draft Dog Control Policy and Bylaw as follows:

1. Concerned regarding neutering of restricted dogs based on breed. She has a mixed breed dog (could be part Pitbull) which is not neutered and has never shown any aggression.
2. Areas for dogs – in Australia dogs parks are fenced and socialised dogs allowed to run loose, with menacing dogs on leashes and muzzled. They are restricted to dogs only – not children’s play grounds.
3. Area of old BMX Track (adjacent the Redwoods) would be suitable as it is a fenced off area.

Tenielle Brown left the meeting at 9.12am  
Adam Muraahi entered the meeting at 9.14am.

### **9.15am – Adam Muraahi**

Adam Muraahi spoke in support of his submission to the Draft Dog Control Policy and Bylaw and agreed that the old BMX Track area would make a good Dog Exercise area.

Mr and Mrs Paul Buist entered the meeting at 9.18am  
Adam Muraahi left the meeting at 9.20am

### **9.25am – Paul Buist**

Paul Buist spoke in support of his submission to the Draft Dog Control Policy and Bylaw highlighting the following concerns:

1. Mr Buist advised that in his opinion -
  - a) Problems with dogs in Te Kuiti have not improved over the last year.
  - b) The proposed Bylaw is generally adequate, however the success of the Bylaw will be dependent upon enforcement.
  - c) Further scrutiny of dangerous/menacing dogs and neutering needs to be looked at to eventually reduce menacing dogs.
  - d) Kuiti has a problem of roaming dogs and people do not seem to worry about it. Dogs picked up for roaming should either then taken off the dog owner and/or issued with a financial penalty.
  - e) There should be a strict time limit for the length of time dogs are held at the pound. Mr Buist acknowledged that rehoming is a nice sentiment, however Council must be realistic.
2. Mr Buist advised that recently Council’s Dog Control Officer had set a cage and trapped a dog, however by time he got back to the cage, someone had broken the cage and released the dog.

Mr and Mrs Buist left the meeting at 9.35am.

**9.35am – Connie Paulini**

Connie Paulini spoke in support of her submission to the Draft Dog Control Policy and Bylaw as follows:

1. Menacing/Dangerous dogs should be individually assessed on character – not breed
2. Neutering should be decided on individual assessment – not breed
3. Fully supports instant euthanising of dogs that worry stock

Linare Ryan and Ivan Haines entered the meeting at 9.41am  
Connie Paulini left the meeting at 9.45am

**9.45am – Linare Ryan (Panorama Motor Inn) and Ivan Haines (Caves Motor Inn)**

Linare Ryan and Ivan Haines spoke in support of their submissions to the setting of fees for functions under the Food Act 2014 reiterating that in their opinions the fees proposed are too high and that many of the local food businesses do not understand what the fees are for.

Linare Ryan and Ivan Haines left the meeting at 9.59am

**Resolution**

- 1 The business paper on Hearing of Submissions to the Draft Dog Control Policy and Bylaw and the Setting of Fees for Functions under the Food Act 2014 be received.
- 2 Council note the verbal submissions made by the following Submitters and refer these submissions for consideration to the Council Meeting on Tuesday 24 November 2015.
  - Tenielle Brown (Dog Control Policy and Bylaw)
  - Connie Paulini (Dog Control Policy and Bylaw)
  - Adam Muraahi (Dog Control Policy and Bylaw)
  - Paul Buist (Dog Control Policy and Bylaw)
  - Linare Ryan, Panorama Motor Inn (Food Act 2014 – Setting of Fees)
  - Ivan Haines, Caves Motor Inn (Food Act 2014 – Setting of Fees)

Goddard/Whitaker      Carried

There being no further business the meeting closed at 10.00am.

Dated this 15<sup>th</sup> day of December 2015.

BRIAN HANNA  
**MAYOR**

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 24 NOVEMBER 2015 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Terry Davey, Allan Goddard, Sue Smith and Lorrene Te Kanawa

**IN ATTENDANCE:** Mike Bain (Waitomo News); Jo Russell and Julian Phillips (Otorohanga Kiwi House)

Chief Executive; Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Customer Services (for part only); Environmental & Regulatory Services Leader (for part only); Corporate Planner (for part only);

Group Manager – Assets (for part only) and  
Group Manager – Corporate Services (for part only);

<b>1. Council Prayer</b>
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<b>2. Apologies</b>
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**Resolution**

The apology from Councillor Phil Brodie be received and leave of absence granted.

Whitaker/Smith                      Carried

<b>3. Deputation: Otorohanga Kiwi House</b>	<b>File 037/042</b>
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Jo Russell, General Manager of Otorohanga Kiwi House and Julian Phillips Otorohanga Kiwi House Committee Member (also Senior Building Control Officer for Otorohanga District Council) were in attendance and gave a PowerPoint Presentation on activities at the Kiwi House.

**Resolution**

The Deputation from Otorohanga Kiwi House be received.

Goddard/Davey                      Carried

Jo Russell and Julian Phillips (Otorohanga Kiwi House) left the meeting at 9.29am.

**4. Declarations of Member Conflicts of Interest****File 037/051A**

Mayor and Deputy Mayor declared conflicts in regard to the Timber Trail

**5. Verbal Reports: Individual Councillor Roles and Responsibilities****File ...**Cr Goddard

- . Civil Defence Meeting
- . Benneydale Hall Society AGM
- . Benneydale Residents and Ratepayers Assn
- . Destination Pureora

Cr Davey

- . Te Kuiti High School Prizegiving
- . Waitomo Sport Awards

Cr Smith

- . Mayoral Forum
- . Tere Waitomo
- . Waitomo Sports Awards

Deputy Mayor

- . Local Alcohol Policy Hearing
- . Destination Pureora
- . Brook Park Guy Fawkes Display
- . Te Kuiti Development Inc
- . Waitomo Sports Awards

Mayor

- . Hosting of Xuhui Chinese Delegation
- . Waikeria Prison
- . Healthy Rivers
- . Social Sector Trials Meeting
- . Youth Council
- . Working with Otorohanga on Youth
- . Waikato University – Transport Proposal
- . Te Kuiti High School Prizegiving
- . North Island Chartered Clubs Golf Tournament
- . Local Government RMA Reforms Seminar
- . Inframax Construction Ltd AGM
- . Te Kuiti Project Art (Murals around Town)
- . Citizenship Ceremony
- . Mayor of Taupo re Timber Trail
- . Waikato Mayoral Forum
- . Waikato Joint Plan
- . LGNZ Rural & Provincial Sector Meeting
- . Waitomo Sports Awards

Cr Te Kanawa

- Te Kuiti Community House
- Creative Communities Workshop
- Papakainga Update (Aubrey Te Kanawa)
- Waitomo Sports Awards
- Onstage
- Te Kuiti Marae (new Board appointed)

**Resolution**

The verbal reports be received.

Goddard/Smith          Carried

**6. Confirmation of Minutes – 28 October 2015** **File 037/040B**

**Resolution**

The Minutes of the Waitomo District Council meeting of 28 October 2015 be confirmed as a true and correct record.

Goddard/Whitaker          Carried

The meeting adjourned for morning tea at 9.57am and reconvened at 10.15am. The Group Manager – Community Services, Group Manager – Customer Services, Environmental & Regulatory Services Leader and Corporate Planner entered the meeting at 10.15am.

**7. Deliberation of Submissions – Setting of Fees for functions under the Food Act 2014** **File 335/004**

Council considered a business paper presenting an analysis of submissions received in relation to the setting of fees under the Food Act 2014.

The Environmental & Regulatory Services Leader gave a PowerPoint Presentation in support of the business paper.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader expanded verbally on the business paper and answered Members' questions.

Cr Davey expressed his opinion that the proposed hourly rate for initial inspections is still too high and that it should be \$80 per hour with any subsequent inspections required being charged at the higher hourly rate.

**Resolution**

- 1 The business paper on Deliberation of Submissions to the Setting of Fees for Functions under the Food Act 2014 be received.
- 2 The administration and verification fee be amended from \$160 to \$130 per hour.

Whitaker/Goddard          Carried

Councillor Davey requested his opposition to Resolution 2 be noted in the minutes.

<b>8.</b>	<b>Deliberation of Submissions – Dog Control Policy and Bylaw Review</b>
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	<b>File 306/001A</b>
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Council considered a business paper presenting an analysis of the submissions received in relation to the review of the Dog Control Policy and Bylaw.

The Environmental & Regulatory Services Leader gave a PowerPoint Presentation in support of the business paper.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader expanded verbally on the business paper and answered Members' questions.

The Community Development Coordinator entered the meeting at 10.30am.

