

# Rārangitake take Kaunihera

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# Council Agenda

Monday 20 September 2021, 7pm  
Hāwera Community Hall, Albion Street, Hāwera





# Pūrongo Whaitikanga Governance Information

## Ngā Mema o te Komiti / Committee Members



Phil Nixon  
Mayor



Robert Northcott  
Deputy Mayor



Andy Beccard  
Councillor



Mark Bellringer  
Councillor



Gary Brown  
Councillor



Celine Filbee  
Councillor



Aaron Langton  
Councillor



Steffy Mackay  
Councillor



Jack Rangiwahia  
Councillor



Diana Reid  
Councillor



Bryan Roach  
Councillor



Brian Rook  
Councillor



Chris Young  
Councillor

## Apatono / Delegations

The Full Council's role is to carry out responsibilities under the Local Government Act 2002. It is the final decision-making authority within the Council and generally ratifies recommendations made by other committees. It is made up of all Councillors and the Mayor.

### Powers that cannot be delegated

The powers that cannot be delegated by the Council are:

- (a) the power to make a rate
- (b) the power to make a bylaw
- (c) the power to borrow money, or purchase or dispose

## He Karere Haumaruru / Health and Safety Message

In the event of an emergency, please follow the instructions of Council staff.  
If there is an earthquake – drop, cover and hold where possible. Please remain where you are until further instruction is given.

- of assets, other than in accordance with the long-term plan
- (d) the power to adopt a long-term plan, annual plan or annual report
- (e) the power to appoint a chief executive
- (f) the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the Local Governance Statement.
- (g) the power to adopt a remuneration and employment policy

## He Pānga Whakaruru / Conflicts of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they might have.



# Rārangi Agenda

## Ordinary Council Meeting Monday 20 September 2021 at 7pm

- 1. Matakore / Apologies**
- 2. Tīmatanga Kōrero / Opening Remark**
  - 2.1 Councillor Gary Brown
- 3. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations**
  - 3.1 Date Palm Trees - South Taranaki RSA, Fiona Hicks
- 4. Whakaaetia ngā Menīti / Confirmation of Minutes**
  - 4.1 [Ordinary Council held on 9 August 2021](#) ..... Page 8
  - 4.2 [Extraordinary Council held on 4 August 2021 – Representation Review to amend/revoke the resolution of the initial proposal](#) ..... Page 16
- 5. Ngā Menīti Komiti me ngā Poari / Committee and Board Minutes**
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  - 5.3 [Reconvened Extraordinary Environment and Hearings Committee held on 4 August 2021](#).....Page 48
  - 5.4 [Audit and Risk Committee held on 11 August 2021](#).....Page 51
  - 5.5 [Eltham-Kaponga Community Board held on 23 August 2021](#) .....Page 89
  - 5.6 [Te Hāwera Community Board held on 23 August 2021](#) .....Page 95
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  - 5.10 [Environment and Hearings Committee held on 1 September 2021](#).....Page 123
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- 6. Pūrongo / Reports**
  - 6.1 [District Licensing Committee Membership](#).....Page 137
  - 6.2 [Quarterly Financial and Non Financial Performance for period ending 30 June 2021](#).....Page 142
  - 6.3 [Delegations Register Update – Building Act 2004](#).....Page 204
  - 6.4 [Annual Alcohol Licensing Report – 2020/21](#) .....Page 214
  - 6.5 [Te Kaahui o Rauru and South Taranaki District Council Relationship Agreement](#) .....Page 222

**7. Whakataunga kia noho tūmatanui kore / Resolution to Exclude the Public**

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7.3	Extraordinary Environment and Hearings Committee held on 30 June 2021 .....	Page 238
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7.5	Reconvened Extraordinary Environment and Hearings Committee held on 4 August 2021.....	Page 249
7.6	Environment and Hearings Committee held on 1 September 2021.....	Page 254
7.7	Personnel Committee held on 3 August 2021 .....	Page 257

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**Next Meeting Date:** Monday 1 November 2021 – Council Chamber, Albion Street, Hāwera

**Elected Members’ Deadline:** Monday 22 October 2021





# Matakore Apologies

## 1. Matakore / Apologies

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**Leave of Absence:** *The Board may grant a member leave of absence following an application from that member. Leave of absences will be held in the Public Excluded section of the meeting.*



# Tīmatanga Kōrero

## Opening Remark

### 2. Opening Remark – Councillor Gary Brown

*The opening remark is an opportunity to comment on something positive or constructive that has happened in relation to the Council or the Community.*

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**Next Opening Remark:** Monday 1 November 2021 – Councillor Mark Bellringer



# Whakatakoto Kaupapa Whānui, Whakaaturanga hoki **Open Forum and Presentations**

## **3. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations**

### 3.1 Date Palm Trees - South Taranaki RSA, Fiona Hicks

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*The Council has set aside time for members of the public to speak in the public forum at the commencement of each Council, Committee and Community Board meeting (up to 10 minutes per person/organisation) when these meetings are open to the public. Permission of the Mayor or Chairperson is required for any person wishing to speak at the public forum.*



# Ngā Menīti Kaunihera

## Council Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Ordinary Council – 9 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

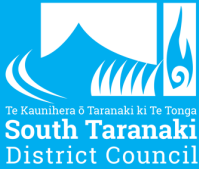
### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Council is being asked to adopt the Ordinary Council minutes of the meeting held on 9 August 2021.

### **Taunakitanga / Recommendation**

THAT the Council adopts the minutes of the Ordinary Council meeting held on 9 August 2021 as a true and correct record.





# Menīti Minutes

## Ngā Menīti take Kaunihera Ordinary Council Meeting

Council Chamber, Albion Street, Hāwera on Monday 9 August 2021 at 7.00 pm

**Kanohi Kitea / Present:** Mayor Phil Nixon, Deputy Mayor Robert Northcott and Councillors Andy Beccard, Mark Bellringer, Gary Brown, Celine Filbee, Aaron Langton, Steffy Mackay, Jack Rangiwhahia, Diana Reid, Bryan Roach, Brian Rook and Chris Young.

**Ngā Taenga-Ā-Tinana / In Attendance:** Waid Crockett (Chief Executive Officer), Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Fiona Aitken (Group Manager Community and Infrastructure Services), Darleena Christie (Governance and Support Team Leader), one member of the public.

**Matakore / Apologies:** Nil

### 1. Tīmatanga Kōrero / Opening Remark

#### 1.1 Councillor Andy Beccard

Councillor Beccard presented elected members with a story regarding a mechanic, a farmer and a valuer and how health and safety played a big part in their being alive and well today following an incident at sea.

### 2. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

#### 2.1 Three Waters – Cindy Death

Ms Death commented that there was a lot of talk around the country about the future of three waters. She was a ratepayer, however she grew up in Kāpuni when the Waimate West Scheme was introduced. She felt that ratepayers had paid for the water and it should stay within our communities, once it was gone the Council and the community would lose control and the monetary budgets to maintain the asset. She understood that in the future water was to be metered and people would be prepared for user pays, she would also like ratepayers to have the opportunity to vote on the future of three waters.

It was noted that there continued to be a lack of information for the community and Ms Death suggested an open forum. It was difficult for some people to come into the Council during the day or they were unaware of how they could talk to the Council.

Mayor Nixon encouraged Ms Death to talk to people in the community and for them to share their views about water with the Council. It helps to make decisions around information being received and the Council contact details were on the website.

### 3. Whakaaetia ngā Menīti / Confirmation of Minutes

3.1 Ordinary Council held on 28 June 2021

**RESOLUTION**

**(Deputy Mayor Northcott/Cr Rangiwhahia)**

110/21 **THAT the Council adopts the minutes of the Ordinary Council meeting held on 28 June 2021 as a true and correct record, noting the following changes to resolution 78/21:**

- Ngāti Ruanui have added Huirangi Waikerepuru; and
- Ngā Rauru have replaced TW Ratana with Ruka Broughton.

**CARRIED**

3.2 Extraordinary Council – To determine an initial proposal for the Representation Review formal consultation – 26 July 2021

**RESOLUTION**

**(Cr Beccard/Cr Young)**

111/21 **THAT the Council adopts the minutes of the Extraordinary Council regarding the initial proposal for the Representation Review formal consultation held on 26 July 2021 as a true and correct record.**

**CARRIED**

### 4. Ngā Menīti Komiti me ngā Poari / Committee and Board Minutes

4.1 Extraordinary Environment and Hearings Committee held on 21 June 2021.

**RESOLUTION**

**(Cr Beccard/Cr Mackay)**

112/21 **THAT the Council receives the minutes of the Extraordinary Environment and Hearings Committee meeting to consider two limited-notified and a public notified resource consent held on 21 June 2021.**

**CARRIED**

4.2 Audit and Risk Committee held on 23 June 2021.

**RESOLUTION**

**(Cr Young/Cr Brown)**

113/21 **THAT the Council receives the minutes of the Audit and Risk Committee meeting held on 23 June 2021.**

**CARRIED**

4.3 Eltham-Kaponga Community Board held on 12 July 2021.

In response to clarification sought on the length of the trial period for the Innovating Streets Project in Eltham, Mayor Nixon advised that the trial was for one year. There was a public survey being undertaken with a three month review to implement changes for the remainder of the trial.

In response to whether a report was available on how the money for the Innovating Streets Project was spent, Ms Aitken advised that once the work was completed and paid for, Waka Kotahi would reimburse the Council 90% of the costs.

**RESOLUTION**

**(Cr Mackay/Cr Bellringer)**

**114/21** **THAT the Council receives the minutes of the Eltham-Kaponga Community Board meeting held on 12 July 2021.**

**CARRIED**

4.4 Te Hāwera Community Board held on 12 July 2021.

**RESOLUTION**

**(Cr Reid/Cr Filbee)**

**115/21** **THAT the Council receives the minutes of the Te Hāwera Community Board meeting held on 31 May 2021.**

**CARRIED**

4.5 Taranaki Coastal Community Board held on 13 July 2021.

**RESOLUTION**

**(Cr Langton/Cr Young)**

**116/21** **THAT the Council receives the minutes of the Taranaki Coastal Community Board meeting held on 13 July 2021.**

**CARRIED**

4.6 Pātea Community Board held on 14 July 2021.

A correction was sought to change Pātea to Waverley under paragraph 4.1.

**RESOLUTION**

**(Deputy Mayor Northcott/Cr Rook)**

**117/21** **THAT the Council receives the minutes of the Pātea Community Board meeting held on 14 July 2021.**

**CARRIED**

4.7 Iwi Liaison Committee held on 21 July 2021.

In response to whether the Iwi-Council Partnership Strategy (the Strategy) document would be workshopped with councillors, Mr Crockett commented that the development of the Strategy had been open to all councillors to attend workshops held so far. The development of the Strategy was paused to bring in an independent person to assist with shaping the document for both parties to feedback and discuss.

**RESOLUTION**

**(Cr Beccard/Deputy Mayor Northcott)**

**118/21** **THAT the Council;**

**a) Receives the minutes of the Iwi Liaison Committee meeting held on 21 July 2021.**

**b) Receives the recommendation 31/21 IL from the Iwi Liaison Committee;**

**THAT the Iwi Liaison Committee recommends to Council, Option B as the preferred option for Māori ward(s) for formal consultation as part of the 2021 Representation Review, subject to confirmation of boundaries from Ngāti Ruanui and Ngāruahine.**

**CARRIED**

4.8 Environment and Hearings Committee held on 21 July 2021.

**RESOLUTION**

**(Cr Beccard/Cr Langton)**

**119/21 THAT the Council receives the minutes of the Environment and Hearings Committee meeting held on 21 July 2021.**

**CARRIED**

4.9 Policy and Strategy Committee held on 26 July 2021.

Councillor Reid commented that when the Kaūpokonui Reserve lease renewal was raised she enquired about what was going to happen with the fencing or planting of the reserve. Mr Crockett advised that those points and any other requirements around riparian planting were to be included in the lease documents so that it was covered off properly.

In response to the weed problem on the Kaūpokonui Reserve land, Mr Crockett advised that the lease was likely to come back to the Council and both points would be addressed in a report to the Council.

**RESOLUTION**

**(Cr Mackay/Cr Filbee)**

**120/21 THAT the Council;**

- 1. Receives the minutes of the Policy and Strategy Committee meeting held on 26 July 2021.**
- 2. Adopt recommendation 34/21 PS from the Policy and Strategy Committee;**

**THAT the Council;**

- a) Agrees entering into a new grazing licence for this land is appropriate.**
- b) Approves the Chief Executive to undertake the public notification process.**
- c) Authorises the Chief Executive to grant the licence following the close of the consultation, provided no submissions/objections to the granting of the licence are received.**

- 3. Adopt recommendation 35/21 PS from the Policy and Strategy Committee;**

**THAT the Council;**

- a) Receives the Property Acquisition and Disposal Policy report.**
- b) Agrees the Property Acquisitions and Disposal Policy is referred to the Iwi Liaison Committee and the Community Boards, then brought back to the next Policy and Strategy Committee.**

**CARRIED**



## 5. Pūrongo / Report

### 5.1 Department of Internal Affairs Consultation on Māori Wards Processes

The report sought the Council's approval to provide feedback on the proposal by the Department of Internal Affairs (DIA) to change the processes in the Local Electoral Act 2001 regarding Māori wards, to better align them with the processes for general wards.

In response to both wards being aligned so they were the same and whether there were any arguments for not doing so, Mr Crockett advised that the document sought submissions prior to the review of local government. The local government review would address governance arrangements and it was suggested that commentary be forwarded to the review panel for consideration.

Councillor Mackay commented that there was one thing missing from the Māori Wards and that was the number of times a person could be on the Māori roll or the general roll. She suggested that everything be aligned with no segregation. Ms Archibald commented that it would be added in that the electoral rolls be aligned as part of the response.

#### **RESOLUTION**

**(Cr Langton/Cr Mackay)**

**121/21** **THAT the Council approves the attached draft responses to the Department of Internal Affairs consultation on changes to Māori ward and constituency processes.**

**CARRIED**

## 6. Pūrongo-Whakamārama / Information Report

### 6.1 Summary of Councillor recommendations from workshop on the future focus areas for waste minimisation in South Taranaki

Mayor Nixon suggested a change to the recommendation that the Council receive the summary from the workshop.

Mr Crockett clarified that when workshops were held, council officers were seeking a direction from the Council on particular matters or project or programmes of work that they were delivering on. If this was to be a decision report then all care would have been taken to provide recommendations for the Council to sign off.

It was noted that there were two composting businesses in the Region already taking organic waste on Smart Road and in Brixton. The charge was \$5 to \$6 per tonne and 20,000 tonnes of organic waste was collected per year.

#### **RESOLUTION**

**(Cr Roach/Cr Mackay)**

**122/21** **THAT the Council receives the summary from the Workshop on the future focus areas for waste minimisation in South Taranaki.**

**CARRIED**

**7. Whakataunga kia noho tūmatanui kore / Resolution to Exclude the Public**  
**RESOLUTION** (Deputy Mayor Northcott/Cr Beccard)

**123/21 THAT the public be excluded from the following parts of the proceedings of this meeting namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Confirmation of minutes – Ordinary Council 28 June 2021.  2. Receipt of minutes – Extraordinary Environment and Hearings Committee 21 June 2021.  3. Receipt of minutes – Audit and Risk Committee 23 June 2021.	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a).

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

Item No	Interest
<b>1, 2, 3,</b>	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4. Receipt of minutes – Environment and Hearings Committee 21 July 2021.	To enable the Council to.	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where: ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)

**CARRIED**

**8. Tuwhera anō te Hui / Resume to Open Meeting  
RESOLUTION**

(Cr Langton/Cr Brown)

**129/21 THAT the South Taranaki District Council resumes in open meeting.**

**CARRIED**

The meeting concluded at 7.42 pm.

Dated this            day of            2021.

.....  
CHAIRPERSON



# Ngā Menīti Kaunihera

## Council Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Extraordinary Council – 4 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Council is being asked to adopt the Extraordinary Council minutes of the meeting held on 4 August 2021.

### **Taunakitanga / Recommendation**

THAT the Council adopts the minutes of the Extraordinary Council meeting to alter/revoke the resolution on the initial proposal held on 4 August 2021 as a true and correct record.





# Menīti Minutes

## Ngā Menīti Kaunihera Whanokē Extraordinary Council Meeting 2021 Representation Review –

### To alter/revoke the resolution on the initial proposal

Council Chamber, Albion Street, Hāwera on Wednesday 4 August 2021 at 1 pm.

**Kanohi Kitea / Present:** Mayor Phil Nixon (Chairperson), Deputy Mayor Robert Northcott, Councillors Andy Beccard, Mark Bellringer, Gary Brown, Celine Filbee, Aaron Langton, Steffy Mackay, Jack Rangiwahia, Diana Reid, Brian Rook, Bryan Roach (apologies for lateness) and Chris Young.

**Ngā Taenga-Ā-Tinana / In Attendance:** Waid Crockett (Chief Executive), Fiona Aitken (Group Manager Community and Infrastructure Services), Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Nicole Chadwick (Executive Assistant – Chief Executive and Mayor), Sara Dymond (Senior Governance Officer), Gordon Campbell (Corporate Planner) and Becky Wolland (Policy and Governance Manager).

**Matakore / Apologies:** Nil.

## 1 Pūrongo / Report

### 1.1 2021 Representation Review – Adopt Initial Proposal for Consultation

The purpose of this meeting was for the Council to revoke the resolution passed on Monday 26 July, consider feedback, received through the pre-consultation phase, consider the updated figures presented within this report and adopt an initial proposal for public notification and consultation.

The Council were being asked to re-consider the decision as the previous decision was based on the 2018 Census figures, whereas most local authorities had used the 2020 estimated population figures provided by Statistics NZ. The variances provided in the previous report were based on the variance from the +/- 10% threshold rather than from the average number of people each councillor would represent.

Mayor Nixon noted that by revoking the full decision meant that it reset the clock to ensure that the legislative timeframes required by the Local Electoral Act could be met.

**RESOLUTION**

(Cr Mackay/Cr Filbee)

**104/21** **THAT** the Council revokes Resolution 98/21, 99/21, 100/21, 101/21, 102/21 and 103/21.

**98/21** **THAT** the Council

Resolves, in accordance with sections 19H and 19J and clauses 1 and 2 of Schedule 1A of the Local Electoral Act 2001, to adopt the following as its initial proposal for the review of representation arrangements for the 2022 and 2025 triennial elections:

The South Taranaki District Council to comprise the mayor elected at large and twelve (12) councillors elected under a ward system, specifically ten (10) general ward councillors and two (2) Māori ward councillors;

South Taranaki District Council be divided into two Māori wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
East Māori Ward One Māori ward councillor	Ngāti Ruanui and Ngaa Rauru Iwi	The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.
West Māori Ward One Māori ward councillor	Ngāruahine and Taranaki Iwi	The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.

**99/21** **THAT** the Council

Resolves, in accordance with sections 19H and 19J and clauses 1 and 2 of Schedule 1A of the Local Electoral Act 2001, to adopt the following as its initial proposal for the review of representation arrangements for the 2022 and 2025 triennial elections:

The South Taranaki District Council to comprise the mayor elected at large and twelve (12) councillors elected under a ward system, specifically ten (10) general ward councillors and two (2) Māori ward councillors;

South Taranaki District Council be divided into four general wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
Eltham-Kaponga General Ward two (2) general ward councillors	Eltham, Kaponga, Mangamingi	The Eltham-Kaponga Ward bounded to the west by Auroa Road; to the north by the District boundary; to the south by a line south of Skeet Road, Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the south and east of Moeroa and north to the District boundary.
Pātea General Ward two (2) general ward councillors	Pātea, Kākaramea, Waverley, Waitōtara, Ngamatapouri	The Pātea Ward bounded by the current ward boundaries from the coast at the Manawapou River northeast to the Moeawatea Stream and north to the District boundary, to the east by the District boundary and to the south by the coast.
Taranaki-Coastal General Ward two (2) general ward councillors	Ōpunakē, Manaia, Kaūpokonui Rāhotu, Warea, Pungarehu	The Taranaki Coastal Ward bounded to the north by the District boundary, to the east by Auroa Road, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.
Te Hāwera General Ward four (4) general ward councillors	Hāwera, Normanby, Ōkaiawa, Ōhawe, Ōhangai, Tāngāhoe Valley	Te Hāwera Ward bounded to the west by Inaha Road; to the north by Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the Moeawatea Stream and south west to the Manawapou River and the coast, and to the south by the coast.

100/21 **THAT** the Council confirms the population that each ward member represents (based on the 2018 Census populations) are as follows, noting that:

The population that each general ward councillor represents will be determined based on the decision by Council and may not comply with section 19V(2) of the Local Electoral Act 2001;

Ward	Population Estimate (2018 Census)	Number of Councillors	Population per Councillor	Variation from +/- 10% tolerance
East Māori Ward	2,529	1	2,529	+7.6%
West Māori Ward	1,743	1	1,743	-9.3%
Eltham-Kaponga General Ward	3,723	2	1,862	-10.1%
Pātea General Ward	3,120	2	1,560	-24.7%
Taranaki Coastal General Ward	4,944	2	2,472	Compliant
Te Hāwera General Ward	11,226	4	2,807	+10.9%

101/21 **THAT** the Council retains four (4) community boards representing four (4) communities, these being:

Community Board and number of members	Communities	Geographic Description
Eltham-Kaponga Community Board Four (4) elected members and one appointed member, being an Eltham-Kaponga general ward councillor or Māori ward councillor.	Eltham, Kaponga, Mangamingi	The Eltham-Kaponga Ward bounded to the west by Auroa Road; to the north by the District boundary; to the south by a line south of Skeet Road, Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the south and east of Moeroa and north to the District boundary.
Pātea Community Board Four (4) elected members and one appointed member, being a Pātea general ward councillor or Māori ward councillor.	Pātea, Kākaramea, Waverley, Waitōtara, Ngamatapouri	The Pātea Ward bounded by the current ward boundaries from the coast at the Manawapou River northeast to the Moeawatea Stream and north to the District boundary, to the east by the District boundary and to the south by the coast.
Taranaki Coastal Community Board Four (4) elected members and one appointed member, being a Taranaki Coastal general ward councillor or Māori ward councillor.	Ōpunakē, Manaia, Kaūpokonui Rāhotu, Warea, Pungarehu	The Taranaki Coastal Ward bounded to the north by the District boundary, to the east by Auroa Road, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.



Community Board and number of members	Communities	Geographic Description
<p>Te Hāwera Community Board Four (4) elected members and one appointed member, being a Te Hāwera general ward councillor or Māori ward councillor.</p>	<p>Hāwera, Normanby, Ōkaiawa, Ōhawe, Ōhangai, Tāngāhoe</p>	<p>Te Hāwera Ward bounded to the west by Inaha Road; to the north by Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the Moeawatea Stream and south west to the Manawapou River and the coast, and to the south by the coast.</p>

**102/21** THAT the Council in accordance with section 19K(2) of the Local Electoral Act, the Council resolves that the reasons for the proposed changes to the current representation arrangements are:

- i. To reflect the establishment of one or more Māori wards in accordance with Council’s resolution on 11 November 2020;
- ii. To provide effective and accessible representation to all communities of interest within the District;
- iii. To reflect the feedback received through the pre-consultation undertaken from 9 June to 9 July 2021.

**103/21** THAT the Council adopts the South Taranaki District Council’s Representation Review 2021 Initial Proposal for consultation starting 29 July 2021 and closing 9 September 2021 and a public notice is published to that effect, in accordance with the Local Electoral Act 2001.

**CARRIED**

Mayor Nixon commented that their original decision was Option 2 comprising of 12 councillors, ten general ward councillors and two Māori ward councillors. At the meeting there were three options and it was agreed that Option 1 was not desirable. A lot of the discussion around that was due to only having one representative for the Pātea and Eltham-Kaponga wards and it was felt that there needed to be more representation for those two wards. There was discussion around supporting Options 2 or 3 and in the end Option 2 was adopted as the initial proposal for formal consultation.

When considering the new figures Option 3 was more compliant than Option 2 and he felt it would be difficult to get Option 2 across the line due to the variation. This meant that if the Council supported Option 3 there were two councillors in Pātea, Eltham-Kaponga, Taranaki Coastal and five in Te Hāwera plus the two Māori ward councillors, one more councillor than at present. The Mayor believed that in terms of representation across the District Option 3 was the fairest option.

**MOTION**

(Mayor Nixon/Cr Reid)

**THAT the Council:**

Resolves, in accordance with sections 19H and 19J and clauses 1 and 2 of Schedule 1A of the Local Electoral Act 2001, to adopt the following as its initial proposal for the review of representation arrangements for the 2022 and 2025 triennial elections:

The South Taranaki District Council to comprise the mayor elected at large and twelve (13) councillors elected under a ward system, specifically eleven (11) general ward councillors and two (2) Māori ward councillors;

South Taranaki District Council be divided into two Māori wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
<p>East Māori Ward One Māori ward councillor</p>	<p>Ngāti Ruanui and Ngāa Rauru Iwi</p>	<p>The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.</p>
<p>West Māori Ward One Māori ward councillor</p>	<p>Ngāruahine and Taranaki Iwi</p>	<p>The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.</p>

South Taranaki District Council be divided into four general wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
Eltham-Kaponga General Ward two (2) general ward councillors	Eltham, Kaponga, Mangamingi	The Eltham-Kaponga General Ward bounded to the west by Auroa, Ōpunakē and Ōeo Roads; to the north by the District boundary; to the south by Skeet Road and a line south of Skeet Road, Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the south and east of Moeroa and north to the District boundary.
Pātea General Ward two (2) general ward councillors	Pātea, Kākaramea, Waverley, Waitōtara, Ngamatapouri	The Pātea General Ward bounded by the current ward boundaries from the coast at the Manawapou River northeast to the Moeawatea Stream and north to the District boundary, to the east by the District boundary and to the south by the coast.
Taranaki-Coastal General Ward two (2) general ward councillors	Ōpunakē, Manaia, Kaūpokonui Rāhotu, Warea, Pungarehu	The Taranaki-Coastal General Ward bounded to the east by Auroa, Ōpunakē, Ōeo and Skeet Roads, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.
Te Hāwera General Ward four (5) general ward councillors	Hāwera, Normanby, Ōkaiawa, Ōhawe, Ōhangai, Tāngāhoe Valley	Te Hāwera General Ward bounded to the west by Inaha Road, to the north by Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the Moeawatea Stream and south west to the Manawapou River and the coast, and to the south by the coast.

Deputy Mayor Northcott considered that although Option 3 had an additional councillor it was a fairer representation for all of the proposed wards. Although Option 1 was compliant he noted that the reason for the ward system was so that all people had access to an elected member. He supported Option 3.

*Councillor Roach arrived at the meeting 1.08 pm.*

Councillor Young was comfortable with Option 3 although he was concerned the Taranaki Coastal Ward was the only ward that would lose a councillor.

Councillor Reid's view on supporting Option 3 had not changed and the new figures had only reinforced her opinion in that Option 3 was the best option.

Councillor Brown would have liked to see less councillors however supported Option 3.

Councillor Bellringer had already supported either Option 2 or 3. He considered it to be all about representation and was not concerned about the variation therefore supported Option 3.

Councillor Rangiwahia supported Option 3 as it was a fairer representation and meant an additional member around the table. This had no financial impact on the ratepayer just a reduction in salary for councillors.

Councillor Roach was not concerned about the non-compliance in Option 2 mainly as it was supported geographically for Pātea and Te Hāwera. He generally supported Option 3 however was concerned with the increase in councillors as he would have preferred to see that number decrease.

Councillor Filbee did not support any option because she considered that there would have been different options if the new figures had been used to begin with. There was a lot of support for Option 2 at the previous meeting which only had four councillors in the Te Hāwera ward compared to five councillors in Option 3. There were a number of councillors at the previous meeting who were concerned about having an even number of councillors that might put the Mayor in a position where he would need to use his casting vote. She strongly opposed an increase in the number of councillors and considered that they would be more effective with less however acknowledged that it was not ideal having one councillor in the Pātea ward. She supported going back to the drawing board to get a better option or adopt Option 3 but with four councillors in the Te Hāwera Ward. Mrs Wolland advised that this would be very similar to Option 2.

Councillor Mackay continued to support Option 2 for the reasons she had stated at the previous meeting. She did not support Option 1 because she did not think it was fair representation for Eltham-Kaponga and Pātea only having one councillor which was stressed to them in the submissions received that they wanted more than one councillor in those wards.

Councillor Langton noted that what was fair and equitable was the question and he did not agree with some wards only having one councillor. He supported Option 2 however agreed with the comments made by Councillor Filbee around whether there would have been different options if the new figures were used at the beginning.

Councillor Rook was of the same opinion as Councillor Filbee and was not in favour of any ward losing a councillor. This was about a decision that was being made on behalf of their constituents. He supported Option 3 however would have preferred an option that retained three councillors in the Taranaki Coastal ward.

Councillor Beccard was still of the opinion that Option 1 was the best and the fairest. He queried increasing the number of councillors at a time when there might be less to do with regard to the Three Waters Reform. He believed that Option 2 was not an option due to the non-compliance. As a compromise he supported the Mayor's motion to adopt Option 3. He noted that there would be two additional councillors who could come from any ward.

Councillor Roach queried the movement in boundary from Option 2 and Option 3. Mr Campbell noted that the movement of the boundary to Ōeo Road was undertaken to reduce the non-compliance of the Taranaki Coastal ward and with the current mesh block boundaries. Councillor Young believed that by shifting the boundary to Ōeo Road that the community of interest had been lost. This was his concern with Option 3.

Deputy Mayor Northcott noted that there was more that the Local Government Commission looked at than the +/- 10% variances. Communities of Interest and people having access to councillors was more important than figures on paper. He believed that the Local Government Commission would support the decision as long as the Mayor and Councillors had done their due diligence and correctly identified the communities of interest

Councillor Filbee considered the comment about communities of interest was a valid point because that was the argument most relevant to South Taranaki residents. She reiterated her support on going back to the drawing board and based it around communities of interest more than ticking the compliance box.

In Councillor Rangiwahia's opinion communities of interest did not matter because the majority of people would contact a councillor that they knew. Mayor Nixon believed that communities of interest were important however reminded that this was only for the elections. He agreed that people would go to which ever councillor they wanted to for anything council related.

Mr Crockett noted that there was insufficient time to go back to the drawing board and the numbers provided in the options to the Council would be based on the current mesh blocks and would result in the same options. In response to Councillor Filbee's query around if the 2018 Census population figures compared to the 2020 Statistics NZ estimate figures would be different, Mrs Wolland explained that over the whole district there had been in an increase of 569 people, the difference was minimal. She added that the Council were required to adopt an initial proposal for formal consultation by 31 August.

Councillor Roach moved an amendment that the Option 3 boundary for Taranaki Coastal be taken back from Ōeo Road to Ōpunakē Road. Councillor Young supported the amendment.

**AMENDMENT TO MOTION**

**(Cr Roach/Cr Young)**

**THAT the Council approves the boundary for the Taranaki Coastal Ward is moved to the east by Auroa Road, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.**

**LOST**

The Mayor put the original motion.

**RESOLUTION**

**(Mayor Nixon/Cr Reid)**

**THAT the Council;**

**105/21 Resolves, in accordance with sections 19H and 19J and clauses 1 and 2 of Schedule 1A of the Local Electoral Act 2001, to adopt the following as its initial proposal for the review of representation arrangements for the 2022 and 2025 triennial elections:**

The South Taranaki District Council to comprise the mayor elected at large and thirteen (13) councillors elected under a ward system, specifically eleven (11) general ward councillors and two (2) Māori ward councillors;

South Taranaki District Council be divided into two Māori wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
<p>East Māori Ward One Māori ward councillor</p>	<p>Ngāti Ruanui and Ngāa Rauru Iwi</p>	<p>The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.</p>
<p>West Māori Ward One Māori ward councillor</p>	<p>Ngāruahine and Taranaki Iwi</p>	<p>The boundary between the West and East Māori Wards following State Highway 3 from the northern boundary of the District through Eltham to the intersection with Mountain Road; Mountain Road to its intersection with Ketemarae Road; Ketemarae Road to its intersection with State Highway 3; State Highway 3 south to South Road; west along South Road to the Waihi Stream and south along the Stream to the coast.</p>



South Taranaki District Council be divided into four general wards, these being:

Ward and number of councillors	Communities of interest	Geographic Description
Eltham-Kaponga General Ward two (2) general ward councillors	Eltham, Kaponga, Mangamingi	The Eltham-Kaponga General Ward bounded to the west by Auroa, Ōpunakē and Ōeo Roads; to the north by the District boundary; to the south by Skeet Road and a line south of Skeet Road, Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the south and east of Moeroa and north to the District boundary.
Pātea General Ward two (2) general ward councillors	Pātea, Kākaramea, Waverley, Waitōtara, Ngamatapouri	The Pātea General Ward bounded by the current ward boundaries from the coast at the Manawapou River northeast to the Moeawatea Stream and north to the District boundary, to the east by the District boundary and to the south by the coast.
Taranaki-Coastal General Ward two (2) general ward councillors	Ōpunakē, Manaia, Kaūpokonui Rāhotu, Warea, Pungarehu	The Taranaki-Coastal General Ward bounded to the east by Auroa, Ōpunakē, Ōeo and Skeet Roads, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.
Te Hāwera General Ward four (5) general ward councillors	Hāwera, Normanby, Ōkaiawa, Ōhawe, Ōhangai, Tāngāhoe Valley	Te Hāwera General Ward bounded to the west by Inaha Road, to the north by Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the Moeawatea Stream and south west to the Manawapou River and the coast, and to the south by the coast.

**CARRIED**

Councillor Roach asked that his vote against the resolution be recorded.

**RESOLUTION**

(Cr Bellringer/Cr Rangiwahia)

**106/21** **THAT** the Council confirms the two Māori wards and the four general wards, the number of councillors per ward, the ward populations (estimated as at 30 June 2020) and the population ratio per councillor are as follows:

Ward	Population Estimate (2020 Statistics NZ)	Number of Councillors	Population per Councillor	Variation %
East Māori Ward	2,980	1	2,980	+16.2%
West Māori Ward	2,160	1	2,160	-15.8%
Eltham-Kaponga General Ward	4,120	2	2,010	-4.0%
Pātea General Ward	3,120	2	1,560	-24.7%
Taranaki Coastal General Ward	4,940	2	2,485	15.8%
Te Hāwera General Ward	11,400	5	2,300	+6.3%

In accordance with section 19V(2) of the Local Electoral Act 2001, the population that:

- each general ward councillor represents must be within the population range of 2,145 plus or minus 10% (1,930 – 2,359)
- each Māori ward councillor represents must be within the population range of 2,570 plus or minus 10% (2,313 – 2,827)

unless particular communities of interest considerations justify otherwise. Some wards fall outside of the +/- 10% range but to comply would have divided communities of interest between wards.

**CARRIED**

**RESOLUTION**

(Cr Filbee/Cr Rook)

**107/21** **THAT** the Council retains four (4) community boards representing four (4) communities, these being:

Community Board and number of members	Communities	Geographic Description
Eltham-Kaponga Community Board Four (4) elected members and one appointed member, being an Eltham-Kaponga general ward councillor or Māori ward councillor.	Eltham, Kaponga, Mangamingi	The Eltham-Kaponga general ward bounded to the west by Auroa, Ōpunakē and Ōeo Roads; to the north by the District boundary; to the south by Skeet Road and a line south of Skeet Road, Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the south and east of Moeroa and north to the District boundary.

<b>Community Board and number of members</b>	<b>Communities</b>	<b>Geographic Description</b>
<p><b>Pātea Community Board</b></p> <p>Four (4) elected members and one appointed member, being a Pātea general ward councillor or Māori ward councillor.</p>	<p>Pātea, Kākaramea, Waverley, Waitōtara, Ngamatapouri</p>	<p>The Pātea general ward bounded by the current ward boundaries from the coast at the Manawapou River northeast to the Moeawatea Stream and north to the District boundary, to the east by the District boundary and to the south by the coast.</p>
<p><b>Taranaki Coastal Community Board</b></p> <p>Four (4) elected members and one appointed member, being a Taranaki Coastal general ward councillor or Māori ward councillor.</p>	<p>Ōpunakē, Manaia, Kaūpokonui Rāhotu, Warea, Pungarehu</p>	<p>The Taranaki Coastal general ward bounded to the east by Auroa, Ōpunakē, Ōeo and Skeet Roads, a line south of Skeet Road and Inaha Road to the coast, and to the south and west by the coast.</p>
<p><b>Te Hāwera Community Board</b></p> <p>Four (4) elected members and one appointed member, being a Te Hāwera general ward councillor or Māori ward councillor.</p>	<p>Hāwera, Normanby, Ōkaiawa, Ōhawe, Ōhangai, Tāngāhoe</p>	<p>Te Hāwera general ward bounded to the west by Inaha Road, to the north by Tempsky, Ōmahuru, Onewhaia and Austin Roads, the Mangemange Stream and the current ward boundary to the Moeawatea Stream and south west to the Manawapou River and the coast, and to the south by the coast.</p>

**CARRIED**

**RESOLUTION**

**(Cr Brown/Cr Young)**

**108/21**

**THAT the Council in accordance with section 19K(2) of the Local Electoral Act, the Council resolves that the reasons for the proposed changes to the current representation arrangements are:**

- i. To reflect the establishment of one or more Māori wards in accordance with Council’s resolution on 11 November 2020;**
- ii. To provide effective and accessible representation to all communities of interest within the District;**
- iii. To reflect the feedback received through the pre-consultation undertaken from 9 June to 9 July 2021.**
- iv. To reflect the 2020 population figures provided by Statistics New Zealand.**

**CARRIED**

**RESOLUTION**

**(Cr Langton/Deputy Mayor Northcott)**

**109/21** **THAT** the Council adopts the South Taranaki District Council’s Representation Review 2021 Initial Proposal for consultation starting 12 August 2021 and closing 23 September 2021 and a public notice is published to that effect, in accordance with the Local Electoral Act 2001.

**CARRIED**

The meeting concluded at 1.45 pm.

Dated this            day of                            2021.

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Extraordinary Environment and Hearings Committee – To consider a Land Use Consent – 30 June 2021</b>

(This report shall not be construed as policy until adopted by full Council)

## **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Environment and Hearings Committee met on 30 June 2021. The Council is being asked to receive the Extraordinary Environment and Hearings Committee minutes from 30 June 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

## **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Extraordinary Environment and Hearings Committee meeting regarding the Land Use Consent held on 30 June 2021.



# Menīti Minutes

## Ngā Menīti take o te Komiti Taiao me ngā Whakawā Extraordinary Environment and Hearings Committee

Council Chamber, Albion Street, Hāwera on Wednesday 30 June 2021 at 4.00 pm

**Kanohi Kitea / Present:** Deputy Mayor Robert Northcott, Councillors Andy Beccard (Chairperson), Aaron Langton, Steffy Mackay, Diana Reid and Bonita Bigham (Iwi Representative).

