



## **PLANNING AND REGULATORY COMMITTEE**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough, on Wednesday 4 November 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.

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#### **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 12 August 2020  
***Proposed Resolution:*** *That the minutes of the Planning and Regulatory Committee meeting held on 12 August 2020 are a true and correct record.*
  - A7.** Notices of motion
- Pages 1-3

**B. Information and Verbal Reports from Chief Executive and Staff**

**B1.** Planning and Regulatory Report

Pages 4-17

**B2.** Action Items Report

Pages 18-21

**C. Decision Reports**

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

Pages 22-26

**D. Member and Appointment Reports**

*Proposed Resolution: To receive members' reports.*

**PLANNING AND REGULATORY COMMITTEE**  
**Minutes from 12 August 2020**

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<b>Present:</b>	Councillors Ross Vickery (Chair), Pam Colenso, Rebecca Fox, Leigh Hay, Alistair Plimmer, Brenda West and Mayor Beijen.
<b>In Attendance:</b>	Russell O’Leary (Group Manager Planning and Environment), Rick Meads (Manager Environmental Services), Godwell Mahowa (Planning Manager), Katrina Neems (Chief Financial Officer) and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 12:45pm.

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**Open Section**

- A1. Apologies**  
There were no apologies.
- A2. Conflicts of Interest**  
Cr West declared a conflict of interest with agenda item ‘B1 Toast Martinborough Alcohol Ban Request’ as she was appointed to the District Licensing Committee and worked for Toast Martinborough.
- A3. Public Participation**  
There was no public participation.
- A4. Actions from Public Participation**  
There were no actions from public participation.
- A5. Extraordinary Business**  
There was no extraordinary business.
- A6. Minutes for Confirmation**  
*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/15)* that the minutes of the Planning and Regulatory Committee meeting held on 1 July 2020 are a true and correct record.

**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*

(Moved Cr Hay/Seconded Cr Colenso)

Carried

**A7. Notices of motion**

There were no notices of motion.

**B Decision Reports**

**B1. Toast Martinborough Alcohol Ban Request**

Mr O'Leary with support from Mr Meade answered questions on the ability of license holders within the designation to sell alcohol from their premises, alcohol restrictions at the event, and how members of the public can make objections to the event.

The Committee requested that in future years officers liaise with NZ Police to seek relevant event trend information in order to see what effect the event has on Martinborough.

The Committee requested that Toast Martinborough and Martinborough Business Association be invited to attend future meetings, where an alcohol ban request for the Toast is considered, with the purpose of answering questions on the effect of the event on local businesses and the wider community.

*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/16):*

1. To receive the Toast Martinborough Alcohol Ban Request Report.

(Moved Cr Fox/Seconded Cr Colenso)

Carried

2. To recommend to Council that pursuant to Clause 3.2 of the South Wairarapa Liquor Control Bylaw 2011, to order a prohibition of alcohol consumption or possession of alcohol for the public places as shown in Appendix 1 of the officer's report as an "Alcohol Prohibition Area". The prohibition is to be effective on 15 November 2020 from 12:00 midday to 9:00pm.

(Moved Hay/Seconded Cr Fox)

Carried

Cr West abstained

**B2. Tobin Stopbank Project – Exemption from an Esplanade Reserve, Road Stopping and Vesting a Portion of SWDC Road Reserve with GWRC for Conservation and River Control Purposes.**

Mr O'Leary updated members on key changes to the document since it had been presented to Council. Members discussed financial arrangements for administration of an agreement and how the value associated with the land was determined.

*PLANNING AND REGULATORY RESOLVED (P&R2020/17):*

1. To receive the Tobin Stopbank Project – Exemption from an Esplanade Reserve, Road Stopping and Vesting a Portion of SWDC Road Reserve with GWRC for Conservation and River Control Purposes Report.

(Moved Cr Fox/Seconded Cr West)

Carried

2. To recommend that Council passes a resolution pursuant to Rule 24.2.3 of the Wairarapa Combined District Plan to waive the requirement to create an esplanade reserve under Section 345(3) of the Local Government Act 1974.

