



PLANNING AND REGULATORY COMMITTEE

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough, on Wednesday 16 December 2020 at 11:30am. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

MEMBERSHIP OF THE COMMITTEE

Councillors Ross Vickery (Chair), Pam Colenso, Rebecca Fox, Leigh Hay, Alistair Plimmer, Brenda West and Mayor Alex Beijen.

Open Section

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Public participation
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.
- A4.** Actions from public participation
- A5.** Extraordinary business
- A6.** Minutes for Confirmation: Planning and Regulatory Committee
Minutes of 4 November 2020
Proposed Resolution: *That the minutes of the Planning and Regulatory Committee meeting held on 4 November 2020 are a true and correct record.*

Pages 1-2

B. Decision Reports

- | | | |
|------------|--|-------------|
| B1. | Road Stopping and selling a portion of SWDC Road Reserve (Hickson Street Paper Road) | Pages 3-10 |
| B2. | Wellington Region Climate Change Working Group | Pages 11-30 |

C. Information and Verbal Reports from Chief Executive and Staff

- | | | |
|------------|---------------------------------------|-------------|
| C1. | Climate Change Advisor Report | Pages 31-34 |
| C2. | Planning and Environment Group Report | Pages 35-47 |
| C3. | Action Items Report | Pages 48-50 |

D. Member and Appointment Reports

Proposed Resolution: To receive members' reports.



PLANNING AND REGULATORY COMMITTEE
Minutes from 4 November 2020

Present:	Councillors Ross Vickery (Chair), Leigh Hay, Alistair Plimmer, Brenda West (from 11:08am) and Mayor Alex Beijen. Via audio-visual link: Cr Pam Colenso
In Attendance:	Russell O’Leary (Group Manager Planning and Environment), Harry Wilson (Chief Executive Officer), Rick Meads (Manager Environmental Services), and Suzanne Clark (Committee Advisor).
Conduct of Business:	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:33am and 11:50am.

Open Section

A1. Apologies

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/20) to accept lateness apologies from Cr West and apologies from Cr Fox.

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

A2. Conflicts of Interest

There were no conflicts of interest.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Minutes for Confirmation

PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/21) that the minutes of the Planning and Regulatory Committee meeting held on 12 August 2020 are a true and correct record.

(Moved Cr Hay/Seconded Cr Plimmer)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

A6. Extraordinary Business

A verbal discussion on the proposed quarry and crushing site in Featherston would be undertaken under agenda item 'B1 Planning and Environment Group Report'.

A7. Notices of motion

There were no notices of motion.

B. Information and Verbal Reports from Chief Executive and Staff

B1. Planning and Environment Group Report

Mr O'Leary answered questions regarding progress on the proposed joint dog pound, an appealed resource consent application, and the consent application for a quarrying and crushing plant in Underhill Road, Featherston.

Cr Vickery requested an update on the application for consent for a Featherston quarry and crushing plant be included in future Planning and Regulatory reports.

PLANNING AND REGULATORY RESOLVED (P&R2020/22) to receive the Planning and Environment Group Report.

(Moved Cr Colenso/Seconded Cr Hay)

Carried

B2. Action Items Report

PLANNING AND REGULATORY RESOLVED (P&R2020/23) to receive the Action Items Report.

(Moved Cr West/Seconded Cr Hay)

Carried

C. Decision Reports

C1. Dog Control Policy and Practices Report for 2019/2020

PLANNING AND REGULATORY RESOLVED (P&R2020/24):

1. To receive the Dog Control Policy and Practices Report for 2019/2020.

(Moved Cr Colenso/Seconded Cr Plimmer)

Carried

2. Recommend to Council that pursuant to Section 10A of the Dog Control Act 1996, that the Dog Control Policy and Practices for 2019/2020 be adopted.

3. Recommend to Council that officers be authorised to publicly notify the report.

(Moved Cr Plimmer/Seconded Cr Hay)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

PLANNING AND REGULATORY COMMITTEE

16 DECEMBER 2020

AGENDA ITEM B1

ROAD STOPPING AND SELLING A PORTION OF SWDC ROAD RESERVE (HICKSON STREET-PAPER ROAD) WHERE A DWELLING AND ASSOCIATED ACCESSORY BUILDINGS HAVE BEEN ESTABLISHED

Purpose of Report

To inform the Planning and Regulatory Committee regarding an approximately 7000m² piece of land currently vested as South Wairarapa District Council (SWDC) road reserve (Hickson Paper Road) that needs to be acquired by Olea Estate as a dwelling and part of a shed were established within the paper road.

Recommendations

Officers recommend that the Planning and Regulatory Committee:

1. Receives the Hickson Street Paper Road Report.
2. Recommends to Council to pass a resolution to sell and transfer the above referred land from a SWDC Council road reserve to Olea Estate purposes using the Local Government Act.
3. Recommends to council to agree the methodology proposed to establish the value of the subject footprint.

1. Background/Context

The subject site is located at 185 Boundary Road in Featherston. Building consent application BC7465 was received for garage/sleepout on 25 September 2000 and the building consent was issued on 3 November 2000. This building consent site plan identified that the building would be located within Lot 4 DP 85801. There are no records of any siting inspections or any notes to identify that the building is not positioned as per plan. The only inspection record we have on file dated 21/8/02 is a note from the building inspector stating, "*all inspections carried out and satisfactory*".

A building consent application BC8505 was then received on 2nd August 2002 for additions to garage/sleepout. On 7 August 2002 the application was reviewed by planning and it was noted at the time that the proposal failed to comply with the yard requirements and a resource consent was required as a non-complying activity under rule 6.1.3(E) of the then Operative District Plan. Work was not to proceed until resource consent was granted. On 19 August 2002 BC8505 was issued for additions to a dwelling with the requirement that resource consent was to be obtained prior to commencing work.

On 23 August 2002, further notes were added to file by planning that the yard issue was against a road that is unformed and not likely to be formed. The proposal was therefore deemed to comply with district plan provisions and resource consent was not required. There is also an undated letter on file from the Planning Manager at the time stating that Council will not be in the near or distant future legalizing Hickson Street.

It would appear that, between 2000-2002, due to the building work being carried out in the middle of a paddock in a rural area, with no information to identify the actual location of the paper road, the siting was not accurately measured out at the time of the siting inspection. It was also common back then to use fencing as an indicator of the boundary location, which was not always accurate. As a consequence of the above, a dwelling and part of a shed were established within a Council paper road. Consequently, the building curtilage occupies a reasonable part of the road reserve as shown on the plans below.

It is now proposed to stop the affected 350m by 20m section of the paper road with a footprint of 7000m² and sell it off to Olea Estate and legalise the location of the structures that are currently within a paper road. The SWDC is expected to take such steps or actions as necessary to stop the affected section of Hickson Road within the Olea Estate property in accordance with Section 342 and Schedule 10 of the Local Government Act 1974 or alternatively Section 116 of the Public Works Act 1981. The choice of the legislation to be used is also part of the resolution sought from Council in this report.

It is also anticipated that the value of the affected footprint will be based on the current overall valuation of the subject property. This methodology is also part of the resolution sought from Council in this report.

The location and the sections of land referred above are shown on the plan below and the affected paper road is shown in yellow.



PROPOSED SHED EXTENSION 185 BOUNDARY ROAD LOT DP 50



2. Legislative Framework

2.1 Section 342 and Schedule 10 of the Local Government Act 1974

Stopping and closing of roads

- (1) The council may, in the manner provided in [Schedule 10](#),—
 - (a) stop any road or part thereof in the district: provided that the council shall not proceed to stop any road or part thereof in a rural area unless the prior consent of the Minister of Lands has been obtained

2.2 Section 116 of the Public Works Act 1981.

Stopping roads

Subject to subsection (2), the Minister may, by notice in the Gazette, declare any road or part of a road to be stopped.

- (2) *A declaration shall not be made under subsection (1) unless—*
 - (a) *at least 10 working days' prior notice has been given to every territorial authority whose district adjoins the road or part of the road that is the subject of the declaration; and*
 - (b) *either—*
 - (i) *adequate road access to land adjoining the road is left or provided; or*
 - (ii) *the owners of the land adjoining the road or part of the road consent in writing to the stopping; and*
 - (d) *if the road or part of a road is under the control of a regional council or a territorial authority, the written consent of that council or authority has been obtained.*

The 7000m² required by Olea Estate will not compromise the efficient functioning and safety of the subject section of the Paper Road and surrounding roads. The paper road is not yet formed and has not been used for traffic movement yet. The footprint is currently used as part of a farming operation and there will be no changes as far as public use of the footprint is concerned.

In the event that the paper road was turned to a functional road, the affected section of that paper road would only service Olea Estate and no other properties. Most properties in this neighbourhood are serviced by Boundary Road including the subject site.

The Council Roding Manager confirmed that there are very slim chances that Hickson Street would be developed into a functional road given the Donald Creek flood area towards Harrison Street and the fact that the triangle of land bordering Boundary Road to the east, the railway to the west and Harrison Street to the south can easily be serviced by an upgraded Boundary Road in the event that there will be future development within the triangle.