**Ngā Taenga-Ā-Tinana / In Attendance:** Mayor Phil Nixon, Liam Dagg (Group Manager Environmental Services), Maria Hokopaura (Planner), Helen Johnson (Consultant Planner), Connor Marner (Planning Team Leader), Dhruva Suresh (Development Engineer), Ethan Taswell (Environmental Planner), Sara Dymond (Senior Governance Officer) and ten members of the public.

**Matakore / Apologies:** Nil.

### 1. Whakaaetanga Rawa Taiao / Resource Consent

#### 1.1 Land Use Consent Report

Ms Marner explained that the Committee were looking at a subdivision application within the township zone. The application was seeking lot sizes beneath the minimum set by the District Plan. The application as a result was limited notified and set to be heard by the Committee. The potential policy change that might result in any decision was another reason the application was being presented to the Committee. Ms Johnson was introduced as the processing planner that would provide a summary of the application and Mr Dhruva Suresh as the Council's Development Engineer.

#### **Applicant - Johnny Neil**

#### **Agent - Andrea Rowe**

The township zone was of mixed use with many different land use activities that ensured ongoing viability allowed for in the District Plan. This subdivision provided an opportunity to build four new residential homes in an area that was well suited to the environment. The objectives and policies of the District Plan sought to provide for a mix of uses and the proposal would provide for the community, social, economic and cultural well being by making land available for development.

Matters for consideration were that the lot sizes were consistent with the adjoining properties. Two of the three submitters had properties that were well less than the minimum lot size requirements.

By right, the owner could construct three dwellings, including a dwelling on Lot 1, provided it was in a complying location. These dwellings could be two storeys of 8 m in height and not require landscaping. The applicant intended to construct modern, small, mono-pitched dwellings that would be visually and aesthetically pleasing to adjoining properties. Protecting the mountain view had been a priority for Mr Neil's development.

The applicant's desire was to encourage more development that made best use of the natural environment and create homes that allowed for innovative amenities. There had been multiple discussions with the Council's Development Control Engineer about meeting requirements and it was expected that the Council would provide a condition to address the appropriate servicing and demonstrate compliance could be met, for example a water upgrade.

The Committee were drawn to possible conditions of consent, the applicant was content to meet all of the relevant conditions, however sought clarification on condition 18(d) which detailed landscaping of the boundaries of the property for a depth of 1 m. It was noted that trees and fencing could provide this however it did not need to be a complete screening or softening of the entire boundary as there was no other permitted performance standard in the District Plan that required landscaping of the entire boundary.

**Allen Juffermans (JSL Surveyors)**

Mr Juffermans presented evidence from a practicality point of view as a surveyor. He expressed his concern regarding the recommendation to decline the proposal because it did not fit the character of the area and questioned what character was being protected. He believed there was an opportunity to improve small townships, however this could not be achieved if the rules were too strict. He understood that a multi-unit high density housing development would not be suitable in a township however he considered a quarter acre plus section in these areas would be considered a suitable development.

Mr Juffermans queried the concerns regarding insufficient capacity in the water supply to supply the proposed Lots, given that the supply had previously catered for a factory, school and shops that were no longer using the supply. He considered that the Ōkaiawa township had the potential to be a service town to support factories, industries and businesses in the wider area. The proposal would make use of an existing township and resources to sustainably support housing for those employment opportunities, without affecting the productive rural land.

In terms of water reticulation and residential use Deputy Mayor Northcott sought clarification on whether the applicant would be happy for these conditions to be set on the application if consent was granted. Mrs Rowe explained that the applicant was content to undertake this. The submissions also sought that the dwellings be single storeyed and 4,000 m<sup>2</sup> was the preferred lot size. She considered that in this instance the 4,000 m<sup>2</sup> gave rise for the potential for stocking requirements whereby a smaller residential section would be closer to a quarter acre section.

Ms Bigham queried whether consideration had been given to a lesser number of allotments rather than four, as intensification of traffic was raised as an issue by the submitters. Mrs Rowe advised that consideration had been given to a lesser number of allotments, however with the cost of upgrading the water reticulation, the costs would likely outweigh the benefits to the applicant. The allotments were evenly spaced to align with the residence across the road. She added that while Manu Road was small and residential in nature some of the permitted activities could generate greater traffic affects compared with normal residential activities.

**Consultant Planner - Helen Johnson**

Ms Johnson sought clarification regarding the applicant taking on the total cost of upgrading infrastructure pipe capacity in that locality to enable the subdivision to occur. Mrs Rowe explained that discussions with the Councils' Development Engineer was about ensuring the capacity could cope with the proposed subdivision not an upgrade on the overall intent for everyone on Manu Road. However, as Mr Juffermans pointed out there had been a decline in activities and queried the capacity of water that was already available. As a right the applicant could build two dwelling units on a 4,000 m<sup>2</sup> section however at present there was a dwelling and a minor dwelling unit. Mrs Rowe queried the capacity for water supply available for existing permitted activities. Ms Johnson explained that it was not the capacity but the pipe size within Manu Road that caused the constraint.

Ms Johnson explained that the application was being presented to the Committee at the request of the submitter and also because it was the first time an application of this type had been proposed within a township zone. There were a number of policy implications in this application. She considered the main matters for consideration were if the proposed subdivision would be consistent with the character and amenity of the Ōkaiawa township and the desired outcomes. As noted by the agent they did make a submission to the District Plan that the 4,000 m<sup>2</sup> be reduced. The Committee who heard that declined it on the basis that an application would be a discretionary activity and considered on its merits. Throughout the report the relevant points of the District Plan were considered and lead to the recommendation that this application be declined. This was based on the lot size, servicing issues and that the subdivision would occur within the township zone allowing for mixed activities. This raised questions about whether it was appropriate for constraints to be placed on what should be undertaken on the property.

In response to the query around whether there were similar developments in the Ōkaiawa township Ms Johnson responded that the illustration provided in appendix 2 showed these.

**Submitter – Mr Colin and Mrs Glenice Radford**

Mrs Radford had no issue with residential use given the shortage of residential properties. She considered that the township needed new people to support what Ōkaiawa had such as the hotel, tennis club and would not like to see the township disappear.

**Submitter – Ms Alenka Nash**

Ms Nash explained that the reason she chose to live in Ōkaiawa was the rural character in a township. She was concerned that the proposal would result in seven houses in a row which was more than anywhere else in the township and would create a different look to Ōkaiawa. Another main concern was the impact on the road given the narrow carriageway and lack of a footpath, particularly given its use by non-vehicular traffic and for occasional use of rural activities. She also noted that it would affect post boxes and the placement of wheely bins.

In terms of the reasoning for the post boxes to be located on the opposite side, from Ms Nash understood this was for the purpose of the rural post-delivery. In response to whether Ms Nash would be supportive of the post boxes to be relocated on the other side of the road she did not have an issue with this.



Regarding the narrow carriageway Councillor Mackay queried whether Ms Nash had witnessed incidents where people and vehicles were both on the road and what courtesy was taken. Ms Nash confirmed this and used Saturdays when rugby was on as an example and explained that it was busy with locals walking down the road and generally people moved off the road. In the middle of winter there was an issue with trucks parking on the side and becoming stuck.

Councillor Reid queried what Ms Nash's water pressure was like at her property. Ms Nash explained that she had noticed during peak times approximately between five and seven there was a considerable drop in pressure however generally it was okay.

**Submitter – Mr Larry Vickers**

Mr Vickers referred to the planner's report relating to services and sought clarification around the services provided to Ōkaiawa. Ms Johnson explained that the township zones were not serviced by sewer however two townships were serviced by water, and these were Rahōtu and Ōkaiawa.

In terms of roading Mr Vickers believed that consideration had not been given to the widening of the carriage way, the installation of a footpath or vehicles becoming stuck on the roadsides. He considered that based on his recent counts, that vehicle movements were easily in excess of 30 per day. He noted the considerable drop in the road towards the hedge which if driveways were installed would create humps making it difficult for vehicles to pass each other. Deputy Mayor Northcott queried if there was a performance standard for a crossing to ensure this did not occur which Mr Suresh confirmed.

Councillor Reid sought Mr Vickers' opinion on whether a speed reduction to 50km/h would alleviate some of the issues. Mr Vickers responded no, however noted that during the busy sports' season a speed reduction would reduce the speed of vehicles.

**Applicants right of reply – Andrea Rowe**

Mrs Rowe considered that some of the issues raised could be done so independently of this process. It was noted that roading was an issue and that there would be advantages to widening the road however she did not consider that responsibility to fall completely on the applicant and believed it was a wider community issue.

Mrs Rowe reiterated that this application did not propose a zone changing, this was about an activity that was changing the nature. It was also important to note as a right in the township zone commercial and retail activities could occur. To provide further understanding the District Plan allowed for mixed use within the township, independent of residential activities occurring as right on larger lot sections.

Mr Juffermans explained that the infrastructure standard for the South Taranaki District Council depended on if the road was considered an urban or rural road. The provision for a footpath was not anticipated by the Council's standards until the development was considerably larger than what was being proposed. Due to this being a shared carriage way the operating speed was reduced to lower than 30km. The shared space environment reduced the speed and increased the amenity to reflect the neighbourhood.

In terms of the water supply Mr Juffermans commented that this would require engineering calculations and design however considered that if a 63 mm pipe was installed from the end of the northern side of the 32 mm rider main to the 100 mm main in Tito Road, the required flows could be achieved and the overall level improved. This would be a beneficial condition to include for approval and would not be outside of what an applicant would expect in a subdivision approval.

Regarding the section sizes and rural amenity Councillor Beccard queried whether a lessor number of allotments for the betterment of the rural amenity was an option. Mrs Rowe appreciated what was being said about the rural amenity however reiterated that this was zoned township and enabled for residential and mixed use. It was not anticipating that rural was the predominate feature because the wider context was zoned rural outside of the township.

*The meeting was adjourned at 4.52 pm and reconvened at 4.55 pm.*

## 2. **Nga Tōkeketanga kia noho tūmatanui kore / Resolution to Exclude the Public**

### **RESOLUTION**

**(Deputy Mayor Northcott/Cr Mackay)**

**50/21 EH THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

<p>1. Land Use Consent Report</p>	<p>To Enable the Committee to.</p>	<p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where:                      ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)</p>
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**CARRIED**

**4. Tuwhera anō te Hui / Resume to Open Meeting**

**RESOLUTION**

**(Deputy Mayor Northcott/Ms Bigham)**

**52/21 EH THAT the Environment and Hearings Committee resumes in open meeting and agrees that the decision be released to the public once the applicants have been notified of the decision.**

**CARRIED**

The meeting concluded at 5.50 pm.

Dated this            day of            2021.

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Extraordinary Environment and Hearings Committee – To consider a Subdivision and Land Use Consent – 26 July 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Environment and Hearings Committee met on 26 July 2021. The Council is being asked to receive the Extraordinary Environment and Hearings Committee minutes from 26 July 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Extraordinary Environment and Hearings Committee meeting regarding the Subdivision and Land Use Consent held on 26 July 2021.



# Menīti Minutes

## Ngā Menīti take o te Komiti Taiao me ngā Whakawā Extraordinary Environment and Hearings Committee

Council Chamber, Albion Street, Hāwera on Monday 26 July 2021 at 4.00 pm

**Kanohi Kītea / Present:** Deputy Mayor Robert Northcott, Councillors Andy Beccard (Chairperson), Aaron Langton, Steffy Mackay, Diana Reid and Bonita Bigham (Iwi Representative).

**Ngā Taenga-Ā-Tinana / In Attendance:** Giles Boundy (GMD Consultants), Liam Dagg (Group Manager Environmental Services), Connor Marner (Planning Team Leader), Sara Dymond (Senior Governance Officer), Dhruva Suresh (Development Engineer), Ethan Taswell (Environmental Planner), and three members of the public.

**Matakore / Apologies:** Nil.

### 1. Whakaaetanga Rawa Taiao / Resource Consent

#### 1.1 Subdivision and Land Use Consent – 435 Manawapou Road, Hāwera

Mr Boundy explained that the proposal was to subdivide the property into two lots, Lot 1 was 4,000 m<sup>2</sup> and Lot 2 contained the balance of 6.33 ha. The site was generally flat in topography however sloped towards the railway line at the north. The property was located on the northern side of Manawapou Road, South of Hāwera. Contained within Lot 2 was the shed towards the centre of the lot and within proposed Lot 1 was a primary dwelling and a tiny house of which retrospective consent was sought. Landscaping separated the dwellings and each had separate access to Manawapou Road. Notably in the immediate surroundings Whareroa Dairy Factory (Fonterra) was located 800 m to the west and their farms were immediately west to the site, otherwise the surrounding properties were also rural in character.

The Fonterra evidence from Ms Fowler and Ms Buckley showed the location of the proposal in relation to Fonterra and land homes. The northern boundary was the New Plymouth to Marton railway and the eastern boundary was typically rural dairy and pastoral farming, again consistent with the wider rural zone surrounding the site. He concluded in his report that the overall character of the area was predominantly rural with a notable back drop of rural/industrial land.

The overall status of the application was discretionary activity as the proposed subdivision did not meet the performance standards given the proposal introduced a balance lot of under 20 ha. The tiny house on Lot 2 would not comply with the required 10 m setback from the western shared boundary with Lot 1.

A retrospective restricted discretionary activity was sought to allow for two dwellings on the site under 20 ha being for the tiny dwelling. Permitted activity rule 3.2.1 allowed for only one dwelling on sites less than 20 ha. The possibility of separating or unbundling the consent was offered as an option for consideration should the applicant wish to pursue it. He considered that the Committee could look at the land use component favourably given the limited adverse effect to the rural character and amenity associated with the tiny dwelling.

The application was publicly notified on 29 March 2021, six submissions were received, one in support, two neutral and three in opposition. Since the closing of submissions Fire and Emergency NZ (FENZ) had tabled a letter supporting the draft conditions, however he noted that they did not address the key matters with regard to rural character and amenity or rural sensitivity.

In terms of the effects of the proposal there were three key matters for consideration; rural character and amenity; adverse effects on rural industries and surrounding productive land uses; and impacts on traffic or servicing. With regard to precedent while it was not an effect under the Act, he believed it was important this case be considered. Overall, he considered the proposal would introduce a precedent effect and had the ability to challenge the integrity of the District Plan.

In regards to the objectives and policies he found the proposal to be contrary to what was in the District Plan such as those that related to rural character and amenity and to protect rural production, rural industry and lawfully establish use for rural land. Overall, he found the evidence from both Ms Buckley and Ms Fowler was supportive of the effects associated with the proposal and also supported his key conclusions in the recommendation to decline the consent.

Considering the evidence tabled and the matters addressed in the 42a report his conclusion remained unchanged and he was of the mind that the Committee should decline consent to subdivide as bundled for the reason outlined in his report.

#### **Applicant**

##### **Andrea Rowe - Agent**

Mrs Rowe did not provide any additional evidence to the application and noted that there were already surmounting costs to the applicant some of which had exceeded their expectations for this process. The application was for a two lot subdivision that did not comply with the minimum balance lot requirements, the number of dwelling units for one allotment under 20 ha was limited to one and the bundled option was what had been applied for in this instance.

In the Planning Officer's report it stated that the subdivision was inconsistent with policy 2.1.12, however it was considered in this instance it did not negate to requiring the potential to inhabit the efficient use and further development of the adjoining rural/industrial Whareroa plant. There were provisions in the District Plan with a concept plan that enabled Fonterra to develop within the parameter that had been set along with a noise notional boundary. The site was 1,100 m from the nearest boundary of the centre of the manufacturing processing plant and the site was not within the area of the zoning extension of the rural/industrial zone nor in the noise parameter boundary. Fonterra would be required to apply for a notified resource consent if they wanted to develop any further outside that concept plan.

In terms of what was productive farming land, it was noted that this application did not comply with the provisions of the subdivision rule, however this was an urban/rural area and was not standard rural productive farming land which was typical dairy or dry stock farming or forestry expected in a rural zone. This had been traditionally used for smaller crop farming which was no longer profitable. The applicant purchased the property on the grounds that they wished to develop the site with a dwelling.

It was acknowledged that the surrounding rural productive land would continue to be used in a feasible manner noting that this was one of the first properties outside the Fonterra owned area of the rural zoned land. The applicants were prepared to have a no complaint covenant on the title to enable them the opportunity to develop and undertake the subdivision irrespective. If it was decided that the subdivision did not proceed and it was then a process of unbundling the application, then this could be raised as a consideration.

The District Plan recognised that rural land was an important resource. It was noted that there was a 10 m noncompliance with the bulk and location and this could be adjusted to make the tiny house compliant if necessary. The proposed new dwelling on Lot 2 could also meet the proposed bulk and location requirements. The key challenge was to provide for lifestyle opportunities within the rural zone while ensuring that they did not inhabit productive farming. Mrs Rowe considered that there would be no degradation or compromise in the character or qualities of the surrounding rural environment as there had been two dwellings located on this property for many years.

The Planner's report noted that the proposed subdivision had wider policy implications in terms of the District Plan, however there had been a significant number of resource consents granted by the Committee that while had not set precedent and each case could be deemed separately, there had been a lot of subdivisions granted that were less than what was being considered.

The applicant was happy to comply with the provisions proposed by Powerco and could comfortably commit to the condition proposed from FENZ regarding the firefighting water supply. With regard to Fonterra strongly opposing the subdivision on the basis of residential activities in close proximity of Fonterra and setting a precedent for other residential activities to be established within the vicinity of the site and throughout the rural zone. It was noted that the District Plan did not place any restrictions on residential activities in the rural zone occurring in close proximity to Fonterra. In 2016 Fonterra sought relief from the Council to seek that there was a provision for rural/industrial activities in an adjoining rural/industrial zone, this was not put forward in this District Plan. It was noted that the rural/industrial zone was set and Fonterra had their own concept plan to enable rural growth and development and its own noise notional boundary enabling these activities to occur in a rural zone independently of Fonterra still developing. It was noted that the applicant would commit to putting forward a covenant that could be agreed as a condition of the consent under section 108 or by private agreement and be registered on the title of receipt under section 109 of the RMA.

The distance of over 1,000 m<sup>2</sup> from the large scale manufacturing processing activity to the property was sufficient and there would be appropriate acoustic mitigation measures for any new dwellings constructed. The voluntary covenant would therefore be a sufficient means to ensure reverse sensitivity issues were dealt with accordingly. The matters raised by Fonterra in respect to noise noted that the property was outside the notional noise area. The District Plan noted that any further work outside the concept plan required a resource consent for Fonterra.

**Allen Juffermans**

The proposal complied with the District Plan as a discretionary activity however did not comply with the minimum balance lot of under 20 ha. Instead had a balance of 6 ha which was appropriate for the land use and did not affect the productivity of the remaining land. This was not the usual residential subdivision.

The submission from Fonterra talked about the manufacturing and processing activities and essentially it was not about the boundary of the property but the plant. The distance from the centre of the driveway to the plant was over 1,000 m<sup>2</sup> which was a significant distance.

In consideration of Fonterra's submission to the District Plan, the applicant volunteered a condition which would be enforceable through a consent notice, that any dwelling in accordance with Fonterra's submission to the District Plan on noise sensitivity factor had insulation that suppressed that noise.

**Darryl Hurley**

The intention when the property was purchased was to build a new house not to turn it into multiple lots. From the beginning it was about the possibility of demolishing the house and putting a new house on or to subdivide. He was happy to work with Council staff to ensure that any requirements were met during the building consent process. He noted that there would be no further subdivision on that property.

In terms of the covenant, Mrs Rowe confirmed that a covenant was transferable if the property was sold in the future. It was advised that the covenant would be a restriction in favour of Fonterra of the land. If the landowner wanted to amend the covenant conditions, then this could only occur with the consent of Fonterra. The consent notice would be registered under the Resource Management Act (RMA) which was registered on the title however was enforceable by the Council. The condition relating to the insulation of the house and no further subdivisions was a consent notice and the no complaint covenant was a private agreement between Fonterra and the property owner.

In response to the query around what the land was currently used for, Mr Hurley explained that it was previously used for grain, however now it had been put back into grass for silage and grazing.

**Submitters**

**Daniel Minhinnick – Legal counsel for Fonterra Limited**

Fonterra strongly opposed the subdivision component and it was this that was focussed on. In the applicant's presentation there were comments made about the risk of setting a precedent for other residential activities located in rural zone. The subdivision rules were clear within the rural zone and this did not comply with the subdivision controls and those rules were intended to limit residential activity within the rural zone. This was not only an issue in the immediate context of Whareroa but more broadly in the rural zone.

The point made in the submissions was that residential activities by their nature were sensitive to and fundamentally incompatible with the large scale industrial activity at Whareroa.



A key focus for Fonterra was reverse sensitivity and there was an equal focus on the precedent issue and the impact on the integrity of the District Plan. The two issues went hand in hand due to the precedent effect and the potential undermining of the integrity of the District Plan that risks the reverse sensitivity effects not being restricted to just this proposal but a far broader issue across the District.

It was a newly operative District Plan and they were central to the operation of the resource management system. A key purpose of the District Plan was to manage incompatible land uses and the potential tensions that could arise. The importance of the District Plan had been emphasised through the history of the RMA. Fonterra urged the Committee to uphold its District Plan and the integrity of that Plan rather than undermining it through inappropriate development. Fonterra's focus was through the District Plan making process and ensuring that the various controls, objective policy framework and subdivision control was set in a way that provided certainty for Fonterra. It was the large investment items as far as the asset value that Fonterra was dealing with and there was significant comfort needed for the investment decisions it makes across the country.

In relation to the tiny house the Committee were asked to carefully consider the proposal, however noted that Fonterra acknowledged the unique factorial situation and potential of existing use rights and this component Fonterra did not oppose. It was Fonterra's preference for the proposal to be unbundled so that the tiny house proposal could be considered separately. In relation to the decision making framework he disagreed with the comment that the proposal complied with the District Plan. The District Plan had clear requirements which had not been met and because it was a not a noncomplying activity did not mean it complied with the District Plan.

With regard to reverse sensitivity he drew attention to the point that it was not solely about the effect itself but also about the perception of an effect and this was important regarding the comment made by the applicant about where the noise contour was in relation to Fonterra's site. The noise contours were set on the basis of a bell curve and the same level of noise could result in different reactions as far as whether it was considered reasonable. He drew attention to recent cases where the Environment Court considered the issue of reverse sensitivity and in another cases the proposals were declined. Through those cases the Court commented on the effectiveness of no complaint covenants and in that regard the presence of a no complaint covenant did not provide a full solution and it did not stop residents experiencing potential effects. By granting the proposal this would set a precedent and would change the environment from rural character to a more lifestyle situation.

Reverse sensitivity was not just about noise, issues such as odour and traffic movement could equally effect the ability for the effects generated activity to continue to occur or to be able to consider expansion and potential investment in the Region.

**Bridget Buckley – National Policy Manager at Fonterra**

Ms Buckley managed the interface between the many manufacturing and logistic sites across New Zealand in relation to policy and plan, development processes and the implementation risks attached to them. Fonterra had involvement in the development of the South Taranaki District Plan primarily to protect their assets.

A significant component of her role was dealing with the outcomes of reverse sensitivity of conflicts. The activities proposed were fundamentally incompatible with the large-scale rural industrial operations and the consequence of that resulted in decisions being made about the operations at the site and whether or not they reduced or changed in nature or scale.

Ms Buckley used the rezoning of their Darfield Manufacturing Site as an example where Fonterra owned the bulk of the buffer and had a no complaints covenant on the property along with restrictions on the types of land use and the inability for participation in Resource Management Act processes, however despite this the owner was present at the hearing. The message from Fonterra was that a covenant could assist however in terms of the RMA process consideration was not a defining factor.

Fonterra had four sites in the District and the focus was at Whareroa as well as the Kāpuni site which was surrounded by rural land. A key consideration was that a precedent effect would change the amenity of the surrounding environment which had consequences around operating, complaints and future consenting.

The key concern was that it would enable a further residential dwelling at 435 Manawapou Road that could constrain the ability of lawfully established activities or those reasonably anticipated to occur in the rural environment to continue to operate to establish or further develop as they were in the rural context. The application proposed would result in adverse reverse sensitivity effects on rural and rural/industrial activity and in particular Whareroa and the surrounding dairy farms. If granted the application would set a precedent for other subdivision consents throughout the area increasing the opportunities for sensitive activities to locate near their site. Fonterra were opposed to the subdivision consent however did not oppose the retrospective consent on the tiny house due to the unique circumstances that lead to its construction.

#### **Abby Fowler**

Mr Boundy and Ms Fowler were aligned in terms of their conclusions and assessments. The key effects in her opinion were those in relation to the rural character and amenity and reverse sensitivity. In terms of rural character and amenity without the expert evidence and those mitigation measures being in place she was unable to form a conclusion that the effect on rural character and amenity were avoided or mitigated and could be significant without those potential mitigations that a landscape architect might recommend.

In terms of reverse sensitivity from a fundamental planning perspective a key thing to do was to separate incompatible activities, for example houses and dairy factories. Reverse sensitivity had the potential to arise when unlawfully established activities such as Whareroa caused potential actual or perceived effects on a new activity. This was the reason for rules in the District Plan around intensity of dwellings. In her conclusion the effects of the reverse sensitivity could not be avoided or mitigated. The ongoing operation of Whareroa could be significant on neighbouring productive land uses.

In her view the application was not consistent with the direction of the Taranaki Regional Policy Statement. Similarly, there were strong policy directives in the South Taranaki District Plan around avoiding or minimising the potential for reverse sensitivity effects. In terms of the policy 2.1.12 the word potential was important because the requirement was to avoid or minimise the potential for reverse sensitivity.

In terms of the precedent effects and from a planning perspective these activities changed the existing environment. In summary she supported the conclusion reached by Mr Boundy to decline consent.

In response to whether the residential house next to a type of settling pond was occupied and what were the effects living close to Whareroa, Ms Buckley noted that it was common for there to be a house within close proximity to their manufacturing sites. The key issue was not that household and its current residence but if they moved out there could be potential issues. Mr Minhinnick added that when Fonterra was the owner then there were options for the property to be removed when the lease ended.

In response to a comment that a covenant could exist however was not necessarily binding, Mr Minhinnick explained that a covenant was binding however as far as their effectiveness it relied on enforcement. It was noted that the Committee could not bind a third party as this would require a separate agreement.

Ms Buckley highlighted that the risk was more people subdividing undersized lots taking the covenant and then the environment changed around them with lots of little houses in what was a rural environment as it then became a lifestyle base, however they had covenants on them.

Councillor Beccard noted Fonterra's involvement in the District Plan and queried whether the concept plan around the factory was not sufficient for their needs. Ms Buckley explained that the concept plan for the manufacturing site enabled Fonterra to build on the site and to manage their impacts externally, however reverse sensitivity was about the sensitive activity and reverse impacts onto Fonterra. Mr Minhinnick added that it also did not deal with the regional issues.

*The meeting adjourned at 5.09 pm and reconvened at 5.17 pm.*

#### **Applicants Right of Reply – Allen Juffermans**

What had not been quantified was the quantum for reverse sensitivity. The applicant's site was over 1,000 m<sup>2</sup> away from Whareroa. There was no definition, however Whareroa had a larger light pollution and in terms of air pollution a highly intensive chicken farm had a base line 2.5 times the minimum set by the Regional Council.

In terms of the quantum of how reverse sensitivity was applied in this case he believed that the District Plan and Regional Air Plan showed that the subdivision should be lying outside any effect. Notwithstanding the applicant had recognised Fonterra's application to the District Plan that for all dwellings close to plant had insulation that suppressed that noise as a consent notice to avoid any potential annoyance that might be anticipated by future owners.

This was not a residential subdivision it was a lot on a rural subdivision. It did not change the productivity of the land at present. The quantum of non-productivity resulting from the subdivision was minor. He clarified that he said that the activity was anticipated by the District Plan because it was not noncompliant. It was a discretionary activity.

Clarification was sought around the applicant’s position for unbundling the application. Mrs Rowe explained that the following three options were available; as submitted; subdivision of Lot 1 and 2 occurred with the condition of the removal of the tiny house and submitting a new application for a new dwelling on Lot 2; no subdivision at all with the option to remove the tiny house and then provide for a land use consent for the larger dwelling. Unbundling the application would potentially be a limited notified consent regardless, Fonterra would become subject to effected parties’ approvals and through this process it was not guaranteed that Fonterra would give approval to the unbundling of the land use application.

Mr Boundy commented on how unbundling could be undertaken through this consent essentially separating the recommendation into two components.

In terms of the applicants offer for a consent condition or covenant around no further subdivisions, Ms Bigham queried if this could be done and whether it was binding to the title. Ms Marner noted that it could be done by way of a consent notice on the title, it would be binding as the applicant would be required to reapply to the Council to have that removed to allow for the subdivision. The covenant would be a private agreement, however a consent notice allowed the Council the ability to remove this in the future or enforce it.

Clarification was sought around the stormwater, Mr Suresh explained that the applicant could demonstrate the location of the existing stormwater systems and confirmed they complied with the requirements if granted.

**2. Nga Tōkeketanga kia noho tūmatanui kore / Resolution to Exclude the Public**

**RESOLUTION**

**(Ms Bigham/Cr Reid)**

**59/21 EH THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

<p>1. Land Use Consent Report</p>	<p>To Enable the Committee to.</p>	<p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where:                      ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)</p>
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**CARRIED**

**3. Tuwhera anō te Hui / Resume to Open Meeting**

**RESOLUTION**

**(Cr Mackay/Cr Langton)**

**61/21 EH THAT the Environment and Hearings Committee resumes in open meeting.**

**CARRIED**

**The meeting concluded at 6.00 pm.**

**Dated this            day of            2021.**

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Reconvened Extraordinary Environment and Hearings Committee – To consider a Subdivision and Land Use Consent – 4 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Environment and Hearings Committee met on 4 August 2021. The Council is being asked to receive the Reconvened Extraordinary Environment and Hearings Committee minutes from 4 August 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

## Taunakitanga / Recommendation

THAT the Council receives the minutes of the Reconvened Extraordinary Environment and Hearings Committee meeting regarding the Subdivision Land Use Consent held on 4 August 2021.



# Menīti Minutes

## Ngā Menīti take o te Komiti Taiao me ngā Whakawā Reconvened Extraordinary Environment and Hearings Committee

Council Chamber, Albion Street, Hāwera on Wednesday 4 August 2021 at 2.00 pm

**Kanohi Kitea / Present:** Deputy Mayor Robert Northcott, Councillors Andy Beccard (Chairperson), Aaron Langton, Steffy Mackay, Diana Reid and Bonita Bigham (Iwi Representative) via MS Teams.

**Ngā Taenga-Ā-Tinana / In Attendance:** Liam Dagg (Group Manager Environmental Services), Connor Marner (Planning Team Leader) and Sara Dymond (Senior Governance Officer).

**Matakore / Apologies:** Nil.

### 1. Whakaaetanga Rawa Taiao / Resource Consent

1.1 Subdivision and Land Use Consent – 435 Manawapou Road, Hāwera

The Environment and Hearings Committee adjourned the meeting on 26 July 2021 to seek clarification from the agent and landowner.

### 2. Nga Tōkeketanga kia noho tūmatanui kore / Resolution to Exclude the Public

**RESOLUTION**

(Cr Mackay/Cr Langton)

62/21 EH **THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution

<p>1. Land Use Consent Report</p>	<p>To Enable the Committee to.</p>	<p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where:                      ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)</p>
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**CARRIED**

**3. Tuwhera anō te Hui / Resume to Open Meeting**

**RESOLUTION**

**(Cr Beccard/Cr Reid)**

**65/21 EH THAT the Environment and Hearings Committee resumes in open meeting and agrees that the decision be released to the public once the applicants have been notified of the decision.**

**CARRIED**

The meeting concluded at 2.31 pm.

Dated this            day of            2021.

.....  
**CHAIRPERSON**





# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Audit and Risk Committee – 11 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Audit and Risk Committee met on 11 August 2021. The Council is being asked to receive the Audit and Risk Committee minutes from 11 August 2021 for their information.
2. There were two recommendations within the minutes for the Council to consider.
3. The Audit and Risk Committee moved a recommendation 52/21 AR that the Council approves the Fourth Quarter Financial and Non Financial Performance Report for the period ending 30 June 2021. This report is included in the agenda for adoption.
4. The Audit and Risk Committee moved a recommendation 53/21 AR that the Council revokes the current South Taranaki District Council Privacy Act Policy, approves the draft Privacy Act, approves the draft Privacy Breach Guidelines and agrees that a quarterly report is presented to the Committee regarding any privacy breaches. The report and appendices presented to the Audit and Risk Committee are attached for your information.

### Taunakitanga / Recommendation

THAT the Council;

- 1) Receives the minutes of the Audit and Risk Committee meeting held on 11 August 2021.
- 2) Adopts recommendation 53/21 AR from the Audit and Risk Committee;

THAT the Council;

- a) Revokes the current South Taranaki District Council Privacy Act Policy.
- b) Approves the draft Privacy Act Policy (attached in [Appendix 1](#) of this report) with amendments.
- c) Approves the draft Privacy Breach Guidelines (attached in [Appendix 2](#) of this report) with amendments.

- d) Agrees that a quarterly report from the Privacy Officer is presented to the Audit and Risk Committee regarding any privacy breaches.



# Menīti Minutes

## Ngā Menīti take o te Komiti Arotake me te Haumaru Audit and Risk Committee Meeting

Council Chamber, Albion Street, Hāwera on Wednesday 11 August 2021 at 11.00 am

**Kanohi Kitea / Present:** Philip Jones (Chairperson), Mayor Phil Nixon and Councillors Andy Beccard, Gary Brown, Chris Young and Te Aroha Hohaia (Iwi Representative).

**Ngā Taenga-Ā-Tinana / In Attendance:** Waid Crockett (Chief Executive), Fiona Aitken (Group Manager Community and Infrastructure Services), Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Claire Bourke (Assistant Accountant), Darleena Christie (Governance and Support Team Leader), Vipul Mehta (Chief Financial Officer), Ahmed Mohamed (Risk and Internal Audit Manager), Garry Morris (Management Accountant), Garth Gregory (Mercer).

**Matakore / Apologies:** Jack Rangiwahia

### RESOLUTION

(Mayor Nixon/Cr Beccard)

49/21 AR THAT the apology from Jack Rangiwahia be received.

CARRIED

## 1. Pūrongo / Reports

1.1 Mercer Quarterly Investment Monitoring Report – June 2021

The report provided the Audit and Risk Committee with an update on the Mercer Quarterly Investment Monitoring up to June 2021.

Mr Gregory commented that it had been a strong quarter to finish off the financial year for the Long Term Investment Fund (LTIF). The return for the June quarter was 4% and that was ahead of benchmark, the return for the 12 months was 14.9% (over \$20million) which was a good return given where the Council was placed a year ago. There was close to \$4million taken from the LTIF to subsidise rates during the period. It was noted that Global Equities returned 35% over the last 12 months. The Nikko Asset Management Fund outperformed over the last month and was moving in a positive direction.

In response to whether the reallocation of funds from global equities to bonds was to ensure the Council's selection was balanced, Mr Gregory noted that the reallocation was to align with the long term strategy and maintain some discipline.

**RESOLUTION**

**(Mr Jones/Cr Beccard)**

**51/21 AR THAT the Audit and Risk Committee receive the Mercer Quarterly Investment Monitoring Report – June 2021.**

**CARRIED**

1.2 Quarterly Financial and Non Financial Performance Report for the period ending 30 June 2021

The report updated the Audit and Risk Committee on the Financial Variance and Performance Measures for the fourth quarter of the financial year to 30 June 2021.

Mr Mehta advised that despite being a COVID year, it had been a great year and the Council were looking at a surplus of \$27million. However, this might change due to final adjustments being made from Audit New Zealand. Overall, the Council was in a healthy financial position.

There were issues raised about NZ Inc and whether they had the capacity to deliver on its entire CAPEX programme. From a construction aspect they would struggle to be able to cover the work. Mr Crockett commented that materials would be purchased in bulk and well ahead of time for the Te Ramanui o Ruapūhanga project once a contractor had been confirmed for the project build. It was noted that materials would be difficult to source in the future.

In response to the reasons for the non achieved performance measures against water supply, Ms Aitken advised that there were three key performance measures grossly impacted by the Waverley issue. The number of complaints received about water clarity, taste and odour would have complied and been under the targets if the Waverley issue was removed from the report. There was an issue with some of the reporting and that had been reviewed for water and there were other performance measures that were now more compliant, however a final version would be presented to the Council at their ordinary meeting.

The water supply performance measures would need to be explained as part of the Annual Report in the activity description.

Mr Crockett noted issues were being experienced with the customer request management system (CRM), where information from contractors was not being uploaded into the system and causing inaccuracies around the actual completion time of tasks. Work would be required around that in terms of the 12 days. An explanation was also required to be included in the Annual Report.

Mr Dagg commented that consent compliance as monitored by the Council and the backlog was discussed at the last meeting. Quarter four was 100% where there were 16 of 16 consents checked.

It was noted that having an explanation for not meeting non financial performance indicators in the Annual Report was great as Audit New Zealand would require this information.

**RECOMMENDATION**

**(Cr Young/Mayor Nixon)**

**52/21 AR THAT the Audit and Risk Committee recommends the Council approves the Fourth Quarter Financial and Non Financial Performance Report for the period ending 30 June 2021.**

**CARRIED**

### 1.3 Privacy Act Policy and Privacy Breach Guidelines

The report updated the Audit and Risk Committee (the Committee) on the new Privacy Act 2020 that came into effect on 1 December 2020 and proposed that the attached Privacy Act Policy was reviewed by the Committee.

Clarification was sought on the accuracy of personal information collected by the Council across the whole organisation for the different purposes. Ms Archibald noted that one of the ways that was going to be started was through the customer services team for example, when clients contact the Council their details were checked in both the property and rating systems. She noted that the Digital Transformation Strategy would assist with having accurate data when some of the systems were shifted. This was a long term goal to have customers easily access their own information.

Ms Hohaia noted that item 4.5 of the Policy referred to the Council using technology solutions such as cookies to provide customers with better access to services. She suggested that it might be useful to include in item 4.5 about the network as it was another way of identifying people on network systems when they were using their own devices.

In response to include a tick box on the Council submission forms for people to have their personal information withheld from publication, Ms Archibald noted that the forms might be reviewed to include a tick box.

It was noted that the Council seek consent from landowners to take footage of their property using a drone. Those landowners were able to request that information through other mechanisms should they want to view the footage.

It was suggested that references to other appropriate legislation be included in the Policy when referencing information.

#### **RECOMMENDATION**

**(Mayor Nixon/Ms Hohaia)**

**53/21 AR** **THAT the Audit and Risk Committee recommends to the Council;**

- a) Revokes the current South Taranaki District Council Privacy Act Policy.**
- b) Approves the draft Privacy Act Policy (attached in Appendix 1 of this report) with amendments.**
- c) Approves the draft Privacy Breach Guidelines (attached in Appendix 2 of this report) with amendments.**
- d) Agrees that a quarterly report from the Privacy Officer is presented to the Audit and Risk Committee regarding any privacy breaches.**

**CARRIED**

## **2. Ngā Take Kawea / Items for Action**

Ms Archibald commented that the Audit findings would be brought back to the Committee at the September meeting.

