



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

AGENDA

Ordinary Council Meeting

Date: Wednesday, 20 October 2021

Time: 1:00pm

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

Mayor G Lang

Deputy Mayor R Vergunst

Cr R Cherry-Campbell

Cr S Cretney

Cr B Deller

Cr D Williams

Cr J Greathead

Cr R Keys

Cr R Stockley

Hurunui o Rangi Marae representative J Fox

Notice is hereby given that an Ordinary Meeting of Council of the Carterton District Council will be held in the Carterton Events Centre, 50 Holloway Street, Carterton on:

Wednesday, 20 October 2021 at 1:00pm

Order Of Business

1	Karakia Timatanga	5
2	Apologies	5
3	Conflicts of Interests Declaration	5
4	Public Forum	5
5	Youth Council views on agenda items.....	5
6	Confirmation of the Minutes.....	6
6.1	Minutes of the Ordinary Council Meeting held on 25 August 2021.....	6
7	Reports	13
7.1	Five Towns Trail Master Plan	13
7.2	Amendments to the Wellington Regional Leadership Committee Agreement and Terms of Reference.....	21
7.3	Report on dog Control Policy and Practices – 2020/2021	48
7.4	Animal Facility.....	53
7.5	Local Government Official Information and Meetings Act Requests	60
7.6	Chief Executive Report.....	73
7.7	Council Response and Readiness for COVID-19 Resurgence	86
7.8	Elected Representative Accountability Report.....	173
7.9	Joining the Local Government Funding Agency (LGFA) as a guarantor	185
8	Exclusion of the Public	190
8.1	Request to Waive Excess Water Charge Account W72600	190
9	Karakia Whakamutunga.....	191

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 awhi 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 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

6 CONFIRMATION OF THE MINUTES



6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 AUGUST 2021

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 25 August 2021 are true and correct.

File Number: 136527

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Ordinary Council Meeting held on 25 August 2021

MINUTES OF CARTERTON DISTRICT COUNCIL ORDINARY COUNCIL MEETING HELD VIA ZOOM ON WEDNESDAY, 25 AUGUST 2021 AT 1:00PM

PRESENT: Chair Mayor Greg Lang, Councillor Robyn Cherry-Campbell, Councillor Steve Cretney, Councillor Brian Deller, Councillor Jill Greathead, Councillor Russell Keys, Councillor Rob Stockley, Councillor Dale Williams

IN ATTENDANCE – COUNCIL STAFF

Geoff Hamilton (Chief Executive), Kelly Vatselias (Corporate Services Manager), Dave Gittings (Infrastructure, Services and Regulatory Manager), Geri Brooking (People and Wellbeing Manager), Glenda Seville (Community Services and Facilities Manager), Elisa Brown (Communications and Engagement Advisor), Serah Pettigrew (Democratic Services Coordinator), Matt Chapman (Project, Contract and Procurement Officer), Sheree Dewbery (Executive Assistant to Mayor and Chief Executive), Anna Neilson (Destination Wairarapa), Kristy McCarthy (Community Development Team Leader)

1 KARAKIA TIMATANGA

Ten seconds applaud in the acknowledgement of the essential workers within the community during Covid lockdown.

The meeting was opened by a Karakia lead by Cr Rob Stockley

2 APOLOGIES

There was an apology received for Rebecca Vergunst for absence.

MOVED

Cr Dale Williams / Cr Brian Deller

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

Mayor Greg Lang, item 7.3 Approval Changes for the Mayor's Claims and Expenses abstained from voting.

4 PUBLIC FORUM

Roger Boulter, Carterton resident addressed the council on the Governance issues. He spoke about the Wairarapa Times Age implied Council is a divided Council, concerned about what was reported and what occurred was a breach in the code of conduct, and concluded that some things should be confidential.

5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

Community Services and Facilities Manager provided an update; Bailey from Masterton is now working actively with youth council, and Tammy working alongside her. Youth council is looking at doing some advisory groups.

6 CONFIRMATION OF THE MINUTES

6.1 MINUTES OF THE EXTRAORDINARY ORDINARY COUNCIL MEETING HELD ON 30 JUNE 2021

MOVED

That the Council:

Receives that the Minutes of the Extraordinary Ordinary Council Meeting held on 30 June 2021 are true and correct.

Cr Robyn Cherry-Campbell / Cr Jill Greathead

CARRIED

6.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 12 JULY 2021

MOVED

That the Council:

Receives that the Minutes of the Ordinary Council Meeting held on 12 July 2021 are true and correct.

Cr Steve Cretney / Cr Dale Williams

CARRIED

7 REPORTS

7.1 RELEASE OF PUBLIC EXCLUDED MINUTES FROM EXTRA ORDINARY COUNCIL MEETING 12 JULY 2021

Purpose

For the Council to move the report and minutes from the extraordinary council meeting held on 12 July 2021 out of Public excluded.

RECOMMENDATION

That the Council:

1. Agrees to move out of Public excluded

MOVED

That the Council recommends amending this to:

Agrees to move the minutes of the Public Excluded meeting 12 July 2021 out of Public Excluded.

Cr Rob Stockley / Cr Jill Greathead

CARRIED

7.2 WAIRARAPA WALKING FESTIVAL 2022

Purpose

The report provides Council with the background to the Wairarapa Walking Festival and recommends an approach for supporting an event in 2022.

MOVED

That the Council:

1. **Receives** the report.
2. **Agrees** to Option 1, to support a Wairarapa Walking Festival 2022 providing a walking festival across Wairarapa, subject to the provision of external resource for planning, managing, and administering the project. Council's contribution as outlined above.

Cr Steve Cretney / Cr Robyn Cherry-Campbell

CARRIED**7.3 APPROVAL CHANGES FOR MAYOR'S CLAIMS AND EXPENSES****Purpose**

For the council to approve the new approval process for the Mayor's claims and expenses as recommended by the Audit and Risk Committee.

MOVED

That the Council:

1. **Receives** the report.
2. **Agrees** to the amended approval process for the Mayor's claims and expenses, of approval by the Deputy Chair of the Audit and Risk Committee, and the Chief Executive.

Cr Dale Williams / Cr Rob Stockley

CARRIED**7.4 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS****Purpose**

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 received between 21 June 2021 to 16 August 2021.

MOVED

That the Council:

1. **Receives** the report.

Cr Robyn Cherry-Campbell / Rob Stockley

CARRIED**7.5 STAFF REPORT****Purpose**

To inform Council of officers' activities since the previous meeting.

MOVED

That the Council:

1. **Receives** the report.

Cr Brian Deller / Cr Dale Williams

CARRIED**7.6 CARTERTON HOUSING ACTION PLAN****Purpose**

The report provides Council with the Carterton Housing Action Plan including the Implementation Plan.

Note: The housing plan to be in the website after end of meeting.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the Carterton Housing Action Plan.

Cr Robyn Cherry-Campbell / Cr Brian Deller

CARRIED**7.7 DESTINATION WAIRARAPA QUARTERLY REPORT****Purpose**

For the council to receive a report of activities for the quarter ending June 2021.

MOVED

That the Council:

1. **Receives** the report.

Cr Dale William / Cr Brian Deller

CARRIED**7.8 ELECTED REPRESENTATIVE ACCOUNTABILITY REPORT****Purpose**

To provide a report on elected members' activities since the last Council meeting.

MOVED

That the Council:

1. **Receives** the report.
2. **Notes** the elected members' activities.

Cr Steve Cretney / Cr Rob Stockley

CARRIED

7.9 WATER SUPPLY INVESTIGATION

Purpose

For the Council to consider bringing the allocation of budget for an additional water source options analysis forward to the current financial year.

MOVED

That the Council:

1. **Receives** the report.
2. **Agrees** to the bringing forward of the planned options analysis for an additional water source to the current year's activities.

Cr Steve Cretney / Cr Brian Deller

CARRIED

7.10 APPROVAL FOR REMOVAL OF WAIRARAPA LIBRARY SERVICE OVERDUE FEE'S

Purpose

For the council to approve the removal of the Wairarapa Library Service's overdue charges and to bring forward the date of the cessation of the Reserve fees as recommended by the Wairarapa Library Service Committee.

MOVED

That the Council/Committee:

1. **Receives** the report.
2. **Agrees** to the cessation of overdue fines from 12 October 2021.
3. **Agrees** to align the date of the cessation of Reserve fees agreed under the Carterton District Council's 2021/22 Long Term Plan to the 12 October 2021, and update the Council's Fees and Charges schedules accordingly.

Cr Steve Cretney / Cr Dale Williams

CARRIED

8 EXCLUSION OF THE PUBLIC

None

9 KARAKIA WHAKAMUTUNGA

The meeting was closed with a Karakia lead by Cr Rob Stockley

The Meeting closed at 2:05 p.m.

Minutes confirmed:

Date:

DRAFT

7 REPORTS



7.1 FIVE TOWNS TRAIL MASTER PLAN

1. PURPOSE

For the council to receive the Wairarapa Five Towns Trail Network Master Plan.

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 Wairarapa Five Towns Trail Network (WFTTN) project has been around for several years, developed from a concept conceived by the Five Towns Trails Trust to connect Wairarapa's towns.

The project is strategically aligned with both the Wellington Regional Trails for the Future report 2017 (WRT Framework) and the Wairarapa Economic Development Strategy 2018 (WEDS).

The WRT Framework was adopted in 2017 by the nine councils in the Wellington region, including Carterton, Masterton and South Wairarapa. It provides a clear vision for the Wellington region to become a world class trail-based destination. It forms a framework for prioritising the trails - both existing and proposed, in which the WFTTN has been classified as a signature trail. Signature trails are a small number of outstanding trails that attract visitors and achieve recognition for the region to be a trails destination and provide a focal point for regional residents.

The WFTTN project has been identified in the WEDS as a core visitor and tourism project, and meets the specifications of multi-season, multi-day and regular returns, with some commissionable component.

Governance and management of the WFTTN project sits under Wairarapa Trail Action Group (WTAG). This group is governed by the three local district Councils, with a clear mandate to coordinate trail development and management in Wairarapa. Representation of the group includes Council elected members, Council staff, Destination Wairarapa, Greater Wellington Regional Council (GWRC), Department of Conservation, and various local trails trusts.

In 2019, the three councils allocated funding alongside a grant from Trust House Foundation to prepare the WFTTN master plan. WTAG endorsed the project brief and outcomes including:

- Align key organisations and develop a shared vision
- Determine trail markets
- Ensure connectivity, consistency, and sustainability

- Provide indicative route alignments, assess socio economic benefits, and determine priorities

It is envisaged that the master plan will be used to help attract external investment for trail provision in Wairarapa.

In February 2020, TRC Tourism Limited were engaged to work with WTAG to prepare the WFTTN master plan. Preparing the master plan involved several key steps, including:

- Project Establishment – involved setting up the project team and overall project planning.
- Situation Analysis – Included a comprehensive literature review, market demand analysis, site analysis and best practice case studies.
- Stakeholder Engagement – involved a series of interviews and four stakeholder workshops to obtain views and feedback to help inform the draft Master Plan.
- Site visits and assessment
- Discussions with the Project Team
- Draft Master Plan
- Endorsement from WTAG
- Presentation to the Wairarapa Combined Council Forum
- Presentation to stakeholders
- Presentation to each of the three district councils

In May 2021, TRC Tourism presented the draft master plan to WTAG, who endorsed the plan. Subsequently, in August TRC Tourism gave a presentation to the Wairarapa Combine Council Meeting introducing the plan and outlining the next steps including a stakeholder's presentation in October, and each of the three councils receiving the master plan at their next available meeting.

4. DISCUSSION

The Purpose and Role of the Master Plan

The master plan has been prepared to bring the WFTTN to life. It outlines how the network can become a reality over the next 10 years and beyond. It sets out a long-term strategic vision aimed to showcase Wairarapa as a destination where regional strengths are connected via recreation trails, for visitors and residents.

The master plan provides the next level of detail down from the WRT Framework and WEDS for the WFTTN. It is only the start of the work and provides the foundation for partners to plan, engage, seek external funding, and develop the WFTTN.

The Layout and structure of the Master Plan

The master plan opens with an executive summary providing an overview then 12 key chapters, including:

- Chapter 1. Introduction
- Chapter 2. Current Situation
- Chapter 3. The Strategic Alignment Framework
- Chapter 4. Developing Great Trails and Trail Destinations

- Chapter 5. The Future of Trails in Wairarapa
- Chapter 6. Guidelines and Standards
- Chapter 7. The Proposed Network
- Chapter 8. The Signature Trails
- Chapter 9. Experience Loops and Trails
- Chapter 10. Master Plan Construction Cost Summary
- Chapter 11. Implementation Guide
- Chapter 12 Social Economic Benefits and Considerations
- Appendix 1. Stakeholders in the Wairarapa and their interests

Key Elements of the Master Plan

The master plan showcases Wairarapa's strengths and considers trail markets for Wairarapa

The master plan has been designed to showcase Wairarapa's strengths, provide an exceptional visitor experience and outstanding community recreational infrastructure.

Wairarapa's features include our rivers and Wairarapa Moana, our villages and towns, our stories, both Māori heritage and European settlement, as well as our world class wine and food.

The landscape and climate of the region lends itself perfectly to a trails network. This includes predominately gentle gradients on the valley floor, a climate that is well suited for outdoor activity and a variety of points of interest.

The master plan describes the key characteristics of what makes a great trail network, including a clear point of difference, high market profile, complementary attractions, opportunities to stop and explore, and a quality seamless experience. Wairarapa holds many of these characteristics and has an untapped potential to be a trails-based destination.

Key trail markets have been identified in the plan and the network designed to meet their needs. The predominant market need is for New Zealand Cycle Trail (NZCT) grade 1 and 2 off road trails that are relatively flat, safe, accessible, with several points of interest including food, beverage and toilet stops.

The master plan proposes a network of approximately 200 km of additional recreation trails linking our communities

The proposed trail network provides a network of approximately 200km of trails connecting the five Wairarapa towns, Masterton, Carterton, Greytown, Featherston and Martinborough.

The master plan has followed a network approach with trail planning, provision, and management, where each section of trail has a clearly defined purpose and is managed as part of a whole.

The Vision for the WFTTN is:

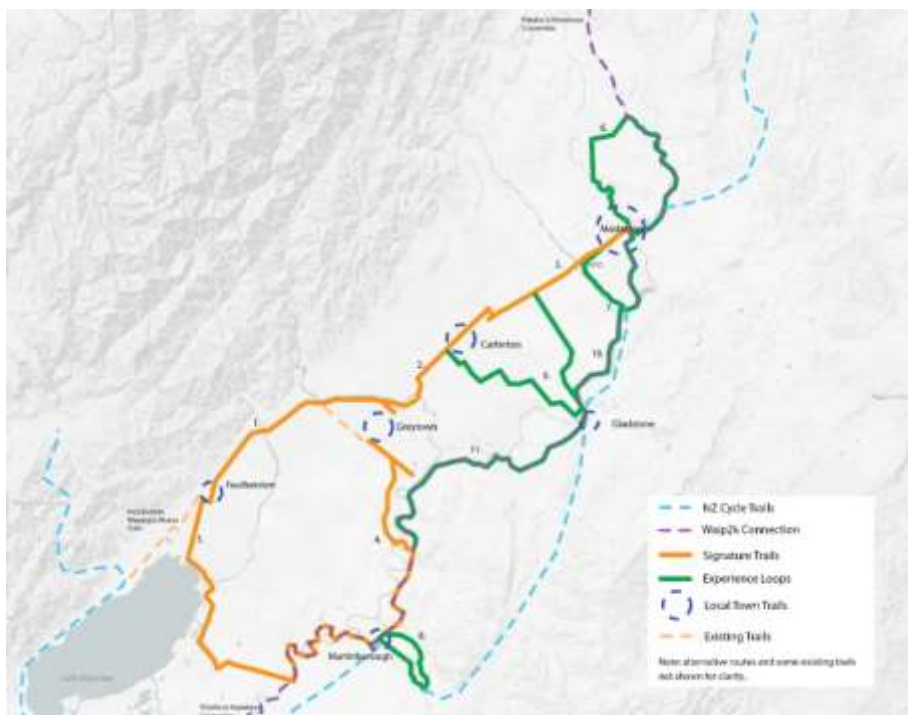
'Wairarapa Five Towns Trail Network is recognised as a must do in the Wairarapa – the best way to experience and connect with our people and places'

This aligns strongly with the WRT Framework vision of "Connecting our people with inspiring adventures.'

While the WRT Framework recommends the WFTTN as a signature trail experience, the master plan captures the next level of detail and planning required to implement the recommendation and considers the network into three key categories, including:

- Signature Trails- These are the backbone or spine of the WFTTN, connecting the region's towns.
- Experience Loops and Trails – These trails provide for local and regional experiences, designed to complement the signature trails with a series of loops highlighting Wairarapa's culture, scenery, community facilities and attractions.
- Local Trails – These trails are important to local communities but are at a level below the master plan. WTAG will still consider these local trails but on a case-by-case basis.

The map below illustrates the proposed network:



Chapters 8 and 9 of the master plan provide further details on each section of trail. The descriptions and maps are designed to be general in nature but with enough detail to guide applications for external investment and the next level of trail planning. Detailed planning, community engagement and discussions with landowners are required to confirm the route or any alternative.

The master plan provides guidance on trail design standards and supporting infrastructure

Chapter 6 of the master plan provides definitions of both NZCT grade 1 and 2 trails, as well as prioritised trail treatment options recommended for the WFTTN. Treatment 1: Off Road Trail being the most desirable trail option though on on-road trails (Treatment 4) being the least desirable.

A variety of trail infrastructure is required as part of trail development. Trail infrastructure includes trail heads and carparks, toilets, wash/repair stations,

fencing, barriers, vehicle crossing points, signs, bridges, under passes, trail counters and landscaping.

Trail infrastructure is required to protect the asset and the environment, improve safety and guide trail users as well as enhance the trail visitor experience.

The master plan provides a summary of construction costs

The estimated cost of the network is around \$32 million, based on 2021 NZ dollar estimates. Further information relating costs is provided in chapter 10 of the master plan.

The master plan will enable applications for external funding, including government and private sector grants. The funding required will be sought from these external sources rather than rate payers. Some provisions for project management and contingencies have been made in the estimate but additional seeding funding for planning, design and community engagement maybe requested as the implementation plan is further progressed and developed.

The master plan considers key benefits

Recreational trails offer a diverse range of benefits to the community and the environment. These include health and well-being, education, recreation, biodiversity, increased appreciation of culture and heritage as well as economic.

Chapter 12 of the master plan provides an indicative economic benefit assessment of the fully developed network.

The Covid-19 lockdowns have highlighted the need for safe, accessible routes for individuals and families. The master plan estimates that as many as 210,000 users a year can be expected in the first years of the network becoming operational.

Spending in the Wairarapa as a result of the trails network is estimated to increase from \$21 million a year in its early stages, with nearly one hundred jobs generated. These numbers are expected to increase as the network expands.

The master plan includes an Implementation Guide

The delivery of the master plan will require careful consideration of the following elements (each outlined in figure 2 and described in more detail in the master plan).

- (1) Strong governance, including funding, management, and maintenance
- (2) Trail planning
- (3) Industry and community partnerships
- (4) Trail construction and standards
- (5) Supporting infrastructure
- (6) Marketing, promotion, and events

Under each element is a series of prioritised actions.

Figure 2. Implementation Guidelines – Elements to be considered:



5. GOVERNANCE ARRANGEMENTS

WTAG has no formal or statutory powers. WTAG functions as a co-ordination group and has been very successful in bringing together Wairarapa stakeholders to unite them behind the vision of the WFTTN.

With the completion and the receipt of the master plan, it is timely to review the governance arrangements. WTAG as a co-ordination group is not the best model to deliver (fund and build) the WFTTN. Four models for the future governance and delivery of WFTTN can be considered. Each model has different benefits, capabilities and consequences, from a basic co-operation / best endeavours agreement, to a formal legal entity with it's own delivery capability (such as a Trust). The options are:

Model 1 – Each TA or land manager proceeds as a signatory to the Master plan but with no overall coordinating body;

Model 2 – WTAG continues in its present form to deliver the WFTTN.

Model 3 – A formal MOU is agreed between partners and interested stakeholders.

Model 4 – A formal Trails entity created.

Considerations

External grants funding will be needed to complete the WFTTN. Grant funders will only award funds to appropriately set up and properly governed legal entities. The success in attracting grants funding is likely to be limited should the legal entity be part of Council.

The success of the WFTTN delivery entity will be measured in a number of ways, including:

- Development of the Wairarapa Trails Network;
- Appropriate and effective governance and management;
- Success in attracting external and stakeholder funding;
- Delivery of effective and timely trails planning;
- Effective stakeholder and partner engagement;
- Construction and maintenance of high quality trails;

- Development of new trails (in addition to the WFTTN);
- Delivery of a high quality visitor experience and tourism opportunities;
- Long term self-sustainability of the entity.

Choosing the best governance model to deliver the WFTTN will take some time to research, set-up and implement. As an interim step it is recommended a Memorandum of Understanding between the three Wairarapa Councils and WTAG is signed. This MOU purpose would be to facilitate, research and create a suitable legal entity with appropriate and representative governance to deliver the WFTTN master plan.

6. NEXT STEPS

The master plan is designed to present a vision, help seek external funding and provide guidance on indicative routes and infrastructure. The master plan is only the start of the work with considerably more actions to be undertaken including progressing towards an effective governance structure for the project, seeking external funding, community engagement and discussions with landowners.

7. CONSIDERATIONS

7.1 Climate change

One of the key principles included in the master plan is Sustainability. The trail and associated facilities should exemplify sustainable management practices including the use of material, energy efficiency in building and toilet operations and with strong connection with Iwi and European culture.

The WFTTN if appropriately designed, is likely to provide a safe, reliable, and sustainable alternative to internal combustion engine to commute between towns. As a reminder, greenhouse gas emissions for transport in the Wairarapa region increased by 41% between 2001 and 2019.

Providing a 'zero-carbon' alternative to regular commuting has many positives outcomes:

- reduce greenhouse gas emissions
- reduce the risk of accidents due to less vehicles on the road
- increase air quality (less pollution)
- increased well-being

The WFTTN will encourage more people to use the trails to commute, which will mean less cars are on the roads (and the less emissions there are).

7.2 Tāngata whenua

Tāngata Whenua have been included in the development of the master plan and will continue to be a key part of the future development of the network.

7.3 Financial impact

Current work on the WFTTN is included in existing operational budgets and funding received through Trust House. The estimated cost of the network is around \$32 million, based on 2021 NZ dollar estimates. Further information relating costs is provided in chapter 10 of the master plan.

7.4 Community Engagement requirements

Community engagement was undertaken to help inform the development of the master plan. This included stakeholders' interviews and a series of workshops.

Going forward WTAG is committed to ensuring the views of our community are considered when making decisions. Route planning and design for each section of trail will be carried out on a staged basis and an important part of this work is seeking community and landowner input to help shape and determine trail route alignments.

The timing and method of engagement is critical to the success of the project. Some sections of the network will be started sooner than others while some may not be started for 5-10 years. Within such time frames many changes can occur including land ownership, subdivision, and other infrastructural projects. Therefore, planning and engagement would not start until the section has been determined as a priority by WTAG.

7.5 Risks

As outlined in the WFTTN Master Plan **Attachment 1**

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Delegate** authority to the Chief Executive to work with the three Wairarapa District Councils and Wairarapa Trails Action Group, to research and create a suitable legal entity with appropriate and representative governance to deliver the Wairarapa Five Towns Trail Master Plan.

File Number: 136448

Author: Glenda Seville, Community Services Manager

Attachments: 1. Wairarapa Five Towns Trail Network Master Plan FINAL August 2021 (under separate cover) [📄](#)



7.2 AMENDMENTS TO THE WELLINGTON REGIONAL LEADERSHIP COMMITTEE AGREEMENT AND TERMS OF REFERENCE

1. PURPOSE

For the council to approve amendments to the Wellington Regional Leadership Committee's Joint Committee Agreement and Terms of Reference.

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 Wellington Regional Leadership Committee (WRLC) is a joint committee established under section 30A of the Local Government Act 2002 (LGA) and includes all of the Wellington Region's local government authorities, designated Iwi, the Horowhenua District Council, and central government ministerial representatives, as equal voting members.

The Wellington Regional Leadership Committee Joint Agreement (Agreement) was made in early 2021 by each of the ten councils that are party to the Agreement to establish the Wellington Regional Leadership Committee as a joint committee under clause 30 (1) (b) of Schedule 7 of the LGA on the terms set out in the Agreement.

Subsequent to the signing by each council, a number of possible changes and improvements to the Agreement have been identified and agreed to by the WRLC.

Any update to the Agreement and Terms of Reference needs to be agreed to by all ten councils at a Council meeting.

4. DISCUSSION

At its meeting on 1 July 2021, the WRLC considered the report that Proposed Amendments to the Wellington Regional Leadership Committee Agreement and Terms of Reference. This report is attached as **Attachment 1**. In summary, the Committee agreed to changes to the Agreement below:

- a) amend the section on voting rights by deleting the two Horowhenua based iwi and the Horowhenua District Council from this list and delete the accompanying table. This reflects the desire that all members of the WRLC (with the exception of Ministers of the Crown) participate in all aspects of the WRLC's agenda.
- b) reflect the decision made at a meeting of the Mayors of Wairarapa and Wairarapa iwi/mana whenua organisations as in paragraph 14 and the

subsequent letters that were sent on 3 March 2021 regarding Wairarapa iwi/mana whenua representation on the Joint Committee.

- c) enable both iwi and crown/cabinet members to nominate an alternate for appointment who, in exceptional circumstances, could attend the Wellington Regional Leadership Committee meetings as a member.
- d) include the ability for the Wellington Regional Leadership Committee to adopt its own schedule of meetings.

The WRLC also advised that the preferred option for accounting for Observers in the Joint Committee Agreement and Terms of Reference is without voting rights.

The updated Agreement and Terms of Reference, incorporating the changes agreed to by the Committee, is included as **Attachment 2**.

5. CONSIDERATIONS

5.1 Climate change

Climate change has been one of the key focus areas for the WRLC

5.2 Tāngata whenua

The WRLC includes mana whenua membership. Proposed changes to the Agreement include iwi membership

5.3 Financial impact

The WRLC will require legal input to update the Agreement and Terms of Reference but this will be minimal and be covered under exiting budget allocations.

5.4 Community Engagement requirements

None required

5.5 Risks

There are no risks identified with this recommendation

6. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Approves** the updated Wellington Regional Leadership Committee Joint Agreement and Terms of Reference dated July 2021

File Number: 136427

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments:

1. **PROPOSED AMENDMENTS TO THE WELLINGTON REGIONAL LEADERSHIP COMMITTEE AGREEMENT AND TERMS OF REFERENCE** [↗](#)
2. **Updated Agreement and Terms of Reference** [↗](#)

Wellington Regional Leadership Committee
1 July 2021
Report 21.272



For Decision

**PROPOSED AMENDMENTS TO THE WELLINGTON REGIONAL LEADERSHIP
COMMITTEE AGREEMENT AND TERMS OF REFERENCE**

Te take mō te pūrongo
Purpose

1. To outline proposed amendments to the Wellington Regional Leadership Committee (the Committee) Agreement and Terms of Reference for consideration of the Committee.