2.3 Section 118 of the Public Works Act 1981

Application of other Acts to stopped roads

(1) *Notwithstanding [section 117](#), where any road or any portion of a road along the mark of mean high-water springs of the sea, or along the bank of any river, or the margin of any lake (as the case may be) is stopped under [section 116](#)—*

(a) *[section 345\(3\)](#) of the Local Government Act 1974 (relating to esplanade reserves) shall apply to the land comprising the road or portion of the road so stopped if that land was formerly a road vested in a local authority (including a State highway vested in a local authority)*

2.4 Schedule 10 Conditions as to stopping of roads and the temporary prohibition of traffic on roads - Stopping of roads

1 *The council shall prepare a plan of the road proposed to be stopped, together with an explanation as to why the road is to be stopped and the purpose or purposes to which the stopped road will be put, and a survey made and a plan prepared of any new road proposed to be made in lieu thereof, showing the lands through which it is proposed to pass, and the owners and occupiers of those lands so far as known, and shall lodge the plan in the office of the Chief Surveyor of the land district in which the road is situated. The plan shall separately show any area of esplanade reserve which will become vested in the council under [section 345\(3\)](#).*

2 *On receipt of the Chief Surveyor's notice of approval and plan number the council shall open the plan for public inspection at the office of the council, and the council shall at least twice, at intervals of not less than 7 days, give public notice of the proposals and of the place where the plan may be inspected, and shall in the notice call upon persons objecting to the proposals to lodge their objections in writing at the office of the council on or before a date to be specified in the notice, being not earlier than 40 days after the date of the first publication thereof. The council shall also forthwith after that first publication serve a notice in the same form on the occupiers of all land adjoining the road proposed to be stopped or any new road proposed to be made in lieu thereof, and, in the case of any such land of which the occupier is not also the owner, on the owner of the land also, so far as they can be ascertained.*

- 3 *A notice of the proposed stoppage shall, during the period between the first publication of the notice and the expiration of the last day for lodging objections as aforesaid, be kept fixed in a conspicuous place at each end of the road proposed to be stopped:

provided that the council shall not be deemed to have failed to comply with the provisions of this clause in any case where any such notice is removed without the authority of the council, but in any such case the council shall, as soon as conveniently may be after being informed of the unauthorised removal of the notice, cause a new notice complying with the provisions of this clause to be affixed in place of the notice so removed and to be kept so affixed for the period aforesaid.*
- 4 *If no objections are received within the time limited as aforesaid, the council may by public notice declare that the road is stopped; and the road shall, subject to the council's compliance with clause 9, thereafter cease to be a road.*
- 5 *If objections are received as aforesaid, the council shall, after the expiration of the period within which an objection must be lodged, unless it decides to allow the objections, send the objections together with the plans aforesaid, and a full description of the proposed alterations to the Environment Court.*
- 6 *The Environment Court shall consider the district plan, the plan of the road proposed to be stopped, the council's explanation under clause 1, and any objection made thereto by any person, and confirm, modify, or reverse the decision of the council which shall be final and conclusive on all questions.*
- 7 *If the Environment Court reverses the decision of the council, no proceedings shall be entertained by the Environment Court for stopping the road for 2 years thereafter.*
- 8 *If the Environment Court confirms the decision of the council, the council may declare by public notice that the road is stopped; and the road shall, subject to the council's compliance with clause 9, thereafter cease to be a road.*
- 9 *Two copies of that notice and of the plans hereinbefore referred to shall be transmitted by the council for record in the office of the Chief Surveyor of the land district in which the road is situated, and no notice of the stoppage of the road shall take effect until that record is made.*
- 10 *The Chief Surveyor shall allocate a new description of the land comprising the stopped road, and shall forward to the Registrar-General of Land or the Registrar of Deeds, as the case may require, a copy of that description and a copy of the notice and the plans transmitted to him by the council, and the Registrar shall amend his records accordingly.*

3. Defining the problem

As noted in section 1 above, a dwelling was established within a paper road in between 2000 and 2002. A recent resource consent application was lodged for a shed which did not comply with the required setbacks from a road. It was decided not to process the application as a whole dwelling and building curtilage was within the same road reserve.

This report is to inform the committee and rectify the problem for Council and the property owner. By stopping and selling off the last section of Hickson Road within Olea State, the established buildings will comply with the required bulk and location standards of the current operative plan.

4. Options and analysis

Section 77 of the Local Government act sets the following requirements in relation to Council decisions:

(a) A local authority must, in the course of the decision-making process, seek to identify all reasonably practicable options for the achievement of the objective of a decision; and assess the options in terms of their advantages and disadvantages.

It is in this context that the following options are being assessed by way of the table below.

Options for BCA	Risk	Cost	Benefit
1-Do nothing	<ul style="list-style-type: none"> There is a risk to Council as it will lose a footprint of the road reserve that is to be used for roading purposes in the future. 	<ul style="list-style-type: none"> Cost to Council includes loss of land footprint with the associated value. Loss of potential road reserve. 	<ul style="list-style-type: none"> No current cost to Council in terms of road stopping and associated processes.
2-Forego the paper road and transfer/sell the subject section to Olea Estate using <i>Section 342 and Schedule 10 of the Local Government Act 1974</i>	<ul style="list-style-type: none"> The public will lose the opportunity to use the paper road as a functional road in the future. 	<ul style="list-style-type: none"> Council will lose 7000m² of road reserve as this will be sold to Olea Estate 	<ul style="list-style-type: none"> Financial benefits from the sale of the land.
3- Forego the paper road and transfer/sell the subject section to Olea Estate using Section 116 of the Public Works Act 1981	<ul style="list-style-type: none"> The public will lose the opportunity to use the paper road as a functional road in the future. 	<ul style="list-style-type: none"> Council will lose 7000m² of road reserve as this will be sold to Olea Estate 	<ul style="list-style-type: none"> Financial benefits from the sale of the land

5. Recommendation

In light of the above, it is recommended that Council stops the affected section of Hickson Street (Paper Road) and transfers/sells the 7000m² at 185 Boundary in Featherston to Olea Estate. This footprint includes the stretch of paper road wholly within the Olea Estate.

It is recommended to use *Section 342 and Schedule 10 of the Local Government Act 1974* to stop and transfer the road.

It is also recommended to use the current value of the subject site to extrapolate the value per m² and in turn calculate value of the paper road footprint.

6. Consultation

Consultation with the public will be required as part of the road stopping process. It is considered that communication with the public about the broader use of public facilities in the district is recommended as part of Council's processes and procedures.

7. Legal implications

The legal requirements and implications of this issue are identified in paragraphs 2 above.

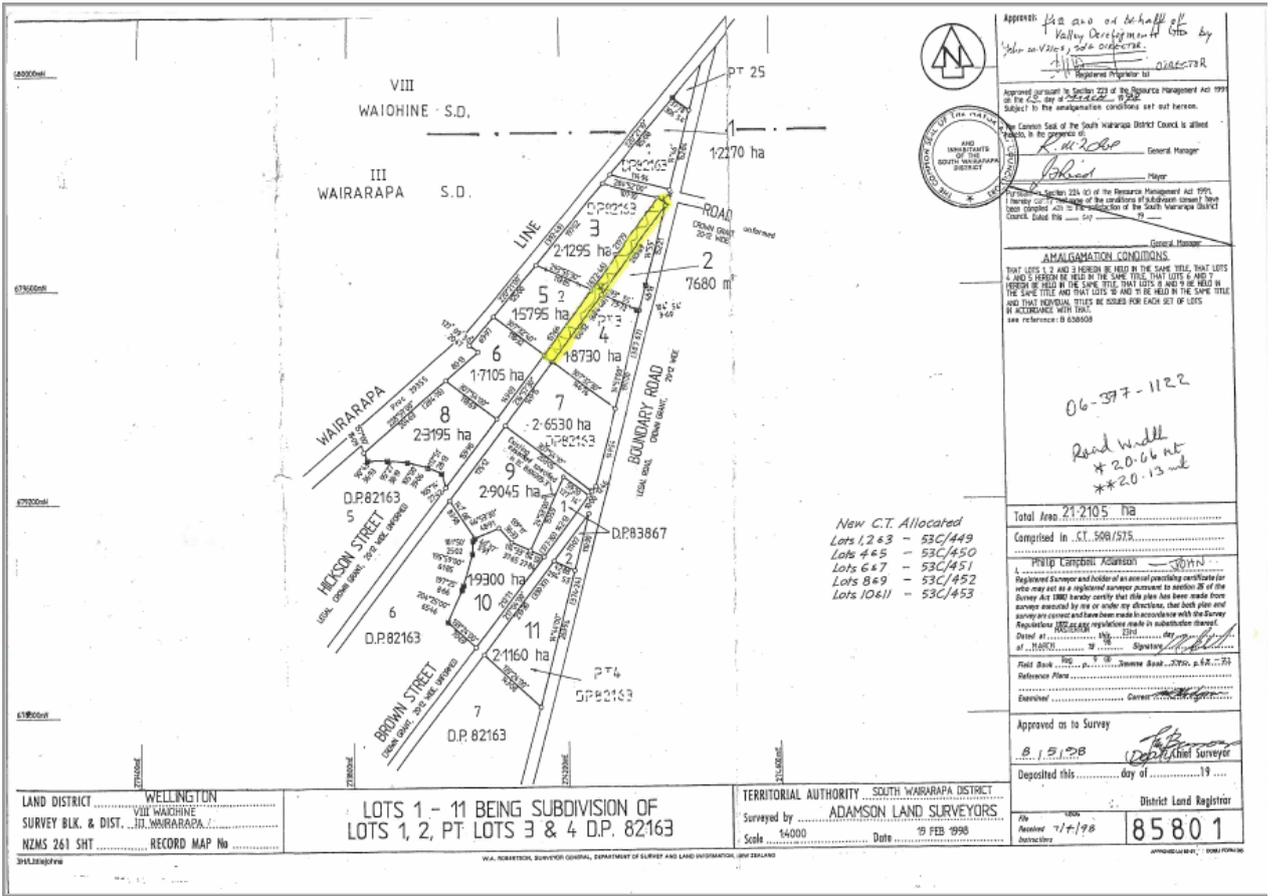
8. Financial considerations

The financial costs relating to this proposal are identified in the schedule of options in table 4 above. The actual financial value of the subject footprint will be \$42 910 and is calculated as follows:

185 Boundary Road is 7.58ha in area and its currently valued at \$465 000. This translates to \$6.13 per m² and as the paper road footprint is 7000m² the total value will be \$42 910. As this valuation is 3 years old, it is ideal to use the new rating values which are being finalised now and will be published around early next year. Based on these valuations, on average rural pastoral land is anticipated to increase by 21.8% and as such the value of this parcel of land would be increased accordingly to \$52,265. The affected landowner will therefore pay Council the sum of **\$52 265** for the portion of road reserve within their property. This valuation is a rational compromise as the paper road footprint cannot form a legal record of title and as such does not have development rights.

Contact Officer: Godwell Mahowa, Planning Manager

Reviewed By: Russell O'Leary, Group Manager Planning and Environment



PLANNING AND REGULATORY COMMITTEE

16 DECEMBER 2020

AGENDA ITEM B2

WELLINGTON REGION CLIMATE CHANGE WORKING GROUP

Purpose of Report

To inform councillors of new Terms of Reference of the Wellington Region Climate Change Working Group.

Recommendations

Officers recommend that the Committee:

1. *Receives the Wellington Region Climate Change Working Group Report.*
2. *Receives the background notes to help explain the purpose and process of the review.*
3. *Receives a clean copy of the draft Terms of Reference for the Wellington Region Climate Change Working Group with the proposed changes.*
4. *Receives the current and proposed Terms of Reference comparison document to show what has been changed and why.*
5. *Considers the proposed Terms of Reference of the Wellington Region Climate Change Working Group.*

1. Executive Summary

The proposed Terms of Reference of the Wellington Region Climate Change Working Group (WRCCWG) is presented to the committee for consideration.

2. Background

The WRCCWG was established in 2017 to provide a forum via which councils and mana whenua from across the Wellington region can network, discuss issues, share information and, where appropriate, achieve a consistent approach across all jurisdictions on climate change mitigation (reducing greenhouse gas emissions) and adaptation (preparing for impacts such as sea level rise, drought and enhanced natural hazards effects).

The current Terms of Reference are held by Greater Wellington Regional Council (GWRC). The WRCCWG includes one main and one alternate elected member from each council in the Wellington region and three mana whenua representatives, which cover 3 amalgamated areas, Ōtaki to Porirua, Wellington and Hutt Valley and the

Wairarapa. Councillor Jephson and Councillor West represent the South Wairarapa District Council.

The WRCCWG has been effective in bringing together mana whenua, elected officials and officers to share information, build efficiencies and bring consistency to climate change action in the region.

With the start of the new triennium, the new members of the WRCCWG agreed on May 15, 2020 to reconsider the objectives and composition of the group, to assess whether the original Terms of Reference was working and whether it was still current given the change in emphasis on climate action in between 2017 and 2020.

Since then further discussions were held at two meetings of the WRCCWG, at which the issues were clarified, the process for the review was discussed, and amended Terms of Reference were drafted. The draft amended Terms of Reference were adopted by the WRCCWG on November 27 2020 for consultation with member councils.

3. Discussion

3.1 Consultation

All members of the WRCCWG have been informed of these discussions, including the current mana whenua representatives on the working group, Rawiri Smith, Miria Pomare and Mahina-a-rangi Baker. Mahina has confirmed her support of the changes on behalf of Ātiawa ki Whakarongotai.

Member councils are invited to consider the proposed Terms of Reference and provide any feedback by 24 December 2020.

4. Conclusion

It is recommended that the Planning and Regulatory Committee considers the proposed Terms of Reference and provides any feedback by 24 December 2020.

5. Appendices

Appendix 1 – Background notes

Appendix 2 – Proposed Terms of Reference

Appendix 3 – Current and proposed Terms of Reference comparison

Contact Officer: Melanie Barthe, Climate Change Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Background notes

Review of arrangements and Terms of Reference for the Wellington Region Climate Change Working Group – report notes

1. The WRCCWG was established in 2017 to provide a forum via which councils and mana whenua from across the Wellington Region can network, discuss issues, share information and where appropriate, achieve a consistent approach across all jurisdictions on climate change mitigation (reducing greenhouse gas emissions) and adaptation (preparing for impacts such as sea level rise, drought and enhanced natural hazards effects).

2. The current Terms of Reference is held by Greater Wellington Regional Council (GWRC). The WRCCWG includes one main and one alternate elected member from each council in the Wellington region and three mana whenua representatives, which cover 3 amalgamated areas, Ōtaki to Porirua, Wellington and Hutt Valley and the Wairarapa.

3. The WRCCWG has been effective in bringing together mana whenua, elected officials and officers to share information, build efficiencies and bring consistency to climate change action in the region.

4. With the start of the new triennium, the new members of the WRCCWG agreed (on May 15, 2020) to reconsider the objectives and composition of the group, to assess whether the original Terms of Reference was working and whether it was still current given the change in emphasis on climate action in between 2017 and 2020.

5. Since then further discussions were held at two meetings of the WRCCWG, at which the issues were clarified, the process for the review was discussed, and an amended terms of reference was drafted.

6. All members of the WRCCWG have been informed of these discussions, including the current mana whenua representatives on the working group, Rawiri Smith, Miria Pomare and Mahina-a-rangi Baker. Mahina has confirmed her support of the changes on behalf of Ātiawa ki Whakarongotai.

7. The draft changes have been sent to all 6 mana whenua entities in the Region for feedback, and there were no concerns raised / this feedback has been taken in to account in the attached document.

8. Please find **attached** a summary document which compares the existing with the proposed terms of reference and provides the rationale for the change. Of particular note are the changes to provide for increased mana whenua views on the group and changes which reflect the general practice of the group. Consequently it is proposed that:

- The same provision would be made for mana whenua entities to participate in the group as is provided for elected members, which is 2 members per entity;

Commented [SK1]: Note that the revised version has not yet been approved by the working group itself – this will only happen on November 27.

Commented [SK2]: To be confirmed after November 11

- A regional iwi view on climate change is difficult to bring to the advisory group in the current form, and all six mana whenua entities are able to be involved and bring their rohe knowledge to the table;
- Each council or iwi authority appoint its own representatives directly, rather than GW having this responsibility. However, as GW remains accountable for the advisory group, and new section 3.2 adds a formal notification process;
- A new Co-Chair arrangement for a co-governance model of one elected member and one mana whenua member, and,
- A new objective be added which explicitly seeks to reflect te ao Māori and address climate change issues specific to mana whenua and Māori.

Appendix 2 – Proposed Terms of Reference

Greater Wellington Regional Council

Terms of reference for the Wellington Region Climate Change Forum

1 Purposes

- 1.1 To provide a platform to facilitate alignment and recommend actions to address climate change mitigation and adaptation for the Wellington Region's councils and mana whenua.
- 1.2 To provide a forum through which the Wellington Region's councils and mana whenua can network, learn, discuss issues, and share climate change-related information.

2 Specific responsibilities

- 2.1 Identify and promote regional and local initiatives to address climate change issues with and for:
 - a Māori and mana whenua
 - b The wider community.
- 2.2 Provide a collaborative forum for the Wellington Region's councils and mana whenua to network, discuss issues, and share information.
- 2.3 Provide a regional forum for dialogue with stakeholders.
- 2.4 Consider strategies, plans, research and initiatives being implemented or developed by councils within the Wellington Region¹ and (where appropriate) recommend how to align these activities to achieve greater consistency and impact.
- 2.5 Recommend options to utilise the full range of skills and capabilities available in the Wellington Region's councils, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.
- 2.6 Recommend joint projects, initiatives, and campaigns that impact on, or actively involve, more than one council (e.g. by sharing capacity, funding, or governance through a joint steering committee).
- 2.7 Enable the development of regional recommendations, consistent with the Forum's purposes, that could be considered and adopted by each council individually (within a timeframe that meets each council's needs).
- 2.8 Act as a reference group to recommend to councils consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities by those

¹ Including the climate change-related work progressed through the Regional Natural Hazards Management Strategy.

councils, including the development and dissemination of joint communications by councils to the public.