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Page 2

3. To recommend to Council to pass a resolution to stop the portion of road in the above referred land in accordance with the Local Government Act 1974 and transfer ownership to Greater Wellington Regional Council (GWRC) for soil conservation and river protection purposes.

*(Moved Cr Plimmer/Seconded Cr Fox)*

Carried

**C. Information and Verbal Reports from Chief Executive and Staff**

**C1. Planning and Environment Group Report**

Mr O'Leary with support from officers answered councillor questions on consent processing, making submissions to the Wairarapa Combined District Plan, the Featherston Tiny Homes resource consent application, Harrison Street East roading development, compliance with overgrown hedge request to trim notices, and matters relating to abandoned vehicles.

Members discussed progress towards progressing dog pound options and research into compliance and likely costs undertaken to date by Council officers. The Committee urged Council officers to produce a framework for a swift resolution with Carterton District Council.

*PLANNING AND REGULATORY RESOLVED (P&R2020/18)* to receive the Planning and Environment Group Report.

*(Moved Cr Colenso/Seconded Cr West)*

Carried

**C2. Action Items Report**

*PLANNING AND REGULATORY RESOLVED (P&R2020/19)* to receive the Planning and Regulatory Action Items Report.

*(Moved Cr Hay/Seconded Cr Colenso)*

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

4 NOVEMBER 2020

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## AGENDA ITEM B1

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### PLANNING AND ENVIRONMENT GROUP REPORT

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#### **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:

1. *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 resource consents to assess, make decisions on. There are currently 20 resource consent applications for land use and subdivision, including cases where further information is required. Consent work sits beside a busy mix of district plan enquiries, land use compliance, and growing policy work. Good and timely decision making has continued.

#### **1.1.2. South Wairarapa Spatial Plan**

The Spatial Plan is our strategic document to 2050, using an integrated approach for the Spatial/Long-Term Plan. Evaluation work continues for shaping the Spatial Plan/LTP diagram components and refinement. Recent focus on initial engagement mtgs, and pop up sessions. This initial engagement work included 10 community/stakeholder sessions-held with iwi, business and realty, seniors, the wine growers, farmers, two youth mtgs at Kurunui High, plus Community Board sessions held in each of the towns. A wide mix of views, helpful feedback was captured. Workshops continue with council on SP to sort activities in LTP, growth discussions.

### **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 years. Boffa Miskell confirmed as the consultant to support the review. The advisory group mtg held on 8 Sept, considered the extent of the WCDP review plus proposed RMA reforms. The RMA reform, Randerson report proposes replacement of the RMA by a new regional level spatial plan Act, and new natural resources Act. The DP review will continue but be at a level to focus on key topics that need review. Advisory group mtg held 16 Oct, and a Plan Review Committee mtg proposed for late November.

### **1.1.5. Dark Sky**

Plan change is based on Mackenzie DC approach to outdoor lighting control, to support a dark sky reserve. The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has been compiled, approved by Council for notification. Public notification of the plan change was in October, submissions close 30 October.

### **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, Council is still in the process of resolving this issue through mediation.

### **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 a combined CD/SWDC pound option.

## 2. Building Services

The level of new building consent applications has continued to remain consistent and quite high. There has been timely processing together with the provision of ongoing site inspections services, some inspection times in Oct impacted by staff leave, course study. Over the last financial year our team processed 584 applications, including exemptions. Usually around 60 active building consent applications in system.

## 3. Environmental Services

The provision of helpful advice, support and decisions in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. Have continued inspections post covid and are ahead of the premise’s verifications benchmark. MPI requirements saw us move to remote verifications which impacted some process timing.

## 4. Resource Management Act - District Plan

*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%	<b>Total 50/50</b>  29/29 Land Use applications were completed within statutory timeframes. NCS  16/16 Subdivision applications were completed within statutory timeframes. NCS  5/5 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	28/28 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	21 out of 21 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 <sup>st</sup> April 2020 to 30 <sup>th</sup> September 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	53/53 within 20 working days	100%
Subdivision Consents	32/32 in 20 working days	100%

