



TE KAUNIHERA-Ā-ROHE O TARATAHI  
**CARTERTON**  
DISTRICT COUNCIL

# AGENDA

## Policy and Strategy Committee Meeting

**Date:** Wednesday, 10 February 2021

**Time:** 11:00am

**Location:** Carterton Events Centre  
50 Holloway Street  
Carterton

Chair R Vergunst

Mayor G Lang

Cr B Deller

Cr J Greathead

Cr R Keys

Cr S Cretney

Cr R Stockley

Cr R Cherry-Campbell

Iwi Representative R Reiri



**Notice is hereby given that a Policy and Strategy Committee Meeting of the  
Carterton District Council will be held in the Carterton Events Centre, 50 Holloway  
Street, Carterton on:**

**Wednesday, 10 February 2021 at 11:00am**

## Order Of Business

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**1 KARAKIA TIMATANGA**

*Mai i te pae maunga, raro ki te tai*

*Mai i te awa tonga, raro ki te awa raki*

*Tēnei te hapori awahi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

**2 APOLOGIES**

**3 CONFLICTS OF INTERESTS DECLARATION**

**4 PUBLIC FORUM**

## **5 CONFIRMATION OF THE MINUTES**



### **5.1 MINUTES OF THE POLICY AND STRATEGY COMMITTEE MEETING HELD ON 11 NOVEMBER 2020**

#### **1. RECOMMENDATION**

1. That the Minutes of the Policy and Strategy Committee Meeting held on 11 November 2020 are true and correct.

**File Number:** 124781

**Author:** Casey Spencer, Democratic Services Coordinator

**Attachments:** 1. Minutes of the Policy and Strategy Committee Meeting held on 11 November 2020

**MINUTES OF CARTERTON DISTRICT COUNCIL  
POLICY AND STRATEGY COMMITTEE MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON  
ON WEDNESDAY, 11 NOVEMBER 2020 AT 11.30AM**

**PRESENT:** Chair Rebecca Vergunst, Deputy Chair Steffen Bertram, Cr Brian Deller, Cr Jill Greathead, Cr Steve Cretney, Cr Rob Stockley, Cr Robyn Cherry-Campbell

**IN ATTENDANCE:** Rīhi Reiri (Iwi Representative), Jane Davis (Chief Executive), Dave Gittings (Infrastructure, Services and Regulatory Manager), Gerry Brooking (People and Wellbeing Manager), Solitaire Robertson (Senior Planner), Casey Spencer (Democratic Services Coordinator)

**1 KARAKIA TIMATANGA**

The meeting was opened with a Karakia leady by Deputy Mayor Rebecca Vergunst.

**2 APOLOGIES**

Apologies were received from Mayor Greg Lang and Cr Russell Keys.

Crs Robyn Cherry-Campbell / Steffen Bertram

**CARRIED**

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts of interests declared.

**4 PUBLIC FORUM**

There was no public forum.

**5 CONFIRMATION OF THE MINUTES**

**5.1 MINUTES OF THE POLICY AND STRATEGY COMMITTEE MEETING HELD ON 9 SEPTEMBER 2020**

**RECOMMENDATION**

That the Minutes of the Policy and Strategy Committee Meeting held on 9 September 2020 be received and the recommendations therein be adopted with minor grammatical amendments.

Deputy Mayor Rebecca Vergunst / Cr Steve Cretney

**CARRIED**

## 6 REPORTS

### 6.1 REVIEW OF THE URBAN STREET TREE POLICY

#### **PURPOSE**

For the Committee to adopt the revised Urban Street Tree Policy.

#### **MOVED**

That the Committee:

**Receives** the report.

**Adopts** the Urban Street Tree Policy in **Attachment 1**.

Cr Robyn Cherry-Campbell / Cr Brian Deller

**CARRIED**

### 6.2 COMMUNITY GRANTS 2019-20 ACCOUNTABILITY REPORT

#### **PURPOSE**

For the Committee to receive an accountability report for the 2019-20 Community Grants.

#### **MOVED**

That the Committee:

**Receives** the report.

Chair Rebecca Vergunst / Cr Robyn Cherry-Campbell

**CARRIED**

### 6.3 POSITIVE AGEING STRATEGY UPDATE

#### **PURPOSE**

For the Committee to receive an update on the progress of the Positive Ageing Strategy Implementation Plan.

#### **MOVED**

That the Committee:

**Receives** the report.

Cr Brian Deller / Rīhi Reiri

**CARRIED**

**6.4 RESOURCE CONSENT UPDATE**

**PURPOSE**

The purpose of this report is to update the Committee on the resource consents issued since the previous update which is generally presented to the Policy and Strategy Committee.

**MOVED**

That the Committee:

**Receives** the report.

Cr Rob Stockley / Deputy Chair Steffen Bertram

**CARRIED**

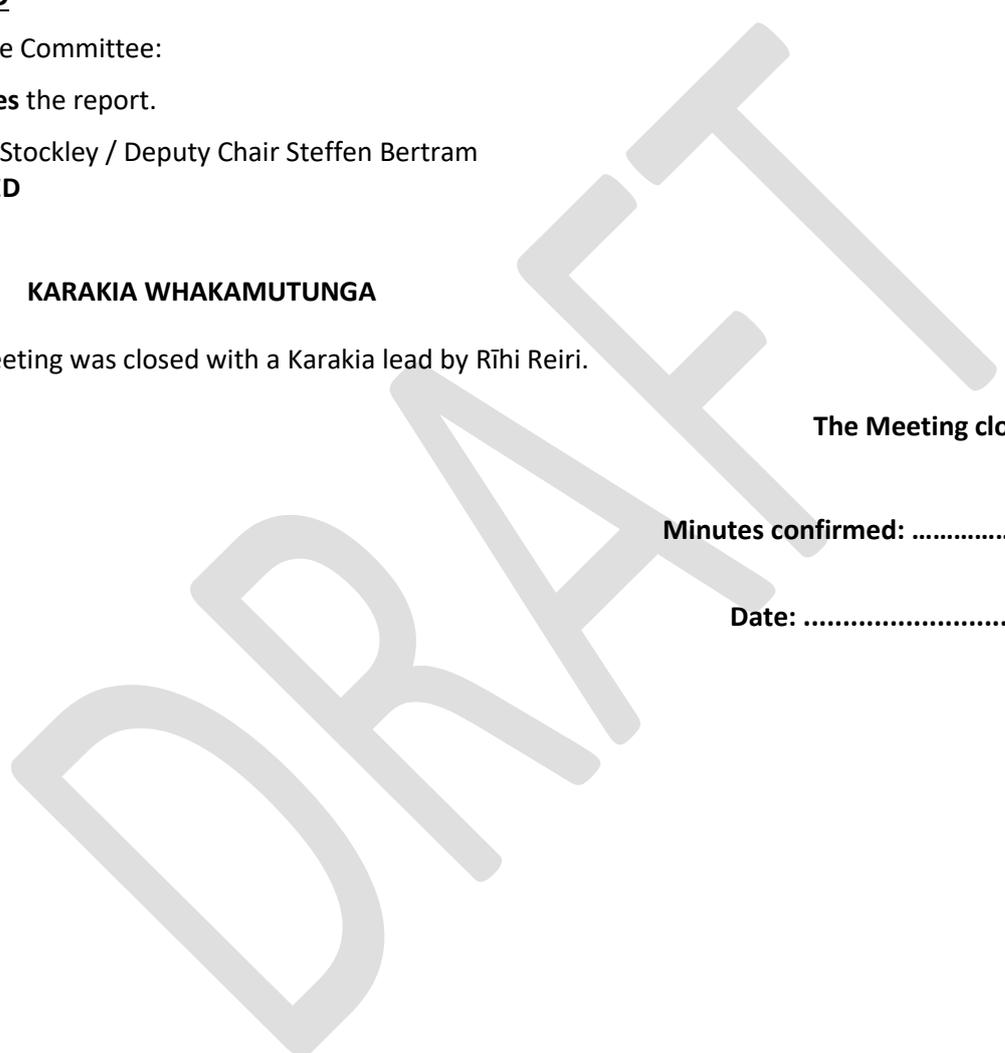
**7 KARAKIA WHAKAMUTUNGA**

The meeting was closed with a Karakia lead by Rīhi Reiri.

**The Meeting closed at 11:55am.**

**Minutes confirmed: .....**

**Date: .....**



## 6 REPORTS



### 6.1 FINANCIAL GRANTS FUNDS POLICY REVIEW

#### 1. PURPOSE

For the Committee to receive the amended Carterton District Council (CDC) Financial Grants Funds Policy.

#### 2. SIGNIFICANCE

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

#### 3. BACKGROUND

Each year, Carterton District Council administers a contestable community grants round and allocates funding to local and regional organisations. The Local Community Grants Fund is to support local Carterton groups and organisations where their activities will benefit the Carterton community. The Wairarapa Wide Regional Grants Fund supports groups and organisations where their activities have wider benefits than just the Carterton community.

In order to allocate funding, the Grants Committee is guided by the CDC Financial Grants Funds Policy.

#### 4. DISCUSSION

At the Community Grants Committee Meeting held 22 July 2020, there was some confusion around the criteria of what we do and do not fund, and the wording in the policy did not provide the clarity that was needed.