- 2.9 Provide a platform for joint advocacy and leadership – enabling the Wellington Region’s councils to speak with one voice when appropriate² (e.g. preparing, for adoption by the councils, draft joint submissions on policy proposals).

3 Members

- 3.1 The Forum has up to 30 members as follows:

- a Up to 18 Councillor members, being two elected members appointed by each council in the Wellington Region³.
- b Up to 12 mana whenua members, being two members appointed by each iwi signatory to the Memorandum of Partnership (iwi authority).

- 3.2 Each appointment, and any change to an appointment, takes effect when it is notified formally in a letter from the relevant council or iwi authority to Greater Wellington Regional Council’s Chief Executive.

4 Co-Chairs

- 4.1 At the first meeting of the Forum in each triennium, the Forum will appoint two Co-Chairs:

- a A Councillor Co-Chair appointed by the Councillor members
- b Another Co-Chair appointed by the mana whenua members.

- 4.2 The Co-Chairs will arrange amongst themselves who is the presiding chair of each meeting.

5 Quorum

- 5.1 Half the number of members, including one of the Co-Chairs (once appointed).

6 Decision making and voting entitlement

- 6.1 The Forum will seek to make decisions by consensus.
- 6.2 Where a consensus cannot be reached, decisions are made by majority vote.
- 6.3 Each member has full speaking and voting rights. No proxy votes are allowed.

² This approach is consistent with Local Government New Zealand’s *Local Government Leaders Climate Change Declaration 2017*.

³ Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kapiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

7 Arrangements

- 7.1 The Forum is a collaborative group of representatives from each of the councils and iwi authorities in the Wellington Region. The Forum is not a subordinate decision making body of Council and is not a joint committee under the Local Government Act 2002. Any recommendation of the Forum is for consideration by each council⁴.
- 7.2 The Forum meets at least quarterly, and more often as agreed by the members.
- 7.3 The Forum may form subgroups to meet and pursue specific lines of inquiry or projects.

8 Participation

- 8.1 The members will:
 - a Attend meetings and participate in activities relevant to their respective councils and iwi authorities
 - b Report to their respective councils and iwi authorities about the Forum's activities
 - c Champion the Forum's relevant recommendations to their respective councils and iwi authorities.

9 Administrative support

- 9.1 Councillor members will be supported by officers from their respective councils. Mana whenua members will be supported by their respective iwi authorities.
- 9.2 For meetings:
 - a Secretariat support (i.e. developing the agenda and associated content) is provided by Greater Wellington
 - b Administrative support (i.e. venue, catering and logistical support) is shared across the councils, including arranging and hosting meetings on a roster basis
 - c Venues will be selected to minimise emissions and travel time for members and officers. Virtual meetings may be held from time to time.

10 Remuneration and expenses

- 10.1 The expenses of the Councillor members shall be met by the council they represent.
- 10.2 Mana whenua members may claim Greater Wellington's standard daily meeting fee, and mileage allowance or reimbursement of public transport travel expenses.
- 10.3 In addition to the entitlement under section 10.2, a Co-Chair (only if the Co-Chair is a mana whenua member) is eligible to receive an annual taxable honorarium of \$5,000 paid by Greater Wellington.

⁴ Including any consultation process that is appropriate to that council.

Appendix 3 – Current and proposed Terms of Reference comparison

Greater Wellington Regional Council – Proposed terms of reference for the Wellington Region Climate Change Forum

This paper documents the changes between the existing and proposed Terms of Reference for the Wellington Region Climate Change Forum, and explains the rationale behind the key changes. Note that the numbering and the order of the content has changed, so please disregard any mismatched numbers.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
Title	Wellington Region Climate Change Working Group	Wellington Region Climate Change Forum	Reflects more accurately the nature of the group – an advisory body without decision-making powers or a budget. As such, the body becomes a forum for learning, networking, sharing information and approaches etc.
Purpose	To provide a forum through which councils and mana whenua from across the Wellington Region can network, discuss issues, share information and (where appropriate) achieve a consistent approach across all jurisdictions on climate change mitigation (reducing greenhouse gas emissions) and adaptation (preparing for impacts such as sea level rise, drought and enhanced natural hazards effects).	<p>1.1 To provide a platform to facilitate alignment and recommend actions to address climate change mitigation and adaptation for the Wellington Region’s councils and mana whenua.</p> <p>1.2 To provide a forum through which the Wellington Region’s councils and mana whenua can network, learn, discuss issues, and share climate change-related information.</p>	To distinguish between activities which promote learning, networking and discussion and those that actively promote alignment of, and accountability towards, recommended policy developments.
Objective ¹ 1	-	2.1 Identify and promote regional and local initiatives to address climate change issues with and for:	New objective to identify the need to emphasise the specific focus on the benefits of working with Māori and mana whenua.

¹ Retitled as ‘Specific responsibilities’ to align with the approach for other terms of reference.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
		a Māori and mana whenua b The wider community.	
Objective 2	2.1 Provide a forum for the region's councils and mana whenua to network, discuss issues, share information and build capability.	2.2 Provide a collaborative forum for the Wellington Region's councils and mana whenua to network, discuss issues, and share information.	Note that for all objectives small changes to language have been made in order to better reflect that the Forum is an advisory body with has no decision-making powers nor budget.
Objective 3	2.2 Provide a regional forum for dialogue with stakeholders.	2.3 Provide a regional forum for dialogue with stakeholders.	No change.
Objective 4	2.3 Oversee strategies, plans, research and initiatives being implemented or developed by councils within the region and (where appropriate) align these activities to achieve greater consistency and efficiency	2.4 Consider strategies, plans, research and initiatives being implemented or developed by councils within the Wellington Region and (where appropriate) recommend how to align these activities to achieve greater consistency and impact.	As above for Objective 2.
Objective 5	2.4 Utilise the full range of skills and capabilities available in the region's local authorities, and amongst other organisations, to address the economic, social, environmental and cultural Objective opportunities and consequences related to climate change	2.5 Recommend options to utilise the full range of skills and capabilities available in the Wellington Region's councils, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.	As above for Objective 2.
Objective 6	2.5 Initiate joint projects/initiatives/campaigns that impact on, or require the active involvement of, more than one	2.6 Recommend joint projects, initiatives, and campaigns that impact on, or actively involve, more than one council (e.g. by sharing	As above for Objective 2.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
	local authority (e.g., by sharing capacity, budgets or having a joint steering committee)	capacity, funding, or governance through a joint steering committee).	
Objective 7	2.6 Enable the development of regionally consistent recommendations that could be considered and adopted by each council individually (within a timeframe that meets individual councils' needs)	2.7 Enable the development of regional recommendations, consistent with the Forum's purposes, that could be considered and adopted by each council individually (within a timeframe that meets each council's needs).	As above for Objective 2.
Objective 8	2.7 Act as a reference group to ensure consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities	2.8 Act as a reference group to recommend to councils consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities by those councils, including the development and dissemination of joint communications by councils to the public.	As above for Objective 2.
Objective 9	2.8 Provide a platform for joint advocacy and leadership – enabling Wellington Region's councils to speak with one voice when appropriate (for example by advocating to central government through the preparation of joint submissions on policy proposals)	2.9 Provide a platform for joint advocacy and leadership – enabling the Wellington Region's councils to speak with one voice when appropriate (e.g. preparing, for adoption by the councils, draft joint submissions on policy proposals).	As above for Objective 2.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
Objective 10	2.9 Enable the development and dissemination of joint communications to the public.	-	Included in new section 2.9.
Background	<p>3.1 Councils in the Wellington Region are addressing a broad range of climate change-related issues, with individual councils implementing initiatives designed to reduce emissions and adapt to the impacts of a changing climate.</p> <p>3.2 At a meeting in August 2017, representatives from councils across the region agreed that each council would benefit from participating in a regional working group that would provide coordination, facilitate joined up action, and enable consistent leadership, advocacy and communications in relation to climate change.</p>	-	Removed as unnecessary element for a terms of reference.
Members	4.1 An elected member from each council in the Wellington Region ² .	<p>3.1 The Forum has up to 30 members as follows:</p> <p>a Up to 18 Councillor members, being two elected members</p>	Past common practice has been to invite both the primary and alternate member (in the case there are two) from each council to meetings and for them to have the same participation rights as the primary member.

² Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kāpiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
	<p>4.2 Three mana whenua representatives from Ara Tahi³.</p>	<p>appointed by each council in the Wellington Region⁴.</p> <p>b Up to 12 mana whenua members, being two members appointed by each iwi signatory to the Memorandum of Partnership (iwi authority).</p> <p>3.2 Each appointment, and any change to an appointment, takes effect when it is notified formally in a letter from the relevant council or iwi authority to Greater Wellington Regional Council's Chief Executive.</p>	<p>This change adjusts the Terms of Reference to match the common practice.</p> <p>The group members want this framework to help bring a Māori voice to agenda setting, work programme development, and general meeting correspondence. It was agreed that to assist with this, the same provision would be made for mana whenua entities to participate in the group as is provided for elected members.</p> <p>It was also agreed that a regional iwi view on climate change is difficult to bring to the advisory group in the current form, and all six mana whenua entities are able to be involved and bring their rohe knowledge to the table.</p> <p>Lastly, to reflect the collaborative nature of the advisory group, it seems appropriate for each council or iwi authority to appoint its own representatives directly, rather than the Greater Wellington Regional Council having this responsibility. However, as that council</p>

³ Ara Tahi is a leadership forum comprising Council and its six mana whenua partners, who meet to discuss strategic issues of mutual interest. Ara Tahi members comprise two representatives from each mana whenua authority, two Councillors, and Greater Wellington's Chief Executive. Council will appoint up to three of these representatives to the Working Group, with each representing one of: East Coast - Wairarapa; West Coast - Otaki to Porirua; Central - Wellington and Hutt Valley. Ara Tahi representatives are entitled to receive Greater Wellington's standard daily meeting fee and mileage allowances for each meeting they attend.