223 Certificates	43/43 in 10 working days	100%
224 Certificates	27/27 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 2019-2020	
Standard LIMs are processed within 10 days	100%	100%	68/68 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020	
	YTD 1 <sup>ST</sup> JULY 2020 TO 30 <sup>TH</sup> SEPT 2020	PREVIOUS YTD 1 <sup>ST</sup> JULY 2019 TO 30 <sup>TH</sup> SEPT 2019	PERIOD 1 <sup>ST</sup> SEPT TO 30 <sup>TH</sup> SEP 2020	PREVIOUS PERIOD 1 <sup>ST</sup> SEPT 2019 TO 30 <sup>TH</sup> SEPT 2019
Standard LIMs (Processed within 10 working days)	68	39	19	13
Urgent LIMs (Processed within 5 working)	23	13	7	3
<b>Totals</b>	<b>91</b>	<b>52</b>	<b>26</b>	<b>16</b>

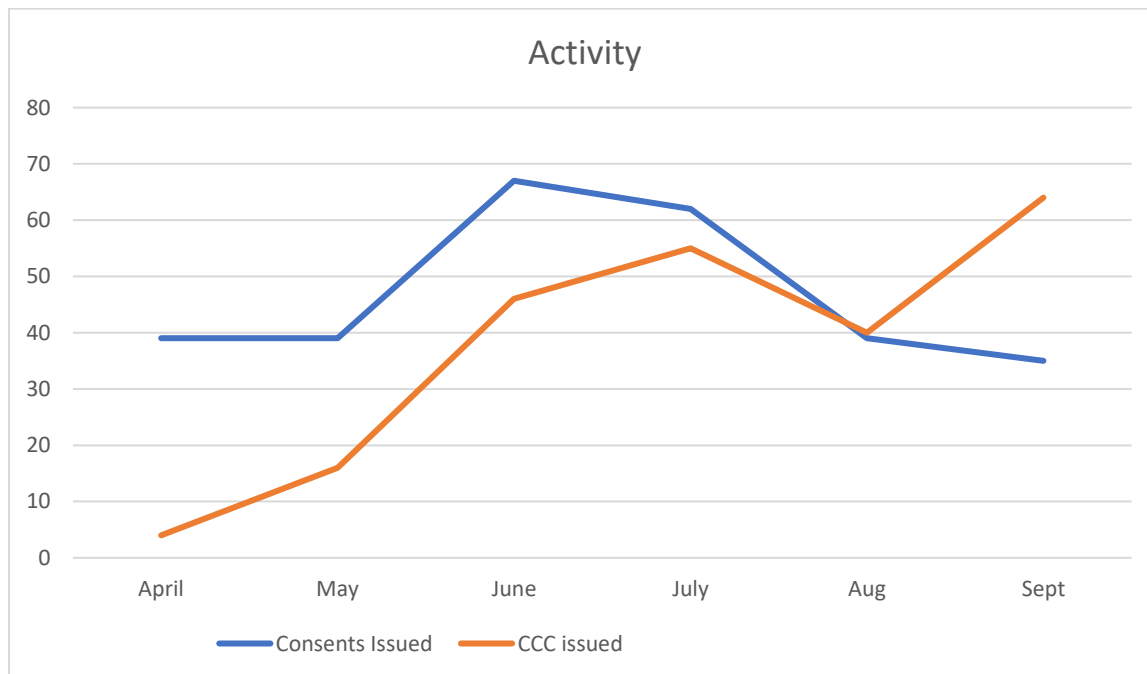
## 5. Building Act - Consents and Enforcement

*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%	97.69%	NCS – 127 of 130 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 – 165 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	Yes	Yes	<b>Building Consents</b>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
for the work, Council audits BWOFF's and Swimming Pools			Council inspects all new work to ensure compliance (September 2020 – 322 inspections) <b>BWOFF's –</b> Total 169 – average of 3 audits per month required, 0 audits carried out September <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 4 audits carried out in September
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

	Apr20	May 20	June 20	July 20	Aug 20	Sept 20
Monthly Building Consents issued	39	39	67	62	39	35
Monthly CCC issued	4	16	46	55	40	64



## Building Consents Processed

TYPE – SEPTEMBER 2020	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	4	\$6,825,500.00
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$00.00
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	56	\$7,265,988.00
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	2	\$520,000.00
<b>Totals</b>	<b>62</b>	<b>\$14,611,488.00</b>

