



Carterton District Council
Policy and Strategy
Committee Meeting

26 April 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.



CARTERTON
DISTRICT COUNCIL

AGENDA

The Agenda of the Policy and Strategy Committee of the Carterton District Council to be held at the Carterton Fire Station, High Street, Carterton on Wednesday 26 April 2017 at 1.00pm.

1. Apologies
2. Conflict of Interest Declaration
3. Public Forum
4. Notification of General Business / Late Items
5. Submission on the Local Government Commission's Draft Proposal – *paper to follow*
6. Policy Review Update – *page 1 - 4*
7. General Business/Late Items
8. Confirmation of the Minutes – *page 5 - 6*
 - 8.1 Minutes of the Policy and Strategy meeting held on 20 February 2017.
9. Matters Arising from Minutes

Dave Gittings
Planning and Regulatory Manager



20 April 2017

Policy Review Update

1. PURPOSE OF THE REPORT

To update the Policy and Strategy Committee as to the status of the policy review.

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

At the previous meeting of the Policy and Strategy Committee, it was resolved to undertake a policy review. Officers have started work on the review and a brief summary of findings so far is presented in this report for information purposes.

3.1 Financial Policies

Council is required under the Local Government Act 2002 to have set financial policies which were outlined in the previous report presented to the Policy and Strategy Committee. These policies are current and will be reviewed as part of the next Long Term Plan process.

3.2 Regulatory Policies

It has been identified that a number of regulatory policies have now been superseded by new legislation. These will be identified and removed from the policy register as officers work through the review. Once the revoked or superseded policies have been identified and removed, the policies requiring updating or re-adoption will be presented to the Committee for comment and approval.

The following policies are currently in the process of being reviewed (some of which will have been superseded by legislative changes):

- 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 (soon to be revoked and replaced with the draft LAPP)
- Urban street trees
- Smoke free outdoor areas
- TAB
- Gambling venues
- Building control infringements and fees
- Exemption of spa pools from the requirements of fencing of Swimming Pools Act
- Political advertising (DHB).

3.3 Library policies

The Library Policies are jointly adopted with South Wairarapa District Council under the joint Wairarapa Library Services agreement. The Library Policies were due to be reviewed in September 2016. This review did not happen and the joint Wairarapa Library Service Committee has not met since 13th September 2016.

Council officers have sent the relevant policies to the South Wairarapa District Council staff member who is the officer sitting on the committee, asking for their input into any required changes.

We are proposing that the Library Policies are moved onto a three yearly review cycle to coincide with local body elections.

It is intended that the library policies are firstly reviewed internally before going to the joint committee for approval and prior to being adopted by each individual council.

Library Policies due for review are as follows:

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

- Interloans
- Internet access
- Membership
- Privacy

3.4 Other policies

All other policies relating to Governance and Administration, Operations, Community Services and Recreation will be reviewed once the Library and Regulatory policies are updated.

In addition to the policy review, officers are also working through the Dog Control Bylaw which is due for its 10 year review and the Trade Waste Bylaw, with the intent of bringing these in line with the joint bylaw adopted by Masterton and South Wairarapa District Councils. This alignment will facilitate our bylaws being included in the joint bylaws when the other two councils carry out their review which may happen in 2018.

4. DISTRICT LICENCING COMMITTEE

A report will be presented to the next Council meeting in regards to an appointment of a new District Licencing Committee member to replace Elaine Brazendale who kindly agreed to stay on in the role till June 2017.

5. RECOMMENDATIONS

That the Council:

1. **Receives** the report.

Solitaire Robertson
Planner and Policy Adviser

Dave Gittings
Planning and Regulatory Manager

**The minutes of the Policy and Strategy Meeting of the Carterton District Council
held in the Hurunui o Rangi Meeting Room, Carterton Event Centre, 50 Holloway Street,
Carterton on Wednesday 15 March 2017.**

Present: Cr R Carter (Chair)
Mayor J Booth, Crs G Lang, R Keys, M Ashby, B Deller, J Greathead, T O'Callaghan
and R Vergunst.

Attendance: J Davis (Chief Executive),
D Gittings (Planning and Regulatory Manager)
Peter Rickman (Human Resource Manager)
Marty Sebire (Corporate Services Manager)
H Burgess (Executive Assistant)

Meeting Started: 1.00pm

1. Apologies

There were no apologies recorded.

2. Declaration of Conflict of Interest

There were no conflicts of interest declared.

3. Public Forum

No speakers for the public forum.

4. Notification of General Business or Late Items.

By Laws

5. Draft Reserve Management Plan

Purpose

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

Moved

That the committee received the report.

Mayor Booth / Cr Ashby
CARRIED

6. Urban Growth Strategy

Purpose

To provide an update to the Committee on the Urban Growth Strategy project.

Moved

That the committee received the report.

Crs Greathead / Keys
CARRIED

7. Footpaths Policy Scope 2017

Purpose

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

Moved

That the committee received the report.

That the committee agrees on the scope of the Carterton District Council Footpaths Policy 2017 to be developed for consultation.

Mayor Booth / Cr Ashby
CARRIED

8. District Plan Review Update

Purpose

To provide an update to the Committee for the Councils district plan review.

Moved

That the committee received the report.

Crs Greathead / Vergunst
CARRIED

9. Policy Review 2017

Purpose

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

Moved

That the committee received the report.

That the committee 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.

Crs Ashby / Deller
CARRIED

The Meeting concluded at 1.10pm

Minutes confirmed.....

Date.....