Council agreed to the following additional dog exercise areas as proposed by Submitters:

- Kara Park (*a designated area to be marked off to be "On Leash" area*)
- Old BMX area (already included in the proposed Policy/Bylaw as Redwood Forest) (*to be "Off Leash" area*)
- Both sides of the Mangaokewa River (*to be "On Leash" area*)
- Brook Park (*to be "On Leash" area*)
- Centennial Park (a designated area between the Grandstand and Centennial Park School) (*to be "On Leash" area*)
- Beaches ("Off Leash" if under control, otherwise to be "On Leash")
- Cemeteries (*to be "On Leash" areas*)
- Railway side of Rora Street (between Japanese Gardens and Citizens Advice Bureau) (*to be "On Leash" areas*)
- Railway side of Rora Street (between Ward Street and The Warehouse) (*to be "On Leash" areas*)

Council agreed to the following prohibited areas:

- Railway side of Rora Street (between the Citizens Advice Bureau and Ward Street)
- Mokau River Esplanade (State Highway 3 to the River Mouth) between 1 December and 31 March

Council agreed that the neutering of menacing and/or dangerous dogs is to be based on behaviour not breed and for two or more occasions without a time limit.

### **Resolution**

- 1 The business paper on Deliberations on Submissions – Dog Control Policy and Bylaw Review be received.
- 2 Changes as discussed be made to the Draft Dog Control Policy and Bylaw, for presentation to the December Council meeting for adoption.

Whitaker/Smith                      Carried

The Group Manager – Community Services left the meeting at 10.51am.

<b>9. Community Development Fund Assessment Process</b>	<b>File 400/130M</b>
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Council considered a business paper providing details of the agreed Community Development Fund Assessment Process.

**Resolution**

The business paper on the adoption of the Community Development Fund Assessment Process be received.

Smith/Goddard Carried

<b>10. Adoption of Waitomo District Council Citizens Awards Policy</b>	<b>File 400/120</b>
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Council considered a business paper presenting the revised Citizens Awards Policy to Council for adoption.

**Resolution**

- 1 The business paper on the adoption of the Waitomo District Council Citizens Awards Policy be received.
- 2 The Waitomo District Council Citizens Awards Policy be adopted as amended.

Te Kanawa/Goddard Carried

The Community Development Coordinator left the meeting at 10.55am.

<b>11. Progress Report: Freedom Camping Monitoring</b>	<b>File 306/001A</b>
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Council considered a business paper providing an update on the freedom camping monitoring programme.

The Group Manager – Customer Services reiterated that this business paper is a briefing paper only and monitoring will continue over the 2015/2016 Summer period.

**Resolution**

The Progress Report : Freedom Camping Monitoring be received

Te Kanawa/Goddard Carried

<b>12. Progress Report: Resource Consent Applications</b>	<b>File 097/001E</b>
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed.

**Resolution**

The Progress Report: Resource Consent Applications be received.

Whitaker/Te Kanawa Carried

The Group Manager – Customer Services and Environmental & Regulatory Services Leader left the meeting at 10.58am.

The Group Manager – Corporate Services entered the meeting at 11.00am.

<b>13. Report on Policy on Remissions of Rates for the 2014/15 year</b>	<b>File 130/016C</b>
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Council considered a business paper providing a summary of rates remissions granted for the 2014/15 financial year under the Policy on Remission of Rates (Including Remissions and Postponements of Rates on Maori Freehold Land).

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Rates Remissions granted for the 2014/15 financial year be received.

Davey/Smith Carried

<b>14. Section 17A Reviews</b>	<b>File 037/060</b>
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Council considered a business paper providing information to Council on the Section 17A review requirements under Local Government Act 2002 (LGA).

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Section 17A reviews be received.

Goddard/Davey Carried

The Group Manager – Corporate Services left the meeting at 11.11am.

The Group Manager – Assets entered the meeting at 11.13am.

<b>15. Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (for November 2015)</b>	<b>File 037/020/12B</b>
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Council considered a progress report on:

- implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan (LTP)
- establishment of a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (November 2015) be received.

Whitaker/Goddard Carried

Mike Bain (Waitomo News) left the meeting at 11.20am.

<b>16. Progress Report: Solid Waste Activity – September 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Solid Waste Activity – September 2015 be received.

Whitaker/Goddard Carried

<b>17. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on the three waters Operational, Maintenance and Capital Works including contracted out services.

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – September 2015 be received.

Davey/Smith Carried

The Group Manager – Community Services entered the meeting at 11.31am

The Group Manager – Assets left the meeting at 11.36am.

<b>18. Brook Park Inc Society – Minutes</b>	<b>File 401/0581153000</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society meeting convened on 7 September 2015

Councillor Whitaker expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Brook Park Incorporated Society – Minutes be received.

Whitaker/Te Kanawa Carried

<b>19. Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b>	<b>File 400/010/3</b>
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Council considered a business paper providing information relating to the Joint Committee meeting of 4 September 2015.

The Group Manager – Community Services and Councillor Goddard expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes of 4 September 2015 be received.

Goddard/Te Kanawa Carried

<b>20. Progress Report: Proposed Waikato/Thames Valley Enlarged Rural Fire Authority</b>	<b>File 502/001</b>
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Council considered a progress report on the proposal to establish a Waikato/Thames Valley Enlarged Rural Fire Authority.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Proposed Waikato/Thames Valley Enlarged Rural Fire Authority be received.

Davey/Whitaker Carried

<b>21. Progress Report: Te Kuiti Railway Station Building Project</b>	<b>File 401/9992000100</b>
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Council considered a progress report on the Te Kuiti Railway Building Project.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

The Mayor briefed Council on possibilities for temporary relocation of the i-Site service during the upgrade of the current i-Site building and Railway Station Building 1.

**Resolution**

The Progress Report: Te Kuiti Railway Building be received.

Te Kanawa/Whitaker Carried

<b>22. Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen)</b>	<b>File 401/0588424200</b>
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Council considered a business paper presenting for consideration draft concept drawings/designs for the proposed upgrade of the Waitomo Cultural and Arts Centre (C&AC) Courtyard.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Waitomo Cultural and Arts Centre – Court Yard Upgrade be received.

Te Kanawa/Goddard Carried

The meeting adjourned for lunch at 12:15pm and reconvened at 1.00pm.

<b>23. Progress Report: Road Map Work Programme</b>	<b>File 037/048B</b>
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Council considered a progress report presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.

The Executive Assistant and Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Road Map Monitoring Schedule as at 24 November 2015 be received.

Whitaker/Goddard Carried

**24. Motion to Exclude the Public for the consideration of:**

**File 037/043**

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

1 The public be excluded from the following part of the proceedings of this meeting.

2 Council agree that the following staff, having relevant knowledge, remain

Chris Ryan, Chief Executive  
Michelle Higgie, Executive Assistant  
John De Luca, Group Manager – Community Services  
Helen Beever, Group Manager – Customer Services  
Elsa du Toit, Environmental & Regulatory Services Leader,  
Rachel Laver, Economic Development Officer  
Jo Gread, Corporate Planner  
Christiaan van Rooyen, Group Manager – Assets

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Retirement Housing Proposal – Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Mokau Sands Limited v Waitomo District Council – RMA Appeal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Motorhome Friendly Towns Scheme	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. New Initiative: Timber Trail Marketing	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
6. Progress Report: District Plan Administration	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Regulatory Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report – Resource Consent Compliance Monitoring	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Trade Waste Bylaw 2006 – Review Process and Timetable	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Contractual Issues: Section 35 Review Considerations	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Contractual Issues: Setting of KPIs for 2015/2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Whitaker/Davey Carried

There being no further business the meeting closed at

Dated this 15<sup>th</sup> day of December 2015.

BRIAN HANNA  
**MAYOR**

Confidential

**Document No:** 381679**File No:** 037/001B**Report To: Council****Meeting Date:** 15 December 2015**Subject:** Council Meeting Schedule for 2016

### **Purpose of Report**

- 1.1 The purpose of this business paper is for Council to formally adopt a Meeting Schedule for the 2016 calendar year.

### **Commentary**

- 2.1 Council has historically scheduled ordinary monthly meetings for the last Tuesday of each month.
- 2.2 The Meeting Schedule for the period January to July 2016 has been agreed to by the Council as part of its Road Map Work Programme, however it is appropriate that Council set its meeting schedule for the entire calendar year.
- 2.3 Council's Road Map Work Programme includes timelines prepared on the basis of ordinary monthly meetings taking place on the last Tuesday of each month. It should be noted however, that because of the "living" nature of the Road Map document, scheduled meeting dates over and above the normal monthly meetings often alter as time passes and therefore only the known dates are included for adoption in this meeting schedule. Hearings, workshops and additional meetings are scheduled as and when required.
- 2.4 Where a statutory holiday falls on a Monday, the Council meeting is either moved to later in that week or brought forward/deferred by one week. For example with the Monday-ising of Public Holidays, where a Council meeting is scheduled in that week, the meeting is moved to later in the week. Where a meeting is scheduled in the week following Easter, the meeting is deferred by one week.
- 2.5 Historically, if a December meeting is required, it is convened at least one full week prior to Christmas.