## 6. Environmental Health and Public Protection

### Dog Control Act – Registration and Enforcement

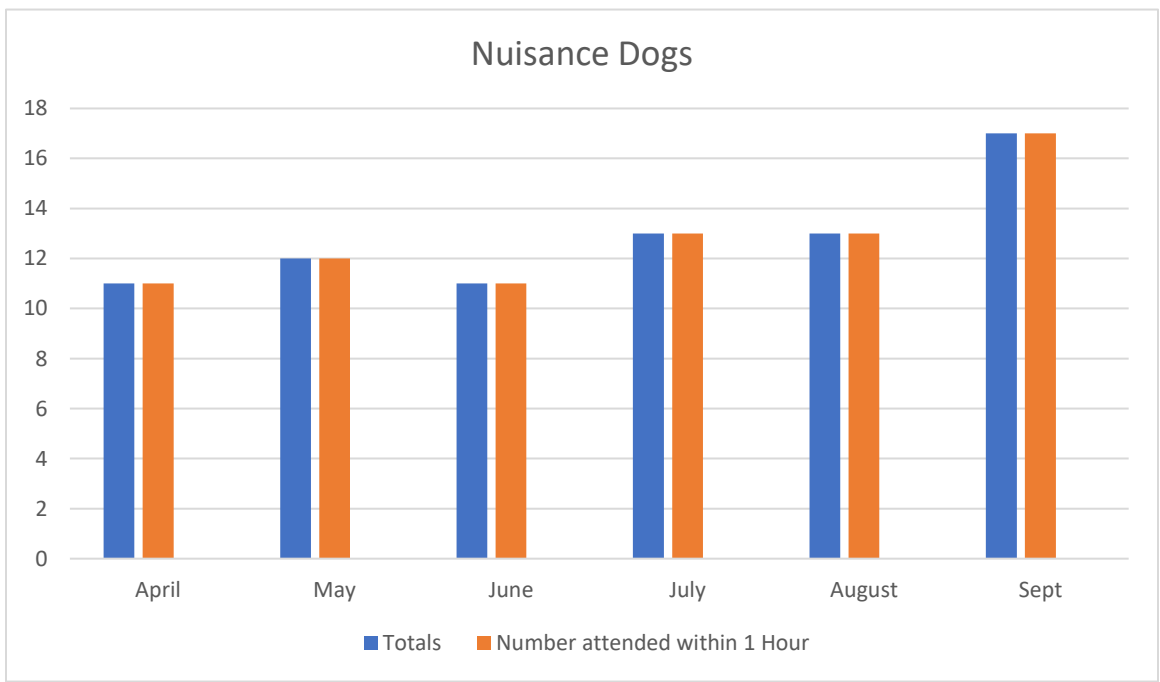
*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

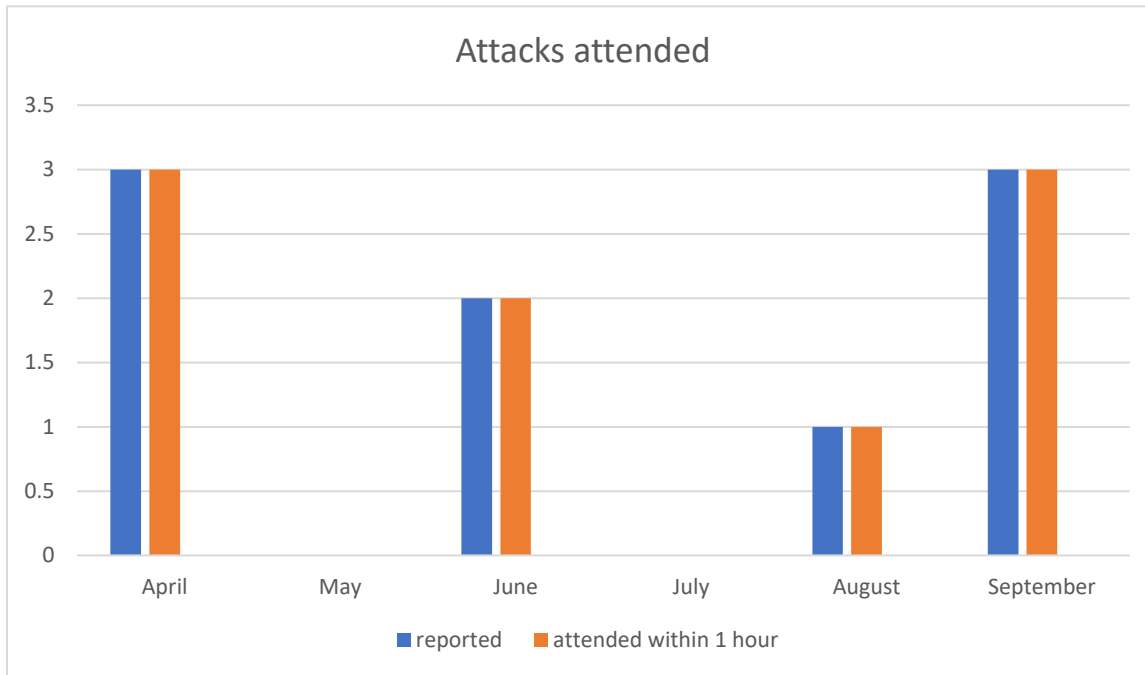
PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	No visits at this stage. Education is planned for 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 42/42
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	5/5