He tūtohu
Recommendations

That the Committee:

- 1 **Agrees** to the recommended changes to the Agreement and Terms of Reference, being:
 - a. amend the section on limited voting rights by deleting the two Horowhenua based iwi and the Horowhenua District Council from this list and delete the accompanying table.
 - b. reflect the decision made at a meeting of the Mayors of Wairarapa and Wairarapa iwi/mana whenua organisations and the subsequent letters that were sent on 3rd March 2021 regarding Wairarapa iwi/mana whenua representation on the Joint Committee.
 - c. enable both iwi and crown/cabinet members to appoint an alternate who, in exceptional circumstances, could attend the Committee meetings as a member.
 - d. Include the ability for the Committee to adopt its own schedule of meetings.
- 2 **Agrees** to:
 - a. invite a small number of Members of Parliament to attend Committee meetings from time to time.
 - b. establish regular briefings for local Members of Parliament to provide them with information on the activity of the WRLC and for them to ask questions.
- 3 **Advises** the preferred option for accounting for Observers in the Agreement and Terms of Reference.
- 4 **Advises** any other changes to be recommended to the Agreement and Terms of Reference.

- 5 **Notes** that, if required, an updated Agreement and Terms of Reference will be brought to the next meeting of the WRLC for endorsement before being considered at meetings of each member Council.

Te tāhū kōrero/Te horopaki Background/Context

2. The Committee is a Joint Committee established under section 30A of the Local Government Act 2002 (LGA).
3. Clause 30A of Schedule 7 of the LGA provides that a local authority may not appoint a Joint Committee unless it has reached agreement with every other local authority or public body that is to appoint members of the committee.
4. This agreement was made in early 2021 by each of the ten councils who are party to the Agreement who formally agreed to appoint and establish the Wellington Regional Leadership Committee as a Joint Committee under clause 30 (1) (b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement. This Agreement is attached as Attachment 1.
5. The Agreement provides for all partners including iwi and the Crown to sign the Agreement and Terms of Reference.
6. Subsequent to the Agreement being signed off by each council, a number of possible changes and improvements to the Agreement have been identified.
7. Any update to the Agreement and Terms of Reference will need to be signed off individually by all ten councils at a Council meeting and so we it would be prudent to identify all possible changes to the Agreement and Terms of Reference at one time.
8. This paper outlines changes that have been identified to date and why these are proposed. Joint Committee members and their organisations may have other changes they would like considered also.

Te tātaritanga Analysis

9. The possible changes to the Agreement are identified below including the initial thinking related to the clause in the Agreement and the reason for proposing a change.

Membership voting on different part of the WRLC programme and agenda.

10. The section "*Expectations around member voting based on Committee programme and agenda*" in both the Agreement and the Terms of Reference was initially written to identify that aspects related to regional economic development would not include the Crown or those from Horowhenua (i.e. would only be local government and iwi from the Greater Wellington Region).
11. As work on both the Wellington Regional Growth Framework and Regional Economic Development have progressed, it has been clearer that with housing, transport and economic development being intrinsically linked, it would make sense for Horowhenua based members of the WRLC to be able to participate and vote on all matters of the

WRLC responsibilities – that is the Wellington Regional Growth Framework, regional economic development, and regional economic recovery.

12. Therefore it is recommended that the section on limited voting rights be amended to delete the two Horowhenua based iwi and the Horowhenua District Council and that the accompanying table also be deleted from both the Agreement and Terms of Reference.

Iwi membership

13. The Agreement and Terms of Reference as attached has the following iwi/mana whenua membership noted:
 - A person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority.
 - A person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and appointed by the Administering Authority.
14. Following a meeting sponsored by the Mayor of Masterton and attended by the three Wairarapa Mayors, and iwi and rununga members from both Rangitāne and Ngāti Kahungunu, it was agreed that in terms of invitations to join the Joint Committee, invitations would be sent to:
 - Rangitāne Tu Mai Rā Trust and
 - Both Ngāti Kahungunu ki Wairarapa Trust and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust, for them to select a nominee from one of these entities.
15. It is recommended that the Agreement and the Terms of Reference be amended to reflect the decision outlined in point 14 above and the subsequent letters that were sent on 3rd March 2021.

Alternates

16. The Agreement and Terms of Reference allows for the relevant local authority Mayor or Chair to appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Committee meeting, is entitled to attend that Committee meeting as a member of the Committee (and appointed by the relevant local authority).
17. There is no ability under the current Agreement and Terms of Reference for iwi or the Crown/cabinet members to appoint an alternate.
18. It is recommended that the Agreement and the Terms of Reference be amended to enable both iwi and Crown/cabinet members to appoint an alternate who, in exceptional circumstances could attend Committee meetings as a member.
19. The definition of “exceptional circumstances” will be determined by the Committee.

Local Members of Parliament

20. There has been discussion regarding the ability for local Members of Parliament to attend Committee meetings and the extent to which they could participate in the WRLC meeting. This is to enhance political understanding and enable local champions within Government.

21. A number of initial options have been considered as part of this paper in case the option/s agreed required a change to this Agreement and Terms of Reference.
22. The options discussed are below, noting that there may also be other options.
 - a. Formally invite a small number of Members of Parliament to attend Committee meetings. They could speak in public comment and/or be asked to speak on a topic but would not be entitled to speak during the debate or vote. This would not require any changes to the Agreement and Terms of Reference.
 - b. Establish regular briefings for local Members of Parliament to provide them with information on the activity of the WRLC and for them to ask questions. This would not require any changes to the Agreement and Terms of Reference.
23. It is recommended that the Committee agrees to the suggestions in point 22 a. and b. above.

Adopting schedule of meetings

24. To make the process of adoption of the schedule of meetings for the Committee clearer the Agreement and Terms of Reference for the WRLC could include the ability for this Committee to adopt its own schedule of meetings.
25. It is recommended that the Agreement and Terms of Reference be amended to include the ability for the WRLC to adopt its own schedule of meetings.

Observers

26. The Agreement and Terms of Reference allow for a category of membership being "Observers". Particular Observers are currently listed in the Agreement and Terms of Reference – they are listed by organisation name. This is consistent with the Terms of Reference of other Joint Committees.
27. Observers currently have speaking rights but do not have voting rights.
28. People/organisations can speak at Committee meetings by either attending and speaking in public comment, undertaking a presentation on a topic as agreed by the Chair and/or by presenting on a particular paper on the agenda.
29. As any amendments to the Agreement and Terms of Reference need to be signed off by each council, it would be prudent to agree during this round of amendments, what the Agreement and Terms of Reference should say about Observers.
30. Possible ways to cover this are:
 - a. Include generic commentary regarding Observers and their role, speaking rights etc but do not list any. This could provide for Observers with speaking rights or no speaking rights.
 - b. Include generic commentary regarding Observers and their role, speaking rights etc and name key Observer organisations e.g. Urban Growth Partner organisations such as Ministry of Housing and Urban Development, Kainga Ora and Waka Kotahi. This could provide for Observers with speaking rights or no speaking rights.

- c. Do not make any changes and keep the Observer commentary and organisations in the Agreement and Terms of Reference as it currently is. This could provide for Observers with speaking rights or no speaking rights.
 - d. Remove the Observer category from the Agreement and Terms of Reference
31. It is recommended that the Committee agree their preferred option for accounting for Observers in the Agreement and Terms of Reference.

Ngā hua ahumoni
Financial implications

32. There are minimal financial implications regarding the recommendations in this paper. We will require legal input to update the Agreement and Terms of Reference.

Te hiranga
Significance

33. Officers considered the significance (as defined by part 6 of the Local Government Act 2002) of these matters, taking into account Greater Wellington's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider these matters are of low significance, due to their administrative matter.

Te whakatūtakitaki
Engagement

34. Engagement has been undertaken with the Senior Staff Group and the CEO Group for the Joint Committee on this matter. With the timing of the CEO meeting, any changes from the recommended changes in this paper will be tabled at the Joint Committee meeting.

Ngā tūāoma e whai ake nei
Next steps

35. If the Committee agrees to changes to the Agreement and Terms of Reference, officers will:
- a. Get legal input to update the Agreement and Terms of Reference
 - b. Provide a draft of an updated document to the Senior Staff Group and CEO Group for feedback
 - c. Table, if required, an updated Agreement and Terms of Reference to the next Committee meeting.
 - d. Once approved by the Committee, work with each of the ten partner councils to get the updated Agreement and Terms of Reference to individual council meetings for signoff.

Ngā āpitihanga**Attachment**

Number	Title
1	WRLC Agreement and Terms of Reference

Ngā kaiwaitohu**Signatories**

Writer	Kim Kelly, Programme Director Wellington Regional Growth Framework
Approver	Luke Troy – Kaiwhakahaere Matue Rautaki/General Manager, Strategy

**Wellington Regional Leadership
Committee
Joint Committee Agreement
July 2021**

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and mana whenua to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#))

The Joint Committee does not undertake delivery activity – this is undertaken elsewhere by entities such as local authorities and Council-Controlled Organisations.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council

- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person jointly nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to

attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

Meeting Frequency

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.

3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. The setting of the Joint Committee's meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR; Joint regional voice and advocacy; Select and nominate the independent chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Independent Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee;

Party	Responsibilities
	Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the independent chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and independent chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee, a new joint secretariat, and iwi participation in the Joint Committee through a regional targeted rate set by Greater Wellington Regional Council. .

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee and the joint secretariat that supports the Joint Committee which will undertake the following:

1. Providing administrative support to the Joint Committee and the Senior Staff Group
2. Managing the work programme of the Joint Committee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI COAST DISTRICT COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **MASTERTON DISTRICT COUNCIL**:

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA
CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA
RANGATIRA:**

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI WHĀNUI:**

Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI KAHUNGUNU KI WAIRARAPA TRUST (NGĀTI KAHUNGUNU KI WAIRARAPA) AND NGĀTI KAHUNGUNU KI WAIRARAPA TAMAKI NUI Ā RUA SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI
WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO
HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL
GOVERNMENT:**

Signature

Name of person signing

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, mana whenua and members from central Government.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.

3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority

- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the independent chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

Voting

Each member has one vote. In the case of an equality of votes the independent chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; and Regional Recovery.

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
 - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The administering local authority shall be responsible for the administration of the Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.



7.3 REPORT ON DOG CONTROL POLICY AND PRACTICES – 2020/2021

1. PURPOSE

For the council to be informed of the dog control activities and practices related to the Carterton District Dog Control Policy for 2020/21 financial year.

2. SIGNIFICANCE

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

3. BACKGROUND

As a territorial authority, the Carterton District Council is required to manage and enforce the Dog Control Act 1996 (the Act). Under Section 10A of the Act Council must, in respect of each financial year, provide an Annual Report adopted by Council that sets out activities that have been undertaken in relation to our dog control policy and practices.

Section 10A(2) sets out the information required to be included in the annual report, including:

- (a) *the number of registered dogs in the territorial authority district:*
- (b) *the number of probationary owners and disqualified owners in the territorial authority district:*
- (c) *the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:*
- (d) *the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:*
- (e) *the number of infringement notices issued by the territorial authority:*
- (f) *the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*
- (g) *the number of prosecutions taken by the territorial authority under this Act.*

4. 2020-2021 REPORT

The report outlining the dog control activities for the 2020/2021 year is in **Attachment 1**

5. CONSIDERATIONS

5.1 Climate change

N/A

5.2 Tāngata whenua

N/A

5.3 Financial impact

N/A

5.4 Community Engagement requirements

N/A

5.5 Risks

N/A

6. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Adopts** the report on Council's administration of the Dog Control Policy and practices for the period 1 July 2020 to 30 June 2021 under section 10A Dog Control Act 1996

File Number: 136451

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments: 1. DIA Report [↓](#)



Report on the administration of Carterton District Council's policy and practices in relation to the control of dogs for the year 1 July 2020 to 30 June 2021

Application of the Dog Control Policy

Council has applied the Carterton District Council Dog Control Policy ("the Policy") when carrying out our dogs control activities.

Amongst other things the policy has provisions relating to the control of dogs in public places, which are enforceable under Part 4: Carterton District Council Control of Dogs Bylaw Amendment 2017.

There are no specific dog exercise areas defined as there are enough open spaces and parks around the district for appropriate exercise. However, a rural public park at Sparks Park, Belvedere Road, Carterton where dogs can be exercised off leash, has become popular with dog owners and poo disposal bags and a dog poo bin have been placed there. An urban public park at Bird Park, Frederick St, Carterton has been established with the same dog facilities as the rural public park. There are dog prohibited areas which are well signposted. Dogs in specified public places and the CBD must be on a leash at all times. Carterton District Council provides Doggy Doo Dumpster bins near dog exercise areas and in urban streets. Council Officers monitor these areas to ensure compliance.

Fees and charges are reviewed annually and set by Council resolution. Council's funding policy for animal control is that 80% of the total costs are met by dog registration fees and 20% from rates.

Council provides dog owners with information regarding education programmes and obedience courses and offers dog owners a discount on registration fees for neutered/spayed dogs. Council promotes dog owner education through their locally designed pamphlet 'Dog Registration: What You Need To Know,' dog owner education pamphlets by J. Payne and promotes the NZIACO website to dog owners for advice. Council promotes the local Dog Obedience and Kennel Club and a local Dog Obedience Trainer.

Offences and penalties

With regard to offences and penalties, Council's policy is to approach each incident on a case by case basis and to use infringement notices for minor offences. Council's policy is to adhere

to the provisions of the Dog Control Act 1996 as closely as possible, where an attack has occurred.

End of 2017 Carterton District Council Dog Control initiated a programme of seizing dogs that had been unregistered for more than 2 years. Letters were first sent to the dog owners advising them of Council's intention. Carterton District Council will continue with this programme.

Council has adopted the 'Assessment Matrix' for prosecution decisions.

Under the Carterton District Council Control of Dogs Bylaw Amendment 2017, owners with more than two dogs within an urban area must obtain a permit through an application to Council. The Council Dog Control Officer inspects the property for suitability for housing and controlling dogs, interviews the dog owner and considers any previous history. Submissions in writing are sought by affected neighbours.

Statistics

Measure	Result
Number of registered dogs	2931
Number of probationary owners	0
Number of disqualified owners	4
Number of dogs classified as dangerous under Section 31	2
▪ s.31 1(a) due to owner conviction	0
▪ s.31 1(b) due to sworn evidence	1
▪ s.31 1(c) due to owner admittance	1
Number of dogs classified as menacing under Section 33A	11
▪ s.33A 1(b)(i) observed or reported behaviour	11
▪ s.33A 1(b)(ii) characteristics associated with breed	0
Number of dogs classified as menacing under Section 33C	16
Number of infringement notices issued for – failing to register a dog.	25
Number of infringement notices issued for – failure to implant microchip transponder	14
Number of infringement notices issued for – failure to keep dog under control	1
Number of infringement notices issued for – failure to keep dog controlled or confined	5
Number of infringement notices issued for – failure to comply with bylaw	0

Measure	Result
Number of infringement notices issued for – failure to comply with effects of classification	3
Number of Dog Related Complaints	281
Dog Bites On People	5
Dog Bites On Animals/Stock	9
Dog Rushing	17
Dogs Barking	45
Dogs Wandering	84
Dog Welfare	1
Dogs Lost	33
Dogs Found	54
Dogs Impounded	43
Dogs Rehomed/Adopted	1
Dogs Surrendered To Other Organisations for rehoming	3
Dogs Illegally Removed from Pound	0
Dogs Destroyed	0
Dogs Returned To Owner	29
Number of prosecutions	0



7.4 ANIMAL FACILITY

1. PURPOSE

For the committee to consider the path forward for the Carterton's animal facility.

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 background to this decision is included in the *attached* paper presented to the Policy & Strategy Committee on 29th September 2021. The Policy & Strategy Committee asked Officers to update Council at this meeting with the two options available and the financial impacts of those two options.

The two options available to Council are:

1. A shared facility with Masterton District Council (MDC), or
2. A stand-alone facility in Carterton.

In late 2019, South Wairarapa District Council advised that they were considering alternative options for their own animal facility, and did not wish to be part of a shared facility based in Masterton. Consequently this option is no longer being considered.

4. SHARED ANIMAL FACILITY WITH MDC

Following the selection of a lead architect in September 2020, MDC are progressing the development of their new animal facility.

The MDC proposal is for a shared space in a new (yet to be built) animal facility. MDC propose that CDC share space in the new animal facility and pay for an equivalent percentage share of the operating costs.

Officers at MDC have advised there are practical challenges with shared ownership of the animal facility, and consequently are not offering shared building ownership. CDC would be a tenant, not a joint owner of the building.

The MDC proposal is limited to the facility itself, essentially the building containing the 'Pound'. The proposed joint facility is not a shared service. CDC will continue to provide Animal Control activities (dog registrations, callouts, stray dogs etc.) and employ staff to operate animal control for the Carterton District.

A notable factor in the new facility is a decision by MDC to increase the Level of Service being provided. As a result of increasing the Level of Service, the cost to build the facility has also increased.

MDC are budgeting for a capital cost to build the new facility of \$1.7m. Final design and configurations remain a work in progress and it is possible these costs will change.

The proposed MDC facility shares capital costs based on the total number of registered dogs in MDC and CDC. Using this formula CDC share of fixed (capital) costs is 30.2%.

If costs were split on a different formula, for example say the number of impounded dogs, it is possible CDC's share of costs would be lower than 30.2%. Given MDC's reluctance to locate the facility outside Masterton, or offer CDC a share of ownership in the building, the possibility of a materially lower capital cost split needs to be tempered somewhat.

5. STAND ALONE ANIMAL FACILITY IN CARTERTON

CDC officers have progressed on a potential design and specification for the Dalefield Road site. The facility has a preliminary space to hold ten pens including whelping and isolation facilities. The design is modular and includes an ability for more capacity should it be required. The plans and specifications are ready for tender which will help confirm the cost to build.

The main differences with the MDC proposal are CDC do not propose an increase in the Level of Service, and the facility will not be staffed. The CDC facility could more accurately be referred to as holding pens, as opposed to a fully functioning dog pound.

The budget for CDC is \$370k and was approved during the 2019/20 annual plan process. Initial discussions with a potential provider remain positive, but have highlighted that delays in progressing this procurement may adversely affect cost.

6. FORECAST COST CONSIDERATIONS

MDC Proposal

The final cost for access and use of the proposed MDC animal facility is determined mostly by two factors. The first is the final build cost, and the other is the ratio used in sharing costs. In all cases it is assumed only MDC and CDC will utilise and fund the proposed facility.

The capital cost of the proposed MDC facility is forecast at \$1.7m. The total number of registered dogs in the two Districts is estimated at approximately 8,950 with 2,700 (30.2%) of these being in Carterton District (MDC figures). Using the forecast build cost of \$1.7m, CDC's contribution towards the capital cost at 30.2% would be \$513,400. This could be spread over time in annual operating payments (roughly \$51k p.a.) or paid as a lump sum up front – however it needs to be funded one way or another.

MDC have also proposed a share of the operating costs at a rate of 30.2%. The proposed share would add a further \$17,366 p.a. in operating costs to CDC's Animal Control activity.

The shared operating costs include amongst other things a proportion of after-hours staffing, which CDC do not currently provide.

In moving to a joint MDC facility, operational costs of delivering Animal Control activities in Carterton will change. Officers anticipate a small increase in fuel costs and a slightly reduced level of service for Carterton District, as a result of the time taken to drive to and from a Masterton facility. The cost of this is not considered material (less than \$2k p.a.).

Some savings are expected to be gained with a shared facility, specifically animal welfare and feed costs, building maintenance and depreciation. These savings are forecast to be around \$10k p.a.

Overall the capital cost of a shared facility with MDC is estimated to be \$513,400 with a net increase in operating costs of around \$9k p.a. (\$17k + \$2k -\$10k).

CDC Proposal

The alternative is for CDC to continue with the plans to build an animal facility in Carterton within the LTP capital budget of \$370,000. A CDC facility will be built in accordance with the Building Act, requiring the building to have a life of no less than 50 years.

Officers estimate a small increase in operating costs will still be incurred with improved heating and lighting for the new facility, but this is not likely to be material and is included in the current LTP budgets. Unlike the MDC facility, the CDC facility will not house staff, take payments or be open after hours.

7. LEVELS OF SERVICE

In addition to the financial considerations above, Council need to consider if they wish to fund an increased the Level of Service for Animal Control activities. Implicit in the decision to partner with MDC is the assumption that CDC agrees to fund our share of the increased LOS which MDC decide to build and operate the facility at.

Secondly should Council decide to partner with MDC (and fund an increased LOS beyond the current LTP) there are two ways of funding this. The first way is via the General Rate, and the alternative is more targeted, via an increase in Dog Registration fees. While Council needs to be aware of this potential flow-on impact, officers are not asking Council to make a funding decision at this time.

8. NEXT STEPS

Officer recommendation is to work through the procurement process with the design and specification for an animal facility at Dalefield Road.

9. CONSIDERATIONS

9.1 Climate change

Climate implications with additional travel time for the MDC space compared to construction emissions have not been calculated.

9.2 Tāngata whenua

N/A.

9.3 Financial Impact

Financial implications will depend on the decision outcome.

An access and use agreement with MDC will increase capital and operational costs for animal management, which will be in addition to the costs that are included in our current LTP budget.

Continuing with a CDC animal facility is consistent with the LTP budgets.

9.4 Community Engagement requirements

N/A.

9.5 Risks

Officers are very aware that the current construction environment is seeing increasing costs at all stages of the supply chain. Capital cost increases remain a risk for both CDC and MDC projects until procurement processes have been completed. Further delays in deciding a path forward will likely increase costs.

10. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report.
2. **Agrees** to progress the procurement process for a Carterton District Council animal facility.

File Number: 136568

Author: Geoff Hamilton, Chief Executive

Attachments: 1. **Animal Facility Paper - Policy and Strategy Committee 29th September 2021** [↓](#)



6.3 ANIMAL FACILITY

1. PURPOSE

For the committee to consider the path forward for the Carterton's animal facility.

2. SIGNIFICANCE

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

3. BACKGROUND

There has been an extensive history of attempting to have a Wairarapa joint animal facility. Following discussions in 2014, Council set aside funding for the project in the 2015/16 financial year. Discussions continued until February 2018 when Masterton District Council (MDC) advised CDC that they no longer wanted to progress the investigation into a joint animal facility located outside of the Masterton District.

Given the withdrawal of MDC, South Wairarapa District Council advised that they too would no longer pursue the joint facility investigation. Following these decisions, CDC undertook an animal facility location study (presented to Infrastructure and Services, July 2018) to establish the optimum location for an upgraded animal facility within Carterton.

Late in 2018 the potential for a combined pound with SWDC was explored and a combined animal facility location study was undertaken (presented to Infrastructure and Services, May 2019).

In late 2019, SWDC advised that they were considering alternative options for their own animal facility with the pressing need for SWDC to have a facility closer to their high use operational area (Featherston).

One of the major difficulties in a joint animal facility has been the different operational specification requirements each Council has for the facility. MDC offered an alternative approach to comparing joint facility options, by suggesting CDC use and access their new proposed animal facility in Masterton (essentially a rental agreement for space).

4. MDC PROPOSAL

MDC have progressed their revamped animal facility project with the choice of a lead architect been made in September 2020.

An offer has been made by MDC for shared use and access to the building once completed. Of note is that the offer is not an offer of a capital contribution (i.e. ownership) nor is it a shared service, although there is nothing precluding that in the future, regardless of facility location.

The numbers supplied in by MDC in May 2021 were based on a capex spend by MDC of up to \$1.7m however, final design and configurations remain a work in progress therefore making the suggested CDC numbers below indicative.

The cost allocation model assumes the fixed costs of the facility will be shared between the three Councils. The CDC percentage, as per the shared service cost agreement, is 22.4% of the estimated \$142,500 per annum. This translates to a share portion of \$32,000.

In addition to the fixed costs, the operating costs of the new facility are projected to be \$77,800 per annum with a suggested cost allocation of 17.4%, based on the estimated number of impounded dogs in a year (75) over the total for the Wairarapa (431). This amounts to \$13,500 per annum or \$180.50 per dog and would fluctuate year on year.

This would amount to a total rental of \$45,500 per annum.

Carterton would have the existing operational expenditure for the animal management of dogs on top of this figure and we would lose a percentage of ability to meet the expected Level-of-Service given the travel time requirements.

5. CARTERTON'S ANIMAL FACILITY

CDC officers have progressed on a potential design and specification for the Dalefield Road site. The facility has a preliminary space to hold ten pens including whelping and isolation facilities with the ability for more capacity should it be required. The plans and specifications are ready for tender should that be the option chosen.

The budget for CDC is \$350k and was approved during the 2019/20 annual plan process. Initial discussions with a potential provider have elevated officer confidence that the facility can be completed within the already specified budget. However, the current construction environment is seeing increasing costs and this remains a risk for CDC until the procurement process has been completed.

6. OPTIONS

The final dollar figure of the MDC offer for access and use of the proposed facility is determined by two main factors. One is the final overall cost of the facility and the other is contingent on SWDC being part of the cost calculation.

Conversations with SWDC indicate acceptance of MDC's offer as highly unlikely. It is probable that the CDC share of costs stipulated above would increase should this be the case, but this has not been confirmed. Additionally the final cost of the MDC building is not yet finalised, but should be in the next few months.

The rental for building space in a building of the size and value with provisions of resources that MDC are proposing, is a fair cost. However, the need for these facilities from a CDC point of view, who do not have plans to house staff on-site, are more than what is required.

The alternative is for CDC to continue with the plans to build an animal facility within the specified budget.

A CDC facility will be built in accordance with the Building Act requiring the building to have a life of no less than 50 years. Recouping the cost of the building would be within a ten-year comparison of rental costs.

7. NEXT STEPS

Officer recommendation is to work through the procurement process with the design and specification for an animal facility at Dalefield Road.

8. CONSIDERATIONS**8.1 Climate change**

Climate implications with additional travel time for the MDC space compared to construction emissions have not been calculated.

8.2 Tāngata whenua

N/A

8.3 Financial impact

Financial implications will depend on the decision outcome.

An access and use agreement with MDC will increase operational costs for animal management, which are not included in our current LTP budget. Continuing with a CDC animal facility is consistent with the LTP budgets.

8.4 Community Engagement requirements

N/A

8.5 Risks

Further decision delays will likely increase final building costs

9. RECOMMENDATION

That the Committee:

1. **Receives** the report
2. **Agrees** to progress the procurement process for a Carterton District Council animal facility

File Number: 136065

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments: Nil



7.5 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS

1. PURPOSE

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 received between 16 August 2021 to 11 October 2021.

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 Local Government Information and Meetings Act (LGOIMA) allows people to request official information held by local government agencies. It contains rules of how such requests should be handled and provides a right to complain to the Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings.

The purpose of the Act is to increase the availability of official information held by agencies and promote the open and public transaction of business at meetings.

The purpose of LGOIMA are specified in Section 4:

4 Purposes

The purposes of this Act are, consistently with the principle of the Executive Government's responsibility to Parliament, -

(a) to increase progressively the availability of official information to the people of New Zealand in order -

(i) to enable their more effective participation in the making and administration of law and policies; and

(ii) to promote the accountability of Ministers of the Crown and officials, -

And thereby to enhance respect for the law and to promote the good government of New Zealand:

(b) to provide for proper access by each person to official information relating to that person:

(c) to protect official information to the extent consistent with the public interest and the preservation of personal privacy.