⁴ Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kapiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
			remains accountable for the advisory group and to ensure sufficient probity around appointments, new section 3.2 adds a formal notification process.
Alternate members	Each council may nominate an alternate elected member. This alternate may sit at the table, speak, and vote at Working Group meetings; but only if the related elected member is unable to attend.	-	The position of alternate member has been removed, and is replaced with the proposal to appoint two members for each council and iwi authority (see 'Members' section above).
Arrangements	<p>6.1 The Working Group is a collaborative group of representatives from each of the councils in the Wellington Region and mana whenua. It is not a joint committee under the Local Government Act 2002, and any recommendations of the Working Group are for consideration by each council.</p> <p>6.2 Servicing of the Working Group is shared across the councils of the region, including arranging and hosting meetings on a roster basis.</p> <p>6.3 The Working Group meets four times a year, on a quarterly basis.</p> <p>6.4 The Working Group will agree at the beginning of each calendar</p>	<p>7.1 The Forum is a collaborative group of representatives from each of the councils and iwi authorities in the Wellington Region. The Forum is not a subordinate decision making body of Council and is not a joint committee under the Local Government Act 2002. Any recommendation of the Forum is for consideration by each council⁵.</p> <p>7.2 The Forum meets at least quarterly, and more often as agreed by the members.</p> <p>7.3 The Forum may form subgroups to meet and pursue specific lines of inquiry or projects.</p>	Content described more simply, and some shifted to 'Administrative Support' section below.

⁵ Including any consultation process that is appropriate to that council.

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
	<p>year where and when meetings are to be held. At any time during the year, a member of the Working Group or a council officer can recommend that the meeting date or location should change. The request will need to receive support from the majority of members to change.</p>		
Participation	<p>7.1 The representatives of each council, or their alternates, will attend meetings and participate in activities relevant to their respective councils. These members will report to their respective councils about the Working Group's activities and will champion recommendations as appropriate to their council.</p> <p>7.2 Ara Tahi representatives will attend meetings and participate in activities relevant to their allocated area (East Coast - Wairarapa; West Coast - Otaki to Porirua; Central - Wellington and Hutt Valley). These representatives will report to Ara Tahi and will champion recommendations as appropriate to their allocated area.</p>	<p>8.1 The members will:</p> <ul style="list-style-type: none"> a Attend meetings and participate in activities relevant to their respective councils and iwi authorities b Report to their respective councils and iwi authorities about the Forum's activities c Champion the Forum's relevant recommendations to their respective councils and iwi authorities. 	<p>Removal of alternate members, content described more simply, and changes to mana whenua representation clarified.</p>

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
	<p>7.3 When relevant, additional councillors from each council and/or representatives of the six mana whenua partners represented by Ara Tahi are welcome to attend meetings.</p> <p>7.4 Relevant stakeholder groups can be invited to attend meetings.</p>		
Chair	<p>8.1 The Working Group elects a Chair and Deputy Chair from its members.</p> <p>8.2 A new Chair and Deputy Chair are elected at least once every triennium, following local government elections.</p>	<p>4.1 At the first meeting of the Forum in each triennium, the Forum will appoint two Co-Chairs:</p> <p>a A Councillor Co-Chair appointed by the Councillor members</p> <p>b Another Co-Chair appointed by the mana whenua members.</p> <p>4.2 The Co-Chairs will arrange amongst themselves who is the presiding Chair of each meeting.</p>	<p>Introduction of a new Co-Chair arrangement to replace the Chair and Deputy Chair roles.</p> <p>Under the existing terms of reference and during the one triennium of the group, there have been two elected members in the Chair and Deputy Chair roles. The proposal allows for a co-governance model of one elected member and one mana whenua member. In order to bring both perspectives to the voting process, the two appointments are made respectively by the elected members and the mana whenua members.</p>
Quorum	-	<p>5 Half the number of members, including one of the Co-Chairs (once appointed).</p>	<p>New section, in line with the approach taken for other terms of reference.</p>
Decision making and voting entitlement	-	<p>6.1 The Forum will seek to make decisions by consensus.</p>	<p>New section, in line with the approach taken in some other terms of reference. This rule reflects that this not a decision-making body, it is collaborative in nature, and that in</p>

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
		<p>6.2 Where a consensus cannot be reached, decisions are made by majority vote.</p> <p>6.3 Each member has full speaking and voting rights. No proxy votes are allowed.</p>	<p>practice, voting generally only applies in the appointment of the Chairs.</p>
Administrative support	<p>9.1 Each council will ensure that its representatives participating in the Working Group are sufficiently supported by officers from their council. Greater Wellington will support the Ara Tahī representatives.</p> <p>9.2 Each council will provide reports and advice to the Working Group as required.</p> <p>9.3 For meetings:</p> <ul style="list-style-type: none"> a Secretariat support (i.e. developing the agenda and associated content) is provided by Greater Wellington b Administrative support (i.e. venue, catering and logistical support) is provided by the host council. 	<p>9.1 Councillor members will be supported by officers from their respective councils. Mana whenua members will be supported by their respective iwi authorities.</p> <p>9.2 For meetings:</p> <ul style="list-style-type: none"> a Secretariat support (i.e. developing the agenda and associated content) is provided by Greater Wellington b Administrative support (i.e. venue, catering and logistical support) is shared across the councils, including arranging and hosting meetings on a roster basis c Venues will be selected to minimise emissions and travel time for members and officers. Virtual meetings may be held from time to time. 	<p>Clarification that members will be supported by the entities that they represent.</p> <p>New section to encourage consideration of the carbon emissions generated from travel to venues for the meetings.</p>

	CURRENT	CHANGED	RATIONALE FOR CHANGE/S
Remuneration and expenses	-	<p>10.1 The expenses of the Councillor members shall be met by the council they represent.</p> <p>10.2 Mana whenua members may claim Greater Wellington's standard daily meeting fee, and mileage allowance or reimbursement of public transport travel expenses.</p> <p>10.3 In addition to the entitlement under section 10.2, a Co-Chair (only if the Co-Chair is a mana whenua member) is eligible to receive an annual taxable honorarium of \$5,000 paid by Greater Wellington.</p>	<p>New section to identify clearly who covers the expenses of the members participating in the advisory group, the expenses for mana whenua members, and the entitlements for the new Co-Chair arrangement.</p> <p>If a Co-Chair is not an elected member, Greater Wellington will provide an honorarium.</p>

PLANNING AND REGULATORY COMMITTEE

16 DECEMBER 2020

AGENDA ITEM C1

CLIMATE CHANGE ADVISOR REPORT

Purpose of Report

To inform councillors of the work done by the Climate Change Advisor in October and November 2020.

Recommendations

Officers recommend that the Committee:

1. *Receives the Climate Change Advisor Report.*

1. Long Term Plan 2021-31

The Climate Change Advisor alongside with activity managers kept working on the Long-Term Plan, especially on the climate change assumptions, the impact of climate change on our community and the climate-related risk analysis. The findings were presented to the Councillors on November 5, 2020.

1.1 Climate change assumptions:

These assumptions are based on IPCC (Intergovernmental Panel on Climate Change) scenarios. They are consistently used across our organisation and across the Wellington Region. The likely direct impacts of climate change are:

- Increased temperature, decreased number of frost nights
- Likely decreased average annual rainfall but increased amount of rain falling during heavy rainfall days
- Increased number of windy days and increased wind intensity
- Sea level rise
- Ocean acidification, sea water temperature rise, marine heatwaves

1.2 Impact on the community:

The expected direct impacts of climate change have an impact on our community. Therefore, we identified the potential impacts on the four well-beings (environmental, social, economic and cultural well-beings).

1.3 Climate-related risks analysis

Several climate-related risks were identified for SWDC's activities:

- Physical risks – natural and built environment
- Governance risks
- Litigation risks
- Financial risks
- Reputational risks

1.4 Mitigation measures

Measures were also identified to mitigate the climate-related risks. Here are a few examples:

- Develop a Resilience and Risk Strategy
- Make a just transition (be inclusive)
- Consider climate change in LTP / AP, planning documents and strategies
- Increase our level of service or resilience when responding to climate event damage
- Lobby central government
- Education

2. Healthy Homes Wairarapa

Alongside with other organisations, South Wairarapa District Council supports the Healthy Homes Wairarapa Programme that helps low income families to insulate their homes. The goal is for this programme to:

- Increase well-being
- Reduce heating demand, therefore:
 - Reduce energy consumption
 - reduce greenhouse gas emissions
- increase community resilience
- increase prosperity

Transition HQ is developing innovative future explorations for this programme. To do so, Transition HQ will:

- define the 'wicked problem' within the scope of comfort of homes and determine the associated constraints.
- Learn from the past (100 years until now) specifically focusing on comfort and methods of heating homes.
- Project out what the BAU would be like with what we currently have.
- Project out methods of improvements and perceived solutions.
- Look to our desired future and explore (another workshop here for stakeholders, including inviting those who attended the kick-off).