INCIDENTS REPORTED FOR PERIOD SEPTEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	4	2	5
Lost Dogs	1	1	3
Found Dogs	3	-	-

INCIDENTS REPORTED FOR PERIOD SEPTEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH	
	Rushing Aggressive	3	-	-
	Wandering	11	3	5
Welfare	-	-	-	
Fouling	-	-	-	
Uncontrolled (off leash urban)	-	-	-	

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
<b>Nuisance dogs</b>	11	12	11	13	13	17
<b>Attended to within 1 hours</b>	11	12	10	13	13	17
<b>Attack totals</b>	3	0	2	0	1	3
<b>Attacks attended within 1 hours</b>	3	0	2	0	1	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 4/4
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 SEPT 2020
Stock	7

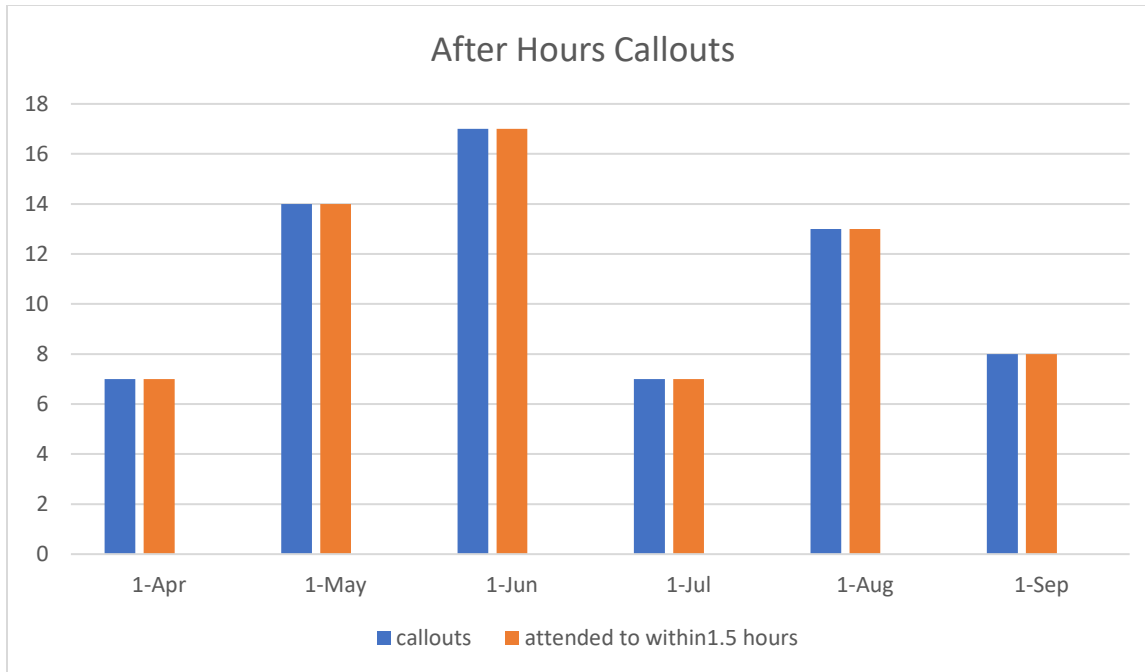
## 8. Resource Management Act – afterhours Noise Control

