



Carterton District Council
Policy and Strategy
Committee Meeting

15 March 2017

Committee Members: Councillor R Carter, R Keys, M Ashby, B Deller, J Greathead, G Lang,
T O'Callaghan, R Vergunst and Mayor J Booth.



AGENDA

The Agenda of the Policy and Strategy Committee Meeting of the Carterton District Council to be held at the Hurunui o Rangi Meeting Room at the Carterton Event Centre, 50 Holloway Street, Carterton on Wednesday 15th March at 1.00pm

1. Apologies
2. Notification of General Business / Late Items
3. Reserve Management Plan - page 1-2
4. Urban Growth Strategy - page 3-4
5. Footpaths Policy Scope - page 5-6
6. District Plan Review - page 7-8
7. CDC policies - page 9-12
8. General Business/Late Items

Dave Gittings
Planning and Regulatory Manager



15 March 2017

DRAFT RESERVE MANAGEMENT PLAN

1. PURPOSE OF THE REPORT

To provide an update of the Councils reserve management plan process.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. SUMMARY

Carterton District Council is responsible for managing open space and administering parks and reserves in accordance with the Reserves Act 1977. The existing Reserve Management Plans (combined) are dated 2009-2014 and are in need of review.

Council publicly notified its intent to prepare a new RMP in March 2015 in the newspapers. Only one submission from PowerCo was received. A draft plan was prepared (based on Porirua City Council RMP) and some councillors were involved in a workshop on this in 2016.

Given the time lapse since the initial consultation and the lack of community feedback in 2015, and the new and improved community engagement tools at council, it was decided to re-run the consultation and revise the draft to better serve council and community.

Consultation is currently underway with some feedback already received.

The initial informal consultation runs from February 15th to March 15th and comments are able to be made online, by email, by post or delivered in person to the Council.

4. FUTURE PROCESS

Carterton District Council will be following the process as prescribed by the Reserves Act 1977 as follows:

1. Notification of intent to prepare Reserve Management Plan
2. Receive comments from public for inclusion in Draft Plan
3. Prepare Draft Plan
4. Workshop with Council to consider Draft Plan
5. Council approves Draft Plan for consultation purposes

6. Public notification of Draft Plan (2 month submission period)
7. Consider and hear submissions and make any required amendments
8. Obtain Minister of Conservation approval (if required)
9. Adopt Final Reserve Management Plan
10. Monitor and review Plan as required.

Council is at step 1 &2, with step 3 to be completed as feedback closes.

5. RECOMENDATION

That the Policy and Strategy Committee

1. Receives the report.

Dave Gittings
Planning and Regulatory Manager



15 March 2017

URBAN GROWTH STRATEGY

1. PURPOSE OF THE REPORT

To provide an update on the Urban Growth Strategy project.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. SUMMARY

The Carterton Urban Growth Strategy will determine the level of residential growth to be planned for over 50 years, and where this growth should be located. The Strategy will also determine what range of housing densities are to be provided and whether there are any existing residential areas that should be intensified.

On Tuesday 21st February two workshops were conducted with a presentation provided to those attending covering the following aspects.

- i. Purpose of the Carterton Urban Growth Strategy, why strategically plan for 50 years
- ii. The household projections, and the rationale behind these numbers (both quantitative and qualitative)
- iii. The ideal criterion used to determine appropriate locations for future growth
- iv. Possible areas of growth.

The workshops were well attended with over 60 members of the community taking part over both workshops. The feedback from those attending was positive and endorsed the need for Council to have a planned approach to growth.

4. NEXT STEPS

1. Feedback from the workshops will be analysed by grouping into themes. Each theme would be assessed and considered as part of the finalising of the Strategy.
2. Drafting of strategy will begin in conjunction with Boffa Miskell. A first draft of the strategy is expected at the end of May 2017. Themes from the workshop will be

addressed in the Strategy document with reasoning provided for the acceptance or rejection of each.

3. After Council approval, further workshops will be advised and discussions on the draft document will be undertaken. Workshops are scheduled for mid-June 2017.
4. A finalised consultation document is expected by mid- August 2017. A decision to either enter the statutory Resource Management Act process for any plan changes to rezone ('future development area', 'urban' etc.), or wait until the review of the Combined Wairarapa District Plan can then be made.

5. RECOMENDATION

That the Policy and Strategy Committee

1. **Receives** the report.

Dave Gittings
Planning and Regulatory Manager



15 March 2017

FOOTPATHS POLICY SCOPE 2017

1. PURPOSE OF THE REPORT

For the Policy and Strategy Committee to approve the development of a Footpath Policy for consultation.

2. SIGNIFICANCE

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

3. BACKGROUND

Carterton District Council has identified, through Action 4 of the recently adopted Walking and Cycling Strategy 2016, a need for a policy on the provision of roadside footpaths for all people using the road system.

4. SCOPE OF THE POLICY

The policy is intended to have the following scope:

- a) Condition assessment of paths and kerb crossings and timeframes of regular re-assessment
- b) The desired standard to which footpaths will be built and maintained aligning with *NZ Transport Agency: Pedestrian Planning and Design Guide 2009*.

The Pedestrian Planning and Design Guide covers people on foot, those using small wheeled devices and mobility scooters. It covers such matters as attention to flush kerbs at street crossing points; ease of access to those crossing points; placement of street furniture (so that people with impaired sight will be able to navigate the space); width, gradients, shelter and availability of resting places; lighting and natural surveillance. It also takes into account that some pedestrians will need to be accompanied by another person (e.g. to push a pushchair or wheelchair).