The information is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letter, notes, emails and draft documents
- non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings
- information, which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity)
- documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency
- the reasons for any decisions that have been made about a person.

It doesn't matter where the information originated or is currently located, if it is held by the council it must be provided if requested, unless there is reason to withhold the information, as specified in Section 7:

7 Other reasons for withholding official information

(1) Where this section applies, good reason

for withholding official information exists, for the purpose of [section 5](#), unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.

(2) Subject to [sections 6](#), [8](#), and [17](#), this section applies if, and only if, the withholding of the information is necessary to—

(a) protect the privacy of natural persons, including that of deceased natural persons; or

(b) protect information where the making available of the information-

(i) would disclose a trade secret; or

(ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or

(ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the [Resource Management Act 1991](#), to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or

(c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information-

(i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

(ii) would be likely otherwise to damage the public interest; or

- (d) avoid prejudice to measures protecting the health or safety of members of the public; or*
- (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or*
- (f) maintain the effective conduct of public affairs through—*
 - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom [section 2\(5\)](#) applies, in the course of their duty; or*
 - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or*
- (g) maintain legal professional privilege; or*
- (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or*
 - (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or*
 - (j) prevent the disclosure or use of official information for improper gain or improper advantage.*

Councils must respond to a requester 'as soon as reasonably practicable' and no later than 20 working days after the day on which the request was received. At Carterton District Council we acknowledge receipt of the request within the first working day. We respond promptly to requests and generally well ahead of the 20 working days.

Where a person requesting the information indicates urgency, we normally prioritise our response ahead of other work. This mainly relates to requests from the Media. Note: not all media requests for information are treated as LGOIMA requests.

All requests are recorded in a register and saved in Magiq Documents.

4. REPORTING LGOIMA REQUESTS TO COUNCIL

Attachment 1 contains the requests received from 16 August 2021 to 11 October 2021, as well as requests received in July, but which were still open in the August report. As of 11 October 2021, we have three open requests.

For those requests where a response was longer than 20 working days, all had extensions applied under the legislation, and therefore met the time limit requirements.

5. CONSIDERATIONS

5.1 Climate change

No climate change considerations.

5.2 Tāngata whenua

No tāngata whenua considerations.

5.3 Financial impact

There is no financial impact.

5.4 Community Engagement requirements

There are no community engagement requirements.

5.5 Risks

No specific risks identified.

6. RECOMMENDATION

That the Council:

1. **Receives** the report

File Number: 136458

Author: Geoff Hamilton, Chief Executive

Attachments: 1. LGOIMA Request received 16 August 2021 - 11 October 2021 [↓](#)

LGOIMA - 16 July 2021 - 11 October 2021

Requests Received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond
25	22	0	15.14

Date Received	Organisation	Subject	Working Days to respond	Total per month
16-Jul-21		a list of the email recipients from the email incorrectly sent to Blair King CE of Carterton District Council, editorial in the Wairarapa Times Age.	22	
23-Jul-21	Bridge it NZ	"I'm currently doing some market research for our company Bridge It NZ. We are looking to gauge the size of the bridge market in the Region which in turn helps us as a business to concentrate our support where it is needed most. I was directed to this email address and hope you can assist by providing the following information: • A list of all bridges in the Greater Wellington Region for the last 5 years that had consents approved • Which industry the bridge services • Date they were issued If the information is readily available, we would also like further information that could provide: • Specifications of the bridges (type / length / possibly pile used) • Who applied for the consents (Construction company if possible) • What industry / client these bridges are servicing."	20	
26-Jul-21		For some time now I have been concerned about the progress of the wastewater treatment plant upgrade project. The report in the July edition of the Carterton Crier _____, has made me even more concerned. ----- As a ratepayer I have three questions that the report should have answered; 1. What is the current status of the project? 2. What is the expected completion date for the project? 3. What is the expected finished cost of the project? The rep_2).t does not give satisfactory answers to any of these questions. Instead the report is a series of random statements describing various historical actions and decisions. It does not provide a coherent picture of the current status of the project. In the report the Council states that the project is within the time period of its consents to have the reservoirs running and suggests that the project is therefore on track. This is at best misleading, the project plan no doubt references the consents but is an independent document. The delays already experienced mean that the project is not on its original track. If a new track has been plotted the ratepayers should be advised of it. Ratepayers deserve transparency and this is sadly lacking in the Council's repmt. One conclusion from the repmt is that the Council does not have the competencies required to conduct a project of this nature. I urge the Council to acknowledge this and seek assistance from competent project managers to ensure that this and other capital projects return the maximum benefit to ratepaye\'.s.	20	
27-Jul-21		The number of cases of illegal vegetation clearance dealt with by council between January 1, 2016 and July 27, 2021. I would like information broken down by date, area of land cleared, rule broken, and action taken by council (warning, court action etc). Illegal vegetation clearance means any clearance that breaches District Plan and/or RMA rules.	14	

30-Jul-21	NIWA	water meter data for drought resilience modelling? Kia ora I am an economist at NIWA and I am planning some socio-economic modelling to analyse resilience and adaptation for droughts. To do this project I need household-level water consumption data that I can integrate with property data, census data, weather data, and climate change projections. Similar data integration has already been done for Watercare by Auckland University and resulted in multiple publications - although they didn't do climate change economic modelling. If I had data for Carterton households I could compare and contrast with Auckland and assess the socio-economic implications. Could you please put me in touch with someone who might be able to help with my data needs	31	5
9-Aug-21		Please provide the following information: 1. A detailed copy/list of the criteria or methods used by Carterton District Council to determine whether wood smoke from a domestic chimney is a nuisance as per council's responsibilities under section 29(m) of The Health Act 1956. 2. Confirmation of how many abatement notices have been issued to owners of domestic fireplaces/woodburners in the past 5 years (since August 2016).	8	
12-Aug-21	University of Otago	The information we are seeking is related to the organisation's Human Resource strategy and Human Resource policies. Examples of such documents include: • Human Resource Strategy/People Management strategy • Training/ Learning and Development policy/guidelines • Employee Wellbeing policy/guidelines • Recruitment and staffing policy/guidelines • Performance management and appraisal policy/guidelines • Employee Benefits policy. We are seeking these (and if available, other similar) Human Resource strategy and policy documents for the period of 2010 – 2021 (with the dates). If you have a web archive where such documents may be stored, please let us know. By collecting and analysing the requested documents, we hope to chart how changes related to social expectations and attitudes have an influence on the policy and practice of Human Resource Management. An exact OIA request has been sent to all the other city, district and regional councils as well. This information will be used by a team of University of Otago researchers; and won't be shared with anyone other than the research team. All the council names and their information will be fully anonymized, and hence, no named reference to any particular council or its employees will be made in the final publication and any (or all) the subsequent press releases made in relation to the publication.	14	
13-Aug-21		We formally request under LGOIMA the full text from the Requestor for "LGOIMA Request: 2021-77 Email recipient list from WTA editorial" and the full outcome provided, once made, by Carterton District Council to this Requestor.	3	

16-Aug-21		<p>We don't appear to have received a reply to our email request for clarification sent 12.10 pm, Friday 13 August 2021. We note, we have been given just over two working days to reply, when 5-10 days are the normal minimum for LGOIMA requests. This just adds weight to the gross failures, in our opinion, of Council.</p> <p>We formally request under LGOIMA the full text from the Requestor for "LGOIMA Request: 2021-77 Email recipient list from WTA editorial" and the full outcome provided, once made, by Carterton District Council to this Requestor. A separate confirmation email of this request has been sent.</p> <p>We formally request under LGOIMA a copy in full of what advice was sought from the Ombudsman by Carterton District Council and the Ombudsman's full reply in relation to "LGOIMA Request: 2021-77 Email recipient list from WTA editorial". A separate confirmation email of this request has been sent.</p> <p>We consider ex-Acting CEO, the Mayor and Councillors are complicit in gross breaches of processes and need to be held accountable. We are working through all options available to us.</p> <p>As impacted parties, we do not consent to our private email addresses and/or our names being released by Council. For the Council to do so only perpetuates these gross failures. This will further impact the lives and potentially livelihoods, of those who have been caught up in this "deliberately leaked" private email.</p> <p>According to the text from the LGOIMA provided below, requesting "... a list of the email recipients from the email incorrectly sent to Blair King c/f".</p> <p>The "owners" our "deliberately leaked" private email are not the "recipients" of the email incorrectly sent. No email was incorrectly sent to the "owners", only to "recipient" ex-Acting CEO Blair King as stated in the LGOIMA request. Along with every other person/email address our private email was sent on to, including both internal Carterton District Council and forwarded-to external email addresses.</p> <p>This all started when ex-Acting CEO King "deliberately leaked" our private email, he obtained-in-error to Mayor Lang.</p> <p>King may have deemed it appropriate to "deliberately leak" our private email and without redacting our names and email addresses to the Mayor, however, in our opinion it was the beginning of a series of gross failures. And in doing so, causing accumulative collateral damage.</p> <p>It was wrong in our opinion, for the Mayor to go on and share our "deliberately leaked" private email and without redacting our names and email addresses, with all Councillors and no doubt other staff.</p> <p>For us, this whole series of incidences has many "breaches of trust" and in our opinion broke numerous sections of the Council's Code of Conduct by the Mayor and further perpetuated by Councillor Stockley.</p> <p>Using our "deliberately leaked" private email, in what seems to us, a form of punishment against Councillors Greathead and Cretney. And in doing so causing damage to all 18 owners, is shameful in our opinion.</p> <p>It was "extremely wrong" for Councillor Stockley, we believe, to go against the confidential caveat the Mayor added to our "deliberately leaked" private email and send to Reporter Tom Taylor at Wairarapa Times-Age (WTA), and without redacting our names and email addresses. And in doing so once again, punishing and causing more damage to all 18 owners of our "deliberately leaked" private email.</p> <p>The Code of Conduct seems to be used against some Councillors and not others, whom we believe have broken a number of the articles listed in this document.</p> <p>Only three names out of 18 owners of our "deliberately leaked" private email have been identified in the media, the rest is "public" conjecture.</p> <p>A number of the names/email addresses in our "deliberately leaked" private email, are not part of any organised group related to the content of this email. These names/email addresses got inadvertently added to our email trail and are now mixed up in this mess due to no fault of their own.</p> <p>The others fall into "concerned" residents and ratepayers, who are entitled to be part of any "legal law-abiding" group and who have the right to share privately (or publicly), their "passionate" opinions on any Council topic. However, does the Council have the right to "deliberately leak" our private email, obtained-in-error?</p> <p>Some of these "concerned" residents and ratepayers were working through a process of setting up a steering group, "Informed Carterton", to help enable facilitation of independent voices, debating district issues, promoting good government and solutions focused. It was no "secret</p>	2	
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		<p>squirrel outside-of-council power group". None of the 18 email owners "belonged" to any organised "official" group. "Informed Carterton" steering group held only two private-in-home meetings and a third was scheduled to formalise processes and set a public launch date.</p> <p>Releasing any of our names and/or email addresses is not balancing anybody's public interest. Also noting the original perpetrator, in our opinion, is the ex-Acting CEO King, followed by the Mayor and Councillor Stockley. The names and/or email addresses in themselves provide nothing regarding the context of what was contained within and the wider context of what was behind the content, of our "deliberately leaked" private email. Neither does the published WTA article or Editorial.</p> <p>A large part of the WTA article and Editorial seemed completely off-track and slanted. The article appeared to be mostly about punishing Councillors Greathead and Cretney by Councillor Stockley along with anybody else deemed to be acceptable collateral damage.</p> <p>WTA may have got a completely different and more balanced story if they had canvassed all 18 email address owners. They reported on only three address owners and seemed to add conjecture about the rest, to come up with a far fetched motive behind it all, in our opinion, as suggested by Councillor Stockley.</p> <p>For the record – Councillors Greathead and Cretney were not the leaders for any "secret squirrel outside-of-council power group" we were involved in, in spite of what seems to be the general thinking and belief of some conspiracists.</p> <p>We ask again, how would releasing any of our names and/or email addresses be any part of balancing public interest? As stated above, there was nothing balanced, in our opinion, by the WTA article.</p> <p>And why would anybody want to know who the names and/or email addresses were, for what legitimate purpose and motive? We can not see how releasing our personal information will add anything to the public interest.</p> <p>If Council shares our names and/or email addresses from this "deliberately leaked" private email, it will bring further serious harm to those who have already been severely impacted by these situations. The harm some individuals have gone through due to recent, seemingly approved processes and behaviours of the Mayor, Councillors and Senior Council Management, is immeasurable and damaging, almost beyond repair.</p> <p>We have chosen to live in this Community and for the Council to continue to seemingly allow us to be the punching bag, is a very sad outcome indeed. It impacts the lives and potentially livelihoods, of those who have been caught up in our "deliberately leaked" private email. This will become the fourth incidence, that we know of, of collateral damage from our "deliberately leaked" private email, once again punishing us all. Enough is enough.</p> <p>We emphatically do not consent to our email addresses and/or our names being released by Council or by any other person/s in receipt of our "deliberately leaked" private email.</p> <p>We learnt very valuable lessons through this, and other, gross breaches of process. We have lost all confidence and faith in our elected Mayor, Councillors and ex-CEO King. The Council processes and behaviours are appalling and change is essential. We deserve at the very least, a publicly published apology from the Mayor for this appalling behaviour.</p> <p>It is staggering that Carterton District Council does not seem to have a published complaints process like Masterton and South Wairarapa – District Councils. It is equally staggering that there is no public accountability process for the elected Mayor and Councillors, except for the three year election. Residents and ratepayers deserve a fair deal. The Local Government reforms may be the best thing to happen, especially if it addresses these types of issues and behaviours.</p>		
16-Aug-21		<p>A part of my nursing assessment I am researching about a district and how the data I find out can impact on health and health behaviours. I was just looking at the annual report ending 30th June 2020 and noticed that of the \$13,747,597 received from rates, \$4,092,337 was allocated to community support. Are you please able to email me what 'community support' covers and a breakdown of where that sum of money was allocated?</p>	20	

18-Aug-21	Tendium is an overseas company	<p>I am requesting data about payments made by the Carterton District Council to external suppliers for purchases of goods and services between 2020-01-01 and 2020-12-31.</p> <p>What is requested is a compiled list, ideally in Microsoft Excel format, of the council's external suppliers which contains as many of the following variables as possible:</p> <ul style="list-style-type: none"> -The name of the supplier -The supplier's New Zealand Business Number -The total amount paid to the supplier during the year 2020 for purchases of goods and services. The amounts can either be including or excluding GST. This request only regards suppliers to whom the council has paid NZ\$5,000 or more during 2020. If information about any specific supplier is too sensitive to produce, feel free to remove it from any potential list. <p>If this request is rejected I would appreciate it if you could evaluate it again with a higher threshold of NZ\$10,000.</p>	20	
19-Aug-21	Farrah's Noise Community Group	<p>"...for your council in relation to complaints since November 2019:</p> <ol style="list-style-type: none"> 1. Have you had more than 200 complaints against any single individual or business for breaches of any District or Regional Plan since November 2019? 2. If the answer to the above is yes, please provide the name of the business, number of complaints, and brief summary of the issue. Also please provide details of any enforcement action taken in relation to the issue during this period. <p>This information will be used for an upcoming story currently being prepared to contrast the approach of the Upper Hutt City Council in their management of District Plan breaches by Farrah's Breads Ltd. In that instance there have been over 200 complaints from more than 30 individual complainants regarding proven breaches to the District Plan, but no enforcement action has occurred."</p>	18	
20-Aug-21	Taxpayers' Union	<p>under the LGOIMA to enable the Taxpayers' Union to publish an online dashboard summarising the positions (or timeline for decision and link to consultation materials) of each territorial authority on the Government's proposed "Three Waters reform". The Taxpayers' Union is New Zealand's largest taxpayer and ratepayer group – enjoying the support of some 140,000 registered members and supporters.</p> <p>We note that some councils, such as the Far North DC, have publicly stated that (at least in principle) they are 'opting-out' of the three waters reform. We want to clarify the position with your Council and understand how these decisions are being made.</p> <p>We request a copy of the Council's "Significance and engagement policy" as required by s 76AA of the Local Government Act 2002. We also request information that answers the following questions:</p> <ol style="list-style-type: none"> 4. Has your council, or Mayor, taken a position (even if just 'in principle') for or against opting into the government's proposed three waters reforms? 5. If so, what is that position, how was it come to, by whom, and on what date?* 6. Have you made a determination under your Significance and Engagement Policy? <ol style="list-style-type: none"> a. If so, what is that position, how was it come to, by whom, and on what date?* b. What is the timeline for engagement under this determination?* c. If not, what is the anticipated timeline to make that determination? <p>*please append any associated meeting minutes and/or media statements.</p> <p>** if the matter is currently out for public consultation, please provide or link to the consultation material.</p> <p>Please ensure the information is accurate as at the time of your response – and not just as of today's date. Please also address each question/information request separately.</p>	7	

24-Aug-21		<p>Part One:</p> <ol style="list-style-type: none"> 1. Does your council refer unpaid infringement notice fees to the Ministry Of Justice for collection? 2. Does your council refer unpaid infringement notice fees to private debt collection companies for collection? 3. If yes to question number 2 above, what legislation formally allows you to do this? 4. Does your council either yourself or using a third party update individuals personal credit file history with regards to unpaid infringements? 5. If yes to number 4, do you use the standard Ministry Of Justice “fines” process which is automatically removed from an individuals personal credit file upon payment of the fines, or do you use a private third party credit reporting agency or debt collection company, which remains on a individuals personal credit file for 5 years from the date of listing? 6. With regards to number 5 above, do you authorise credit reporting agencies and or debt collection companies to remove credit defaults from individuals personal credit files following the payment of infringement notices or do you persist they remain for the maximum time allowable by privacy law? 7. Do you allow individuals to come to a payment arrangement prior to referring unpaid infringement notices to any of the above sources, or similar to some government agencies (Eg: Nz Police) do you refuse to allow direct payment arrangements? <p>Part Two:</p> <ol style="list-style-type: none"> 1. In the twelve month ending 31/07/2021 how many unpaid infringement notices did you refer to the Ministry Of Justice for formal collection? 2. In the twelve months ending 31/07/2021 how many unpaid infringement notices did you refer to private debt collection (any other company or organisation that is not the Ministry Of Justice) for collection? 	22	
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26-Aug-21		I see Council has approved a housing action report prepared by Analytics. Would you please email me a copy.	1	10
3-Sep-21	Birchway Farm Ltd	<ul style="list-style-type: none"> All Building Consents numbers and addresses issued under the Licensed Building Practitioner's number BP 118645 from Carterton District Council For the period of 1 January 2015 to 2 September 2021 	14	
5-Sep-21		<ul style="list-style-type: none"> Has the Council delegated its duty under Section 35(2)(d) of the RMA [as provided for under Sections 34 and 34(A) of the RMA]. If the Council has done so, to which council committee, hearings commissioner, and/or council employer (as the case maybe) has that duty been delegated. (Note: in the case of council employees, position titles only are required, not staff personal identifiers.) Has the Council transferred the duty under Section 35(2)(d) of the RMA [as provided for under Section 33 of the RMA]. If the Council has done so, to which public authority (or authorities) has that duty been transferred. Where the Council has delegated and/or transferred the duty under Section 35(2)(d) of the RMA, a copy of the relevant document that officially records the delegation/transfer as the case maybe. (Note: this can be provided with a link to an appropriate council website if this is available.) Where the Council has not delegated the duty under Section 35(2)(d) of the RMA, why has the Council not done so. Where the Council has not delegated the duty under Section 35(2)(d) of the RMA, by what process does the Council fulfil its duty under Section 35(2)(d) of the RMA. Does the Council have a RMA monitoring strategy that addresses the duty imposed under Section 35(2)(d) of the RMA. If the Council has such as strategy, a copy of that document (Note: this can be provided with a link to an appropriate council website if this is available), as well as relevant citations to sections/pages that reference to Section 35(2)(d) of the RMA . 	20	
7-Sep-21		<p>Could you please advise how many dogs were impounded in May, June, July and August of this year. Could you also identify</p> <p>1 how many of these dogs were registered</p> <p>2 what fines were issued to the non registered dog owners and what was recovered</p> <p>3 how many dogs were euthanised.</p>	9	
7-Sep-21	PNCC	"...regarding the Arts, Culture and Heritage Advisory Group? Such as a terms of reference and what its purpose is within Council?"	18	
13-Sep-21		<p>According to the recently released Law Commission's Report "The Legal Framework for Burial and Cremation in New Zealand" the Carterton District Council has entered into either a partnership or leasing arrangement with a private operator to provide crematorium services in your area</p> <p>Could you please provide me with the details of the partnership or leasing arrangement you have with the private operator/s?</p>	19	
13-Sep-21	University of Otago	<p>Please supply the information requested within the document "Investigating nitrate contamination in drinking water" under the Local Government Official Information and Meetings Act (LGOIMA).</p> <p>This document also outlines the rationale for our research project and makes more detail on our specific requests for the data required to conduct this work. Also attached is our longer research proposal for a population-level cohort study investigating the potential health burden of nitrate contamination in drinking water.</p>	20	

13-Sep-21	Wairarapa Times Age	<p>for a copy of the LGOIMA response to a request made on 28 June 2021 for the following information:</p> <ol style="list-style-type: none"> 1. A full cost breakdown of the \$4.5m new build comprising at a minimum the following information: <ol style="list-style-type: none"> a. Details about the component parts of the cost b. How the costs have been estimated c. What contingencies have been built into the cost estimate 2. What site options have been considered by Council for the location of the new offices 3. Copies of draft and final plans developed for the new offices including any artistic drawings 4. What implications have the Council identified for the district of the new location, including in relation to the Mayor's activities around the CBD redevelopment 5. What risks and mitigations have the Council identified for the project? 6. What financing options to fund the build is the Council planning to draw upon? 7. What communications have the Senior Council Management had with District Councillors about this proposal over the last 12 months, including the following details: <ol style="list-style-type: none"> a. What have the Mayor / Councillors been told – what was the content, when where they told, and how they were told (for example, email, phone text, Council briefing paper etc) b. The advice given by Mayor / Councillors to Senior Management about this issue and questions raised by them for Senior Management. 8. An explanation why Senior Council Management did not think this topic was worthy of proper public consultation in the draft LTP 2021-2031 particularly as the expenditure falls with the first three years of the LTP? 	11	
14-Sep-21	Wairarapa Times Age	<ol style="list-style-type: none"> 1. A list of all council workshops/forums/briefings held since the start of the triennium (2019) until now (September 14) in the below format: Date A list of all topics discussed Was it public-excluded? 2. I would also like the above information for the previous triennium in the same format. 3. I would also like a comment from your council chief executive and mayor to explain the workshop process to ratepayers and residents who may feel they want more robust discussions in the public forum on council decisions. 4. Can you comment on the difference between the number and contents of workshops this triennium [so far] versus the previous triennium? Any other relevant comment you wish to provide is welcome. <p>The context of my request ties in with a Local Democracy Reporting investigation published earlier this year: https://www.rnz.co.nz/news/ldr/439407/secret-council-workshops-the-black-hole-of-transparency</p>		

27-Sep-21	New Zealand Taxpayers Union	<p>We note the Government's deadline in the coming days for your Council to indicate whether it will participate or 'opt out' of the Three Waters proposals. You will likely hear from many of our members and supporters as you finalise this decision this week.</p> <p>13. Once the decision is made, we would like to know your Council's response (ideally in the form required by the DIA/the Government). We request this under the Act.</p> <p>14. We also request the following information under the Act:</p> <p>(a) which elected officials indicated support, via a vote or other means, for and against your Council's participation in the programme (or a link to the relevant minutes);</p> <p>(b) whether your Council accepts as accurate the Government's claimed economic benefits (and if not, details of what you consider to be wrong). We understand, for example, some councils have commissioned independent reviews of the Government's claims relating to benefits for your community. We would like to see the conclusions and advice tendered to councillors on these peer reviews so that we may make it available to our supporters who live in your community;</p> <p>(c) how many staff would likely be made redundant if your water assets were transferred to one of the new proposed water entities; and</p> <p>(d) whether rates would be decreased as a result of the reforms and by how much (for average residential rates is ideal, but any advice or calculations you can provide would be appreciated).</p> <p>15. If the answers to (b), (c), and (d) above are not available, please tell us what figures and information was provided to Councillors in coming to their decision on your council's participation in Three Waters or otherwise.</p>		9
4-Oct-21		<p>1. The Financial Impact and Risk reports to the Wastewater Treatment Plant Upgrade Governance Group as referred to in the Wastewater Treatment Plant Upgrade Update from the Infrastructure and Services Committee Agenda dated 2 June 2021.</p> <p>2. The Financial Impact and Risk reports to the Wastewater Treatment Plant Upgrade Governance Group as referred to in the Wastewater Treatment Plant Upgrade dated 4 August 2021.</p>		1
		Requests not closed yet.	3	



7.6 CHIEF EXECUTIVE REPORT

1. PURPOSE

To inform Council of officer's activities since the previous meeting.

2. SIGNIFICANCE

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

3. COMMUNITY SERVICES

Community Development

Community Grant Funding

The community grant applications were considered at a Grants Committee meeting held via Zoom over lockdown. A total of \$137,864 funding was approved to community organisations representing a diverse range of activities and programmes to our community.

The Creative Community Grant round is currently open with a close date of 22nd October.

Covid 19 Impacts

Unfortunately, Covid restrictions meant we had to cancel or postpone:

- WREMO Community Hub Drill
- October School Holidays programme
- Daffodil Festival
- Citizenship Ceremony (all new citizens received their certificates by courier and we will hold a celebratory morning tea later in the year)
- Senior of the Year Awards morning tea.

Generally, our community moved into Level 4 seamlessly this time. We were able to support the foodbank with staff offering to deliver parcels to those that could not come to the foodbank for contactless pickup. Waiwaste collections were stood down whilst in Level 4 and 3 and recommenced at Level 2.

Walking and Cycling

We welcomed Sandra Burles to the team. Sandra is our new Community Development Coordinator, with a focus on walking and cycling (regional), community events, and community grants. We have met with Celia Wade-Brown to commence planning for a larger Wairarapa Walking Festival planned for November 2022. The

Wairarapa Volunteer Centre will be project managing this festival and we will provide some support around event organisation.



Community Events

We are supporting Rotary with the Carterton Christmas Parade scheduled for 27th November. This will be followed by the Summer Street Party at Carrington Park. Planning is well underway for the Street Party. Unfortunately neither of these events can happen if we are still at Level 2.

We are also organising an event to celebrate ten years of the Event Centre. This can happen at Level 2 with a restriction on numbers.

Pack the Bus - CDC has resumed its commitment to Pack the Bus, and is in the process of locking in dates and times where the Carterton community can gather to support this worthwhile cause.

Neighbourhood Support

Our regular Neighbourhood Support newsletter (Sue's News) was sent out regularly over lockdown and was a valuable way of connecting people to a range of services that were available, and to ensure those that may be isolated could reach out. Feedback received indicates an increased weariness with Covid restrictions alongside an increased need for social contact.

We have applied to the Neighbourhood Support contestable fund for funding towards replacement of all NS street signs, as many still carry the old logo. An audit will be completed with a goal of refreshing signs as well as signalling at the entrance to Carterton that Neighbourhood Support is alive and flourishing here.