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%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 28/28 attended within timeframe YTD 8 callouts Sept 20 8/8 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT TO 30 SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 SEPT 2019
Total	28	18	8	5

	Apr 20	May 20	June20	July 20	Aug 20	Sept 20
Calls	7	14	17	7	13	8
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%	31.3% YTD	MAGIQ data. All premises inspected at new or renewal application stage (15/48*). 15/48 Number of inspections completed or licences coming up for renewal within the YTD period.  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%	35.3% 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 34 low and medium licenses due for renewal or new inspections in this financial year.  For Sept 20, 5 inspections have been done for low and medium premises.  129 licences in total. Total number of licenses is subject to change month by month as new



	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			businesses open and existing premises close. Total number of inspections done year to date 12/34
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.  Usual practice is for the SWDC alcohol licensing 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 Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

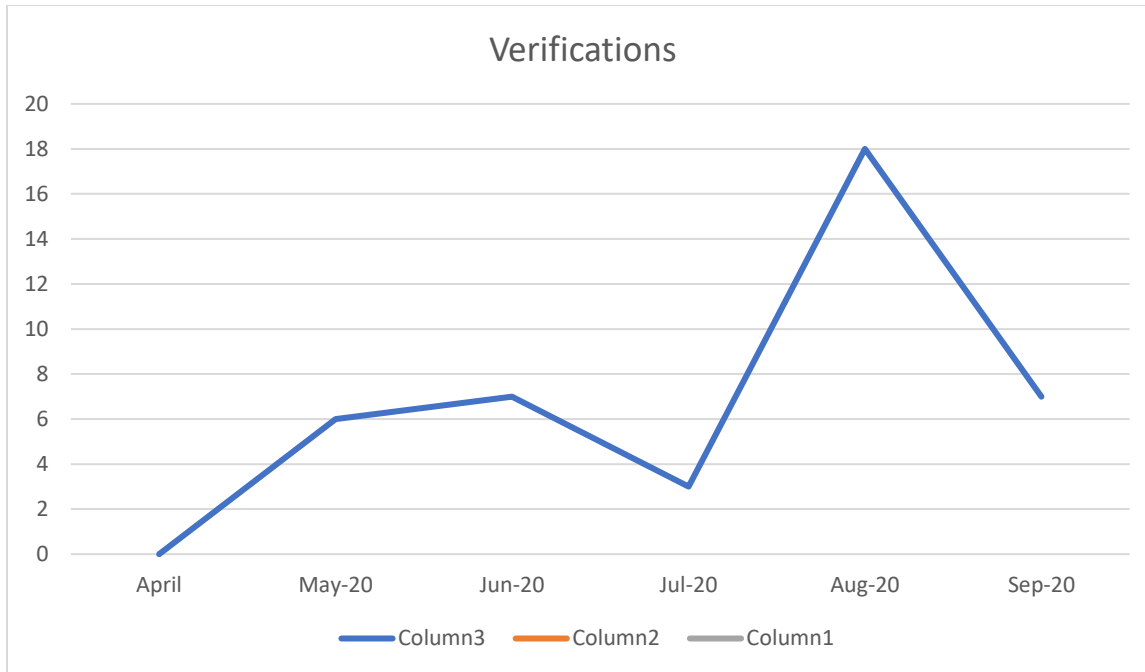
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2020 TO 30 SEPT 2020	PREVIOUS YTD 1 JULY 2019 TO 30 SEPT 2019	PERIOD 1 SEPT 2020 TO 30 <sup>TH</sup> SEPT 2020	PREVIOUS PERIOD 1 SEPT 2019 TO 30 <sup>TH</sup> SEPT 2019
On Licence	13	10	8	3
Off Licence	10	12	3	2
Club Licence	1	4	-	-
Manager's Certificate	43	19	22	3
Special Licence	2	17	1	9
Temporary Authority	1	-	-	-
<b>Total</b>	<b>70</b>	<b>62</b>	<b>34</b>	<b>17</b>