### **Recommendation**

- 3.1 It is recommended that Council adopt a Meeting Schedule for 2016 based on the requirements of the Road Map Work Programme, noting that further meetings and workshops may need to be convened as time passes.
- 3.2 It should be noted that the adopted Meeting Schedule includes only official meetings which must be publicly notified. Informal workshops do not form part of the official Meeting Schedule.

<b>Suggested Resolutions</b>
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- 1 The business paper on Council Meeting Schedule for 2016 be received.
- 2 Council adopt the following Meeting Schedule for 2016:
 

Tuesday	23 February 2016	February Monthly Meeting
Tuesday	5 April 2016	March Monthly Meeting (deferred by 1 week due to Easter)
Wednesday	27 April 2016	April Monthly Meeting (deferred to Wednesday because of ANZAC Day)
Thursday	19 May 2016	Hearing of Submissions to draft Exceptions Annual Plan
Tuesday	31 May 2016	May Monthly Meeting
Wednesday	8 June 2016	Deliberation of Submissions to draft Exceptions Annual Plan
Tuesday	28 June 2016	June Monthly Meeting (including adoption of Exceptions Annual Plan)
Thursday	28 July 2016	July Monthly Meeting (deferred to Thursday to prevent clash with LGNZ AGM and Conference)
Tuesday	30 August 2016	August Monthly Meeting
Thursday	6 October 2016	September Monthly Meeting (deferred to enable adoption of Annual Report prior to Triennial Elections)
Wednesday	26 October 2016	October Monthly Meeting (deferred to Wednesday because of Labour Day)
Tuesday	29 November 2016	November Monthly Meeting
Tuesday	13 December 2016	December Monthly Meeting (last meeting of the calendar year)



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

<b>Document No:</b> 380607	<b>File No:</b> 004/004A
<b>Report To: Council Meeting</b>	
	<b>Meeting Date:</b> 15 December 2015
	<b>Subject:</b> Adoption of the Communications Strategy

### Purpose of Report

- 1.1 The purpose of this business paper is to present the Draft Communications Strategy for Council's consideration and adoption.

### Background

- 2.1 Communication is an essential part of good management and the effective delivery of Council services. Communication is carried out for informational, motivational and in some instances for behaviour change reasons.
- 2.2 Deliberate, planned and sustained communication effort from Council is critical to establish and maintain mutual understanding between Council and its community as well as its other stakeholders.
- 2.3 In terms of Council's legislative obligations, the Local Government Act 2002 requires local authorities to assist and promote opportunities for public participation in local decision making.
- 2.4 A Communications Strategy and an appropriately resourced function is an essential tool for meeting Council's strategic objectives and statutory responsibilities.
- 2.5 Council adopted its current Communications Strategy (CS) in October 2011 and further adopted a CS Implementation Plan (IP) in November 2012 that focused on activities and key projects to be undertaken in order to implement the strategic intent noted within the CS.
- 2.6 Over the past four years, WDC has made good progress in improving the effectiveness and usefulness of its communications with the District community. This is evident through the Resident Satisfaction Survey results – Satisfaction level has increased from 77% in 2011 to 96% in 2015.
- 2.7 However, in line with good practice and in order to maintain the effectiveness of our communications and ensuring that these are aligned to the strategic direction, a review of the Communications Strategy was carried out in October and November 2015.
- 2.8 Council provided feedback at its Workshop on 10 November 2015, on the review including the objectives and focus for the Communications Strategy.
- 2.9 The Communications Strategy has been updated to reflect the inputs from Council.
- 2.10 A copy of the draft Communications Strategy is enclosed separately and forms part of this business paper.

- 2.11 The main intent of the review is to simplify the CS such that:
- Council's objectives and how these will be achieved is clearly evident
  - Focus is on Council's external communications (as internal communications is more a matter of policy/operations rather than strategy).
  - The communications effort is aligned to the target audience that Council has prioritized.
  - Clear direction on the medium to use is provided.
- 2.12 The CS needs to provide guidance that directs the communication actions in order to achieve the objectives set out in the Strategy.
- 2.13 Consequently, the layout of the current CS is planned to be modified and simplified to cater to the afore mentioned aspects.

## Commentary

3.1 The Communications Strategy 2015 aims to be a 'broad statement of strategic direction' for WDC's approach to communications in both levels of service and function.

3.2 The strategy outlines how Council intends to communicate with the community and other external stakeholders.

3.3 The focus of the strategy is based on three key areas: Objectives, principles and processes.

### **3.4 Objectives**

3.5 The aim of the Objectives is to clearly guide communication resources, processes and actions.

3.6 The following objectives have been defined in the Strategy based on Council feedback:

1. Promote the value of Council's role in the community,
2. Encourage community's involvement in local decision-making,
3. Ensure communities are well informed on Council's activities/ operations,
4. Support Councils reputation in the District,
5. Support Council's reputation within the LG sector,
6. Attract people to live or work in and visit the Waitomo District, and
7. Promote a sense of community and pride of place.

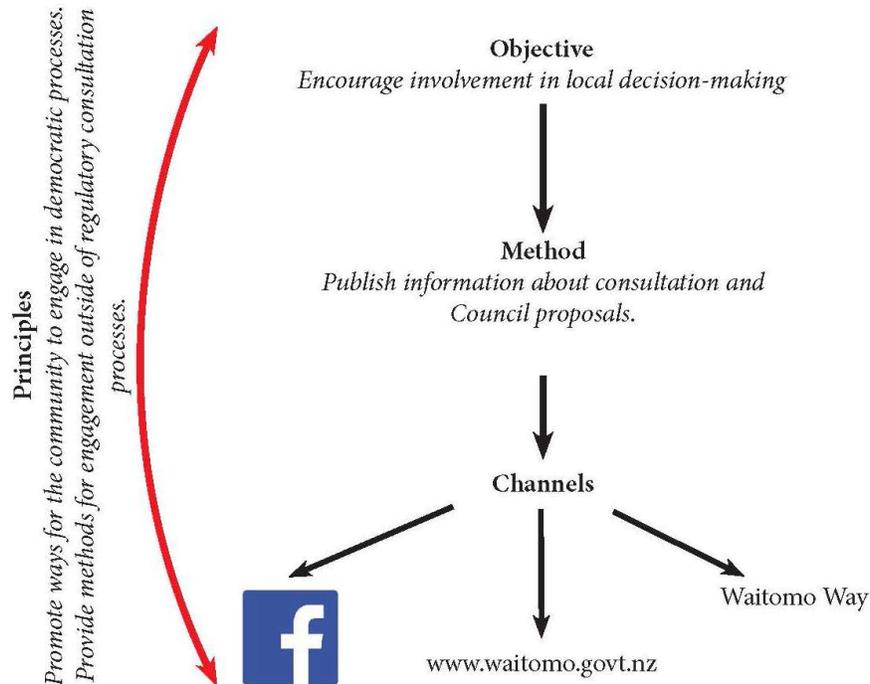
### **3.7 Principles**

3.8 The following principles have been established to guide the form and/or content of the messaging:

- **Proactive communications** on projects, milestones, activities to pre-empt issues;
- Drive **consistent and repeated messaging** through an integrated communications approach to build credibility and legitimacy;
- **Link messaging to WDC's strategic direction** - social, economic and cultural interests of people and communities. Maintain and enhance quality of the environment, and reasonably foresee needs for future generations.
- **Messaging language** to be such that it comes across as accessible, hands-on, specialists in our field and as having a firm grasp of the issues and avoid the risk of being perceived as a nameless, faceless, authoritarian organisation.
- Establish **strong brand recognition** of Council by ensuring all Council communications bear Council's clear and consistent brand - both in terms of messaging style, logo and collateral. This will promote the breadth of our work;
- Seek to **understand our community** and its target audiences by proactively establishing relationships with key stakeholders to enable two-way communication. This is **particularly important with Māori**, both in respect to obligations under the Local Government Act and the Resource Management Act and as critical participants in our economy and communities;
- **Tailor messaging** to key audiences to ensure that our messaging resonates and also that we are using our limited resources efficiently;
- Ensure internal stakeholders **understand our communications objectives** so we have a consistent message;
- Ensure our communications **clearly reflect Council's collective position** and is 100% reliable to build trust and confidence;
- Ensure all communications are in **plain English, concise and balanced**;
- Ensure any **misinformation, biased or unfair information is addressed as soon as possible**;
- **Promote ways for the community to engage** in democratic processes provide methods for engagement outside of regulatory consultation processes.

### **3.9 Communication Methods**

- 3.10 Communication methods aim to bring into effect the objectives and principles outlined in the strategy. Each method feeds through a number of channels at Council's disposal such as Facebook, website and Waitomo Way.



### **3.11 Legislatively Required Communication/Engagement**

3.12 Council has certain legislative requirements in terms of engaging/ communicating with its communities for certain decisions/documents. Engagement is required for the following:

- Long Term Plan and Annual Plans,
- Annual Report,
- Policies and Bylaws,
- Some Strategies and Plans,
- District Plan, and
- Certain Resource Management decisions.