Positive Ageing

The Positive Ageing Strategy Co-ordinator supported the Age Concern Wairarapa Senior of the Year Awards announced on October 1 (the UN Day of Older Persons). The awards ceremony was cancelled with the winners being notified by phone and the public through the newspapers and social media. Mayor Lang was part of judging panel with Mayor Patterson and Deputy Mayor Emms.

An engagement plan is being designed that will assist in the development of a three-year workplan for 2022 – 2024. There was wide engagement for the development of the Strategy in 2018 – 2019 which still stands; however, this is an opportunity to check in regarding work already achieved and identify areas of focus for the next three years.

The PAS Co-ordinator along with Mayor Lang and Community Development Team Leader met with The Chief Executive of Digital Seniors. Further engagement has been with staff and the Board of Digital Seniors. We anticipate this will lead to a Memorandum of Understanding, including shared workplans and greater opportunities for all.

The inaugural Wairarapa Senior Games will be held on Saturday, 26th March 2022, a week after Age Concern's Positive Ageing Expo on the 19th.

Community Health & Wellbeing

We continue to work with Wairarapa DHB in supporting the provision of pop up or drive through vaccination clinics. Clinics are planned for 15th and 16th October at Clareville Showgrounds and Gladstone Complex. Rangitahi Hub has been offered as a venue also but at this stage the DHB wants to focus on drive through and outreach opportunities.

Community Development – Youth

Youth Council - Registration and recruitment has started for the Carterton Youth Council, with rangatahi encouraged to come together in early November to start forming a group that will provide input to council, while also creating and leading youth initiatives and events.

Rangatahi/ Youth Strategy - Working together, has staff from each of the three councils reviewing the youth strategy and creating actions and outcomes to further facilitate our shared commitment to rangatahi.

In addition we are developing Summer 'Play' Days – a calendar of events for the summer 2022 period, which encourages whanau to come together to engage in play and recreational activities throughout the community.

Climate Change

Greenhouse Gas Inventory for Wastewater Treatment

In August 2021 Water NZ released “Carbon accounting guidelines for wastewater treatment: CH₄ and N₂O” (CH₄ = methane, and N₂O = nitrous oxide).

“These guidelines provide a standardised approach to assess greenhouse gas emissions generated by municipal and domestic wastewater treatment, discharge and sludge processing in New Zealand. The goal is to provide consistency for wastewater asset owners / operators in New Zealand, as well as a greater level of detail to assist with asset planning and benchmarking.”

These guidelines will be used to measure our WWTP emissions for our next greenhouse gas report – the period starting in January 2021. We previously used the MfE's guidance on greenhouse gas reporting (“Measuring emissions: A guide for organisations”). The MfE guidelines will still be used for all other sections of the greenhouse gas inventory (transport, electricity, etc).

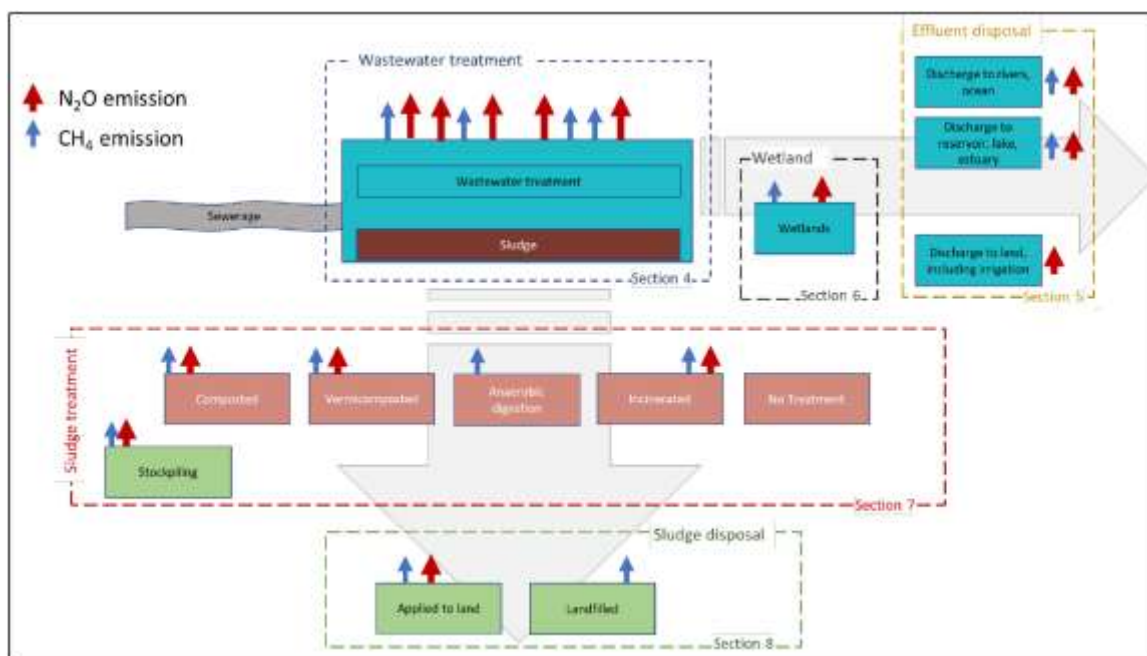
What are the main differences between both guidelines?

The MfE 2020 guidance provides different emissions factors for the different type of WWTP (anaerobic pond, oxidation pond, facultative aerated pond, average for WWTP, etc). The previous 2019 guidance which only provide one emission factor for the average WWTP.

Furthermore the new guidance provides greater ability and explanation on how to measure emissions at each of the stages of WW treatment (cf. following diagram):

- Emissions from the wastewater treatment
- Aerated pond
- Wetland
- Emissions from the effluent discharged on land
- Emissions from the effluent discharged in waterways
- Emissions from sludge treatment
- Emissions from sludge disposal

The results obtained with the new Water NZ guidelines will be more accurate than the ones obtained with the previous MfE guidelines. Note that both guidelines allow methane (CH_4) and nitrous oxide (N_2O) emissions measurements. The Water NZ guidelines are accessible [Water New Zealand \(waternz.org.nz\)](https://www.waternz.org.nz)



National Emissions Reduction Plan

In February 2021, the Climate Change Commission He Pou a Rangi released its Draft Advice for Consultation. The three Wairarapa Councils made a submission to this consultation.

In June 2021 the Climate Change Commission He Pou a Rangi released its report to government titled "Ināia tonu nei: a low emissions future for Aotearoa".

Since this advice was released, the government has been working on an Emissions Reduction Plan which we expected will be available for consultation in October 2021.

We anticipate the three Wairarapa Councils will write a joint submission once this plan is available for comment.

The current target is for Government to release the final Emissions Reduction Plan by the end of May 2022.

COP26

COP26 is the 2021 United Nations (UN) climate change conference.

For nearly three decades the UN has been bringing together almost every country on earth for global climate summits – called COPs – which stands for ‘Conference of the Parties’.

This year will be the 26th annual summit – giving it the name COP26. With the UK as President, COP26 takes place in Glasgow from 31st October to 12th November 2021.

In the run up to COP26 the UK is working with every nation to reach agreement on how to tackle climate change. World leaders, alongside tens of thousands of negotiators, government representatives, businesses and citizens will attend the COP26.

These COPs can have a major impact on how climate change is being fought. Indeed, the Paris Agreement was agreed during the COP21 which took place in 2015.

What needs to be achieved during COP26?

Secure global net zero by mid-century and keep 1.5 degrees within reach

Countries are being asked to come forward with ambitious 2030 emissions reductions targets that align with reaching net zero by the middle of the century. To deliver on these stretching targets, countries will need to:

- accelerate the phase-out of coal,
- curtail deforestation,
- speed up the switch to electric vehicles,
- encourage investment in renewables.

Adapt to protect communities and natural habitats

The climate is already changing, and it will continue to change even as we reduce emissions, with devastating effects. At COP26, the parties need to work together to enable and encourage countries affected by climate change to:

- protect and restore ecosystems,
- build defences, warning systems and resilient infrastructure and agriculture to avoid loss of homes, livelihoods and even lives.

Mobilise finance

To deliver on the first two goals, developed countries must make good on their promise to mobilise at least \$100bn in climate finance per year by 2020. International financial institutions must play their part and the parties attending COP26 need work towards unleashing the trillions in private and public sector finance required to secure global net zero.

Work together to deliver

The parties attending COP26 can only rise to the challenges of the climate crisis by working together. To do this COP26 attendees need to:

- finalise the Paris Rulebook (the detailed rules that make the Paris Agreement operational), and
- accelerate action to tackle the climate crisis through collaboration between governments, businesses and civil society.
- More information is available at [UN Climate Change Conference \(COP26\) Glasgow 2021](https://unfccc.int/news/cop26-glasgow-2021)

Communications and Engagement

Three Waters

A campaign throughout September aimed to raise awareness of the Three Waters Reform ahead of Council's response to the proposals. Collateral and channels included:

- A media statement and agenda send to relevant reporters
<https://cdc.govt.nz/carterton-district-council-responds-to-three-waters-reform-proposal/>
- A letter to all ratepayers
- The report, DIA feedback and draft letter for ratepayers made available at www.cdc.govt.nz/threewaters along with all our past communications
- Home page prominence [above the fold]
- Facebook posts outlining feedback and where to find full information
- Article and advertisement in the October Crier being submitted to let people know where to find information
- A1 Posters being designed for our parks with a QR code which can be scanned and take people direct to our DIA feedback and residents' letter
- Pre-recorded radio interview available for Greg to deliver key points on our feedback and the process to date
- Livestreaming of meeting and upload to YouTube
- Email will be sent today to monthly newsletter subscribers to let them know where to find above info
- Pre-arranged ad in Wednesday's midweek letting people know timeline of 3 waters proposal and that the 3 Wairarapa councils' feedback is available



Te Wiki O Te Reo Māori

Comms composed an internal email campaign promoting Te Wiki O Te Reo Māori and the Māori Language Moment. Content from this, including videos of the Mayor and CEO, were used in a social media campaign.

One-to-one and group Learning opportunities were limited by heightened alert levels. We hope next year will have lowered levels to open opportunities for our team members to work together for learning, with our new Kaitakawaenga in place.

LinkedIn

Our LinkedIn channel was claimed and is now operating on a “testing the water basis”. We have tested a few posts to make inroads into the channel. In future months, we will create a strategic and tactical approach to how we use the channel and seek to work across the Council organisation for opportunities. For example, how LinkedIn presents another opportunity to promote vacancies at Council, and opportunities for the District.

The table below shows data on competitor pages – District Council pages from the Lower North Island. It shows we have some distance to go, but we have made a start!

LinkedIn competitor page data, September 2021							
	Carterton District Council	Masterton District Council	South Wairarapa District Council	Tararua District Council	Manawatu District Council	Horowhenua District Council	Central Hawke's Bay District Council
Total posts	2	1	0	1	9	21	7
Total post shares	0	3	0	4	0	2	3
Total post comments	0	0	0	0	1	2	0
Total post reactions	3	12	0	4	34	54	25
Total post engagements	3	15	0	8	35	58	28
New Followers	5	14	3	14	17	27	13
Total Followers	40	437	212	168	836	886	693

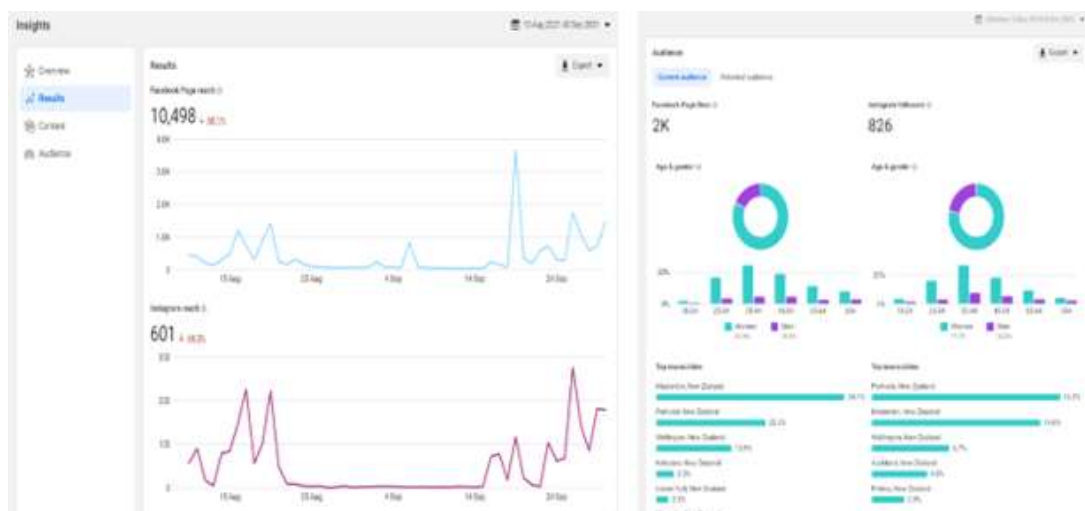
Total posts
Total post shares
Total post comments

Total post reactions
Total post engagements
New Followers

Total Followers

Facebook & Instagram reach

The Events team had spent June and July promoting the Carterton Heart of Winter Festival across multiple platforms, which was driving some good interest and engagement. The drop in engagement as shown below was expected once the Level 4 lockdown was announced.



Media requests

From October 1, media requests are being recorded in Microsoft Teams for process management and to make statistical collation easier. We hope to be able to present that data in a reader-friendly format in future reports.

Event Centre

Covid has meant a challenging time for the Event sales and marketing team. Most of the teams engagement has been about communicating with ticket holders and production/promotion companies to reschedule while keeping within the Level 2 requirements, or organise refunds if this is not possible.

We are entering the EVANZ annual awards in 3 categories this year. Small Venue of the year, Team member of the year (Simon Rayner), and Rising Star of the Year (Jenni Hall).

The new level 2 means many events can still go ahead, with reduced numbers, and some changes to our seating plans. Below is the list of cancelled and rescheduled events so far.

Event	Original Date	Status	New Date
	16-13		
Big Wai Art	September	Cancelled	
Solway Ballet	29/11/2021	Cancelled	
Solway College Ball	5/11/2021	Cancelled	
Let it go - frozen songs in concert	13/10/2021	Cancelled	
Wellington Light Opera	9/10/2021	Cancelled	
Kuranui School Ball	9/10/2021	Cancelled	
Operatunity	8/10/2021	Cancelled	
Wairarapa business awards	7/10/2021	Postponed	4/11/2021
Spaceweek Talks	6/10/2021	Cancelled	
The Pantaloons	3/10/2021	Postponed	2022
Liberty Swing Band	2/10/2021	Cancelled	
Wairarapa Senior Awards	1/10/2021	Cancelled	
St Marys School Production	30/09/2021		
Old Skool Ball	17/09/2021	Cancelled	
The Bookbinder	15/09/2021	Cancelled	

The Glow Show	2/09/2021	Postponed	12/10/2021
Operatunity	27/08/2021	Postponed	TBC

High Street Fire

Sadly, four businesses on our High St suffered fire damage on October 7. No one was hurt but the damage has put several much-loved Carterton businesses out of action for some time. It was covered by national and local media. The Mayor and Council used social media to distribute a fundraising campaign on behalf of the community. The donation page is at <https://givealittle.co.nz/cause/carterton-fire>.

Regional Zero Waste

Education

Zero Waste Education program in schools has been on hold due to Covid restrictions within the schools. However, our Zero Waste educator has received bookings for term 4 (2021) and term 1 in 2022. This includes Lakeview, Martinborough, Wairarapa College and possibly Gladstone school.

Your Sustainable School - Train the Trainer workshop for environmental educators has been rescheduled for 21st October. This workshop is hosted by the Sustainable Trust, with MDC, CDC and SWDC Zero Waste support to bring in external speakers on a range of sustainability, climate and waste minimization topics.

Zero Waste Events:

- WasteMinz campaign “Rinse Recycle Repeat” is a competition to win \$25,000 by creating a video about recycling and posting it on social media platforms. This is launching 11th October-5th November.
- Keep NZ Beautiful Week October has been postponed to 25th - 31st October. Clean Up Week - Keep New Zealand Beautiful (knzb.org.nz) encourages community groups and schools to register on the website to do a cleanup in their local area, this is supported by Masterton, Carterton and South Wairarapa District Councils.
- NZ Recycling Week is 18th - 24th October.

4. PEOPLE, HEALTH, SAFETY AND WELLBEING

Covid 19 Level 4

Since the last report much of the focus of our Health, Safety & Wellbeing (HSW) staff has been on the response to the latest COVID-19 outbreak. Aside from being involved in the organisational response as outlined in a separate report to this Council meeting, the HSW Advisor continued to highlight the importance of our statutory Health & Safety (H&S) obligations, such as reporting harm and injury, even under COVID-19 circumstances.

Staff were also supported with other issues such as home workstation set ups, managing home and work-life balance, and maintaining good mental health. The staff newsletter was used as a key communication tool to keep staff connected and supported.

The Health & Safety Committee were instrumental in reviewing and publishing work protocols for Levels 2, 3, and 4, often within short timeframes. While the templates had been created during the 2020 Lockdowns, increased caution, including the mandatory wearing of masks, was required to be introduced for the Delta variant.

As the current situation unfolds, there are an increasing number of H&S issues to be considered. We will be reviewing our policy and protocol guidelines to best respond to new challenges such as the encouragement of staff vaccinations and managing the safety of staff who are not vaccinated.

Staff Training

Front line and customer service staff are currently undergoing First Aid and Psychological First Aid training.

First Aid training ensures our staff can confidently respond to customer or staff medical emergencies that may arise in council buildings, facilities, parks and reserves. Psychological First Aid (PFA) training is for staff likely to be utilised at the Emergency Community Hub and involves learning to provide initial emotional and practical support to someone who has experienced a traumatic event – either a large-scale disaster event or a personal traumatic incident. PFA can be seen as the mental and emotional equivalent of medical First Aid and builds organisational and community resilience, plus the capacity to respond well to traumatic events in the workplace or community.

Health & Safety Incident Reports

Since the last council report, we have recorded the following incidents:

- 0 near miss incident
- 3 non-injury accidents/incidents
- 3 incidents resulting in minor injury
- 0 lost time injury

5. PLANNING SERVICES

Joint Local Alcohol Policy

The three Council Joint Local Alcohol Policy (LAP) was scheduled for review 3 years after it came into force (would be November 2021). None of the councils have allocated resources for this in their current LTP and the decision has been to defer the review until the following year. The decision to review after a 3-year period is unrelated to the Sale and Supply of Alcohol Act 2012 where LAPs must be reviewed at least every 6 years after the policy first takes effect.

Section 97 of the Act requires a territorial authority to use the special consultative procedure when undertaking a review therefore requiring resources for this to occur.

The new date for the review to commence is November 2022.

Smoke free

At the Wairarapa Policy Working Group meeting on 2 September 2021 the three Wairarapa District Councils agreed to merge their respective policies, with the goal of having a revised Wairarapa Region Smokefree Policy. Initial engagement has been undertaken with the Wairarapa Youth Council and health sector organisations (e.g. Whaiora, Cancer Society, Compass Health/ Tū Ora, Regional Public Health). Research

to collate data and best practice from other NZ council Smokefree policies is also underway.

Wairarapa Combined District Plan

All topics under the existing plan have now been reviewed by the Joint Committee, with the review moving into the next phase of evaluating options and preparation of new/updated District Plan chapters.

Next steps:

- Implementation of first phase of the communications and engagement plan which include the addition of a website and proactive newsletter.
- Continued technical work on mapping of active faults and potential liquification areas across the Wairarapa.
- Some section 32 evaluation reports and draft chapters are expected to be submitted to the next joint committee meeting.

6. BUILDING SERVICES

IANZ completed their special assessment of the Building Services team under the Building (Accreditation of Building Consent Authorities) Regulations 2006 and MBIE's 369 item BCA accreditation regulatory guidance checklist.

The assessment identified that the BCA had made excellent progress towards being fully compliant with the BCA Regulations and associated guidance and found a total of 10 items that need to be addressed half of which were done through the audit process itself, and all were relatively minor in nature.

James Kirkland has finished as team Leader for the Building Control team and we are currently recruiting for a suitable replacement. The BCA has a new staff member starting 1st November (Brett Rudman) who will take some time to come to terms with the BCA regulatory requirements but has extensive knowledge in plumbing and drain laying and will be able to undertake inspections in these areas within days of starting.

Over the last full calendar year (Jan – Dec 2020) the Council's BCA issued a total 393 consents. By the start of October 2020 (last year) Council had issued 273 consents issued with a total dollar value of \$44m. During same period this year, Council's BCA has issued 263 consents with a similar \$44m value, and is on track to equal the total number of building consents that were issued last year.

7. LIQUOR AND FOOD LICENSING

Due to the COVID level restrictions, and under guidance from MPI, the onsite food verifications have been delayed. Council's EHO is planning on remote inspections possibly using the Zyte remote inspection process that is already in use by the building teams

There have been a small number of liquor license renewals with an increase in special licenses to come with the warmer months ahead, COVID restrictions allowing.

8. ANIMAL CONTROL

This time of year usually sees the animal management officer focussing on microchipping, which the Council undertakes and offers the service for \$20 per dog.

The COVID lockdown had delayed the promotion of this and in the next 6 weeks the plan will be to advertise this service and promote the benefits of microchipping, as well as microchip as many animals as possible.

After an extensive amount of personal input, Council now has 98.5% of the known dogs in the District now registered. The remaining 1.5% are either on payment plans (although still registered, just not paid for) or infringed for failing to register of which there are 6.

9. SUMMARY

Having just over two months in the CEO role, the overwhelming conclusion I have come to is the greatest asset Council has is our staff. The response to Level 4 lockdown announcement, swift activation of the Emergency Operations Centre - where CDC staff performed crucial roles - and the customer (ratepayer) engagement over this time was remarkable. The teams' ability to support each other, and our community during this crisis was the glue to our response. I am very grateful to everyone for all the hard work that was done over this very trying time. Our thoughts go out to friends and whanau in Auckland and other lockdown areas, as they continue to carry the burden on behalf of the whole country.

My focus for the remainder of this calendar year is on delivery. Delivery of our Annual Report; delivering progress on our key LTP projects including moving of the Depot; the outdoor swimming pool upgrade; connecting our new water storage tanks to our freshwater network; progressing our Wastewater Treatment Pond upgrade project; delivering business as usual infrastructure, network, parks and facilities maintenance and upgrades, while continuing to operate our customer facing services and facilities. I will also take some time to see if we can make improvements to the way we build, operate, manage and oversee Council services for the benefit of our communities.

The challenges we face with Three Waters Reform, Natural and Built Environment (RMA) changes; Local Government reform, and numerous other interactions with central government and related agencies looks only set to increase. It is clear some of these interactions are less productive and more frustrating than others. Coping with change, whether we wish for it or not, can be difficult. Being clear on our purpose and clarifying our priorities, helps to deal with change when it is thrust upon us like it has been with Three Waters Reform. Given my first comment that our staff are our greatest asset, one of my first tasks is to support the hardworking team delivering services to our communities.

10. CONSIDERATIONS

10.1 Climate change

N/A.

10.2 Tāngata whenua

N/A.

10.3 Financial impact

N/A.

10.4 Community Engagement requirements

N/A.

10.5 Risks

N/A.

11. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 136598

Author: Geoff Hamilton, Chief Executive

Attachments: Nil



7.7 COUNCIL RESPONSE AND READINESS FOR COVID-19 RESURGENCE

1. PURPOSE

To update the Council on the organisational response to the resurgence of COVID-19 in the community, and readiness for future developments.

2. SIGNIFICANCE

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

3. BACKGROUND

Previous reports to the Council and Audit and Risk Committee have outlined the organisation's readiness for the impacts of COVID-19 including detailing the Council's Pandemic Policy and Business Continuity Plan.

A 'Lessons Learned' review following the first Lockdowns identified and addressed issues to enable staff to re-adjust quickly and easily to any future Lockdowns.

Over the past 18 months, the organisation has continued to monitor and respond to developments ensuring appropriate measures remain in place to manage the continued provision of services to the community.

On Tuesday 17 August 2021 a positive case of the Delta variant of COVID-19 was confirmed in the community and, at 23:59pm, all of New Zealand moved to Alert Level 4.

4. ALERT LEVEL 3 & 4 LOCKDOWN

CDC transitioned very smoothly to providing services under Level 3 & 4 restrictions. Our planning and readiness measures ensured a safe and efficient move to remote working and the delivery of not only essential services, but most other services including Council Committee meetings and a Committee election.

Our Covid Response Team (CRT) was immediately assembled and included the Executive Leadership Team and other key staff including the Health, Safety & Wellbeing (HSW) Advisor, Environmental Health Officer (EHO), Communications Team Leader, and relevant team managers. The CRT met daily to monitor the evolving situation at both national and local levels, coordinate response plans, enable the delivery of services, and ensure staff were well supported.

National communications and council network forums provided relevant and up to date information including the DIA Local Government Response Group that provided guidance for council services during the different Alert Levels (**Attachment 1**).

Under Level 3 & 4 restrictions, most staff were able to perform their usual duties however where this was not possible, alternative tasks were undertaken including essential maintenance, strategic planning, and required developmental and qualification training. Some staff worked well

beyond expectations, particularly where they were required to take on extra work as well as their usual tasks such as working in the Emergency Operations Centre (EOC).

Managers and team leaders maintained regular contact with their teams, not only to support the duties they were undertaking, but also to ensure they remained connected to others and maintained positive mental health. A daily email to all staff from the Chief Executive provided updates on activities and important health messages.

The Health & Safety Committee reviewed and implemented COVID-19 safety protocols to ensure staff were protected including the safe set up of workstations at home, and Personal Protection Equipment (PPE) requirements.

5. ONGOING READINESS

The move to 'Delta Level 2' has meant a higher level of caution is required than that of our previous Level 2 protocols. This includes enhanced measures such as more flexible remote working options, mask wearing as much as possible, and recording movements through the Tracing App or manual registers.

Management have actively encouraged staff to get vaccinated including arranging priority appointments, time off work, and a workplace visit from the DHB Outreach Team. Information is also being provided to support any staff who may have some hesitancy about the vaccine.

Internal communications through newsletters, team meetings, workplace posters, staff room screens, and direct emails continue to remind our team of the need for caution and safety protocols.



6. NEXT STEPS

With the recent spread of COVID-19 cases outside of the Auckland region, we are still monitoring this evolving situation. Staff are being reminded to be vigilant about safety measures, and to be

prepared in the event positive cases appear in Wairarapa and/or there is a return to working under Level 3 or 4 restrictions.

We are confident that the organisation will be in a good position to transition to a higher Alert Level if required, however in the anticipation that we may move to an environment in which we are living with COVID-19 in the community, management feel it is now prudent to consider the organisational risks this longer-term scenario may pose.

A review of current COVID-19 policy and protocols will be undertaken, a report outlining the identified risks and mitigations will be submitted to the next Audit & Risk Committee meeting.

7. CONSIDERATIONS

7.1 Climate change

There are no specific climate change implications arising from this report.

7.2 Tāngata whenua

This report outlines internal Council activities. There are no implications for tāngata whenua identified.

7.3 Financial impact

All COVID-19 response and readiness activities are being managed within existing budgets.

7.4 Community Engagement requirements

No community engagement is required. Community messaging and communications forms part of the Council's readiness and response plans.

7.5 Risks

Future Level 3 & 4 Lockdowns, and delivering services in a COVID-19 environment, poses risks to the Council's operations. These risks and mitigations will be outlined in a report to the next Audit & Risk Committee meeting.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** the actions taken to respond to the latest COVID-19 outbreak and the organisation's readiness for future Alert Level changes.
3. **Notes** that officers will present a report outlining the ongoing risks and mitigations associated with COVID-19 at the next Audit & Risk Committee meeting.