### 3. Pūrongo-Whakamārama / Information Reports

#### 3.1 Outstanding Debt as at 30 June 2021

The report provided an update to the Audit and Risk Committee on the financial variance information relating to the age trial balances for all debtors and the variance of outstanding debt for rates up to 30 June 2021.

In response to the outstanding water debt being high, Mr Mehta noted that it was due to a timing issue.

The breakdown of rates could not be provided due to the limitation of the system being unable to produce a 60-90 day report. This was something that was going to be reviewed as part of the Digital Transformation Strategy.

In response to what percentage of people had taken up the payment arrangements for rates, Mr Mehta advised that 150 people took up the opportunity last year, however it was a small number at the moment.

#### **RESOLUTION**

**(Cr Beccard/Cr Brown)**

**54/21 AR** **THAT the Audit and Risk Committee receives the Outstanding Debt report as at 30 June 2021.**

**CARRIED**

#### 3.2 Waihi Beach and Cape Egmont Toilet Pods – Servicing Costs

The report provided the Audit and Risk Committee with information regarding the service costs for the Toilet Pods located at Waihi Beach and Cape Egmont Boat Club.

Mayor Nixon commented that the cost to run and maintain the pods was considerable. He was not sure what the comparison would be if they were joined. He felt that further discussion was required for potential decisions to be made further down the track as he did not want to see the pods re-located. The costs for servicing the pods were not viable and did not include cleaning fees.

Clarification was sought on the cost breakdown for Ōhawe toilets in comparison with the pods, Ms Aitken advised that Ōhawe was connected to the water supply, the issue was the transport of the fresh water and the taking away of the black water waste.

#### **RESOLUTION**

**(Mayor Nixon/Cr Brown)**

**55/21 AR** **THAT the Audit and Risk Committee receives the Waihi Beach and Cape Egmont Toilet Pods – Servicing Costs report.**

**CARRIED**

#### 3.3 Audit and Risk Committee Workplan 2021/22

The Workplan was provided for the Audit and Risk Committee to review any items of work for the 2021/22 year.

The Audit Arrangement letter had not been received yet, Mr Mehta commented that it should be received in the next week. The period to receive had been extended and Audit New Zealand would be on site from 13 September 2021 for two weeks.

The Cyber Security workshop was to be brought forward to the Committee meeting on 22 September and there was to be a briefing around security mechanisms.

**RESOLUTION**

**(Mr Jones/Cr Brown)**

**56/21 AR** **THAT the Audit and Risk Committee receive the workplan for the period 2021/22.**

**CARRIED**

**4. Nga Tōkeketanga kia noho tūmatanui kore/Resolution to Exclude the Public**

**RESOLUTION**

**(Cr Beccard/Ms Hohaia)**

**57/21 AR** **THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Presentation Nikko Asset Management	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2. Confirmation of Minutes 23 June 2021		
3. Mercer Quarterly Investment Monitoring Report – June 2021		
4. Privacy Breach Update (December 2020 – July 2021)		

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

Item No	Interest
2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).
1, 3, 4, 5	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)).

**CARRIED**

**5. Tuwhera anō te Hui / Resume Open Meeting**

**RESOLUTION**

**(Mayor Nixon/Ms Hohaia)**

**61/21 AR THAT the Audit and Risk Committee resumes in open meeting.**

**CARRIED**

**The meeting concluded at 2.12 pm**

**Dated this            day of            2021**

.....  
**CHAIRPERSON**





# Pūrongo Report

To	Audit and Risk Committee
From	Kaitātari Matatapu me te Kaupapa Here / Privacy and Policy Advisor, Adrienne Cook
Date	11 August 2021
Subject	<b>Privacy Act Policy and Privacy Breach Guidelines</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. On 1 December 2020 the old Privacy Act 1993 ceased and the new Privacy Act 2020 (the Act) came into effect. As a result, the Council is required to update its Privacy Policy. Under the Act the Council is now required to report any “notifiable breaches” to the Privacy Commissioner.
2. This report proposes that the attached Privacy Act Policy ([Appendix 1](#)) is reviewed by the Audit and Risk Committee (the Committee) and that the Committee recommend the Council revokes the current Privacy Act Policy and approves the reviewed Privacy Policy.
3. This report also proposes that the Council approves the draft Privacy Breach Guidelines ([Appendix 2](#)), to provide information to staff on the process to follow when a breach of privacy occurs. As part of the implementation of the requirements of the new Act, Council staff and elected members will be provided with training to manage privacy obligations.

## Taunakitanga / Recommendation

THAT the Audit and Risk Committee recommends to the Council;

- a) **Revokes** the current South Taranaki District Council Privacy Act Policy.
- b) **Approves** the draft Privacy Act Policy (attached in [Appendix 1](#) of this report).
- c) **Approves** the draft Privacy Breach Guidelines (attached in [Appendix 2](#) of this report).
- d) **Agrees** that a quarterly report from the Privacy Officer is presented to the Audit and Risk Committee regarding any privacy breaches.

## Kupu Whakamārama / Background

4. On 1 December 2020 the old Privacy Act 1993 ceased, and the new Privacy Act 2020 came into effect. As a result, the Council is required to update its Privacy Act Policy. Under the Act the Council is now required to report any “notifiable breaches” to the Privacy Commissioner.

## **Ngā Kōwhiringa / Options – Identification and analysis**

### **Privacy Policy**

5. To provide members of the public and Council staff with information on how the Council will collect, manage, use, share, retain and dispose of personal information. It is proposed that the existing Privacy Act Policy is reviewed, to incorporate changes to the Act.
6. The reviewed Privacy Act Policy is developed to cover the 13 principles of the Act:
  - IPP1 – Purpose of collection of personal information
  - IPP2 – Source of personal information
  - IPP3 – Collections of information from subject
  - IPP4 – Manner of collection of personal information
  - IPP5 – Storage and security of personal information
  - IPP6 – Access to personal information
  - IPP7 – Correction of personal information
  - IPP8 – Accuracy etc, of personal information to be checked before use or disclosure
  - IPP9 – Agency not to keep personal information for longer than necessary
  - IPP10 – Limits on use of personal information
  - IPP11 – Limits on disclosure of personal information
  - IPP12 – Disclosure of personal information outside of New Zealand
  - IPP13 – Unique identifiers
7. Once this Policy is adopted, it will be made available on the Council website and a link will be provided under the Privacy Statement page of the website.

### **Breach notification process (Privacy Breach Guidelines)**

8. To provide guidance to staff on how to effectively report and manage any breaches of privacy, an internal process (guideline) has been developed. This will provide clear information to all staff on the process to be followed, what their role and obligations are, who conducts investigations and gathers evidence and how the assessment of a breach will be conducted to determine if its notifiable or not.
9. The proposed Privacy Breach Guideline is attached in Appendix 2 of this report for review and endorsement of the Committee.

### **Reporting to the Audit and Risk Committee**

10. Prior to the new Act coming into effect, information was presented to the Senior Leadership Team. It was proposed that breaches are recorded on a spreadsheet (both notifiable and non-notifiable breaches) and that this is presented back to a committee or the Council, to identify areas where minor breaches are occurring. This will be able to provide the Council with the ability to recognise those areas of minor breaches to ensure that a major breach does not occur.
11. This information can also be used to identify trends, to direct where and when staff and elected member training is needed.

12. This report proposes that a privacy breach report is presented to the Committee each quarter.

#### **Future training of staff and elected members**

13. Training for staff and elected members is being developed, to ensure that staff and elected members are up to date with the recent changes under the Act, what to do in the case of a privacy breach and allow staff and elected members to develop more awareness about potential privacy breaches. The staff training will be regular and ongoing, to remind staff and elected members of their obligations under the Act.

#### **Risk analysis**

14. The following points analyse the risks involved in the development of a privacy policy and guidelines:

- a) Adverse effect on community

The Council must be clear to members of the public and other agencies on how it collects and manages private information. This maintains the trust the Council has with its customers, to ensure that there is no adverse effect on the community (either actual or perceived).

- b) Publicity/public perception

The Council must operate in a fair and transparent manner. By developing a privacy policy, this will provide members of the public with information on how the Council will record, manage and use their personal information. By developing a privacy breach guideline, the Council can ensure that any privacy breach which may occur, will be investigated and managed in a consistent manner.

- c) Timeframes

The Act came into force on 1 December 2020. It is important to update any existing policies and guidelines, to ensure that it aligns with the new Act, as soon as possible.

- d) Legal

The Council must ensure that it is meeting its legal obligations to maintain the privacy of personal information that it holds, by following the thirteen principles of the Act. The proposed policy and guideline will provide clear and consistent information to the public and staff on the collection of personal information and the management of that information; and provide staff with clear guidelines for the process of privacy breach notification and management.

## Options available

### Recommend that the Policy is adopted

15. This is the preferred recommendation. The Committee agree with the proposed Privacy Policy and Privacy Breach Guidelines (attached in Appendix 1 and 2 of this report).

### Recommend that the Policy and/or guidelines are amended

16. The Committee may wish to amend either a part or parts of the proposed Privacy Policy and/or Privacy Breach Guidelines before recommending the documents to the Council for adoption.

## Whaiwhakaaro me ngā aromatawai / Considerations and Assessments

### Assessment of Significance and Engagement

17. South Taranaki District Council’s general approach to determining the level of “significance” will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	<b>Low:</b> this affects all customers, however the degree in which they are affected is low.
LOS	The achievement of, or ability to achieve, the Council’s stated levels of service as set out in the Long-Term Plan 2018-2028.	<b>Low:</b> this does not affect Council’s ability to achieve LOS in the LTP.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	<b>Low:</b> the policy and guidelines are not likely to generate wide public interest; however privacy breaches may generate interest.
Financial	The impact of the decision or proposal on the Council’s overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	<b>Low:</b> this decision does not impact Council’s overall budget or LTP, or its ability to carry out its functions.
Reversible	The degree to which the decision or proposal is reversible.	<b>Low:</b> The Council is required to provide information on how it manages privacy.
Environment	The degree of impact the decision will have on the environment.	<b>Low:</b> This is a legislative requirement and would have no impact on environmental matters.

18. In terms of the Council’s Significance and Engagement Policy this matter is of low significance.

19. This decision is a legislative function with clear direction on what the policy must include, and therefore it is proposed that the Council does not consult on the policy. Once the policy is adopted, it will be available for the public to view on the Council's website, along with an updated privacy statement for the website.

### **Legislative Considerations**

20. Under section 201 of the Act, an agency (the Council) must appoint:

*“as privacy officers for the agency 1 or more individuals (within or outside the agency) whose responsibilities include—*

*(a) encouraging the agency to comply with the IPPs:*

*(b) dealing with requests made to the agency under this Act:*

*(c) working with the Commissioner in relation to investigations conducted under Part 5 in relation to the agency:*

*(d) ensuring that the agency complies with the provisions of this Act.”*

21. The purpose of the Act is to promote and protect individual privacy by:

*“providing a framework for protecting an individual's right to privacy of personal information, including the right of an individual to access their personal information, while recognising that other rights and interests may at times also need to be taken into account”*

### **Financial/Budget Considerations**

22. There are no financial/budget considerations. Amendments to Council documents and training will be absorbed into existing budgets.

### **Consistency with Plans/Policies/Community Outcomes**

23. The Council currently has a Privacy Policy. This report proposes that the current Policy is revoked, and the new Policy is adopted, as this aligns with the requirements of the new Act.

24. This matter contributes to the following community outcome as detailed below:

- Together South Taranaki – *Social well-being*

### **Impact on Māori/Iwi**

25. Managing the privacy of personal information and data obtained by the Council, by following the principles of Act, is to benefit all customers and rate payers of the South Taranaki community. This includes Māori, and Māori affiliated with Iwi.

### **Affected Parties Consultation**

26. This is an internal process, and legislative requirement. External consultation is not required.

## **Whakakapia / Conclusion**

27. This report seeks a decision from the Committee on the draft Privacy Act Policy and requests that the Committee recommends to the Council that the current Privacy Act Policy is revoked and replaced by the draft Privacy Act Policy. This report also seeks a recommendation from the Committee, to recommend to the Council that the Privacy Breach Guidelines are approved.



Adrienne Cook

**Kaitātari Matatapu me te Kaupapa Here /  
Privacy and Policy Advisor**



[Seen by]

Becky Wolland

**Kaihautū Kaupapa Here me te Whaitikanga /  
Policy and Governance Manager**

Māori Translation

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# Privacy Policy

[www.southtaranaki.com](http://www.southtaranaki.com)



# Māori Translation

# Privacy Policy

## Executive Summary

This policy provides information to the public and staff on how the Council will manage personal information by following the thirteen principles of the Privacy Act 2020 (the Act).

## Council's Role and Responsibility

As part of its business operations and under specific legislation, the Council gathers personal information and data about members of the public, employees, contractors, and other agencies. The Council is required to manage this personal information by following the thirteen principles of the Act.

The Council is required to appoint a Privacy Officer who is responsible for ensuring that the Council complies with the Act, and for investigating privacy complaints or privacy breaches.

## Purpose of the Policy

The purpose of this policy is to:

- a) Provide guidance to the public on the process that the Council will follow in relation to managing personal information that the Council holds.
- b) Ensure that Council staff and its contracted service providers (managing personal information held by the Council) meet their obligations to appropriately manage private information under the Act.

## Definitions

**Act** means the Privacy Act 2020.

**CCTV** means Closed Circuit Television.

**Council** means the South Taranaki District Council.

**Individual** means a natural person.

**IPP6 request** means a request made by an individual under section 22) Principle 6) 1) of the Act, to request their personal information.

**IPP7 request** means a request made by an individual under section 22) Principle 7) 1) of the Act, to request that the organisation amends or corrects the information which it holds on that individual.





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# Privacy Policy

**Notifiable privacy breach** means a privacy breach that, it is reasonable to believe, has caused serious harm to an affected individual or individuals or is likely to do so (see section 113 of the Act).

**Personal information** means information about an identifiable individual.

**Privacy breach** in relation to personal information held by the Council, means unauthorised or accidental access to, or disclosure, alteration, loss, or destruction of, the personal information.

**Proof of identification** means a birth certificate (together with a copy of a bank statement and utility bill no greater than three months old), current New Zealand Passport, current New Zealand drivers' licence, or 18+ card.



# Māori Translation

# Privacy Policy

## Policy

The following sections (1-13) outline how the Council addresses the 13 principles of the Privacy Act 2020.

### **1.0 Information Privacy Principle 1 – Purpose of collection of personal Information**

- 1.1 The Council can collect personal information for a number of reasons; however, any personal information gathered must be necessary for a function or activity of the Council.
- 1.2 Personal information gathered by the Council may include:
- name,
  - gender,
  - date of birth,
  - image,
  - address,
  - email address, or
  - telephone number;
- where appropriate to respond to a request for information, to provide services, and/or for the use of Council facilities.
- 1.3 The Council may collect personal information when communicating or interacting with an individual.

### **2.0 Information Privacy Principle 2 – Source of personal information**

Wherever possible, personal information will be collected directly from the individual, or anyone who is authorised to provide personal information on behalf of another.

### **3.0 Information Privacy Principle 3 – Collection of information from subject**

- 3.1 When the Council collects information from an individual, it will ensure that the individual concerned knows:
- a) That information is being collected
  - b) The purpose of the collection of the information
  - c) Who will use the information (the Council or a third party)
  - d) The Council's contact details
  - e) If the collection of information is required under legislation and what legislation that is



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- f) If the supply of information is mandatory or voluntary
  - g) The consequences of not providing voluntary information
  - h) The right of that individual to access and correct information through IPP6 requests.
- 3.2 If the Council is unable to advise the individual that information is being collected, at the time of collection (under clause 3.1 above), the Council will advise the individual as soon as practicable.
- 3.3 If a customer does not provide all personal information requested by the Council, the Council may not be able to adequately respond to correspondence, process any applications, provide services or facilities requested, process payments, or otherwise deal with any requests or enquiries a customer has submitted.
- 3.4 In some circumstances, a customer is legally obligated to provide personal information if the Council is fulfilling a statutory requirement.

### **4.0 Information Privacy Principle 4 – Manner of collection of personal information**

- 4.1 The Council may collect personal information from an individual, or someone acting on their behalf, in a variety of situations, including:
- a) Communicating with the Council by letter, phone, or electronically.
  - b) Completing and submitting forms or applications for consents, licences, approvals, permits, funding, or other authorisations.
  - c) Using, or registering for, any of the Council's services or facilities, such as online services or apps, including libraries, hire of Council facilities, online payment services, newsletters, or service updates.
  - d) Lodging written submissions, requests, or other feedback.
  - e) Following or posting comments in relation to Council social media or other online communications.
  - f) Applying for employment with the Council.
  - g) Appearing in any images and audio from CCTV or body cameras, as described below.

**Note:** this is an indicative list of examples only.

- 4.2 The Council may keep a record of any information which is provided to customers.
- 4.3 The Council may monitor and record phone calls for quality control or staff training purposes. If a call is to be monitored and recorded, the Council shall advise the individual, at the time of the call.



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- 4.4 The Council may collect personal information about an individual from other agencies, entities, or persons to fulfil a necessary activity. This might include:
- a) The Council's related organisations.
  - b) The Council's suppliers, which include organisations such as:
    - Land Information New Zealand
    - QV
    - Other government departments
    - Solicitors/conveyancers
    - The New Zealand Police
    - Credit reporting agencies, and other organisations, entities or persons from whom the customer has expressly authorised the Council to request and obtain their information or the customer has authorised Council's suppliers to provide the Council with information.

## Online information

- 4.5 The Council may use technology solutions such as cookies to provide customers with better access to tailored information and services.
- 4.6 The Council may use non-personalised statistics to monitor site traffic, to analyse trends, to gather demographic information about those who use Council services, to improve Council services, and to improve user experience. These anonymised and/or amalgamated statistics do not include personal information.

## Video footage

- 4.7 The Council may collect video footage through various means, including:
- a) CCTV may be used in particular areas to monitor secure facilities such as service centres, libraries, parking facilities, and recreation centres. This is to monitor in order to reduce crime and antisocial behaviour. Where possible, signage will advise when CCTV is being used. Only authorised people will be able to watch the CCTV footage for the purposes mentioned above or to regularly check the system is working. The Council will not actively attempt to identify individuals from the CCTV footage unless a reported or suspected incident requires investigation and the correct Council protocols are followed.
  - b) Council staff may wear body cameras which are activated as required. This is to reduce abusive or threatening behaviour. Recordings of violent or threatening incidents will be forwarded to the New Zealand Police.
- 4.8 Recordings captured by body cameras and CCTV which relate to litigation will be retained by the Council for evidential purposes. Recordings are otherwise disposed of within two years. The Council will not keep any other recorded activity.



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## Drones

- 4.9 The Council may use drones in connection with carrying out work and delivery of services. This could include conducting condition assessments of Council assets, undertaking surveys of Council property, and capturing other property work under development.
- 4.10 If the Council flies over private property for the purposes of survey works, the Council does so with the relevant landowner's consent. The Council does not use footage of privately-owned properties without this consent.
- 4.11 The Council may, at times, capture images of Council events using a drone.
- 4.12 The Council's use of drones is conducted in accordance with Civil Aviation Authority rules and guidance, and data obtained via drones is processed in accordance with Council Policy.

## ***5.0 Information Privacy Principle 5 – Storage and security of personal information***

The Council has implemented measures designed to keep customers' personal information safe and secure, protected against loss, misuse, unauthorised access or use, modification, or disclosure.

## ***6.0 Information Privacy Principle 6 – Access to personal information***

- 6.1 A customer may ask the Council to confirm whether it holds any personal information about them and have access to that information (through an IPP6 request).
- 6.2 The Council will verify the customer's identity by viewing their proof of identification and will provide confirmation and access to the requested information; unless the Council believes it can withhold the information under the Act.
  - 6.2.1 If a person is unable to verify their identity, the Council is unable to process their request for access to personal information.

## ***7.0 Information Privacy Principle 7 – Correction of personal information***

If a customer believes that their personal information held by the Council needs to be corrected, the customer may request the Council to do this (through an IPP7 request). If the Council agrees



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that the personal information needs to be corrected, the Council will do so and provide the customer with an amended record, if requested.

## ***8.0 Information Privacy Principle 8 – Accuracy etc, of personal information to be checked before use or disclosure***

The Council will undertake reasonable measures to ensure personal information is accurate, current, and relevant.

## ***9.0 Information Privacy Principle 9 – Agency not to keep personal information for longer than necessary***

- 9.1 The Council may retain personal information collected (on both active systems and archives) for as long as administratively necessary or required by law. This is in accordance with the Council's information retention and disposal schedule and any applicable statutory requirements.
- 9.2 The Public Records Act 2005 requires the Council to retain protected records indefinitely. In some circumstance, personal information may be included within a protected record, including submissions made in relation to bylaws, annual plans, and district plans.

## ***10.0 Information Privacy Principle 10 – Limits on use of personal information***

- 10.1 Personal information will only be shared when the customer has consented, or where there is a statutory requirement to share it. In the case of the latter, the Council will notify the individual that their information is being, or could be, shared.
- 10.2 The Council may disclose personal information about a customer to:
  - a) Any person engaged by the Council to provide products or services to customers on the Council's behalf, where the personal information is necessary for the provision of those products or services.
  - b) Council's related organisations in order to assist with Council's functions and services.
  - c) A third party, if the Council is required to do so under laws or regulations, or in the course of legal proceedings or other investigations. This may include the sharing of CCTV footage or footage from body cameras with the New Zealand Police or other public sector agencies where criminal activity is reported or suspected.
  - d) Any person that the Council advises the customer of (when the personal information is being collected from an individual).



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- e) Any person to whom the customer authorises the Council to disclose their personal information to.
- 10.3 Some personal information the Council holds about, or in relation to, a customer may be made available to the public, such as:
- a) Any submission made in relation to bylaws, annual plans, long term plans, district plans, or draft or proposed strategies and policies. A submission is made available in full (including the submitters name) on the Council's website, the Administration Building or any LibraryPlus.
  - b) Personal information held on property files or Council's rating information database.
  - c) Video footage of Council meetings that are intended for broadcast or to be otherwise available for public viewing.

### ***11.0 Information Privacy Principle 11 – Limits on disclosure of personal information***

- 11.1 Personal information collected by the Council, may only be used for the purpose for which it was acquired, except with the individual's express consent.
- 11.2 Council uses private information for a number of services, including:
- a) To provide services.
  - b) To confirm identity.
  - c) To process consents, licences, approvals, permits, or other authorisations.
  - d) To process applications to use or register for any services, facilities, including online services.
  - e) To process payments received or made by the Council.
  - f) To respond to correspondence, requests, enquiries, feedback, or for customer care related activities.
  - g) To update information that the Council holds about customers, or in connection with customers in existing Council records, databases, or systems.
  - h) To analyse or further develop or improve Council products or services.
  - i) To comply with relevant laws and regulations.
  - j) For specific information which the Council will notify customers of, at the time that the personal information is being collected.
  - k) To provide information about the Council (or related organisations), events, news, services, or facilities that the Council considers may of interest to customers.
  - l) For general administrative and business purposes, and to carry out activities connected with the running of the business or operations, such as personnel training, or testing and maintenance of computer and other systems.
  - m) For any other purpose that the customer may authorise.



# Māori Translation

# Privacy Policy

## **12.0 Information Privacy Principle 12 – Disclosure of personal information outside of New Zealand**

The Council will only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or the individual is fully informed and authorises the disclosure.

## **13.0 Information Privacy Principle 13 – Unique identifiers**

The Council assigns unique identifiers to individuals as part of council operations, as the unique identifier is necessary for the Council to undertake its functions efficiently.

## **14.0 Questions or complaints**

- 14.1 If a customer feels that the Council has breached any principles set out in the Act, they can contact the Council and ask for the breach to be rectified, by contacting the Privacy Officer: [privacyofficer@stdc.govt.nz](mailto:privacyofficer@stdc.govt.nz)
- 14.2 If a customer believes that there is a privacy dispute that the Council cannot resolve, the customer may make a complaint to the Privacy Commissioner, via the Privacy Commissioners website: [www.privacy.org.nz](http://www.privacy.org.nz)

## **15.0 Breaches of privacy**

If the Council identifies that a privacy breach has occurred, it is required to follow the steps outlined in the Act to determine if the breach is notifiable to the Privacy Commissioner.

## **16.0 Charges**

Requests for information and correction to personal information are free of charge unless the Commissioner has authorised the Council to charge a fee under section 67 of the Act.

## **17.0 More Information**

Privacy Officer  
Policy and Governance  
South Taranaki District Council 06 278 0555 or 0800 111 323





# Māori Translation

# Privacy Policy

## **18.0 Review of Policy**

This Policy shall be reviewed every five (5) years to ensure the policy is effective and efficient at achieving the objectives.



# Māori Translation

# Privacy Policy

## History of Policy

Action	Description	Decision date	Decision number	Commencement
New	Adoption of Privacy Policy	xx	xx	xx



[www.southtaranaki.com](http://www.southtaranaki.com)

Māori Translation

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# Privacy Breach Guidelines

[www.southtaranaki.com](http://www.southtaranaki.com)



## Māori Translation

# Privacy Breach Guidelines

## Background

The Council has a responsibility to manage information that it holds to maintain the privacy of its customers, and does so, by following the thirteen principles of the Act and the Council's Privacy Policy. The Council is required to notify the Office of the Privacy Commissioner of breaches of privacy which meet the definition and assessment of a "notifiable breach". Failure to do so could result in the Privacy Commissioner issuing of a compliance notice and/or a fine of up to \$10,000.

## Purpose

This document provides steps that staff need to take to notify the Privacy Officer of any breach or suspected breach of privacy and also provides steps that the Privacy Officer will take for the assessment and notification of privacy breaches.

## Definitions

**Act** means the Privacy Act 2020.

**Affected individual** in relation to personal information that is the subject of a privacy breach, means the individual to whom the information relates.

**Investigation team** is a team of experts appointed by the Chief Executive during a privacy breach, to identify, manage, and investigate privacy breaches.

**Notifiable privacy breach** means a privacy breach that, it is reasonable to believe, has caused serious harm to an affected individual or individuals or is likely to do so (see section 113 of the Act for factors that must be considered when assessing whether a privacy breach is likely to cause serious harm).

**Personal information** means information about an identifiable individual.

**Privacy breach** in relation to personal information held by the Council, means unauthorised or accidental access to, or disclosure, alteration, loss, or destruction of, the personal information.

**Privacy Officer** – An officer appointed by the Council to manage privacy, conduct investigations, and liaise with the Privacy Commissioner. See the Delegations Register to see the appointment of the Privacy Officer.



# Māori Translation

# Privacy Breach Guidelines

## Guidelines

### What is a privacy breach?

A privacy breach occurs when there is unauthorised access to or collection, use, or disclosure of personal information. Such activity is “unauthorised” if it occurs in contravention of the Act. There are five steps to follow when responding to a breach or suspected breach:

- 1) Report.
- 2) Contain.
- 3) Evaluate/assess.
- 4) Notify.
- 5) Prevent.



### 1)



### Report

- 1.1 Once a breach is discovered or suspected to have occurred, the staff member or officer who has identified it, must notify their direct manager and the Privacy Officer immediately where possible otherwise within 24 hours.
- 1.2 The staff member/officer and direct manager must confirm the details of the breach, or suspected breach and provide those details to the Privacy Officer.
- 1.3 The staff member/officer and/or direct manager shall not delete anything, as this may compromise the investigation.

### 2)



### Contain

Once a breach is discovered or suspected to have occurred, the Privacy Officer will take immediate steps to investigate, and if required, limit the breach, by:



## Māori Translation

# Privacy Breach Guidelines

- a) **Immediately containing the breach.** For example, stop the unauthorised practice, authorise recovery of the records, authorise a shutdown of the system that was breached, authorise the revoking or change of computer access codes or correct weaknesses in physical or electronic security.
- b) **Leading the initial investigation and making initial recommendations.** If necessary, a more detailed investigation may subsequently be required.
- c) **Determining the need to assemble a team of internal or external experts.** An investigation team may include representatives from appropriate units of the council (e.g. Information Services, HR, Senior Leadership Team), and contractors (forensic IT analysts or risk advisors). The Chief Executive will approve the team and budget.
- d) **Determining scope of the breach.** Determine who needs to be made aware of the privacy breach internally. Also consider external agencies such as the Councils insurer or the New Zealand Police (in cases of criminal activity).
- e) **Maintaining chain of evidence.** Do not compromise the ability of the investigation team, and the New Zealand police to investigate the breach. Evidence is not to be destroyed as it will allow appropriate corrective action to be taken. Evidence is valuable in determining the cause of the breach.



### 3) Evaluate/assess

If it has been determined that a breach has occurred, other steps are immediately necessary to assess the risks associated with the Breach.

The Privacy Officer will consider the following factors in assessing those risks:

#### 3.1 Consider what personal information was involved

An assessment of the type of personal information involved will help determine how to respond to the breach, who should be informed, including the Office of the Privacy Commissioner, and what form of notification to the individuals affected, if any, is appropriate.

a) What personal information has been breached?	
b) How sensitive is the information?	Generally, the more sensitive the information the higher the risk of harm to individuals. Some personal



## Māori Translation

# Privacy Breach Guidelines

	<p>information is more sensitive than other information. For example: health information, government-issued pieces of identification such as driver licence numbers, and financial account details such as credit or debit card numbers that could be used in combination for identity theft.</p> <p><b>Note:</b> A combination of personal information is typically more sensitive than a single piece of personal information.</p>
c) What is the context of the information involved?	<p>For example, a list of customers on a newspaper carrier’s route may not be sensitive. However, the same information about customers who have requested service interruption while on vacation may be more sensitive. Similarly, publicly available information such as that found in a public telephone directory may be less sensitive.</p>
d) Is the information adequately encrypted, anonymised, or otherwise inaccessible?	<p>What level of security is present?</p>
e) How can the personal information be used? Can the information be used for fraudulent or otherwise harmful purposes?	<p>The combination of certain types of sensitive personal information along with name, address and date of birth suggest a higher risk due to the potential for identity theft.</p>

### 3.2 Establish the cause and extent of the breach

- 3.2.1 The Privacy Officer will determine (to the extent possible) the cause of the breach; and conduct a risk assessment of potential ongoing breaches or further exposure of the information.
- 3.2.2 The Privacy Officer will determine the extent of the unauthorised access to, use, or disclosure of personal information will be established. This may include information such as the number and nature of likely recipients, and the risk of further access, use, or disclosure, including via mass media or on-line.
- 3.2.3 The Privacy Officer will consider whether the information was lost or stolen, and if it was stolen, whether it be determined that the information was the target of theft.
- 3.2.4 The Privacy Officer will consider whether the breach was caused by a systematic problem or is an isolated incident.





## Māori Translation

# Privacy Breach Guidelines

3.2.5 The Privacy Officer will record what steps have already been taken to mitigate a continuation of the breach, and whether the information has been recovered.

### 3.3 Consider who is affected by the breach

The Privacy Officer will establish how many individuals' personal information was affected by the breach and identify who those individuals are (e.g. the public, employees, contractors, clients, service providers, other organisations).

### 3.4 Identify whether harm could foreseeably result from the breach

In assessing the possibility of foreseeable harm from the breach, the Privacy Officer will consider the reasonable expectations of the individuals affected. This could include:

#### 3.4.1 What harm to the individuals could result from the breach?

Examples include:

- security risk, for example, physical safety; or
- identity theft; or
- financial loss; or
- loss of business or employment opportunities, or
- significant humiliation or loss of dignity, damage to reputation or relationships.

#### 3.4.2 What harm to the council could result from the breach?

Examples include:

- loss of trust in the Council; or
- loss of assets; or
- financial exposure, or
- legal proceedings.

#### 3.4.3 What harm could come to the public because of notification of the breach?

Harm that could result includes:

- risk to public health; or
- risk to public safety.

4)



Notify



## Māori Translation

# Privacy Breach Guidelines

Notification can be an important mitigation strategy that has the potential to benefit both the Council and the individuals affected by the privacy breach. If a privacy breach creates a risk of harm to the individual, those affected should be notified. Prompt notification to individuals in these cases can help them mitigate the damage by taking steps to protect themselves.

The challenge is to determine when notices should be provided. Each incident needs to be considered on a case-by-case basis to determine whether privacy breach notification is necessary.

The key consideration in deciding whether to notify affected individuals will be whether notification is necessary to avoid or mitigate harm to an individual whose personal information has been inappropriately accessed, collected, used, or disclosed.

### 4.1 Notifying affected individuals

The Privacy Officer will consider the following factors when deciding whether to notify:

- What are the legal and contractual obligations of the Council?
- What is the risk of harm to the individual?
- Is there a reasonable risk of identity theft or fraud (usually because of the type of information lost, such as an individual's name and address together with government-issued identification numbers or date of birth)?
- Is there a risk of physical harm (if the loss puts an individual at risk of physical harm, stalking or harassment)?
- Is there a risk of significant humiliation or loss of dignity, damage to the individual's reputation or relationships (for example: when the information lost includes mental health, medical or disciplinary records)?
- What is the ability of the individual to avoid or mitigate possible harm? What is the ability of the individual to take specific steps to mitigate any such harm? There may be situations where the individual cannot take any steps to mitigate potential harm, but the privacy breach warranted notification.

### 4.2 When to notify, how to notify and who should notify

#### 4.2.1 When to notify:

Following assessment and evaluation of the privacy breach, the Privacy Officer shall notify individuals affected of the breach as soon as reasonably possible. However, if law enforcement authorities are involved, notification may be delayed to ensure that the investigation is not compromised.

#### 4.2.2 How to notify:



## Māori Translation

# Privacy Breach Guidelines

- a) Direct notification will be by phone, letter, email, or in person to the affected individual/s.
- b) Indirect notification (via the Council website, public notices, media) will generally only occur where direct notification could cause further harm, is prohibitive in cost, or the contact information for affected individuals is not known.
- c) Using multiple methods of notification may be appropriate.
- d) The Council shall notify customers of breaches where a third party vendor has breached privacy.

### 4.2.3. Who should notify:

- a) The Privacy Officer will notify the Office of the Privacy Commissioner of any serious breaches through the NotifyMe function on their website.
- b) The Privacy Officer will notify affected individuals using the approved letter template.

### 4.2.4 What to say:

[need advice from Audit and Risk if they want anything listed here, or just that all communication should come from the "investigation team".??]

## 4.3 Other organisations to contact

**Police:** if immediate harm may occur, or theft or other crime is suspected (see Fraud Policy).

**Insurers or others:** if required by contractual obligations.

**Professional or other regulatory bodies:** if professional or regulatory standards require notification of these bodies.

**Credit card companies, financial institutions, or credit reporting agencies:** if their assistance is necessary for contacting individuals or assisting with mitigating harm.

**Other internal or external parties not already notified:**

- Third party contractors or other parties who may be affected.
- Internal business units not previously advised of the privacy breach (for example: government relations, communications and media relations, senior management).
- Union or other employee representatives.
- Audit and Risk Committee.



## Māori Translation

# Privacy Breach Guidelines

### 5) Prevent

- 5.1 Once the immediate steps are taken to mitigate the risks associated with the breach, the Council will investigate the cause of the breach and develop a prevention plan.
- 5.2 A prevention plan may include the following:
  - a) A security audit of physical or technical security.
  - b) A review of policies and procedures and any changes to reflect the lessons learned from the investigation and regularly after that, for example security policies, record retention and collection policies.
  - c) A review of employee training practices.
  - d) A review of third-party vendor processes.
  - e) A review of service delivery partners.
- 5.3 The Privacy Officer will present the prevention plan to the Audit and Risk Committee for review/determination; and may include a requirement for an audit at the end of the process to ensure that the prevention plan has been fully implemented.



Māori Translation

# Privacy Breach Guidelines

## History of Guideline

Action	Description	Decision date	Decision number	Commencement
New	Adoption Privacy Breach Guidelines			



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# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Eltham-Kaponga Community Board –23 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Eltham-Kaponga Community Board met on 23 August 2021. The Council is being asked to receive the Eltham-Kaponga Community Board minutes from 23 August 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Eltham-Kaponga Community Board meeting held on 23 August 2021.



# Menīti Minutes

## Ngā Menīti take Poari Hapori o Arakamu ki Kaponga Eltham-Kaponga Community Board Meeting

Held via audio visual link on Monday 23 August 2021 at 10.30 am

**Kanohi Kitea / Present:** Karen Cave (Chairperson), Sonya Douds, Alan Hawkes (arrived at 10.52 am), Lindsay Maindonald and Councillor Steffy Mackay.

**Ngā Taenga-Ā-Tinana / In Attendance:** Mayor Phil Nixon, Liam Dagg (Group Manager Environmental Services), Marianne Archibald (Group Manager Corporate Services), Ella Borrows (Community Development Manager), Vanessa Bowles (Governance and Support Officer), Darleena Christie (Governance and Support Team Leader), Becky Wolland (Policy and Governance Manager) and Gordon Campbell (Corporate Planner).

**Matakore / Apologies:** Nil.

### 1. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

#### 1.1 Representation Review Update – Becky Wolland, Policy and Governance Manager

Mrs Wolland provided an update about process and the next steps to be taken. The proposal was adopted by the Council for formal consultation on 9 August 2021. The Council would comprise of 13 councillors and a Mayor, specifically eleven 11 general ward and 2 Māori ward councillors. This created an additional councillor in the overall District.

The Council agreed that there would be two Māori wards and one councillor per ward. The Council had asked for suggestions for naming the two wards currently referred to as East and West wards. The boundary for the Māori wards was predominately along State Highway 3(SH3), it split Eltham and Hāwera in half, this decision was made in consultation with and agreed by local Iwi.

In relation to the councillors there would be 11 councillors elected from the four wards. The Eltham-Kaponga Community Board, Taranaki Coastal Community Board and Pātea Community Board would all have two councillors each and Te Hāwera Community Board would have five.

From the Mayor and Councillors perspective there was definite support to retain the Community Boards. The Community Board boundaries would be the same as the proposed general wards. The consultation period runs until 23 September 2021 and a hearing to listen to submissions received would be held on the 29 September 2021. Deliberations and a final decision would be made on 11 October 2021.



If no objections were received it was highly likely the proposal would go to the Local Government Commission because the current proposal was uncompliant with some of the thresholds that the Local Electoral Act set out. The Council were happy with that on the basis that the decision was about representation for each of the wards and the feedback received through the pre-consultation process.

The Council sought feedback from the Community Boards to let the Council know if they supported the proposal with the retention of the Community Boards and the representation of each of their wards. Mrs Wolland advised that feedback could be provided via an online survey available on the South Taranaki District Council website. A link to the survey would be sent to board members after the conclusion of the meeting. A hard copy of the survey would be available at each LibraryPlus and at council buildings once COVID-19 was at Alert Level 2.

The Council would be consulting directly with those residents that were affected by the boundary changes.

Mrs Wolland advised that the email link could be shared within the community and may be placed on the Council's Facebook page to prompt further awareness.