- c) When it is required to provide footpaths in the urban area
- d) When it is required to provide footpaths or dedicated shoulders for rural areas
- e) Where and when it is desirable to have footpaths or dedicated shoulder areas on both sides of the road rather than on a single side
- f) A prioritisation plan for retrospective installation.

5. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Agrees** on the scope of the Carterton District Council Footpaths Policy 2017 to be developed for consultation

Dave Gittings
Manager Planning & Regulatory



15 March 2017

DISTRICT PLAN REVIEW UPDATE

1. PURPOSE OF THE REPORT

To provide an update of the Councils district plan review.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. SUMMARY

Section 79 of the Resource Management Act requires a local authority to commence a review of the district plan either in full, or a provision of the plan, within a 10 year period of a previous review. The current combined district plan became operative on 25th May 2011 requiring a review to commence prior to 25 May 2021 at the latest.

The three Wairarapa Councils have entered into an agreement to undertake an RMA Monitoring Strategy. The purpose of preparing the RMA Monitoring Strategy is to establish a framework to guide the combined Councils obligations in relation to District Plan efficiency and effectiveness as well as compliance monitoring and reporting.

These activities will then be used to inform and provide a rational basis for the review process for the Wairarapa Combined District Plan.

The preparation of the strategy is a collaborative exercise between planning officers at each of the three Councils and Boffa Miskell.

Boffa Miskell will work with Council staff (e.g. a technical group) to research and compile existing relevant data, prioritise monitoring topics, scope necessary indicators, and develop a suggested and idealised implementation programme.

4. TIME LINE

Step 1: Stocktake of Existing Monitoring (completed by the end of April 2017)

- Research and compile information about historical and current monitoring systems (e.g. compliance monitoring, state of the environment) and any monitoring information/records.

- Review existing monitoring systems and information to determine usability and applicability for future monitoring (e.g. baseline data, efficient systems).

Step 2: Monitoring Framework (completed by the end of May 2017)

- Identify existing, new and relevant monitoring objectives and parameters (i.e. scope and set purpose of matters to be monitored), indicators to inform measurement of the parameters and where data will be sourced

Step 3: Strategy Preparation

- Preparation of a draft Monitoring Strategy (completed by the end of August 2017)

5. RECOMENDATION

That the Policy and Strategy Committee

1. **Receives** the report.

Dave Gittings

Planning and Regulatory Manager



15 March 2017

Policy Review 2017

1. PURPOSE OF THE REPORT

For the Policy and Strategy Committee to approve the undertaking of a policy review to ensure policies are current, relevant and have appropriate review dates.

2. SIGNIFICANCE

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

3. OVERVIEW

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

Council at present has a number of policies that fall within the following categories;

- Financial
- Regulatory
- Recreation /Community Services
- Governance & Administration
- Roading
- Operations
- Library
- Staff Policies.

Council is required under the Local Government Act 2002 to have the following Financial Policies which are consulted on and reviewed via the Long Term Plan process:

- Revenue and financing policy
- Liability management policy
- Investment policy

- A policy on development contributions or financial contributions; and
- A policy on the remission and postponement of rates on Māori freehold land.
- A local authority may adopt either or both of the following policies:
- a rates remission policy or a rates postponement policy. Carterton District Council has combined Remission & Postponement of Rates Policy.

The following policies fall within the regulatory capacity: (note that there are a number of the regulatory policies that have now been superseded by new legislation and as part of the review process these will be identified and removed from the policy register).

- Refund of dog registration fees
- Dog control
- Earthquake prone buildings
- Dangerous and insanitary buildings
- Wavering of Resource Consent fees for heritage buildings
- Commercial occupation of footpaths
- Local approved products (LAPP)
- Local alcohol policy (soon to be revoked and replaced with the draft LAP)
- Urban street tree
- Smoke free outdoor areas
- TAB
- Gambling venues
- Building control infringements & fees
- Exemption of spa pools from the requirements of fencing of swimming pools act
- Political advertising (DHB)

Recreation/Community Service policies:

- Plaques memorials and monuments
- Watering of civic gardens
- Cemetery out of district burial fees
- Public art
- Community recognition
- Carterton financial grants

Governance & Administration policies

- Significance and engagement
- Record keeping
- Governance statement/code of conduct

Roading policies:

- Cattlestop
- Bond for road events
- Road naming
- Stock movement

Operations policies:

- Sewer connection

Library policies:

- School holiday programme
- Care of children
- Cataloguing & classification
- Charging
- Complaints
- Copyright
- Customer code of conduct
- Friends
- Fundraising & donations
- Housebound
- Interloans
- Internet access
- Membership
- Privacy

Library policies are jointly adopted with South Wairarapa District Council under the joint Wairarapa Library Services agreement.

There are also a number of internal staff policies contained in the staff manual ranging from leave, flu injection, harassment and protected disclosures. These policies do not have input from the governance body, but are adopted by the Chief Executive and Management Team.

4. PROPOSED POLICIES REVIEW

Many of the policies have not been reviewed for quite some time, and some are likely to be out of date and/or no longer relevant or have been superseded by other policies or bylaws, or by legislation. There is also likely to be areas where some policy development might be helpful for the Council's decision-making.

It is therefore proposed that a review of the policies is initiated, with regular reporting to the Policy and Strategy Committee. The review would be undertaken using in-house resources.

We do not anticipate there would be any additional unbudgeted costs associated with this work.

Officers will bring back to the next meeting a programme for the review.

5. **RECOMMENDATIONS**

That the Council:

1. **Receives** the report.
2. **Approves** the commencement of a policy review to ascertain current, relevant, revoked or superseded policies, investigate new policies that may be required and to establish a review process to ensure that policies are reviewed in a timely manner.

Solitaire Robertson
Planner and Policy Adviser

Dave Gittings
Planning and Regulatory Manager