File Number: 136526

Author: Geri Brooking, People and Wellbeing Manager

Attachments: 1. **Guidance for Transitioning Through Alert Levels for Local Government** [↓](#)

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
The following guidance does not constitute legal advice. It is important to note that the Guidance that the Response Unit issues, should be read in conjunction with the Public Health Response Order, and that if there are any questions they should be directed to LGCgcovid19response@dia.govt.nz for further clarity.			
Alert Level overview https://covid19.govt.nz/assets/resources/tables/COVID-19-Alert-Levels-detailed-table.pdf	<p>Strong restrictions to limit all people movement and contact to contain community transmission and outbreaks. Stay at home, other than for essential personal movement and doing permitted Alert Level 4 work. Stay in immediate household bubble.</p> <p>People should keep 2 metres apart at all times outside home, including at workplaces. This requirement does not apply to emergency and frontline public services (e.g. healthcare).</p> <p>For more information on operating safely in workplaces, further guidance is available at: https://www.business.govt.nz/covid-19</p> <p>MBIE has established a call centre to specifically support queries related to Alert Level 4 businesses and services. This can be contacted at 0800 424 946 or</p>	<p>Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission within New Zealand.</p> <p>Stay at home, other than for:</p> <ul style="list-style-type: none"> essential personal movement, including going to work/school limited outdoor gatherings between 2 households with no more than 10 people to undertake exercise or other recreation. <p>Stay in extended bubble, which can now include close family or caregivers, other than for limited outdoor gatherings.</p> <p>People should keep 2 metres apart outside home where possible (apart from with people within their extended bubble). This requirement does not apply to emergency and frontline public services (e.g. healthcare).</p>	<p>Low risk of community transmission within an applied area.</p> <p>There are no bubble restrictions. You can reconnect with friends and family, and socialise in groups, go shopping and travel domestically, if following public health guidance (e.g. physical distancing, use of face coverings, record keeping). Even if vaccinated, you still need to follow these rules.</p> <p>You can return to the place where you work or learn but alternative ways of working are still encouraged.</p> <p>Face coverings are legally required in some situations. People are encouraged to use face coverings generally as much as possible, unless you are exempt (refer to the section on face coverings for information about where</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>alternatively emailed at: AL4businessservices@mbie.govt.nz.</p>	<p>In a controlled environment such as a workplace, 1 metre distancing is required.</p>	<p>you are legally required to wear a face covering, and exemptions).</p> <p>Businesses and public facilities, such as museums, libraries and pools, can now all open with additional health measures in place. Mandatory record keeping and physical distancing are legally required. Face covering requirements apply (e.g. to staff and customers in public facilities, excluding pools).</p> <p>Schools, early learning services, tertiary education providers and other educational entities can now open. There are no legal requirements for physical distancing for people who are ordinarily in attendance at a specific education entity for receiving, providing, supporting, or assisting in educational services. Physical distancing is legally required, however, for interschool activities, or activities connected with other entities outside of the usual educational facility.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>Private gatherings of up to 100 people (indoors and outdoors) are allowed, including weddings, funerals and tangihanga. For indoor gatherings people must be able to maintain appropriate physical distancing. Mandatory record keeping is legally required.</p> <p>There are no restrictions on the number of people that can attend an event at a venue, for example at a stadium, cinema or theatre — as long as everyone can safely stay 1 metre apart. Mandatory record keeping is legally required.</p> <p>Sport and recreation activities are allowed, subject to conditions on gatherings, record keeping and – where practical – physical distancing. Gyms – 2m physical distancing– outdoor team sports – no physical distancing.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
Physical distancing	<p>Only make physical contact with those in your household bubble.</p> <p>Keep 2 metres apart from people you do not know outside your bubble (when using essential services, like going to the supermarket or a pharmacy, or 1 metre in controlled environments such as essential workplaces.</p>	<p>Keep 2 metres apart from people you do not know outside your bubble (including at supermarkets, petrol station and pharmacies), or 1 metre in controlled environments such as schools and workplaces.</p>	<p>It is recommended to generally keep 2 metres apart from people you do not know in public.</p> <p>You must keep 2 metres apart from people you do not know in places like retail stores, libraries, gyms, and museums.</p> <p>Keep 1 metre apart from people in places like office buildings and factories, and keep 2 metres apart from those who are not ordinarily present in a workplace but need to enter for whatever reason.</p> <p>Keep 1 metre apart from people in places like event facilities (e.g. cinemas, stadiums, conference venues, concert venues, and casinos) and hospitality venues.</p> <p>No legal requirements for physical distancing on public transport but encouraged where practicable.</p> <p>No legal requirements for physical distancing for individuals in places like hairdressers or massage parlours, or any other businesses</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>where they cannot carry out their business or services without physical contact (only applies when receiving that service i.e. not when generally on the premises).</p> <p>No legal requirements for physical distancing at schools or educational entities, for people who are ordinarily in attendance to receive, provide, assist or support education services. This exception to physical distancing does not apply to:</p> <ul style="list-style-type: none"> • interschool activities; or • activities with another school or educational facility who do not usually attend the same educational facility together. <p>A business or service in the alert level 2 area must have systems and processes in place to:</p> <p>(a) maintain compliance so far as is reasonably practicable with the 1-metre physical distancing rule (rather than the 2-metre physical distancing rule) for all workers</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>while they are in a workplace of, or working for, the business or service; and</p> <p>(b) maintain compliance so far as is reasonably practicable with the 2-metre physical distancing rule for any other persons entering a workplace, or using the services, of the business or service; and</p> <p>(c) mitigate, so far as is reasonably practicable, the risks of spreading COVID-19 that arise to the extent that physical distancing is not fully maintained (for example, through regular cleaning of surfaces or the installation of plastic barriers).</p>
Face coverings	<p>It is a legal requirement for customers and staff to wear a face covering in the public area of a local authority. It is a legal requirement for customers and staff to wear a face covering in indoor public facilities (e.g. libraries, museums, recreation centres). Swimming pools are excluded.</p> <p>People are encouraged to wear a face covering and keep 2 metres distance from others when leaving their home. Especially if it is hard to maintain physical distance from others.</p> <p>When leaving your home, you legally must wear a face covering when:</p> <ul style="list-style-type: none"> • using public transport, airplanes (including in departure points such as train/bus stations) and in a taxi or ride-share vehicle • visiting a healthcare or aged care facility (other than for a patient) 		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> inside retail businesses, such as supermarkets, pharmacies, shopping malls, indoor marketplaces, takeaway food stores and public venues — such as museums and libraries (some of these businesses will not be open in higher alert levels) visiting the public areas within courts and tribunals, local and central Government agencies, and social service providers with customer service counters. <p>You legally must wear a face covering if you work:</p> <ul style="list-style-type: none"> as a driver of a taxi or ride-share vehicle at close-contact businesses, for example barbers, beauticians and hairdressers in a public facing role at a hospitality venue, for example a cafe, restaurant, bar or nightclub at retail businesses, such as supermarkets, shopping malls, indoor marketplaces, takeaway food stores (some of these businesses will not be open in higher alert levels) in the public areas of courts and tribunals, local and central Government agencies, and social service providers with customer service counters at indoor public facilities, for example libraries and museums (but not swimming pools). <p>We know that some people who have a disability or health condition may not be able to wear a face covering safely or comfortably. Please be mindful of this. They still have the right to food, pharmacies and other services.</p> <p>Face coverings do not need to be worn:</p> <ul style="list-style-type: none"> by children under 12 by students on school buses on ferry services carrying passengers between the North and South islands on a boat or ship that has no enclosed space for passengers, for example jet boat tours on charter or group tours on private flights 		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> by drivers, pilots, staff or crew of the service if they are in a space completely separated from passengers, for example pilots in a cockpit or train drivers in a train cab. <p>You also do not need to wear face coverings if:</p> <ul style="list-style-type: none"> it is unsafe, for example if wearing one means a driver cannot safely operate the vehicle there is an emergency you have a physical or mental health illness or condition or disability that makes wearing a face covering unsuitable you need to prove your identity you need to communicate with someone who is deaf or hard of hearing you need to take medicine you need to eat or drink, if eating or drinking is usually allowed it is not required by law <p>For further guidance please refer to Unite against COVID-19 (covid19.govt.nz)</p>		
Contact record rule	<p>Many businesses and locations are required to take steps to ensure people can easily make a record when they visit.</p> <p>If you are the person in charge of a business, location or event, you legally must make sure you have safe and secure systems and processes in place so that everyone working on or visiting your premises can scan in or provide their details in an electronic or paper-based manual process, no matter how long they are there for. <u>This includes workers, contractors, customers, and volunteers.</u></p> <p>However, for indoor public facilities (e.g. libraries, museums, recreation centres, swimming pools, gyms) and event facilities (e.g. theatres, cinemas, stadiums, concert venues, conference venues, and casinos) the contact record rule applies to customers only. This also applies to cafes and restaurants, close proximity businesses, and courts and tribunals.</p> <p>You legally must have more than one way for people to record their visit, especially for people who are not able to scan QR codes.</p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Your system for recording customers and visitors can include:</p> <ul style="list-style-type: none"> • asking people to scan in using the NZ COVID Tracer app • recording your customers' and visitors' details manually • providing paper forms for customers and visitors to fill in with their details and place in a collection box • using your existing record-keeping systems, such as swipe-card access or appointment bookings. <p>You still need to continue displaying your QR code poster even if you are not required to collect customer records.</p> <p>If the person in control of the workplace collects a contact record for the sole purpose of enabling contact tracing, the person must keep the record for a period of 60 days; and then dispose of the record.</p> <p>Buisness.govt.nz has guidance on record keeping - https://www.business.govt.nz/covid-19/contact-tracing</p> <p>There is no expectation or requirement that you should force a customer or visitor to scan in or provide their details for contact tracing.</p> <p>You are also not required or expected to turn people away who may refuse to make a record of their visit. It is up to you to decide what is appropriate for your premises and the wellbeing of your staff and other customers.</p> <p>Failing to display a QR code will continue to be an infringement offence carrying an infringement fee of \$300 or court imposed fine of up to \$1,000.</p>		
Vaccinations	<p>Everyone in Aotearoa aged 12 and over can now book their free COVID-19 vaccination. It does not matter what your visa or citizenship status is.</p> <p>You can book on behalf of someone else — or help them with their booking — if you have their permission.</p> <p>The Book My Vaccine website is the fastest and easiest way to book and make changes to your appointment. Booking through the website can take 5 minutes or less.</p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Vaccination appointments can also be booked over the phone by calling the COVID Vaccination Healthline on 0800 28 29 26. All calls are free, and the team are available from 8am to 8pm, 7 days a week. You can ask for an interpreter if you need one.</p> <p>More information and resources on the New Zealand COVID-19 vaccination programme can be found on the Unite against COVID-19 website.</p> <p>It is also strongly recommended that all businesses and organisations with staff who cross boundaries encourage and support those staff to get vaccinated. In addition, it is encouraged that all household contacts of people who move across boundaries get vaccinated.</p>		
Health and safety obligations	<p>At all Alert Levels, councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect officers and the members of the public with whom they interact.</p> <p>For most up to date guidance please refer to https://worksafe.govt.nz/ and https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/</p> <p>Staff and customers should not participate in council services/operations if they have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. Staff should be reminded to stay home if they are sick.</p> <p>Businesses are obliged to eliminate transmission risks where possible, and where not, to substitute work practices or provide as higher level of control as possible. We expect that businesses maintain, or create new, practices that meet or exceed the MoH guidelines as they are updated.</p> <p>Health and safety plans must incorporate protocols for, at a minimum*:</p> <ol style="list-style-type: none"> 1. Appropriate physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public 2. Promoting cashless systems and avoid cash payment systems wherever possible 3. Where staff must work together in teams or pairs, create a consistent 'work group' as appropriate** 		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>4. Businesses must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service</p> <p>5. PPE where appropriate</p> <p>*note engagement with workers when creating and implementing COVID-19 Health and Safety Plans and mental health support is a key step</p> <p>** 'work groups' are intended to ensure staff are exposed to a <i>consistent and exclusive</i> set of their colleagues. The groups must be able to operate safely and are not exempt from the above requirements.</p>		
Travel across Alert Level Boundaries	<p>An Alert Level Boundary separates areas of New Zealand that are at different Alert Levels. Business travel into or out of regions at different alert levels is restricted. There will be Police check points to stop unnecessary travel. Businesses should continue to ensure movements over the boundaries is for essential purposes only.</p> <p>The Business Travel Register – managed by MBIE - enables businesses and organisations to (pre-)register for travel either:</p> <ul style="list-style-type: none"> • for permitted activities (those activities listed in the Order); or • or to seek an exemption from the DG of Health (for something that isn't listed in the Order). <p>The register will generate Business Travel Documents (BTD) for workers to display at checkpoints. The BTD includes a QR code, which enables Police to verify the document digitally against the register.</p> <p>If you are carrying out a permitted activity listed in the Alert Level Order, you are already allowed to cross the boundary provided you have evidence that your activity is permitted. Getting the official Business or Personal Travel Document will make the process of crossing a boundary much quicker and easier. If you need to update these to add a new boundary and worker details, you can do this by logging into Business Connect: Update or apply for Business Travel Documents(external link) – Business Connect.</p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Businesses must have systems and processes in place to minimise the travel of workers, and they minimise the risks of spreading COVID-19 to anyone travelling as much as possible.</p> <p>Workers who need to cross an AL3 boundary must carry evidence of the purpose of their travel and the location of their destination. They must also carry evidence of having a COVID-19 test within the previous 7 days; or have a certificate that verifies they were examined by a medical practitioner within the previous 7 days. Businesses will need to provide their workers with proof of eligibility to travel across an Alert Level Boundary, for example the documentation generated at MBIE's Business Travel Register.</p> <p>It's important to note that exemptions for travel will only be allowed for specific reasons and within specific parameters. You must adhere to the conditions under which your exemption was granted.</p> <p>There is an exemption to these travel restrictions for emergencies where there is a need to preserve their own or any other person's life or safety.</p> <p>A person may travel through an alert level area only if they, so far as reasonably practicable, travel directly without stopping while in that alert level area.</p> <p><u>Business Travel Documents</u></p> <p>To register, the business will need to select the relevant travel category, identify the types of travel required (e.g. worker commute, transit, etc), the boundaries that they will need to cross, the physical addresses of the locations being travelled to and from, and the names of the workers. The business then makes a declaration before submitting their request for Business Travel Documents (BTD). Automated emails will keep them notified of the status of their request.</p> <p>Link to the MBIE guidance is as follows: https://www.business.govt.nz/covid-19/business-travel-across-alert-level-boundaries.</p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Link to the Business travel register is as follows: https://www.mbie.govt.nz/about/news/business-travel-register-open/</p> <p><i>How to register:</i> <i>Nominate an authorised person.</i></p> <p>This person should apply on behalf of the organisation. This person should have a good understanding of the organisation's travel operations, such as who is likely to need to travel, which boundaries they would need to cross, and why it is critical for them to travel. This could be the Chief Executive, manager or administrator.</p> <p>Employees cannot register, the employer will make a request on their behalf if they are required to travel across the boundary in order to deliver critical services.</p> <p><i>Application process:</i> <i>Travel Category</i></p> <p>Make sure you know which business category you fall into – 'Other Public-Sector services' is the category that broadly covers Local Government.</p> <p><i>Travel Sub-category</i> The subcategory would be Local Government regulatory or social services, or service related to infrastructure that cannot be reasonably delayed or delivered from within the alert level area.</p> <p><i>Additional conditions applied by default</i> Workers must carry evidence of the purpose of their travel and the location of their destination. Travel must be limited to services that</p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	cannot be provided by someone already in the area; and that cannot be reasonably delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people or communities, or risk damage to the environment).		
Testing when travelling across alert level boundaries	<p>Anyone who needs to cross an AL3 boundary for work permissions must either carry evidence of having a COVID-19 test within the previous 7 days; or have a certificate that verifies they were examined by a medical practitioner within the previous 7 days. A worker can go to a medical practitioner if it is inappropriate for them to undergo a COVID-19 test, and they do not exhibit COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Evidence of a test will be in addition to permission to travel documentation (the Business Travel Document, work order or employer letter), which all workers must carry to travel in and out of Auckland. • In some cases, a worker will receive a text at the time of the test, in other cases workers will receive a text advising of the result of the test – both are acceptable forms of evidence. <ul style="list-style-type: none"> ○ If these texts aren't available, a worker will need a paper-based confirmation of proof of test from the Community Testing Centre or GP where they got tested. <p>For people who are travelling for personal travel permissions, they will only need to carry evidence of a test when leaving the Alert Level 3 area. This does not apply to:</p> <ul style="list-style-type: none"> • a person under the age of 12 years; or • a person travelling into level-3 zone to access health services with appointment (including for a vaccination, if this facility is nearest to the person's home) and is leaving a level-3 zone to return home; or • a person who is travelling into, through, and out of the alert level 3 area. 		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>If you or one of your workers intend to cross an alert level boundary, get tested as soon as you can (within 7 days of travel). Go to the Healthpoint website for details of testing locations: Find testing locations (external link) – Healthpoint.</p> <p>If you are a business who has workers crossing alert level boundaries, you must have systems and processes in place (as far as practicable) to ensure that your workers have the necessary evidence before they cross alert level boundaries. This includes allowing your workers to undergo testing, medical examinations or both during their working hours if testing and medical examinations are available during those hours.</p> <ul style="list-style-type: none"> • There is no cost for essential workers to get a test for this purpose. <p>Nasal swab testing is available at community testing sites around Auckland or at GP practices. Go to the Healthpoint website for testing locations in your area. These workers will not be required to stand down or stay at home while awaiting their result.</p> <p>Saliva testing is also available as a testing option through Asia Pacific Healthcare Group (APHG). More information about Saliva Testing can be found on the Ministry of Health's webpage here, or you can go to https://covid19salivatesting.co.nz/ to sign up for saliva testing. Large companies who wish to provide saliva testing onsite for their employees, APHG can work with you to meet your specific requirements.</p> <ul style="list-style-type: none"> • A list of existing locations where saliva testing kits can be collected and dropped off can be found on the Ministry of Health's website at this link. • The APHG site contains useful information including a list of frequently asked questions relevant to both employers and permitted workers, a worker information pack and a link to their saliva testing app. <p><u>Testing requirements when crossing boundaries in an emergency</u></p>		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Businesses that rely on essential workers to travel across Alert level boundaries, including those with workers who regularly respond to emergency calls, will be required to show evidence that they have had a test in the previous seven days.</p> <p>There may be subcontractors, or other specialists, that are required to respond to an emergency situation involving key utilities. These businesses may not cross Alert Level boundaries, outside of emergency situations, and therefore may not be covered by the cross-Alert Level boundaries testing duties. In these situations, we suggest that key utilities businesses identify their subcontractors they use in emergency situations and provide them or their employees with a letter stating who they are and what role they play in an emergency. Please note that you should provide a suitable personal ID to match your travel approvals.</p> <p>For emergency situations, emergency response vehicles from key utilities sectors are able to use 'freight lanes' at Alert Level boundaries to avoid queuing. If there is only a single lane at the Alert Level boundary checkpoint, an emergency response vehicle may drive to the front of queue, as long as it safe to do so, to enable them to respond to the emergency in a timely fashion.</p> <p>Please see the fact sheets and forms available on the Ministry of Health website:</p> <ul style="list-style-type: none"> • COVID-19 - Testing options for workers who need to cross Alert Level boundary (PDF, 674 KB) • COVID-19 - User journey for workers (PDF, 226 KB) • COVID-19 - User journey for employers (PDF, 235 KB) <p>Police are checking for compliance. This will involve them spot checking and turning people around who do not have evidence of a test.</p>		
Gatherings	<p>All gatherings cancelled (essential work and going to supermarket are not considered gatherings).</p> <ul style="list-style-type: none"> • No gatherings are allowed in outdoor areas, unless 	<p>Outdoor gatherings are permitted between 2 households if there are no more than 10 people at the gathering.</p>	<p>All private gatherings (such as weddings, civil union ceremonies, birthdays, funerals and tangihanga) can go ahead but are restricted to 100 people.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> ○ The gathering is organised by venue business operating in compliance with level 4 requirements; or ○ the gathering only includes people living in the same residence; or ○ it is a “controlled gathering”. 	<p>Controlled gatherings of up to 10 people at a time only for weddings, civil union services, funerals and tangihanga.</p> <p>Workers who are providing services in relation funerals and tangihanga gatherings (e.g. celebrant, organiser, or other assistant) are not to be counted as part of the 10-person gathering limit.</p> <p>There can be no more than 5 workers at any one time at the gathering.</p> <p>Workers who are providing services for a wedding or civil union service are excluded in the 10-person gathering limit.</p> <p>A worker must wear a face covering when working at a gathering and stay 2 metres from those attending the gathering (so far as is reasonable practicable)</p>	<p>Workers who are providing services in relation to a social gathering are not counted as part of the number limit for the gathering. Workers at gatherings must wear a face covering when working at the gathering.</p> <p>All gatherings legally must record attendees to help with contact tracing if necessary (unless everyone attending knows everyone else).</p> <p>You cannot attend any gathering if you have COVID-19 symptoms or need to be in isolation or quarantine for any reason; or the gathering exceeds the number limit.</p> <p>Workplaces, education facilities, public transport and supermarkets are not considered gatherings.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<p>Food or drink may be served at controlled gatherings. If the controlled gathering is indoors and food or drink is served, people who are eating or drinking must be seated.</p> <p>Workplaces, education facilities, public transport and supermarkets are not considered gatherings.</p> <p>Additional conditions on gatherings:</p> <ul style="list-style-type: none"> Physical distancing and infection prevention and control requirements must be met. No gatherings are allowed in outdoor areas, unless <ul style="list-style-type: none"> The gathering is organised by venue business operating in compliance with level 3 requirements; or the gathering only includes people living in the same residence; or it is a "controlled gathering". 	

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<ul style="list-style-type: none"> All gatherings must record attendees to ensure contact tracing can be conducted if necessary. No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. 	
Indoor public facilities (e.g. libraries, museums, recreation centres, gyms etc)	Indoor public facilities closed	All Indoor public facilities closed to the public	<p>All indoor public facilities can open to the public if they can operate safely. These venues must:</p> <ul style="list-style-type: none"> display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of visitors who enter the workplace; comply with Alert Level 2 settings; meet appropriate public health requirements for their workplace (e.g. having contact tracing systems, wearing of face coverings, good hygiene practices, and 2m physical distancing); and

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> fulfill all COVID-19 health and safety obligations in addition to normal health and safety obligations. <p>Face coverings are legally required for staff and members of the public in public areas. However, face coverings are not required in swimming pools.</p> <p>If a venue cannot meet these measures, it cannot open its physical premises.</p>
Event facilities (e.g. cinemas, theatres, stadiums, concert venues, conference venues, and casinos)	Event facilities closed.	Event facilities closed.	<p>All event facilities can open to the public if they can operate safely. These venues must:</p> <ul style="list-style-type: none"> display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service; comply with Alert Level 2 settings; meet appropriate public health requirements for their workplace (e.g.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>having contact tracing systems, good hygiene practices, and 1m physical distancing); and</p> <ul style="list-style-type: none"> o fulfil all COVID-19 health and safety obligations in addition to normal health and safety obligations. <p>If a venue cannot meet these measures, it cannot open its physical premises.</p> <p>If a venue is providing food and drinks at an event, everyone must be seated to be served.</p>
Workplaces	<p>People required to work from home unless that is not possible.</p> <p>Workplaces can only open if:</p> <ul style="list-style-type: none"> • Workers cannot work from home, <u>and</u> • They are operating safely, <u>and</u> • They are alert level 4 businesses or services. <p>"Operating safely" means:</p> <ul style="list-style-type: none"> • Complying with Alert Level 4 settings in this table, <u>and</u> 	<p>People should work from home if possible and if not, they should comply with all public health requirements.</p> <p>Workplaces can only open if:</p> <ul style="list-style-type: none"> o Workplaces are operating safely, <u>and</u> o Customers are not allowed on premises, <u>and</u> o Businesses can trade without physical contact with customers (e.g. through phone/online orders, delivery, pick-up and drive-through). 	<p>Workplaces can open if they can operate safely. This means:</p> <ul style="list-style-type: none"> • complying with Alert Level 2 settings; meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems, wearing of face coverings as required, good hygiene practices, and 1m physical distancing between employees and 2m physical distancing for anyone else who enters the workplace); and • fulfilling all other health and safety obligations.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Meeting appropriate public health requirements for their workplace (e.g. putting up physical barriers), <u>and</u> Fulfilling all other health and safety obligations. <p>This means if a business providing an essential service cannot operate safely, workers must not go to work, and premises should remain closed.</p> <p>Only supermarkets, dairies and petrol/service stations can open their retail premises to the public. Essential services must also comply with any specific restrictions on how they operate.</p> <p>All businesses must display a government issued QR code for use with the NZ COVID Tracer App.</p>	<ul style="list-style-type: none"> Businesses cannot offer services that involve close personal contact, unless it is an essential service, emergency or critical situation. If businesses cannot operate safely, workers must not go to work, and premises should remain closed. "Operating safely" means: <ul style="list-style-type: none"> Complying with the Alert Level 3 settings in this table, <u>and</u> Meeting appropriate public health requirements for their workplace, including for workers (e.g. putting up physical barriers), <u>and</u> Fulfilling all other health and safety obligations. All businesses must display a government issued QR code for use with the NZ COVID Tracer App. 	<p>All businesses are encouraged to use alternative ways of working if possible. Business premises can open for staff and customers. Services can also be provided on customers' premises (e.g. in homes).</p> <p>If a workplace cannot meet these measures, it cannot open its physical premises.</p> <p>All businesses must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service.</p> <p>The use of face coverings is encouraged as much as possible, apart from people who are exempt. If you are in the public area of a local authority, staff and customers are legally required to wear a face covering.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
Guidelines for holding meetings / Council governance and decision-making	Must be done remotely	Must be done remotely	<p>These guidelines apply to any meetings that are attended by people other than workers of the workplace</p> <p>Masks</p> <ul style="list-style-type: none"> • Masks are legally required to be worn by everyone (workers and members of the public) in the public area of a local authority (unless you are exempt) • In non-public areas, masks are not a legal requirement but are strongly encouraged (unless you are exempt), especially when physical distancing is difficult (e.g. when people are moving around) • Information on who is exempt from wearing a face covering can be found here - Wear a face covering Unite against COVID-19 (covid19.govt.nz) <p>Physical distancing</p> <ul style="list-style-type: none"> • Workers who ordinarily work in a non-public facing workplace should

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>stay 1m away from other workers , and 2m away from other people entering the workplace</p> <ul style="list-style-type: none"> • Other people entering the workplace (who do not ordinarily work in that workplace) should stay 2m away from others (including workers) • No physical limit on numbers – cap achieved through distancing <p>Record keeping</p> <ul style="list-style-type: none"> • Contact record rules apply to local authority buildings <p>Public Health requirements for council meetings</p> <ul style="list-style-type: none"> • This advice provides guidance on the relevant provisions of the Public Health Order as they relate to council meetings. • Noting these are the minimum requirements, based on the Alert Level Order. We recommend that Chief Executives meet with the Mayor and Councillors to set a workable