The Committee sought that the policy be reviewed, and the following changes seek to add some clarity around this. The biggest change is around funding project management for specific events and operational costs. As we do not fund salaries, there is always discussion around the difference between project management costs and salaries and it was requested that the policy be reviewed to ensure this was clear and concise for the committee and those applying to the grants.

The list of changes of set out below:

##### **2.5 The following are some examples of what we do fund:**

Applications will be asked to provide an overall budget for the project, activity or service that will deliver those outcomes. In most cases council will be one of

several sources of funding for the project, activity or service rather than the sole funder and this should be reflected in the budget.

- Contribution to project management costs for a specific project, professional fee's (e.g. artist's fees) and volunteer expenses
- Administration and operational costs
- Costs integral to service delivery (e.g. vehicle expenses)
- Marketing, advertising, website, and printing costs
- Programme expenses such as material, equipment, and venue hire
- Start-up assistance for a new project/service

#### **2.6 Applications that are not funded are:**

- Ongoing staff salaries including casual employees

There was discussion around funding sports uniforms, as these are specifically excluded in the policy. This was raised due to large number of local sports teams applying for funding for sports uniforms in 2020.

The Grants Committee decided that they would not add sports uniforms into the community grants as there are a number of other funders that cover this. It was also recognised that the increase was likely due to COVID-19 impacting on the usual avenue for funding such as gaming machines, not being as readily available in 2020.

## **5. CONSIDERATIONS**

### **5.1 Climate change**

N/A

### **5.2 Tāngata whenua**

N/A

### **5.3 Financial impact**

Nil

### **5.4 Community Engagement requirements**

Nil

### **5.5 Risks**

Nil

## **6. RECOMMENDATION**

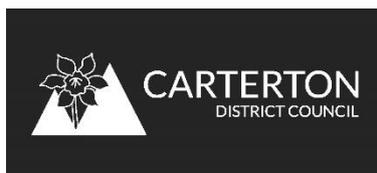
That the Committee:

1. **Receives** the report.
2. **Agrees** to the amendments to the policy, in sections 2.5 and 2.6.
3. **Adopts** the amended policy.

**File Number:** 124773

**Author:** Carrie Mckenzie, Community Services Manager

**Attachments:** 1. CDC Financial Grants Funds Policy [↓](#)



## **Carterton District Council Financial Grants Funds Policy**

This policy provides the framework for allocating grants to groups and organisations that are delivering projects, activities and services that benefit the citizens of the Carterton District.

### **1. The Grants Funds**

#### **1.1. The Grants Funds and their purpose**

There are two categories of grants funds:

1. Local Community Grants Fund
2. Wairarapa Wide Regional Grants Fund.

In summary, the Local Community Grants Fund is to support local Carterton groups and organisations where their activities will benefit the Carterton community. The Wairarapa Wide Regional Grants Fund supports groups and organisations where their activities have wider benefits than just the Carterton community. When allocating this fund support will also be provided by at least one other Wairarapa Council.

There are a number of activities and projects carried out by organisations and agencies that Carterton District Council supports financially or in-kind that fall outside the grants funding process. These are essentially activities that assist the Council to meet its own obligations or implement a Council strategy or plan. They include, for example, Destination Wairarapa and Neighbourhood Support. Such organisations will not have access to the grants funds, and their relationships with the Council will be recorded in an MOU or contract.

#### **1.2. Setting the value of the grants funds**

The quantum of funding available through grants are set in the Long Term Plan and subsequently renewed at each Annual Plan. The value of these grants may vary according to Council's priorities each year.

#### **1.3. Allocation decisions to be made by the Grants Committee**

Allocation decisions from the two grants funds will be made by a Grants Committee. The Council will set up a Grants Committee at the beginning of each Triennium, with Terms of Reference that will include the following:

- Delegations to meet to make a decision on the distribution of the Community Grants
- Elect a chairperson and a deputy chairperson

- Decisions by the committee to be made by consensus; a vote only being taken if required confirming the consensus view. If votes are tied the chairperson will have a casting vote
- A requirement that all conflicts of interest must be declared by elected members who cannot take any part in deliberations related to the conflict

The Committee will meet once a year to make allocation decisions, generally in August each year. It may meet more than once if funds are available and applications lodged seeking grants support.

## **2. Local Community Grants Fund**

### **2.1. The Local Community Grants Fund's Purpose**

The purpose of this fund is to support local community groups undertake charitable, cultural, philanthropic, recreational and other activities that are beneficial to the wider Carterton community.

These grants will be determined by the Grants Committee for distribution no later than 30 September of the year in question.

### **2.2. Eligibility of Applicants**

Any community organisation or formally constituted group as described below is eligible to apply for a grant:

- An incorporated society with non-profit making objectives
- A charitable trust
- Other not for profit body that can demonstrate its legal status
- A club or other legally constituted body that can demonstrate a formal constitution or rules.

General funding requests from organisations such as service clubs or school fundraising associations do not usually qualify for grants, but these organisations can apply for grants for specific projects.

Groups or organisations seeking support to carry out projects or activities that are in effect an extension of the Council's own business will not be funded through the Local Community Grants Fund. In these cases funding arrangements will be made through the Council's operations budgets.

### **2.3. Eligibility of projects, activities and services**

Grants may be made for projects, activities and services that contribute to the following outcomes:

#### **2.3.1. Social**

- Improve health, social and cultural outcomes for Carterton residents
- Promote communication and collaboration between agencies in the health and social services sector
- Effectively meet a demonstrated need in the health and social services sector
- Support and empower vulnerable people in our community

- Strengthen the ability of organisations to operate well in the health and social services sector

#### 2.3.2. Environmental

- Protect, preserve, and restore Carterton's environment
- Enable and encourage people to appreciate the environment
- Promote awareness of environmental issues and concepts of sustainability

#### 2.3.3. Sport and recreation

- Encourage participation in sport and active recreation
- Encourage community engagement in sport and recreation
- Provide appropriate and sustainable facilities and infrastructure
- Support Carterton residents to achieve their sporting potential
- Reduce barriers to ensure reasonable access for all in the community

### 2.4. Grant Criteria

The following criteria will be used to guide decisions on the allocation of the Local Grants Fund.

- 2.4.1. The project is Carterton-based and primarily benefits the people of Carterton District.
- 2.4.2. There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- 2.4.3. The project should be accessible to a range of people or to the intended users.
- 2.4.4. There is evidence of community support, collaboration, and building partnerships with other organisations (such as letters of support from other organisations/leaders).
- 2.4.5. The project or activity expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- 2.4.6. The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- 2.4.7. The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves *mana whenua* and *taura here*.
- 2.4.8. The applicant does not have excess reserve funds; unless the group can demonstrate that funds are being held for another specified project or purpose.
- 2.4.9. Priority or preference will be given to:
  - projects completed within 12 months
  - new or expanded activities.
  - assisting the development of economically or socially disadvantaged groups
  - supporting those projects that will give the greatest benefit to the people of Carterton

**2.5. The following are some examples of what we do fund:**

Applications will be asked to provide an overall budget for the project, activity or service that will deliver those outcomes. In most cases Council will be one of several sources of funding for the project, activity or service rather than the sole funder and this should be reflected in the budget.

- Contribution to project/event management, project/event operational costs, professional fee's (e.g. artist's fees) and volunteer expenses
- Administration and operational costs
- Costs integral to service delivery (e.g. vehicle expenses)
- Marketing, advertising, website and printing costs
- Programme expenses such as material, equipment and venue hire
- start up assistance for a new project/service

**2.6. Applications that are not funded are:**

- Ongoing staff salaries including casual employees
- Retrospective requests to cover projects, events or programmes that have been completed
- The same projects, events or programmes will not be funded more than once in any financial year
- Rent and debt repayments are not covered, unless special circumstances can be demonstrated
- Commercial or profit-making organisations
- Sponsorships or endowments
- Political organisations and lobby groups
- Individuals do not qualify for grants
- Overruns in projects, events or programmes costs
- Religious or faith based instruction, lobbying or education; church organisations may apply for grants towards the provision of non-sectarian social services
- Sports team accommodation, travel or uniforms

**2.7. The Process**

2.7.1. All completed grant applications will be submitted to the Council by a date set by the Council to enable allocation decisions to be made in August. Where the grants fund is not fully allocated in August, applications may be received through the financial year, until the funds are fully allocated.

2.7.2. A report will be provided to the Committee detailing:

- The total amount for allocation
  - The organisations requesting a grant
  - A brief analysis of the projects, events or programmes; including
    - How the application relates to the Council’s community outcomes
    - How the application relates to the criteria
    - The amount requested
    - Any conditions considered appropriate to place on the grant.
  - The applications not meeting the policy, with the reasons why
  - Any other information required that will assist the Grants Committee in their deliberation
- 2.7.3. The Committee will meet and consider applications. The meeting will be in public, unless there are reasons under the Local Government Official Information and Meetings Act that justify conducting the meeting with the exclusion of the public.
- 2.7.4. The Committee may invite applicants to speak to their application.
- 2.7.5. Where the Committee decides to make a grant it may include conditions. A standard condition should be included requiring reports back to the Council on the success, or otherwise, of the project or activity, as well as information on how the funds were spent.
- 2.7.6. Where the Committee decides to decline an application, or to grant less funding than applied, it will specify its reasons.
- 2.7.7. Decisions of the Committee will be reported to applicants as soon as possible following the Committee’s decisions.
- 2.7.8. No appeals on the decision of the Committee will be considered.