## 2. Whakaaetia ngā Menīti / Confirmation of Minutes

### 2.1 Eltham-Kaponga Community Board Meeting held on 12 July 2021

A correction was sought by Mr Maindonald regarding the Eltham Field Gun. He believed that it was Mr Hawkes who made the comment that the gun was previously a view only item.

#### RESOLUTION

(Mrs Douds/Mr Maindonald)

35/21 EL **THAT the Eltham-Kaponga Community Board adopts the minutes from the meeting held on 12 July 2021 as a true and correct record.**

CARRIED

## 3. Pūrongo / Reports

### 3.1 Local Discretionary Fund Applications

#### **Eltham Community Development Group**

An application was received from the Eltham Community Development Group to install a pou organised by Iwi at the entrance to Bridger Park. Councillor Mackay advised that the pou needed to come off the ground and not be placed in the soil. Local Iwi had been onsite and confirmed the location. The pou would be visible to all who entered the park.

Mayor Nixon noted that it was nice to see this coming to fruition.

**RESOLUTION**

**(Mrs Douds/Mayor Nixon)**

- 36/21 EL** **THAT Eltham-Kaponga Community Board allocates \$1,135.36 to the Eltham Community Development Group for the installation of the Pou at the entrance to Bridger Park.**

**CARRIED**

**Eltham-Kaponga Community Board**

An application was received by the Eltham-Kaponga Community Board to provide a doggy poo bag dispenser, labelling and post for Smyth Park in Kaponga. A provider had been chosen based on this company already providing supplies to the Council. It was also noted that the poop bag station highlighted that the park was available to those with dogs to use.

*Mr Hawkes arrived at 10.52 am.*

**RESOLUTION**

**(Mrs Douds/Cr Mackay)**

- 37/21 EL** **THAT the Eltham-Kaponga Community Board allocates \$505.00 to the Eltham-Kaponga Community Board for the installation of a doggy poo bag dispenser, labelling and post for Smyth Park, Kaponga.**

**CARRIED**

**3.2 Draft Property Acquisition and Disposal Policy Report**

The report was to present the draft Property Acquisition and Disposal Policy for the Community Boards information and feedback.

A query was raised regarding Iwi having first right of refusal when the Council had deemed reserve land as surplus to requirements. Ms Archibald advised that if the Council considered a reserve was no longer required for the Council or public use that the reserve would be returned to the Crown. However, the Council could apply for a change of use and then decide to dispose of the land.

Mrs Douds was pleased that going forward when land became unusable it was dealt with and not left sitting around. Ms Archibald confirmed the Property Team was currently working through surplus land and other members of the public had been making enquiries regarding land that was currently being looked at.

It was noted that this process started at the Eltham-Kaponga Community Board, many years ago and it was good to see that this was being addressed.

Mr Maindonald noted that this was timely because on the last year some land and reserves had been causing issues. Mrs Douds was pleased the Community Boards would be involved in the process and feed this back to the community.

**RESOLUTION**

**(Mrs Mackay/Mrs Douds)**

- 38/21 EL** **THAT the Eltham-Kaponga Community Board receives the Draft Property Acquisition and Disposal Report.**

**CARRIED**

#### 4. Ngā Take Kawea / Items for Action

##### 4.1 Local Security Cameras – Kaponga

Councillor Mackay advised that the celebration of the cameras had been delayed due to the COVID-19 Alert Level 4 lockdown, however confirmed that the cameras were now operating.

Mrs Douds would like to see the Kaponga solar heating added the item for action list and confirmed that an application had been submitted to the Community Initiative Fund. Mayor Nixon advised that deliberations were being held on Monday 30 August. in regard to the Long Term Plan Mayor Nixon was unable to confirm that the solar panels were included and will come back to the board, he also confirmed that if it is not in the Long Term Plan it would be addressed as there is an application that has been put forward.

#### 5. Pūrongo-Whakamārama / Information Reports

##### 5.1 Community Development Activity Report

The report updated the Board on progress with community development projects and activities across the District and other items of interest.

Mrs Borrowes noted that with regard to completion of the Innovating Streets Pilot project in Eltham, some road painting and wayfinding signage was yet to be completed, however in order for the painting to take place the temperature needed to be consistently 12 degrees for the paint to be applied and set.

##### **RESOLUTION**

**(Mrs Douds/Mr Maindonald)**

**39/21 EL THAT the Eltham-Kaponga Community Board receives the Community Development Activity Report.**

**CARRIED**

##### 5.2 District Library and Cultural Services Report – July 2021

The report covered a range of library activities and statistics across the District for July 2021.

Ōpunakē LibraryPlus ran a month of un-programmed activities which was a clever way to get people into the library. Mr Maindonald noted the lime chip at the entrance of the library needed attention as it was giving a messy appearance to the library.

It was noted the circulation for July was down, it was unsure if this related to the weather. 13,000 books issued, same number as active library members which was good to see. Online services would be increasing.

##### **RESOLUTION**

**(Mr Maindonald/Mrs Douds)**

**40/21 EL THAT the Eltham-Kaponga Community Board receives the District LibraryPlus Report – July 2021.**

**CARRIED**

5.3 Environmental Services Activity Report – June 2021

The report updated the Eltham-Kaponga Community Board on activities relating to the Environmental Services Group for the month of June 2021.

There had been a drop in building consents which was not unusual for this time of year. Dog attacks and rushing/threatening behaviour had increased. The Regulatory Team were due to meet on Wednesday however due to COVID-19 this would be rescheduled.

Mayor Nixon advised that issues with manhole covers on SH3 should be directed to Waka Kotahi as it was a state highway. Alternatively, people could phone the Council to submit a Customer Request Management form.

**RESOLUTION**

**(Mrs Cave/Mr Hawkes)**

**41/21 EL THAT the Eltham-Kaponga Community Board receives the Environmental Services Activity Report – June 2021.**

**CARRIED**

5.4 Environmental Services Activity Report – July 2021

The report updated the Eltham-Kaponga Community Board on activities relating to the Environmental Services Group for the month of July 2021.

**RESOLUTION**

**(Mrs Douds/Mr Maindonald)**

**42/21 EL THAT the Eltham-Kaponga Community Board receives the Environmental Services Activity Report – July 2021.**

**CARRIED**

5.5 Eltham-Kaponga Facilities Usage Report – 2020/21

The facilities usage report summarised the total usage of a range of Council owned assets and services within the Eltham-Kaponga ward.

**RESOLUTION**

**(Mr Maindonald/Mr Hawkes)**

**43/21 EL THAT the Eltham-Kaponga Community Board receives the Eltham Facilities Usage Report.**

**CARRIED**

**The meeting concluded at 11.23 am.**

**Dated this      day of                      2021.**

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Te Hāwera Community Board – 23 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. Te Hāwera Community Board met on 23 August 2021. The Council is being asked to receive Te Hāwera Community Board minutes from 23 August 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of Te Hāwera Community Board meeting held on 23 August 2021.



# Menīti Minutes

## Ngā Menīti take Poari Hapori o Te Hāwera Te Hāwera Community Board Meeting

Held via audio visual link on Monday 23 August 2021 at 1.30 pm

**Kanohi Kitea / Present:** Wayne Bigham (Chairperson), Nikki Watson, Raymond Buckland, Russell Hockley and Councillor Diana Reid

**Ngā Taenga-Ā-Tinana / In Attendance:** Mayor Phil Nixon, Liam Dagg (Group Manager Environmental Services), Marianne Archibald (Group Manager Corporate Services), Ella Borrows (Community Development Manager), Vanessa Bowles (Governance and Support Officer), Gordon Campbell (Corporate Planner), Darleena Christie (Governance and Support Team Leader) and Becky Wolland (Policy and Governance Manager).

**Matakore / Apologies:** Nil

### 1. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

#### 1.1 Parkinson New Zealand Charitable Trust

Ms Totina spoke on behalf of Parkinson New Zealand and provided background on the organisation. The service included information, education, and support for those with Parkinson and Parkinsonism conditions, their care workers, and whānau. Presently in Hāwera there was one Parkinson's nurse who was contracted for eight hours per week, and works in South Taranaki with 45 clients, 30 based in Hāwera.

The work included creating personalised care plans for the individual client, as Parkinson was a neurological condition which presented differently with each person. Assessments were tailored to the individual person. The organisation ran support groups in Hāwera and helped people connect and extend their support networks within the local community. Due to COVID-19 there had been a change with to support groups, however staff were still available to the clients over this period via phone and text message.

Parkinson New Zealand hold fundraising events in the community, and they received funding through private organisations, they applied for funding through other grant organisations and through Disability Support Services and through Tulip Teas as a social fundraising event and Parkinson Awareness week which occurred in April.

The amount requested in the funding application was a portion of the yearly salary for the nurse position.

## 1.2 Age Concern Taranaki

Ms Roderick (Executive Officer) advised the purpose of the funding application was for services provided specifically for the Hāwera area only as they were applying for funding through other sources for the other areas. Ms Barnes (Age Connect Co-Ordinator) provided an overview of the services and support they provided to the community ranging from social connection programmes, coffee groups, singing groups and information sharing events.

## 1.3 Representation Review Update

Mrs Wolland provided an update about process and the next steps to be taken. The proposal was adopted by the Council for formal consultation on 9 August 2021. The Council's initial proposal comprised of 13 Councillors and a Mayor, specifically 11 General ward and two Māori ward councillors. This created an additional councillor in the overall District.

The Council agreed that there would be two Māori wards with one councillor per ward. The Council had asked for suggestions for naming the two Māori wards currently referred to as East and West wards. The boundary for the Māori wards was predominately along State Highway 3 (SH3), and split Eltham, Normanby and Hāwera in half, this decision was made in consultation with and agreed by local Iwi.

In relation to the councillors there would be 11 councillors elected from the four wards. The Eltham-Kaponga Community Board, Taranaki Coastal Community Board and Pātea Community Board would all have two councillors each and Te Hāwera Community Board would have five.

From the Mayor and Councillors perspective there was definite support to retain the Community Boards. The Community Board boundaries would be the same as the proposed general wards. Changes for Taranaki Coastal ward proposed that Ōkaiawa move back to the Te Hāwera ward and the Eltham boundary move from Auroa Road to Ōeo Road. The consultation period ran until 23 September 2021 and a hearing to listen to submissions received would be held on 29 September 2021. Deliberations and a final decision would be made on 11 October 2021.

If no objections were received it was highly likely the proposal would go to the Local Government Commission because the current proposal was non-compliant with some of the thresholds that the Local Electoral Act set out. The Council were happy with that on the basis that the decision was about representation for each of the wards and the feedback received through the pre-consultation process and updated statistics from Statistics NZ.

The Council were seeking feedback from the Community Boards on whether they supported the proposal with the retention of the Community Boards and the representation of each of their wards. Mrs Wolland advised that feedback had only been received from Te Hāwera board during the pre-consultation period and emphasised the importance of all Community Boards to provide feedback. Mrs Wolland stated that feedback could be provided via an online survey available on the South Taranaki District Council website. A hard copy of the survey would be available at each LibraryPlus and at Council buildings once COVID-19 was at Alert Level 2.

The Council would be consulting directly with those residents that were affected by the boundary changes.

Mrs Wolland confirmed the initial consultation was based on the 2019 Census figures and that these had been updated to the 2020 estimated figures provided by Statistics New Zealand as recommended by the Local Government Commission.

## 2. Whakaaetia ngā Menīti / Confirmation of Minutes

2.1 Te Hāwera Community Board Meeting held on 12 July 2021

It was noted by Mr Hockley that point 3.1 referred to tables being completed for the school when this was a seat that was completed.

### RESOLUTION

(Mr Bigham/Mr Buckland)

36/21 HA **THAT Te Hāwera Community Board adopts the minutes from the meeting held on 31 May 2021 as a true and correct record.**

CARRIED

## 3. Pūronga / Reports

3.1 Local Discretionary Fund Applications

### **Age Concern Taranaki**

Discussion held by Board members around the direction the funding applications were going and reiterating that the Board did not fund operational costs for organisations. This view was shared by the majority of Board members. Mr Hockley highlighted that both the applications were for funding individual roles, and not for funding activities the organisations provide.

### RESOLUTION

(Mr Bigham/Ms Watson)

37/21 HA **THAT Te Hāwera Community Board declines the application from Age Concern Taranaki for partial funding for salary.**

CARRIED

### **Parkinson's New Zealand Charitable Trust**

It was noted that the application was similar in nature to the previous applicant, requesting funding for salaries.

### RESOLUTION

(Mr Bigham/Mr Hockley)

38/21 HA **THAT Te Hāwera Community Board declines the application from Parkinson's New Zealand Charitable Trust for partial funding for salary.**

CARRIED



3.2 Draft Property Acquisition and Disposal Report

The report was to present the draft Property Acquisition and Disposal Policy for the Community Board's information and feedback.

**RESOLUTION**

**(Ms Bigham/Ms Watson)**

**39/21 HA THAT Te Hāwera Community Board receives the Draft Property Acquisition and Disposal Report.**

**CARRIED**

**4. Ngā Take Kawea / Items for Action**

4.1 Hāwera Town Centre Strategy Project

Mr Dagg advised the Town Centre Project Control Group were undertaking interviews with the preferred tenders and demolition was progressing. The building consent has been approved, and once out of alert levels the project would continue.

**5. Pūrongo-Whakamārama / Information Reports**

5.1 Community Development Activity Report

The report updated the Board on progress with community development projects and activities across the District and other items of interest.

Ms Watson questioned the feedback around the Innovating Streets project in Eltham and Waverley. Mrs Borrows advised the feedback could not be released yet and was being collated. An online meeting with Waka Kotahi took place and preliminary feedback had been passed on.

**RESOLUTION**

**(Mr Bigham/Mr Buckland)**

**40/21 HA THAT Te Hāwera Community Board receives the Community Development Activity Report.**

**CARRIED**

5.2 District Library and Cultural Services Report – July 2021.

The report covered a range of library activities and statistics across the District for July 2021.

Mayor Nixon commended the library staff again on the different innovations the staff were using to engage with the community during COVID-19 lockdowns.

**RESOLUTION**

**(Mr Bigham/Mr Buckland)**

**41/21 HA THAT Te Hāwera Community Board receives the District LibraryPlus Report for July 2021.**

**CARRIED**

5.3 Environmental Services Activity Report – June 2021

The report updated the Te Hāwera Community Board on activities relating to the Environmental Services Group for the month of June 2021.

Mr Dagg advised that the June report was for the year end and the July report was the first report for the new financial period. There had been a drop in building consents which was not unusual for this time of year. Dog attacks and rushing/threatening behaviour had increased. The Environmental and Sustainability Team was making progress on waste minimisation and organic waste.

**RESOLUTION**

**(Mr Bigham/Mr Hockley)**

**42/21 HA THAT Te Hāwera Community Board receives the Environmental Services Activity Report June 2021.**

**CARRIED**

5.4 Environmental Services Activity Report – July 2021

The report updated the Te Hāwera Community Board on activities relating to the Environmental Services Group for the month of July 2021.

**RESOLUTION**

**(Mr Hockley/Cr Reid)**

**43/21 HA THAT Te Hāwera Community Board receives the Environmental Services Activity Report July 2021.**

**CARRIED**

5.5 Te Hāwera Facility Usage Report

The facilities usage report summarised the total usage of a range of Council owned assets and services within the Te Hāwera ward.

**RESOLUTION**

**(Mr Bigham/Mr Hockley)**

**44/21 HA THAT Te Hāwera Community Board receives the Te Hāwera Facility Usage Report.**

**CARRIED**

The meeting concluded at 2.20 pm.

Dated this            day of            2021.

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Taranaki Coastal Community Board –24 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Taranaki Coastal Community Board met on 24 August 2021. The Council is being asked to receive the Taranaki Coastal Community Board minutes from 24 August 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Taranaki Coastal Community Board meeting held on 24 August 2021.



# Menīti Minutes

## Ngā Menīti take Poari Hapori o Taranaki ki Tai Taranaki Coastal Community Board Meeting

Held via audio visual link on Tuesday 24 August 2021 at 2.41 pm

**Kanohi Kitea / Present:** Andy Whitehead (Chairperson), Bonita Bigham, Sharlee Mareikura, Liz Sinclair and Councillor Aarun Langton.

**Ngā Taenga-Ā-Tinana / In Attendance:** Mayor Phil Nixon, Liam Dagg (Group Manager Environmental Services), Marianne Archibald (Group Manager Corporate Services), Fran Levings (Community Development Advisor), Vanessa Bowles (Governance and Support Officer), Darleena Christie (Governance and Support Team Leader), Becky Wolland (Policy and Governance Manager) and Gordon Campbell (Corporate Planner).

**Matakore / Apologies:** Nil

The meeting commenced with a Karakia

### 1. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

*Ms Bigham noted a conflict of interest as a local government commissioner and would refrain from discussions on the Representation Review for the South Taranaki District Council. If the Council's decision was presented to the Local Government Commission, she would abstain from any decision making regarding this matter.*

#### 1.1 Representation Review Update

Mrs Wolland provided an update about process and the next steps to be taken. The proposal was adopted by the Council for formal consultation on 9 August 2021. The Council's initial proposal comprised of 13 Councillors and a Mayor, specifically 11 General ward and two Māori ward councillors. This created an additional councillor in the overall District.

The Council agreed that there would be two Māori wards with one councillor per ward. The Council had asked for suggestions for naming the two Māori wards currently referred to as East and West wards. The boundary for the Māori wards was predominately along State Highway 3 (SH3), and split Eltham, Normanby and Hāwera in half, this decision was made in consultation with and agreed by local Iwi.

In relation to the councillors there would be 11 councillors elected from the four wards. The Eltham-Kaponga Community Board, Taranaki Coastal Community Board and Pātea Community Board would all have two councillors each and Te Hāwera Community Board would have five.

From the Mayor and Councillors perspective there was definite support to retain the Community Boards. The Community Board boundaries would be the same as the proposed general wards. Changes for Taranaki Coastal ward proposed that Ōkaiawa move back to the Te Hāwera ward and the Eltham boundary move from Auroa Road to Ōeo Road. The consultation period ran until 23 September 2021 and a hearing to listen to submissions received would be held on 29 September 2021. Deliberations and a final decision would be made on 11 October 2021.

If no objections were received it was highly likely the proposal would go to the Local Government Commission because the current proposal was non-compliant with some of the thresholds that the Local Electoral Act set out. The Council were happy with that on the basis that the decision was about representation for each of the wards and the feedback received through the pre-consultation process and updated statistics from Statistics NZ.

The Council were seeking feedback from the Community Boards on whether they supported the proposal with the retention of the Community Boards and the representation of each of their wards. Mrs Wolland advised that feedback had only been received from Te Hāwera board during the pre-consultation period and emphasised the importance of all Community Boards to provide feedback. Mrs Wolland stated that feedback could be provided via an online survey available on the South Taranaki District Council website. A hard copy of the survey would be available at each LibraryPlus and at Council buildings once COVID-19 was at Alert Level 2.

The Council would be consulting directly with those residents that were affected by the boundary changes.

Mrs Wolland advised the reason the Council had moved this option was for fair overall representation and that the whole Council would have the capability to evenly share the workload per councillor; however also highlighted that the Council was currently under the Local Government Reform and Three Waters Reform which might change the duties of the councillors and Council over the next three years. At a Council workshop it was raised that constituents were more likely to engage with the councillor they knew or had a relationship with so in a sense yes certain councillors' workload might increase. The other reason to have Māori representation was to ensure diversity around the decision-making.

Mayor Nixon noted that the Council had done a lot of work with the councillors going through various options. Given the legislation, it was believed that the initial proposal provided fairer representation across the District.

Councillor Langton raised a query regarding how the ward boundaries had changed and how many less constituents were in the Taranaki Coastal ward and the affect this could have on the community funding for the Board. Mrs Wolland responded that she would provide a response via email after confirming the numbers.

1.2 Robin Cathie Letter proposal for Surfboard Icon and Norfolk Pine planting

Discussion focused on the requirements needed for the surfboard placement and other requirements necessary such as Iwi consultation, site suitability. Similar discussions were had in regard to the Norfolk pines proposal. Ms Bigham advised that she supported the surfboard idea for the coast, however, was unsure where along the coast this should be placed. It was proposed that the Norfolk Pine trees be put forward to the Parks Team for consideration as they were best suited to know the guidelines regarding plantings of this nature, especially as the Council preference was for native planting. Ms Bigham also raised the question of whether the intention was for all the pines to be planted in Ōpunakē or would it be across the ward or the whole District.

Ms Sinclair concurred with Ms Bigham's proposal to involve the Council Parks Team regarding the Norfolk Pines and that the trees should be planted across the ward not just in Ōpunakē. Ms Sinclair advised that a big surfboard was already in place at Ōakura and perhaps this was another part of the wayfinding for Surf Coast Highway. After some clarification on the size of the project it was confirmed to be a similar size to the L&P bottle in Paeroa, and health and safety guidelines would need to be established around this new project.

Mr Dagg recommended the Board forward this item to the Community Development Team and discuss further at the next informal forum.

1.3 Ōpunakē Swimming Pool Hours and Funding for Lifeguards

This item was a request to extend the pool hours and investigate possible funding for lifeguards.

Mayor Nixon suggested that the Board work informally with the Community Development Team and then come back to the Board with further information including where the original request was received from.

## 2. Whakaaetia ngā Menīti / Confirmation of Minutes

2.1 Taranaki Coastal Community Board Meeting held on 13 July 2021.

**RESOLUTION**

**(Ms Sinclair/Cr Langton)**

**33/21 TC** **THAT the Taranaki Coastal Community Board adopts the minutes from the meeting held on 13 July 2021 as a true and correct record.**

**CARRIED**

### 3. Pūrongo / Reports

#### 3.1 Local Discretionary Funding Applications

The report updated the Board on a summary of the applications received to the August 2021 Local Discretionary Fund including the current status of the Board's Fund. In addition, the end of year financial reconciliation was completed and incorporated into this report.

#### **RESOLUTION**

**(Ms Bigham/Cr Langton)**

**34/21 TC** **THAT the Taranaki Coastal Community Board receives the Local Discretionary Funding Application Report.**

**CARRIED**

#### 3.2 Draft Property Acquisition and Disposal Report

The report was to present the draft Property Acquisition and Disposal Policy for the Community Board's information and feedback.

Ms Archibald provided further clarification regarding what items were listed under these acquisitions, such as odd pieces of property or a stock road and the necessity of disposal of these items also advising the need to clarify the process for acquiring the properties.

Ms Bigham highlighted a need for these type reports to be made available to Community Boards earlier in the process with a community board representative being present at the Policy and Strategy Committee meetings. Ms Bigham advised that she proposed that engagement with Iwi occur early in the process with regards to acquisition and disposal of property to reduce uncertainty and mis-communication.

Mayor Nixon acknowledged misstep in that the consultation had not been completed with the community boards or Iwi prior to the meeting being held and advised that this would not happen again regarding this type of policy work.

Ms Archibald clarified the disposal process outlined in page 41 of the agenda, that when handed over to the Property Team for disposal, perhaps introducing a step in the process. If the property was no longer required for Council use that the Council should liaise with Iwi regarding disposal or interest in further use of the property. Ms Archibald noted if the disposal had legislative restrictions or no legislative restrictions that Iwi be consulted at this point.

Ms Bigham suggested Iwi could be advised at the first instance during the disposal process. This could mean that Council advise Iwi that a certain piece of Council property might be declared surplus and that the Council would seek further feedback from Iwi .

#### **RESOLUTION**

**(Cr Langton/Ms Bigham)**

**35/21 TC** **THAT the Taranaki Coastal Community Board receives the Draft Property Acquisition and Disposal Policy Report.**

**CARRIED**

#### 4. Ngā Take Kawea / Items for Action

##### 4.1 Community Meetings

Mr Whitehead acknowledged the potential loss of the Ōkaiawa area. Mrs Levings provided an update from the informal discussion that the meeting would be around the Rāhotu area in mid-November, however this was COVID level dependant and would now be held later than October, potentially as late as February 2022.

#### 5. Pūrongo-Whakamārama / Information Reports

##### 5.1 Community Development Activity Report

The report updated the Board on progress with community development projects and activities across the District and other items of interest.

No changes for the site for the potential mountain biking track at this time as confirmed by Mrs Levings.

##### **RESOLUTION**

**(Ms Sinclair/Ms Mareikura)**

**36/21 TC** **THAT the Taranaki Coastal Community Board receives the Community Development Activity Report.**

**CARRIED**

##### 5.2 District LibraryPlus Report – July 2021

The report covered a range of library activities and statistics across the District for July 2021.

Discussion was had regarding the Wi-Fi being turned off around the libraries, Mayor Nixon advised that this was an action undertaken by the Aotearoa People’s Network Kaharoa (APNK), who administer the Wi-Fi network through New Zealand’s Libraries. This action was undertaken to deter people from congregating outside the library premises during the COVID lockdown period in accordance with the national COVID response. He also acknowledged that this might affect some people who relied on this connectivity network.

Mr Whitehead noted that the area Soup Day was a success and well received by the community.

##### **RESOLUTION**

**(Ms Bigham/Cr Langton)**

**37/21 TC** **THAT the Taranaki Coastal Community Board receives the District LibraryPlus Report – July 2021.**

**CARRIED**

##### 5.3 Environmental Services Activity Report – June 2021

The report updated the Taranaki Coastal Community Board on activities relating to the Environmental Services Group for the month of June 2021.



Mr Dagg advised that the June report was for the year end and the July report was the first report for the new financial period. There had been a drop in building consents which was not unusual for this time of year. Dog attacks and rushing/threatening behaviour had increased. The Environmental and Sustainability Team was making progress on waste minimisation and organic waste.

Mr Dagg advised that progress on the notices to fix were progressing slowly due to limited staffing across the range of notices to fix and dangerous buildings. Currently the Team was undertaking a risk-based approach which had entailed providing the client with time to resolve the issues.

In response to clarification on the process to follow up for these issues, Mr Dagg advised if further actions were required the issues would be escalated through the correct channels.

**RESOLUTION**

**(Ms Mareikura/Ms Sinclair)**

**38/21 TC** **THAT the Taranaki Coastal Community Board receives the Environmental Services Activity Report – June 2021.**

**CARRIED**

5.4 Environmental Services Activity Report – July 2021

The report updated the Taranaki Coastal Community Board on activities relating to the Environmental Services Group for the month of July 2021.

**RESOLUTION**

**(Ms Mareikura/Ms Sinclair)**

**39/21 TC** **THAT the Taranaki Coastal Community Board receives the Environmental Services Activity Report – July 2021.**

**CARRIED**

5.5 Taranaki Coastal Facilities Usage Report – 2020/21

The facilities usage report summarised the total usage of a range of Council owned assets and services, within the District.

Mr Whitehead advised that the recycling places were closed due to the COVID pandemic however, this was not stopping people using the bins and a large amount of rubbish was being placed at the Ōpunakē Transfer Station. Mr Dagg advised that this issue could be raised via the pandemic response team for resolution.

Mr Dagg advised in lieu of Ms Archibald, that numbers regarding the Ōpunakē pensioner housing units might be currently affected by the renovation work that was occurring, and that the number of units would be retained once this work was completed. Further information regarding the units being retained or disposed of would be best attained after renovations had been completed and the Property and Planning teams were still working on these decisions. Mayor Nixon confirmed that he was unsure on the status of the disposal and retention of the units and would have this followed up.

Ms Sinclair noted that Ms Archibald did mention previously that the intention would be to replace the pensioner flats with new premises as they were not currently fit for purpose, therefore the Council would not lose the units but replace them as required.

**RESOLUTION**

**(Ms Bigham/Cr Langton)**

**40/21 TC** **THAT the Taranaki Coastal Community Board receives the Taranaki Coastal Facilities Usage Report – 2020/21.**

**CARRIED**

The meeting concluded at 3.36 pm.

Dated this      day of                      2021.

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Pātea Community Board – 25 August 2021</b>

(This report shall not be construed as policy until adopted by full Council)

## **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Pātea Community Board met on 25 August 2021. The Council is being asked to receive the Pātea Community Board minutes from 25 August 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

## **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Pātea Community Board meeting held on 25 August 2021.



# Menīti Minutes

## Ngā Menīti take Poari Hapori o Pātea Pātea Community Board Meeting

Held via audio visual link on Wednesday 25 August 2021 at 4.00 pm

**Kanohi Kitea / Present:** Jacq Dwyer (Chairperson), Joanne Peacock, Maria Ferris and Dianne Lance.

**Ngā Taenga-Ā-Tinana / In Attendance:** Mayor Phil Nixon, Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Vanessa Bowles (Support Services Officer), Gordon Campbell (Corporate Planner), Darleena Christie (Governance and Support Team Leader), Janine Maruera (Community Development Advisor), Becky Wolland (Policy and Governance Manager) and two members of the public.

**Matakore / Apologies:** Nil

The meeting opened with a Karakia.

### 1. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

#### 1.1 Waverley Community Patrol

Mr Doug Rosewarne Co-ordinator of the Waverley Community Patrol (the Patrol) provided an overview of the organisation and the purpose of the funding application to help them expand the area that the Patrol covered. The ongoing cost associated with the Patrol included the upkeep and maintenance of the vehicle and the purchase of uniforms.

Mr Rosewarne confirmed there was support from local businesses however, this was not enough to cover the growing costs in response to a query raised on alternative funding sources. Currently the Patrol had 16 members, two new members and 14 members current. Volunteers patrol the community six days a week during summer however, this was reduced over winter and with COVID-19 lockdowns the patrolling has ceased.

Mrs Lance queried the breakdown of the stationery supplies, which included printer ink and paper, and Mr Rosewarne advised that the Patrol have to keep a record of everything for seven years for auditing purposes.

Regular meetings take place with the Police to provide an update regarding concerns or items of note, and there was a possibility to provide a report to the Community Board, and for a member from the Patrol to attend a meeting in person.

## 1.2 Representation Review Update

Mrs Wolland provided an update about process and the next steps to be taken. The proposal was adopted by the Council for formal consultation on 9 August 2021. The Council's initial proposal comprised of 13 Councillors and a Mayor, specifically 11 General ward and two Māori ward councillors. This created an additional councillor in the overall District.

The Council agreed that there would be two Māori wards with one councillor per ward. The Council had asked for suggestions for naming the two Māori wards currently referred to as East and West wards. The boundary for the Māori wards was predominately along State Highway 3 (SH3), and split Eltham, Normanby and Hāwera in half, this decision was made in consultation with and agreed by local Iwi.

In relation to the councillors there would be 11 councillors elected from the four wards. The Eltham-Kaponga Community Board, Taranaki Coastal Community Board and Pātea Community Board would all have two councillors each and Te Hāwera Community Board would have five.

From the Mayor and Councillors perspective there was definite support to retain the Community Boards. The Community Board boundaries would be the same as the proposed general wards. Changes for Taranaki Coastal ward proposed that Ōkaiawa move back to the Te Hāwera ward and the Eltham boundary move from Auroa Road to Oeo Road. The consultation period ran until 23 September 2021 and a hearing to listen to submissions received would be held on the 29 September 2021. Deliberations and a final decision would be made on 11 October 2021.

If no objections were received it was highly likely the proposal would go to the Local Government Commission because the current proposal was non-compliant with some of the thresholds that the Local Electoral Act set out. The Council were happy with that on the basis that the decision was about representation for each of the wards and the feedback received through the pre-consultation process and updated statistics from Stats NZ.

The Council were seeking feedback from the Community Boards on whether they supported the proposal with the retention of the Community Boards and the representation of each of their wards. Mrs Wolland advised that feedback had only been received from Te Hāwera board during the pre-consultation period and emphasised the importance of all Community Boards to provide feedback. Mrs Wolland stated that feedback could be provided via an online survey available on the South Taranaki District Council website. A hard copy of the survey would be available at each LibraryPlus and at Council buildings once COVID-19 was at Alert Level 2.

The Council would be consulting directly with those residents that were affected by the boundary changes.

Ms Dwyer advised that Pātea Community Board will provide a submission.

## 1.3 Pātea Community Patrol

Mr Mike Clarkson provided an overview of the organisation and updated the Community Board about the general activities and incidents of note in the Pātea area.

Mr Clarkson questioned the Board about how best to access help with writing a constitution for the Pātea Community Patrol and who could provide references and the placement of the security cameras in township. Mayor Nixon advised he was unsure and would come back to him. Ms Archibald advised the Police would be able to advise the Patrol on the appropriate location of security cameras although this might not be always possible due to privacy as confirmed by Mr Clarkson.

## 2. Whakaaetia ngā Menīti / Confirmation of Minutes

2.1 Pātea Community Board Meeting held on 14 July 2021.

It was noted that the Kiwi Trust had received two volunteers from the advertising through the newspaper article.

A correction was advised by Ms Ferris that item 4.1 innovative streets project had been completed in Pātea and should read completed in Waverley.

### RESOLUTION

(Ms Dwyer/Ms Lance)

37/21 PA **THAT** the Pātea Community Board adopts the minutes from the meeting held on 14 July 2021 as a true and correct record.

CARRIED

## 3. Pūronga / Reports

3.1 Local Discretionary Fund Application

### **Waverley Community Patrol**

Discussion was held around rather than allocating the full amount requested that the Board approve funds for specified items. It was agreed that \$420.00 be provided for rent, \$200.00 be provided for costs associated with the phone, and \$419.75 be provided towards insurance totalling \$1,039.75

### RESOLUTION

(Ms Dwyer/Ms Ferris)

38/21 PA **THAT** the Pātea Community Board allocate \$420.00 for rent, \$200.00 for phone costs and \$419.75 for insurance a total of \$1,039.75 from their Discretionary Fund to the Waverley Community Patrol.

CARRIED

### **Pātea Community Board**

Ms Dwyer advised that the project had been underway since 2016 and the Board had full support from local Iwi for the project. The directional signs could consist of 12 signs, English on one side and Māori on the other, positioned at the Pātea lookout with the windfarm as its backdrop.

**RESOLUTION**

**(Deputy Mayor Northcott/Ms Lance)**

- 39/21 PA** **THAT the Pātea Community Board allocate \$3,030.00 from their Discretionary Fund to the Pātea Community Board for the purpose of a directional signpost and installation.**

**CARRIED**

**Pātea Community Board**

Purpose of application is for funding for a replacement seat for the whale bone structure at Pātea, the replacement bench would seat up to five people and was being made by Mike Coal.

**RESOLUTION**

**(Ms Peacock/Ms Ferris)**

- 40/21 PA** **THAT the Pātea Community Board allocate \$500.00 from their Discretionary Fund to the Pātea Community Board for the installation of a bench at the Whale Bone Structure.**

**CARRIED**

**3.2 Draft Property Acquisition and Disposal Policy Report**

The report was to present the draft Property Acquisition and Disposal Policy for the Community Board's information and feedback.

Ms Dwyer queried the number of Pātea properties involved, Ms Archibald responded that she was unable to provide an answer today however identifying properties would be part of the process.

Discussion was held on what happened to properties identified as surplus and Ms Archibald advised that page 60 of the agenda showed the disposal process in a flowchart.

**RESOLUTION**

**(Ms Dwyer/Deputy Mayor Northcott)**

- 41/21 PA** **THAT Pātea Community Board receives the Draft Property Acquisition and Disposal Report.**

**CARRIED**

**4. Ngā Take Kawea / Items for Action**

**4.1 Beach Lookout Directional Sign Project**

The directional sign project was almost complete.

**4.2 Freezing Works Memorial**

There had been no further movement on this, and work was underway on the design.

## 5. Pūrongo-Whakamārama / Information Reports

### 5.1 Community Development Activity Report

The report updated the Board on activities relating to the Community Development Activity Report.

An update was provided on Manchester Street Park that Colin Strader had built the table and once lockdown has lifted the table would be installed. The Board have applied to Tu Manawa for funding for the concrete pad for the four-square and the platform for the table.

#### **RESOLUTION**

**(Ms Dwyer/Ms Lance)**

**42/21 PA THAT the Pātea Community Board receives the Community Development Activity Report.**

**CARRIED**

### 5.2 District LibraryPlus Report – July 2021

The report covered a range of library activities and statistics across the District for July 2021.

Mr Waite advised that he would confirm when the libraries re-open to the public as he was unable to confirm that at level two.

#### **RESOLUTION**

**(Ms Dwyer/Ms Lance)**

**43/21 PA THAT the Pātea Community Board receives the District LibraryPlus Report – July 2021.**

**CARRIED**

### 5.3 Environmental Services Activity Report – June 2021

The report updated the Board on activities relating to the Environmental Services Group for the month of June 2021.

Mr Dagg advised that the June report was for year end and the July report was the first report for the new financial period. There had been a drop in building consents which was not unusual for this time of year. New housing resource consents had increased in Pātea and Waverley across both reports. Hāwera and Ōpunakē have higher volumes however there was a good spread across the District for consents.

Dog attacks and rushing/threatening behaviour had increased. Two investigations were underway with one in Pātea and one in Hāwera that were likely to proceed to prosecution. The Environmental and Sustainability Team was making progress on waste minimisation and organic waste. The Pātea planting project was proceeding well along with working on priorities in the Waste Management and Minimisation Plan. The Team were also investigating a commercial composting facility along with preparing a feasibility report.



**RESOLUTION**

**(Ms Dwyer/Ms Ferris)**

**44/21 PA** **THAT the Pātea Community Board receives the Environmental Services Activity Report – June 2021.**

**CARRIED**

5.4 Environmental Services Activity Report – July 2021

The report updated the Board on activities relating to the Environmental Services Group for the month of July 2021.

**RESOLUTION**

**(Ms Dwyer/Ms Ferris)**

**45/21 PA** **THAT the Pātea Community Board receives the Environmental Services Activity Report – July 2021.**

**CARRIED**

5.5 Pātea Facilities Usage Report – 2020/21

The facilities usage report summarised the total usage of a range of Council owned assets and services, within the South Taranaki District.

**RESOLUTION**

**(Ms Dwyer/Ms Ferris)**

**46/21 PA** **THAT the Pātea Community Board receives the Facilities Usage Report.**

**CARRIED**

**The meeting concluded at 5.07 pm.**

**Dated this            day of            2021.**

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Iwi Liaison Committee – 1 September 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Iwi Liaison Committee met on 1 September 2021. The Council is being asked to receive the Iwi Liaison Committee minutes from 1 September 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Iwi Liaison Committee meeting held on 1 September 2021.



# Meniti Minutes

## Ngā mēniti Take o te Komiti Takawaenga-ā-Iwi Iwi Liaison Committee Meeting

Held via audio visual on Wednesday 1 September 2021 at 11.03 am

**Kanohi Kitea / Present:** Mayor Phil Nixon (Chair), Deputy Mayor Robert Northcott, Councillors Andy Beccard, Aaron Langton, Ngapari Nui (arrived 11.09am), Sandy Parata (arrived 11.40am) (Te Rūnanga o Ngāti Ruanui), John Hooker, Ferinica Hawe-Foreman (Te Korowai o Ngāruahine), Marty Davis (Te Kāhui o Rauru), Leanne Horo (arrived 11.15am) and John Niwa (arrived 11.20am) (Te Kāhui o Taranaki).