3.13 The process of engagement is legislatively defined (to varying degrees) for these decisions/documents.

3.14 The communication processes and channels used to meet these legislative requirements will seek maximum participation in decision making.

### **3.15 Key audiences**

3.16 The Communications Strategy defines the key audiences that Council will engage with:

- District community in general,
- Businesses and business associations,
- Community Groups such as Ratepayers Group, Youth Council, Grey Power, Schools,

- Maori organisations,
- Media - local and regional,
- Central government and agencies, and
- Other Councils particularly in the Waikato Region and Councils WDC shares a boundary with.

### **3.17 Processes**

- 3.18 Establishment of communication processes will be an area of increased focus.
- 3.19 Forms and processes will be developed to ensure that the objective of 'ensuring communities are well informed on Council activities/operations' is achieved.
- 3.20 Further development of the stakeholder database will ensure that consultation processes are reaching affected stakeholders.
- 3.21 Stakeholder engagement is fronted by Elected Members.
- 3.22 Communication involves not only keeping people informed about what we are doing, but also providing people with the opportunity to provide feedback on our planning and decision making and also on how we are performing in the services we deliver.
- 3.23 Currently, WDC carries out an annual Resident Satisfaction Survey (RSS) as a means of gauging the satisfaction of our residents with the activities we carry out and the services we provide.
- 3.24 The RSS is a good means of gauging the satisfaction of residents.
- 3.25 The Customer Service Strategy provides for a range of targeted customer satisfaction surveys. These are implemented upon completion of the delivery of a specific Council service, such as building consents and provision of Elderly Persons Housing.

### **3.26 Implementation**

- 3.27 Examples of how Council may implement its communication objectives are set out in the following table.

<b>Objective</b>	<b>Example of Communication Methods</b>
Promote the value of Council's role in the community	Regular sharing of service and project information via Facebook, website and printed media.  Ensure that where recognition is due, WDC logo and sponsorship is highlighted in communications.  Publication of funding and grants recipients on Council website.
Encourage involvement in local decision-making	Extensive promotion of opportunities to engage i.e. using various methods - online, radio and printed media.  Provide advice on how to make a submission to Council.  Communicate any opportunities to engage with Elected Members.  Increase use of Mayor's Facebook page in consultation

	<p>communications campaigns.</p> <p>Share snippets of consultation material on Facebook and radio in a way that is easy to understand and consider.</p>
Ensure communities are well informed on Council's activities/ operations	<p>Proactively communicate significant operational activities and projects in a timely manner.</p> <p>Council operations/ work that has the potential to significantly impact on the day-to-day service delivery will be publicly notified (Public Notice in local newspaper and on website).</p>
Support Councils reputation in the District	<p>Promptly respond to Council issues with planned media release.</p> <p>Publish and share information about Council's performance and achievements.</p>
Support Council's reputation within the LG sector	<p>Contribute and showcase a particular success to 'Local Wins' under the LGNZ website.</p> <p>Share LGNZ news on Council's website.</p> <p>Maintain WDC's presence in the Local Government sector-wide Communications Programme in support of the LGNZ 'Performance Uplift Programme'.</p>
Attract people to live or work in and visit the Waitomo District	<p>Promote District on Te Kuiti NZ Facebook page.</p>
Promote a sense of community and pride of place.	<p>Encourage and promote compliance with Council's regulations, bylaws, policies and vision in Council communications – Waitomo Way and printed media.</p> <p>Communicate negative effects of vandalism/graffiti on community environment and image.</p> <p>Communicate successful collaboration and partnerships that result in positive outcomes for community groups and organisations.</p> <p>Promote Council services that support positive outcomes for community using various communication methods; printed media and online.</p>

### **3.28 Evaluation**

- 3.29 Evaluation of the effectiveness and usefulness of Council communications is an integral part of the CS which will aid in ensuring that resources are used efficiently and demonstrating what works and what doesn't will help refine future communications strategies.
- 3.30 A six-monthly progress report to Council will provide an update on the actions and campaigns undertaken to meet the objectives set out in this strategy.





Communications Strategy 2015

DRAFT

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## Introduction

Communication is an essential part of good management and the effective delivery of Council services. We communicate to:

- Build support and advocacy,
- Engage the community and target audiences,
- Harness resources to create change, and
- Be authentic in demonstrating our core values.

Generally speaking, the “why” can be defined by five broad desired responses:

- To raise awareness,
- To build understanding,
- To create a belief,
- To create behaviour change, and
- To generate advocacy.

**Table 1: Why are we engaging with the community?**

<b>Awareness</b>	<b>Understanding</b>	<b>Belief</b>	<b>Behaviour Change</b>	<b>Advocacy</b>
“Never heard of it/ them.”	“I get it – I can see this as important/ relevant to me.”	“I can relate to this – I want to get involved.”	“I will do something about this – and I know what to do.”	“Everyone needs to understand this and get involved.”
Build knowledge and consciousness	Education, engagement/ involvement	What’s the proposition for me? How is this relevant to me?	What’s the call to action? What do you want me to do about it?	Support and systems to facilitate systemic change

(Davies, 2011)

One flows from the other. You can’t drive behaviour change until you have awareness, understanding or belief.

Deliberate, planned and sustained communication effort from Council is critical to establish and maintain mutual understanding between Council and its community as well as its other stakeholders. It is also a key aspect of Council meeting its legislative requirements. The Local Government Act 2002 requires local authorities to assist and promote opportunities for public participation in local decision making. A Communications Strategy and an appropriately resourced function is an essential tool for meeting Council’s strategic objectives and statutory responsibilities.

This Communications Strategy aims to be a “broad statement of strategic direction” for Waitomo District Council’s approach to communications in both levels of service and function.

This strategy:

- Provides a guide to Council’s day-to-day communications activities;

- Sets Council's expectations for media; and
- Allows Council to better engage with its community in a genuine way.

The Strategy has three key areas

1. Objectives
2. Principles
3. Processes

This strategy describes what Council wants to achieve, who it will engage with, through what channel and how we plan to evaluate the usefulness and effectiveness of Council communications. This strategy reviews, rationalises and advances the Communications Strategy 2011 and Implementation Plan 2012 into a single, user-friendly Communications Strategy 2015.

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## Communications Objectives

Objectives are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects, including outcomes and actions. The Communication Objectives have been established taking into account Council's overall Vision for the District and strategic direction. They also take into account the broader local government environment.

Council's Vision is **"Creating a better future with vibrant communities and thriving business."** One of the focus areas in Council's 2015-25 LTP is placing a greater emphasis on community and economic development. The objectives align to this.

In May 2015, Local Government New Zealand research (Local Government New Zealand, 2015) found that general public understanding of what Councils do is extremely low and, while seen as important to society, Councils generally had a poor reputation.

While it can be debated that a majority of those negative perceptions are in fact due to the quality of or issues with service delivery itself, some of the solution lies in effectively promoting what Councils are doing well and communicating in a transparent and up-front manner when things go wrong.

With this in mind, Waitomo District Council is focused on developing those relationships and creating an environment where its stakeholders want to communicate with Council.

Council communication policies must take also account of statutory obligations to consult with the community. *"The prime purpose of consultation is to enable the effective participation of individuals and communities in the decision-making of Councils. This will enable elected representatives to make better-informed decisions on behalf of those they represent"* (Department of Internal Affairs).

In accordance with the Local Government Act 2002 the following six principles apply when a Council undertakes consultation:

- Councils must provide anyone who will or may be affected by the decision, or anyone who has an interest in the decision, with reasonable access to relevant information;
- These people should also be encouraged to express their views to Council;
- People who are invited to present their views to Council should be given clear information about the purpose of the consultation and the scope of the decisions being made;
- People who wish to present their views must be given reasonable opportunity to present them;
- Councils should receive these views with an open mind and give them due consideration when making a decision; and
- Council should provide people presenting their views with information relevant to decisions and the reasons for them.

Based on the needs and requirements above Council has set out the following Objectives:

1. Promote the value of Council's role in the community,
2. Encourage involvement in local decision-making,
3. Ensure communities are well informed on Council's activities/ operations,
4. Support Councils reputation in the District,
5. Support Council's reputation within the Local Government (LG) sector,

6. Attract people to live or work in and visit the Waitomo District, and
7. Promote a sense of community and pride of place.

Although all of the above objectives are important, in line with its vision, Council has determined that Objective 6, to attract people to live or work in and visit the Waitomo District, is the most important communication objective. Objective 5 - Support Council's reputation with the LG sector was also identified as a key objective.

Prioritising objectives assists with resource allocation during implementation of the strategy.

## Communication Principles

The communication principles have been established to guide the form and content of messaging. The principles have been set out to move Council's target audiences from their current thinking or understanding to the preferred position.