### **3. Wairarapa Wide Regional Grants Fund**

#### **3.1. The Wairarapa Wide Regional Grants Fund’s Purpose**

- 3.1.1. The purpose of this fund is to support organisations which may not be based in Carterton but undertake an activity or project that has regional benefits, including in the Carterton District.
- 3.1.2. Normally the activity or project offered by these organisations would not be available to the Wairarapa as a region without the Wairarapa Councils’ support.
- 3.1.3. These grants will be determined by the Grants Committee for distribution no later than 30 September of the year in question.

#### **3.2. Eligibility**

- 3.2.1. Any group, organisation or company may make application for a grant from this fund.
- 3.2.2. The application must be for an activity or project that supports, enhances or advances the Council’s community outcomes as defined in the Long Term Plan and Annual Plans, or in other ways benefits Carterton.

- 3.2.3. The organisation requesting the grant must have the support of South Wairarapa District Council or Masterton District Council, or provide evidence that it is seeking that support concurrently with the application to Carterton District Council.

### **3.3. Grant Criteria**

The following criteria will be used to guide decisions on the allocation of the Wairarapa Wide Regional Grants Fund:

- 1.1.1. The project benefits the people of Carterton District either directly or indirectly, with sound evidence to demonstrate those benefits.
- 3.3.1. There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- 3.3.2. There is evidence of community support, collaboration, and building partnerships with other organisations (such as letters of support from other organisations/leaders).
- 3.3.3. The project or activity expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- 3.3.4. The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- 3.3.5. The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves mana whenua and taura here.
- 3.3.6. The applicant does not have excess reserve funds; unless the group can demonstrate that funds are being held for another specified project or purpose.

### **3.4. Applications that will not be funded are:**

- Staff salaries including casual employees
- Commercial profit making activities where the profit is not used to grow the activity or mitigate future operations
- Retrospective requests to cover projects, events or programmes that have been completed
- Rent and debt repayments
- Sponsorships or endowments
- Political organisations and lobby groups
- Overruns in projects, events or programmes costs
- Religious or faith based instruction, lobbying or education; church organisations may apply for grants towards the provision of non-sectarian social services
- Sports team accommodation, travel or uniforms
- The application is for an activity already provided by another organisation

An application not supported by at least one other Wairarapa Council. Support from the other Wairarapa Council(s) need not be financial, but could be the provision of infrastructure or in kind support; this must be quantified in the application.

### **3.5. The Process**

3.5.1. All completed grant applications will be submitted to the Council by a date set by the Council to enable allocation decisions to be made in August by the Grants Committee. Where the grants fund is not fully allocated in July, applications may be received through the financial year, until the funds are fully allocated.

3.5.2. A report will be provided to the Grants Committee detailing:

- The total amount for allocation
- The organisations requesting a grant
- A brief analysis of the projects, events or programmes; including
  - How the application will benefit the Carterton community
  - How the application relates to the criteria, including the support from other Councils, or likelihood of support
  - The amount requested
  - Any conditions considered appropriate to place on the grant.
- The applications not meeting the policy, with the reasons why
- Any other information required that will assist the Grants Committee in their deliberation

3.5.3. The Committee may invite applicants to speak to their application.

3.5.4. Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.

### **4. Applicants' Responsibilities**

4.1.1. All applications are required to be completed in full and delivered to the Carterton District Council offices by the closing time on the closing day as advertised.

4.1.2. Where necessary supporting letters must be provided along with the completed application.

4.1.3. The financial page must be completed in full giving an indication of the real costs of each project (e.g. the cost of associated with volunteer time, or in-like contributions).

4.1.4. The last set of audited accounts available need to be attached to all applications.

4.1.5. A completed accountability form must be returned from Council within 12 months of the date of the grant being paid out, or prior to any future grant application being made for the following year.



## **6.2 REVIEW OF THE COMMUNITY ENGAGEMENT POLICY AND THE EXTERNAL COMMUNICATIONS POLICY**

### **1. PURPOSE**

For the committee to receive the amended Community Engagement Policy and External Communications Policy.

### **2. SIGNIFICANCE**

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

### **3. BACKGROUND**

Communication and Engagement are critical to Council delivering on its responsibilities as outlined within the Local Government Act 2002, to provide for democratic and effective local government that recognises the diversity of our communities.

The current External Communications Policy and Community Engagement Policy were written in 2018 and adopted by the Policy and Strategy Committee. The policies are vital to providing a consistent and effective approach of communicating and engaging with all sections of the community across the Carterton District.

### **4. DISCUSSION**

Communication and Engagement has evolved over the years due to changes in technology, how people choose to engage with Council (including the increased use of social media engagement) and the community's expectation of pro-active communication and transparency from Local Government bodies on its activities.

The current External Communications Policy and Community Engagement Policy have been updated to reflect these changes and outline the Council's commitment to providing a high-level of service to residents and ratepayers and being open and transparent in its activities and decision-making processes.

The communications process has been shifted to a five-step model based on Public Institute of Australia Guidelines and underpinned by the council's communication principles. This is to ensure clear and effective communication can be consistently achieved and the results are measurable.

The Community Engagement Policy has also been updated reflect the increased level of community-led engagement on the Council's social media channels, while ensuring all communication of council activities and the opportunity to engage is

still readily available to the large section of the community who choose not to engage online. Other changes to the policy include how the Council ensures it engages with hard to reach communities and acknowledges those with accessibility issues. The updated policy also includes the Council's preference to partner with existing events/initiatives where possible to ensure engagement is easy and accessible for its residents, tāngata whenua, public, partners and stakeholders.

## 5. CONSIDERATIONS

### 5.1 Climate change

N/A

### 5.2 Tāngata whenua

Communication and Engagement with Tāngata whenua was taken into consideration when updating both policies, including the appropriate use of te reo Māori in council communications and supporting awareness of campaigns such as Te Wiki o Te Reo Māori.

### 5.3 Financial impact

Nil

### 5.4 Community Engagement requirements

Nil

### 5.5 Risks

Nil

## 6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Agrees** to the amendments to both policies.
3. **Adopts** the updated policies.

**File Number:** 124777

**Author:** Elisa Brown, Communications and Engagement Coordinator

**Attachments:**

1. **External Communications Policy** [↓](#)
2. **Community Engagement Policy** [↓](#)



## External Communications Policy

### Introduction

This policy outlines and guides how Carterton District Council communicates with its residents, tangata whenua, public, partners and stakeholders. The policy supports the council's legislative obligations in respect to its decision-making, which are defined by the Local Government Act 2002 and other legislation.

The purpose of this policy is to help communicate to our communities about council processes, activities and day-to-day business in an open, transparent and informative way to better involve communities in decision-making processes and raise awareness of services, issues or activities which may affect the Carterton District.

The council has a number of communication tools. To be effective the right tool needs to be matched with the nature and purpose of communicating, taking into account the audience the council is seeking to inform.

For the purposes of this policy "communication" relates to council sharing information and is primarily one-way, although recognises that the evolving nature and expectations around social media channels may require two-way interaction where appropriate. This is not an engagement policy, although communication will support engagement processes. A separate engagement policy will sit alongside this policy and will provide the basis for the council's engagement in situations where the council is seeking the views of the Carterton District to directly inform decision-making.

### Communication objectives

Main situations requiring external communication:

- In response to a specific problem or situation, e.g. a flooding event.
- To promote a one-off project e.g. a specific event.
- To show support to the community for existing awareness campaigns E.g White Ribbon Day, Te Wiki o Te Reo Māori, Plastic Free July.
- To explain on-going (business as usual) activities, e.g. upgrades to a park.
- To support an engagement or consultation process, where the council is seeking the involvement of the community in a decision, e.g. the preparation of an Annual Plan.

- Provide a continuous dialogue with residents to remain open and transparent about council processes to keep communities up-to-date and engaged with council business.

Reflecting the various situations, the council's communication activities will be guided by the following objectives:

- a. To increase public awareness of current issues relevant to Carterton.
- b. To promote the social, economic, environmental, and cultural well-being of Carterton communities.
- c. To encourage participation in democratic local decision-making.
- d. To increase public understanding of the role of council, including our commitment to provide a high-level of service to residents and ratepayers and being open and transparent in our activities and decision-making processes.
- e. To improve understanding of the council's processes, in particular regulatory services, rates, decision-making and complaint/service request processes.
- f. To ensure those affected by council decisions and its policies understand the impacts on them and how to have a say prior to a decision being made.
- g. To remain open and transparent about council processes and decision-making, allowing the community to get involved and stay engaged with local democracy.

We know if we have been successful if:

- There is an increased public awareness of current issues
- The people of Carterton have a high level of awareness and understanding of the council's activities, processes and regulatory requirements.
- Carterton communities feel they are able to participate in democratic processes; including community-led decision-making opportunities.

### **Communications principles**

The following principles will help guide the preparation of communication material to support the council's role in the Carterton community.

1. Council communications should always reflect the commitment to provide a high-level of service to residents and ratepayers and being open and transparent in our activities and decision-making processes of the council.
2. The council should always be clearly identified as the publisher of communications material, which should be council branded.
3. All material included in communications must be accurate and factual and not misleading.
4. Clear, simple language should be used, especially in written communications.
5. Language should be engaging and tailored according to the tools being used, the intended audience and the message being communicated.
6. Communication campaigns and material should be well planned, taking into account the intended audience, tools used and key messages.