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>policy for the Council and how it will operate, given the Chief Executive's Health and Safety obligations to council employees.</p> <ul style="list-style-type: none"> • The Epidemic Notice continues to apply allowing councils to hold meetings online. • Please note this is not legal advice. <p>Physical distancing</p> <ul style="list-style-type: none"> • As per the Public Health Order all persons who enter a workplace (other than workers) must comply with the 2m rule. • This would apply to members of the public in a Council Chamber or a room in which council meetings are held. • All workers of a business or service must comply with the 1m rule.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> As a worker includes anyone who carries out work in any capacity for the local authority this would apply to not only council employees but also Councillors in the Council Chambers or in other parts of Council buildings where they 'work'. In practice this would mean that in an open Council chamber it be a 1m rule for workers (Councillors and council employees) and 2m rule for members of the public. <p>Face coverings</p> <ul style="list-style-type: none"> As per the Public Health Order, every person must wear a face covering when in the parts of the premises open to the public in the public area of the local authority. If the Council chamber or meeting room is open to the public (as it would be for a normal Council

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>meeting), then face coverings must be worn by everyone in attendance including workers (council employees and elected members).</p> <ul style="list-style-type: none"> If the Council chamber or meeting room is closed to the public, then face coverings are not legally required. Face coverings are strongly encouraged especially when physical distancing is difficult. <p>Record keeping</p> <ul style="list-style-type: none"> Record keeping rules continue to apply.
Building and construction	<p>Non-urgent work must wait. Any work that can be delayed, should be delayed.</p> <p>Building, construction and maintenance work can only be completed if it meets the Covid-19 Alert Level 4 businesses and</p>	<p>Most building and construction work can continue if it can be performed following the appropriate health and safety measures and physical distancing measures in place for both workers and (where relevant) building occupants.</p>	<p>Building and construction work can continue if it can be performed following the appropriate health and safety measures and physical distancing measures in place for both workers and (where relevant) building occupants.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>services criteria: https://www.building.govt.nz/covid-19/alert-level-4/</p> <p>For COVID-19 guidance specific to the building and construction sector, visit: https://www.building.govt.nz/covid-19.</p> <p>Information on what health and safety measures are required under each alert level for different types of work are available at CHASNZ or at WorkSafe and are regularly updated.</p> <p>Under all Alert Levels every operating business must record details on these measures in a COVID-19 control plan. CHASNZ and the Construction Accord have published detailed construction health and safety standards and protocols to assist with the development of the plan: COVID-19 Construction Sector Health and Safety Framework - CHASNZ</p>	<p>Information on what health and safety measures are required under each alert level for different types of work are available at CHASNZ or at WorkSafe and are regularly updated.</p> <p>Under all Alert Levels every operating business must record details on these measures in a COVID-19 control plan. CHASNZ and the Construction Accord have published detailed construction health and safety standards and protocols to assist with the development of the plan: COVID-19 Construction Sector Health and Safety Framework - CHASNZ</p>	<p>Information on what health and safety measures are required under each alert level for different types of work are available at CHASNZ or at WorkSafe and are regularly updated.</p> <p>Under all Alert Levels, every operating business must record details on these measures in a COVID-19 control plan. CHASNZ and the Construction Accord have published detailed construction health and safety standards and protocols to assist with the development of the plan: COVID-19 Construction Sector Health and Safety Framework - CHASNZ</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>construction health and safety standards and protocols to assist with the development of the plan: COVID-19 Construction Sector Health and Safety Framework - CHASNZ</p> <p>Any questions relating to operation of the building and construction sector during Alert Level 4 can be direct to: info@building.govt.nz</p>		
Council offices	<p>Remote working</p> <p>Call centre</p> <ul style="list-style-type: none"> Open remotely <p>Counter services</p> <ul style="list-style-type: none"> Closed 	<ul style="list-style-type: none"> Everyone should work remotely unless it is not possible Council offices can only open for staff if: <ul style="list-style-type: none"> Workplaces are operating safely, and Customers are not allowed on premises, and Council staff can work without physical contact with public/customers "Operating safely" means: <ul style="list-style-type: none"> Complying with Alert Level 3 settings, and Meeting appropriate public health requirements for their workplace, 	<p>If you are in the public area of a local authority, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged.</p> <ul style="list-style-type: none"> Council offices can open to the public if they can operate safely, meaning: <ul style="list-style-type: none"> Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Cash collection for rates</p> <ul style="list-style-type: none"> Some councils may have their rates due while council offices are closed. This will mean ratepayers who wish to attend council officers and pay in cash are unable to do so. It is recommended that councils: <ul style="list-style-type: none"> Consider deferring the application of instalment penalties to a time in which ratepayers who wish to pay their rates in person have had a reasonable opportunity to do so. Check remission policies to see if they allow for <u>remission of penalties</u>. 	<p>including for workers (e.g. putting up physical barriers), and</p> <ul style="list-style-type: none"> Fulfilling all other health and safety obligations If these measures cannot be taken, staff must not go to work, and premises should remain closed <p>Call centre</p> <ul style="list-style-type: none"> Operates remotely <p>Counter services</p> <ul style="list-style-type: none"> Remain closed <p>Cash collection for rates</p> <ul style="list-style-type: none"> Some councils may have their rates due while council offices are closed. This will mean ratepayers who wish to attend council officers and pay in cash are unable to do so. It is recommended that councils: 	<p>workplace or carry out work for the business or service;</p> <ul style="list-style-type: none"> Complying with Alert Level 2 settings; Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems, wearing of face coverings where required, good hygiene practices, and physical distancing); and Fulfilling all COVID-19 health and safety obligations in addition to normal health and safety obligations We encourage councils to use alternative ways of working if possible, including some staff to be working remotely where practicable <p>Call centre</p> <ul style="list-style-type: none"> Can open (staff working remotely where practical) <p>Counter services</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<ul style="list-style-type: none"> Consider deferring the application of instalment penalties to a time in which ratepayers who wish to pay their rates in person have had a reasonable opportunity to do so. Check remission policies to see if they allow for <u>remission of penalties</u>. 	<p>If you are in the public area of a local authority, staff and customers are legally required to wear a face covering.</p> <ul style="list-style-type: none"> Open to public if they can operate safely with 2m physical distancing Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service; Promote cashless systems and avoid cash payment systems wherever possible. Manual disinfection of EFTPOS machines required <p>Cash collection for rates</p> <ul style="list-style-type: none"> Councils are open to the public if they can operate safely with physical distancing. Promote cashless systems and avoid cash payment systems wherever possible.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			Manual disinfection of EFTPOS machines required.
Territorial authority functions			
Operation and maintenance of drinking water and wastewater services	<ul style="list-style-type: none"> Permitted to operate at Alert Level 4 Workstream to ensure continuity of service and supply of key chemicals; focus on keeping networks operational Face covering rules apply 	<ul style="list-style-type: none"> Most staff continue to work remotely Face covering rules apply <p>Operational sites</p> <ul style="list-style-type: none"> Site separation continues with physical distancing of staff on sites <p>Operations activities reinstated</p> <ul style="list-style-type: none"> Maintenance practices on linear assets (pipes etc) Planned maintenance and connections work on the retail network Pump station cleaning where required Maintenance of valves and equipment All non-essential work continues to be deferred Avoid activities that interrupt domestic supplies where possible Reactive maintenance extended 	<p>Operations activities fully reinstated</p> <ul style="list-style-type: none"> Consider what capital programmes would be allowed to start More people working on site Some people continue to work remotely Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service Construction health and safety protocols for COVID 19 are available here: https://www.chasnz.org/covid19 . Additional guidance is available here: https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/new-zealand-construction-covid-19-protocols/

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<p>Developer Services Reinstated</p> <ul style="list-style-type: none"> Compliance and inspections – including subdivision connection works, subject to restoration of housing construction works Connections of water and meters to address outstanding connection applications – subject to wastewater being connected and drainlayers etc. services also restored <p>Meter Reading (where relevant and with safety measures in place including precautions taken to prevent spread of disease between dwellings)</p> <ul style="list-style-type: none"> Reading cycles start again <p>Active Construction Sites</p> <ul style="list-style-type: none"> Active construction sites reopen where safe work practices and physical distancing can be maintained Safe work practice guidance can be found here: https://www.building.govt.nz/covid-19/ 	<p>If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<ul style="list-style-type: none"> Continue design work and project development work where possible 	
Solid waste including transfer stations	<ul style="list-style-type: none"> Solid waste management permitted to operate at Alert Level 4 Recommend staff wear a mask Residential kerbside solid waste, recycling and organics collections to continue as normal wherever practicable with safe working practices for level 4. Commercial collections for waste (including recycling) is able to continue to support essential activities. Collection of recycling to continue in all cities/districts (this may still end up in the waste stream after collections and depending on the local Materials Recovery Facilities operations and market demand for materials) Materials Recovery Facilities operational in some cities/districts <p>Transfer stations</p>	<ul style="list-style-type: none"> Water is a key utility Those carrying out waste work may travel into and out of alert level 4 areas. Residential kerbside solid waste, recycling and organics collections to continue as normal with safe working practices for level 3 (https://covid19.govt.nz/covid-19/alert-system/alert-level-3/#workplaces) Commercial service-related commercial solid waste collection continues Recycling collected may end up in the waste stream after collection depending on local Materials Recovery Facilities operations and market demand for materials MRFs operational in some cities/districts where physical distancing protocols can be maintained, and manual processing risks can be managed If you are in the public area of a local authority, or in an indoor public facility, 	<ul style="list-style-type: none"> Residential kerbside solid waste, recycling and organics services to continue as normal and in accordance with safe working practices for level 2 <p>Transfer stations</p> <ul style="list-style-type: none"> Transfer stations, solid waste disposal facilities and green rubbish transfer stations/facilities can open (to avoid fly tipping, vermin control) if access can be controlled (COVID compliant - https://www.business.govt.nz/covid-19/operating-at-alert-levels/#e-22813) Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of EFTPOS machines Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for

Page 34 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. Transfer stations/ solid waste disposal facilities open to alert level 4 service waste operators only. Safe operating procedures are able to be implemented and access including traffic management, physical distancing and contactless payment to be implemented (customers should be reminded that they should not travel outside their local areas to access these facilities unless authorised to do so). Transfer stations and green rubbish transfer stations/facilities closed to the general public and non-essential services. 	<p>staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.</p> <ul style="list-style-type: none"> Other waste collection services such as inorganic or green waste collections can continue if physical distancing, contact tracing and contactless payment requirements can be maintained. <p>Transfer stations</p> <ul style="list-style-type: none"> Transfer stations, solid waste disposal facilities and green rubbish transfer stations/facilities permitted (to avoid fly tipping, vermin control) if safe operating procedures are able to be implemented and access including traffic management can be adequately controlled (customers should be reminded that they should not travel outside their local areas to access these facilities) Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method 	<p>those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service</p> <ul style="list-style-type: none"> If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. <p>Resource recovery centres</p> <ul style="list-style-type: none"> Bin drop for bottles, paper, cardboard can open Eco shops can open if they can operate safely Physical distancing requirements Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service Must also have systems and processes in place to ensure that each person who enters the workplace scans the QR code or provides details in the contact tracing record <p>Resource recovery centres</p> <ul style="list-style-type: none"> Residents advised to check their local council website for details. Bin drop for separated collections of bottles, paper, cardboard permitted only in areas where no kerbside collection service is provided. Access to be controlled including physical distancing and contactless payment in use. Must display a government issued QR code for use with the NZ COVID 	<p>to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service</p> <ul style="list-style-type: none"> Must have systems and processes in place to ensure that each person who enters the workplace scans the QR code or provides details in the contact tracing record Transfer stations and green rubbish transfer stations/facilities can open to the general public if physical distancing and contact tracing requirements can be maintained (COVID compliant - https://www.business.govt.nz/covid-19/operating-at-alert-levels/#e-22810) Contactless payment is required to ensure cash is not handled. Manual disinfection of EFTPOS machines required Recommend staff wear a mask <p>Resource recovery centres</p> <ul style="list-style-type: none"> Residents advised to check their local council website for details. 	<p>in for those without the app) to enable contact tracing</p> <ul style="list-style-type: none"> Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of EFTPOS machines If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. <p>** See ShopCare retail protocol for COVID-19 (PDF)(external link) for guidance on handling of second hand goods – see returned goods</p>

Page 36 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service</p> <ul style="list-style-type: none"> • Must have systems and processes in place to ensure that each person who enters the workplace scans the QR code or provides details in the contact tracing record. • Processing of the materials is available within the district/region and operations must be safe (COVID compliant) • If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. • Eco shops closed 	<ul style="list-style-type: none"> • Bin drop for separated collections of bottles, paper, cardboard permitted if access can be controlled including contact tracing. Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service • Must have systems and processes in place to ensure that each person who enters the workplace scans the QR code or provides details in the contact tracing record. • Commercial collections and processing of the materials is available within the district/region and operations must be safe (COVID compliant) • Household item drop offs are not permitted • Eco shops closed 	

Page 37 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Skip bin and hook bag bins for essential activities. 	<ul style="list-style-type: none"> Contactless skip bin and hook bag bins for non-essential activities are permitted. If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. 	
Cemeteries and crematoria	<ul style="list-style-type: none"> Open for pedestrian access only; COVID19 risk management practices. See Ministry of Health guidelines for more information Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible. 	<ul style="list-style-type: none"> Cemetery grounds can remain open with restrictions on operation of cemeteries Open to funerals and tangihanga only of up to 10 people if they can operate safely, and: <ul style="list-style-type: none"> Physical distancing and infection prevention and control requirements must be met Buildings for funeral services must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing. 	<ul style="list-style-type: none"> Cemetery grounds can remain open with restrictions on operation of cemeteries Open to funerals and tangihanga as per restrictions on gatherings: https://covid19.govt.nz/alert-system/alert-level-2/ Buildings for funeral services must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<ul style="list-style-type: none"> Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible. <p>See detailed guidance here: https://covid19.govt.nz/activities/funerals-and-tangihanga/</p>	<ul style="list-style-type: none"> Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.
Animal services <ul style="list-style-type: none"> caring for impounded dogs investigating dog attacks and seizures for police welfare of animals recovering 	<ul style="list-style-type: none"> Essential service Good physical distancing and COVID19 risk management practices Animal shelters closed to public, Staff caring for animals currently housed. Good physical distancing and COVID19 risk management practices Some Animal Management Officers responding to priority complaints. Good physical distancing and COVID19 risk management practices Some stock control If you are in the public area of a local authority, or in an indoor public 	<ul style="list-style-type: none"> Flexible working practices – working remotely. Only responding to urgent requests for service, e.g. dog attacks, wandering stock, with good physical distancing and COVID19 risk management practices Animal shelters closed to public Staff caring for animals currently housed. Good physical distancing and COVID19 risk management practices applied Animal Management Officers responding to priority complaints, with physical distancing and COVID19 risk management practices applied 	<ul style="list-style-type: none"> Normal operation resumes provided it can operate safely Controlled public access to animal shelters if they can operate safely, and: <ul style="list-style-type: none"> Physical distancing and infection prevention and control requirements must be met Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing Staff caring for animals currently housed.

Page 39 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.</p>	<ul style="list-style-type: none"> Restart registration processes where these can be undertaken in a contactless way If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. 	<ul style="list-style-type: none"> If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.
Maintenance of public toilets	<ul style="list-style-type: none"> Toilets only on main freight routes open (and where requested by essential services) Increased cleaning frequency If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. 	<ul style="list-style-type: none"> Toilets only on main freight routes open (and where requested by essential services) Increased cleaning frequency If you are operating public toilets under any Alert Level, the Ministry of Health advise putting up a QR code poster for each location. QR code posters can be applied for on the COVID-19 website If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to 	<ul style="list-style-type: none"> Most public toilets open Increased cleaning frequency Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are

Page 40 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> There is a list of all Council toilet Facilities that are open If you are operating public toilets under any Alert Level, the Ministry of Health advise putting up a QR code poster for each location. QR code posters can be applied for on the COVID-19 website 	the section on face coverings at the beginning of this document.	exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.
Social housing	<ul style="list-style-type: none"> Essential service COVID19 risk management practices Essential /emergency maintenance only with COVID19 risk management practices If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. 	<ul style="list-style-type: none"> COVID19 risk management practices in place to operate safely <p>Capital programme (new builds or empty units)</p> <ul style="list-style-type: none"> Stand up planned capital programme dependent on: <ul style="list-style-type: none"> Supply chain (availability) Contractor availability H&S plan (ability to maintain distance and hygiene, tracking) Limited work group on sites provided they strictly limit person to person contact and allow contact tracing <p>Maintenance</p> <ul style="list-style-type: none"> Priority maintenance with COVID19 risk management practices to operate safely 	<ul style="list-style-type: none"> Normal service resumed if they can operate safely, and: <ul style="list-style-type: none"> Physical distancing and infection prevention and control requirements must be met Should record attendees to ensure contact tracing may be conducted if necessary <p>Tenant management</p> <ul style="list-style-type: none"> Regular contact with tenants done virtually Some physical engagement with tenants reinstated where this can operate safely If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<ul style="list-style-type: none"> If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. <p>Tenant management</p> <ul style="list-style-type: none"> Regular contact with tenants done virtually 	to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.
Community and social services	<ul style="list-style-type: none"> Alert level 4 businesses and services include: Social and community-based services provided to support persons <i>to maintain critical well-being or as crisis support</i> for people who are unsafe or homeless. Four categories for social and community-based services at Alert Level 4 have been identified. Organisations are being asked to determine which category your service or activity falls into. The four categories are: 	<ul style="list-style-type: none"> Social and community-based services can have customers on premises to maintain critical wellbeing and as crisis support for people who are unsafe or homeless. If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. 	

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Where the social service is the only way for people accessing food and other goods they need to survive (e.g., money management (but not budget advice), food banks, and other delivery of essential goods) A social service that provides and supports a place for someone to live (e.g., Supported Accommodation, Housing First, Residence, Bail Hostels, Night Shelters, Family homes, remand homes, foster carers of children in state care, resettlement services for recent migrants and refugees). A social service that supports disabled people to maintain critical wellbeing (e.g., disability services for those with high needs or very high needs and excluding disability employment services). 		

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> ○ Crisis support for people who are unsafe (e.g., Funded helplines, refuges and family violence services, foster care support services, sexual violence crisis services). • If employees need to work on site, you should apply the same Alert Level 4 requirements as noted above (e.g., keep 2 metres apart, clean the workplace regularly, use PPE, and display QR codes). • If you need proof of travel, a Travel letter template can be downloaded here. 		
Roading/highways	<ul style="list-style-type: none"> • Essential service: roading maintenance and repairs to keep the roads safe • Procurement continuing remotely • Recommend staff wear a mask 	<ul style="list-style-type: none"> • All freight can be distributed • Personal and interregional travel remains restricted • Essential works will continue. There should be no restriction if you can comply with the Alert Level 3 requirements • Works that can be performed following the COVID19 risk management practices re physical distancing may also be viable 	<ul style="list-style-type: none"> • Normal operations, with COVID19 risk management practices in place • If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<p>depending on advice/guidance and procedures.</p> <ul style="list-style-type: none"> e.g. Road rehabs; road maintenance, small capital projects. If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document. <p>** Please refer to Ministry of Transport for up to date guidance as issues evolve</p>	
Noise Control	<ul style="list-style-type: none"> Councils should accept and triage noise complaints via their call centre or other normal means that are operating remotely. Information should be made publicly available on council websites to enable people to direct queries relating to noise control to council in the first instance 	<ul style="list-style-type: none"> At Alert Level 3 and below any councils which suspended noise control services during Alert Level 4 should resume them. The service level should be close to that provided during business as usual, though attempts should be made to resolve noise issues remotely before attending a site (for example, via a phone call if contact information is available), or there may be a 	<ul style="list-style-type: none"> At Alert Level 2, Councils must deliver noise control services at a level consistent with their business-as-usual arrangements provided they can operate safely Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Where possible, councils should aim to resolve noise complaints remotely. Noise officers should only attend sites where this is already part of the service level being provided under level 4, e.g. where security firms are already supporting and are taking all of the following measures: <ul style="list-style-type: none"> minimise, or eliminate if possible, physical interactions among staff and with and between the public ensure appropriate health, hygiene and safety measures are in place restrict activity to only what is 'essential' during the Alert Level 4 period Council officers should contact police for assistance as they normally would following triaging. Police can issue excessive noise directions where they are attending a complaint at the request of a noise 	<p>modified threshold for deciding to undertake a site attendance</p> <ul style="list-style-type: none"> Police will not attend noise calls unless there is a breach of an Excessive Noise Direction, an escalated incident (such as threatening behaviour), or the noise is associated with a suspected breach of requirements relating to gatherings of people At all Alert Levels, Councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect noise control officers and the members of the public with whom they interact Health and safety plans must incorporate protocols for, at a minimum: <ul style="list-style-type: none"> Physical distancing – minimise, or eliminate where practical, physical 	<p>a mask in situations where physical distancing isn't possible.</p>

Page 46 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>officer (s327(1) and s328(3) of the Resource Management Act). Councils should provide remote support for these assessments and any notices to be issued</p>	<p>interactions among staff and with the public</p> <ul style="list-style-type: none"> One officer per vehicle Appropriate PPE (if required) <p>If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document.</p>	
Pools	<ul style="list-style-type: none"> Closed 	<ul style="list-style-type: none"> Closed to the public <p>Scheduled maintenance and capital programme</p> <ul style="list-style-type: none"> Stand up planned capital programme dependent on: <ul style="list-style-type: none"> Supply chain (availability) Contractor availability H&S plan (ability to maintain distance and hygiene, tracking) Limited work group on sites provided they strictly limit person to person contact and allow contact tracing 	<ul style="list-style-type: none"> Face covering requirements do not apply to staff or members of the public Pool facilities can open to the public if they can operate safely, and: <ul style="list-style-type: none"> Physical distancing and infection prevention and control requirements must be met Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of EFTPOS machines Consider ability to provide programmes depending on ability to apply COVID19 risk management practices, for example: <ul style="list-style-type: none"> programme groups are no larger than the maximum allowed under restrictions on gatherings; there are adequate measures to provide for physical distancing between a group and the public/other groups; contact tracing measures are in place; and there is no intermingling between groups
Libraries	<ul style="list-style-type: none"> Closed Mobile and outreach services closed All public programmes and venue bookings cancelled All return bins closed Online services	<ul style="list-style-type: none"> Closed to the public Limited access to staff to enable priority work that cannot be done at home, such as digitisation projects, if adequate measures in place re physical distancing and contact tracing Mobile and outreach services closed 	<ul style="list-style-type: none"> Can open to the public if can operate safely Face coverings are legally required for customers and staff 2m physical distancing and infection prevention and control requirements must be met

Page 48 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Some service continues online Digital content available 24/7 Sign up for a library membership online to allow you to access our digital online services Finger-tip (Phone) Library Service operating 7 days <p>Loans</p> <ul style="list-style-type: none"> Loan period extended, unlimited renewals and holds suspended <p>Quarantining of all material</p> <ul style="list-style-type: none"> National Library of New Zealand has a policy of quarantining all material for 72 hours. In part this is because they often work in colder/temperature-controlled environments. Councils may wish to consider doing the same. 	<ul style="list-style-type: none"> All public programmes and venue bookings cancelled <p>Click and collect (contactless delivery)</p> <ul style="list-style-type: none"> Is allowed at Alert Level 3 but a cautious approach should be taken when deciding whether to provide such services and people delivering or in any possible public facing roles should make sure that they adhere to social distancing guidance and wear masks. <p>Quarantining of all material</p> <ul style="list-style-type: none"> National Library of New Zealand has a policy of quarantining all material for 72 hours. In part this is because they often work in colder/temperature-controlled environments. Councils may wish to consider doing the same. <p>Online services</p> <ul style="list-style-type: none"> Some service continues online Digital content available 24/7 Free Wi-Fi available outside some libraries to be resumed where appropriate measures are in place re physical distancing (to help 	<ul style="list-style-type: none"> Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing Consider ability to provide programmes depending on ability to apply COVID19 risk management practices, for example: <ul style="list-style-type: none"> programme groups are no larger than the maximum allowed under restrictions on gatherings; there are adequate measures to provide for physical distancing between a group and the public/other groups; contact tracing measures are in place; and there is no intermingling between groups Promote self-service kiosks where practical <p>Quarantining of all material</p>

Page 49 of 84

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<p>with digital dive & visitors trapped in country with border controls)</p> <ul style="list-style-type: none"> Take steps to avoid Wi-Fi users clustering in an unsafe way, e.g. messaging around distancing Finger-tip (Phone) Library Service operating 7 days <p>Loans</p> <ul style="list-style-type: none"> Loan period extended, unlimited renewals and holds suspended All return bins may open. Councils may wish to advise people returning books that there is no need to disinfect items (risking damage) before returning them to the library. Councils may wish to consider quarantining returned items. 	<ul style="list-style-type: none"> National Library of New Zealand has a policy of quarantining all material for 72 hours. In part this is because they often work in colder/temperature-controlled environments. Councils may wish to consider doing the same. <p>Library staff should be advised to:</p> <ul style="list-style-type: none"> Regularly wash and dry their hands or use an alcohol-based hand sanitiser Avoid touching their face, particularly while handling returned items Cough or sneeze into their elbow and wash and dry hands or use hand sanitiser after blowing their nose Stay home if they are sick With good hand hygiene, shared staff equipment does not need to be wiped between use, but equipment and high touch surfaces in the library should be regularly cleaned throughout the day

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>Library Users should be advised to (consider signage as appropriate):</p> <ul style="list-style-type: none"> • Not enter the facility if they are unwell • Use hand sanitiser on entering the library • Wash and dry their hands/use hand sanitiser when using library items at home for the first couple of days after issue, if they are concerned • Cough or sneeze into their elbow and wash and dry hands or use hand sanitiser after blowing their nose • Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.
Galleries and Museums	<p>Closed</p> <ul style="list-style-type: none"> • Online 	<ul style="list-style-type: none"> • Closed to the public • Limited access to staff to enable priority work that cannot be done at home, such as 	Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
		<p>digitisation projects, if adequate measures in place re physical distancing and contact tracing online service</p> <ul style="list-style-type: none"> The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<p>recommended staff wear a mask in situations where physical distancing isn't possible.</p> <p>All indoor public facilities can open to the public if they can operate safely. These venues must:</p> <ul style="list-style-type: none"> display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace; comply with Alert Level 2 settings; meet appropriate public health requirements for their workplace (e.g. having contact tracing systems, wearing of face coverings, good hygiene practices, and 2m physical distancing); and

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> fulfill all COVID-19 health and safety obligations in addition to normal health and safety obligations. <p>Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of EFTPOS machines</p> <p>Consider ability to provide programmes depending on ability to apply COVID19 risk management practices, for example:</p> <ul style="list-style-type: none"> programme groups are no larger than the maximum allowed under restrictions on gatherings; <ul style="list-style-type: none"> there are adequate measures to provide for physical distancing between a group and the public/other groups; contact tracing measures are in place; and there is no intermingling between groups
Rec Centres, Gyms, Stadia	Closed	Closed	<ul style="list-style-type: none"> Recreational Centres and Gyms can open if they can operate safely; and:

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Online services available e.g. workouts, stretch classes etc Construction sites closed Capital programme planning, design and procurement and tendering continuing remotely 	<ul style="list-style-type: none"> Online service available, workouts, stretch classes etc <p>Scheduled maintenance and capital programme</p> <ul style="list-style-type: none"> Stand up capital programme dependent on: <ul style="list-style-type: none"> Supply chain (availability) Contractor availability H&S plan (ability to maintain distance and hygiene, tracking) Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing <p>The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document</p>	<ul style="list-style-type: none"> 2m physical distancing and infection prevention and control requirements must be met Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing Face coverings are required for both staff and customers at recreation centres Stadiums can open provided they meet the above conditions and the gathering restrictions. Face coverings are encouraged but not legally required. Consider ability to provide programmes depending on ability to apply COVID19 risk management practices, for example: <ul style="list-style-type: none"> programme groups are no larger than the maximum allowed under restrictions on gatherings; there are adequate measures to provide for physical distancing between a group and the public/other groups;

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> ○ contact tracing measures are in place; and ○ there is no intermingling between groups • Promote contactless entry systems where possible • Organised sport activities will be allowed is they can adhere to conditions on gatherings, record keeping, and – where practical – physical distancing.
Community Halls	<p>Closed</p> <ul style="list-style-type: none"> • Capital programme planning, design and procurement continuing remotely 	<p>Closed</p> <p>Scheduled maintenance and capital programme</p> <ul style="list-style-type: none"> • Stand up capital programme dependent on: <ul style="list-style-type: none"> ○ Supply chain (availability) ○ Contractor availability ○ H&S plan (ability to maintain distance and hygiene, tracking) ○ Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing 	<ul style="list-style-type: none"> • Can re-open if they can operate safely under Alert Level 2 settings • Capital works can continue subject to COVID19 practices • Limit entry according to site size/ability to adhere to gathering restrictions and ability to practice physical distancing • Must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> Consider ability to provide programmes depending on ability to apply COVID19 risk management practices, for example: <ul style="list-style-type: none"> groups are no larger than the maximum allowed under restrictions on gatherings; there are adequate measures to provide for physical distancing between a group and the public/other groups; contact tracing measures are in place; and there is no intermingling between groups <p>If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
Playgrounds, Parks*, Cycle Parks, and Skate Parks *note regional parks discussed below	<ul style="list-style-type: none"> • Parks open. With Messaging re 2m physical distancing • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document • Carparks within parks closed for vehicle access, pedestrian access open • Playgrounds & exercise equipment closed • Note some public toilets may be open. A link to public toilets that may be open can be found above in the maintenance of public toilets function above • Dog waste must be taken home and disposed of in bin for normal kerbside collection • Facilities within parks closed including the visitor/information centres • Skeleton crew of essential workers checking parks daily, vermin control, 	<ul style="list-style-type: none"> • Playgrounds, skate parks, cycle parks & exercise equipment closed • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document • Signs and tape where possible advising closure advised <ul style="list-style-type: none"> ○ Closure is not a requirement of the Health Order. If council-owned, they may choose to restrict entry. • Public toilets closed • Below facilities open subject to council being satisfied sufficient measures are in place to re messages about physical distancing and cleaning of touchpoints (e.g. gates, latches): <ul style="list-style-type: none"> ○ Parks can open with messaging re physical distancing ○ Associated carparks can open • All council-owned sports facilities e.g. clubrooms are closed • Full urban and regional park ranger service operating – with COVID19 risk management practices in place 	<ul style="list-style-type: none"> • If you are in the public area of a local authority, or in an indoor public facility, staff and customers are legally required to wear a face covering. Otherwise, the use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document • Council-owned sports facilities e.g. clubrooms open if they can operate safely under alert level 2 settings, and councils have adequate assurances of COVID-19 best practice messaging to public re physical distancing • Below facilities may open subject to council satisfaction they can operate safely, with messages about physical distancing and safe use as appropriate, and hygiene measures in place for touchpoints <ul style="list-style-type: none"> ○ Parks can open. With messaging re physical distancing as appropriate ○ Associated carparks can open with messaging re physical distancing as appropriate

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<p>fly dumping, fire hazard, bin emptying</p> <ul style="list-style-type: none"> • Wharfs and jetties closed 	<p>Scheduled maintenance and capital programme</p> <ul style="list-style-type: none"> • Stand up planned capital programme dependent on: <ul style="list-style-type: none"> ○ Supply chain (availability) ○ Contractor availability ○ H&S plan (ability to maintain distance and hygiene, tracking) ○ Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing • Maintenance of facilities deemed as permitted exceptions recommend these staff wear a mask 	<ul style="list-style-type: none"> ○ Playgrounds & exercise equipment open with safe practice messages in place* ○ Associated public toilets can open with extra cleaning ○ Dog parks can open with safe practices guidelines <p>Full urban and regional park ranger service operating – with COVID19 risk management practices in place</p> <p>Scheduled maintenance and capital programme</p> <ul style="list-style-type: none"> • Stand up planned capital programme dependent on: <ul style="list-style-type: none"> ○ Supply chain (availability) ○ Contractor availability ○ H&S plan (ability to maintain distance and hygiene, tracking) <p>Users should be advised:</p>

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> To wash and dry their hands or use hand sanitiser before and afterwards (you may wish to consider supplying hand sanitizer as appropriate) not to touch their face, cough and sneeze into elbow if they have cold or flu symptoms to stay off the equipment
Sports Fields and Athletics Facilities	<p>Closed</p> <ul style="list-style-type: none"> All council-owned sports facilities e.g. clubrooms are closed 	<p>Closed</p> <ul style="list-style-type: none"> All council-owned sports facilities e.g. clubrooms are closed 	<p>Limited access</p> <ul style="list-style-type: none"> The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document Organised sport activities will be allowed if they can adhere to conditions on gatherings, record keeping, and – where practical – physical distancing. Council-owned sports facilities e.g. clubrooms open if they can operate safely, and councils have adequate assurances of COVID-19 best practice messaging to public re physical distancing

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> Where indoor facilities are available - must display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing
Walking/mountain bike tracks and horse trails		<ul style="list-style-type: none"> Tracks may open if they can operate safely and in accordance with Alert Level 3 restrictions e.g. physical distancing The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Open Tracks and associated facilities may open if they can operate safely in accordance with Alert Level 2 restrictions The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Camping Grounds and Holiday Parks	<ul style="list-style-type: none"> Public camp sites closed Some holiday parks limited bookings for self-contained vehicles only The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Public camp sites closed Some holiday parks limited bookings for self-contained vehicles only The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Can choose to open with increased cleaning frequency Consider appropriate capacity and number of sites to ensure these can operate safely and maintain physical distancing Serviced, bookable campsites and those with a camp manager present must

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	<ul style="list-style-type: none"> Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g. showers, toilets, kitchen or laundry etc Temporary accommodation for self-isolation <p>Freedom camping facilities</p> <ul style="list-style-type: none"> Closed 	<ul style="list-style-type: none"> Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g. showers, toilets, kitchen or laundry etc Note that restrictions on travel outside local area (with exceptions) mean freedom campers and others should not be moving or travelling - See https://www.transport.govt.nz/about/covid-19/transport-and-travel-by-alert-level/ for up to date guidance on movement at Alert Levels Temporary accommodation for self-isolation <p>Freedom camping facilities</p> <ul style="list-style-type: none"> Closed 	<p>display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing</p> <ul style="list-style-type: none"> The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document <p>Freedom camping facilities</p> <ul style="list-style-type: none"> Dependent on local circumstances, can choose to open provided they can operate safely including direct management or oversight of their use Communal facilities (e.g. showers, toilets, kitchen or laundry etc.) can open if they can operate safely within the COVID-19 Alert Level 2 restrictions and with increased cleaning frequency Consider appropriate capacity and number of sites to ensure these can operate safely

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<ul style="list-style-type: none"> Appropriate signage about COVID-19 safe practices on site and appropriate use of facilities Associated dumping stations may reopen
Regulatory and licensing	<ul style="list-style-type: none"> Driver licences, Warrants of Fitness (WoFs), Certificates of Fitness (CoFs), vehicle licences ('regos') and licence endorsements that expired on or after 21 July 2021 will be valid until 30 November 2021. Staff working remotely Some services can operate at alert level 4: <ul style="list-style-type: none"> Councils and others with statutory responsibilities for building and resource consenting necessary to enable building, construction, and maintenance services Regulatory services that cannot reasonably be delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people 	<ul style="list-style-type: none"> Driver licences, Warrants of Fitness (WoFs), Certificates of Fitness (CoFs), vehicle licences ('regos') and licence endorsements that expired on or after 21 July 2021 will be valid until 30 November 2021. Staff continue to work remotely <p>As other businesses resume requiring inspections:</p> <ul style="list-style-type: none"> Inspections and site visits to be arranged with limited interaction with the public, appropriate physical distancing and contact tracing measures in place The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face 	<ul style="list-style-type: none"> Driver licences, Warrants of Fitness (WoFs), Certificates of Fitness (CoFs), vehicle licences ('regos') and licence endorsements that expired on or after 21 July 2021 will be valid until 30 November 2021. Flexible working practices as appropriate (staff working remotely where practicable, split shift) Inspections and site visits to be arranged to limit interaction with the public Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	or communities, or risk damage to the environment)	coverings at the beginning of this document	
Consenting functions (building and resource consents)	<ul style="list-style-type: none"> Continuation of all consenting services which can be provided by staff carrying out alert level 4 work or working remotely at home Virtual hearings for resource consents with remote appearances Virtual inspections where feasible. Where council employees are entering buildings and other sites to complete inspections for essential services, COVID19 risk management practices applied MBIE has advised that councils should contact them (in particular the Building System Assurance team: consentsystem@mbie.govt.nz) directly if they foresee any issues meeting the timeframes under the Building Act 2004. This can either be done as a general notification or under a section 6A notification. This 	<ul style="list-style-type: none"> Continuation of all consenting services which can be provided by staff working remotely at home Alert level 3 requirements for businesses and services apply. Virtual hearings for resource consents Site inspections permitted provided arrangements made remotely with COVID19 risk management practices applied Guidance on practices for construction site visits is available at https://www.chasnz.org/covid19 Additional information for Councils on building and construction related activities is available at https://www.building.govt.nz/covid-19/ The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Flexible working practices as appropriate (working remotely where practicable, split shift) Inspections and site visits to be arranged so physical distancing can be maintained with the public and good hygiene practices in place Refer advice on physical meetings on page 20 Protocols for construction site visits are available at https://www.chasnz.org/covid19, with additional guidance available at https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/new-zealand-construction-covid-19-protocols/ Additional information for Councils on building and construction related activities is available at https://www.building.govt.nz/covid-19/

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	will help MBIE determine if any changes or relief may be required via legislative or regulatory settings.		
RMA plan making	<ul style="list-style-type: none"> Continuation of all plan making which can be provided by staff working remotely at home Virtual hearings for hearings with remote appearances 	<ul style="list-style-type: none"> Continuation of all RMA plan making which can be provided by staff working remotely at home Alert level 3 requirements for businesses and services apply Virtual hearings for plan changes 	<ul style="list-style-type: none"> Flexible working practices as appropriate (working remotely, split shift) Refer advice on physical meetings on page 20 Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.
Property & Corporate Facilities Management	<ul style="list-style-type: none"> All staff working remotely Working with lessees remotely Many tenants eligible for relief package 	<ul style="list-style-type: none"> All staff working remotely 	<ul style="list-style-type: none"> Staff can return to office with appropriate COVID19 measures re physical distancing and contact tracing The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Events	<ul style="list-style-type: none"> Cancelled 	<ul style="list-style-type: none"> Cancelled 	<ul style="list-style-type: none"> Some events may be possible provided they meet COVID19 risk management practices and requirements for

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			gatherings or event facilities, as per the beginning of this document
Community Development	<ul style="list-style-type: none"> All staff working remotely Community Development team supporting groups virtually 	<ul style="list-style-type: none"> All staff working remotely Community Development team supporting groups virtually 	<ul style="list-style-type: none"> Staff can return to office with appropriate COVID-19 risk management practices and contact tracing Community and school programmes operating in accordance with educational guidelines Community Development team supporting groups virtually or in person if can meet requirements, and where appropriate physical distancing and contact tracing can be maintained Engagement work can begin where appropriate physical distancing and contact tracing can be maintained The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Environmental Health	<ul style="list-style-type: none"> All staff working remotely Some aspects can operate at alert level 4 if the regulatory service can't 	<ul style="list-style-type: none"> Normal operation with staff working remotely 	<ul style="list-style-type: none"> Normal operations can resume with COVID19 risk management practices applied

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
	reasonably be delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people or communities, or risk damage to the environment)	<ul style="list-style-type: none"> Alert level 3 requirements for businesses and services apply. Limited inspections with COVID19 risk management practices applied 	<ul style="list-style-type: none"> Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.
Parking Services	<ul style="list-style-type: none"> All staff working remotely Council-owned carpark buildings open and free On street parking free Parking compliance team only reacting to blocked vehicle entrances and serious road hazards/safety issues 	<ul style="list-style-type: none"> Normal operation with 'stay home if unwell' and hygiene measures in place The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Normal operation with 'stay home if unwell' and hygiene messaging The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Jetties and boat ramps	<ul style="list-style-type: none"> Closed 	Boat ramps <ul style="list-style-type: none"> Closed Jetties <ul style="list-style-type: none"> Open (to support passive recreation) 	Boat ramps <ul style="list-style-type: none"> Open Jetties <ul style="list-style-type: none"> Open
Volunteer programmes	<ul style="list-style-type: none"> Not operational 	<ul style="list-style-type: none"> Not operational 	<ul style="list-style-type: none"> May resume normal operation if they can operate safely Must comply with guidance on workplaces – within this, consider

Guidance as at 6 October 2021

GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT			
Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
			<p>appropriate size of groups to ensure they can operate safely</p> <ul style="list-style-type: none"> The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Delivering leaflets		<ul style="list-style-type: none"> Previously allowed during AL3 2020. Recommend wearing face coverings. It is a requirement that delivery drivers wear face coverings when delivering to residential addresses; logical extension of this to any candidate who wishes to deliver flyers during Level 3. No in-person campaigning activities should occur during the AL3 period and the standard restrictions on personal movement should be observed. Councils may allow candidates (or their supporters) to put up electoral signage and deliver leaflets to letterboxes if this can be done safely and in accordance with the public health restrictions (including maintaining 2m distance from any other 	<ul style="list-style-type: none"> Guidance TBC

Guidance as at 6 October 2021

		<p>person and wearing a face covering when delivering to residential addresses).</p> <ul style="list-style-type: none"> Door-knocking activities and candidate meetings should not proceed under AL3. 	
Regional Council functions			
Public Transport	<ul style="list-style-type: none"> For the use of: <ul style="list-style-type: none"> essential and emergency workers members of the public accessing essential services, specifically food, non-COVID-19 related medical care and vets couples with shared custody moving children between homes Public transport and small passenger services such as taxis need to display a government issued QR code for use with the NZ COVID Tracer App. The QR codes are not required on aeroplanes or intercity buses. Face coverings must be worn on board public transport services and at stations, bus stops, etc (unless an exemption applies) 	<ul style="list-style-type: none"> Service levels increased with appropriate measures to ensure COVID19 risk management practices re physical distancing, and hygiene Refer to Ministry of Transport: Travel and Transport Guidance here: https://www.transport.govt.nz/about/covid-19 Travel is allowed for the following essential personal movement in your local area: <ul style="list-style-type: none"> Accessing local services and businesses, Going to work and school (only for those that have to) Low-risk recreation in local area To support extended bubble arrangements Travelling to permitted gatherings Public transport and small passenger services such as taxis need to display a government issued QR code for use with the NZ COVID Tracer App. The QR codes are not required on aeroplanes or intercity buses. 	<ul style="list-style-type: none"> Normal operations can resume, however: <ul style="list-style-type: none"> Face coverings must be worn on board public transport services and at stations, bus stops, etc (unless an exemption applies) All people who enter the workplace of, use the services of, or work for a public transport service are not required to comply with the 1-metre physical distancing rule or the 2-metre physical distancing rule. Refer to Ministry of Transport: Travel and Transport Guidance here: https://www.transport.govt.nz/about/covid-19 * Bus exchanges and transfers can re-open with appropriate measures in place re hygiene and physical distancing. Special attention should be given to providing safe queuing

Guidance as at 6 October 2021

		<ul style="list-style-type: none"> Face coverings must be worn on board public transport services and at stations, bus stops, etc (unless an exemption applies) 	<ul style="list-style-type: none"> Public transport and small passenger services such as taxis need to display a government issued QR code for use with the NZ COVID Tracer App. The QR codes are not required on aeroplanes or intercity buses.
Biosecurity/biodiversity programmes - including predator control programmes	<ul style="list-style-type: none"> Essential service: Biosecurity incursion response and eradication The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Normal operation with staff working remotely The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Normal operations resume with appropriate COVID-19 measures in place The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Maritime navigational safety	<ul style="list-style-type: none"> Essential service: Ensuring maritime navigational safety The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Normal operation with staff working remotely The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> Normal operations resume with appropriate COVID-19 measures in place The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Flood and drought management, flood protection and land drainage	<ul style="list-style-type: none"> Essential service: Flood and drought management, flood protection and land drainage The use of face coverings, apart from people who are exempt, is 	<ul style="list-style-type: none"> Normal operation with staff working remotely The use of face coverings, apart from people who are exempt, is strongly encouraged. 	<ul style="list-style-type: none"> Normal operations resume with appropriate COVID-19 measures in place The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face

Guidance as at 6 October 2021

	strongly encouraged. Refer to the section on face coverings at the beginning of this document	Refer to the section on face coverings at the beginning of this document	coverings at the beginning of this document
Natural hazard event monitoring, response and recovery	<ul style="list-style-type: none"> • Essential service: • Natural hazard event monitoring, response and recovery (including 24/7 flood monitoring programme) • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operation with staff working remotely • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place. • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Incident/pollution response	<ul style="list-style-type: none"> • Essential service: Incident/pollution response including related enforcement • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operation with staff working remotely • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Compliance monitoring programmes	<ul style="list-style-type: none"> • Can operate if a regulatory service and the service can't reasonably be delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people or communities, or risk damage to the environment). 	<ul style="list-style-type: none"> • Normal operation with staff working remotely • Recommend staff disinfect any equipment used • Alert level 3 requirements for businesses apply. • The use of face coverings, apart from people who are exempt, is strongly encouraged. 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place • Customers and staff must wear a mask in retail/public facing workplaces. Otherwise, it's recommended staff wear a mask in situations where physical distancing isn't possible.

Guidance as at 6 October 2021

	<ul style="list-style-type: none"> • Recommend staff disinfect any equipment used • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	Refer to the section on face coverings at the beginning of this document	
Environmental science and monitoring	<ul style="list-style-type: none"> • Can operate if the regulatory service cannot reasonably be delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people or communities, or risk damage to the environment) • Sampling and analysing water quality for safe human activities including drinking water • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operation with staff working remotely • Alert level 3 requirements for businesses and services apply • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document
Consenting functions (resource consents)	<ul style="list-style-type: none"> • Continuation of all consenting services which can be provided by staff working remotely at home • Some functions can be carried out at alert level 4: Building and resource consenting that is necessary to enable the building, 	<ul style="list-style-type: none"> • Continuation of all consenting services which can be provided by staff working remotely at home • Alert level 3 requirements for businesses and services apply. • Virtual hearings for resource consents 	<ul style="list-style-type: none"> • Flexible working practices as appropriate (working remotely, split shift) • Inspections and site visits to be arranged so physical distancing achieved with the public and good hygiene practices in place

Guidance as at 6 October 2021

	<p>construction, and maintenance services</p> <ul style="list-style-type: none"> • Councils can provide regulatory services if the regulatory service cannot reasonably be delayed (for example, because a delay would breach an obligation under an enactment, risk harm to people or communities, or risk damage to the environment) • Virtual hearings for resource consents with remote appearances • Virtual inspections where feasible. Where council employees are entering buildings and other sites to complete inspections for essential services, COVID19 risk management practices applied 	<ul style="list-style-type: none"> • Site inspections permitted provided arrangements made remotely with COVID19 risk management practices applied • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document • Refer advice on physical meeting guidelines on page 20
RMA plan making	<ul style="list-style-type: none"> • Continuation of all plan making which can be provided by staff working remotely at home • Virtual hearings for hearings with remote appearances 	<ul style="list-style-type: none"> • Continuation of all RMA plan making which can be provided by staff working remotely at home • Alert level 3 requirements for businesses and services apply. • Virtual hearings for plan changes 	<ul style="list-style-type: none"> • Flexible working practices as appropriate (working remotely, split shift) • Refer advice on physical meeting guidelines on page 20
Sustainable land and water management programmes	<ul style="list-style-type: none"> • All staff working remotely – no field work undertaken 	<ul style="list-style-type: none"> • Normal operation with staff working remotely 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document

Guidance as at 6 October 2021

Regional parks/ botanical gardens	<ul style="list-style-type: none"> • Closed • Essential park/garden maintenance occurring • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document 	<ul style="list-style-type: none"> • May open if they can operate safely with regard to physical distancing • Guidelines for safe practices e.g. physical distancing may be placed at entry points • Car parks and vehicle gates are only to operate if they can do so in a contactless manner and can maintain physical distancing measures • Facilities and some on-park access will remain closed, e.g. camping and accommodation areas, motor sport area use, hunting permits, ranger stations, attractions and community buildings • Essential park maintenance • Staff practising good physical distancing and COVID19 risk management practices • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document • No gatherings are allowed in outdoor areas, unless <ul style="list-style-type: none"> ○ The gathering is organised by venue business operating in 	<ul style="list-style-type: none"> • Normal operations resume with appropriate COVID-19 measures in place • Can open with safe practice guidelines • Wider park maintenance can resume • The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document

Guidance as at 6 October 2021

		compliance with level 3 requirements; or ○ the gathering only includes people living in the same residence; or ○ it is a “controlled gathering”.	
Education programmes	<ul style="list-style-type: none"> All staff working remotely – no school visits, virtual delivery of programmes 	<ul style="list-style-type: none"> All staff working remotely – no school visits, virtual delivery of programmes 	<ul style="list-style-type: none"> Normal operations resume with appropriate COVID-19 measures in place – see Ministry of Education for up-to date guidance The use of face coverings, apart from people who are exempt, is strongly encouraged. Refer to the section on face coverings at the beginning of this document

2. ADVICE RE TRANSITIONING THROUGH ALERT LEVELS FOR CDEM

Function	ALERT LEVEL 4 Eliminate	ALERT LEVEL 3 Restrict	ALERT LEVEL 2 Reduce
Alert Level overview:	Strong restrictions to limit all people movement and contact to contain community transmission and outbreaks.	Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission within New Zealand	See Alert Level 2 box at beginning of document

Guidance as at 6 October 2021

<p>Outcome and Summary from:</p> <p>https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf</p>	<p>Stay at home, other than for essential personal movement and doing essential work.</p> <p>Stay in immediate household bubble.</p> <p>People should keep 2 metres apart at all times outside home, including at workplaces. This requirement does not apply to emergency and frontline public services (e.g. healthcare)</p>	<p>Stay at home, other than for essential personal movement, and going to work/school. Stay in extended bubble, which can now include close family or caregivers.</p> <p>People required to keep 2 metres apart outside home where possible (apart from with people within their extended bubble). This requirement does not apply to emergency and frontline public services (e.g. healthcare). In a controlled environment such as a workplace, 1 metre distancing is required.</p>	
<p>Health and Safety</p>	<p>This section repeats the general guidance at the top of this table. It is referenced here for ease of use within the CDEM section.</p> <p>At all Alert Levels, councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect officers and the members of the public with whom they interact.</p> <p>For most up to date guidance please refer to https://worksafe.govt.nz/ and https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/</p> <ul style="list-style-type: none"> • Staff and customers should not participate in council services/operations if they have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. Staff should be reminded to stay home if they are sick. • Businesses are obliged to eliminate transmission risks where possible, and where not, to substitute work practices or provide as higher level of control as possible. We expect that businesses maintain, or create new, practices that meet or exceed the MoH guidelines as they are updated. • Health and safety plans must incorporate protocols for, at a minimum*: <ul style="list-style-type: none"> • Appropriate physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public • Promoting cashless systems and avoid cash payment systems wherever possible 		

Guidance as at 6 October 2021

	<ul style="list-style-type: none"> Where staff must work together in teams or pairs, create a consistent 'work group' as appropriate** Must display a government issued QR code for use with the NZ COVID Tracer App (and provide an alternative method to sign in for those without the app) to enable contact tracing of all who enter the workplace or carry out work for the business or service PPE where appropriate <p>See here also for endorsed industry guidance: https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/endorsed-industry-guidance/?stage=Live</p> <p>*note engagement with workers when creating and implementing COVID-19 Health and Safety Plans and mental health support is a key step</p> <p>** 'work groups' are intended to ensure staff are exposed to a <i>consistent and exclusive</i> set of their colleagues. The groups must be able to operate safely and are not exempt from the above requirements.</p>		
Response coordination.	<p>The CDEM Group Controller is appointed by the CDEM Group and will undertake their legislative role to coordinate regional responses to emergencies (declared or undeclared).</p> <p>CDEM Group Controllers will establish appropriate coordination structures and facilities as required. Agencies such as Police or Health will remain responsible for their own activity and may also choose to establish local agency EOC or Emergency Coordination Centres where required.</p>	<p>The CDEM Group Controller is appointed by the CDEM Group and will undertake their legislative role to coordinate regional responses to emergencies (declared or undeclared).</p> <p>CDEM Group Controllers will establish appropriate coordination structures and facilities as required. Agencies such as Police or Health will remain responsible for their own activity and may also choose to establish local agency EOC or Emergency Coordination Centres where required.</p>	<p>The CDEM Group Controller is appointed by the CDEM Group and will undertake their legislative role to coordinate regional responses to emergencies (declared or undeclared).</p> <p>CDEM Group Controllers will establish appropriate coordination structures and facilities as required. Agencies such as Police or Health will remain responsible for their own activity and may also choose to establish local agency EOC or Emergency Coordination Centers where required.</p> <p>CDEM Group Controllers are expected to engage with and coordinate their activity through the CDEM Group structures.</p> <p>Where a State of National Emergency is in place, this includes implementing any directives from the National Controller</p>

Guidance as at 6 October 2021

	<p>CDEM Group Controllers are expected to engage with and coordinate their activity through the CDEM Group structures.</p> <p>Where a State of National Emergency is in place, this includes implementing any directives from the National Controller</p> <p>CDEM Coordination Centres will likely need to operate at Activation Status 3 or 4 (see detail below), with resourcing (remote and on-site) that reflects the operational tempo and deliverables.</p> <p>Coordination Centres will need to be established with enhanced infection prevention control protocols in place. This should include:</p> <ul style="list-style-type: none"> • remote working wherever possible, • health declaration and messaging to ensure staff do not attend coordination centre if ill, • increased physical distancing between workstations and meeting room spaces (2m gap), • allocated workstation/IT hardware • increased surface cleaning, • promotion/requirement for Seasonal Influenza vaccine to reduce likelihood of staff stand-down due to Influenza Like Illness. 	<p>CDEM Group Controllers are expected to engage with and coordinate their activity through the CDEM Group structures.</p> <p>Where a State of National Emergency is in place, this includes implementing any directives from the National Controller</p> <p>CDEM Coordination Centres will likely need to operate at Activation Status 2 or 3 (see detail below), with resourcing (remote and on-site) that reflects the operational tempo and deliverables.</p> <ul style="list-style-type: none"> • Groups should be implementing planning that has taken place in lower Alert Levels and be undertaking. Action Planning and reporting processes as required. • Groups should engage in national planning and coordination activities including Group Manager and Group Controller Teleconferences as well as Intelligence Manager Teleconferences • Groups should engage with adjacent CDEM Groups particularly those who are operating at differing Alert Levels to ensure cross border issues are appropriately managed. <p>Coordination Centres will need to be operated with enhanced infection prevention</p>	<p>Duty arrangements and CDEM Coordination Centres will likely need to operate at Activation Status 1 or 2 (see detail below), with resourcing (remote and on-site) that reflects the operational tempo and deliverables.</p> <p>CDEM Group manager and/or Controller should place emphasis on strengthening relationships with regionally-represented agencies, communities and stakeholder groups, and Regional Leadership Group (RLG).</p> <p>Preparatory actions and planning should be undertaken for a resurgence of COVID-19.</p> <ul style="list-style-type: none"> • This preparation for resurgence should also include engagement in national planning and coordination activities including Group Manager and Group Controller Teleconferences as well as Intelligence Manager Teleconferences <p>In the event that a CDEM Group is at Alert Level 2 while an adjacent CDEM Group is at Alert Level 3, there are likely to be ongoing requirements to coordinate between Groups,</p>
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Guidance as at 6 October 2021