These are::

- **Proactive communications** on projects, milestones, activities to pre-empt issues;
- Drive **consistent and repeated messaging** through an integrated communications approach to build credibility and legitimacy;
- **Link messaging to WDC's strategic direction** - social, economic and cultural interests of people and communities. Maintain and enhance quality of the environment, and reasonably foresee needs for future generations.
- **Messaging language** to be such that it comes across as accessible, hands-on, specialists in our field and as having a firm grasp of the issues and avoid the risk of being perceived as a nameless, faceless, authoritarian organisation.
- Establish **strong brand recognition** of Council by ensuring all Council communications bear Council's clear and consistent brand - both in terms of messaging style, logo and collateral. This will promote the breadth of our work;
- Seek to **understand our community** and its target audiences by proactively establishing relationships with key stakeholders to enable two-way communication. This is **particularly important with Māori**, both in respect to obligations under the Local Government Act and the Resource Management Act and as critical participants in our economy and communities;
- **Tailor messaging** to key audiences to ensure that our messaging resonates and also that we are using our limited resources efficiently;
- Ensure internal stakeholders **understand our communications objectives** so we have a consistent message;
- Ensure our communications **clearly reflect Council's collective position** and is 100% reliable to build trust and confidence;
- Ensure all communications are in **plain English, concise and balanced**;
- Ensure any **misinformation, biased or unfair information is addressed as soon as possible**;

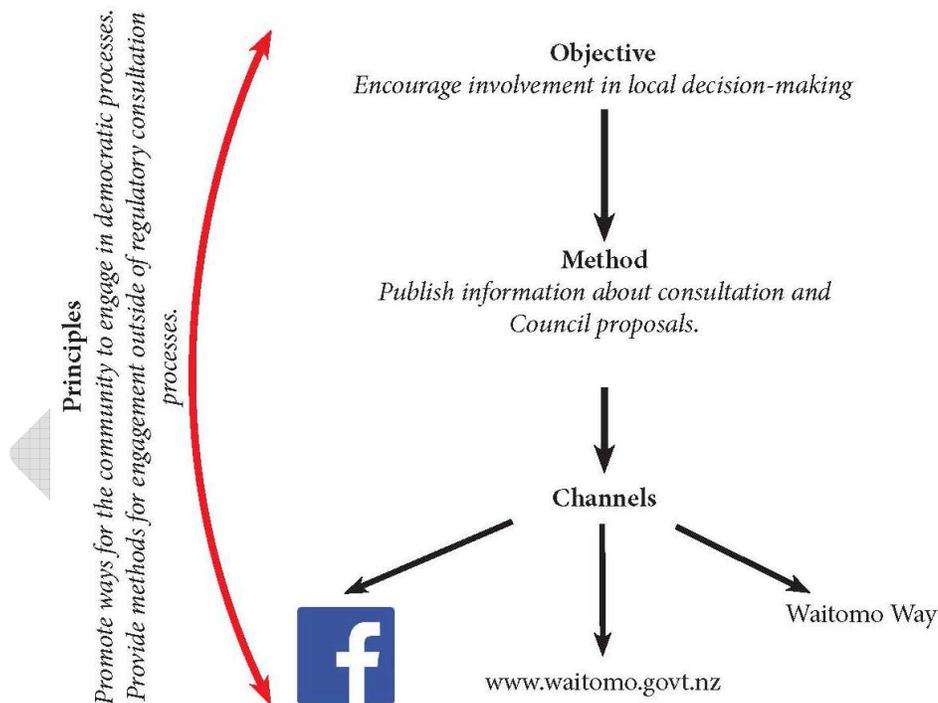
- **Promote ways for the community to engage** in democratic processes. Provide methods for engagement outside of regulatory consultation processes.

## Communication Methods

Methods are where the “rubber hits the road” for Council’s communications function. These are tasks, channels or campaigns that will bring into effect the objectives outlined previously. The principles will guide the messaging.

There may be a number of methods to achieve each objective. Subsequently, each method may be fed through a number of channels at Council’s disposal, both internal and external.

An example of how this may flow from objectives to principles, through to method is set out below.



## Key Audiences

In order to maximise the penetration of communication resources, key audiences need to be identified.

Identifying leaders within those groups is essential to mobilising or soliciting feedback for various Council processes or projects. Likewise, understanding the motivations of those groups, the demographic of people that make up those groups and how they prefer to engage will inform tailored communications for each group.

The key audiences Council will engage are:

- District community in general,
- Businesses and business associations,
- Community Groups such as Ratepayers Group, Youth Council, Grey Power, Schools,
- Maori organisations,
- Media - local and regional,
- Central government and agencies, and
- Other Councils in the Waikato Region or Councils WDC shares a boundary with.

Council has established a stakeholder database to identify stakeholders. Further development of the database will integrate it into regular communications processes and record stakeholder's communication preferences, which will maximise the effectiveness of this resource.

Refining and managing the database will ensure consultation processes are reaching affected stakeholders, to streamline consultation processes, and reduce consultation fatigue and duplication of resources.

The different channels that are used to communicate with its community are:

- Council Newsletter - Waitomo Way,
- Other Council publications – Community Update, Rates newsletter, Mayors, Column, Public Notices, Media releases, Flyers,
- Council Website,
- Facebook, and
- Radio advertising.

Communicating online is a key element of communication in today's world. An effective website has become an essential means of communication for all organisations.

WDC's Customer Service Strategy includes a key action focused on providing technology solutions: *'Ongoing review of WDC website to provide online communications and transaction processing – i.e. 24/7 customer access'*.

WDC's website is an integral part of the way we deliver services to the community offering access to Council information 24 hours a day, seven days a week. It will be promoted as a key means of communicating and doing business with Council.

## Processes

Processes outline a series of actions or steps taken in order to achieve the objectives. To ensure Council's messages are consistent, authentic, and accurate and in line with Council's collective position, it is important that there are robust processes for who can say what, when and to whom.

There is a need for more focus on the establishment of communication processes.

Forms and processes will be developed to ensure that the objective of 'ensuring communities are well informed on Council activities/operations' is achieved.

The communications team will lead the development of communications processes to ensure key messages are outlined early in the communication planning process, that

spokespeople and project ambassadors are identified and contingencies for risks and challenges identified prior to the commencement of a project.

It is critical that all Council officers recognise, value, practice and take accountability for quality communication in their daily activities. In particular, when a new project or area of focus arises, staff will liaise with the communications team to prepare a plan for communication of the project.

Communications will be deployed prior to and following completion of public consultation.

Typically, Councils rationalise decisions on who will publically represent an issue in the media. WDC's Media Policy outlines who may speak to the media.

Communication involves not only keeping people informed about what Council is doing, but also providing people with the opportunity to provide feedback on Council's planning and decision making and how it is performing in its' service delivery.

Council will continue to actively seek feedback from the community with the support of the Communications team.

To assess performance, Council currently carries out annual Resident Satisfaction Surveys (RSS) as a means of gauging the satisfaction of residents with the activities it carries out and the services delivered. The RSS is a good means of gauging the satisfaction of residents.

The Customer Service Strategy provides for a range of targeted customer satisfaction surveys. These are implemented upon completion of the delivery of a specific Council service, such as building consents and provision of Elderly Persons Housing.

Council also communicates with its communities on planning and decision making on matters such as:

- Long Term Plan and Annual Plans,
- Annual Report,
- Policies and Bylaws,
- Some Strategies and Plans,
- District Plan, and
- Certain Resource Management decisions.

Communications in the form of educational information is required from time to time, to support an improved level of community awareness.

Examples of the activities in which Council communications serve an education purpose are:

- Waste Minimisation,
- Dog Control, and
- Water Conservation.

## Implementation of the Communications Strategy

Examples of how Council will implement its communication objectives are set out in the following table.

Objective	Example
Promote the value of Council's role in the community	<p>Regular sharing of service and project information via Facebook, website and printed media.</p> <p>Ensure that where recognition is due, WDC logo and sponsorship is highlighted in communications.</p> <p>Publication of funding and grants recipients on Council website.</p>
Encourage involvement in local decision-making	<p>Extensive promotion of opportunities to engage i.e. using various methods - online, radio and printed media.</p> <p>Provide advice on how to make a submission to Council.</p> <p>Communicate any opportunities to engage with Elected Members.</p> <p>Increase use of Mayor's Facebook page in consultation communications campaigns.</p> <p>Share snippets of consultation material on Facebook and radio in a way that is easy to understand and consider.</p>
Ensure communities are well informed on Council's activities/ operations	<p>Proactively communicate significant operational activities and projects in a timely manner.</p> <p>Council operations/work that has the potential to significantly impact on the day-to-day service delivery will be publicly notified (Public Notice in local newspaper and on website).</p>
Support Councils reputation in the District	<p>Promptly respond to Council issues with planned media release.</p> <p>Publish and share information about Council's performance and achievements.</p>

Support Council's reputation within the LG sector	<p>Contribute and showcase a particular success to 'Local Wins' under the LGNZ website.</p> <p>Share LGNZ news on Council's website.</p> <p>Maintain WDC's presence in the Local Government sector-wide Communications Programme in support of the LGNZ 'Performance Uplift Programme'.</p>
Attract people to live or work in and visit the Waitomo District	Promote District on Te Kuiti NZ Facebook page.
Promote a sense of community and pride of place.	<p>Encourage and promote compliance with Council's regulations, bylaws, policies and vision in Council communications – Waitomo Way and printed media.</p> <p>Communicate negative effects of vandalism/graffiti on community environment and image.</p> <p>Communicate successful collaboration and partnerships that result in positive outcomes for community groups and organisations.</p> <p>Promote Council services that support positive outcomes for community using various communication methods; printed media and online.</p>

## Evaluation

Evaluation of the effectiveness of Council communications is increasingly important.