7. Wherever possible proactive communications should be used to prevent issues arising.
8. A broad range of communication tools should be used where appropriate, recognising that not all communities receive information in the same way.
9. Where appropriate, communication tools should enable the council to hear feedback.
10. Where appropriate, communications will use and promote the use of Te Reo Māori.
11. In all communications, especially where individual citizens raise issues with the council, ensure timeliness in response times.
12. Methods of communicating should be constantly reviewed for effectiveness and to align with the constant changing environment and needs of residents.

## Communications Process

### Introduction

The following process will act as a guide when planning proactive communications. Where communications are undertaken in support of an emergency event or urgent issue it will not always be possible to strictly follow this process. However, the principles underpinning the process should inform those communications.

### Process

All communication projects should aim to follow this five step process (based on Public Institute of Australia Guidelines) and underpinned by the council's communication principles outlined above.

The process does not need to involve in-depth stages for each step and can utilise casual and informal sources of information.

Stages in strategic communication	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES Short-term (outtakes)	OUTCOMES > Long-term	IMPACT
Brief description	What is needed to plan and prepare communication	What is done to produce and implement communication	What is put out or done that reaches and engages the target public/s	What the target public takes out of communication and initial responses	What sustainable effects the communication has on target publics	What results are caused, in full or in part, by the communication

Key steps	<ul style="list-style-type: none"> <li>•Planning &amp; preparation</li> </ul>	<ul style="list-style-type: none"> <li>•Production</li> <li>•Distribution</li> </ul>	<ul style="list-style-type: none"> <li>•Exposure</li> <li>•Reception</li> </ul>	<ul style="list-style-type: none"> <li>•Attention</li> <li>•Awareness</li> <li>•Understanding</li> <li>• Learning (if necessary)</li> <li>•Interest</li> <li>•Engagement</li> <li>•Consideration</li> </ul>	<ul style="list-style-type: none"> <li>•Attitude change</li> <li>•Satisfaction</li> <li>•Trust</li> <li>•Preference</li> <li>•Intention</li> <li>•Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>•Target public action/behaviour in line with objectives</li> <li>•Social/political change</li> <li>•Organisation change</li> </ul>
Examples	<ul style="list-style-type: none"> <li>• Formative research</li> <li>•Budgeting</li> <li>• Strategic planning</li> <li>•Resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>•Writing (e.g., news releases, brochures)</li> <li>•Media relations</li> <li>•Design</li> <li>•Web site development</li> <li>•Social media site development</li> <li>•Publication development (e.g., newsletters)</li> <li>•Event management</li> <li>• Advertising campaign development</li> </ul>	<ul style="list-style-type: none"> <li>• Publicity volume</li> <li>•Advertising placement</li> <li>•Web content posted</li> <li>•Brochures</li> <li>•Newsletters</li> <li>•Videos</li> <li>•Events staged</li> <li>• Social media posts</li> <li>•Email/e-marketing</li> <li>•Community engagement projects</li> </ul>	<ul style="list-style-type: none"> <li>•Web visits</li> <li>•Page views</li> <li>•Video views</li> <li>•Social media discussion, sharing, etc.</li> <li>•Comments posted</li> <li>•Inquiries, registrations, subscriptions, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Social media comments</li> <li>•Feedback</li> <li>•Reviews</li> <li>•Satisfaction levels</li> <li>•Trust levels</li> <li>•Strategic relationships formed</li> <li>•Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>•Compliance (e.g., water restrictions)</li> <li>•Customer retention/loyalty</li> <li>•Social benefits</li> <li>•Policy change</li> </ul>

### **Inputs: Planning, preparation and research**

Research should include gaining an understanding of the issue(s), who the audience(s) is and the most appropriate communication tools. The level of research will be determined by the situation and factors such as time available. This should enable confident decisions to be made on:

- communications tools
- the media to be used
- message design/copy
- messaging duration.

In small councils like Carterton, resources are limited. It is therefore important to recognise that this part of the communications process can take time and build this into the process.

Research should also consider how the effectiveness of the communication will be measured.

**Communication objectives**

What is the purpose of the communication?

**Essence of the message**

What is the desired communication outcome? Is the message designed to merely inform or change perceptions and/or behaviours? What are the key messages you want to communicate?

**Audience**

Who should be reached by the message? What are the characteristics of the audience and how can these be used to structure the message?

**Communities' objectives**

What do the communities want to know? How can the message be tailored to relate to the target audience?

**Activities****Tools**

What are the best tools for reaching the target communities? How can multiple tools reinforce the message with key communities? How should the messaging be tailored for the different tools being used?

**Understanding the media's objectives**

What interest/angle will news media take? Which media outlet will be the most effective for the audience you're trying to reach? What is the best way of providing the information to the media (e.g. media statement, face-to-face interview)?

**Sources and questions**

What primary and secondary sources of information might be required to provide a factual base for the message? E.g. survey results – statistical information?

**Understanding the context**

What contextual factors can be identified that will affect understanding and acceptance of the message?

**Supporting the words**

How can the use of photos, film, video, graphs, charts, maps, statistics, etc. clarify and visually enhance the message?

**Outputs**

This represents the most visible part of the communications process. The communications stage is the implementation of the earlier decisions made regarding targeted objectives and the strategies and tactics that are required to achieve those goals.

The Council has available to it a number of communication tools. These include:

- Media releases
- letters to the editor – where appropriate

- Mayoral column in printed media
- Paid advertising – print, radio, social media
- Council publications
- Surveys
- Website
- Direct mail
- Local publications
- Public meetings
- Displays, presentations and workshops
- Information brochures
- Social media platforms – eg. Facebook, Instagram
- Mail Chimp/ Email newsletter to subscribers
- Video and livestreams
- Posters in public parks and reserves
- Quarterly newsletter sent out with rates accounts

Choosing the right tools is important for the communications to be effective. Decisions on how to communicate will be informed by the objectives and policies set out above.

It is important with all communications that the messaging is reviewed and analysed while the messaging campaign is still active to determine how it is being received and determine whether it is meeting objectives. This will allow for changes to be made or more information to be inserted into the process if needed. If the messages are not being effective, then messaging may need to be altered or different tools used.

### **Outcomes**

- Did social media posts have a good audience reach?
- Did website visits increase?
- How many post likes/video views did you receive?
- What was the click-through rate on email newsletters?
- What did the social media analytics display?
- Did awareness levels rise in the community?
- Was there a perception/behavior change?
- Did you gain more followers/subscribers?

**Impact**

The last step of the communication process is evaluation. This is where the outcomes are measured against the established objectives.

The simple key to ensuring that there is validity to this stage is to ensure that the objectives defined within the Communications plan are measurable. In analysing the outcomes, it is important to ensure that the results that are being measured are in fact due to Communications factors.

Were the communications well researched and planned?

- Did the target audience (community) understand the message(s)?
- Was the context of the messaging well-received? If not, why?
- Was the communication approach effective and how was this measured?
- How could the communications have been more effective?
- Were all primary and secondary communities reached?
- Was the objective achieved?
- Were there any unforeseen issues that affected the outcome? How was this dealt with?
- Did the programme come in under budget? If not, why?
- How can things be improved next time?

**This Policy will next be reviewed in October 2023.**



## Community Engagement Policy

### Introduction

This policy provides a framework for how Council will engage with the communities that make up the Carterton District. **The policy supplements the Council's statutory *Significance and Engagement Policy*<sup>1</sup>.** That policy sets out the Council's approach to significant proposals and decisions and how the Council will engage with communities on those and other matters.

This policy addresses more general engagement matters and is at a level of detail that is not provided in the statutory policy.

This policy complements the Council's External Communications Policy. The Communications Policy addresses how communications will be undertaken. Communications are a tool used when the Council engages.

### Purpose of engagement

The Council engages with the communities that make up the Carterton District for a number of reasons, but primarily this is to understand the views, preferences and needs of those communities. This then enables Councillors to make decisions that address those needs and are likely to reflect the views and preferences.

Informal engagement with communities is an on-going and constant role of a Councillor at CDC, over-and-above the more deliberate and planned engagement activities. Engagement at CDC has the following purposes:

- a. To assist elected members to make good decisions on behalf of the community
- b. To enable elected members to understand the general views and have a "feel" for what is important for Carterton residents and any issues of which the Council needs to be aware
- c. To allow the community to directly influence decisions of the Council, where they choose to influence
- d. To enable the community to feel they are connected to the Council's decision-making

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<sup>1</sup> Section 76AA of the Local Government Act 2002 requires each local authority to adopt a policy setting out their general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; how they will respond to community preferences about engagement on decisions; and how they will engage with communities on other matters. The CDC policy is included in the 10 Year Plan. The community must be formally consulted on any changes to that policy.

- e. To include people affected by a council proposition of decision to provide their views to elected members so that those interests can be considered as part of decision-making.

## Engagement policy

1. The Council will undertake formal engagement in accordance with its *Significance and Engagement Policy* and in accordance with any other statutory obligations.
2. The Council may adopt an on-going engagement approach to carrying out its business, including Councillors regularly meeting with individuals and groups in the community and bringing back specific views, issues or concerns to the wider Council for consideration and action as appropriate.
3. The Council will engage with its communities prior to formal or statutory engagement processes. This “pre-engagement” will generally be undertaken:
  - To identify issues;
  - To understand community views prior to drafting material on which it will be engaging the community; and
  - Where issues are significant.
4. The approach to engagement and pre-engagement and the tools adopted will reflect the nature of the issues and the likely interests in the community.
5. When designing engagement and pre-engagement processes the Council will aim to reach all sectors of the Carterton community, including people who may not traditionally engage with the Council and/or those that may struggle with accessibility
6. Councillors will lead and “front face” engagement as much as possible. Officers will provide support for those engagement activities.
7. Engagement and pre-engagement will generally not be undertaken for business-as-usual activities or where issues are commercially sensitive.