**Ngā Taenga-Ā-Tinana / In Attendance:** Maria Hokopaura (Te Kāhui o Taranaki), Te Aorangi Dillon (Te Korowai o Ngāruahine), Waid Crockett (Chief Executive), Fiona Aitken (Group Manager Community and Infrastructure Services), Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Becky Wolland (Policy and Governance Manager), Darleena Christie (Governance and Support Team Leader), Gordon Campbell (Corporate Planner), Karen Mekalick (Corporate Property Manager), Rebecca Martin (Environment and Sustainability Manager), Reg Korau (Iwi Liaison Advisor), two members of the public.

**Matakore / Apologies:** Graham Young and Paul Sullivan

### MŌTINI / RESOLUTION

(Mayor Nixon/Mr Davis)

36/21 IL **THAT** the apologies from Graham Young (Te Rūnanga o Ngāti Ruanui) and Paul Sullivan (Te Kāhui o Rauru) be received.

TAUTOKO / CARRIED

### 1. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations

#### 1.1 Representation Review – Council’s Initial Proposal for Consultation

Mrs Wolland advised that the Council adopted the initial proposal for formal consultation on 9 August 2021. The Council’s initial proposal comprised of 13 Councillors and a Mayor, specifically 11 General ward and two Māori ward councillors. For the two Māori wards this would give one councillor per East and West ward. Consultation included the naming of the East and West wards which needed to be adopted as part of the final decision on 11 October 2021.

The boundary for the Māori wards was predominately along State Highway 3 (SH3), and split Eltham, Normanby and Te Hāwera in half, this decision was made in consultation with Ngāti Ruanui and Ngāruahine.

In relation to the councillors there would be 11 councillors elected from the four wards. The Eltham-Kaponga Community Board, Taranaki Coastal Community Board and Pātea Community Board would all have two councillors each and Te Hāwera Community Board would have five.

The Council also adopted to retain the Community Boards. The Community Board boundaries would be the same as the proposed general wards. The consultation period ran until 23 September 2021 and a hearing to listen to submissions would be held on 29 September 2021. Deliberations and a final decision would be made on 11 October 2021.

## 2. Whakaaetia ngā Menīti / Confirmation of Minutes

### 2.1 Iwi Liaison Committee minutes held on 21 July 2021

A correction was sought on the spelling of Rangi Keepa that it be changed to Rangi Kipa.

In response to whether the Taiporohēnui Marae was still closed following the fire, Mr Korau advised yes, they were continuing to work on the clean-up of the marae.

#### MŌTINI / RESOLUTION

(Mr Hooker/Mr Davis)

37/21 IL **THAT the minutes of the Iwi Liaison Committee meeting held on 21 July 2021 be confirmed as a true and correct record.**

TAUTOKO / CARRIED

## 3. Pūrongo / Report

### 3.1 Draft Property Acquisition and Disposal Policy

The report was to present the draft Property Acquisition and Disposal Policy (the Policy) for the Iwi Liaison Committee's information and feedback.

In response to a request from Ngāti Ruanui to have more time to discuss with Iwi and then provide feedback at the next hui, Ms Archibald confirmed this.

It was noted that Te Korowai o Ngāruahine provided feedback on the Policy, however could work with the Council to update before the next hui. Firstly, with regard to the disposal process section of the Policy, Ms Gardiner noted that it would be good to have a touch point or interface with Iwi higher up in the flowchart process for example, have a clause for the first right of refusal. It was not a clause just to benefit Iwi, but it would include criteria around community good. It was suggested that the criteria could include a reference to the Treaty of Waitangi and also include options for considerations given around servicing the community.

Secondly, it was suggested to include a disclaimer that clarified or separated a process in regard to a sale and lease back so that it would be exempt from the process. Ms Gardiner was unsure whether the Council had any examples of a sale and lease back, however she noted that the arrangement type was quite common in other councils.

Mayor Nixon explained the process once the Council approved that a property was surplus, the Policy stated that the Council would approach Iwi and advise prior to a sale process being initiated. Therefore, Iwi would be the first to know that a particular property was considered surplus.

Mr Davis sought clarification about Table 1 under item 5 of the report on whether leasehold and reserve lands should be included under property type. It was good to see that Harbour Board lands were covered off and that consideration had been given to legislative requirements. In item 27 of the report, Impact on Māori/Iwi, he felt that it was not wide enough with regard to the comments made. The Policy itself was very comprehensive and it needed some tightening up.

Miss Hokopaura commented that there was support for the right of refusal to be included in the Policy. She noted that Iwi had different interests in land regardless of their former use or purpose. Some written feedback would be provided once further discussion was held with Te Kahui o Taranaki representatives.

**MŌTINI / RESOLUTION**

**(Mr Nui/Mr Davis)**

**38/21 IL** **THAT Te Komiti Takawaenga-ā-iwi provides feedback to the Council on the Property Acquisition and Disposal Policy.**

**TAUTOKO / CARRIED**

**4. Ngā Take Kawea / Items for Action**

**4.1 Scattering of Ashes**

Ms Aitken advised that the Council had a section in its Public Places Bylaw (the Bylaw) that prohibits the disposal of human ashes in a public place without the written permission of the Council. The definition of a public place was specific, it had to be Council land or land under the control of the Council.

Mr Davis commented that the Bylaw was only to the extent of public land. Ngā Rauru had a concern where ashes were scattered on beaches and in the sea, which was not on public land and the Iwi were not happy.

It was agreed that Council would provide more information to the public and raising awareness of the Public Places Bylaw and rights around scattering ashes.

In response to whether Iwi would be contacted should the Council receive a request to dispose of human ashes in a public place, Ms Aitken advised that she was not aware of any stance where written permission had been given. However, the Council would be mindful of all sorts of reasons why scattering of ashes in a public place would not be appropriate and would include an Iwi perspective.

It was noted that when the Public Places Bylaw was next reviewed that some of these conversations be factored to extend the reach of the Bylaw to include coastal areas.

#### 4.2 Te Ramanui o Ruapūtahanga

There had been a lot of hui and it was agreed that the cultural part and design was making good progress. Therefore, this could be removed from the Items for Action list and should anything else arise then it could be added at that time.

## 5. Pūrongo-Whakamārama / Information Reports

### 5.1 Update on Investigations and feasibility of a potential commercial composting and/or waste-to-energy facility for South Taranaki

The report provided an update on the status of the project and sought initial advice on what engagement and input the Iwi Liaison Committee would like to have at this early stage of the project.

In response to whether the feasibility study would affect the composting work that New Plymouth were undertaking, Mayor Nixon commented that it would affect New Plymouth. Both New Plymouth and Stratford were part of the discussion to have a facility for all of Taranaki.

Ms Martin commented that New Plymouth were collecting food waste as part of their kerbside collection and that was then shifted to Hampton Downs, costing thousands of dollars to transport and therefore not composting food in the Region. South Taranaki District Council were leading and coordinating the feasibility with all three Taranaki councils involved.

It was agreed that workshops with Iwi/hapū to look at codesign and collaboration were rolled out in a tangible form sooner rather than later.

Ms Horo advised that it would be good for Iwi and the Council to work with people that were already working in this space for example, Environment Taranaki or similar who worked with kaupapa all the time.

Ms Dillon commented that a wānanga was held at Te Korowai and was facilitated by Bettina Edwards. She suggested that Bettina could be a key person as part of this korero.

### **MŌTINI / RESOLUTION**

**(Deputy Mayor Northcott/Mr Hooker)**

**39/21 IL THAT the Iwi Liaison Committee;**

- a) Notes the information contained in the report.**
- b) Advises on how best to proceed with the organic waste diversion feasibility study scoping workshops with Iwi-hapū to ensure full collaborative engagement and co-design opportunities around any further development with this project.**

**TAUTOKO / CARRIED**

## 5.2 Pouherenga-ā-iwi Activity Report

The report updated the Iwi Liaison Committee on general activities that concern all Iwi groups and the organisation and activities relevant to each Iwi for the period May 2021 to August 2021.

It was noted that discussion had been held between the Iwi Liaison Advisor and Te Pohi regarding the Iwi Liaison Committee name change to Kāhui Mataura, further korero was required to obtain support and provide understanding of the reasons for the name change.

Ms Horo sought clarification on whether the work was being progressed with the maraes to identify options for Civil Defence Emergency centres, Mr Korau advised that the Civil Defence Advisor was awaiting further support from the Taranaki Emergency Management Office.

### **MŌTINI / RESOLUTION**

**(Mr Davis/Ms Hawe-Foreman)**

**40/21 IL THAT the Iwi Liaison Committee receives the Pouherenga-ā-iwi Activity Report.**

**TAUTOKO / CARRIED**

## 5.3 Environmental Services Activity Report – June 2021

The report updated the Iwi Liaison Committee on activities relating to the Environmental Services Group for the month of June 2021.

Mr Dagg commented that for year end, building consents finished high with 600 consents, which generally averaged around six hundred. Statutory compliance in building consents was tracking up again, the team had been through the International Accreditation New Zealand (IANZ) process and were working through the non-compliance issues due by the end of October. Areas of activity showed in both the resource consent and building consent space that Hāwera and Ōpunakē were the most popular high volume areas. There was concern with the animal control statistics and discussions would take place at an officer level, however this would not occur until change in alert levels. The Pātea reforestation project was completed in June and in July the Natural Environment Fund opened.

In response to clarification on whether the Natural Environment Fund was for South Taranaki only, Ms Martin commented yes. The Fund was part of the Council's obligation under the Resource Management Act to protect native biodiversity and eco systems, which was an incentive for private landowners who wanted to undertake that work.

### **MŌTINI / RESOLUTION**

**(Cr Beccard/Cr Langton)**

**41/21 IL THAT the Iwi Liaison Committee receives the Environmental Services Activity Report – June 2021.**

**TAUTOKO / CARRIED**

## 5.4 Environmental Services Activity Report – July 2021

The report updated the Iwi Liaison Committee on activities relating to the Environmental Services Group for the month of July 2021.

**MŌTINI / RESOLUTION**

**(Cr Beccard/Cr Langton)**

**42/21 IL** **THAT** the Iwi Liaison Committee receives the Environmental Services Activity Report – July 2021.

**TAUTOKO / CARRIED**

5.5 Community Development Activity Report

The report updated the Iwi Liaison Committee on progress with community development projects and activities across the District and other items of interest.

Ms Aitken commented that although planning was well underway for the International Day of the Older Person event, this had been cancelled given the latest lockdown. Another event could be organised at a later time that was safe for everyone to recognise our older people. Ms Aitken advised that the decisions on the Community Initiatives Fund had been postponed as the Council needed to meet in person to consider the funding applications. This meeting would occur when alert Levels changed to Level Two.

**MŌTINI / RESOLUTION**

**(Mr Nui/Cr Langton)**

**43/21 IL** **THAT** the Iwi Liaison Committee receives the Community Development Activity Report.

**TAUTOKO / CARRIED**

5.6 Corporate Services Activity Report

The report updated the Iwi Liaison Committee on activities across the District relating to Corporate Services, since the last report in April 2021.

**MŌTINI / RESOLUTION**

**(Ms Horo/Mr Nui)**

**44/21 IL** **THAT** the Iwi Liaison Committee receives the Corporate Services Activity Report.

**TAUTOKO / CARRIED**

**6. Take Whānui / General Issues**

There were no general issues.

**Ko te wā whakamutunga 12.18 ō te ata.  
Meeting closed at 12.18 pm.**

**(Ko te rangi / dated this)**

**(te rā ō / day of)**

**2021.**

.....  
**TIAMANA / CHAIRPERSON**





# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Environment and Hearings Committee – 1 September 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### **Whakarāpopoto Kāhui Kahika / Executive Summary**

1. The Environment and Hearings Committee met on 1 September 2021. The Council is being asked to receive the Environment and Hearings Committee minutes from 1 September 2021 for their information.
2. There were no recommendations within the minutes for the Council to consider.

### **Taunakitanga / Recommendation**

THAT the Council receives the minutes of the Environment and Hearings Committee meeting held on 1 September 2021.



# Menīti Minutes

## Ngā Menīti take o te Komiti Taiao me ngā Whakawā Environment and Hearings Committee

Held via audio visual on Wednesday 1 September 2021 at 4.00 pm

**Kanohi Kītea / Present:** Deputy Mayor Robert Northcott, Councillors Andy Beccard (Chairperson), Steffy Mackay, Diana Reid, Aaron Langton and Bonita Bigham (Iwi Representative).

**Ngā Taenga-Ā-Tinana / In Attendance:** Liam Dagg (Group Manager Environmental Services), Sara Dymond (Senior Governance Officer) and Rebecca Martin (Environment and Sustainability Manger).

**Matakore / Apologies:** Nil.

### 1. Whakaae i Ngā Mēniti / Confirmation of Minutes

1.1 Extraordinary Environment and Hearings Committee on 30 June 2021

**RESOLUTION** (Cr Mackay/Deputy Mayor Northcott)

66/21 EH **THAT** the Environment and Hearings Committee confirms the Extraordinary minutes to consider a land use consent from the meeting held on 30 June 2021 as a true and correct record.

**CARRIED**

1.2 Environment and Hearings Committee on 21 July 2021

**RESOLUTION** (Cr Langton/Ms Bigham)

67/21 EH **THAT** the Environment and Hearings Committee confirms the minutes from the meeting held on 21 July 2021 as a true and correct record.

**CARRIED**

1.3 Extraordinary Environment and Hearings Committee on 26 July 2021

**RESOLUTION** (Cr Reid/Deputy Mayor Northcott)

68/21 EH **THAT** the Environment and Hearings Committee confirms the Extraordinary minutes to consider a resource and land use consent from the meeting held on 26 July 2021 as a true and correct record.

**CARRIED**

- 1.4 Reconvened Extraordinary Environment and Hearings Committee on 4 August 2021

**RESOLUTION**

**(Cr Mackay/Ms Bigham)**

- 69/21 EH **THAT the Environment and Hearings Committee confirms the reconvened Extraordinary minutes to consider a land use consent from the meeting held on 4 August 2021 as a true and correct record.**

**CARRIED**

**2. Pūrongo-Whakamārama / Information Report**

- 2.1 Update on investigations and feasibility of a potential commercial composting and/or waste to energy facility for South Taranaki.

The report provided an update on the status of this project and sought initial advice on what engagement and input the Environment and Hearings Committee would like to have at this early stage of the project.

Ms Martin commented that the Council was about to launch into the feasibility study and would be signing the contract with the preferred consultant next week. The feasibility study would investigate a range of owner operator models and different scenarios for how such a facility could work, as well as what type of facility, what the end products could be and where they could be used or distributed.

In response to the query on whether this was similar or complimentary to greenwaste composting, Ms Martin explained that this was for food waste and other organic waste that the Council currently did not deal with.

In terms of the facility being located in South Taranaki Councillor Langton queried whether this was supported by the other councils. Ms Martin explained that it was agreed that it made more sense for it to be located in South Taranaki. The bulk of the industrial organic waste streams was within South Taranaki.

Regarding the terminology 'certified organic waste', Ms Martin explained that it was products that originated from a natural source. However, after it went through the facility and it was in its end product there would be a process to certify the compost for organic farms.

In terms of large industrial trade waste such as Fonterra Deputy Mayor Northcott queried what was happening at present and if there was a specific way to handle it. Ms Martin explained that Fonterra had several methods to manage their current waste however, Fonterra had committed to a zero waste goal by 2025 and wanted to discontinue those methods for dealing with organic waste.

Councillor Mackay would like to be assured that the feasibility study identified what mitigations would need to be in place to reduce possible air contamination for the area around that facility. That would be on the mind of a lot of people if this was introduced into the District. Ms Martin explained that the types of facilities being investigated would be an enclosed hot system which would burn or digest the waste quickly and the impacts on air would be minimal. This would be part of the consenting process.

Ms Bigham queried if the terms of reference for the feasibility study included engaging with Iwi, Ms Martin explained that a big focus for the feasibility study was co-design with Iwi/hapū. The Council would commit to have a wananga about what was acceptable in terms of the type of facility and the desired outcomes so that if marae or Parihaka wanted to send their organics that they were enabled to do so. Also, that the end product could be recycled into papakāinga and areas for food production. This would be a big part of the design phase and exploring the different opportunities and options for a facility.

**RESOLUTION**

**(Ms Bigham/Cr Langton)**

**70/21 EH THAT the Environment and Hearings Committee receives the update on investigations and feasibility of a potential commercial composting and/or waste to energy facility for South Taranaki.**

**CARRIED**

**2.2 Environmental Services Activity Report – June 2021**

This report updates the Environment and Hearings Committee on activities relating to the Environmental Services Group (the Group) for the month of June 2021.

Mr Dagg commented that building consents for yearend were in the high 600s which signified a higher volume than previously experienced. Statutory compliance had improved and the Council were working towards showing improvements to International Accreditation New Zealand (IANZ) by the end of October deadline. Activity for subdivision land use consents and building consents in the Hāwera and Ōpunakē areas showed a consistent trend. There would be more capacity and ability to assist with moving forward on compliance matters in the near future. The trends for Animal Control were concerning so a review of the processes would be undertaken and solutions brought to the Committee in a workshop style to obtain input and advice.

The Natural Environments Fund was open for any private landowners who were undertaking restoration or protection work of native ecosystems on their land or habitats for native species. Some applications had been received and it was due to close on 13 September, however it might be extended.

The Environment and Sustainability Team were working on reducing the Council's emission footprint.

The first reforestation planting project next to the Pātea Cemetery had been completed. There were 5,000 native trees planted over two hectares, every year an additional two hectares would be planted. The area would be maintained for the next three years until the trees were self-sufficient.

In response to the query on if there was a minimum land holding required to apply to this Fund, Ms Martin explained that there was no limit and it was more about the eco system being protected. The Fund was available to anyone who had a native eco system and wanted to undertake fencing, trapping, planting or restoration work.

Deputy Mayor Northcott queried whether it was available to people who wanted to develop one on bare land. Ms Martin explained that there was funding available to create new eco systems in an area that previously had them, however for the Natural Environments Fund it must be an existing eco system with a threat status. It was about protecting what was left.

**RESOLUTION**

**(Cr Reid/Deputy Mayor Northcott)**

**71/21 EH THAT the Environment and Hearings Committee receives the Environmental Services Activity Report – June 2021.**

**CARRIED**

2.2 Environmental Services Activity Report – July 2021

This report updates the Environment and Hearings Committee on activities relating to the Environmental Services Group (the Group) for the month of July 2021.

**RESOLUTION**

**(Cr Reid/Deputy Mayor Northcott)**

**72/21 EH THAT the Environment and Hearings Committee receives the Environmental Services Activity Report – July 2021.**

**CARRIED**

**3. Nga Tōkeketanga kia noho tūmatanui kore / Resolution to Exclude the Public**

**RESOLUTION**

**(Cr Reid/Cr Langton)**

**73/21 EH THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each	Ground(s) under section 48(1) for the passing of this resolution
1. Confirmation of Minutes – Extraordinary Environment and Hearings Committee 30 June 2021. 2. Confirmation of minutes – Environment and Hearings Committee 21 July 2021. 3. Confirmation of minutes – Extraordinary Environment and Hearings Committee 26 July 2021. 4. Confirmation of minutes – Reconvened Extraordinary Environment and Hearings Committee 4 August 2021.	To Enable the Committee to.	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where: ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)

**CARRIED**

**5. Tuwhera anō te Hui / Resume to Open Meeting**

**RESOLUTION**

**(Deputy Mayor Northcott/Ms Bigham)**

**78/21 EH THAT the Environment and Hearings Committee resumes in open meeting and agrees that the decisions be released to the public once the applicants have been notified of the decisions.**

**CARRIED**

**The meeting concluded at 4.44 pm.**

**Dated this            day of            2021.**

.....  
**CHAIRPERSON**



# Ngā Menīti Komiti

## Committee Minutes

To	Ordinary Council
Date	20 September 2021
Subject	<b>Policy and Strategy Committee – 6 September 2021</b>

(This report shall not be construed as policy until adopted by full Council)

### Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Policy and Strategy Committee met on 6 September 2021. The Council is being asked to receive the Policy and Strategy Committee minutes from 6 September 2021 for their information.
2. There were two recommendations within the minutes for the Council to consider.
3. The Policy and Strategy Committee moved a recommendation 39/21 PS that the Council accepts the gift of the Kiwi model and \$155,000 of the town centre masterplan budget is allocated to cover the costs of bronzing and installation of the completed sculpture, but the Community Group seeks external funding to cover costs of freight, lighting and other costs which maybe incurred subject to ongoing maintenance conversations with Ngā Rauru in regards to the sculpture.
4. The Policy and Strategy Committee moved a recommendation 40/21 PS that the Council adopts the Reimbursement of Elected Members' Expenses and Allowances Policy.

### Taunakitanga / Recommendation

THAT the Council

1. Receives the minutes of the Policy and Strategy Committee meeting held on 6 September 2021.
2. Adopt recommendation 39/21 PS from the Policy and Strategy Committee;

THAT the Council;

- a) Accepts the gift of the Kiwi model and \$155,000 of the town centre masterplan budget is allocated to cover the costs of bronzing and installation of the completed sculpture, but the Community Group seeks external funding to cover costs of freight, lighting and other costs which maybe incurred.
- b) Subject to ongoing conversations with Ngā Rauru in regards to the sculpture.

3. Adopt recommendation 40/21 PS from the Policy and Strategy Committee;

THAT the Council;

- a) Adopts the Reimbursement of Elected Members' Expenses and Allowances Policy.





# Menīti Minutes

## Ngā Menīti take o te Komiti Kaupapa Here me te Rautaki Policy and Strategy Committee

Held via audio visual on Monday 6 September 2021 at 1.00 pm

**Kanohi Kitea / Present:** Mayor Phil Nixon, Deputy Mayor Robert Northcott, Councillors Mark Bellringer, Gary Brown, Celine Filbee, Aaron Langton, Steffy Mackay, Diana Reid, Brian Rook, Bryan Roach (1.24 pm) and Chris Young.

**Ngā Taenga-Ā-Tinana / In Attendance:** Bonita Bigham (Taranaki Coastal Community Board Representative), Karen Cave (Eltham-Kaponga Community Board Representative) apologies for lateness 1.31 pm, Jacq Dwyer (Pātea Community Board Representative), Waid Crockett (Chief Executive), Fiona Aitken (Group Manager Community and Infrastructure Services), Marianne Archibald (Group Manager Corporate Services), Liam Dagg (Group Manager Environmental Services), Ella Borrows (Community Development Manager), Gordon Campbell (Corporate Planner), Sara Dymond (Senior Governance Officer), Gerard Langford (Communications Manager), Rebecca Martin (Environment and Sustainability Manager), Becky Wolland (Policy and Governance Manager) and one media.

**Matakore / Apologies:** Councillors Andy Beccard and Jack Rangiwahia.

### RESOLUTION

(Cr Filbee/Cr Brown)

**37/21 PS** THAT the apologies from Councillors Andy Beccard and Jack Rangiwahia be received.

CARRIED

### 1. Whakaae i Ngā Mēniti / Confirmation of Minutes

1.1 Policy and Strategy Committee held on 26 July 2021.

### RESOLUTION

(Cr Mackay/Cr Young)

**38/21 PS** THAT the Policy and Strategy Committee adopts the minutes including public excluded minutes from the meeting held on 26 July 2021 as a true and correct record.

CARRIED

## 2. Pūrongo / Reports

### 2.1 Kiwi Sculpture

The report provided four options for the Committee to consider regarding the acceptance of a gift of Kiwi the horse model and installation of the sculpture.

Councillor Rook emphasised the importance of the sculpture to the Waverley community and the surrounding District. It was a rare opportunity to install a piece of New Zealand and Waverley history into South Taranaki. Although Iwi had indicated they did not support the project the community had not yet fully engaged with Iwi. He believed this was the best fit for the use of the fund available for art in Waverley.

Clarification was sought around the reasons why Iwi had indicated they did not support the project. Mrs Borrows explained that Council staff had engaged with Iwi early in the process and their response had been that they did not support this. A meeting was organised between members of the community group and Mike Noho however due to the COVID-19 lockdown this could not take place. The community group wanted to meet face to face and this would be arranged.

In the public feedback there was notation around a bridle on the horse, Councillor Filbee sought clarification on this. Mr Rook explained that the artist had agreed for the horse to have a bit and bridle because that was exactly what Kiwi had when he won the race.

Ms Bigham considered Iwi consultation to be a critical part of the process moving ahead and noted that it was a significant amount of the town upgrade funds taken up with one art installation. She understood the significance it had to the Waverley community however questioned how relevant it was to the community today. She wondered whether there was something more contemporary that might suit everyone in the community. She supported delaying the project until there had been robust discussions with Iwi.

Councillor Mackay pointed out that through the community consultation 96 respondents out of 170 supported the project which was a clear direction of what that community wanted for their town and master plan. She supported following what the community wanted.

Option 3 was that an agreed amount from the town centre masterplan would go towards the cost and it was queried how much the community group was prepared to fundraise. Councillor Rook commented that whatever the Council contributed the community would raise the remainder because of the determination of the community to proceed. He was not aware of any other artwork planned for Waverley.

Ms Aitken explained that because the masterplan budgets were capital budgets the sculpture effectively needed to become a Council owned asset. The community group could raise funds for it however the Council would accept the gift of the sculpture. Councillor Rook noted that this had been discussed at their meeting and the intention was to gift the structure and the bronzing to the Council.

*Due to technical issues Councillor Rook left the meeting at 1.17 pm.*

Deputy Mayor Northcott supported the project in principal however was concerned that this would take away from any possible art initiatives in the future. He queried if the Council owned the sculpture how it would affect external funding opportunities. Ms Aitken explained that some funding organisations had criteria around the owner of an asset. If the community group accepted the gift and fundraised, then gifted it to the Council they might be able to secure funding. Her understanding was that the community group were looking at fundraising activities. Deputy Mayor Northcott supported there being discussion with Iwi so that everyone in the community was on board. Ms Aitken explained that ordinarily this would have been done, however there was some urgency on accepting this gift. Mrs Borrows explained that the artist was unwell and in order for the bronzing to take place it was usual for the artist to participate in that to ensure the finish product was what was expected.

*Councillor Rook joined the meeting at 1.20 pm.*

Mayor Nixon commented that this provided communities with an identity. It would attract people to visit Waverley and it was a duty for a community to be a part of it and supported the concept of the community raising money for it.

Councillor Filbee acknowledged the clear feedback from the community and the risk around the relationship with Iwi. She would like to see the community raise funds towards it and supported Option 2 subject to ongoing discussions with Iwi.

*Councillor Roach joined the meeting at 1.24 pm.*

**RECOMMENDATION**

**(Cr Filbee/Cr Brown)**

**39/21 PS**

**THAT the Policy and Strategy Committee recommends the Council;**

- a) Accepts the gift of the Kiwi model and \$155,000 of the town centre masterplan budget is allocated to cover the costs of bronzing and installation of the completed sculpture, but the Community Group seeks external funding to cover costs of freight, lighting and other costs which maybe incurred**
- b) Subject to ongoing conversations with Ngā Rauru in regards to the sculpture.**

**CARRIED**

**4.1 Reimbursement of Elected Members' Expenses and Allowances Policy**

The report sought that the Committee consider the proposed amendments to the Reimbursement of Elected Members' Expenses and Allowances Policy (the Policy) and recommends to the Council to adopt the Policy including any additional amendments recommended by the Committee.

The communication and technology allowances in the Authority's determination was supplied in the report for their information, however because devices were provided by the Council the allowance was not paid.

Councillor Filbee considered the amount to be high, Mrs Wolland explained that the amount was what the remuneration authority determined for councils. The purpose of allowance was to ensure no elected member was without while undertaking duties without fair compensation. In some cases, internet was harder and more expensive to access.

Mrs Wolland added that the Council did not have to pay these, however the remuneration authority highly recommended this was what elected members should be remunerated.

In response to the query on whether all elected members had a device, Mrs Wolland confirmed that all elected members, the Iwi Liaison Committee and external appointed members had their own device and access to Diligent which was the reason why the allowance for printers and devices was removed.

**RECOMMENDATION**

**(Deputy Mayor Northcott/Cr Rook)**

**40/21 PS** **THAT the Policy and Strategy Committee recommends the Council adopts the Reimbursement of Elected Members' Expenses and Allowances Policy.**

**CARRIED**

**5. Pūrongo-Whakamārama / Information Reports**

**5.1 Policy Update**

The report presented a draft Legislative Compliance and Mandatory Documents Register to the Committee for its information. The report also provided an update on the status of policies and bylaws that were due for review or scheduled to be reviewed.

In terms of the relocatable housing and bonds, Mr Dagg explained that the reasons for the delay was around the District Plan review. The policy direction changed through the Plan change process, however now the Plan was operative this could be reviewed.

In response to the question about when the Council were reviewing the policy on the taking of esplanade reserves and strips. Mr Dagg explained that it was part of the District Plan and not a standalone policy, there were no immediate plans to review the District Plan again given it had recently just gone through that process.

Regarding the CCTV in Hāwera and public places policy, Councillor Bellringer queried whether there would an opportunity to review the other towns policy or lack of policy. Ms Archibald explained that the Council were looking at a District wide policy for CCTV.

**RESOLUTION**

**(Cr Roach/Cr Brown)**

**41/21 PS** **THAT the Policy and Strategy Committee receives the Policy Update report.**

**CARRIED**

**5.2 Update on investigations and feasibility of a potential commercial composting and/or waste to energy facility for South Taranaki**

The report provided an update on the status of this project and sought initial advice on what engagement and input the Policy and Strategy Committee would like to have at this early stage of the project.

Ms Martin commented that the Council were about to sign the contract with the preferred consultant to initiate the feasibility study on what type of facility the Council wanted to build, where that would be located, opportunities of partnerships and end products. The aim was for the feasibility study to be completed in mid-December however there had been delays with the lockdown.

Ms Bigham queried how the collection would work and how the community, including marae, would have the opportunity to participate. Ms Martin explained that it focussed on the type of facility that best suited the volume and the types of waste in the Region, however there would be another piece of work once the Council had decided on the facility.

Ngāruahine Iwi had stated that they were not prepared for any rubbish to be transported into the District, Councillor Filbee queried whether this would have an impact on the project and where a facility could be built. Ms Martin explained that it was Ngāruahine's Environmental Management Plan that specifically talked about waste being transported across rohe, all Iwi had a similar consideration. She believed this related to landfill and landfill waste in general not organic waste that would be repurposed. There would be a series of wānanga with Iwi/hapū and Māori groups that already worked around waste and sustainability to discuss what was wanted.

Councillor Roach queried whether all options were up for consideration including ownership models. Ms Martin commented that this was the point of the feasibility study, to investigate options and discuss them widely with councillors, Iwi/hapū and communities to determine what the best option was for the District and the Region. The three district councils supported this and were excited for this work to progress. A key focus of the feasibility study from a Council perspective was what the best operator model was, what partnership opportunities were available and whether the Council needed to own or operate a facility.

In response to the comment around the climate emergency and whether using transport for collection to move it to compost it was the future for the plant considering transport was a considerable amount of the emissions Ms Martin commented that if there was a facility in the Region alternative transport would be used. Emissions was part of the feasibility study looking at what was the best fit for Region.

In response to the query around consenting issues, Ms Martin explained that there would be consenting issues from the Taranaki Regional Council (TRC) and District Council which would need to be carefully managed, however in the initial conversations TRC supported efforts to reduce waste to landfill and emissions regionally which was one of the Taranaki 2050 goals. Further discussions would be held with the Council prior to consenting.

Clarification was sought that the landfill site was not suitable and the Council would not pursue it as a possible or probable site. Ms Martin explained that as part of the Central Landfill consent the Council could not put a composting operation within the designated footprint of where the landfill would go, however the farm was much larger than the landfill footprint and if the land was available it could be a potential option.

In terms of identifying sites Ms Martin explained that the reason South Taranaki as a location had been discussed a lot was because of Fonterra who was the biggest organic waste producer in the Region. In initial conversations Fonterra had indicated that transporting waste further than 10km to 15km became unfeasible due to costs and emissions.

**RESOLUTION**

**(Cr Mackay/Deputy Mayor Northcott)**

**42/21 PS** **THAT** the Policy and Strategy Committee receives the update on investigations and feasibility of a potential commercial composting and/or waste to energy facility for South Taranaki.

**CARRIED**

The meeting concluded at 2.05 pm.

Dated this      day of                      2021.

.....  
CHAIRPERSON



# Pūrongo Report

To	Ordinary Council
From	Koromatua o Taranaki ki te Tonga / South Taranaki Mayor, Phil Nixon
Date	20 September 2021
Subject	<b>District Licensing Committee Membership</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. In June 2020, the Council resolved to appoint Ian Wards as a Commissioner to undertake the powers and duties of the District Licensing Committee (the Committee). To ensure that the Committee remains operational during the election period it was agreed that the role of the commissioner or chairperson be reviewed 18 months following the election.
2. The Council received Ian Wards' resignation from the role as Commissioner of the Committee on 5 August 2021, with his last day being 20 September 2021. With the resignation of Ian Wards, the Committee members remaining are Councillors Steffy Mackay and Brian Rook.
3. This report recommends that Councillor Steffy Mackay be appointed as chairperson to undertake the powers and duties of the District Licensing Committee. It also recommends that Councillor Celine Filbee be appointed as a member of the Committee to bring the membership up to three councillors.

## Taunakitanga / Recommendation(s)

THAT the Council;

- a) **Notes** the resignation of Ian Wards in his role as a Commissioner of the District Licensing Committee effective from 20 September 2021.
- b) **Confirms** the appointment of Councillor Steffy Mackay as Chairperson to undertake the powers and duties of the District Licensing Committee in accordance with the Sale and Supply of Alcohol Act 2012 Section 104 (1) and (2).
- c) **Notes** that the position of Chairperson will remain in effect until April 2024, 18 months into the 2022-2025 triennium.
- d) **Confirms** the appointment of Councillor Celine Filbee as a member of the District Licensing Committee in accordance with the Sale and Supply of Alcohol Act 2012 Section 104 (1) and (2) for the remainder of 2019-2022 triennium.

## **Kupu Whakamārama / Background**

4. In September 2019 the Council resolved to appoint Ian Wards as a Commissioner until 4 November 2019. The Council then resolved to extend the appointment of Ian Wards to the Committee until 9 December 2019. This was to allow sufficient time for new appointees to the Committee to undertake the training necessary to consider applications under the Sale and Supply of Alcohol Act 2012.
5. In June 2020, the Council resolved to appoint Ian Wards as the Commissioner to undertake the powers and duties of the Committee in accordance with the Sale and Supply of Alcohol Act 2012 Section 104 (1) and (2). It was resolved that the appointment be reviewed 18 months after the election in April 2021. The purpose was to align with other external appointments and to ensure that the Committee could remain operational during the election period.
6. On 5 August 2021, the Council received Ian Wards' resignation from the role of Commissioner of the Committee to take effect from 20 September 2021.
7. The role and powers delegated to the Mayor under the Local Government Act 2002 include the confirmation of a chairperson and members to each of the Council's committees. The political structure for the Committee was to consist of three councillors. Those current councillors appointed to the Committee are Councillors Steffy Mackay and Brian Rook.
8. It is proposed that Councillor Steffy Mackay be appointed as the chairperson and to hold the position until April 2024, 18 months following the 2022 Local Body Elections. If Councillor Mackay is not successful in a re-election, Councillor Mackay will become an external Commissioner.
9. It is also proposed that Councillor Celine Filbee be appointed as a Committee member to bring the membership up to three councillors. Councillor Filbee would hold this position for the remainder of the 2019-2022 triennium.

## **Local Government Purpose**

10. Both the appointment of a chairperson and a committee member to the Committee fits with the purpose of local government to continue to enable democratic local decision making. The appointments will enhance the social, economic and cultural well-beings of the South Taranaki Community.

## **Ngā Kōwhiringa / Options – Identification and analysis**

11. With the resignation of the Commissioner Ian Wards from the Committee effective 20 September 2021, a vacancy now exists for the role of Chairperson. The current Committee members are Councillors Steffy Mackay and Brian Rook.
  12. The Council are being asked to consider the proposal for the appointment of Councillor Steffy Mackay to the role of chairperson of the Committee until April 2024, 18 months following the 2022 Local Body Elections.
  13. The Council are also being asked to consider the proposal for the appointment of Councillor Celine Filbee as a Committee member.
-



**Risks**

- 14. If the Council does not appoint a chairperson and a committee member there is a risk that the District Licensing Committee would have insufficient quorum or leadership to hold hearings under the Sale and Supply of Alcohol Act 2012. The Council would also be non-compliant with its statutory obligations under the Act.

**Option(s) available**

- 15. Option One: The Council appoint Councillor Steffy Mackay as chairperson of the Committee and appoint Councillor Celine Filbee as a Committee member. This is the preferred option.
- 16. Option Two: The Council chooses not to appoint a chairperson and Committee member. This option is not advisable as it poses a risk under the requirements of the Sale and Supply of Alcohol Act 2021.
- 17. Option Three: Appoint an external commissioner to the role of chairperson of the Committee. An external commissioner may not have the preferred understanding of local issues.

**Whaiwhakaaro me ngā aromatawai / Considerations and Assessments**

**Assessment of Significance and Engagement**

- 18. South Taranaki District Council’s general approach to determining the level of “significance” will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	There will be minimal impact on the residents and ratepayers of the South Taranaki District.
LOS	The achievement of, or ability to achieve, the Council’s stated levels of service as set out in the Long Term Plan.	If the Council does not appoint a chairperson and committee member it will not be able to perform their current levels of service.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	The issue is unlikely to generate wide public interest.
Financial	The impact of the decision or proposal on the Council’s overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	There is no impact on the Long Term Plan budget.
Reversible	The degree to which the decision or proposal is reversible.	The Mayor has the power to set appointments to committees.

Criteria	Measure	Assessment
Environment	The degree of impact the decision will have on the environment.	The issue is unlikely to have an impact on the environment.

19. In terms of the Council’s Significance and Engagement Policy this matter is of low significance.
20. The level to which the Council will engage will align with the significance of the decision to be made and will be to inform.

Level	Goal	Outcome
Inform	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	The Council will advise the public through the minutes.

**Legislative Considerations**

21. Under Section 41A (3)(b) and (c) of the Local Government Act 2002 the Mayor has the power to establish committees for the territorial authority, appoint a chairperson of each committee and appoint members to each committee.
22. In accordance with s 186 of the Sale and Supply of Alcohol Act 2012 each territorial authority must appoint one or more licensing committees. Section 189 further states that the territorial authority must appoint one member as the chairperson and that person must be a member of that territorial authority.

**Financial/Budget Considerations**

23. The fees for the District Licensing Committee members are set according to the Cabinet fees framework. A Committee chairperson is entitled to \$78 per hour or a maximum of \$624 per day and members are entitled to \$51 per hour or \$408 per day.