## 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) – 98 NP – 59 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%	28.6%	FCP verifications – 28/98 *Total number of premises is subject to change month by month as new businesses open and existing premises close. Covid-19 continues to have an impact on the ability of the EHO to undertake verifications. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 7 verifications were undertaken in Sept 2020 We were able to finalise (close out) 12 premises in Sept 2020 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 Sept EHO attended: 2 day time noise complaints 0 Hazardous substances complaints 4 smoke complaints 0 rat nuisance complaint 2 Odour nuisance complaint 0 complaint discharge of storm water to stream 1 Camp ground inspections 1 Health & Beauty Inspections 1 Hairdresser Inspections 0 Offensive Trade Inspections 1 Rubbish on private property 1 Contaminate leaking from barrel

	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20
Verifications	0	6	7	3	18	7



## 10. Bylaws

Between 1 July 2020 and 30 Sept 2020 there were:

### Trees & Hedges

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

### Litter

- 4 litter incidents were recorded and from this, Council sent 3 notices to the identifiable people associated with these incidents.

### Abandoned vehicles

- There were 8 abandoned vehicles located in the SWDC area, of which 6 were removed by their owners and the remaining 2 vehicle was removed by Councils' contractor.

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

# PLANNING AND REGULATORY COMMITTEE

4 NOVEMBER 2020

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## AGENDA ITEM B2

### ACTION ITEMS REPORT

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#### **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 4 November 2020

Contact Officer: Suzanne Clark, Committee Advisor

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

# **Appendix 1 – Action Items to 4 November 2020**

Number	Meeting	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
130	P&R	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	P&R	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	Actioned	27/5/20: Items 2-4 completed. Action transferred to P&R Committee. 27/10/20: Public advised of the Heritage listing. A conservation plan for Carkeek Observatory is work programmed within the LTP. Action closed, will be an amenities project for future years.
300	P&R	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	Open	14/9/20: Direction from P&R on 12 August was 'to produce a framework for a swift resolution with Carterton District Council'. 27/10/20: Awaiting further direction from Council as a result of the Shared Services Working Group report.

Number	Meeting	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
					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		

# PLANNING AND REGULATORY COMMITTEE

4 NOVEMBER 2020

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## AGENDA ITEM C1

### DOG CONTROL POLICY AND PRACTICES REPORT FOR 2019/2020

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#### **Purpose of Report**

To enable Council to adopt the report on dog control policy and practices so as to meet the requirements of Section 10A of the Dog Control Act 1996.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the Dog Control Policy and Practices Report for 2019/2020.*
2. *Recommend to Council that pursuant to Section 10A of the Dog Control Act 1996, the attached report (Appendix 1) on Dog Control Policy and Practices for 2019/2020 be adopted.*
3. *Recommend to Council that officers be authorised to publicly notify the report.*

#### **1. Background**

Section 10A of the Dog Control Act 1996 requires Council to publicly report, at the end of each financial year, on the implementation of our Dog Control Policy, our dog control practices and relevant statistics on dog control related matters for the district.

The report must be available to the public and notified by public notice.

#### **2. Appendices**

Appendix 1 – Dog Control Policy and Practices Report for 2019/2020.

Contact Officer: Rick Mead, Manager Environmental Services

Approved by: Russell O’Leary, Group Manager Planning and Environment



# **Appendix 1 - Dog Control Policy and Practices - Report for 2019/2020**

## **INFORMATION AND STATISTICS ON COUNCILS DOG CONTROL ACTIVITIES FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020**

### **1. Dog Control in the South Wairarapa**

The district is situated in the southern part of Wairarapa and the south eastern most part of the North Island. It covers an area of 2,484 square kilometers. It is mainly a rural area, although it contains three small towns, Featherston, Martinborough and Greytown.

Council employed two full time Bylaws/Animal Control Officers within this period who were responsible for carrying out day-to-day dog and animal control activities as well as bylaws compliance monitoring and enforcement. These officers provide 24 hour 7 days per week coverage as required.

Council looks to engage with stakeholders such as local veterinarians, the SPCA and the Police, when carrying out its functions.