## Engagement tools

Council will use a variety of tools to ensure the widest reach. It is expected that an engagement plan will be prepared for each engagement activity. Engagement plan will be designed to reflect the level of engagement appropriate for the subject issue, proposal or matter. In addition to the communication tools identified in the Council’s *External Communications Policy* the following tools will be considered:

- Webcasting Council meetings

In accordance with the Council’s Standing Orders (Section 4.4) the Council can webcast its meetings. Attached in Appendix 1 are the protocols adopted as part of the Standing Orders for webcasting.
- Recording Council meetings and publishing these on-line
- Using Zoom or other platforms to enable remote public participation in meetings
- Using Facebook Live to broadcast engagement meetings and seek feedback live from remote attendees
- Online engagement including social media polls, groups and comments

- 
- Targeted engagement with hard to reach sectors of the community
- Utilising community noticeboards
- Partnering with other community groups and organisations to utilise their events and initiatives
- Hosting a “Mayor’s barbeque” at various locations around the District
- Publishing through school newsletters and having informal “meetings” with care givers outside school grounds
- Holding street corner sessions
- Set up and support an “interested citizens” group
- Set up a community advocate group to help promote Council engagement opportunities.

### **Evaluating engagement**

Engagement activities should be evaluated to ensure the engagement objectives are met, and to learn lessons and over time improve the reach and quality of engagement.

The following questions can be used to assess the effectiveness of planned engagement activities:

- Was the engagement well planned?
- Did the target audience (community) engage, or feel they had the opportunity to engage?
- How could the engagement have been more effective?
- Was a broad section of the target community reached?
- Were there any unforeseen issues that affected the engagement?
- Did the activities come in on budget?
- How can things be improved next time?

**This Policy will be next be reviewed in October 2023.**

## Appendix 1

### Webcasting protocols (excerpt from Carterton District Council's Standing Orders 2016)

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.



## 6.3 CUSTOMER PRIVACY POLICY REVIEW

### 1. PURPOSE

For the Committee to adopt the revised Customer Privacy Policy to reflect changes to the Privacy Act 1993 legislation effective 1 December 2020.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The Privacy Act 1993 has been modernised to reflect changes in the wider economy and society, and to ensure it is fit for the technological world. The new Privacy Act 2020 (the Act) introduces greater protections for individuals and some new obligations for businesses and organisations.

The changes include the requirement to report serious privacy breaches to the Privacy Commissioner and to affected people.

The Privacy Commissioner has new powers to help people access their own information and to require businesses and organisations to comply with the law.

There are increased fines for organisations that don't comply, and there are new rules when sending personal information overseas.

### 4. DISCUSSION

The previous Customer Privacy Policy outlines the collection, use, and disclosure of personal information in accordance with the legislation and principles of the Act.

The updated policy retains the current guidance however adds reference to the new changes:

- **Notifiable privacy breaches**

If a business or organisation has a privacy breach that has caused serious harm to someone (or is likely to do so), it will need to notify the Office of the Privacy Commissioner as soon as possible. It is an offence to fail to notify the Privacy Commissioner of a notifiable privacy breach.

If a notifiable privacy breach occurs, the business or organisation should also notify affected people. This should happen as soon as possible after becoming aware of the breach.

- **Compliance Notices**  
The Privacy Commissioner will be able to require a business or organisation to do something, or stop doing something, if it is not meeting its obligations under the Act.
- **Binding decisions of access requests**  
The Privacy Commissioner will now be able to make decisions on complaints relating to access to information. This will mean a faster resolution to information access complaints.
- **Disclosing information overseas**  
A New Zealand business or organisation may only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or the individual is fully informed and authorises the disclosure.
- **Extraterritorial effect**  
The Act has extraterritorial effect. This means that an overseas business or organisation may be treated as carrying on business in New Zealand for the purposes of its privacy obligations – even if it does not have a physical presence in New Zealand. This will cover businesses such as Google and Facebook.
- **New criminal offences**  
It will now be a criminal offence to:
  - mislead a business or organisation by impersonating someone, or pretending to act with that person’s authority, to gain access to their personal information or to have it altered or destroyed.
  - destroy a document containing personal information, knowing that a request has been made for that information.

The penalty in all cases is a fine up to \$10,000.

## 5. NEXT STEPS

It is recommended that the Policy and Strategy Committee adopt the updated Customer Privacy Policy to reflect the new legislative changes.

## 6. CONSIDERATIONS

### 6.1 Climate change

There are no matters in the report that relate to climate change mitigation or adaptation issues.

### 6.2 Tāngata whenua

There are no matters in the report of interest to tāngata whenua.

### 6.3 Financial impact

There are no operational and capital expenditure requirements or other budget or cost implications resulting from this decision.

### 6.4 Community Engagement requirements

There are no matters in the report requiring community engagement.

**6.5 Risks**

No risks have been identified.

**7. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Adopts** the updated Customer Privacy Policy in **Attachment 1**.

**File Number:** 124780

**Author:** Geri Brooking, People and Wellbeing Manager

**Attachments:** 1. CDC Privacy Policy.docx [↓](#)



## **Carterton District Council Customer Privacy Policy**

**Your privacy is important to Carterton District Council (referred to in this Privacy Policy as “we”, “our” or “us”). This Privacy Policy governs our collection, use and disclosure of your personal information as defined in the Privacy Act 2020 (“Privacy Act”) and has been prepared in accordance with our obligations and your rights set out in the Privacy Act.**

**We may change this Privacy Policy from time to time.**

### **1. What kind of personal information does Carterton District Council collect?**

The personal information we collect may include your name, date of birth, addresses, email address, telephone numbers, gender, information on your use of our services or facilities and any other information provided by you in connection with, or specifically related to your communications with us or, your use of our services or facilities.

### **2. Collecting your information**

We may collect personal information about you as set out below:

- a. We may collect personal information about you when you or someone acting on your behalf provides information to us directly. For example when you:
  - apply for employment with us
  - correspond with us, whether in person, by letter, phone, text, email, instant messages or other means of electronic communication
  - complete and submit forms we provide for applications for consents, licences, approvals, permits, funding or other authorisations or for the use of any of our services or facilities, including signing up for and using our online services and apps, such as our online payment services
  - prepare and submit a written submission, request or other feedback in relation to applications for consents, licences, approvals, permits, funding or other authorisations, or in relation to any form of draft or proposed plan, policy, bylaw or other document
  - use any of our services or facilities
  - subscribe to any of our newsletter or update services

- follow or post comments in response to our social media or other facilities such as Facebook, Twitter, LinkedIn, YouTube, etc.
- b. We may keep a record of any information that you acquire from us. Should you have a complaint relating to access to information, the Privacy Commissioner will make a decision to ensure a faster resolution.
- c. We may monitor and record phone calls made to or by us for quality control or staff training purposes. If a call you make to us, or that we may make to you, is to be monitored and recorded, you will be informed of this at the time of the call.
- d. We may collect personal information about you from other organisations, entities or persons, such as our suppliers which include organisations such as:
- Land Information New Zealand
  - QV
  - Solicitors/conveyancers.
  - The New Zealand Police, credit reporting agencies and other organisations, entities and persons where you have expressly authorised them to provide us with information.
- e. When you visit one of our websites, we may use technology solutions such as cookies” to provide you with better access to tailored information and services on the websites and to better serve you when you return to them. Our internet service providers may also make a record of your visit and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify users or their browsing activities unless they choose to give us personal information while using our website.
- f. “Closed Circuit Television” (CCTV) is used in particular areas to monitor passenger and traffic movements, secure facilities such as libraries and recreation centres, and monitor public places in order to help reduce crime and anti-social behaviour and to promote community safety.
- g. Signage advising of CCTV equipment will give notice of areas covered by such equipment. CCTV footage will only be viewed by authorised people in accordance with the purpose noted above or for the purposes of regularly checking the system is operational. No attempt is made to identify individuals from CCTV footage except in relation to a reported or suspected incident requiring investigation.

### **3. Using your information**

The personal information that we collect from you, or someone acting on your behalf, may be used for any of the following purposes:

- a. To provide you with services or facilities, including those you have requested.

- b. To positively confirm your identity. This is to avoid inappropriate release or use of your information.
- c. To respond to correspondence or to provide you with information that you have requested.
- d. To process your application for any consent, licence, approval, permit or other authorisation for which you have applied.
- e. To process your application to use
- f. To process payments received by, or made, by council.
- g. To respond to your requests, enquiries or feedback, or for customer care related activities.
- h. To provide you with information about our events, news, services or facilities.
- i. To comply with relevant laws and regulations.
- j. To carry out activities connected with the running of our business or operations such as personnel training, or testing and maintenance of computer and other systems.
- k. For any specific purpose which we notify you of at the time your personal information is collected.
- l. For general administrative and business purposes.