**Environmental Sustainability**

24. The proposed appointments to the Committee will have no impact on the Environmental and Sustainability Strategy.

**Consistency with Plans/Policies/Community Outcomes**

25. Nothing in this report is inconsistent with any Council policy, plan or strategy.
26. This matter contributes to the following community outcomes as detailed below:
  - Together South Taranaki – *Social well-being*
  - Prosperous South Taranaki – *Economic well-being*
  - Vibrant South Taranaki – *Cultural well-being*

**Impact on Māori/Iwi**

27. The appointments to the District Licensing Committee will enable to the Council to meet their requirements under the Sale and Supply of Alcohol Act 2012 and will have a positive impact on Māori together with other members of the public.

**Whakakapia / Conclusion**

28. The Council is being asked to confirm the appointments of a chairperson and committee member for the District Licensing Committee.



Phil Nixon

**Koromatua o Taranaki ki te Tonga /  
South Taranaki Mayor**



# Pūrongo Report

To	Ordinary Council
From	Kaihautū Pūtea / Chief Financial Officer, Garry Morris
Date	20 September 2021
Subject	<b>Quarterly Financial and Non-Financial Performance Report for period ending 30 June 2021</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. This report contains the Financial Variance Report and the Performance Measures Report for the fourth quarter of the financial year to 30 June 2021. The report contains Council officers' commentary on variances for the Council's activities and support centres and management comments on variances have also been included where relevant.
2. Overall, the Council's Consolidated Operating Expenditure Statement shows a surplus of \$20,916,530 against a budgeted surplus of \$2,159,777 before accounting adjustments of gains on derivative contracts \$7,363,00 and Loss on Disposal of Fixed Assets (\$927,000).
3. The results may change due to final checking and audit adjustments.

## Taunakitanga / Recommendation

THAT the Council approves the Fourth Quarter Financial and Non Financial Performance Report for the period ending 30 June 2021.

## Kupu Whakamārama / Background

### Expenditure

4. Total operational expenditure is \$76,967 under budget. Direct Costs are \$392,761 or 1% over budget. There is a combination of expenditure that makes up this difference, including an Emergency Management Regional Recovery contribution of \$180,000 and District Plan costs of \$164,000. The Solid Waste activity also has increased costs for additional tonnages which are offset by an underspend in the Roding activity.
5. Interest paid is \$727,399, or 11% underspent due to timing and delays with capital projects and savings in borrowing costs due to lower interest rates.
6. Depreciation is \$164,183 over budget due to the 30 June 2020 asset revaluation.
7. Personnel costs are \$93,488 or 1% over budget.

## Income

8. Total income is over budget by \$13,866,020. The Long Term Investment Fund (LTIF) income was above budget by \$11,690,468 due to strong market conditions. The User Fees and Charges income was down by \$135,359 mainly due to the internal charges related to trade waste yet to be charged between Hāwera and Eltham Wastewater Treatment. The interest received is below budget by \$285,401 mainly due to the prevailing interest rate being lower this year. The Grants and Subsidies income was over budget by \$110,758. The Sundry Revenue is over budget by \$3,059,597 mainly due to a contribution received from the TSB Community Trust. Capital contributions were under budget by \$1,277,917 due to Provincial Growth Fund contributions yet to come to fruition.
9. The full year capital expenditure is \$23.16 million against a full year revised budget of \$62.30 million.

## Carryover Requests

10. The carryovers for various projects as at 30 June 2021 are included in the capital report and total \$38.1 million which are spread over the next one to four years. Traditionally the Council has allocated the carryovers automatically to each year's revised capital budgets. In the future the Council will not be rolling this over automatically and the carryover capital expenditure will be reviewed as part of the Annual Plan process each year.
11. Carryovers occur for a number of reasons including that a project may span multiple years. Two significant projects were delayed during the 2020/21 year, however physical work began on these prior to the year end, Nukumaru Station Road (delayed due to landowner negotiations, carryover \$7.8 million) and the new library, arts and cultural centre, Te Ramanui o Ruapūtahanga (ie. delayed due to issues with a previously unknown party wall that had to be resolved prior to demolition, carryover \$6 million). Reasons for significant delays and deferrals with other projects are included in the Capital Expenditure Report.
12. Previously, carryovers have had minor or no impact on rates, as the projects were budgeted for in the 2020/21 year or before. The impact of COVID-19 on the availability of resources and contractors, and a possible increase in inflation, could result in costs increasing above the amount carried over. The 2021/22 projections in terms of debt and interest expenses will be slightly under budget due to the carryovers being spread over one to four years.

## Accounting Adjustments

13. The accounting adjustments relate to a gain on derivative (swaps) contracts of \$7,363,840 and loss on disposal of fixed assets (\$926,539).

## Long Term Investment Fund (LTIF)

14. As at 30 June 2021, the invested assets of the LTIF totalled \$159 million after withdrawing \$1.8 million for the LTIF subsidy in June 2021. The performance is shown below with the summary extracted from Mercer's quarterly investment report.
15. The total income from the LTIF is \$20.7 million against budget income of \$9 million due to strong market conditions.

Sector	Manager	Assets \$m	Allocation %
Trans-Tasman Equities	Nikko	19.90	12.5%
Global Equities	ANZ	51.17	32.2%
Low Volatility	Mercer	11.06	6.9%
Listed Infrastructure	First state	7.91	4.9%
Global Property	Mercer	8.24	5.2%
NZ Fixed Interest	Harbour	13.78	8.7%
Cash	ANZ	7.67	4.8%
Global Fixed Interest	Tower	22.36	14.1%
<b>Sub-total</b>		<b>142.09</b>	<b>89.3%</b>
Internal Borrowings	STDC	16.91	10.7%
<b>Total LTIF</b>		<b>159.00</b>	<b>100.00%</b>

16. The gross time weighted return for the quarter to 30 June 2021 was 4%, 0.4% above the benchmark.

#### Borrowing

17. Total borrowing reduced since Quarter Three (Q3) to \$129.11 million as at 30 June 2021, including external borrowing of \$112.2 million and internal borrowing of \$16.91 million.
18. The weighted average interest rate on external debt for the quarter ending 30 June 2021 is 4.32% and for the year ended June is 4.28%.



Garry Morris  
**Kaihautū Pūtea /  
 Chief Financial Officer**



[Seen by]  
 Marianne Archibald  
**Kaiarataki Tōpūranga /  
 Group Manager Corporate Services**

## Non-Financial Performance Measures for Quarter Four as at 30 June 2021



**Achieved/On Track**



**At Risk**



**Not Achieved/Not on Target**







**Q#**

**This measure can only be reported on in a certain quarter**

**N/A**

**This measure is not applicable for this year**





**Democracy & Leadership**





Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>We make well informed decisions that support the current and future needs of the community, in an open and transparent manner.</b>	(C) % of residents who feel that the Council is moving in the right direction.	≥ 80%	83%		Achieved. The Annual Residents' Survey recorded that 83% of residents felt that the Council was moving in the right direction.
	(C) % of residents who agree decisions made by Council represent the best interests of the District.	≥ 70%	65%		Not achieved. The Annual Residents' Survey recorded that 65% of residents agreed the decisions the Council made best represented the interests of the District.
<b>We engage with our community and provide opportunities for the community to participate in decision-making.</b>	(C) % of residents who are satisfied or neutral with their opportunity to participate in Council decision-making processes.	≥ 80%	86%		Achieved. The Annual Residents' Survey recorded that 86% of residents were satisfied with the opportunities provided to participate in Council decision-making processes.
<b>We keep residents informed of Council activities through a variety of media.</b>	(C) % of residents who know where to access Council information when they want it (website, newspaper, Libraries, Contact Centre).	≥ 85%	89%		Achieved. The Annual Residents' Survey recorded that 89% of residents knew how to access Council information when they wanted it.
<b>We have strong relationships with local Iwi and work together in a range of ways so that their perspectives inform our decisions.</b>	Iwi representatives are appointed to the Iwi Liaison Committee and the Council's standing committees.	Achieved	1. Achieved 2. Achieved	 	1. Iwi representatives have been appointed to the Iwi Liaison Committee by the relevant Iwi. 2. Iwi representatives have been confirmed for the Audit and Risk Committee and Environment and Hearings Committee. We are waiting for nominations for the










Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					Community Services and Infrastructure Services Portfolio Groups.




## Water Supply




Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>The water supply is accessible and reliable.</b>	(C) Number of complaints received about continuity of supply (per 1,000 connections). <i>DIA Performance Measure 4d</i>	≤ 10	8.51		Achieved. 2.90 complaints per 1,000 connections were received in Q4. 8.51 complaints per 1,000 connections were received for the year.
	(T) Duration of water outage to comply with the Health Drinking Water Amendment Act.	≤ 8 hrs	0		Achieved. No shutdowns lasted 8 hours or more for Q4, nor the year.
	(T) Median response time for service personnel to attend urgent call-out. <i>DIA Performance Measure 3a</i>	≤ 2 hrs	30min		Achieved. The median response time for service personnel to attend urgent call-outs was 28 minutes in Q4. The median response time for service personnel to attend urgent call-outs was 30 minutes for the year.
	(T) Median response time for service personnel to resolve urgent call-out (P1 < 250 mm diameter main). <i>DIA Performance Measure 3b</i>	≤ 5 hrs	3h/45m		Achieved. The median time for service personnel to resolve urgent call-outs (< 250 mm diameter main) was 2 hours and 58 minutes in Q4. The median time for service personnel to resolve urgent call-outs (< 250 mm diameter


Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					main) was 3 hours and 45 minutes for the year.
	(T) Median response time for service personnel to resolve urgent call-out (P1 ≥ 250 mm diameter main). <i>DIA Performance Measure 3b</i>	≤ 9 hrs	4h/19m		Achieved. There have been no urgent call-outs recorded for mains ≥ 250 mm diameter in Q4. The median time for service personnel to resolve urgent call-outs (≥ 250 mm diameter main) was 4 hours and 19 minutes for the year.
	(T) Median response time for service personnel to attend non-urgent call-out (P2). <i>DIA Performance Measure 3c</i>	≤ 2 days	1d/1h/31min		Achieved. The median response time for service personnel to attend non-urgent call-outs (P2) was 1 day, 4 hours and 6 minutes in Q4. The median response time for service personnel to attend non-urgent call-outs (P2) was 1 day and 1 hour and 31 minutes for the year.
<b>The water supply is accessible and reliable.</b>	(T) Median response time for service personnel to attend non-urgent call-out (P3). <i>DIA Performance Measure 3c</i>	≤ 5 days	2d/0h/57min		Achieved. The median response time for service personnel to attend non-urgent call-outs (P3) was 0 days, 21 hours and 0 minutes for Q4. The median response time for service personnel to attend non-urgent call-outs (P3) was 2 days, 0 hours and 57 minutes for the year.
	(T) Median response time for service personnel to resolve non-urgent call-out (P2). <i>DIA Performance Measure 3d</i>	≤ 2 days	1d/7h/51min		Achieved. The median resolution time for non-urgent call-outs (P2) was 1 day, 11 hours and 37 minutes for Q4.

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					The median resolution time for non-urgent call-outs (P2) was 1 day, 7 hours and 51 minutes for the year.
	(T) Median response time for service personnel to resolve non-urgent call-out (P3). <i>DIA Performance Measure 3d</i>	≤ 5 days	3d/2h/21min		Achieved. The median resolution time for non-urgent call-outs (P3) was 2 days, 5 hours and 24 minutes in Q4. The median resolution time for non-urgent call-outs (P3) was 3 days, 2 hours and 21 minutes for the year.
<b>Water supplied is clean and healthy.</b>	(T) Extent of compliance with current NZ Drinking Water Standards (for bacteria). <i>DIA Performance Measure 1a</i>	10/10	9/10		Not achieved. All reticulated networks and treatment plants complied, except Pātea as a technicality with a five yearly groundwater age dating results receipt impeded proof of security. Delayed results indicate the supply complies but no confirmation received. All E.coli bacteria grab sample results complied. <i>Three very minor plant variances have Drinking Water Assessor acceptance.</i>
	(T) Extent of compliance with NZ Drinking Water Standards (for protozoa). <i>DIA Performance Measure 1b</i>	10/10	9/10		Not achieved. All treatment plants complied, except Pātea as a technicality with a five yearly groundwater age dating results receipt impeded proof of security. Delayed results indicate the supply complies but no confirmation received.
<b>Water supplied is clean and healthy.</b>	(T) Water Safety Plans approved by DHB.	10/10	3/10		Not achieved. Large and medium supplies have previously approved plans. COVID-19 delayed the preparation of Ōpunakē, Eltham and Waimate West, these plans expired in June 2020. Ōpunakē's first draft is in review, Eltham and Waimate West are in final






Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					preparation for review. Waverley's is due for preparation in September 2021. The Pātea plan was submitted in December 2020 and approval was subject to STDC adopting a "safe water" policy and making minor changes to the O&M manual – this is in hand. Small supplies at Rāhotu, Waiinu and Waverley Beach will have plans created in 2022.
<b>The water supply is managed sustainably.</b>	(T) % Water Losses. <i>DIA Performance Measure 2</i>	≤ 10%	12.04%		Not achieved. Significant increase in water losses from Waverley due to flushing programme (36.8%, was previously 13.6%). Sustained high losses from Eltham (30.2%, was previously 32.3%). Increased losses in Inaha (15.8%, was previously 8.3%). Reduced losses in Kāpuni (14.6%, previously 20.8%).
	(T) Average consumption of drinking water per day per resident. <i>DIA Performance Measure 5</i>	≤ 340 L/c/d	351.4 L/c/d		Not achieved. Significant increase in water losses from Waverley due to flushing programme (36.8%, was previously 13.6%). Sustained high losses from Eltham (30.2%, was previously 32.3%). Reduced losses in Kāpuni (14.6%, previously 20.8%).
	(T) % of compliance with resource consents for abstraction.	100%	88%		Not achieved. 11 discharge variances at Waimate West in the 91 day period, subject to TRC acceptance. Other sites were compliant.

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Consumers are satisfied with the Water Supply service.</b>	Number of complaints received about drinking water clarity (per 1,000 connections). <i>DIA Performance Measure 4a</i>	≤ 3	4.02		Not achieved. 0.37 complaints about drinking water clarity per 1,000 connections were received in Q4.  4.02 complaints about drinking water clarity per 1,000 connections were received for the year.  A large number of complaints were received from Waverley as a result of the startup of the new water treatment plant and resulting water clarity issues.  In Q4 4 complaints were received and 28 complaints for the year in Waverley alone.
	Number of complaints received about drinking water taste (per 1,000 connections). <i>DIA Performance Measure 4a</i>	≤ 3	3.55		Not achieved. 0.47 complaints about drinking water taste per 1,000 connections were received in Q4.  3.55 complaints about drinking water taste per 1,000 connections were received for the year.  A large number of complaints were received from Waverley as a result of the startup of the new water treatment plant and resulting water taste issues.  In Q4 5 complaints were received and 28 complaints for the year in Waverley alone.
<b>Consumers are satisfied with the Water Supply service.</b>	Number of complaints received about drinking water odour (per 1,000 connections). <i>DIA Performance Measure 4b</i>	≤ 3	4.95		Not achieved. 0.56 complaints about drinking water odour per 1,000 connections were received in Q4.





Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					<p>4.95 complaints about drinking water odour per 1,000 connections were received for the year.</p> <p>A large number of complaints were received from Waverley as a result of the startup of the new water treatment plant and resulting water odour issues.</p> <p>In Q4 6 complaints were received and 47 complaints for the year in Waverley alone.</p>
	<p>Number of complaints received about drinking water pressure or flow (per 1,000 connections).</p> <p><i>DIA Performance Measure 4c</i></p>	≤ 3	4.77		<p>Not achieved. 1.03 complaints about drinking water pressure per 1,000 connections were received in Q4.</p> <p>4.77 complaints about drinking water pressure per 1,000 connections were received for the year.</p> <p>Most pressure complaints were from the rural schemes Waimate West and Inaha, 30 complaints were received for the year.</p>
	<p>Number of complaints received about response to the above (per 1,000 connections).</p> <p><i>DIA Performance Measure 4e</i></p>	≤ 2	0		<p>Achieved. No reported complaints were received about the response to the above in Q4, nor for the year.</p>
	<p>(C) Total number of complaints (per 1000 connections).</p> <p><i>DIA Performance Measures 4a-4e</i></p>	≤ 24	25.80		<p>Not achieved. 5.33 complaints per 1,000 connections were received in Q4.</p> <p>25.80 complaints per 1,000 connections were received for the year.</p>

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
	(C) % of consumers are satisfied with the Water Supply overall.	≥ 80%	78%		Not achieved. The Annual Residents' Satisfaction Survey results show that 78% of residents indicated that they were satisfied with the Water Supply in the District.






**Stormwater**






Level of Service	Performance Measure C=customer measure T=technical measure	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Council provides a reliable stormwater system which prevents houses from flooding.</b>	(C) Number of reported flooding incidents of habitable properties. <i>DIA Performance Measure 1a</i>	<10	4		Achieved. 2 flood incidents of habitable properties were received for Q4 and 4 incidents were received for the year.
	(T) For each flooding event, the number of habitable floors affected per 1,000 properties rated for stormwater. <i>DIA Performance Measure 1b</i>	≤ 1.0	0.28		Achieved. 0.14 flood incidents of habitable properties were received for Q4 and 0.28 incidents were received for the year.
<b>The stormwater system is managed sustainably.</b>	(T) Number of abatement notices received by STDC for stormwater discharges. <i>DIA Performance Measure 2a</i>	0	0		Achieved. No abatement notices were received for Q4, nor for the year.
	(T) Number of infringement notices received by STDC for stormwater discharges. <i>DIA Performance Measure 2b</i>	0	0		Achieved. No infringement notices were received for Q4, nor for the year.
	(T) Number of enforcement orders received by STDC for stormwater discharges. <i>DIA Performance Measure 2c</i>	0	0		Achieved. No enforcement orders were received for Q4, nor for the year.









Level of Service	Performance Measure C=customer measure T=technical measure	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
	(T) Number of successful prosecutions made against STDC for stormwater discharges. <i>DIA Performance Measure 2d</i>	0	0		Achieved. No prosecutions were made against the Council in Q4, nor for the year.
<b>Council will respond promptly to reports of flooding and customer requests.</b>	(C) Number of complaints received about stormwater system and response to issues (per 1,000 connections). <i>DIA Performance Measure 4</i>	≤ 1	0		Achieved. No complaints were received about the stormwater system or response to issues in Q4, nor for the year.
	(T) Median response time for service personnel to attend flooding event. <i>DIA Performance Measure 3</i>	≤ 2 hrs	11d 1h 20m		Not achieved. The median response time for service personnel to attend flooding events was 12 days, 16 hours and 4 minutes in Q4.  The median response time for service personnel to attend flooding events was 11 days, 1 hour and 20 minutes for the year.  On all occasions, although contractors likely responded on time, the response times were not recorded and the CRM signoff/completion times were used to calculate this measure, resulting in a failure of the target.
<b>Residents are satisfied with the Stormwater system.</b>	(C) % of residents satisfied with the stormwater system.	≥ 80%	76%		Not achieved. 76% of respondents were satisfied with the stormwater system in the Annual Resident Survey.






**Wastewater**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Sewage is managed without risk to public health.</b>	(C) Number of sewerage overflows into occupied buildings due to faults in the public wastewater system.	0	0		Achieved. No sewage overflows occurred into occupied buildings due to faults in the public wastewater system for Q4, nor for the year.
<b>Sewage is managed without risk to public health.</b>	(T) Median response time for service personnel to attend overflow. <i>DIA Performance Measure 3a</i>	≤ 2 hrs	33min		Achieved. The median response time for Q4 was 37 minutes. The median response time for service personnel to attend overflows for the year was 33 minutes.
	(T) Median response time for service personnel to resolve overflow. <i>DIA Performance Measure 3b</i>	≤ 5 hrs	3h/20min		Achieved. The median response time for Q4 was 4 hours and 3 minutes. The median response time for service personnel to resolve overflows for the year was 3 hours and 20 minutes.
	(C) Number of customer complaints per year relating to odours from wastewater pump stations or treatment facilities (per 1,000 connections). <i>DIA Performance Measure 4a</i>	≤ 1	0.38		Achieved. 0.25 complaints were received for Q4. 0.38 complaints per 1,000 connections were received about odours from wastewater pump stations and/or treatment facilities for the year.
	(C) Number of complaints received about sewerage system faults (per 1,000 connections). <i>DIA Performance Measure 4b</i>	≤ 24	12.42		Achieved. 2.66 complaints per 1,000 connections were received about sewerage system faults for Q4. 12.42 complaints per 1,000 connections were received about sewerage system faults for the year.





Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
	(C) Number of complaints received about sewerage system blockages (per 1,000 connections). <i>DIA Performance Measure 4c</i>	≤ 11	7.99		Achieved. 2.54 complaints per 1,000 connections were received about sewerage system blockages in Q4. 7.99 complaints per 1,000 connections were received about sewerage system blockages for the year.
<b>Sewage is managed without risk to public health.</b>	(C) Number of complaints received about response to issues (per 1,000 connections). <i>DIA Performance Measure 4d</i>	≤ 3	0		Achieved. No reported complaints were received about the response to issues in Q4, nor for the year.
	(C) Total number of complaints (per 1000 connections). <i>DIA Performance Measure 4a-4d</i>	≤ 39	20.79		Achieved. 5.45 complaints per 1,000 connections were received in Q4. 20.79 complaints per 1,000 connections were received for the year.
	(T) Number of dry weather overflows per 1,000 connections. <i>DIA Performance Measure 1</i>	≤ 1	0.51		Achieved. 0.25 dry weather overflows per 1,000 connections were reported for Q4. 0.51 dry weather overflows per 1,000 connections were reported for the year.
	(T) % of compliance with discharge standards.	100%	97%		Not achieved. 100% compliance with discharge standards was met in Q4. 97% compliance was achieved for the year. One condition was not met in Q2 (Manaia outflow, due to rain) and three conditions were not met during Q1: Pātea WWTP discharge flow (rain), Waverley unionized ammonia and filtered BOD at 400m downstream of discharge.




Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
	(T) Number of abatement notices received for discharges. <i>DIA Performance Measure 2a</i>	0	0		Achieved. No abatement notices were received for discharges in Q4, nor for the year.
<b>Sewage does not affect the quality of the environment.</b>	(T) Number of infringement notices received for discharges. <i>DIA Performance Measure 2b</i>	0	1		Not achieved. One infringement notice was received in Q4 for the Conway Road pump station, which was the only infringement notice received for the year.
	(T) Number of enforcement orders received for discharges. <i>DIA Performance Measure 2c</i>	0	0		Achieved. No enforcement orders were received in Q4, nor for the year.
	(T) Number of convictions received for discharges. <i>DIA Performance Measure 2d</i>	0	0		Achieved. No convictions were received in Q4, nor for the year.
<b>Sewage does not affect the quality of the environment.</b>	(T) Annual rainfall – derived inflow and infiltration.	4%	8.3%		Not achieved. Rainfall for the year was on average 24% higher than the previous year. This caused more water to enter the wastewater network.
<b>Residents are satisfied with Wastewater services overall.</b>	(C) % of consumers satisfied with the Wastewater services overall.	≥ 80%	83%		Achieved. The Annual Residents' Satisfaction Survey results show that 83% of customers are satisfied with the Wastewater services overall.

**Solid Waste**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>A reliable weekly kerbside recycling and rubbish collection service is provided.</b>	(T) Number of complaints received for genuine missed collection that are not resolved (average per month).	2	1.67		Achieved. An average of 0.44 complaints of missed collections that were not resolved were received per month during Q4. An average of 1.67 complaints of missed collections that were not resolved were received per month for the year.
	(C) % of customers satisfied with the Solid Waste collection service.	≥ 90%	92%		Achieved. The Annual Residents' Survey found 92% of customers are satisfied with the Solid Waste collection service.
<b>A reliable, well managed (user pays) fortnightly kerbside greenwaste collection service is provided.</b>	(C) Average number of complaints received for genuine missed greenwaste bins (excluding non-compliant bins) per collection.	≤ 6	2.9		Achieved. The average number of missed bins per collection was 2.6 for Q4 and 2.9 for the year.
<b>Transfer stations are safe and well maintained.</b>	(C) Number of complaints received about poor maintenance, noise or smell for Transfer Stations.	≤ 5	0		Achieved. No complaints were received about poor maintenance, noise or smell at a transfer station for Q4 nor for the year.
<b>Recycling is encouraged and less waste is sent to the regional landfill.</b>	(T) % of Council controlled waste diverted from landfill each year.	30%	27.16%		Not achieved. The total waste diversion from landfill, inclusive of recycling and green waste was 24.64% for Q4 and 27.16% for the year. This includes some estimated residual waste figures from recycling. This was largely not achieved as a result of additional commercial general waste disposed at the Hāwera Transfer Station that has been disposed of direct to landfill in the past. However, this waste is now accepted at the Hāwera Transfer Station for cartage to Bonny Glen.




**Roading and Footpaths (includes Road Safety and Pathways)**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Council provides roads which are safe and comfortable to drive on.</b>	(T) % of roads meeting the roughness standard (deviation of true plane) remains stable or improves. <i>DIA Performance Measure 2</i>	92%	93%		Achieved. The roading roughness condition rating generated from RAMM for all roads is 93%. When separated out, the result for urban streets is 84% and rural roads is 97%.
	(C) % of road users satisfied with the condition of Council roads.	≥ 75%	59%		Not achieved. The Annual Residents' Survey results show 59% of people are satisfied with the condition of Council roads. Some dissatisfaction was noted by residents regarding issues on State Highways (these are not in our control) therefore, this may lead to higher dissatisfaction for this measure.
	(T) Annual change in number of fatalities and serious injury crashes on local road network. <i>DIA Performance Measure 1</i>	Decrease by 1 or zero	11		Achieved. There was one serious crash reported for Q4 compared to three serious crashes in the same quarter last year.  11 serious crashes have been recorded for the year compared to three fatal and 13 serious crashes last year.
<b>The roading network is maintained in good condition.</b>	(T) % of sealed local road network resurfaced annually. <i>DIA Performance Measure 3</i>	6%	5.3%		Not achieved. Area sealed is 399,878m <sup>2</sup> out of the total sealed area of 7,574,810m <sup>2</sup> which equates to 5.3%. This is largely due to reseal cost increases and the need to do more two coat seals and less single coat seals than anticipated during the year.

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Footpaths are maintained in good condition and are fit for purpose.</b>	(T) % of footpaths with condition rating 1-4. <i>DIA Performance Measure 4</i>	92%	99%		Achieved. 99% of footpaths have a condition rating of 1-4.
<b>Council will respond promptly to customer service requests for roads and footpaths.</b>	(T) % of urgent customer service requests relating to roads and footpaths responded to within 2 working days. <i>DIA Performance Measure 5</i>	≥ 95%	100%		Achieved. 100% (2/2) of urgent customer service requests relating to roads and footpaths were responded to within two working days in Q4.  For the year 100% (13 out of 13) of urgent customer service requests relating to roads and footpaths were responded to within two working days.
	(T) % of non-urgent customer service requests relating to roads and footpaths responded to within 5 working days. <i>DIA Performance Measure 5</i>	≥ 90%	92%		Achieved. 263 out of 297 (89%) non-urgent CRMs relating to roads and footpaths were responded to within five working days in Q4.  1,218 out of 1,325 (92%) non-urgent CRMs relating to roads and footpaths were responded to within five working days for the year.


## Community Facilities

### Parks and Reserves


Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Parks and reserves are tidy and well maintained.</b>	<b>(C) % of customers satisfied with the level of maintenance in Council parks and reserves.</b>	≥ 90%	97%		Achieved. The Annual Residents' Satisfaction Survey results show that 97% of respondents are satisfied with the level of maintenance in Council Parks and Reserves.
<b>Visitors feel safe and enjoy visiting our parks and reserves.</b>	(C) Number of incidents recorded per annum due to poor maintenance or design.	≤ 6	0		Achieved. There were no incidents reported for the year.
	(C) % of customers satisfied that the provided playgrounds meet the needs of users.	≥ 80%	94%		Achieved. The Annual Residents' Satisfaction Survey results show that 94% of respondents are satisfied that the playgrounds provided by the Council meet user needs.




**Public Spaces**






Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Visitors feel safe and enjoy visiting our public spaces.</b>	(C) Number of incidents reported per annum due to poor maintenance or design.	≤ 6	2		Achieved. An incident was reported at Campbell Lane in Q4. A person tripped on the tactile pavers that are installed for the visually impaired.  Two incidents were reported at Council public spaces due to poor maintenance and design for the year.






**Halls**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Halls are well maintained and serviced.</b>	(C) % of customers satisfied with the maintenance and cleanliness of Halls.	≥ 90%	94%		Achieved. The Annual Residents' Survey results showed that 94% of respondents were satisfied with the cleanliness and maintenance of Halls.



**Swimming Pools**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Rural Pools are attractive environments.</b>	(C) Total number of users of rural pools is greater than 30,000.	30,000+	34,681		Achieved. There were 34,681 attendances recorded at rural pools for the year.



Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Rural Pools are well maintained.</b>	(C) % of customers satisfied with venues being well maintained.	≥ 90%	91.8%		Achieved. Online surveys were undertaken with an average satisfaction across all pools of 91%. Kaponga survey results recorded a satisfaction level of 86%. All other pools recorded over 90%.
<b>Customers are satisfied with services.</b>	(C) % of users satisfied with services provided by staff.	≥ 90%	94.5%		Achieved. Online surveys were undertaken and the average satisfaction across all pools was 94%. Kaponga survey results recorded a satisfaction level of 86%. All other pools recorded over 90%.
<b>Rural Pools are safe environments.</b>	(C) Number of accidents reported per annum due to poor maintenance or design.	≤ 5	0		Achieved. No accidents were recorded due to poor maintenance or design.
<b>Rural Pools water quality is safe.</b>	(T) % of compliance with NZ5826 through regular water quality tests.	≥ 90%	76%		Not achieved. 76% compliance from data was recorded during the season. New testing equipment was introduced that took some time to get used to and a number of plant issues contributed to non-compliant test results occurring. Manual dosing was undertaken, and follow-up test results were not recorded in the data.
<b>The Aquatic Centre is an attractive environment.</b>	(C) Number of users of the Aquatic Centre is greater than 90,000 per annum.	≥ 90,000	85,392		Not achieved. 20,337 users were recorded in Q4. 85,392 users of the Aquatic Centre were recorded for the year. Attendance numbers were affected by COVID-19 alert level changes which restricted recreational use. Much lower numbers than usual were also seen in

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
					January due to the scheduled indoor complex repainting.
<b>The Aquatic Centre is well maintained.</b>	(C) % of users satisfied with the venue being well maintained.	≥ 90%	97%		Achieved. An online and in-house survey was undertaken. 97% of users were satisfied with the venue being well maintained.
<b>Customers are satisfied with services.</b>	(C) % of users satisfied with services provided by staff.	≥ 90%	95%		Achieved. An online and in-house survey was undertaken. 95% of users were satisfied with the services provided by staff.
<b>The Aquatic Centre is a safe environment.</b>	(T) The Aquatic Centre holds current national Poolsafe™ accreditation.	Held	Held		Achieved. Poolsafe accreditation retained.
	(C) Number of accidents reported per annum due to poor maintenance or design.	≤ 5	3		Achieved. Three accidents were recorded. Three broken tiles and a sharp area on a Learn To Swim platform. All have now been repaired.
<b>The Aquatic Centre actively promotes swim programmes.</b>	(C) Number of Aqua School Learn to Swim enrolments are no less than 1,400 per annum.	≥ 1,400	1,232		Not achieved. There were 343 enrolments for Learn to Swim in Q4. 1,232 enrolments were received for Learn to Swim for the year. Aqua school enrolments were affected by COVID-19 level changes, particularly in Q1 and Q3.




**Public Toilets**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Toilets are safe, accessible and well maintained.</b>	(C) % of residents satisfied with cleanliness and maintenance of Public Toilets.	≥ 80%	79%		Not achieved. The Annual Residents' Satisfaction Survey results showed 79% of respondents were satisfied with the level of cleanliness and maintenance of public toilets.
	(C) % of residents satisfied with Public Toilet opening hours.	≥ 85%	89%		Achieved. The Annual Residents' Satisfaction Survey results showed 89% of respondents were satisfied with the opening hours of public toilets.




**Cemeteries**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Cemeteries are tidy and well maintained.</b>	(C)% of customers satisfied with the tidiness and level of maintenance at Cemeteries.	≥ 95%	98%		Achieved. The Annual Residents' Satisfaction Survey showed that 98% of respondents were satisfied with the level of maintenance at Cemeteries.
<b>Interments are managed with respect and sensitivity.</b>	(C) Number of complaints regarding interment processes.	≤ 3	1		Achieved. There were no reported complaints or issues for Q4. One complaint was recorded for the year.

**Pensioner Housing**


Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Council will provide well maintained and affordable Pensioner Housing.</b>	(T) % of Pensioner Housing units are rated good to very good using the minimum standards included in the Pensioner Housing Policy.	76%	89%		Achieved. Three refits were completed at Skittrup Court and Willowbrook, Eltham and Norfolk in Pātea. Ceiling insulation was confirmed in six units and Manaia and four at Willowbrook, Eltham. 56 Units (89%) are now rated good to very good.
	(C) % of tenants satisfied with the standard of their accommodation.	≥ 95%	94%		Not achieved. The annual Tenant Survey was completed in May 2021 and 35 of the 63 tenants responded to this question. 33 of those tenants (94%) were satisfied with the condition of their units.
<b>Tenants are supported to remain independent in their communities of choice for as long as they are able.</b>	(C) % of tenants satisfied with the social support service provided (or who rate the social service good or above).	≥ 90%	100%		Achieved. 36 tenants responded to this question in the annual Tenant Survey. 26 rated the service excellent, 8 very good and 2 good.

**TSB Hub**



Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>TSB Hub is an attractive, well maintained and well used venue.</b>	(C) Numbers of users of TSB Hub.	≥ 150,000	161,848		Achieved. 51,082 visits were recorded for Q4. The total recorded visitors for the year are 161,848.
	(C) % of users satisfied with standard of service provided.	≥ 90%	100%		Achieved. 100% of respondents were either satisfied or very satisfied with the standard of service they received in Q4. 100% of respondents were satisfied with the service provided for the year.
<b>TSB Hub provides a safe environment.</b>	(C) Number of accidents reported per annum due to poor maintenance or design.	≤ 3	1		Achieved. One accident was reported that was attributed to poor design in Q4, which was the only one for the year. A student in the Hall of Fame tripped on a doorstep (these are at ground level).

**Arts & Culture**



**Arts**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<p><b>Opportunities are provided to participate in arts activities.</b></p>	<p>(C) Number of programmes or projects facilitated or supported per annum.</p>	<p>10</p>	<p>16</p>		<p>Achieved. Four events/projects were facilitated in Q4.</p> <p><i>Arts on Tour NZ</i> - Facilitated touring performance at Everybody's Theatre, Ōpunakē in June - a total of 106 attendees, including 40 youth.</p> <p><i>Puanga Roadshow</i> - Developed and resourced art component, delivered the programme to five LibraryPlus branches in June.</p> <p>Coastal Arts Trail/Museums &amp; Galleries Brochure Supported Venture Taranaki by providing detailed information for South Taranaki listings and supporting galleries and studios to join the new Coastal Arts Trail.</p> <p><i>Community Art Projects</i> – Research and initial engagement planning for Kaponga Community Mural Project and Manaia Pool Community Mural Project.</p> <p>Sixteen events/projects have been facilitated for the year.</p>

**Heritage – Aotea Utanganui – Museum of South Taranaki**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Visitors feel welcome and enjoy the Museum.</b>	(C) % of customers satisfied with their visit.	≥ 95%	96%		Achieved. In Q4 84 comments were received and all were positive. The overall satisfaction rate of customer visits, from 413 comments, is 96% for the year.
<b>The collection of artefacts and archives is protected for future generations.</b>	(C) Number of collection items re-housed to Museum standards.	Social history 400 objects archived 20 linear metres	628 Social history objects archived. 20 linear metres		Achieved. 628 social history objects and 20 linear metres rehoused. In addition, 75% of off-site agricultural machinery has been returned to the Museum.




**LibraryPlus**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>LibraryPlus facilities are well resourced and have friendly, helpful staff.</b>	(C) % of customers satisfied with facilities and customer service.	≥ 95%	99%		Achieved. The Annual Residents' Survey shows 99% of residents are satisfied with facilities and customer service.
<b>LibraryPlus materials and resources are relevant to current information and leisure needs of the community.</b>	(C) % of customers satisfied with materials, resources and information provided.	≥ 95%	99%		Achieved. The Annual Residents' Survey shows 99% of residents are satisfied with the materials, resources and information provided.




**District Economy**

**Economic Development**


Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Existing or new businesses are supported and assisted to grow.</b>	(C) Number of client interactions with the Business Advisory Service.	≥ 475	2,084		Achieved. The number of South Taranaki client interactions with the business advisory service (provided by Venture Taranaki) for Q4 was 556. The number of interactions for the year was 2,084 for the South Taranaki District. This is a 54% increase from the previous year.
	(C) Dollar value of Capability Development vouchers distributed in South Taranaki.	≥ \$75,000	\$68,732.25		Not Achieved. Four Capability Development booking allocations were made in South Taranaki in Q4. The dollar value of the Capability Booking Allocations for South Taranaki in Q4 was \$8,900. The total for the year was \$68,732.25 across 27 allocations. This figure does not include any COVID-19 business support funding, which saw an additional \$110,730 of business support provided to 43 South Taranaki businesses for the year.
<b>South Taranaki is promoted as a great place to live, work and visit.</b>	(C) Number of South Taranaki promotions per annum.	≥ 10	11		Achieved. Promotion of the Rebel Business School Taranaki event continued in Q4. The Council led the promotion for the trade show of the newly created businesses that took place in the Hāwera Memorial Lounge. In April, the Council launched a new employment initiative in partnership with the Taranaki Chamber of Commerce. An office (Chamber Hub South) was established in Hāwera and the staff



					<p>connect employers and employees through training and employment opportunities.</p> <p>The Council contributed to a media release about the launch of the 250 section Longview Hāwera development.</p> <p>The adoption of the Long Term Plan in June was also an opportunity to promote Council's commitment to stimulating sustainable economic growth via a media release and various other marketing channels.</p> <p>11 promotions were presented for the year.</p>
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**Tourism**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Customers are satisfied with the level of service they received at the i-SITE.</b>	(T) Qualmark accreditation is maintained.	Held	Held		Achieved. Qualmark accreditation passed 27/10/2020.



**Events**


Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Council will provide, encourage and/or support events within the District.</b>	(C) Minimum number of events Council has provided or supported per annum.	≥ 10	20		Achieved. Three events were held in Q4 – The Great Eltham Comedy Night, Movie Madness Ōpunakē, Movie Madness Hāwera, bringing the total number of events for the year to 20.

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Council events are well organised, safe and well attended.</b>	(C) % of attendees satisfied with selected Council events.	≥ 90%	0		Not Achieved. Measure not achieved as no measurable post-event surveys were undertaken during the year
<b>Council events are well organised, safe and well attended.</b>	(C) Number of serious incidents due to poor event management.	≤ 3	0		Achieved. No serious incidents were reported at events in Q4 nor for the year.