It is important that resources are used efficiently and demonstrating what works and what doesn't will help refine future communications strategies.

A six-monthly progress report to Council will provide an update on the actions and campaigns undertaken to meet the objectives set out in this strategy.

<b>Document No:</b> 381990		<b>File No:</b> 400/130M	
<b>Report To:</b>		<b>Council</b>	
	<b>Meeting Date:</b>	15 December 2015	
	<b>Subject:</b>	<b>2015 Community Partnership Fund – Consideration of Funding Applications</b>	

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the 2015 Community Partnership Fund (CPF) grant allocations.

### Background

- 2.1 The CPF is part of Waitomo District Council's (WDC) broader Community Development Fund (CDF). A contestable fund focused on projects and programmes that contribute to the well-being of our District's communities.
- 2.2 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live, work and play in and aims to "help our community help itself" by offering access to funding and in-kind support to groups working on community initiatives.
- 2.3 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the Community Development Fund Policy (CDFP), which was reviewed in August 2014 as part of Council's CDF.
- 2.4 By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
  - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
  - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
  - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 2.5 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

### The Assessment and Allocation Process

- 3.1 The assessment and allocation of the CPF is at the discretion of the elected Council.
- 3.2 Councillors have been provided with Application Assessment Forms to assist them with the fund allocation process and must take into account the following methodology:
- Apply the Community Development Fund Policy (the Policy).
  - Declare any conflicts of interest
  - Award funding to projects, not people
- 3.3 Councillors are requested to assess the applications and agree the value of grants to be allocated for the 2015 funding round.
- 3.4 During this process, Council may at its discretion, impose conditions as appropriate, to grants to ensure a maximisation of the funds distributed.

### Funding Round for the Community Partnership Fund

- 4.1 There is a total of \$25,000 available for allocation in 2015 funding round. Four applications have been received as follows:

Applicant	Amount Sought
Citizens Advice Bureau Te Kuiti Inc	\$ 1,925.00
Te Kuiti Lyceum Club Inc	\$1,705.00
Tainui Historical Society	\$18,935.00
Piopio College Trust	\$10,000.00
<b>TOTAL:</b>	<b>\$32,565.00</b>

### Unexpended Funds

- 5.1 If Council does not fully expend the \$25,000 available in this funding round, it may wish to undertake an optional second funding round in February/ March 2016 or alternatively carry the funds over to the next financial year as per the CDFP.

<b>Suggested Resolutions</b>
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1 The business paper on 2015 Community Partnership Fund – Consideration of Funding Applications be received.

2 Council approve Community Partnership Fund Grants as follows:

<b>Applicant</b>	<b>Grant Amount</b>
Citizens Advice Bureau Te Kuiti Inc	\$ _____
Te Kuiti Lyceum Club Inc	\$ _____
Tainui Historical Society	\$ _____
Piopio College Trust	\$ _____
<b>Total</b>	<b>\$ _____</b>

3 If an unexpended balance remains in the Community Partnership Fund following completion of this funding round, then Council approve/not approve a second funding round in February/ March 2016 as per the Community Development Fund Policy.

DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

December 2015

Document No: 378957

File No: 335/004

**Report To: Council****Meeting Date:** 15 December 2015**Subject:** **Adoption of Fees for Functions under the Food Act 2014****Purpose of Report**

1. The purpose of this business paper is to present the fees for functions under the Food Act 2014 for consideration and adoption.

**Background**

- 2.1 The proposed fees for functions under the Food Act 2014 recognise that each business is different. This means that the corner dairy operator who reheats meat pies will not be treated the same way as the meat pie manufacturer. One of the early steps in the process of preparing for the introduction of the new Food Act is to set new fees. The new fees need to be in place by 1 March 2016 and must be set using the special consultative procedure.
- 2.2 In setting the new fees Council must adhere to the requirements in the Food Act 2014. This includes taking into account the following criteria in section 198(2) of the Act when considering fees to be charged:
  - Equity;
  - Efficiency;
  - Justifiability; and
  - Transparency.
- 2.3 Council is also guided in its fee setting for the Environmental Health function by its Revenue and Financing Policy (RFP), which states that 60% of costs are to be recovered from fees and charges, 20% from UAGC and 20% from General Rate.

**Commentary**

- 3.1 The proposed new fees were determined based on estimated time and costs to process registration, verification and compliance functions. The MPI fee structure was used as a guideline.
- 3.2 The methodology used for determining the proposed fees was a combination of fixed fees or charges and fees based on an hourly rate, which is in accordance with section 199(a) and (b) of the Act.
- 3.3 It is important to note that at this early stage of the new legislation the costs that will be incurred in adhering to the new requirements are estimate and actuals may vary. Fees will be reviewed annually as part of the budget setting process.

- 3.4 At its meeting on 22 September 2015 Council approved the proposed new fees for functions under the Food Act 2014 and the Statement of Proposal and Summary of Information for public consultation.
- 3.5 Public consultation was carried out in the period 2 October 2015 to 2 November 2015 using the special consultative procedure.
- 3.6 Three submissions were received, of which one was on behalf of 16 submitters. Two submitters requested to be heard in support of their submission at the public hearing on 10 November 2015.
- 3.7 One of the submissions consisted of a set of questions on how the Food Act will operate and how the submitter would be impacted by the new legislation. The other individual submitter raised concern with the high yearly licence fee under the current regime.
- 3.8 The submission on behalf of 16 business owners strongly objected to the proposed fees. The concern raised by these submitters was that the hourly rate (\$160) for all administration and verification activities including annual verification, reporting, non conformance visits, etc is too high. The submitters compared this fee to other service provider's fees such as plumbers, electricians and builders.
- 3.9 A deliberations meeting was held on 24 November 2015. At this meeting, Council considered the concerns raised by submitters in relation to the hourly rate of \$160.
- 3.10 It was identified at the deliberations stage that there was some scope to reduce the administration and verification fee from \$160 to \$130 per hour. However, this reduction would need to be closely monitored, particularly in year two of implementation to ensure WDC is meeting cost recovery obligations for this service in accordance with WDC's Revenue and Financing Policy.
- 3.11 At the deliberations meeting Elected Members approved a reduction of the hourly fee for all administration and verification activities including annual verification, reporting, non conformance visits from \$160 to \$130.
- 3.12 The following table outlines fees for functions under the Food Act 2014 for adoption.

Description	Proposed WDC Fees (incl GST)
All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below.	\$130 per hour
Application for new registration of Template Food Control Plan	\$180
Application for renewal of registration of Template Food Control Plan	\$160
Application for amendment of registration of Template Food Control Plan	\$150
Voluntary suspension of Template Food Control Plan	\$85

Description	Proposed WDC Fees (incl GST)
Application for new registration of premises under a National Programme	\$120
Application for renewal of registration of premises under a National Programme	\$100
Voluntary suspension of National Programme	\$85
Issue of improvement notice, or review of an improvement notice	\$150 plus hourly rate after the first hour.
Application for statement of compliance.	\$150 plus hourly rate after the first hour.

- 3.13 Following deliberations staff invited food premise licensees to attend an informal briefing session to further explain new requirements of the Food Act and the proposed fee structure. 26 licensees attended the session.

### Recommendation

- 4.1 It is recommended that the fees for functions under the Food Act 2014 be adopted.

### Suggested Resolutions

- The business paper on Adoption of fees for functions under the Food Act 2014 be received.
- The following fees for functions under the Food Act 2014 be adopted.

All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below.	\$130 per hour
Application for new registration of Template Food Control Plan	\$180
Application for renewal of registration of Template Food Control Plan	\$160
Application for amendment of registration of Template Food Control Plan	\$150
Voluntary suspension of Template Food Control Plan	\$85
Application for new registration of premises under a National Programme	\$120

Application for renewal of registration of premises under a National Programme	\$100
Voluntary suspension of National Programme	\$85
Issue of improvement notice, or review of an improvement notice	\$150 plus hourly rate after the first hour.
Application for statement of compliance.	\$150 plus hourly rate after the first hour.