#### **4. Sharing your information**

We may disclose personal information about you to:

- a. Any person engaged by the Council to provide products or services to you on our behalf, where your personal information is necessary for the provision of those products or services.
- b. A third party if we are required to do so under any laws or regulations, or in the course of legal proceedings or other investigations. This may include sharing CCTV footage with the New Zealand Police or other public sector agencies where criminal activity is reported or suspected. The New Zealand Police may also access live feeds from certain CCTV cameras from time to time, for law enforcement, investigation and emergency response purposes.
- c. Any person you authorise us to disclose your personal information to.
- d. Any person, if that information is held in a public register, e.g. information held on property files or the rating information database.
- e. We may only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or you are fully informed and authorise the disclosure.

**5. What if you do not provide us with the personal information requested?**

If you do not provide us with all of the personal information about you that we request from you, we may not be able to adequately respond to your correspondence, process any applications you have submitted, provide the services or facilities you have requested, process payments or otherwise deal with any requests or enquiries you have submitted.

In some circumstances, failure to provide information when requested may be unlawful, and/or result in legal consequences. These circumstances and the potential consequences will be explained to you when your personal information is collected.

**6. Security and accuracy**

We take reasonable steps to ensure personal information is:

- a. accurate, up to date, complete, relevant, and not misleading
- b. protected against loss, damage, misuse and unauthorised access. We restrict access to personal information to those individuals who need access to this information in order to assist us in performing our duties and obligations

It is a criminal offence to impersonate someone, or pretend to act with that person's authority, to gain access to their personal information or to have it altered or destroyed. It is also an offence to destroy a document containing personal information, knowing that a request has been made for that information.

If we detect a privacy breach that has caused serious harm to someone (or is likely to do so), we will notify the Office of the Privacy Commissioner, and any affected people, as soon as possible after becoming aware of the breach.

**7. How long we hold personal information**

We may retain all personal information that we collect (on both our active systems and our archive systems), for as long as administratively necessary, in accordance with the council's information retention and disposal schedule.

The Public Records Act 2005 requires us to retain "protected records" indefinitely. In some circumstances, your personal information may be included within a protected record, including submissions you make in relation to bylaws, annual plans, and district or regional planning instruments.

**8. Accessing and correcting your personal information**

You may request confirmation of whether or not we hold any personal information about you and you may request access to your personal information that we hold by emailing us at [privacy@cdc.govt.nz](mailto:privacy@cdc.govt.nz) or otherwise contacting us, at the addresses provided below. Once we have verified your identity we will provide you with such confirmation and access unless one of the grounds for refusal to do so under the Privacy Act applies.

You may request that the personal information we hold about you be corrected by emailing us at [privacy@cdc.govt.nz](mailto:privacy@cdc.govt.nz). If we agree that your personal information is to be corrected we will provide you with an amended record of your personal information if requested.

Your rights of access to, and correction of, any personal information we hold about you are subject to the procedures set out in the Privacy Act.

**9. Who you can contact for further information**

If you have any queries about this Privacy Policy, or personal data Carterton District Council has collected, please contact:

**Carterton District Council Privacy Officer**

**Email address:** [privacy@cdc.govt.nz](mailto:privacy@cdc.govt.nz)

**Postal Address:** P.O. Box 9, Carterton, 5713

**This Policy will next be reviewed in January 2023.**



## 6.4 DANGEROUS AND INSANITARY BUILDINGS POLICY REVIEW

### 1. PURPOSE

For the committee to review the Dangerous and Insanitary Buildings Policy.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The 2004 Building Act required the Territorial Authority to adopt a policy on dangerous and insanitary buildings within its District. The policy had to state the approach that the territorial authority would take in performing its functions for buildings considered to be dangerous, insanitary, or affected and how this part of the Building Act would apply to heritage buildings.

### 4. DISCUSSION

The Carterton District Council adopted their policy on dangerous and insanitary buildings in May 2006. A minor change to the policy was made to remove the reference to earthquake prone buildings which had been superseded by the Building Earthquake-Prone Buildings Amendment Act 2016.

Section 132A of the Building Act (2004) (inserted in 2013) requires the Territorial Authority to take into account affected buildings. The current policy mentions affected buildings as part of the legislation but does not elaborate as to what should be done within the policy body. This has been added into the policy to provide directions to Council officers on what should be done if this situation arose.

Some minor changes have been made and have been highlighted in the policy (**Attachment 1**). These changes are in regard to the reference to consultation to the fire service. The removal to the reference for the fire service does not prevent Council from consulting with Fire and Emergency New Zealand (FENZ) but it is not a legislative requirement and mandatory consultation may not always be necessary or timely to do so and have been removed from the policy.

### 5. CONSIDERATIONS

#### 5.1 Climate change

There is no impact on climate change.

#### 5.2 Tāngata whenua

This report does not contain elements that would be of specific interest to tāngata whenua.

### **5.3 Financial impact**

There is no impact on Council's finances.

### **5.4 Community Engagement requirements**

There is no further community engagement required for this policy.

### **5.5 Risks**

There is no change to Council risks with the review of this policy.

## **6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Agrees** to the minor amendments to the policy as attached.

**File Number:** 124782

**Author:** Dave Gittings, Infrastructure, Planning and Regulatory Manager

**Attachments:** 1. **Dangerous and Insanitary Buildings Policy** [↓](#)

**CARTERTON DISTRICT COUNCIL**

**DANGEROUS, AND INSANITARY  
BUILDINGS POLICY**

2006

**1.**

## INTRODUCTION AND BACKGROUND

- 1.1 The Building Act 2004 requires territorial authorities to adopt a policy on dangerous and insanitary buildings by 31<sup>st</sup> May 2006.
- 1.2 This policy is developed with due consideration of the ratepayers and stakeholders in accordance with section 83 of the Local Government Act 2002.
- 1.3 This document sets out Council's policies relating to dangerous and insanitary buildings, specifies the priorities that will be adopted in carrying out those functions and how the policy applies to heritage buildings.
- 1.4 The purpose of this policy is in accordance with the general principles of the Building Act 2004 which is to ensure people who use buildings can do so safely and without endangering their health; and buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them.

## 2. BUILDING ACT 2004 LEGISLATIVE REQUIREMENTS

- 2.1 Section 131 of the Act states that:

*“(1) A territorial authority must, within 18 months after the commencement of this section, adopt a policy on dangerous and insanitary buildings within its district.”*

*“(2) The policy must state -*

*(a) the approach that the territorial authority will take in performing its functions under this Part; and*

*(b) the territorial authority's priorities in performing those functions; and*

*(c) how the policy will apply to heritage buildings.”*

- 2.2 Section 132 of the Act states that:

*1) A policy under section 131 must be adopted in accordance with the special consultative procedure in section 83 of the Local Government Act 2002.*

*(2) A policy may be amended or replaced only in accordance with the special consultative procedure, and this section applies to that amendment or replacement.*

*(3) A territorial authority must, as soon as practicable after adopting or amending a policy, provide a copy of the policy to the chief executive.*

- (4) *A territorial authority must complete a review of a policy within 5 years after the policy is adopted and then at intervals of not more than 5 years.*
- (5) *A policy does not cease to have effect because it is due for review or being reviewed.*

132A Policy must take in to account affected buildings

- (1) *A policy under section 131 must take into account affected buildings.*
- (2) *A territorial authority must amend an existing policy to take into account affected buildings at the latest within a reasonable period following the next review of its policy required under section 132(4).*
- (3) *In subsection (2), existing policy means a policy existing at the date of this section coming into force.*

2.3 Section 121 of the Act defines a building to be dangerous as follows:

- “(1) A building is **dangerous** for the purposes of this Act if, -*
- (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause -*
    - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or*
    - (ii) damage to other property; or*
  - (b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely because of fire hazard or the occupancy of the building.”*
- “(2) For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority -*
- (a) may seek advice from members of the New Zealand Fire Service who have been notified to the territorial authority by the Fire Services National Commander as being competent to give advice; and*
  - (b) if the advice is sought, must have due regard to the advice.”*

2.4 Section 123 of the Building Act 2004 defines an insanitary building as:

- “A building is **insanitary** for the purpose of this Act if the building -*
- (a) is offensive or likely to be injurious to health because -*
    - (i) of how it is situated or constructed; or*
    - (ii) it is in a state of disrepair; or*
  - (b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or*
  - (c) does not have a supply of potable water that is adequate for its intended use; or*
  - (d) does not have sanitary facilities that are adequate for its intended use.”*

### 3.

## DANGEROUS AND INSANITARY BUILDINGS POLICY

- 3.1 Whether a building is considered 'dangerous' or 'insanitary' under the Act will depend on the individual circumstances of each case. Council will consider each case and determine the appropriate course of action based on the particular set of circumstances that exist.
- 3.2 Council must first be satisfied that the building in question is dangerous or insanitary. To determine this Council will carry out the following steps.
- (a) On receiving a complaint or information expressing concern that the building is dangerous or insanitary, the Council will consult the owner of the building, inspect the building. ~~and site and may also seek the advice of the New Zealand Fire Service.~~
  - (b) Following the inspection ~~and taking into account the advice or recommendations of the New Zealand Fire Service,~~ the Council will determine whether the building is dangerous or insanitary in ~~making this decision Council will take into account the~~ accordance with the provisions of ~~sections 121 and 123 of~~ the Building Act 2004.
  - (c) If Council is satisfied that the building in question is deemed to be dangerous or insanitary Council will then determine the work or action that must be carried out to prevent it from being dangerous or insanitary.
  - (d) In forming its view as to the work or action that is required to be carried out on the building to prevent it from remaining insanitary or dangerous, Council will take the following matters into account:
    - (i) The size of the building;
    - (ii) The complexity of the building;
    - (iii) The location of the building in relation to other buildings, public places, and natural hazards;
    - (iv) The life of the building;
    - (v) How often people visit the building;
    - (vi) How many people spend time in or in the vicinity of the building;
    - (vii) The current or likely future use of the building, including any special traditional and cultural aspects of the current or likely future use;
    - (viii) The expected useful life of the building and any prolongation of that life;
    - (ix) The reasonable practicality of any work concerned;
    - (x) Any special historical or cultural value of the building; and
    - (xi) Any other matters that Council considers may be relevant, taking into account the particular set of circumstances.
  - (e) Following the inspection of the building, ~~after receiving advice from the New Zealand Fire Service if applicable,~~ and taking into account the matters listed above, Council will then decide whether immediate action

should be taken to avoid the danger or to fix the insanitary conditions pursuant to the provisions of section 129 of the Building Act 2004.