### **2. Dog Registration and Other Fees**

The registration fees for dogs were approved in June 2020 and publicly notified.

No adjustments to our fees were made for this year.

Council has maintained different registration categories and fees for urban and rural dogs as well as desexed or entire dogs. These categories generally reflect that rural dogs require less work for Council officers and desexed dogs are less likely to roam and display aggressive behaviours.

#### **2.1 Control of Dogs Policy and Bylaw**

The Policy and Bylaw were adopted by Council on 19 September 2013. These are overdue for review. A wider bylaw review for the non-consolidated bylaws are due to take place in conjunction with reviewing the Dog Control Policy.

#### **2.2 General**

Dog collars are available for purchase for all dog owners at Council's Martinborough office, Featherston and Greytown service centers.

Bylaws/Animal Control Officers and management are now placing greater emphasis on compliance concerning dogs and their owners. The penalties associated with non-compliance are reflective of a graduated response model. Such as the impoundment fees which include a tiered impounding fee which escalates for subsequent impoundment.

### **3. General comments on animal management**

#### **3.1 New Pound**

This continues to be an on-going point of discussion for Councillors. A decision on the new pound will be for the Council to determine. There are feasibility papers regarding a joint pound facility in conjunction with Carterton District Council. Also, consideration is being given to whether a single region facility including all Councils within the Wairarapa region is a better option.

#### **3.2 Community education**

Council has a key performance indicator in our dog control area that requires three community education sessions to be undertaken each year.

Officers are looking to widen the offerings of these education courses to the business sector. Especially, those business who have people accessing private property (e.g. rental managers, couriers and tradespeople).

#### 4. Dogs Prohibited, Leash Only and Dog Exercises Areas

Council’s Bylaw sets out the areas which are “Dog Prohibited”, “Leash Only” and “Dog Exercise Areas”.

#### 5. Complaints Commentary

The following numbers have been affected by the COVID 19 pandemic which saw New Zealand under lock down at various levels within this reporting period.

Number of complaints received.

Complaints	Numbers		
	2017/18	2018/19	2019/2020
Barking / Whining	36	41	24
Aggressive behaviour / Rushing	9	17	11
Wandering/fouling/uncontrolled	161	137	94
Attack on Person	6	6	13
Attack on stock	6	0	3
Attack on Pet	12	14	11
Welfare concerns	7	0	3
Lost dogs	29	22	16
Found dogs (of which were lost)	28	18	16
<b>Total</b>	<b>294</b>	<b>255</b>	<b>191</b>

## 6. Dog Registration, Enforcement and Service Request Statistics for South Wairarapa District Council

Dog Registration, Enforcement and Service Request Statistics	Numbers		
	2017/18	2018/19	2019/2020
Number of dog owners	1821	1863	1941
Number of probationary owners	1	0	0
Number of disqualified owners	0	0	0
Number of registered dogs	3040	3125	3273
Number of rural dogs	1885	1941	2035
Number of urban dogs	1155	1184	1238
Number of dogs classified as dangerous under Section 31	1	1	1
Clause 1(a) due to owner conviction	1	1	1
Clause 1(b) due to sworn evidence	0	0	0
Clause 1(c) due to owner admittance	0	0	0
Number of dogs classified as menacing	20	20	23
Dogs classified as menacing under Section 33A <i>(Section 33A 1(b) - the territorial authority considers the dog may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife).</i>	8	9	9
Dogs classified as menacing under Section 33C <i>(Section 33C (1) - the territorial authority has reasonable grounds to believe that the dog belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the amendment Act 2004).</i>	12	11	10
Infringement notices issued	125	184	120
Failing to register	95	128	92
Failure to keep dog controlled or confined	7	3	5
Failure to keep dog under control	10	4	1
Failure to implant microchip transponder	10	46	19
Failure to comply with the effect of dangerous classification	0	0	0
Failure to comply with the effect of menacing classification	0	0	2
Failure to carry a leash	0	0	0
Failure to comply with Bylaw	1	3	1
Failure to undertake owner education programme or dog obedience course (or both)	0	0	0
Impounded dogs	103	95	76
Impound numbers can be attributed to COVID 19 and the increase in social media postings			