ELSA DU TOIT

**ENVIRONMENTAL AND REGULATORY SERVICES LEADER**

December 2015

**Document No:** 378948**File No:** 037/054A**Report To: Council****Meeting Date:** 15 December 2015**Subject:** Adoption of Dog Control Policy and Bylaw

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present the 2015 version of the Dog Control Policy and Bylaw to Council for consideration and adoption.

### **Background**

- 2.1 The draft Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 are required by the Dog Control Act 1996 and assist Council to perform its duties under that Act within the Waitomo District. The Policy sets the direction on dog related issues and the bylaw is the mechanism for enforcing that direction.
- 2.2 WDC's Dog Control Policy required review as it was adopted in 2011 and had not been the subject of a review since. As the Dog Control Policy and Bylaw are legislatively linked it was considered prudent that these two documents were reviewed and consulted on together.
- 2.3 Enclosed separately and forming part of this business paper are copies of Council's proposed Dog Control Policy and Dog Control Bylaw.
- 2.4 The proposed policy and bylaw contains a range of general statements requiring education, good standards of dog care and control and the neutering of menacing and uncontrolled dogs. In particular, it provides for more dog exercise areas and prohibited areas making these clearer with maps attached.
- 2.5 Given the emphasis on education the policy makes provision for probationary owners to allow Council to require dog education programmes and dog obedience courses.

### **Commentary**

- 3.1 At its meeting on 22 September 2015 Council approved the Dog Control Policy and the Dog Control Bylaw and the Statement of Proposal and Summary of Information for public consultation. Council also resolved at this meeting that the Bylaw was the most appropriate form of Bylaw and that it did not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 3.2 Public consultation was carried out in the period 2 October 2015 to 2 November 2015 and it included two round table discussions between Elected Members and the community held on 14 and 21 October 2015. Three people attended the discussion group on 14 October, and 8 people attended the 21 October discussion group.

- 3.3 The Policy and Bylaw attracted a total of 32 submissions of which 4 were heard during the Public Hearing on 10 November 2015.
- 3.4 A deliberations meeting was held on 24 November 2015. At this meeting, Council considered the submissions received and the notes from the round table discussions held on the 14 and 21 October 2015, and made a determination on the issues raised.
- 3.5 The table attached as Appendix 1 sets out the matters discussed at the deliberations meeting, including:
- the position in the draft bylaw/policy,
  - a summary of submissions on the issue,
  - what was decided by Elected Members at the deliberations meeting, and
  - the resulting amendments to the bylaw/policy.
- 3.6 Each submitter will receive a written response following Council's decision on adopting the final documents.

### **Recommendation**

- 4.1 It is recommended that the Dog Control Policy and Bylaw as amended be adopted.

### **Suggested Resolutions**

- 1 The business paper on Adoption of Dog Control Policy and Bylaw be received.
2. The Waitomo District Dog Control Policy 2015 be adopted pursuant to the Dog Control Act 1996.
3. The Waitomo District Dog Control Bylaw 2015 be adopted pursuant to the Dog Control Act 1996 as the most appropriate form of Bylaw that does not give rise to any implications under the New Zealand Bill of Rights Act 1990, all pursuant to sections 145, 146, 155 and 156 of the Local Government Act 2002 and the Dog Control Act 1996.
4. The Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 become operative on 21 December 2015 and the Waitomo District Dog Control Bylaw 2009 be revoked as at that date.

JOANNE GREAD  
**POLICY PLANNER**

ELSA DU TOIT  
**ENVIRONMENTAL AND REGULATORY SERVICES LEADER**

December 2015

- Attachment: 1 Issues discussed during deliberations
- Enclosures: 1 Draft Dog Control Policy (373322)  
2 Draft Dog Control Bylaw (373324)

## Attachment 1: Issues discussed during deliberations

Note: Additions and deletions to bylaw/policy are shown in red.

Draft Bylaw/Policy	Submissions	Deliberation Discussions	Amendment to Bylaw	Amendment to Policy
<p><b>Dog Exercise Areas</b></p> <p>In the draft bylaw and policy, the following Dog Exercise Areas were proposed:</p> <ul style="list-style-type: none"> <li>• The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club,</li> <li>• Ward Street Reserve,</li> <li>• Mangaokewa Scenic Reserve, and The reserve adjacent to Redwood Forest.</li> </ul>	<p>A number of people raised the lack of exercise areas as an issue. In particular there were concerns about providing somewhere for the travelling public to exercise and water their dogs while passing through our district.</p> <p>Areas that were identified by submitters as potential new exercise areas for consideration were:</p> <ul style="list-style-type: none"> <li>• Kara Park, Piopio,</li> <li>• Old BMX area (already included in the proposed policy/bylaw as Redwood Forest),</li> <li>• Both sides of the Mangaokewa River,</li> <li>• Brook Park,</li> <li>• Park areas away from playgrounds when not used by others, for example during the early evenings, and</li> <li>• Beaches.</li> </ul>	<p><b>Kara Park:</b></p> <p>Given the other uses which occur in this park and the difficulty in effectively splitting the park in two, it was considered appropriate that rather than a dog exercise area, an area where dogs could be exercised on the lead be identified.</p> <p><b>Old BMX area:</b></p> <p>Already included in the proposed policy/bylaw.</p> <p><b>Both sides of the Mangaokewa River</b></p> <p>There are issues with this area due to the close proximity of the road on parts of the eastern side and the fact that some properties on the western side of the river are not fenced.</p> <p>Council considered that this area would be more appropriate as an area where dogs were kept on the lead.</p>	<p><b>Clause 5 Prohibited Areas</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <p>Amended description of Kara Park included in list of Prohibited Areas:</p> <p><b>The area of Kara Park, Piopio shaded red on the map attached in Schedule 1</b></p> <p><b>New map included in Schedule 1.</b></p> <p>No change required.</p> <p><b>Clause 4. Dog Exercise Areas</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the dog exercise area provisions are required.</i></p> <p>4.1 Dogs may be exercised free of restraint in the following locations:</p> <ul style="list-style-type: none"> <li>• <del>The eastern bank of the Mangaokewa river between Lawrence Street and the Te Kuiti Bowling Club</del></li> <li>• Ward Street Reserve</li> <li>• Mangaokewa Scenic Reserve, and</li> <li>• The reserve adjacent to Redwood Forest (previously</li> </ul>	<p><b>Paragraph 2.12 Areas where dogs are prohibited</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <p>Amended description of Kara Park included in list of Prohibited Areas:</p> <p><b>The area of Kara Park, Piopio shaded red on the map attached in Schedule 1</b></p> <p><b>New map included in Schedule 1.</b></p> <p>No change required.</p> <p><b>2.9 Off Lead Dog Exercise Areas</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the dog exercise area provisions are required.</i></p> <p>2.10 Below is a list of parks designated as Dog Exercise Areas where dogs can be exercised off lead:</p> <ul style="list-style-type: none"> <li>• <del>The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club;</del></li> <li>• Ward Street Reserve;</li> <li>• Mangaokewa Scenic Reserve;</li> </ul>

Draft Bylaw/Policy	Submissions	Deliberation Discussions	Amendment to Bylaw	Amendment to Policy
			<p>known as BMX track).</p> <ul style="list-style-type: none"> <li>All beaches in the Waitomo District with the exception of the area shaded red on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year).</li> </ul>	<p>and</p> <ul style="list-style-type: none"> <li>The reserve adjacent to Redwood Forest (identified on the attached map).</li> <li>All beaches in the Waitomo District with the exception of the area shaded red on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year).</li> </ul>
		<p><b>Brook Park</b> Determined status quo should apply. Stock often graze this area and frequented by families and small children.</p>	No change required.	No change required.
		<p><b>Park areas away from playgrounds when not used by others, for example during the early evenings</b> Unless otherwise identified in the bylaw/policy, these areas are not considered suitable as dog exercise areas due to the spaces use by others.</p>	No change required.	No change required.
		<p><b>Beaches</b> Dogs currently frequent WDC beaches 'off-lead' and there are not any known problems, therefore there was support for the proposal to allow dogs on beaches off lead while under control. The only exception to this being the area between the river mouth and the State Highway 3 bridge over the Mokau River (including the area known as the Flower Pot), between 1 December each year and 31 March the following year. It was agreed that this area should become an extension of the current prohibited area known as the Flower Pot. <i>Note, there is already a provision in the current bylaw which requires owners to have continuous control of their dogs while in a dog exercise area.</i></p>	<p><b>Clause 4. Dog Exercise Areas</b> 4.1 Dogs may be exercised free of restraint in the following locations:</p> <ul style="list-style-type: none"> <li><del>The eastern bank of the Mangaokewa river between Lawrence Street and the Te Kuiti Bowling Club</del></li> <li>Ward Street Reserve,</li> <li>Mangaokewa Scenic Reserve, and</li> <li>The reserve adjacent to Redwood Forest (previously known as BMX track), and</li> <li>All beaches in the Waitomo District with the exception of the area shaded red on the map of Mokau attached in Schedule 1 (between 1 December each year and 31 March the following year).</li> </ul>	<p><b>2.9 Off Lead Dog Exercise Areas</b> 2.10 Below is a list of parks designated as Dog Exercise Areas where dogs can be exercised off lead:</p> <ul style="list-style-type: none"> <li><del>The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club;</del></li> <li>Ward Street Reserve;</li> <li>Mangaokewa Scenic Reserve; and</li> <li>The reserve adjacent to Redwood Forest (identified on the attached map), and</li> <li>All beaches in the Waitomo District with the exception of the area shaded red on the map of Mokau attached in Schedule 1 (between 1</li> </ul>