- (f) If Council decide that immediate action under section 129 of the Building Act 2004 is not required, Council will issue a notice under section 124 of the Building Act 2004 requiring the owner to carry out the necessary work and to obtain a building consent before commencing work. The time required to obtain a building consent and commence work will depend on the particular set of circumstances, but shall not exceed six months from the time notice was served on the owner. Completion of the work for which a building consent has been issued shall depend on the particular set of circumstances of each case but shall not exceed a period of six months from the time the building consent was issued.
- (g) When a building (Building A) is determined to be dangerous, the Council will contact the owner/s of any adjacent, adjoining or nearby building (Building B) i.e. an 'affected building' as defined in section 121A of the BA04. The Council will provide the Building B owner with a copy of any notice issued for Building A

3.3 Where a property owner has failed to carry out the work within the time specified, Council may apply to the District Court for an order authorising it to carry out the work pursuant to section 130 of the Building Act 2004. The full costs of carrying out such works will be recovered from the property owner.

3.4 With regard to heritage buildings that are determined to be dangerous or insanitary, Council will seek to ensure, as far as reasonably practicable, that work carried out will not diminish the heritage values of the building. Property owners must take all reasonable steps to ensure that this objective is achieved. If a notice is issued to the owner of a heritage building, under section 124 of the Building Act 2004, a copy of the notice will also be sent to the New Zealand historic Places Trust.

#### **4.0 Policy Review**

4.1 In accordance with Section 132 Building Act 2004, Council will review the Policy within five years of the date of its adoption.

#### **5.0 Date of adoption**

5.1 26<sup>th</sup> May 2006.

5.2 26<sup>th</sup> February 2014 Date Reviewed

5.3 26<sup>th</sup> February 2019 - Removed reference to earthquake-prone buildings as per Building (Earthquake-prone Buildings) Amendment Act 2016

5.3 10<sup>th</sup> February 2020 -



## 6.5 STOCK MOVEMENT GUIDELINES REVIEW

### 1. PURPOSE

For the committee to review the Stock Movement Guidelines.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

Council's Stock Movement Guidelines were first adopted in September 2002, (**Attachment 1**) and subsequently reviewed in 2015. In the current review some minor changes have been suggested to parts of the guidelines and appear as red with a red strikethrough as proposed deletions.

The proposed changes are as follows:

- Specific reference to signage requirements in section 7 have been removed for easier alignment to allow Waka Kotahi's (NZ Transport Agency) current and any future standardised signage
- The final reference made to the specific number and location of Greater Wellington Regional Council has been replaced with a generic reference for contact to be made
- There are some minor formatting changes made (not highlighted in red)

### 4. CONSIDERATIONS

#### 4.1 Climate change

N/A

#### 4.2 Tāngata whenua

N/A

#### 4.3 Financial impact

N/A

#### 4.4 Community Engagement requirements

N/A

#### 4.5 Risks

N/A

**5. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**Agrees** to the changes made as per the attached stock movement guideline.

**File Number:** 124786

**Author:** Dave Gittings, Infrastructure, Planning and Regulatory Manager

**Attachments:** 1. Stock Movement Guidelines [↓](#)



2<sup>nd</sup> February 2020

## STOCK MOVEMENT GUIDELINES

### 1.0 OBJECTIVES

1.1 The objectives of these guidelines include:

- The safety of road users
- The protection of the structure and surface of roads
- To encourage farmers to protect road surface by means of mat or other coverage to minimise contact of stock excrement on road surface
- The prevention of roads being used as races
- To encourage farmers to install underpasses where practical and possible, as a more acceptable means of shifting stock from one side of the road to another
- To encourage farmers extending their operations and contemplating the purchase of neighbouring properties which may be separated from their existing farm by a road, another property, a water course, or other form of division, to give serious consideration to the manner in which the operation is to be conducted, and plan to minimise the use of public roads for the passage of stock.

### 2.0 INTERPRETATION

2.1 In these guidelines, unless inconsistent with the context,

**Authorised Officer** means an appointee of the Council appointed to carry out general or specific duties arising from any of the provisions of these guidelines.

**Berm** means the edge of a road reserve between the kerb or surface water channel and property boundary.

**Carriageway** means that portion of the road devoted particularly to the use of travelling vehicles, including shoulders.

**Council** means the Carterton District Council.

**Dairy cattle** means and includes any cow used to produce dairy products.

**Farm** means an area of land which is used exclusively or principally for the purposes of agriculture and includes any contiguous parcels of land under the same ownership.

**Hours of darkness** means any period of time between half an hour after sunset on one day and half an hour before sunrise on the next day.

**Mob** means a group (more than one) of stock, being driven from one place to another.

**Permit holders** means the person responsible for stock (in respect to roadside grazing or tethering).

**Pilot vehicles** means and includes any motor cycles, 4 wheel farm bikes, cars, utility vehicles, tractors, or trucks operating and moving with hazard lights in operation in front of or behind the mob, or in some circumstances person on horseback or on foot.

**Public Place** means a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether or not the owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and includes any beach, foreshore, reserve or domain or road reserve.

**Races means** confined areas for moving stock from one location to another location.

**Regular basis** means more than 14 times within any calendar month, for cattle retained for milk production.

**Road** means a road as defined in Section 2 of the Transport Act 1962 and located within the area of jurisdiction of the Carterton District Council.

**Stock** means both farmed and kept animals.

**Stock crossing permit** means a written consent issued by the Council for the droving of stock across or along a road on a regular basis.

**Stock race** means a confirmed area for moving stock from one location to another.

**To drove** means to drive, muster, impel, lead, move or otherwise shift stock whose feet are in contact with the road.

**Urban street** means a road or parts of a road which is within an area controlled by a 70km per hour speed restriction or less.

## 2.2 Words implying the singular include the plural and vice versa.

### **3.0 GENERAL**

- 3.1 Any notice, order or other document which is required by the policy to be served or given or sent to any person shall be deemed to have been duly served and given or sent if delivered to such person or left at his or her residence or workplace or posted to such person at his or her last known address.
- 3.2 State Highway – no person shall drive any stock along or across any state highway except in the case of an escape or under a written authority issued by Waka Kotahi (New Zealand Transport Agency)
- 3.3 Urban Street – No person shall drive any stock along or across any urban street except in the case of an escape or under a written authority issued by Council.

### **4.0 COMPLETE RESTRICTION ON DROVING OF STOCK**

- 4.1 No person shall drive stock along any road as follows:
- (a) During the hours of darkness; or
  - (b) At any time when there is not sufficient visibility to render clearly visible a person, vehicle, stock, at a distance of 100 metres; or
  - (c) Within high density residential zone

### **5.0 STOCK MOVEMENT**

#### **Movement of Stock from time to time.**

- 5.1 Where stock is being moved along a road from one part of a farm to another part of that farm, appropriate signage must be placed at each end of the stock movement area, so as to be clearly visible to approaching vehicles. Such signs may consist of:
- 1) Traffic warning cones placed on the centerline of the road, worded (Stock); or
  - 2) Flashing amber warning lights on road verge or fence.
  - 3) In remote areas where property road boundaries are unfenced, permanent signs indicating stock movement shall be displayed.

All temporary signage must be removed from the road on the completion of stock movement.

#### **Stock Droving**

- 5.2 No person shall drive any stock along any road within the district of the Council except:
- (a) In the case of returning stock to a farm in the case of an escape or an emergency; or
  - (b) Provided that the following conditions are complied with:

- (i) The number of stock in any mob shall not exceed 600 head of cattle or 3,000 head of sheep; and
- (ii) Each mob shall be accompanied by one experienced drover for any number of stock up to and including 300 head of cattle, or for any number of sheep up to and including 1,500 head and by two experienced drovers for any number of stock exceeding 300 head of cattle or any number of sheep exceeding 1,500; and
- (iii) The drovers in charge of mobs shall be at a ratio that will ensure the animals are under control all the time and are capable of being directed or stopped by the drover, drovers and/or dogs. There shall be at least two drovers in charge of any mob of bulls or horses.
- (iv) In addition to the requirements of clause (ii) the drover shall keep the animals moving along the road at all times so as to make progress towards the destination at an average rate of not less than 1 kilometre per hour; and
- (v) Animals are to be driven in such a manner and use only such points of access and exit to and from the road as will ensure that danger to other road users and damage to the road, road reserves and any Council property will be minimised.
- (vi) Each mob shall be accompanied by at least two pilot vehicles (see interpretation) one which shall maintain an adequate distance to be a safe warning in front of the first animal in the mob and the other of which shall maintain an adequate distance to be a safe warning behind the last animal in the mob.
- (vii) Deer movements should only involve direct crossings of a road and motorists must be at a complete stop. Deer crossings should be contained by gates or barriers across the roadway to prevent escaping stock. Motorists must be provided with advance warning of the road closure and the barriers should be clearly visible
- (viii) The person driving the stock or his employer shall:
  - a) be responsible for any damage caused by that movement to any property located on the road or any fenced adjacent property.
  - b) Take all reasonable care to prevent damage to tidy property frontages located on the road reserve.
- (ix) No tired, injured, or dead animal shall be left on the Carriageway.
- (x) Tired or injured animals shall be humanely immobilised and if left on a road berm without constant supervision shall be removed as soon as is reasonable in the circumstances.
- (xi) Dead animals shall be removed from the road berm within four hours of death. Should the location of a dead animal, on the berm, detract from the safety of road

users immediate steps should be taken to move it to a 'safe' location for the passage of traffic.