- Defining possible shift projects that will contribute to the outcomes over the long and short terms.

Transition HQ held a workshop the 16th November to define the ‘wicked problem’. Elected members with climate change portfolio from South Wairarapa, Carterton and Masterton District Councils were invited, as well as Ra Smith (Kahungunu ki Wairarapa Iwi Representative) and officers from the three councils and GWRC.

3. Wellington Region Climate Change Working Group - WRCCWG

3.1 2nd of October, officers meeting

- Update on the Regional Growth Framework (RGF)
- KPIs in the LTPs (e.g. dashboard, how many vulnerable communities have been talked to, etc)
- Identify future joint activities:
 - Carbon calculator to assess the emissions impacts of different spatial plans
 - Looking for central government funding for local governments
 - Coordinate climate action with the Regional Growth Framework to attract central government funding
- Reporting on the National Climate Change Risks Assessment
- LTP bids

3.2 10th of November, officers meeting

- Discuss draft agenda for 27.11.20 full meeting:
 - Update on the RGF, including how the WRCCWG can work with the Joint Committee
 - How are the climate change actions being considered in the LTPs
 - Discuss and agree draft changes of the ToR
 - Map out the next 8 meetings (2021/2022)
- Climate change risk for building and building consents (presentation by Matiu Andrews-Cookson, building control officer for SWDC)
- Discuss procurement policies

3.3 27th of November, full meeting

- WRCCWG agreed to work with the RGF, including on two projects related to climate change:
 - Develop a regional climate change plan including a plan to reduce greenhouse gas emissions and transition to a zero carbon and circular economy.
 - Develop a regional approach to climate change impacts including coastal protection, longer term development areas and areas to stop developing. This will include a programme for moving and managing three waters, rail and road assets at risk and protecting taonga.
- How are the climate change actions being considered in the LTPs

- WRCCWG discussed and adopted the draft changes of the Terms of Reference. The Councils in the Wellington region are now asked to consider the proposed ToR (see Wellington Region Climate Change Working Group report)
- Map out the next 8 meetings (2021/2022)

4. Decarbonisation of the fleet vehicles

Following the adoption of the Ruamāhanga (carbon reduction) Strategy in March 2020, SWDC started to decarbonise its fleet vehicles. In November 2020, SWDC received its two first Toyota Corolla Hybrids. Two Toyota RAV-4 Hybrids are expected to arrive very soon.

More information [here](#).

5. Conclusion

It is recommended that the Planning and Regulatory Committee receives the Climate Change Advisor report.

Contact Officer: Melanie Barthe, Climate Change Advisor

Reviewed by: Karen Yates, Policy and Governance Manager

PLANNING AND REGULATORY COMMITTEE

16 DECEMBER 2020

AGENDA ITEM C2

PLANNING AND ENVIRONMENT GROUP REPORT

Purpose of Report

To update the Planning and Regulatory Committee on the activities of the Planning and Environment Group and progress against Annual Plan performance measures.

Recommendations

Officers recommend that the Committee:

Receive the Planning and Environment Group Report.

1. Resource Management

1.1 Planning Summary

1.1.1. Planning

Planning receives around 200 resource consent applications per year, the team normally has around 13-20 consents to assess, make decisions on. Consent work sits beside a mix of district plan enquiries, land use compliance, and growing policy work. The robust, timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The Spatial Plan is our strategic document to 2050, using an integrated Spatial/Long-Term Plan approach. Initial engagement included pop up sessions and 12 community/stakeholder sessions-with business and realty, seniors, wine growers, farmers, youth at Kuranui College, local iwi and Community Board sessions in each town. A wide mix of views, helpful feedback was captured. Workshops continued with council on SP to sort activities in the LTP. Officers assessing growth option aspects, then January workshop on town growth options. Work will continue for shaping the SP/LTP diagram and map components.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation, the MSGA is now on hold, including phase two stormwater modelling work. For consideration alongside Spatial Plan evaluation work.

1.1.4. District Plan Review

WCDP operative in 2011, requires review every 10 years, a plan review takes around 2 to 3 years. Boffa Miskell confirmed as the consultant to support the review. The advisory group mtg held on 8 Sept, considered the extent of the review plus proposed RMA reforms. The Randerson report proposes replacement of the RMA by a new regional level spatial plan Act, new natural resources Act. DP review will be at a level to sort key topics that need review. Advisory group mtg held 16 Oct, 8 December, Plan Review Committee mtg held 10 Nov.

1.1.5. Dark Sky

The Plan Change updates the outdoor lighting rules to control light pollution to support a dark sky reserve. The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has gone through public notification. Ten submissions were received, followed by two further submissions. Wairarapa Sports Artificial Surface Trust and Genesis Energy Ltd wished to be heard. We are negotiating points and may avoid a hearing. An independent commissioner will determine the Council initiated plan change decision.

1.1.6. Review of Notable Trees Register

Hearing held in Greytown on 21 November. The independent commissioner's decision was adopted, still currently dealing with an appeal on the listing of one Oak tree, discussion and correspondence happening aimed at resolving.

1.1.7. Featherston Tiny Homes/Brookside RC

Application involved advice meetings, further info on urban design and traffic assessment. Number of units lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects due to intensity, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application, is now pursuing a more standard density.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision, officers still in the process of resolving issue via mediation. We have extended deadline for removal of contaminated soil from the site to 30 March 2021, matter nearly resolved.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

A costings report by Armstrong Dixon Ltd in April for reporting to July Committee. The Committee sought detailed costings, and comparative costs info being compiled. The Committee on Aug. 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, matter has been parked awaits direction from the Shared Services group. Update report on Shared Services mtg going to Council in Oct. CDC have recently indicated a hesitancy regarding costings and combined CD/SWDC pound. Officer discussions 3 Dec, matter to go out for tender for facility costings in the new year.

2. Building Services

The level of building consent applications has continued to remain quite high. Timely processing continues together with ongoing site inspections services. Over the last financial year our team processed 584 applications, including exemptions. Usually about 60 active consent applications in the system.

3. Environmental Services

The provision of decisions and helpful advice in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. We have continued inspections work and are ahead of premise's verifications benchmark. Dog registrations are at 98% which is good.

4. Service Levels

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

Resource Management Act – Consents(Year to date 01/07/2020-30/09/2020)

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	Total 96/96 49/49 Land Use applications were completed within statutory timeframes. NCS 37/37 Subdivision applications were completed within statutory timeframes. NCS 10/10 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	44/44 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	30/30 s224 certificates were certified. NCS.

Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

Six Months Trend from 1 st June 2020 to 30 th November 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	59/59 within 20 working days	100%
Subdivision Consents	41/42 in 20 working days	97.62%
223 Certificates	47/47 in 10 working days	100%
224 Certificates	32/32 in 15 working days	100%

Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2020-2021
Standard LIMs are processed within 10 days	100%	89.9%	107/119 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2020-2021

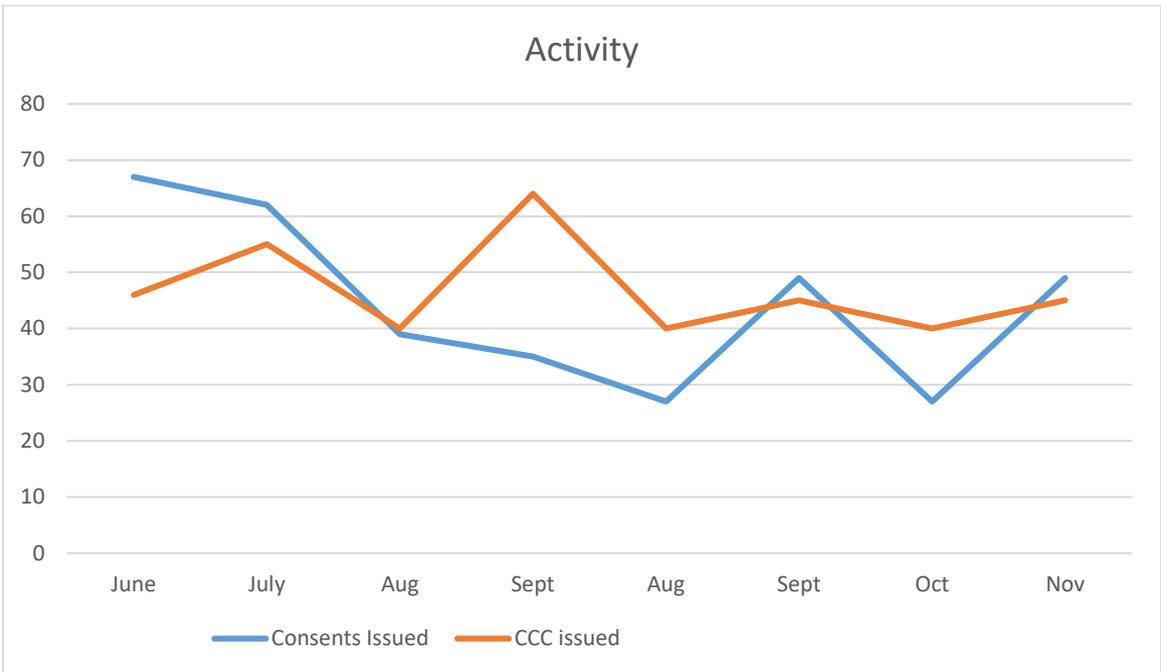
	YTD 1 ST JULY 2020 TO 30 TH Nov 2020	PREVIOUS YTD 1 ST JULY 2019 TO 30 TH Nov 2019	PERIOD 1 ST OCT TO 30 TH Nov 2020	PREVIOUS PERIOD 1 ST OCT TO 30 TH Nov 2019
Standard LIMs (Processed within 10 working days)	119	75	48	36
Urgent LIMs (Processed within 5 working)	44	27	18	15
Totals	163	102	66	51

5. Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	97.57%	NCS – 201 of 206 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	100%	NCS – 221 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWO's and Swimming Pools	Yes	Yes	<p>Building Consents</p> <p>Council inspects all new work to ensure compliance (October 2020 – 415 inspections November 2020 – 388 inspections</p> <p>BWO's –</p> <p>Total 189 – average of 3 audits per month required, 1 audit carried out October 0 audit carried out in November</p> <p>Swimming Pools –</p> <p>Total 279 – average of 7 audits per month required. 8 audits carried out in October 7 Audits carried out in November</p>
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20
Monthly Building Consents issued	67	62	39	35	27	49
Monthly CCC issued	46	55	40	64	40	45



Building Consents Processed

TYPE – OCTOBER AND NOVEMBER 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	8	\$7,995,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$52,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	73	\$10,971,997
Other (public facilities - schools, toilets, halls, swimming pools)	5	\$38,460
Totals	87	\$19,057,457

6. Environmental Health and Public Protection

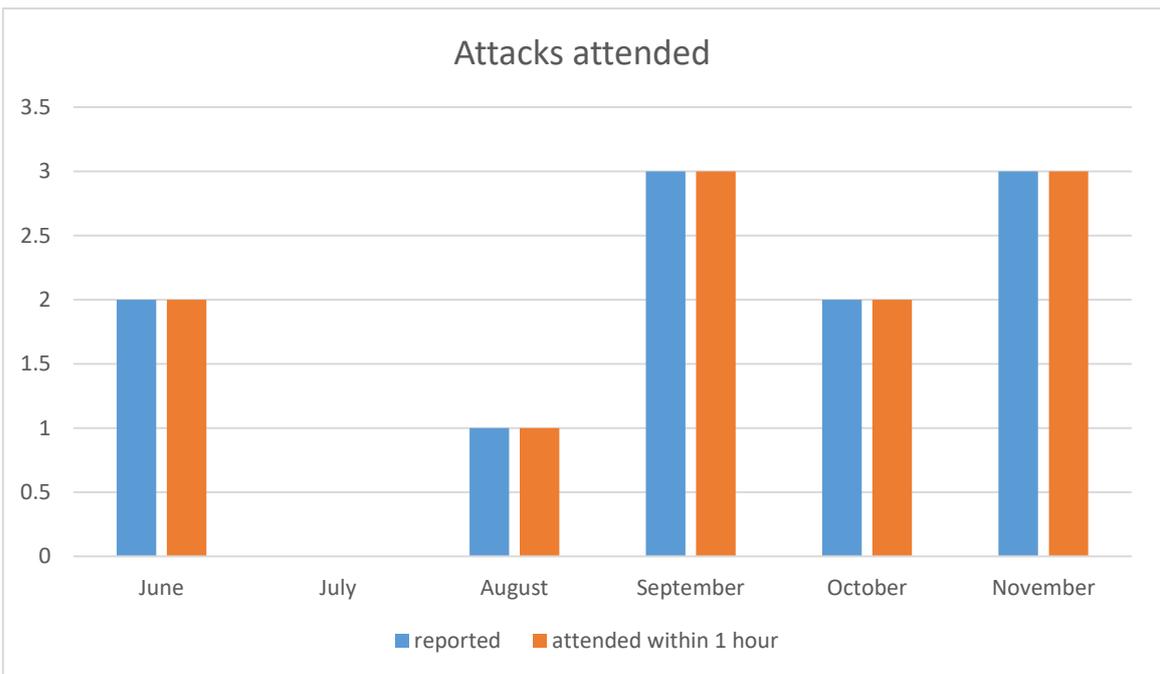
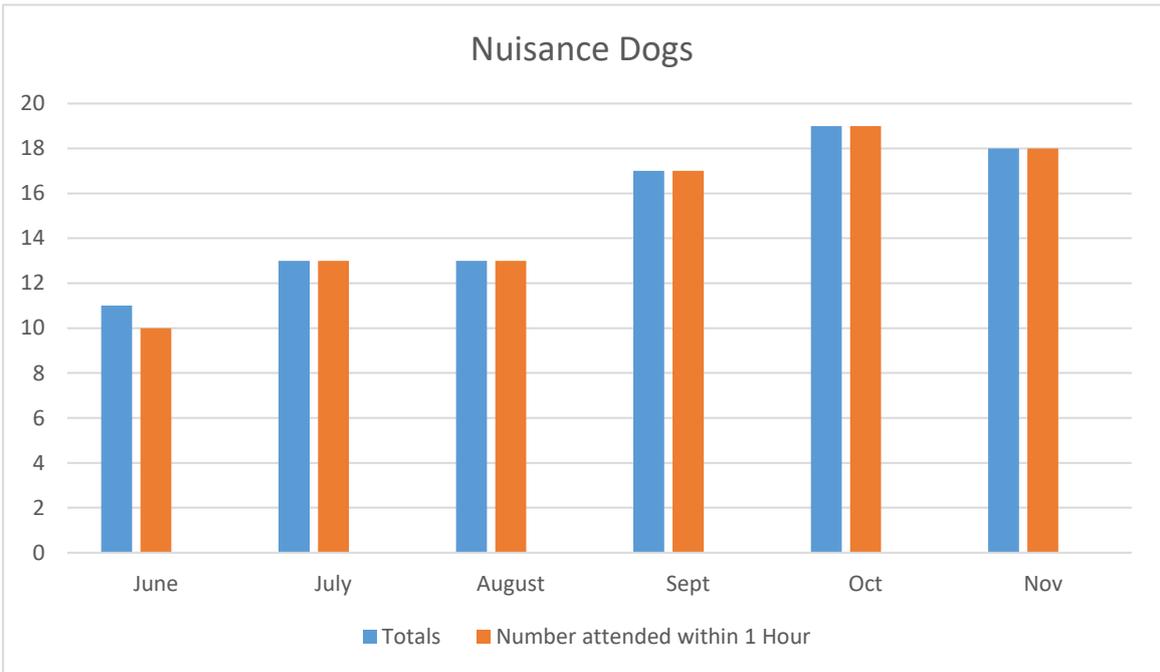
Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	No visits at this stage. Education is planned for at risk groups
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 82/82
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	9/9

INCIDENTS REPORTED FOR PERIOD OCTOBER AND NOVEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	2	-	2
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	3	1
Lost Dogs	1	2	5
Found Dogs	1	2	4
Rushing Aggressive	2	-	1
Wandering	5	4	11
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20
Nuisance dogs	11	13	13	17	19	18
Attended to within 1 hours	10	13	13	17	19	18
Attack totals	2	0	1	3	2	3
Attacks attended within 1 hours	2	0	1	3	2	3



7. Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 6/6
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 7/7