	<ul style="list-style-type: none"> a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing 	<p>control protocols in place. This should include:</p> <ul style="list-style-type: none"> remote working wherever possible, health declaration and messaging to ensure staff do not attend coordination centre if ill, increased physical distancing between workstations and meeting room spaces (2m gap), allocated workstation/IT hardware increased surface cleaning, promotion/requirement for Seasonal Influenza vaccine to reduce likelihood of staff stand-down due to Influenza Like Illness. a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing 	<p>Groups should maintain the capacity to respond to concurrent emergencies.</p> <p>EOCs, ECCs and CDEM Group offices should display a government issued QR code for use with the NZ COVID Tracer App at each facility (and provide an alternative method to sign in for those without the app) to enable contact tracing</p>
Emergency Welfare Services	<p>Lead multi-agency regional (via CDEM Group) and local coordination for emergency welfare services.</p> <p>Provide those emergency welfare services that CDEM is a responsible agency for, in partnership with support agencies, to people whose lives and livelihoods have been</p>	<p>Lead multi-agency regional (via CDEM Group) and local coordination for emergency welfare services.</p> <p>Provide those emergency welfare services that CDEM is a responsible agency for, in partnership with support agencies, to people whose lives and livelihoods have been</p>	<p>CDEM Groups may provide some CDEM emergency welfare services where there are no other means of support available from social service and community-based agencies and may consider whether provision of these services meet eligibility criteria in Section 33 of The Guide to the National CDEM Plan.</p>

Guidance as at 6 October 2021

	<p>affected by COVID-19 where these needs cannot be met by other sources of support.</p> <p>If the Āwhina COVID-19 Welfare Needs Assessment system is being used, provide support to users where possible.</p> <p>Implement integrated plans with Welfare Coordination Group/Local Welfare Committee member agencies, iwi, and community groups to identify and meet community needs where there are no other means of support.</p>	<p>affected by COVID-19 where these needs cannot be met by other sources of support.</p> <p>If the Āwhina COVID-19 Welfare Needs Assessment system is being used, provide support to users where possible.</p> <p>Implement integrated plans with Welfare Coordination Group/Local Welfare Committee member agencies, iwi, and community groups to identify and meet community needs where there are no other means of support.</p>	
Managed Quarantine and Isolation	Support the operation of Managed Quarantine and Isolation Facilities where required.	Support the operation of Managed Quarantine and Isolation Facilities where required	Support the operation of Managed Quarantine and Isolation Facilities where required
Checkpoints / roadblocks	<p>Support NZ Police to implement movement restrictions within and between the impacted regions.</p> <ul style="list-style-type: none"> Coordination will likely be required with adjacent regions, particularly where an adjacent region remains at a lower Alert Level. Consideration should be given to communities in the border region with a 	<p>Support NZ Police to implement movement restrictions within and between the impacted regions.</p> <ul style="list-style-type: none"> Coordination will likely be required with adjacent regions, particularly where an adjacent region remains at a lower Alert Level, Consideration should be given to communities in the border region with a 	<p>Inter-regional travel is permitted (as per requirements for travelling between alert level boundaries).</p> <p>CDEM Groups may need to work with partners such as Police and Iwi to provide additional assurance to any community who seek to</p>

Guidance as at 6 October 2021

	<p>view to minimising impacts through pragmatic and enabling measures.</p> <ul style="list-style-type: none"> This may include enhanced PIM as well as intelligence-led checkpoints led by New Zealand Police. 	<p>view to minimising impacts through pragmatic and enabling measures.</p> <ul style="list-style-type: none"> This may include enhanced PIM as well as intelligence-led checkpoints led by New Zealand Police. <p>CDEM Groups may need to work with partners such as Police and Iwi to provide additional assurance to any community who seek to implement or maintain community-led checkpoints.</p>	<p>implement or maintain community-led checkpoints.</p> <p>CDEM Groups to maintain, or refresh, contingency plans under normal readiness processes with partners including Police to re-escalate upon any resurgence of COVID-19.</p> <p>Where one region may be at Alert Level 2, there may be an adjacent region at a higher Alert Level. As a regional border control issue, it will therefore be important that the need for cross-border coordination and management of consequences in the lower Alert Level area are considered and, where required, acted upon.</p>
Recovery	Engagement with local and regional recovery leadership, using RLG structures applicable to the region and C4C arrangements, on economic and social recovery.	Engagement with local and regional recovery leadership, using RLG structures applicable to the region and C4C arrangements, on economic and social recovery.	The CDEM Group to work together with agencies, organisations, member local councils, their communities and, as necessary, adjacent CDEM Groups to establish and achieve shared goals, priorities, and deliver community development activities and services.

Guidance as at 6 October 2021

		<p>Ensure iwi partners and key stakeholders are engaged and connected as part of recovery planning.</p> <p>If necessary, review, build on and share detailed intelligence picture of regional impacts with a focus on community (especially those at risk of severe illness should they contract COVID-19) and economic recovery.</p> <p>If appropriate, support and engage on any discussions to review key regional recovery priorities in consultation with partners and stakeholders.</p>	<p>Supporting and enabling New Zealand to regenerate from the effects of COVID-19 needs to be in partnership with Iwi and Māori.</p> <p>Community rebuilding activities should consider all aspects of the local community (social, economic, natural and built environments). Culture, cultural practices and tikanga need to be considered and factored into all aspects of community regeneration and enhancement. Activity needs to be flexible and scalable to meet the needs of all communities.</p> <p>CDEM Groups should work with member local councils and should encourage innovative thinking and solutions and approaches. Activity should consider if individuals, communities and sectors will need support for a longer period of time than would normally be expected following an emergency to enable these communities to adapt to the new normal.</p> <p>The CDEM Group and member local councils should ensure their plans, arrangements and</p>
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Guidance as at 6 October 2021

			activities are flexible and agile to enable them to respond to change and uncertainty.
CEG and Joint Committee	Changes made under modification orders linked to the Epidemic Notice allow for Joint Committee meetings to be conducted remotely. (The order enabling this runs until 24 September 2020, at that point the Government may choose to extend the order)	Changes made under modification orders linked to the Epidemic Notice allow for Joint Committee meetings to be conducted remotely. (The order enabling this runs until 24 September 2020, at that point the Government may choose to extend the order)	Refer advice on physical meeting guidelines on page 20
National meetings and working groups	Not meeting. Staff allocated to response.	Not meeting. Staff allocated to response.	All CDEM Group and NEMA Readiness meetings at AL2 to be conducted virtually unless authorised by Director CDEM.
Local and regional meetings, working groups, training and exercising	Not meeting. Staff allocated to response.	Not meeting. Staff allocated to response.	<p>Refer advice on physical meeting guidelines on page 20</p> <p>1m separation applies within CDEM workplaces.</p> <ul style="list-style-type: none"> • Complying with Alert Level 2 settings. • Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems and physical distancing). • Fulfilling all other health and safety obligations.

Guidance as at 6 October 2021

Descriptions of EOC (ECC) Activation Status adapted from DGL06 Response Management, Table 6. Available at:
<https://www.civildefence.govt.nz/assets/Uploads/publications/Response-management-DGL06-08-Oct14-Revisions.pdf>

The Group Controller should determine the most appropriate coordination mechanism and structures to respond to an escalation of alert levels within their region. Coordination may be achieved through a variety of mechanisms and will be supported by governance functions. A clear trigger for escalation to a coordination centre function should be identified.

<p><i>ECC/EOC Activation Status 1</i></p> <ul style="list-style-type: none"> • EOC monitors incidents/events that may lead to an emergency or that may require support. • Controller informed. • Limited staffing. • Other CDEM stakeholders informed. * • Public may be informed (consider public information needs).^ <p>*Other CDEM stakeholders are the agencies that have roles and responsibilities under the response plan that applies and include the members of the particular CDEM Group and MCDM.</p> <p>^ Consider whether the response is likely to move to a higher status – it will be easier to work with the public and media if their awareness has been raised early.</p>	<p><i>ECC/EOC Activation Status 2</i></p> <ul style="list-style-type: none"> • EOC supports the response. • Controller involved. • Increased staffing. • Other CDEM stakeholders informed and may be involved. • Political stakeholders informed. • Public informed.
<p><i>ECC/EOC Activation Status 3</i></p> <ul style="list-style-type: none"> • EOC coordinates the response. • Controller coordinates. • Full staffing. • Other CDEM stakeholders informed and involved. 	<p><i>ECC/EOC Activation Status 4</i></p> <ul style="list-style-type: none"> • EOC directs the response. • Controller directs. • Full staffing. • Other CDEM stakeholders informed and involved.

Guidance as at 6 October 2021

<ul style="list-style-type: none">• Political stakeholders involved.• Public informed.	<ul style="list-style-type: none">• Political stakeholders involved.• Public informed.
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7.8 ELECTED REPRESENTATIVE ACCOUNTABILITY REPORT

1. PURPOSE

To provide a report on elected members' activities since the last Council meeting.

2. SIGNIFICANCE

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

3. BACKGROUND

Every eight weeks the elected members have the opportunity to update the activities they are involved with and activities carried out in their official capacity for the Council and the community.

4. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** the elected members' activities.

File Number: 136459

Author: Serah Pettigrew, Democratic Services Officer

Attachments:

1. Mayor Greg Lang October 2021 [↓](#)
2. Deputy Mayor Rebecca Vergunst October 2021 [↓](#)
3. Cr Brian Deller October 2021 [↓](#)
4. Cr Dale Williams October 2021 [↓](#)
5. Cr Jill Greathead October 2021 [↓](#)
6. Cr Rob Stockley October 2021 [↓](#)
7. Cr Robyn Cherry-Campbell October 2021 [↓](#)
8. Cr Steve Cretney October 2021 [↓](#)



Elected Member Report for Ordinary Council Meetings

Elected Member: Greg Lang	Portfolio Lead: Mayor
For the period: 17th August 2021 – 11th October 2021	

Community Activities attended:

1. Individual meetings with community members and groups on ideas, proposals and issues.
2. AGM's, functions, events and fundraisers for Regional and Carterton organisations, businesses and community groups.

Workstreams:

1. Task Force for the Town Centre.
2. Gladstone Project.
3. Three waters Reform
4. Five Towns Trail Project.
5. Mayors Task Force for Jobs Programme.
6. Tuia Leadership Programme.
7. Waingawa Industrial Estate

Meetings/Items of relevance to CDC:

1. CDC Advisory Group meetings: – Economic Development – Arts Culture and Heritage – Placemaking – Walking and Cycling.
2. CDC meetings: – Ordinary – Policy & Strategy – Wastewater Treatment Plant Upgrade Governance -- Infrastructure and Services - Audit & Risk – Water Race – Community Grants.
3. Wellington Regional meetings:- Wellington Civil Defence Management Group -- Wellington Regional Leadership Committee - Regional Transport Committee .
4. Wairarapa meetings: Economic Development Strategy – Regional Skills Leadership Group - Wairarapa Trails Action Group - Wairarapa Combined Council Forum – Wairarapa Emergency Operation Centre --Shared Services Working Group – Wairarapa Committee.
5. Central Governments proposed Three Waters Reform programme and Future of Local Government – attended workshops, meetings, and webinars.



Elected Member: Rebecca Vergunst	Portfolio Lead: Policy & Housing
For the period: 16th June 2021 - 11th October 2021	

Elected Member Report for Ordinary Council Meeting

Please get in touch if you want more information on any of the items listed.

Community Activities attended:

1. NA

Items of note:

1. **Three Waters Reform Feedback Period:** Much of the past 8 weeks has been consumed by reading Three Waters Reform documents, and attending webinars and workshops. Thankyou to Geoff and Dave for collating our comments and questions and constructing a well written letter to DIA. Thankyou also to Marcus and Elisa for the community comms on this topic - check out www.cdc.govt.nz/threewaters for more info.
2. **Wairarapa Road Safety Council:** Bruce and Holly continue to deliver road safety messages across the Wairarapa through various mediums. Waka Kotahi's speed review consultation has closed and we await the outcomes with interest. Minister Wood announced that funding of the three roundabouts has been approved with a start date of early 2022, which is fantastic news. The Community Driver Mentor Program is going very well, with a new dual control vehicle purchased. Holly has been working with Te Kura Kaupapa Maori o Wairarapa to develop a Pedal Ready course and translated resources in te reo Maori which is awesome.

Meetings/Items of relevance to CDC:

1. Combined Council Forum via Zoom
2. Placemaking Advisory Group
3. Walking and Cycling Advisory Group
4. Wairarapa Shared Policy Working Group
5. Community Grant Allocation Meeting
6. Three Waters Webinars and workshops

7. Wairarapa Road Safety Council AGM and Ordinary Meeting
8. Wairarapa Councils Shared Services Working Group
9. Policy and Strategy Meeting
10. Wairarapa Leaders Social Wellbeing Forum



Elected Member Report for Ordinary Council Meetings

Elected Member: Brian Deller	Portfolio Lead: Risks
For the period: 16 th August 2021 to 11 th October 2021	

Community Activities attended:

1. Justice of the Peace Service Desk
2. Sparks Panel Bridge Dedication

Workstreams:

1. Rate Payer visits re Three Waters
2. Future of Local Govt Workshops
3. Parkvale Catchment Group Meetings
4. Zoom meetings – Three Waters - Combined Council x 2
5. Webinars – Three Waters x 2
6. Council Workshops x 9

Meetings/Items of relevance to CDC:

1. Waiohine River Plan Steering Group
2. Upper Raumangunga Floodplain Steering Committee
3. Council Meeting x 2
4. Future of Local Government Meeting Lower Hutt
5. Infrastructure and Services Meeting
6. Policy and Strategy Meetings
7. Water Race Meeting
8. Audit and Risk Meetings
9. Zone 4 Meeting – Lower Hutt



Elected Member Report for Ordinary Council Meetings

Elected Member: Dale Williams	Portfolio Lead:
For the period: 17 August 2021 to 11 October 2021	

Community Activities attended: Go Carterton meetings/socials, rugby/netball/swimming and football, Farmers markets, JP duty at library

Workstreams: Economic Development Advisory, Librabry committee, Waka Kotahi speed review, Water Race committee

Meetings / Items of relevance to CDC: Wairarapa Combined Council meeting, 3 Waters webinar, Economic Development Advisroy meeting, Wairarapa Skills Leadership Group meeting, Youth 2 Work Wairarapa meetings, Grants committee meetings and approvals,



Elected Member Report for Ordinary Council Meetings

Elected Member: Jill Greathead	Portfolio Lead: Climate Change and Environment
For the period: 18 August to 11 October 2021	

Community Activities attended

1. Go Carterton Social – 23/9/21
2. Community Networks Meeting – 28/9/21

Workstreams:

1. Waste Forum - Wellington Region – (Online) - 20/8/21
2. Wellington Region Climate Change Forum – (Online) – 27/8/21
3. Place-making Advisory Group – (Online) - 3/9/21
4. Three Waters Webinar – (Online) – 3/9/21
5. Wellington Leaders Forum – (online) – 7/9/21
6. Governance Meeting – 8/9/21
7. Council workshop – 8/9/21, 22/9/21,
8. Wairarapa Climate Caucus Zoom Meetings – 9/9/21
9. Workshop – South Gippsland Water – 15/9/21
10. Debrief of Wairarapa Water Limited – 16/9/21

Meetings / Items of relevance to CDC:

1. Audit and Risk – 18/8/21 – in attendance
2. Ordinary Council meeting – 25/8/21
3. Combined Council meeting – 26/8/21
4. Community Grants Committee – 3/9/21

5. Water Race Committee and workshop – 15/9/21
6. Wairarapa Committee – 21/9/21
7. Wairarapa Safer Community Trust (WSCT) meeting – 28/9/21
8. Carter Court – 28/9/21
9. Infrastructure and Services Meeting – in attendance – 29/9/21
10. Policy and Strategy Meeting – 29/9/21



Elected Member Report for Ordinary Council Meetings

Elected Member: Rob Stockley	Portfolio Lead: Community Development Community Engagement
For the period: 17th August 2021 – 11th October 2021	

Workstreams:

1. Wairarapa Combined Council Forum
2. Wastewater Treatment Plant Governance Group
3. Wairarapa Combined District Plan Joint Committee
4. Five Towns Trails Masterplan - Launch

Meetings/Items of relevance to CDC:

1. Go Carterton Business Catchup
2. Meeting with President of the Wairarapa Railway Restoration Society Inc regards pedestrian safety improvements in the station carpark.



Elected Member Report for Ordinary Council Meetings

Elected Member: Robyn Cherry-Campbell	Portfolio Lead: Finance / Economic Development
For the period: 17 August to 11 October 2021	

Community Activities:

- [Go Carterton Business Social at the Professionals office](#)
- [Vagabond Vege](#)
- [Demand Responsive Public Transport Meeting](#)
- [Meetings with Business & Building Owners relating to Town Centre revitalisation](#)

Workstreams:

- [Wairarapa Combined District Plan Review](#)
- [Mayor's Task Force – Carterton Town Centre revitalisation/economic development](#)
- [Three Waters Reform](#)
- [RMA Reform](#)
- [Future of Local Government](#)

Meetings/Items of relevance to CDC:

- [CDC Ordinary Council Meeting](#)
- [Committee Meetings: Audit & Risk; Water Race; Infrastructure & Services; Policy & Strategy; Wairarapa Combined District Plan; Community Grants Allocation Meeting;](#)
- [Advisory Group Meetings: Economic Development; Arts, Culture & Heritage](#)
- [Wairarapa Combined Councils Forum Meeting](#)
- [Wairarapa Combined Councils Shared Services Meeting](#)
- [Waste-Water Treatment Plant Governance Group Meetings](#)
- [Three Water Reform Webinars \(multiple\)](#)
- [Wairarapa Water Ltd Meeting](#)
- [Workshops](#)
- [Elected Members Governance Sessions](#)



Elected Member Report for Ordinary Council Meetings

Elected Member: Steve Cretney	Portfolio Lead: Sport & Recreation Arts, Culture & Heritage
For the period: 17 th August – 11 th October	

Community Activities attended:

1. Sparks Park Trusts Memorial Bridge Dedication to Gordon Knutson
2. Hotel California Eagles Tribute – Carterton Events Centre

Workstreams:

1. Wairarapa Climate Change Working Group
2. Mangatāre Catchment Plan Project Plan
3. Wastewater Treatment Plant Governance
4. Rangatahi to Rangatira Board Meetings
5. 3 Waters Reform – Webinars, Workshops
6. Ka Pai – Carrington Park Upgrade – September 23rd

Meetings/Items of relevance to CDC:

1. Policy & Strategy Committee Meeting – August 4th
2. Infrastructure & Services Committee Meeting – August 4th
3. Council Workshops
4. Carterton District Council – Councillor Governance Sessions
5. Carterton District Council Audit & Risk Meeting – August 18th
6. Wairarapa Library Service Committee Meeting – Zoom August 18th
7. Wastewater Treatment Plant Governance Group – Zoom Meeting August 18th & August 31st
8. Carterton District Council Council Meeting - August 25th
9. Wairarapa Combined Council Forum – Zoom Meeting August 26th
10. Wellington Region Climate Change Forum – Teams Meeting August 27th
11. Wairarapa Climate Change Caucus Group – Fortnightly Team Meetings
12. Placemaking Advisory Group – September 1st
13. Arts, Culture & Heritage Advisory Group Meeting – September 1st
14. Wellington Regional Leadership Committee Meeting – Teams September 7th
15. Carterton District Council Infrastructure & Services Committee Meeting – September 29th
16. Carterton District Council Policy & Strategy Committee Meeting – September 29th



7.9 JOINING THE LOCAL GOVERNMENT FUNDING AGENCY (LGFA) AS A GUARANTOR

1. PURPOSE

For the council to decide whether to become a guarantor of LGFA.

2. SIGNIFICANCE

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

When Council previously (in 2019) joined New Zealand Local Government Funding Agency (LGFA) it consulted with ratepayers.

A decision to join the LGFA as a guarantor does not require further community consultation but requires authorisation from members of Council and the Chief Executive.

3. BACKGROUND

The Council joined the LGFA borrowing scheme as a borrower in 2019, with the Council first drawing down borrowings from LGFA in July 2021. When Council became a member of LGFA, it decided not to become a guarantor. While there was a financial benefit to becoming a guarantor, Council chose not to, as borrowings were not forecast to reach \$20m (LGFA limit for non-guarantor councils) for some time. Risks of becoming a guarantor were also considered.

A Treasury report to the August 2021 Audit and Risk Committee meeting highlighted that Council's debt is forecast to be \$18.5m at the end of 2022 which is close to LGFA's limit of \$20m for non-guarantor Councils. It was agreed a workshop would be set up to discuss the implications of Council becoming a guarantor, which would remove the \$20m limit, and would also provide a discounted interest rate to Council.

A Council workshop was held in September 2021 where the LGFA presented information on becoming a guarantor. Philip Jones, Independent Chair of the Audit and Risk Committee, also attended. Elected members requested Council officers prepare some financial analysis to demonstrate the costs and benefits of becoming an LGFA guarantor, as part of a report to Council.

4. DISCUSSION

If Carterton District Council wishes to borrow more than \$20 million through LGFA then they will need to become a guarantor.

The benefits are that Council could borrow more than \$20 million through LGFA if and when needed, and that Council's interest cost would reduce by 0.1% on any

new borrowings or refinancing of existing borrowings compared to LGFA's rates for non-guarantors.

The 2021-31 LTP shows Council being close to the LGFA \$20m borrowing limit for non-guarantors in year 1, and exceeding \$20m of external borrowings in later years. Council could borrow amounts over \$20m through a bank, however interest rates available to Council through LGFA are significantly lower than rates available through banks (currently around 2% difference when comparing Councils average borrowing rate on its LGFA loans, to the average borrowing rate Council had with BNZ in July 2021 before switching to LGFA).

It would also enable the Council to access committed standby facilities that LGFA are now offering.

The risk of becoming a guarantor is that the Council may have to make an equity contribution to LGFA if LGFA was at risk of defaulting on its debt. Note that the Council is guaranteeing LGFA's debt and not other councils. The equity contribution would also mean Council owns shares in LGFA.

The share of the Councils guarantee is based on rates income. It is estimated that Carterton District Council's share would be 0.21% as at September 2021. This means for every \$100 million of capital LGFA called, the Council would contribute around \$210,000.

The risk of LGFA defaulting is extremely low. LGFA securities are rated at AAA (domestic long term) by S&P Global Ratings and AA+ by Fitch Ratings. These ratings are the same as the New Zealand Government, and higher than NZ banks.

Council officers have quantified the financial benefits of becoming a guarantor in terms of the 0.1% saving on new or refinanced borrowing, in the table below.

NEW BORROWING NET PRESENT VALUE SUMMARY	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Additional costs - one-off legal fees	- 15,000	-	-	-	-	-	-	-	-	-
0.1% savings on External projected borrowings	2,032	6,285	10,007	18,755	17,088	17,684	29,310	26,874	26,476	29,824
LGFA Current Borrowing Rate	1.15%									
NPV OF BECOMING A GUARANTOR (New Borrowing Only)	184,334									

The table above demonstrates the NPV of becoming a guarantor for the 10 years of the Long-Term Plan. There will be a one-off cost for legal fees to prepare the required documentation, however this will be recovered in subsequent years, through the savings in interest costs.

Council may also save significantly more than this once Council's borrowing exceeds the LGFA's \$20m limit. Being a guarantor would remove this limit, and would therefore allow council to borrow amounts exceeding \$20m through LGFA rather than having to borrow through banks at a higher interest rate.

5. OPTIONS

1. Council chooses to become a guarantor. This would allow Council to borrow over \$20m through LGFA when required under the LTP, and would mean a discounted interest rate. Risk of LGFA defaulting is extremely low.

2. Council chooses not to become a guarantor. Council can borrow up to \$20m through LGFA, then any amounts borrowed above this would need to be through a bank, at a higher interest rate. The discounted interest rate for guarantors of the LGFA would not be available to Council. Not exposed to risk of LGFA defaulting.

6. NEXT STEPS

If Council agrees to become a guarantor, the CEO and two Councillors will need to sign and execute the relevant legal documents. It is envisaged that by the time our solicitor prepares the documentation and LGFA's solicitors review the documents, it'll be the end of November before the paperwork is in force.

7. CONSIDERATIONS**7.1 Climate change**

No specific climate changes considerations.

7.2 Tāngata whenua

No specific climate change considerations.

7.3 Financial impact

As noted in the discussion section, by becoming a guarantor, Council will save 0.1% interest on new or refinanced borrowings compared to the rates we are currently able to obtain through the LGFA.

If Council did not become a guarantor and needed to borrow more than \$20m, any amount above the \$20m limit would need to be borrowed from a bank which has significantly higher interest rates than LGFA.

There will be an initial one-off cost of approximately \$15,000 in legal fees to arrange the documentation required to become a guarantor.

7.4 Community Engagement requirements

When Council previously (in 2019) joined LGFA it consulted with ratepayers.

A decision to join the LGFA as a guarantor does not require further community consultation but requires authorisation from both members of Council and the Chief Executive.

7.5 Risks

The key risk involved in this decision relates to Council being a guarantor for LGFA in the situation the LGFA defaults. As discussed above, the risk is extremely low, with LGFA having a higher credit rating than the banks Council could borrow from.

Another potential risk is that Council borrows more than is required due to the \$20m LGFA cap being removed if Council were to become a guarantor. This risk is mitigated by the fact the Council's plan is already set out in the 2021-31 Long Year Plan (LTP), including capital programme, and the related borrowing. The Council's Delegations Manual requires any unbudgeted expenditure over \$10,000 to come to Council for approval, so officers cannot decide to complete additional capital works (and therefore drawn down additional borrowing) than is set out in the LTP without Council approval.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to become a guarantor of LGFA.
3. **Delegates** authority to the Chief Executive to execute the required documents for the purposes of recommendation 2.

4. **Authorises** any two of the Council's elected members to execute the required deeds for the purposes of recommendation 2.

File Number: 136454

Author: Kelly Vatselias, Corporate Services Manager

Attachments: Nil

8 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Request to Waive Excess Water Charge Account W72600	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

9 KARAKIA WHAKAMUTUNGA