Draft Bylaw/Policy	Submissions	Deliberation Discussions	Amendment to Bylaw	Amendment to Policy
			<p><b>Clause 5 Prohibited Areas</b></p> <p>Amended description of Prohibited Area around the Flower Pot:</p> <p>The area shaded red on the map of Mokau attached in Schedule 1 <del>known as the Flower Pot Mokau</del> (between 1 December each year and 31 March the following year);</p>	<p>December each year and 31 March the following year).</p> <p><b>2.9 Off Lead Dog Exercise Areas</b></p> <p>Amended description of Prohibited Area around the Flower Pot:</p> <p>The area shaded red on the map of Mokau attached in Schedule 1 <del>known as the Flower Pot Mokau</del> (between 1 December each year and 31 March the following year);</p>
		<p><b>Centennial Park</b></p> <p>The potential for part of Centennial Park to be used as an area for dogs to be exercised on a lead was suggested in response to community concern regarding lack of exercise areas for dogs. The area identified was between the grandstand and Centennial Park School.</p>	<p><b>Clause 5 Prohibited Areas</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <p>Amended description of Centennial included in list of Prohibited Areas:</p> <p>The area of Centennial Park between the Grandstand and Park Street shaded red on the map attached in Schedule 1;</p> <p><i>New map included in Schedule 1.</i></p>	<p><b>Paragraph 2.12 Areas where dogs are prohibited</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <p>Amended description of Centennial Park included in list of Prohibited Areas:</p> <p>The area of Centennial Park between the Grandstand and Park Street shaded red on the map attached in Schedule 1;</p> <p><i>New map included in Schedule 1.</i></p>
<p><b>Prohibited Areas</b></p>	<p>Some of the submitters felt that there were too many prohibited areas. They thought WDC should be doing more to encourage families to go to the park with their dog on a lead as this was good exercise. The</p>	<p><b>Kara Park</b></p> <p>See above explanation for Kara Park under Dog Exercise Areas.</p>		

Draft Bylaw/Policy	Submissions	Deliberation Discussions	Amendment to Bylaw	Amendment to Policy
	<p>view was also expressed that WDC should make provision for the travelling public to be able to walk their dog on a lead in more areas.</p> <p>The following are areas designated in the proposed policy/bylaw as prohibited areas where people thought WDC should allow dogs:</p> <ul style="list-style-type: none"> <li>• Kara Park;</li> <li>• Cemeteries (so people can take their pet to visit a deceased family member);</li> <li>• Te Kuiti town centre around the picnic tables;</li> <li>• Railway side of Rora Street; and</li> <li>• Flower Pot Mokau before 9am and after 5pm.</li> </ul>	<p><b>Cemeteries</b></p> <p>It was considered appropriate for dogs to be in cemeteries as long as they were on a lead as a means of keeping them under control.</p> <p><b>Te Kuiti town centre around the picnic tables and Railway side of Rora Street</b></p> <p>In response to concerns raised by submitters it was considered appropriate to allocate an area in the Te Kuiti township where people can take their dogs on a lead. The area to be designated is on the railway line side of Rora street between the Japanese Gardens and Citizens Advice Bureau and from Ward Street north.</p>	<p><b>Clause 5 Prohibited Areas</b></p> <p>Cemeteries removed from the list of Prohibited Areas.</p> <p><b>Clause 5 Prohibited Areas</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <ul style="list-style-type: none"> <li>• The <b>part of the</b> Central Business District of Te Kuiti <b>shaded pink on the map attached in Schedule 1 from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street)</b> unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;</li> </ul> <p><i>Note this wording of the description of this area has been simplified in the bylaw with the assistance of a clear map to identify the prohibited area.</i></p>	<p><b>Paragraph 2.12 Areas where dogs are prohibited</b></p> <p>Cemeteries removed from the list of Prohibited Areas.</p> <p><b>Paragraph 2.12 Areas where dogs are prohibited</b></p> <p><i>Note: As anywhere that is not either a dog prohibited area or a dog exercise area is an on-leash area, only changes to the prohibited area provisions are required.</i></p> <ul style="list-style-type: none"> <li>• The <b>part of the</b> Central Business District of Te Kuiti <b>shaded pink on the map attached in Schedule 1 from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street)</b> unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;</li> </ul> <p><i>Note this wording of the description of this area has been simplified in the bylaw with the assistance of a clear map to identify the prohibited area.</i></p>
		<p>Flower Pot Mokau before 9am and after 5pm</p> <p>Given the use of this area, this proposal was not considered appropriate.</p>	<p>No change required.</p>	<p>No change required.</p>

Draft Bylaw/Policy	Submissions	Deliberation Discussions	Amendment to Bylaw	Amendment to Policy
<p><b>Neutering</b></p> <p>The Dog Act 1996 makes it compulsory for all dangerous dogs to be neutered. A dangerous dog can be any breed and is one where either:</p> <ul style="list-style-type: none"> <li>The owner of the dog has been convicted of an offence in relation to the dog rushing at persons, animals or vehicles in such a way which causes someone to be killed, injured or endangered, or property to be damaged, or is likely to cause a vehicle accident, or</li> <li>There is evidence that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal or protected wildlife.</li> </ul> <p>The Act allows Council to elect in its policy whether it requires dogs to be neutered that are classified as menacing under the Act. Dogs can be classified as menacing under the Act, either based on breed (section 33C) or behaviour (section 33A). There are currently only 5 breeds/types of dogs that can be classified under the Act as menacing due to breed. Dogs are classified as menacing due to their behaviour when WDC considers the dog may pose a threat to any person, stock, poultry, domestic animal or protected wildlife because of any observed or reported behaviour or characteristics typically associated with the dogs breed.</p> <p>The draft bylaw/policy made it compulsory for dogs classified as menacing due to breed or behaviour to be neutered.</p> <p>The draft bylaw/policy also proposed that Council's Chief Executive could require owners to neuter their dog that had not been kept under control on two or more occasions in a 12 month period.</p>	<p>Twenty submitters supported Council's proposal in relation to neutering of menacing dogs and 8 did not agree with the approach.</p> <p>The opposition to Council's approach focused on not making an assessment of the need for neutering simply on breed.</p>	<p>The issue of menacing dogs was discussed and Elected Members determined that only dogs that are classified as menacing due to behaviour should be neutered.</p> <p>It was also proposed that the 12 month timeframe in relation to dogs that are not kept under control be removed.</p>	<p><b>13 Requirement to neuter dog</b></p> <p>13.1 Council requires mandatory neutering of dogs classified as menacing <del>in accordance with</del> <b>under section 33A</b> of the provisions of the Dog Control Act 1996.</p> <p>13.2 If a dog has been classified as a menacing dog in another district <b>under section 33A of the Dog Act 1996</b>, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.</p> <p>13.3 Dogs classified as dangerous in accordance with the Dog Control Act 1996 are required to be neutered.</p> <p>13.4 The owner of any dog that has not been kept under their control on two or more occasions <del>in any twelve month period</del> may be required by the Chief Executive to have that dog neutered, whether or not the owner of the dog has been convicted of an offence against Section 53 of the Dog Control Act 1996.</p>	<p><b>2.17 Neutering</b></p> <p>2.18 It is compulsory for a dog which is classified as dangerous in accordance with the Dog Control Act 1996 to be neutered.</p> <p>2.19 Council requires mandatory neutering of dogs classified as menacing <del>in accordance with</del> <b>under section 33A</b> of the provisions of the Dog Control Act 1996. There is evidence that neutering reduces a dogs desire to roam, and may reduce possible aggression.</p> <p>2.20 If a dog has been classified as a menacing dog <b>under section 33A of the Dog Act 1996</b> in another district, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.</p> <p>2.21 Dogs that are regularly not under control cause a range of issues. The Chief Executive may require an owner to de-sex a dog that has not been kept under control on two or more occasions <del>in a 12 month period</del>.</p>

Document No: 382051

File No: 037/043

**Report To: Council****Meeting Date: 15 December 2015****Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

**Commentary**

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

**Suggested Resolutions**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Health Rivers Wai Ora	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**