## Community Development



### Community Development

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Communities and groups are provided with the skills they need to support them to achieve their own goals.</b>	(C) % of participants in workshops and training sessions find the training useful.	≥ 80%	100%		Achieved. In Q4 the Wheelhouse provided one training session with the Council's support. The organisation provided a workshop for non-profits and all 44 attendees marked the session as very useful.  Six Wheelhouse training sessions have been supported for the year, with 100% of the participants finding the training useful.
<b>Partnerships with community groups are developed to make the best use of resources.</b>  <b>Partnerships with community groups are</b>	(C) % of the cost of community-led projects (supported by Council) funded from external sources.	≥ 50%	100%		Achieved. A successful funding application was made to the Tu Manawa Aotearoa Fund managed by Sport Taranaki for a basketball hoop and sports equipment for St Josephs School, Pātea which was 100% funded by the Fund. Community Development staff advised and helped prepare the application.



Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<p><b>developed to make the best use of resources.</b></p>	<p>(C) % of the total cost of Council-led projects (completed in partnership with the community) funded from external sources.</p>	<p>≥ 33.3%</p>	<p>98%</p>		<p>Achieved. The Waka Kotahi NZTA Innovating Streets fund will cover 90% of the cost of the Innovating Streets project. This is a continuing project which began in Q3 and will continue into the new year.</p> <p>A successful application to MTFJ for Work Exposure Funding meant two events for students to meet employers were held, one in Hāwera and the other at Ōpunakē. These events were both 100% funded.</p> <p>MTFJ provided a \$1,000 subsidy towards an ITO graduation barbecue and ceremony (2 June) which was also 100% funded.</p> <p>MSD, through MTFJ funded 100% of a trial of their COVID-19 Community Recovery Programme. This programme was successful and further funding will be provided to continue the programme for 2021/22.</p>

## Environmental Sustainability

### Planning




Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
Consents for subdivision and development are processed in a timely manner.	(T) % of resource consent applications processed within statutory timeframes.	100%	99%		Not Achieved. 60 consents processed in Q4, with all processed within the statutory timeframes.  In the 2020/21 year, 208 consents were processed, with 206 (99.04%) processed within statutory timeframes
Consent compliance is monitored by the Council.	(T) Consents are monitored by their due date.	≥ 90%	11%		Not Achieved. 106 consents were monitored within Q4, 16 (15%) of these were completed by their due date.  In the 2020/21 year, 179 consents were monitored with 20 (11%) completed by their due date.

### Environmental Policy





Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
Growth and development is planned while our natural and physical resources are managed in a sustainable manner.	(T) The Plan Changes and Variations to the District Plan are undertaken in accordance with legislative timeframes.	Achieved	Achieved		Achieved. Request for Proposal for Plan Change 1 under development.
Iwi are supported to contribute to local environmental issues.	(T) % of Plan Change projects that have dedicated periods of officer time set aside for consulting with Iwi.	100%	100%		Achieved. The Nga Kaitiaki Group has been established for Plan Change 1.

## Regulatory Services




### Building Control

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Building consents are processed efficiently.</b>	(T) % of building consent applications are processed within the statutory timeframe of 20 working days.	100%	62.5%		Not achieved. 215 consents were processed in Q4, with 127 processed within 20 working days (59.1%). In the 2020/21 year, 637 consents were processed with 398 processed within 20 working days (62.5%).
<b>Customers receive industry recognised quality service.</b>	(T) % of building inspections are carried out within 2 working days of request.	≥ 95%	100%		Achieved. 592 inspections were carried out in Q4, all within 2 working days of request. 2,219 inspections were carried out in 2020/21 financial year, all within 2 working days of request.
<b>The Council retains authority to issue building consents.</b>	(T) Accreditation as a Building Consent Authority is retained.	Retained	Retained		Achieved. IANZ visited in June 2021 and recommended the continuance of accreditation for the BCA subject to clearing the outstanding non-compliances within the required timeframes.


Environmental Health

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>New food premises can open to the public quickly and existing food premises can continue to trade.</b>	(T) % of New Premises Applications and Renewal Premises Applications processed within 10 working days.	≥ 95%	100%		Achieved. Two premises' applications were processed within 10 working days for Q4 and all 75 were processed within 10 working days for the year.
<b>Food premises are hygienic and food sold to the public is safe to eat.</b>	(T) % of licensed premises that are audited within 1 month of the due date.	≥ 95%	100%		Achieved. All 21 of the food premises were audited within one month of the due date for Q4 and all 73 premises were audited within one month for the year to date. Due to the new Food Act 2014, not all premises will be verified within a 12 month period, this is based on their Risk Base Measure.
<b>Food premises operators receive high quality service.</b>	(C) The number of complaints received from food premises operators about standard of service per annum.	≤ 5	1		Achieved. One food complaint received during Q4. This complaint did not affect food safety and turned out to be a spice used by an Operator.  Total of only one complaint received for the 2020/21 year.
<b>Hairdressers, camping grounds/holiday parks, funeral homes &amp; offensive trade premises are hygienically safe.</b>	(T) % of licensed premises that are inspected annually.	≥ 95%	100%		Achieved. All 55 (100%) health premises were inspected.

Licensing – Alcohol and Gambling




Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Premises selling alcohol to the public are licensed and are running their business responsibly.</b>	(C) Number of Council facilitated workshops to encourage host responsibility per annum.	2	0		Not Achieved. No Council facilitated workshops have taken place this financial year due to workload, COVID-19 and staff vacancies. Assessing an alternative to face-to-face workshops eg. Quarterly Newsletter to all liquor premises.
	<b>(T) % of licensed premises that are annually inspected.</b>	≥ 95%	100%		Achieved. 32 licensed premises were inspected during Q4. All 89 (100%) licensed premises have had a compliance visit for the 2020/21 year.
<b>Unopposed Liquor Licence Applications are processed promptly.</b>	(T) % of unopposed Liquor Licence Applications processed within 10 working days of receipt of all reports.	≥ 95%	100%		Achieved. All 22 applications were processed within 10 working days during Q4 with 47 (100%) applications processed for the 2020/21 year.

Noise Control




Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
<b>Provide a prompt and reliable noise control service 24 hours a day, 7 days a week.</b>	(T) % of noise complaints responded to within one hour.	≥ 90%	92%		Achieved. 172 (96%) of the 179 noise complaints received were responded to within 1 hour during Q4 with 741 (92%) out of the 804 having been responded to for the 2020/21 year.




**Animal Services** - \* serious dog incidents – dog attacks, threatening or rushing dogs or continual barking. \*\* general dog incidents – barking and roaming.

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
Residents are satisfied with the Animal Control service.	(C) % of residents satisfied with the Animal Control service.	≥ 75%	76%		Achieved. The Annual Residents' Survey recorded that 76% of residents were satisfied with the control of animals in South Taranaki.
A prompt and reliable animal control service will be provided 24 hours a day, 7 days a week for wandering stock and serious dog incidents*.	(C) % of reported serious dog or wandering stock incidents responded to within 4 hours.	≥ 95%	95%		Achieved. 120 of the 127 (94%) serious incidents reported were responded to within 4 hours during Q4. In total, 386 (95%) of 408 were responded to for the 2020/21 year within 4 hours.
A reliable and responsive animal control service that investigates general dog incidents**.	(C) % of reported general dog incidents responded to within 1 working day.	≥ 95%	95%		Achieved. 523 of the 547 (96%) general dog incidents reported were responded to within 1 working day during Q4 with 1650 (95%) of the 1739 having been responded to for the 2020/21 year.

**Civil Defence and Emergency Management**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
The Council is ready to respond to a Civil Defence Emergency and is able to function for as long as required during an emergency.	(C) Roles identified and staffed for 24 hour operations of the Emergency Operations Centre (EOC) and staff trained to the appropriate level agreed to by the Civil Defence and Emergency Management Group.	100% of roles filled	100%		Achieved. All EOC function manager roles are fully allocated.
		65% of staff trained	50%		Not achieved. Although only 50% of staff are trained, there has been a great response from new staff to undertake Emergency Management Training.
The Council actively engages with the wider community to increase the level of awareness, and understanding of, and preparation and readiness for emergencies and strengthening community resilience.	(C) Community Action Plans are prepared in conjunction with, and for, each town. By 2026 Community Action Plans are prepared and in place for all 8 principal towns in the South Taranaki District.	One Community Action Plan prepared per year	0		Not achieved. There is ongoing active engagement with the Ōpunakē Emergency Management Group to assist with co-developing a workable community plan. This Plan will identify the hazards in the Ōpunakē community and the appropriate response from the community. This model will be repeated throughout the District to assist other communities to complete Community Response and Recovery Plans.

**Coastal Structures**

Level of Service	Performance Measure <i>C=customer measure</i> <i>T=technical measure</i>	Target 2020/21	Actual	Status	For Quarter Four as at 30 June 2021
Comply with the Taranaki Regional Council Resource Consent conditions for coastal structures.	(C) % of compliance with Resource Consent conditions.	100%	100%		Achieved. 100% compliance has been achieved in Q4 and for the year.





**Consolidated Operating Expenditure Statement**  
For the period ending June 2021

Description	YTD Actuals	YTD Rev. Bud	Variance In \$	Variance In %	Full Year Budget	Full Year Rev. Bud
<b>Expenditure</b>						
Direct Costs	30,692,740	30,299,979	(392,761)	(1%)	28,604,472	30,299,979
Interest Paid	5,646,749	6,374,147	727,399	11%	6,374,147	6,374,147
Depreciation	19,246,844	19,082,661	(164,183)	(1%)	19,082,661	19,082,661
Personnel Costs	15,567,244	15,473,756	(93,488)	(1%)	15,482,532	15,473,756
<b>Total Operational Expenditure</b>	<b>71,153,577</b>	<b>71,230,543</b>	<b>76,967</b>	<b>0%</b>	<b>69,543,811</b>	<b>71,230,543</b>
<b>Income</b>						
User Fees and Charges	6,668,804	6,804,163	(135,359)	(2%)	6,804,163	6,804,163
Interest Received	928,234	1,213,635	(285,401)	(24%)	1,213,635	1,213,635
Grants and Subsidies	11,280,569	11,169,811	110,758	1%	9,717,125	11,169,811
Targeted Rates	27,422,067	26,833,271	588,796	2%	26,833,271	26,833,271
LTIF Income	20,737,698	9,047,230	11,690,468	129%	9,047,230	9,047,230
Sundry Revenue	5,097,728	2,038,131	3,059,597	150%	770,318	2,038,131
General Rates & Revenue	16,291,619	16,290,541	1,078	0%	16,290,541	16,290,541
Capital Contribution	3,529,388	4,807,304	(1,277,917)	(27%)	1,027,304	4,807,304
Vested Assets	114,000	0	114,000	100%	0	0
<b>Total Income</b>	<b>92,070,107</b>	<b>78,204,086</b>	<b>13,866,020</b>	<b>18%</b>	<b>71,703,588</b>	<b>78,204,086</b>
<b>Net Cost of Service - Surplus/(Deficit)</b>	<b>20,916,530</b>	<b>6,973,543</b>	<b>13,942,987</b>		<b>2,159,777</b>	<b>6,973,543</b>
Gain on Derivative Contract	7,363,840	0	7,363,840		0	0
Loss on Disposal of Fixed Assets	(926,539)	0	(926,539)		0	0
<b>Net Cost of Service - Surplus/(Deficit)</b>	<b>27,353,831</b>	<b>6,973,543</b>	<b>20,380,289</b>		<b>2,159,777</b>	<b>6,973,543</b>

**Expenditure**

**Interest Paid** : Below budget as a result of timings and delays in the capital works programme.

**Income**

**LTIF Income**: LTIF income showed a gain year to date as a result of favourable market conditions.

**Sundry Revenue**: Above budget mainly due to a contribution received from the TSB Community Trust.

**Capital Contributions**: Expected capital contributions from the Provincial Growth Fund yet to come to fruition.



**Consolidated Operating Expenditure Statement  
For the period ending June 2021**

Description	YTD Actuals	YTD Rev. Bud	Variance In \$	Variance In %	Full Year Budget	Full Year Rev. Bud
<b>Expenditure</b>						
Corporate Activities	1,431,489	1,390,712	(40,778)	(3%)	1,489,247	1,390,712
Democracy and Leadership	3,283,301	3,095,338	(187,963)	(6%)	3,095,338	3,095,338
Arts and Culture	3,461,986	3,444,869	(17,117)	(0%)	3,444,869	3,444,869
Community Facilities	11,721,634	12,004,217	282,583	2%	12,012,993	12,004,217
District Economy	2,111,193	2,400,397	289,204	12%	2,400,397	2,400,397
Community Development	1,546,135	1,713,398	167,264	10%	1,270,703	1,713,398
Regulatory Services	3,185,327	2,922,338	(262,989)	(9%)	2,922,338	2,922,338
Water Supply	13,148,073	12,936,779	(211,294)	(2%)	12,936,779	12,936,779
Roading and Footpaths	17,041,790	17,911,502	869,712	5%	16,545,155	17,911,502
Stormwater	1,351,040	1,241,706	(109,334)	(9%)	1,241,706	1,241,706
Wastewater	6,469,128	6,593,093	123,964	2%	6,593,093	6,593,093
Solid Waste	4,908,467	4,119,717	(788,749)	(19%)	4,134,717	4,119,717
Coastal Structures	338,530	385,653	47,123	12%	385,653	385,653
Environmental Management	1,155,483	1,070,824	(84,659)	(8%)	1,070,824	1,070,824
<b>Total Operational Expenditure</b>	<b>71,153,577</b>	<b>71,230,543</b>	<b>76,967</b>	<b>0%</b>	<b>69,543,811</b>	<b>71,230,543</b>
<b>Income</b>						
Corporate Activities	14,653,532	2,556,421	12,097,111	473%	2,550,236	2,556,421
Democracy and Leadership	3,113,408	3,100,802	12,606	0%	3,100,802	3,100,802
Arts and Culture	3,379,165	3,305,402	73,763	2%	3,305,402	3,305,402
Community Facilities	11,109,061	11,068,568	40,493	0%	11,068,568	11,068,568
District Economy	5,434,590	3,460,364	1,974,226	57%	3,460,364	3,460,364
Community Development	1,573,165	1,738,371	(165,206)	(10%)	1,295,676	1,738,371
Regulatory Services	2,776,795	2,902,340	(125,545)	(4%)	2,902,340	2,902,340
Water Supply	16,012,877	15,975,248	37,629	0%	13,881,433	15,975,248
Roading and Footpaths	20,296,982	19,804,531	492,451	2%	17,526,727	19,804,531
Stormwater	1,119,329	1,103,463	15,865	1%	1,103,463	1,103,463
Wastewater	6,389,873	7,502,283	(1,112,410)	(15%)	5,822,283	7,502,283
Solid Waste	4,855,005	4,349,199	505,806	12%	4,349,199	4,349,199
Coastal Structures	135,641	136,270	(630)	(0%)	136,270	136,270
Environmental Management	1,220,684	1,200,824	19,860	2%	1,200,824	1,200,824
<b>Total Income</b>	<b>92,070,107</b>	<b>78,204,086</b>	<b>13,866,020</b>	<b>18%</b>	<b>71,703,588</b>	<b>78,204,086</b>
<b>Net Cost of Service - Surplus/(Deficit)</b>	<b>20,916,530</b>	<b>6,973,543</b>	<b>13,942,987</b>		<b>2,159,777</b>	<b>6,973,543</b>
Gain on Derivative Contract	7,363,840	0	7,363,840		0	0
Loss on Disposal of Fixed Assets	(926,539)	0	(926,539)		0	0
<b>Net Cost of Service - Surplus/(Deficit)</b>	<b>27,353,831</b>	<b>6,973,543</b>	<b>20,380,289</b>		<b>2,159,777</b>	<b>6,973,543</b>

Statement of Financial Position as at 30 June 2021

Description	Council Actual 2021 \$000	Council Budget 2021 \$000	Consolidated Actual 2021 \$000
<b>Current Assets</b>			
Cash and Cash Equivalents	16,778	5,097	16,778
Accounts Receivable	9,665	10,265	9,665
Derivative Financial Instruments	25	0	25
Prepayments	1,039	2,260	1,039
Stocks	57	207	57
<b>Total Current Assets</b>	<b>27,564</b>	<b>17,829</b>	<b>27,564</b>
<b>Non Current Assets</b>			
Investments	145,713	136,897	145,713
Property, Plant and Equipment	909,263	908,716	909,263
Intangible Assets	1,182	511	1,182
<b>Total Non Current Assets</b>	<b>1,056,158</b>	<b>1,046,124</b>	<b>1,056,158</b>
<b>Total Assets</b>	<b>1,083,723</b>	<b>1,063,953</b>	<b>1,083,723</b>
<b>Current Liabilities</b>			
Accounts Payable	10,634	9,365	10,634
Employee Entitlements	1,020	910	1,020
Income Received in Advance	855	758	855
Derivative Financial Instruments	0	102	0
Current Portion of Term Liabilities	277	25,105	277
Current Landfill Aftercare Provision	39	45	39
<b>Total Current Liabilities</b>	<b>12,826</b>	<b>36,285</b>	<b>12,826</b>
<b>Non Current Liabilities</b>			
Term Liabilities	113,031	102,889	113,031
Non-Current Landfill Aftercare Provision including Derivatives	10,567	14,073	10,567
<b>Total Non Current Liabilities</b>	<b>123,598</b>	<b>116,962</b>	<b>123,598</b>
<b>Total Assets Less Liabilities</b>	<b>947,299</b>	<b>910,706</b>	<b>947,299</b>
Accumulated Balances including all reserves	644,908	560,004	644,908
Asset Revaluation Reserves	302,391	350,702	302,391
<b>Total Equity</b>	<b>947,299</b>	<b>910,706</b>	<b>947,299</b>



**South Taranaki District Council**

**Statement of Financial Performance**

For the year ended 30 June 2021

	Council	Budget	Consolidated
	2021	2021	2021
	\$000	\$000	\$000
<b>Income</b>			
Rates Income	42,538	42,046	42,538
Other Income	35,323	18,924	35,323
Financial Income	19,310	8,491	19,310
Other Gains	0	0	0
<b>Total Income</b>	<b>97,171</b>	<b>69,461</b>	<b>97,171</b>
<b>Expenditure</b>			
Democracy and Leadership	3,283	3,095	3,283
Arts and Culture	3,446	3,429	3,446
Community Facilities	11,310	11,595	11,310
District Economy	2,130	2,390	2,130
Community Development	1,546	1,271	1,546
Regulatory Services	3,185	2,922	3,185
Water Supply	12,085	11,863	12,085
Roading and Footpaths	16,932	16,436	16,932
Stormwater	1,239	1,129	1,239
Wastewater	6,068	6,176	6,068
Solid Waste	4,856	4,082	4,856
Coastal Structures	339	386	339
Environmental Management	1,155	1,071	1,155
Reallocated Activity	2,242	1,458	2,242
<b>Total Expenditure</b>	<b>69,818</b>	<b>67,302</b>	<b>69,818</b>
<b>Surplus Operating (Deficit) before Tax</b>	<b>27,353</b>	<b>2,159</b>	<b>27,353</b>
<b>Taxation</b>			<b>0</b>
<b>Suplus Operating (Deficit) after Tax</b>	<b>27,353</b>	<b>2,159</b>	<b>27,353</b>



South Taranaki District Council

Statement of Comprehensive Revenue and Expense for Year Ended 30 June 2021

	Council 2021 \$000	Budget 2021 \$000	Consolidated 2021 \$000
<b>Revenue</b>			
<b>Revenue by Exchange Transactions</b>			
Rates - Water by Meter	9,185	8,578	9,185
Financial Revenue	19,960	8,491	19,960
<b>Revenue from Non-Exchange Transactions</b>			
Rates	33,354	33,468	33,354
Fees & Charges	6,610	6,744	6,610
Subsidies & Grants	14,642	10,744	14,642
Development and Financial Contributions	168	0	168
Other Revenue	13,253	1,435	13,253
<b>Total Income</b>	<b>97,171</b>	<b>69,462</b>	<b>97,171</b>
<b>Expenditure</b>			
Personnel Costs	14,852	14,828	14,852
Depreciation & Amortisation Expense	19,247	19,083	19,247
Finance Costs	4,790	5,326	4,790
Other Expenses	30,930	28,065	30,930
<b>Total Expenditure</b>	<b>69,818</b>	<b>67,302</b>	<b>69,818</b>
<b>Surplus/(Deficit) Before Tax</b>	<b>27,353</b>	<b>2,160</b>	<b>27,353</b>
Tax	0	0	0
<b>Surplus/(Deficit) After Tax</b>	<b>27,353</b>	<b>2,160</b>	<b>27,353</b>
Increase/Decrease in Revaluation Reserves	6	0	6
Gain on Asset Revaluation			
<b>Total Comprehensive Revenue and Expense for the Year</b>	<b>27,359</b>	<b>2,160</b>	<b>27,359</b>



## South Taranaki District Council

### Funding Impact Statement for Whole of Council as at June 2021

	<i>YTD Actual 2020-21 (\$000)</i>	<i>FY Budget 2020- 21 (\$000)</i>
<b>Sources of operating funding</b>		
General rates, uniform annual general charges, rates penalties	15,784	15,720
Targeted rates	26,939	26,326
Subsidies and grants for operating purposes	6,526	5,137
Fees and charges	6,610	6,744
Investment Income	19,960	8,491
Local authorities fuel tax, fines, infringement fees and other receipts	5,593	1,435
<b>Total operating funding (A)</b>	<b>81,412</b>	<b>63,853</b>
<b>Applications of operating funding</b>		
Payments to staff and suppliers	43,966	41,923
Finance costs	4,790	5,326
Other operating funding applications	890	970
<b>Total applications of operating funding (B)</b>	<b>49,646</b>	<b>48,219</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>31,766</b>	<b>15,635</b>
<b>Sources of capital funding</b>		
Subsidies and grants for capital expenditure	4,755	4,579
Development and financial contributions	168	0
Increase (decrease) in debt	2,516	8,606
Gross proceeds from sale of assets	0	0
Lump sum contributions	3,361	1,027
Other dedicated capital funding	0	0
<b>Total sources of capital funding (C)</b>	<b>10,800</b>	<b>14,213</b>
<b>Applications of capital funding</b>		
- To meet additional demand	180	3,847
- To improve the level of service	7,555	8,362
- To replace existing assets	15,426	15,271
Increase (decrease) in reserves	19,406	2,367
Increase (decrease) in investments	0	0
<b>Total applications of capital funding (D)</b>	<b>42,566</b>	<b>29,847</b>
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(31,766)</b>	<b>(15,634)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>(0)</b>	<b>0</b>
<b>Excludes Depreciation of:</b>	<b>19,247</b>	<b>19,083</b>

Reconciliation to Surplus/(Deficit) before taxation	<i>Actual</i>
	<b>2021</b>
	<b>(\$000)</b>
Surplus (deficit) of operating funding (A-B)	31,765
Subsidies and grants for capital expenditure	4,755
Development and financial contributions	168
Other adjustments	0
Loss on disposal of assets	(927)
Vested assets	114
Lump sum contributions	3,361
Other dedicated Capital funding	0
Gain/(Loss) on derivatives	7,363
Depreciation	(19,247)
<b>Surplus (Deficit) before taxation</b>	<b>27,353</b>

**South Taranaki District Council**

**Funding Impact Statement for Democracy and Leader as at June 2021**

	<i>YTD Actual 2020-21 (\$000)</i>	<i>FY Budget 2020- 21 (\$000)</i>	<i>Comments</i>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	2,562	2,553	
Targeted rates	0	0	
Subsidies and grants for operating purposes	0	0	
Fees and charges	0	0	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	551	548	
<b>Total operating funding (A)</b>	<b>3,113</b>	<b>3,101</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,227	1,008	Increased costs relate to unbudgeted expenditure for representation review and write-offs.
Finance costs	2	2	
Internal charges and overheads applied	2,045	2,079	
Other operating funding applications	3	0	
<b>Total applications of operating funding (B)</b>	<b>3,277</b>	<b>3,089</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(163)</b>	<b>12</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	0	(5)	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>0</b>	<b>(5)</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	0	0	
- To replace existing assets	0	0	
Increase (decrease) in reserves	(163)	7	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>(163)</b>	<b>7</b>	
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>163</b>	<b>(12)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>6</b>	<b>7</b>	

**South Taranaki District Council**

**Funding Impact Statement for Water Supply as at June 2021**

	<i>YTD Actual 2020-21 (\$000)</i>	<i>FY Budget 2020- 21 (\$000)</i>	<i>Comments</i>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	0	0	
Targeted rates	13,715	13,153	Increased rates due to higher usage from water by meter rates
Subsidies and grants for operating purposes	0	0	
Fees and charges	85	87	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	422	641	Lower than expected water transfers between schemes
<b>Total operating funding (A)</b>	<b>14,223</b>	<b>13,881</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	3,593	3,517	
Finance costs	1,968	2,060	
Internal charges and overheads applied	2,548	2,365	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>8,109</b>	<b>7,942</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>6,114</b>	<b>5,939</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(1,116)	1,345	Lower debt levels due to delayed capital works programme
Gross proceeds from sale of assets	0	0	
Lump sum contributions	1,790	0	Unbudgeted Tranche 1 funding (3 waters reform)
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>674</b>	<b>1,345</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	170	3,847	Capital expenditure reports include detailed explanation
- To improve the level of service	2,311	1,478	
- To replace existing assets	5,055	4,663	
Increase (decrease) in reserves	(749)	(2,704)	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>6,788</b>	<b>7,284</b>	
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(6,114)</b>	<b>(5,939)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>5,039</b>	<b>4,995</b>	

South Taranaki District Council

Funding Impact Statement for Stormwater as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	905	901	
Targeted rates	8	9	
Subsidies and grants for operating purposes	0	0	
Fees and charges	14	0	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	192	194	
<b>Total operating funding (A)</b>	<b>1,119</b>	<b>1,103</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	173	251	Under budget primarily due to lower than anticipated maintenance costs
Finance costs	148	183	
Internal charges and overheads applied	347	340	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>668</b>	<b>774</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>451</b>	<b>330</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(183)	171	Lower debt levels due to delayed capital works programme
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(183)</b>	<b>171</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	3	0	Capital expenditure reports include detailed explanation
- To improve the level of service	62	479	
- To replace existing assets	41	19	
Increase (decrease) in reserves	162	2	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>268</b>	<b>501</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(451)</b>	<b>(330)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>683</b>	<b>468</b>	

South Taranaki District Council

Funding Impact Statement for Wastewater as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	0	0	
Targeted rates	4,798	4,781	
Subsidies and grants for operating purposes	0	0	
Fees and charges	682	1,042	Reduced income due to no charging of costs yet between Hawera and Eltham
Internal charge and overheads recovered	14	0	
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	
<b>Total operating funding (A)</b>	<b>5,494</b>	<b>5,822</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	2,733	2,805	
Finance costs	1,301	1,365	
Internal charges and overheads applied	776	895	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>4,809</b>	<b>5,065</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>684</b>	<b>757</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	2,305	890	Higher debt due to more capital works than budgeted (previous year's carryovers)
Gross proceeds from sale of assets	0	0	
Lump sum contributions	910	0	Unbudgeted Tranche 1 funding (3 waters reform)
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>3,215</b>	<b>890</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	6	0	Capital expenditure reports include detailed explanation
- To improve the level of service	292	129	
- To replace existing assets	2,162	1,576	
Increase (decrease) in reserves	1,439	(57)	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>3,899</b>	<b>1,647</b>	
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(684)</b>	<b>(757)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>1,674</b>	<b>1,528</b>	

**South Taranaki District Council**

**Funding Impact Statement for Solid Waste as at June 2021**

	YTD Actual 2020-21	FY Budget 2020- 21	Comments
	(\$000)	(\$000)	
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	587	583	
Targeted rates	1,936	1,931	
Subsidies and grants for operating purposes	0	0	
Fees and charges	1,484	1,118	Higher than anticipated income due to large waste volumes from commercial operators and SDC
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	849	718	
<b>Total operating funding (A)</b>	<b>4,855</b>	<b>4,349</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	4,194	3,444	Overspend due to increased waste volume from commercial operators and SDC (overspend is offset by increased income)
Finance costs	143	145	
Internal charges and overheads applied	478	496	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>4,815</b>	<b>4,085</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>40</b>	<b>264</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(121)	(117)	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(121)</b>	<b>(117)</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	42	27	
- To replace existing assets	37	5	
Increase (decrease) in reserves	(160)	115	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>(81)</b>	<b>147</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(40)</b>	<b>(264)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>93</b>	<b>49</b>	

**South Taranaki District Council**

**Funding Impact Statement for Roading and Footpa as at June 2021**

	<i>YTD Actual 2020-21 (\$000)</i>	<i>FY Budget 2020- 21 (\$000)</i>	<i>Comments</i>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	42	40	
Targeted rates	6,518	6,502	
Subsidies and grants for operating purposes	6,077	5,022	
Fees and charges	132	187	
Internal charge and overheads recovered	0	1,268	
Local authorities fuel tax, fines, infringement fees and other receipts	2,073	1,195	Internal charges and overhead recovered included here
<b>Total operating funding (A)</b>	<b>14,842</b>	<b>14,215</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	9,267	9,865	
Finance costs	224	280	
Internal charges and overheads applied	260	401	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>9,752</b>	<b>10,547</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>5,090</b>	<b>3,668</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	4,755	4,579	
Development and financial contributions	0	0	
Increase (decrease) in debt	(175)	1,070	Lower debt levels due to less than anticipated spend on Nukumaru Station Road
Gross proceeds from sale of assets	0	0	
Lump sum contributions	700	0	Unbudgeted income from shovel ready project
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>5,279</b>	<b>5,649</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	3,552	2,091	Capital expenditure reports includes detailed explanation
- To replace existing assets	6,125	6,119	
Increase (decrease) in reserves	692	1,107	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>10,370</b>	<b>9,317</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(5,090)</b>	<b>(3,668)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>(0)</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>7,290</b>	<b>7,266</b>	



South Taranaki District Council

Funding Impact Statement for Community Facilities as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	5,627	5,605	
Targeted rates	0	0	
Subsidies and grants for operating purposes	38	23	
Fees and charges	2,198	2,153	
Internal charge and overheads recovered	1	0	
Local authorities fuel tax, fines, infringement fees and other receipts	3,243	3,281	
<b>Total operating funding (A)</b>	<b>11,107</b>	<b>11,063</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	6,155	6,494	Under budget primarily due to lower maintenance and lower energy costs across a number of facilities
Finance costs	1,100	1,258	
Internal charges and overheads applied	1,414	1,383	
Other operating funding applications	61	40	
<b>Total applications of operating funding (B)</b>	<b>8,730</b>	<b>9,174</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>2,376</b>	<b>1,889</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(377)	1,663	Lower due to less than budgeted capital expenditure
Gross proceeds from sale of assets	0	0	
Lump sum contributions	3	5	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(374)</b>	<b>1,668</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	274	340	
- To replace existing assets	1,322	1,977	Capital expenditure reports include detailed explanation
Increase (decrease) in reserves	407	1,241	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>2,002</b>	<b>3,558</b>	
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(2,376)</b>	<b>(1,889)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>2,992</b>	<b>2,839</b>	

South Taranaki District Council

Funding Impact Statement for Arts and Culture as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	2,593	2,584	
Targeted rates	0	0	
Subsidies and grants for operating purposes	109	43	Received additional funding for Banking Hub trial
Fees and charges	24	35	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	653	643	
<b>Total operating funding (A)</b>	<b>3,379</b>	<b>3,305</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	2,024	1,963	Unbudgeted expenditure for Banking Hub trial (offset by additional income)
Finance costs	36	36	
Internal charges and overheads applied	970	959	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>3,030</b>	<b>2,958</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>350</b>	<b>347</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(48)	(45)	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(48)</b>	<b>(45)</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	6	0	
- To replace existing assets	356	367	
Increase (decrease) in reserves	(61)	(64)	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>301</b>	<b>302</b>	
<b>Surplus (deficit) of capital funding (C - D)</b>	<b>(350)</b>	<b>(347)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>432</b>	<b>487</b>	

**South Taranaki District Council**

**Funding Impact Statement for District Economy as at June 2021**

	<i>YTD Actual 2020-21 (\$000)</i>	<i>FY Budget 2020- 21 (\$000)</i>	<i>Comments</i>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	1,066	1,063	
Targeted rates	168	166	
Subsidies and grants for operating purposes	29	24	
Fees and charges	65	91	
Internal charge and overheads recovered	28	0	
Local authorities fuel tax, fines, infringement fees and other receipts	4,135	1,095	Additional income received for Te Ramanui project and for Covid recovery
<b>Total operating funding (A)</b>	<b>5,492</b>	<b>2,438</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,325	1,048	Additional expenditure incurred for Covid recovery which is offset by additional income
Finance costs	276	400	
Internal charges and overheads applied	333	330	
Other operating funding applications	167	289	
<b>Total applications of operating funding (B)</b>	<b>2,101</b>	<b>2,067</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>3,391</b>	<b>371</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	711	2,020	Lower debt levels due to delayed capital works programme
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	1,022	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>711</b>	<b>3,042</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	679	3,196	Capital expenditure reports include detailed explanation
- To replace existing assets	0	0	
Increase (decrease) in reserves	3,422	217	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>4,101</b>	<b>3,413</b>	
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(3,391)</b>	<b>(371)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>39</b>	<b>333</b>	

**South Taranaki District Council**

**Funding Impact Statement for Comm Development as at June 2021**

	<b>YTD Actual 2020-21 (\$000)</b>	<b>FY Budget 2020- 21 (\$000)</b>	<b>Comments</b>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	1,006	1,003	
Targeted rates	0	0	
Subsidies and grants for operating purposes	273	0	Additional income received for Innovating Streets project
Fees and charges	0	0	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	294	293	
<b>Total operating funding (A)</b>	<b>1,573</b>	<b>1,296</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	633	371	Additional expenditure for Innovating Streets project - offset by additional income
Finance costs	52	52	
Internal charges and overheads applied	264	269	
Other operating funding applications	596	578	
<b>Total applications of operating funding (B)</b>	<b>1,545</b>	<b>1,270</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>28</b>	<b>26</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(29)	(28)	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(29)</b>	<b>(28)</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	0	0	
- To replace existing assets	0	0	
Increase (decrease) in reserves	(1)	(2)	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>(1)</b>	<b>(2)</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(28)</b>	<b>(26)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>1</b>	<b>1</b>	

**South Taranaki District Council**

**Funding Impact Statement for Environmental Management as at June 2021**

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	755	753	
Targeted rates	0	0	
Subsidies and grants for operating purposes	0	0	
Fees and charges	215	180	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	251	268	
<b>Total operating funding (A)</b>	<b>1,221</b>	<b>1,201</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	832	758	Overspend due to final legal and consultant costs to make district plan operative
Finance costs	0	0	
Internal charges and overheads applied	323	312	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>1,155</b>	<b>1,070</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>66</b>	<b>131</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	0	0	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>0</b>	<b>0</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	0	3	
- To replace existing assets	0	0	
Increase (decrease) in reserves	66	128	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>66</b>	<b>131</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(66)</b>	<b>(131)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>1</b>	<b>1</b>	

South Taranaki District Council

Funding Impact Statement for Regulatory Services as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	908	905	
Targeted rates	0	0	
Subsidies and grants for operating purposes	0	0	
Fees and charges	1,661	1,794	Impacted by zero percent fees increase for 2020-21 and reduced number of inspections
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	209	204	
<b>Total operating funding (A)</b>	<b>2,777</b>	<b>2,902</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	2,207	1,944	Additional consultant costs incurred due to staff shortages
Finance costs	13	19	
Internal charges and overheads applied	921	896	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>3,142</b>	<b>2,859</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(365)</b>	<b>43</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	11	105	Lower debt levels due to delayed capital works programme
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>11</b>	<b>105</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	40	133	Capital expenditure reports include detailed explanation
- To replace existing assets	16	17	
Increase (decrease) in reserves	(410)	(1)	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>(354)</b>	<b>148</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>365</b>	<b>(43)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	
<b>Excludes Depreciation of:</b>	<b>44</b>	<b>63</b>	

South Taranaki District Council

Funding Impact Statement for Coastal Structures as at June 2021

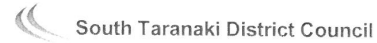
	YTD Actual 2020-21	FY Budget 2020- 21	Comments
	(\$000)	(\$000)	
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	112	112	
Targeted rates	0	0	
Subsidies and grants for operating purposes	0	0	
Fees and charges	0	0	
Internal charge and overheads recovered	0	0	
Local authorities fuel tax, fines, infringement fees and other receipts	24	24	
<b>Total operating funding (A)</b>	<b>136</b>	<b>136</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	24	23	
Finance costs	11	30	
Internal charges and overheads applied	65	60	
Other operating funding applications	0	0	
<b>Total applications of operating funding (B)</b>	<b>100</b>	<b>113</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>36</b>	<b>24</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	0	0	
Increase (decrease) in debt	(8)	245	The difference in debt levels relate to less than budgeted spending in capex
Gross proceeds from sale of assets	0	0	
Lump sum contributions	0	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>(8)</b>	<b>245</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	0	161	
- To replace existing assets	22	108	Capital expenditure reports includes detailed explanation
Increase (decrease) in reserves	6	0	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>28</b>	<b>269</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(36)</b>	<b>(24)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>(0)</b>	
<b>Excludes Depreciation of:</b>	<b>239</b>	<b>273</b>	

South Taranaki District Council

Funding Impact Statement for Corporate Activities as at June 2021

	YTD Actual 2020-21 (\$000)	FY Budget 2020- 21 (\$000)	Comments
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	(149)	(143)	
Targeted rates	278	292	
Subsidies and grants for operating purposes	0	25	
Fees and charges	50	57	
Internal charge and overheads recovered	14,895	15,034	
Local authorities fuel tax, fines, infringement fees and other receipts	14,205	2,319	Strong performance of LTIF resulted in additional income
<b>Total operating funding (A)</b>	<b>29,280</b>	<b>17,584</b>	
<b>Applications of operating funding</b>			
Payments to staff and suppliers	11,921	12,012	
Finance costs	373	353	
Internal charges and overheads applied	3,255	3,323	
Other operating funding applications	62	62	
<b>Total applications of operating funding (B)</b>	<b>15,612</b>	<b>15,750</b>	
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>13,668</b>	<b>1,834</b>	
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	
Development and financial contributions	168	0	
Increase (decrease) in debt	210	(46)	
Gross proceeds from sale of assets	0	0	
Lump sum contributions	(42)	0	
Other dedicated capital funding	0	0	
<b>Total sources of capital funding (C)</b>	<b>336</b>	<b>(46)</b>	
<b>Applications of capital funding</b>			
- To meet additional demand	0	0	
- To improve the level of service	295	325	
- To replace existing assets	289	421	
Increase (decrease) in reserves	13,420	1,045	
Increase (decrease) in investments	0	0	
<b>Total applications of capital funding (D)</b>	<b>14,004</b>	<b>1,791</b>	
<b>Surplus (deficit) of capital funding (C -D)</b>	<b>(13,668)</b>	<b>(1,837)</b>	
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>(3)</b>	
<b>Excludes Depreciation of:</b>	<b>715</b>	<b>773</b>	

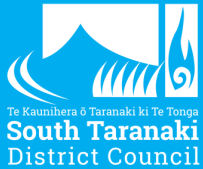




**Consolidated Capital Expenditure Statement  
For the period ending June 2021**

Description	YTD Actuals	YTD Rev. Bud	Variance \$	YTD Act v YTD Rev Bud %	Full Year Budget	Full Year Rev. Bud	CARRY FORWARDS			
							2021/22	2022/23	2023/24	2024 onwards
14 - Corporate Activities	584,262	1,149,043	564,780	51%	748,378	1,149,043	357,364	0	0	0
17 - Arts and Culture	362,512	420,665	58,153	86%	366,504	420,665	0	0	0	0
18 - Community Facilities	1,595,780	5,543,509	3,947,730	29%	2,317,122	5,543,509	2,588,698	731,319	0	30,688
19 - District Economy	679,001	6,698,112	6,019,111	10%	3,195,700	6,698,112	5,021,274	1,000,000	0	0
21 - Regulatory Services	56,050	162,806	106,756	34%	149,469	162,806	102,156	0	0	0
22 - Water Supply	7,536,413	18,907,977	11,371,563	40%	9,988,392	18,907,977	8,489,164	2,010,000	450,200	603,400
24 - Stormwater	106,141	1,509,336	1,403,195	7%	498,312	1,509,336	1,424,299	0	0	0
25 - Wastewater	2,460,469	5,985,118	3,524,649	41%	1,704,837	5,985,118	2,921,973	0	378,052	0
26 - Solid Waste	79,174	137,220	58,046	58%	32,256	137,220	43,364	0	0	0
27 - Coastal Structures	22,547	517,576	495,029	4%	268,800	517,576	495,212	0	0	0
23 - Roading and Footpaths	9,677,477	21,267,309	11,589,832	46%	8,210,110	21,267,309	9,506,105	1,953,170	0	0
<b>Total Capital Expenditure</b>	<b>23,159,827</b>	<b>62,298,670</b>	<b>39,138,843</b>	<b>37%</b>	<b>27,479,880</b>	<b>62,298,670</b>	<b>30,949,609</b>	<b>5,694,489</b>	<b>828,252</b>	<b>634,088</b>

Funded by;	
Depreciation	9,127,544
External Funding	1,775,584
New Loan	4,372,276
Reserves/Operational Surpluses	7,884,423
<b>Total Funding</b>	<b>23,159,827</b>



# Pūrongo Report

To	Ordinary Council
From	Kaitātari Matatapu me te Kaupapa Here / Privacy and Policy Advisor, Adrienne Cook
Date	20 September 2021
Subject	<b>Delegations Register Update – Building Act 2004</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Delegations Register (the Register) is a living document which requires regular updates to ensure that it is current and correct. The Register provides a clear transfer of delegation of authority from the Council to the Chief Executive (CE) and from the CE onto the appropriate officers (specific to their position).
2. The report proposes an update of the Building Act delegations, contained within the Council's Register (as noted in [Appendix I](#)), as a result of a general non-compliance (GNC) found during the Building Consent Authority's (BCA's) recent audit by International Accreditation New Zealand (IANZ). IANZ found that the register did not include the sections of the Act as noted in Appendix I. The Council is required to add these sections to the register and resolve the GNC within 90 days of the assessment to retain BCA Accreditation.