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2020 TO 30 NOV 2020
Stock	7

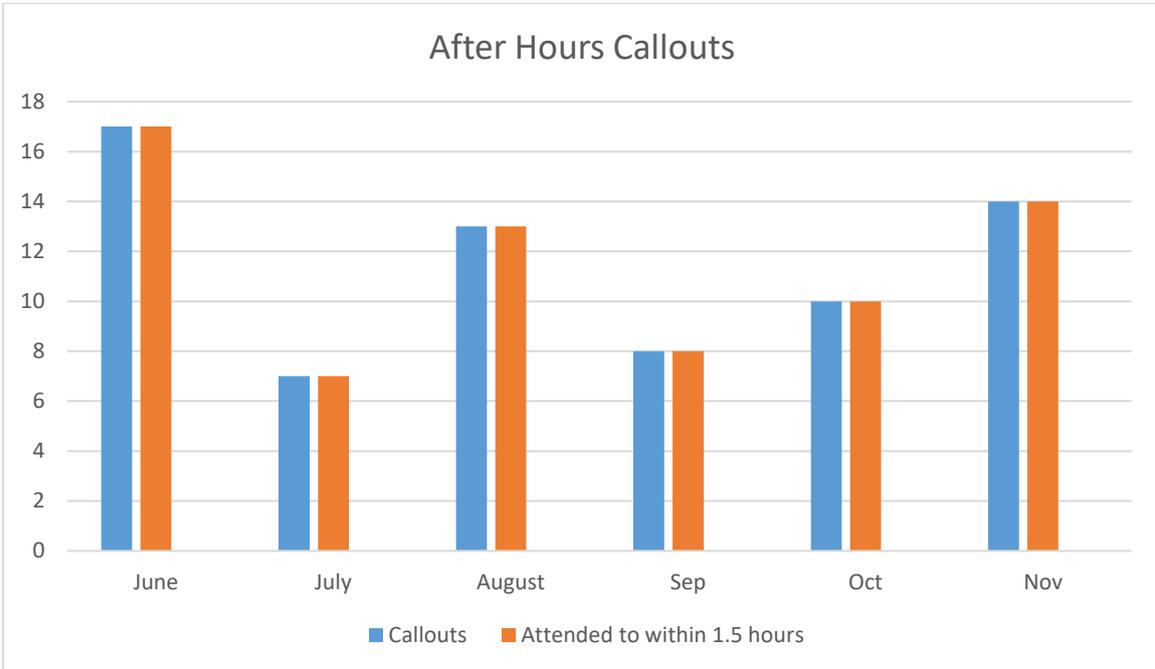
8. Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 52/52 attended within timeframe YTD 10 callouts Oct 20 14 callouts Nov 20 14/14 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 30 Nov 20	PREVIOUS YTD 1 JULY 19 TO 30 Nov 19	PERIOD 1 Oct 20 to 30 Nov 20	PREVIOUS PERIOD 1 Oct 19 to 30 Nov 19
Total	52	69	24	51

	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20
Calls	17	7	13	8	10	14
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%



9. Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	51% YTD	MAGIQ data. All premises inspected at new or renewal application stage (25/49*). 25/49 Number of inspections completed of licences coming up for renewal within the YTD period. 5 very low inspections October 20 1 Very Low inspection November 20 and 6 Low and medium inspections Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	50% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 36 low and medium licenses due for renewal or new inspections in this financial year. For Oct 20, 0 inspections were done for low and medium premises.

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			For Nov 20 6 for low and medium premises 131 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 18/36
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	0 Controlled purchase Operation has been undertaken this YTD. 2 Compliance visits undertaken in November. Usual practice is for the SWDC alcohol licencing inspector is to undertake identified compliance inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licencing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

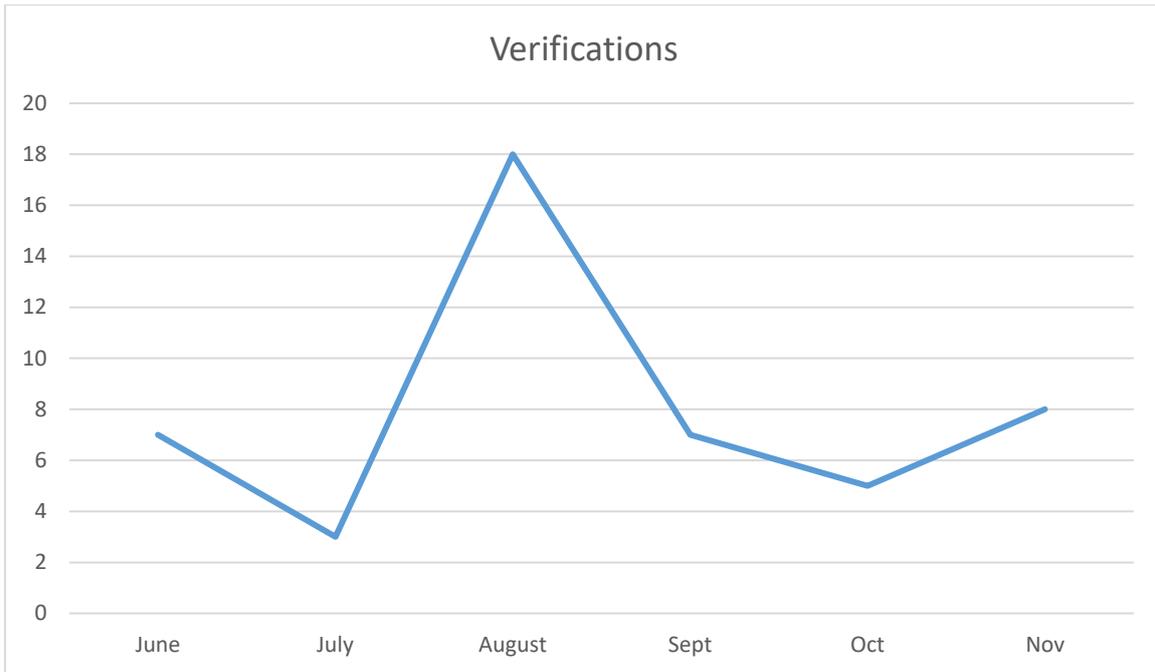
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 30 NOV 20	PREVIOUS YTD 1 JULY 19 TO 30 NOV 19	PERIOD 1 OCT 20 TO 30 NOV 20	PREVIOUS PERIOD 1 OCT 19 TO 30 NOV 19
On Licence	17	13	4	3
Off Licence	11	15	2	5
Club Licence	2	4	1	-
Manager's Certificate	59	61	36	42
Special Licence	12	26	10	22
Temporary Authority	2	-	1	2
Total	103	119	54	74

Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 101 NP – 63 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	40.6%	FCP verifications – 41/101 *Total number of premises is subject to change month by month as new businesses open and existing premises close. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 5 verifications were undertaken in Oct 2020 8 verifications were undertaken in Nov 2020 We were able to finalise (close out) 11 premises in Oct 2020 and 5 in November 0 outstanding corrective action food business follow ups In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels. In Oct and November EHO attended: 4 day time noise complaints 5 smoke complaints 1 rat nuisance complaint 1 spray drift complaint 2 dust complaints 1 Amusement device inspection In November the EHO undertook Trade Waste training and trained new EHO

	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20
Verifications	7	3	18	7	5	8



10. Bylaws

Between 1 July 2020 and 30 Nov 2020 there were:

Trees & Hedges

- 46 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 9 litter incidents were recorded and from this, Council sent 5 notices to the identifiable people associated with these incidents, 1 resulted in an infringement.

Abandoned vehicles

- There were 7 abandoned vehicles located in the SWDC area, of which 5 were removed by their owners and the remaining 2 vehicles were removed by Councils' contractor.

Contact Officer: Russell O'Leary, Group Manager – Planning & Environment

PLANNING AND REGULATORY COMMITTEE

16 DECEMBER 2020

AGENDA ITEM C3

ACTION ITEMS REPORT

Purpose of Report

To present the Planning and Regulatory Committee with updates on actions and resolutions.

Recommendations

Officers recommend that the Committee:

1. *Receive the Planning and Regulatory Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Committee for information. The Chair may ask officers for comment and all members may ask officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 - Action Items to 16 December 2020

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Russell O'Leary, Group Manager Planning and Regulatory

Appendix 1 – Action Items to 16 December 2020

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
130	29-Apr-20	Action	Russell	At the end of the spatial plan consultation period, provide the total cost attributed to spatial plan community engagement to the Planning and Regulatory Committee	Open	27/5/20: Action transferred to the P&R Committee
131	29-Apr-20	Resolution	Russell	COUNCIL RESOLVED (DC2020/42): 1. To receive the Listing of the Carkeek Observatory as a Heritage Building Report. (Moved Cr Emms/Seconded Cr Colenso) Carried 2. To support, in principle, the listing of the Carkeek Observatory by Heritage New Zealand through Heritage New Zealand's public consultation process. 3. To delegate to the Chief Executive and Mayor the authority to make the submission to Heritage New Zealand subject to councillor comment on said submission. 4. To inform the public about the Heritage New Zealand process and Council's support for the listing. 5. To undertake further investigation, including costings, to conserve Carkeek Observatory as recommended by Heritage New Zealand. (Moved Cr Fox/Seconded Cr Vickery) Carried	Open	27/5/20: Items 2-4 completed. Action transferred to P&R Committee. 14/9/20: A conservation plan for Carkeek Observatory is work noted for under the LTP.
300	1-Jul-20	Resolution	Russell	PLANNING AND REGULATORY RESOLVED (P&R2020/09): 1. To receive the Proposed Combined Dog Pound Facility Report. (Moved Cr Hay/Seconded Cr Plimmer) Carried 2. To receive the Armstrong Dixon Limited April 2020 Report. (Moved Cr Fox/Seconded Cr Hay) Carried 3. That officers should continue negotiations with Masterton District Council to receive a quote for services, and to continue working with Carterton District Council for a combined facility and to present back to the Planning and Regulatory Committee the detailed alternatives. (Moved Cr Vickery/Seconded Mayor Beijen) Carried	Open	14/9/20: Direction from P&R on 12 August was 'to produce a framework for a swift resolution with Carterton District Council'. 5/12/20: Continual discussions with Carterton and that we are scoping a tender document to go to market in the new year with a design and build concept. This is limited to the build of the structure only.