- (xii) All animals shall be driven in such a way as to cause the least possible disruption to other road users.
- (xiii) Drover/s shall take all reasonable practical steps to make a way for vehicle/s or to allow it/them to pass through the stock.

Prior to such a drive, the drover should either check the route or make application to Council's Animal & Dog Control Officer (Ph. 06-3794030) to ensure the best route is considered. When a road is under repair or reconstruction and the movement of stock would, in the opinion of an Authorised Officer cause, or be likely to cause, damage to the road, the Council may prohibit the movement of any stock during the period of such repair or reconstruction.

- (xiv) When a road is closed or traffic flow is restricted because of road works, flooding, emergency, or other event the Council, through its staff, consultants and/or contractors may either:
  - halt moving stock preventing their movement into or through the affected area; or
  - re-direct moving stock along such other road or roads that, in the circumstances, are more appropriate.
- (xv) A permit from NZTA shall be applied for prior to any proposal to cross or drove along the State Highway.

5.3 Where a person cannot comply with any of the preceding conditions in Clause 5 of these guidelines that person should not drive any such animal along any such road without the prior written permission of the Council. Nothing in this clause shall apply to the droving of dairy cattle on a regular basis as covered in clauses 6 and 7 of these guidelines.

## **6.0 FREQUENT STOCK MOVEMENTS – DAIRY COWS.**

- 6.1 Dairy cattle movement from one side of the road to another between farms or from one part of a farm to another on a regular basis.
- 6.2 For the purpose of this clause, droving of dairy cattle on a regular basis shall mean any dairy cattle which are being driven more than 14 times within any calendar month.

## **7.0 DAIRY CATTLE STOCK CROSSINGS**

- 7.1 The conditions for the droving of dairy cattle between farms or from one part of a farm to another part of that farm shall include:
  - (i) In respect to a permanent crossing, the display of ~~fluorescent yellow warning signs of the pattern PW-37 (refer Appendix A)~~ warning signs, authorised by Council, are required on either side of the crossing. In respect to a temporary crossing, the display

of ~~fluorescent orange warning signs of the pattern TW-6 (refer Appendix A)~~, warning signs, **authorised by Council, are required** on either side of the crossing whenever the crossing is in use.

- (ii) The stock are to be driven and supervised in such a manner, and use only such points of access and exit to and from the road, as will ensure that danger to other road users and damage to the road will be minimised.
- (iii) The construction, installation, maintenance of adequate entrances and correct use are necessary to facilitate the safe passage of such milking stock, including the provision of adequate entranceways and extension to road shoulders, at points where stock cross the carriageway and berm.
- (iv) The requirement for the farmer is to take all reasonable and practical steps to keep the road surface free of stock excrement and/or mud; and
- (v) The payment by the farmer of any reasonable costs, as assessed by the authorised officer, incurred by, or likely to be incurred by, the Council by use of the crossing place. This may include, but is not limited to, costs incurred in respect of one or more of the following:
  - undue additional maintenance of the road due to damage caused by the movement of the stock, and/or by the effect of stock effluent on the road surface.
  - Installation of additional warning signs at the crossing point to meet the requirements of the signs manual.
  - Removal by Council (or its agents or contractors) of stock excrement and or mud from the road at the point where the milking stock are crossing.
- (vi) Where it is considered that provision for the driving of dairy cattle could be made internally within the boundaries of the owner's own property or where adequate provision for keeping stock off the carriageway by means of extended fencing fronting the boundary of such owner's property and approved by Council, such provision shall be made.
- (vii) When a road is closed or traffic flow is restricted because of road works, flooding, emergency, or other event the Council, through its staff, consultants and/or contractors may either:
  - halt moving stock preventing their movement into or through the affected area; or
  - re-direct moving stock along such other road or roads that, in the circumstances, are more appropriate.

**Some Stock Crossing conditions may include requirements:**

- For additional signage, cones.
- For the crossing point to be indicated by flashing orange lights, erected on either side of the crossing place, clearly visible to oncoming vehicles.
- For the crossing point to be attended on one or more sides of the crossing, whenever it is in use, by people wearing approved reflective clothing.

- For lighting of the crossing.
- As to the specific location of the crossing.
- As to specific time/s the crossing may or may not be used.
- As to the layout, design and construction of the crossing plan/s.
- For the use under certain conditions, of matting on the road surface.

7.2 **Stock Crossing Permit** – If the above conditions cannot be met a stock crossing permit may be required.

## **8.0 STOCK GRAZING IN A PUBLIC PLACE**

- 8.1 Any person being the owner or having the care, custody or control of any stock, shall keep and prevent the same from wandering, or being at large in any public place without proper guidance.
- 8.2 No person shall tether stock in any public place without first obtaining a tethering permit from Council. The permit shall be subject to such conditions as are considered necessary by an authorised officer.
- 8.3 No person shall put or place any untethered stock, for the purpose of grazing the same on any road reserve except with a grazing permit issued by Council. This permit shall be subject to such conditions as are considered necessary by an authorised officer. Warning signs shall be placed at a safe warning distance to road users on either side of the grazing stock.
- 8.4 Any person causing damage to the road, road reserve, or Council property in the course of grazing any stock shall be liable for costs incurred by Council to rectify the damage.

## **9.0 DISPUTE RESOLUTION**

- 9.1 Where Council receives a complaint in respect to a breach of the recommended guideline procedures the following dispute resolution process shall be followed:
- (a) Step One - Be advised by a Council Officer that a contravention to the Policy has occurred, and will be provided with a copy of the Stock Movement Guidelines.
  - (b) Step Two – An Advisory Committee consisting of Council Members will discuss options to rectify the matter.
  - (c) Step Three – Other relevant agencies will be brought in to assist and/or ensure compliance under other legislation.
- Every person who commits a breach of the Council Stock Movement Policy may be served with an abatement notice by an enforcement officer under the provisions of the Resource Management Act 1991.
- 9.2 Every person commits a breach of Council Stock Movement Policy who:
- (a) Commits, or causes to be committed, any act contrary to the policy, or
  - (b) Omits, or knowingly permits to remain undone, any act required by the policy, or
  - (c) Refuses or neglects to comply with any notice, or any condition in any such notice, whether public or private, given pursuant to the policy, or
  - (d) Obstructs or hinders any officer of the Council in the performance of any power, or duty conferred upon him or her by Council.

**10.0 STOCK ON ROADS DUE TO INADEQUATE FENCING**

- 10.1 Where stock gains access to public road or other private property due to inadequate roadside fencing, an authorised officer of Council shall provide notice to the property owner to appropriately repair any substandard fencing.
- 10.2 Service and legal follow up of notice to property owners where roadside fences have been determined to be substandard and notice not complied with shall be initiated.
- 10.3 Other boundary fence complaints should be determined either by Property Law or Fencing Act.

**Responsibilities & Obligations of Property Owners.**

- From time to time stock movements occur on rural roads.
- It is recommended that property owners ensure adequate means of preventing stock access onto their property by way of secure fencing and gate or cattlestop.

**11.0 ROAD USER PROTOCOLS**

- 11.1 Farmers often use rural roads to move animals between paddocks or to graze stock at the side of the road. If there are animals on the road or roadside, remember:

- Slow down, or pull over to the side of the road.
- Don't sound your horn or rev your engine.
- Follow the farmer's directions, if given.

Stock including horses and dogs can't be treated as if you are overtaking a vehicle. They can frighten easily, behave unpredictably and move onto the road very quickly.

- Pass carefully, slow down and give the stock, horse, dog plenty of room, especially on bridges or narrow roads
- Do not sound your horn or rev your engine, stock, horses, and dogs have very good hearing and are easily alarmed by loud, unexpected noises
- Stop, if the stock, horse or dog appears frightened
- Dip you headlights at night

~~Please Remember — that Greater Wellington Regional Council (GWRC) has controls for the discharge of effluent from stock. If you are proposing a stock underpass please contact the Consents and Compliance section of GWRC on 06-3782484 or call at 34 Chapel Street, Masterton, to discuss how you will deal with effluent discharge from the underpass~~

Note: Greater Wellington Regional Council (GWRC) has controls for the discharge of effluent from stock. If there is a proposal for a stock underpass GWRC need to be notified to discuss effluent discharge from the underpass.

**7 KARAKIA WHAKAMUTUNGA**