## Taunakitanga / Recommendation

THAT the Council **approves** the delegations under [Appendix I](#) of this report, by transferring powers under the Building Act 2004 to the Chief Executive.

## Kupu Whakamārama / Background

3. A Register is a formal document which effects the daily operation of the Council and as such, it is important in providing a legal foundation to decision making and exercising of authority provided for by legislation, regulations, bylaws and policies. It provides evidence showing how particular functions are authorised.
4. The Register is considered a living document which requires regular updates to ensure that:
  - a) The document reflects changes to legislation, regulations, Council bylaws and policies;
  - b) Changes to the operation of the Council are incorporated into the document; and
  - c) Officers are provided with the correct delegation to undertake specific tasks.

- During the audit of the BCA function by IANZ during June/July 2020, a GNC was raised on the following matter and it pertains to the BCA’s adherence to Regulation 15(2) of the Building (Accreditation of Building Consent Authorities) Regulations 2006:

*“The BCA’s delegation register did not include the following sections of the Act, to delegate its powers to its employees performing building control functions - 19, 28, 31, 45, 45A(3), 46(3), 47(3), 48, 52, 53(2)(b), 54, 58, 93-95A, 238-240.”*

- The Register has been reviewed and officers assigned delegations where IANZ considered there to be gaps. The delegations required under the Building Act 2004 are contained in Appendix I of this report.
- To ensure that the Council operates at an efficient and effective manner, the powers provided to the Council under legislation can be divided into the following:

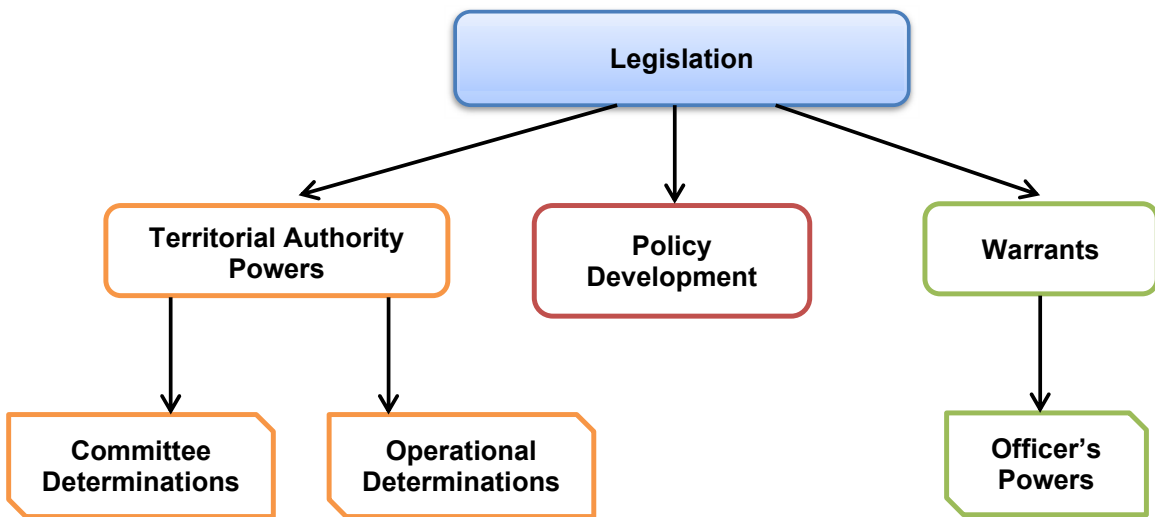


Figure 1: powers provided under legislation.

**Local Government Purpose**

- Under the Local Government Act 2002, the Council’s purpose is to *“promote the social, economic, environmental and cultural well-being of communities in the present and for the future.”* It is important to be able to balance the regulatory aspect of enforcing legislation to maintain the health and safety of the public (to promote well-being of communities), with the rights of individuals within the community. Therefore, it is important that officers are warranted and authorised to undertake their delegated functions; and be able to legally provide that regulatory function.

**Ngā Kōwhiringa / Options – Identification and analysis**

- Reviews of the existing Register are undertaken on a regular basis to ensure that the Council has delegated powers to enable council officers to make operational decisions and act on behalf of the Council.

10. Most delegations are provided from the Council to the CE, and the CE on-delegates those powers to officers. An exception to this is the Resource Management Act 1991, which does not allow on-delegation.

**Risks**

11. The following points provide a risk analysis associated with this decision:
- a) Political - A Register provides transparency to the public on how the Council operates and who is delegated with the power to make decisions under specific legislation, policies, and bylaws. This provides certainty that the Council is undertaking its obligations with the required legal authority.
  - b) Legal - This is the most important risk that the Council needs to consider when analysing the impact of this decision. The Register provides assurance that the authority to act under the Act, Regulation, Bylaw, or Policy has been correctly transferred from the Council directly to officers (such as required under the RMA 1991), or to the CE and then on delegated from the CE to officers. This reduces the risk of legal challenge.

**Options available**

**Adopt the Proposed Recommendation**

12. Adopting the recommendation would ensure that the delegations are transferred from the Council and listed in the Register, so that daily operational matters under the Building Act 2004 can be undertaken by that role.

**Amend the Proposed Delegations**

13. The Council may wish to amend the proposed delegations.

**Whaiwhakaaro me ngā aromatawai / Considerations and Assessments**

**Assessment of Significance and Engagement**

14. South Taranaki District Council’s general approach to determining the level of “significance” will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	<b>Low:</b> Residents and rate payers would not be affected by this decision.
LOS	The achievement of, or ability to achieve, the Council’s stated levels of service as set out in the Long Term Plan 2018-2028.	<b>Low:</b> No effect on the Long Term Plan.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	<b>Low:</b> This is an internal function.

Criteria	Measure	Assessment
Financial	The impact of the decision or proposal on the Council’s overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	<b>Low:</b> The incorporation of delegations within the Delegations Register has been absorbed into existing budgets and will ensure officers are delegated to undertake operational matters.
Reversible	The degree to which the decision or proposal is reversible.	<b>Medium:</b> The Council may revoke delegated authority by resolution.
Environment	The degree of impact the decision will have on the environment	<b>Low:</b> this decision will not have an impact on the environment.

15. In terms of the Council’s Significance and Engagement Policy, this matter is of **low** Significance. Consultation is not required for delegations, as it is an internal legislative requirement.

**Legislative Considerations**

16. Under Schedule 7 of the LGA 2002, section 32 states that:

*“for the purposes of efficiency and effectiveness in the conduct of a local authority’s business, a local authority may delegate to .....[an] officer of the local authority, any of its responsibilities, duties, or powers except*

- (a) The power to make a rate; or*
- (b) The power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan; or*
- (d) the power to adopt a long term plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or developed for the purpose of the local governance statement; or*
- (g) the power to adopt a remuneration and employment policy.”*

**Financial/Budget Considerations**

17. The costs relating to the review and amendment of the Delegations Register have been, and will continue to be, derived from existing budgets.

**Consistency with Plans/Policies/Community Outcomes**

18. Transferring the daily operational powers and functions within the Building Act 2004 and (as listed within [Appendix I](#)), to the Chief Executive, would provide a consistent approach for other Building Act delegations contained within the Register.

### **Impact on Māori/Iwi**

19. Māori will benefit from the Council undertaking its operational functions, as will all the South Taranaki community. This is a statutory process.

### **Affected Parties Consultation**

20. External consultation is not required for additions or amendments to the Register. This is a statutory process.

### **Whakakapia / Conclusion**

21. The report proposes that the Council adopts the transfer of delegations, as attached in [Appendix I](#), to the Chief Executive.



Adrienne Cook

**Kaitātari Matatapu me te Kaupapa Here /  
Privacy and Policy Advisor**



[Seen by]

Liam Dagg

**Kaiarataki Taiao /  
Group Manager Environmental Services**

Appendix I – Delegations under the Building Act 2004

Building Act 2004	Description	Delegated to
BA	<p><b>Section 19 – How compliance with building code is established</b>                      1) Building consent authority accept a) – e) as establishing compliance with the building code                      2) In considering whether something complies with the building code, a building consent authority or, as the case may be, a regional authority must a), may b).</p>	1) Chief Executive
BA a	<p><b>Section 28 – Limits on certain powers of building consent authority in cases involving bans under section 26</b>                      1) Building consent authority must not exercise any of the powers in subsection 2, if doing so results, or could result, in a person breaching a ban under section 26.</p>	1) Chief Executive
BA	<p><b>Section 31 – Building consent authority must apply for project information memorandum</b>                      1) Building consent authority must:                      a) on receiving building consent application, apply for a PIM from the TA; and                      b) provide copy of PIM to the owner.</p>	1) Chief Executive
BA	<p><b>Section 45 – How to apply for building consent</b>                      1) b) Application of building consent must be accompanied by plans and specifications that are required by a building consent authority.                      c) building consent authority may reasonably require application for building consent to contain or be accompanied by any other information.</p>	1) Chief Executive
BA	<p><b>Section 45A – Minor variations to building consents</b>                      3) A building consent authority that grants a minor variation –                      a) must record the minor variation in writing; but                      b) is not required to issue an amended building consent.</p>	1) Chief Executive
BA	<p><b>Section 46 – Copy of certain applications for building consent must be provided to Fire and Emergency New Zealand</b>                      3) A building consent authority must, on receipt of an application to which this section applies, provide a copy of the application to Fire and Emergency New Zealand.</p>	1) Chief Executive

Appendix I – Delegations under the Building Act 2004

BA	<p><b>Section 47 – Fire and Emergency New Zealand may give advice on applications under section 46</b>                  3) If Fire and Emergency New Zealand does not provide a memorandum within the period specified, the building consent authority may proceed to determine the application without the memorandum.</p>	1) Chief Executive
BA	<p><b>Section 48 – Processing application for building consent</b>                  1) After receiving an application for a building consent that complies with section 45, a building consent authority must, within the time limit specified –                  a) grant the application; or                  b) refuse the application.                  2) Building consent authority may, within specified period, require further reasonable information in respect of the application, and, if it does so, the period is suspended until it receives that information.</p>	1) Chief Executive
BA	<p><b>Section 52 – Lapse of building consent</b>                  A building consent lapses and is of no effect if the building work (to which it relates) does not commence within any further period that the building consent authority may allow.</p>	1) Chief Executive
BA	<p><b>Section 53 – Application for building consent liable to pay levy</b>                  2) b) levy must be paid to the building consent authority (as agent of the chief executive).</p>	1) Chief Executive
BA	<p><b>Section 54 – Building consent authority must advise applicant of amount of levy payable</b>                  A building consent authority must, before it grants a building consent, advise the applicant of the amount of levy, for which the applicant may be liable under section 53.</p>	1) Chief Executive
BA	<p><b>Section 58 – Liability to pay levy: building consent authority</b>                  2) Building consent authority must by the levy to the territorial authority.</p>	1) Chief Executive
BA	<p><b>Section 71 – Building on land subject to natural hazard</b>                  1) A building consent authority must refuse to grant a building consent for construction of a building, or major alterations to a building if a) – b).                  2) Subsection 1) does not apply if the building consent authority is satisfied that adequate provision has been or will be made to a) – b).</p>	1) Chief Executive



Appendix I – Delegations under the Building Act 2004

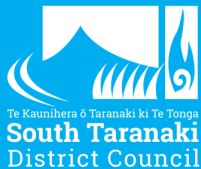
<p><b>BA</b></p>	<p><b>Section 72 – Building consent for building on land subject to natural hazards must be granted in certain cases</b>                  Despite section 71, a building consent authority that is a territorial authority must grant a building consent if the building consent authority considers that                  a), b) and                  c) it is reasonable to grant a waiver or modification of the building code in respect of the natural hazard concerned.</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 73 – Conditions on building consents granted under section 72</b>                  1) A building consent authority that is a TA that grants a building consent under section 72, must include, as a condition of the consent, that the building consent authority will a) – c).</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 74 – Steps after notification</b>                  3) Subsection (4) applies if a building consent authority determines that any of the following entries are no longer required: a) – c).                  4) The building consent authority must notify the Surveyor-General, the Registrar of the Maori Land Court, or the Registrar-General of Land, as the case may be, who must amend their records or remove the entry from the record of title.</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 77 – Building consent must not be granted until condition is imposed under section 75</b>                  2) TA must impose that condition if the building consent authority requests it to do so.                  4) TA must lodge a copy of the certificate with the Registrar-General of Land.                  5) The building consent authority must note, on the building consent, the condition imposed in the certificate.</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 93 – Time in which building consent authority...</b>                  1) A building consent authority must decide to issue a code of compliance certificate for building work to which a building consent relates – a) – b).                  2) b) ii) Building consent authority and owner may agree for a further period.                  4) A building consent authority may, within the period specified in subsection (1), require further reasonable information in respect of the application for a code of compliance certificate, and, if it does so, the period is suspended until it receives the information.</p>	<p>1) Chief Executive</p>

Appendix I – Delegations under the Building Act 2004

<p><b>BA</b></p>	<p><b>Section 94 – Matters for consideration by building...</b>                  1) A building consent authority must issue a code of compliance certificate if it is satisfied, on reasonable grounds – a) – b).                  3) Building consent authority may refuse to issue a code of compliance certificate in respect of energy work, if the owner fails to provide an energy work certificate in respect of which a building consent has been granted.                  4) Building consent authority (that is other than the TA that made the requirement) must refuse to issue a code of compliance certificate in respect of the relevant building work, until the building consent authority has received a) – b) in relation to a development contribution.</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 95 – Issue of code of compliance certificate</b>                  A code of compliance certificate must be issued -                  a) By a building consent authority</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 95A – Refusal to issue code compliance certificate</b>                  If a building consent authority refuses to issue a code compliance certificate, the building consent authority must give the applicant written notice of –                  a) the refusal; and                  b) the reasons for the refusal.</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 238 – Duties of building consent authority</b>                  1) A building consent authority must, in performing its functions under Part 2 – a) – c).</p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 239 – Building consent authority must provide information to chief executive</b>                  A building consent authority must provide information to the chief executive in accordance with the regulations.   <i>Note: The Chief Executive under the Building Act 2004 is the Chief Executive of the Ministry.</i></p>	<p>1) Chief Executive</p>
<p><b>BA</b></p>	<p><b>Section 240 – Building consent authority may impose a fee or charge and must collect a levy</b>                  1) A building consent authority –                  a) may impose a fee or charge (or both) payable by a member of the public.</p>	<p>The power to impose a fee remains with the Council.</p>

Appendix I – Delegations under the Building Act 2004

<p><b>BA</b></p>	<p><b>Section 240 – Building consent authority may impose a fee or charge and must collect a levy</b>                  2) the building consent authority may refuse to perform the function or service, unless the fee, charge, or levy is paid.</p>	<p>1) Chief Executive</p>
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# Pūrongo Report

To	Ordinary Council
From	Regulatory Services Manager / Kaihautū Ratonga Waeture, Chantelle Denton
Date	20 September 2021
Subject	<b>Annual Alcohol Licensing Report – 2020/21</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The Council is required under the Sale and Supply of Alcohol Act 2012 (the Act) to provide a report for each financial year, on the proceedings and operations of its District Licensing Committee (DLC). This report recommends that the Annual Alcohol Licensing Report (the Report) be adopted, a copy provided to the Alcohol Regulatory and Licensing Authority (ARLA) and be made available to the public.

## Taunakitanga / Recommendation(s)

THAT the Council;

- a) **Adopts** the South Taranaki District Council Annual Alcohol Licensing Report – 2020/21 in accordance with Section 199 of the Sale and Supply of Alcohol Act 2012.
- b) **Notes** that the adoption will trigger a public notification of the report and that a copy will be provided to the Alcohol Regulatory and Licensing Authority (ARLA).

## Kupu Whakamārama / Background

2. Every territorial authority is required under the Act to provide an annual report to the ARLA on the proceedings and operations on its DLC for every financial year.

### Local Government Purpose

3. Under the Local Government Act 2002, the Council's purpose is to "*promote the social, economic, environmental and cultural well-being of communities in the present and for the future*".
4. The Council provides a regulatory function regarding alcohol licensing, which includes the enforcement of compliance with the Act and administration support to the DLC for the issuing of alcohol licences and holding DLC hearings.

**Ngā Kōwhiringa / Options – Identification and analysis**

- The table in the annual report provides an analysis of the alcohol licence applications received in the 2020/21 year and compares this to the previous year’s statistics.

**Whaiwhakaaro me ngā aromatawai / Considerations and Assessments**

**Assessment of Significance and Engagement**

- South Taranaki District Council’s general approach to determining the level of “significance” will be to consider:

<b>Criteria</b>	<b>Measure</b>	<b>Assessment</b>
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	Low – the number of residents and ratepayers affected by this decision is minimal.
LOS	The achievement of, or ability to achieve, the Council’s stated levels of service as set out in the Long-Term Plan.	Low – the decision will not affect the Council’s ability to deliver levels of service as outlined in the LTP.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	Low – this decision has not generated wide public interest in the past.
Financial	The impact of the decision or proposal on the Council’s overall budget or included in an approved Long-Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	Low – there is no impact on Council’s budgets.
Reversible	The degree to which the decision or proposal is reversible.	Med – once the report is presented to ARLA the decision cannot be reversed.
Environment	The degree of impact the decision will have on the environment.	Low – there is no impact on the environment.

- In terms of the Council’s Significance and Engagement Policy the adoption of the report is of low significance
- It should be noted that the Council is required to make a copy of the report publicly available and publish it online on its website.

**Legislative Considerations**

- Section 199 of the Act requires that:

- “1) Within three months after the end of every financial year, every territorial authority must prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.*
- 2) The licensing authority may specify the form of the annual report and the matters to be included in the report.*
- 3) The licensing authority or the licensing committee must, on payment of any reasonable fee it may prescribe, provide a copy of each report to any person who asks for one.*
- 4) Every annual report required to be prepared under this section is a public record for the purposes of this Act.*
- 5) A copy of every annual report must be made available by the territorial authority for inspection free of charge and be made available on an Internet site maintained by or on behalf of the territorial authority for a period of not less than five years.”*

### **Financial/Budget Considerations**

10. There are no financial or budget implications regarding this report.

### **Consistency with Plans/Policies/Community Outcomes**

11. Nothing in this report is inconsistent with any Council policy, Plan or strategy.
12. This matter contributes to our District’s community outcome namely, Together South Taranaki

### **Impact on Māori/Iwi**

13. The community, including Māori and Iwi, will equally benefit from the Council providing a regulatory function for alcohol licensing within the District.

### **Affected Parties Consultation**

14. Under the Act the Council must ensure that the adopted report is publicly available.

### **Whakakapia / Conclusion**

15. The [attached Annual Alcohol Licensing Report 2020/21](#) has been compiled to formally record the operations of the South Taranaki DLC during the 2020/21 financial year. It is recommended that the Council formally adopt the report, after which the report will be forwarded to the ARLA. This will meet the Council’s legal obligations under the Act.



Chantelle Denton  
**Kaihautū Ratonga Waeture**  
**Regulatory Services Manager**



[Seen by]  
Liam Dagg  
**Kaiarataki Taiao**  
**Group Manager Environmental Services**

## South Taranaki District Council Annual Alcohol Licensing Report 2020/21



### 1.0 Overview of the South Taranaki District Licensing Committee Workload

#### District Licensing Committee (DLC) Structure and Personnel

The DLC consists of three members: An Independent Commissioner (Chairperson), an elected member as Deputy Chairperson and one appointed Councillor.

#### Any Staff Training Undertaken Relating to the Sale and Supply of Alcohol Act 2012 (the Act)

##### Licensing Inspectors

The Council's Inspectors have informal training with the Chief Inspector on a regular basis and attend the New Zealand Institute of Liquor Licensing Inspectors annual training workshops.

##### DLC Meetings or Hearings

In the 2020/21 year the South Taranaki DLC held no hearings.

The DLC has held several informal meetings to keep members informed of relevant matters, and for the Chair to discuss operational matters.

### 2.0 District Licensing Committee Initiatives

#### Alcohol Industry Workshop Programme

The DLC Inspectors in conjunction with the Medical Officer of Health, Police and Fire and Emergency NZ planned a workshop with people from the hospitality industry to discuss trends and issues. However, due to Covid-19 this did not take place this financial year.

#### Liaison with Other Agency Groups

The Combined Agency Agreement has been a successful approach to Alcohol Licensing between the Licensing Inspector, the Police and the District Health Board. It has led to greater communication and co-ordination between the reporting agencies with an increased level of monitoring of licensed premises within the District.

### 3.0 Local Alcohol Policy (LAP)

The South Taranaki District Council (the Council) does not have a Local Alcohol Policy.

### 4.0 Current Legislation

There is no comment on the current legislation.

## 5.0 Other Matters

The Council would like to raise the matter of ARLA providing guidance or advice for Inspectors. At present each Territorial Authority is advised to obtain its own legal advice. It would be helpful to gain advice or guidance from the ARLA, which would provide national consistency.

## 6.0 Statistical Information

The South Taranaki DLC Annual Return 1 July 2020 to 30 June 2021 showing payments made to the ARLA are tabled below:

### On Licence, Off Licence and Club Licence Applications Received

Application Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On licence new	0	1	4	0	0
On licence variation	0	0	0	0	0
On licence renewal	1	1	9	0	0
Off licence new	0	0	4	0	0
Off licence variation	0	0	0	0	0
Off licence renewal	0	1	11	0	0
Club licence new	0	0	0	0	0
Club licence variation	0	0	0	0	0
Club licence renewal	3	0	1	0	0
<b>Total number</b>	<b>4</b>	<b>3</b>	<b>29</b>	<b>0</b>	<b>0</b>
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$69</b>	<b>\$69.50</b>	<b>\$1,500.75</b>	<b>\$0.00</b>	<b>\$0.00</b>



**Annual Fee for Existing Licences Received**

Licence type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On licence	1	7	26	0	0
Off licence	0	1	28	0	0
Club	20	2	2	0	0
<b>Total number</b>	<b>21</b>	<b>10</b>	<b>56</b>	<b>0</b>	<b>0</b>
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$362.25</b>	<b>\$345.00</b>	<b>\$2,898.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Manager's Certificate Applications Received**

	Number received
Manager's certificate new	55
Manager's certificate renewal	65
<b>Total Number</b>	<b>120</b>
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$4,312.50</b>

**Special Licence Applications Received**

	Number received in category: Class 1 (Small)	Number received in category: Class 2 (Medium)	Number received in category: Class 3 (Large)
Special Licence	27	29	0

**Temporary Authority Applications Received**

	Number received
Temporary Authorities	10

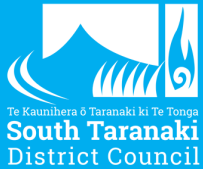
**Permanent Club Charter Payments Received**

	Number received
Permanent Club Charters	1

### 6.1 Current Listing of Licensed Premises

On Licence	Off Licence
Kākaramea Hotel	Ōpunakē Surf Inn
Café Turquoise	Black Bull (Glover Road)
Ōpunakē Surf Inn	Waverley Liquormart
Waimate Hotel	Black Bull Opunake
Waitōtara Hotel (2008) Limited	Waimate Hotel
White Hart Hotel	Waitōtara Hotel (2008) Limited
Morrieson's Café Bar	Pātea Liquor Centre
Town Takeaways	Waverley Four Square
Upside Down Eatery	Rāhotu Four Square
Tairoa Lodge and Cottage	Manaia Four Square
Kaponga Hotel	Pātea Four Square
Ōkaiawa Hotel	Big Barrel Hāwera
Coronation Hotel	Ōpunakē Four Square
Headlands Indian Restaurant	Super Liquor Hāwera
Touchpoint	Highway 45 Four Square
Soul Kitchen	Black Bull Liquor Eltham
@Ōhangai Limited	South Taranaki Club Incorporated
Indian Zaika	Rāhotu Tavern Limited
Hub Catering	Club Hotel
Milan	Kaponga Four Square
The Local TAB and Sports Bar	Countdown Hāwera
Clarendon Hotel	Clarendon Hotel
Rāhotu Tavern Limited	Black Bull (High Street)
Club Hotel	Kaponga Hotel
Rough Habits	Eltham Four Square
Marracbo Café	Pak n Save
The Furlong	Palms Hotel
Sugar Juice Café	
Someday Cafe	
The Burnt Place	
The Main Street Cafe	

<b>Club Licence</b>
South Taranaki RSA
South Taranaki Club
Tower Bowling Club
Pātea Bowling Club
Eltham Squash Racquets Club Incorporated
South Taranaki Darts Association Incorporated
Waverley Golf Club
Pātea Golf Club Incorporated
Kaponga Rugby Football Club
Manaia Golf Club Incorporated
Rāhotu Bowling Club Incorporated
Hāwera Park Bowling Club Incorporated
Southern Rugby Football Club (Taranaki) Incorporated
Border Rugby & Sports Club
Te Ngutu Golf Club Incorporated
Ōkaiawa Rugby Football Club Incorporated
Masse Hāwera
Hāwera Soccer Club Incorporated
Hāwera Golf Club Incorporated
Hāwera Lawn Tennis & Squash Club
Ōpunakē Bowling Club Incorporated
Waverley Bowling Club (North Island) Incorporated
Ōpunakē Golf Club Incorporated
Cape Egmont Boat Club Incorporated
Eltham Golf Club Incorporated
Rāhotu Community & Sports Club Incorporated
Manaia Bowling Club Incorporated
Pihama Cricket Club Incorporated



# Pūrongo Report

To	Ordinary Council
From	Tumu Whakahaere / Chief Executive, Waid Crockett
Date	20 September 2021
Subject	<b>Te Kaahui o Rauru and South Taranaki District Council Relationship Agreement</b>

(This report shall not be construed as policy until adopted by full Council)

## Whakarāpopoto Kāhui Kahika / Executive Summary

1. The South Taranaki District Council have been working together with Te Kaahui o Rauru Trust on a letter of intent (relationship agreement) in order to develop and maintain a respectful, robust and enduring relationship.
2. One of the Council's ten priorities in the 2021-2031 Long Term Plan is to build and maintain relationships with Iwi/hapū. The Council also adopted the Building Māori Capacity to Contribute to Decision Making Policy as part of the Plan. The proposed relationship agreement with Te Kaahui o Rauru Trust continues to work towards Council's priorities as set out in the Plan.
3. This report seeks the Council's approval of the letter of intent and authorises the Mayor Phil Nixon to sign the agreement on behalf of the Council during the hui hosted by Te Kaahui o Rauru Trust scheduled for the 30 September 2021.

## Taunakitanga / Recommendation(s)

THAT the Council;

- a) **Receives** the Te Kaahui o Rauru and South Taranaki District Council relationship agreement.
- b) **Authorises** the Mayor Phil Nixon to consider any minor modifications and sign the agreement at the Paepae Rangatira hui scheduled to be held on 30 September 2021 at Te Aroha Marae at Kai Iwi.

## Kupu Whakamārama / Background

4. The South Taranaki District Council have been working together with Te Kaahui o Rauru Trust on a letter of intent in order to develop and maintain a respectful, robust and enduring relationship. The purpose of the agreement is to establish and agree on principles and a way in which Te Kaahui o Rauru and the South Taranaki District Council will work together on projects such as the development and construction of Nukumarū Station Road.

5. The letter of intent sets out a number of principles including mauri (wellbeing), mana (prestige, status), whakapapa (relationships, connections), kaitiakitanga (guardianship), good faith, transparency and openness, early engagement, collaboration and independence.
6. Te Kaahui o Rauru are planning to host a paepae Rangatira hui on 30 September 2021 at Te Aroha Marae, Kai Iwi where they have indicated that they wish to sign the agreement with the South Taranaki District Council. This report seeks the Council’s approval of the letter of intent and authorises the Mayor Phil Nixon to consider any modifications prior to the hui and sign the agreement on behalf of the Council if appropriate.

#### Local Government Purpose

7. The adoption of a relationship agreement between Te Kaahui o Rauru and South Taranaki District Council meets the purpose of local government by enabling democratic local decision making and promoting the social, economic, environmental and cultural well-being of the community in the present and for the future.

### Ngā Kōwhiringa / Options – Identification and analysis

#### Option(s) available

8. Option One: Receive the letter of intent (relationship agreement) and authorise the Mayor Phil Nixon to sign the agreement at a Paepae Rangatira hui hosted by Te Kaahui o Rauru Trust planned for the 30 September 2021 at Te Aroha Marae, Kai Iwi.
9. Option Two: Resolve to not receive or authorise the Mayor Phil Nixon to sign the letter of intent (relationship agreement) with Te Kaahui o Rauru Trust at this time.

### Whaiwhakaaro me ngā aromatawai / Considerations and Assessments

#### Assessment of Significance and Engagement

10. South Taranaki District Council’s general approach to determining the level of “significance” will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	The number of residents affected and the degree to which they will be affected by this decision will be minimal.
LOS	The achievement of, or ability to achieve, the Council’s stated levels of service as set out in the Long Term Plan.	This decision will not impact the Council’s stated levels of service. However it will continue to work towards Council’s intention and priority in the LTP to

Criteria	Measure	Assessment
		enable Māori to contribute to decision making processes.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	This type of decision has not generated wide public interest within South Taranaki.
Financial	The impact of the decision or proposal on the Council's overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	The financial impacts of this decision will be absorbed within existing budgets.
Reversible	The degree to which the decision or proposal is reversible.	The Council can adopt a relationship agreement at any time with any Iwi/hapū.
Environment	The degree of impact the decision will have on the environment.	One of the principles in the agreement is kaitiakitanga (guardianship and protection of the environment).

11. In terms of the Council's Significance and Engagement Policy this matter is of low significance.
12. The level to which the Council will engage will align with the significance of the decision to be made and will be at one of the levels shown below:

Level	Goal	Outcome
Inform	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	The public will be informed through the publication of minutes.

### Legislative Considerations

13. There are no legislative requirements for councils to establish relationship agreements with local Iwi/hapū, however Schedule 10 of the LGA 2002 requires the Council to set out any steps it intends to take to foster the development of Māori capacity to contribute to decision making process. The letter of intent between Te Kaahui o Rauru and the South Taranaki District Council continues to build on the development of relationships with local Māori and enables Māori to contribute to decision making processes.

### Financial/Budget Considerations

14. Any costs associated with the signing of the letter of intent will be absorbed within current budgets.

### **Environmental Sustainability**

15. One of the principles in the relationship agreement is kaitiakitanga which is the guardianship and protection of the environment.

### **Consistency with Plans/Policies/Community Outcomes**

16. Nothing in this report is inconsistent with any Council policy, plan or strategy. The relationship agreement aligns with the Council's Building Māori Capacity to Contribute to Decision Making Policy adopted as part of the 2021-2031 Long Term Plan.
17. This matter contributes to the Vibrant South Taranaki – *Cultural well-being*, Together South Taranaki – *Social well-being*, Prosperous South Taranaki – *Economic well-being*, and Sustainable South Taranaki – *Environmental well-being and community outcomes*.

### **Impact on Māori/Iwi**

18. It is considered that the relationship agreement will have a positive impact for Māori within the Te Kaahui o Rauru Iwi rohe and the greater South Taranaki District. There will be a mutual benefit to Te Kaahui o Rauru and the South Taranaki District as we continue to build on the development of partnerships with Māori, Iwi and hapū to contribute to decision making processes.

### **Whakakapia / Conclusion**

19. This report seeks the Council's approval of the letter of intent and authorises the Mayor Phil Nixon to consider any minor changes and sign the agreement on behalf of the Council during the Paepae Rangatira hui planned for the 30 September 2021 at Te Aroha Marae, Kai Iwi.



Waid Crockett

**Tumu Whakahaere /  
Chief Executive**

### **Attachments:**

[Appendix 1 - Relationship agreement between Te Kaahui o Rauru and South Taranaki District Council](#)



30 September 2021

Te Kaahui o Rauru  
South Taranaki District Council

### Letter of Intent:

Between: South Taranaki District Council (STDC)

And: Te Paepae o Te Kaahui o Rauru Trust

Collectively referred to herein as the "Parties" and individually as a "Party"

### Background

#### 1. Purpose

1.1. The purpose of this letter of intent is to provide for the development and maintenance of a respectful, robust and enduring relationship between the Parties.

#### 2. Relationship Principles/Kaupapa

2.1 The Parties agree that in working together under this letter of intent, they will be guided by the following principles:

- a **Mauri** (well-being): The well-being of the relationship is evidenced by the extent to which both Parties demonstrate a willingness and commitment to actually achieving or progressing towards the achievement of the objectives and outcomes of both Parties;
- b **Mana** (prestige, status): Both Parties conduct themselves in a manner, which seeks to acknowledge and enhance the mana of each Party at all times. This includes recognising, understanding and incorporating where relevant, the respective aspirations, values, obligations and priorities of each Party;
- c **Whakapapa** (relationships, connections): The obligations and responsibilities of both Parties across a range of valued or significant relationships and requirements are acknowledged;
- d **Kaitiakitanga** (guardianship): The attendant obligations and responsibilities regarding the exercise of Kaitiakitanga as expressed by Ngā Rauru Kītahi iwi and hapū is considered;
- e **Good faith**: the Parties commit themselves to act toward and with each other in a manner that is imbued with good faith and in a spirit of co-operation;



- f **Transparency and openness:** the Parties commit to dealing with each other transparently and openly;
- g **Early engagement:** the Parties will ensure early engagement on issues of known mutual interest, and operate with a 'no surprises' approach;
- h **Collaboration:** the Parties will adopt a collaborative approach and engage with each other in a positive and constructive manner. The Parties recognise and acknowledge the benefit from working together by sharing their vision, knowledge and expertise; and
- i **Independence:** the Parties respect the independence of each other and their individual mandates, roles and responsibilities.

3. **General**

- 3.1 South Taranaki District Council and Te Kaahui o Rauru agree to develop and implement an agreement(s) for the co-governance of Crown owned land which South Taranaki District Council manages on behalf of the Crown.
- 3.2 Any agreement will be for the mutual benefit of South Taranaki District Council and its communities and Te Kaahui o Rauru, and subject to appropriate approvals being obtained and all legislative requirements being met.

**Execution**

Signed for and on behalf of **Ngā Rauru Kīitahi**

\_\_\_\_\_  
Tumu Whakarae

\_\_\_\_\_  
Date

Signed for and on behalf of **South Taranaki District Council**

\_\_\_\_\_  
Koromatua

\_\_\_\_\_  
Date

**7. Whakataunga kia noho tūmatanui kore / Resolution to Exclude the Public**

**THAT the public be excluded from the following parts of the proceedings of this meeting, namely:**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Confirmation of minutes – Ordinary Council 9 August 2021.  2. Receipt of minutes – Audit and Risk Committee 11 August 2021.	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No	Interest
1 and 2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3. Receipt of minutes – Extraordinary Environment and Hearings Committee 30 June 2021.	To enable the Council to.	That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where: ii) the local authority is required, by any enactment, to make a recommendation in

<p>4. Receipt of minutes – Extraordinary Environment and Hearings Committee 26 July 2021.</p>		<p>respect of the matter that is the subject of those proceedings. Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development contributions or hearings under the Dog Control Act. s.48(1)(d)</p>
<p>5. Receipt of minutes – Reconvened Extraordinary Environment and Hearings Committee 4 August 2021.</p>		
<p>6. Receipt of minutes – Environment and Hearings Committee 1 September 2021</p>		

<p>General subject of each matter to be considered</p>	<p>Reason for passing this resolution in relation to each matter</p>	<p>Ground(s) under section 48(1) for the passing of this resolution</p>
<p>7. Receipt of minutes – Personnel Committee 2 August 2021.</p>	<p>Good reason to withhold exists under Section 7.</p>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)</p>

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

<p>Item No</p>	<p>Interest</p>
<p>7</p>	<p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).</p>