



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

AGENDA

Policy and Strategy Committee Meeting

Date: Wednesday, 24 November 2021

Time: 11am

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

Deputy Mayor R Vergunst

Deputy Chair R Cherry-Campbell

Mayor G Lang

Cr S Cretney

Cr B Deller

Cr J Greathead

Cr R Keys

Cr R Stockley

Cr D Williams

R Clarke-Reiri - Hurunui-o-Rangi Marae
Representative

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

Wednesday, 24 November 2021 at 11am

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1 KARAKIA TIMATANGA

Mai i te pae maunga, raro ki te tai

Mai i te awa tonga, raro ki te awa raki

Tēnei te hapori 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 CONFIRMATION OF THE MINUTES



5.1 MINUTES OF THE POLICY AND STRATEGY COMMITTEE MEETING HELD ON 29 SEPTEMBER 2021

1. RECOMMENDATION

1. That the Minutes of the Policy and Strategy Committee Meeting held on 29 September 2021 are true and correct.

File Number: 137291

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Policy and Strategy Committee Meeting held on 29 September 2021

**MINUTES OF CARTERTON DISTRICT COUNCIL
POLICY AND STRATEGY COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON
ON WEDNESDAY, 29 SEPTEMBER 2021 AT 11.00AM**

PRESENT: Cr Robyn Cherry-Campbell (Acting Chair), Cr Rebecca Vergunst (Chair), Mayor Greg Lang, Cr Steve Cretney, Cr Brian Deller, Cr Jill Greathead, Cr Rob Stockley, Cr Dale Williams

IN ATTENDANCE – HURUNUI-O-RANGI MARAE REPRESENTATIVE

Rīhi Clarke-Reiri

IN ATTENDANCE: Geoff Hamilton (Chief Executive) Infrastructure, Dave Gittings (Planning and Regulatory Manager), Geri Brooking (People and Wellbeing Manager), Glenda Seville (Community Services and Facilities Manager), Tony Pritchard (Asset Engineer), Solitaire Robertson (Senior Planner), Elisa Brown (Communications and Engagement Advisor), Serah Pettigrew (Democratic Services Officer), and Robyn Blue (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Cr Rob Stockley.

2 APOLOGIES

An apology was received from Cr Russell Keys.

MOVED

The apology be received

Cr Rob Stockley / Cr Dale Williams

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest.

4 PUBLIC FORUM

Nancy Blackman, Carterton resident, addressed the Policy and Strategy Committee meeting on the Three Waters Reforms and said she did not support it. She did not agree with the regional grouping for Wairarapa and said that smaller councils were better suited to deal with local issues.

Ron Shaw, Carterton resident addressed the Policy and Strategy Committee meeting on the Three Waters Reforms and said he did not support it. He said the proposal was flawed and was being rushed through, and that the community should be consulted.

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE POLICY AND STRATEGY COMMITTEE MEETING HELD ON 4 AUGUST 2021

MOVED

That the minutes of the Policy and Strategy Committee Meeting held on 4 August 2021 are true and correct **subject to** correcting that the Council members were present, and not in attendance.

Cr Dale Williams / Cr Brian Deller

CARRIED

6 REPORTS

6.1 DEPARTMENT OF INTERNAL AFFAIRS THREE WATERS RESPONSE

PURPOSE

For the Committee to endorse the Chief Executive's letter to the Department of Internal Affairs.

MOVED

That the Council/Committee:

1. **Receives** the report.
2. **Endorsed** the attached Chief Executive's Three Waters reform response letter to the Department of Internal Affairs.
3. **Noted** that Carterton District Council does not have enough information to evaluate the Three Waters Reform.
4. **Agreed** to set up a meeting with MP Kieran McNulty to discuss the Three Waters reforms.

Mayor Greg Lang / Jill Greathead

CARRIED

6.2 RESOURCE CONSENT UPDATE

PURPOSE

To update the Committee on the resource consents issued since the previous update which are generally presented to the Policy and Strategy Committee.

MOVED

That the Committee:

1. **Receives** the report.

Cr Brian Deller / Cr Steve Cretney

CARRIED

6.3 ANIMAL FACILITY

PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the Policy and Strategy Committee doesn't have the mandate to move any financial recommendations relating to the facility.
3. **Agreed** that the Chief Executive prepares business case options for decision at the full Council meeting on 20 October 2021.

Cr Rob Stockley / Cr Dale Williams

CARRIED

6.4 WAKA KOTAHI SPEED REVIEW SUBMISSION

PURPOSE

For the Committee to be informed on the submission to Waka Kotahi's speed review.

MOVED

That the Council/Committee:

1. **Receives** the report.

Cr Robyn Cherry-Campbell / Cr Rob Stockley

CARRIED

6.5 DUST SUPPRESSION POLICY

PURPOSE

For the Committee to review a draft Council dust suppression policy.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the Committee is not in a position to adopt the policy at this meeting.

Defer adoption of the Dust Suppression Policy for Carterton District Council to the Policy and Strategy meeting on 24 November 2021.

Cr Steve Cretney / Cr Rob Stockley

CARRIED

6.6 WAIRARAPA ECONOMIC DEVELOPMENT ARRANGEMENTS

PURPOSE

For the Committee to agree to proceed with new economic development arrangements for Wairarapa.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** that a review of the current economic development arrangements in the Wairarapa, commissioned by the three Wairarapa District Councils, is complete.
3. **Agreed** to proceed with Option 2: Destination Wairarapa remains as a separate entity, but WellingtonNZ establishes a presence in the Wairarapa and provides back-office support.
4. **Noted** that joint agreement by the three Wairarapa District Councils is required to move forward with Option 2: Destination Wairarapa remains as a separate entity but WellingtonNZ establishes a presence in the Wairarapa and provides back-office support.
5. **Noted** that the above option will require the development of Service Level Agreements between the three Wairarapa District Councils and Destination Wairarapa, and the three Wairarapa District Councils and WellingtonNZ.
6. **Noted** the Service Level Agreement and any future financial implications are adopted at a full Council meeting.
7. **Noted** that that a new Service Level Agreement between the three Wairarapa District Councils and Destination Wairarapa will supersede the current Memorandum of Understanding between the three Wairarapa District Councils and Destination Wairarapa.

Mayor Greg Lang / Cr Brian Deller

CARRIED

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a karakia led by Cr Rob Stockley.

The meeting closed at 12.30 pm

Minutes confirmed:

Date:

DRAFT

6 REPORTS



6.1 CARTERTON DISTRICT COUNCIL PROCUREMENT POLICY

1. PURPOSE

For the Committee to adopt the proposed Carterton District Council's 2021 Procurement Policy.

2. SIGNIFICANCE

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

3. BACKGROUND

Carterton District Council's Procurement Policy was due for review in November 2021.

The proposed policy focuses on the key objectives, principles and values that will be achieved, with an emphasis on the balance between good outcomes, particularly those related to broader cultural, environmental, social and economic outcomes, good quality, and good price through the life of the asset or contract.

The minor changes and additions and changes have been highlighted in red in the draft policy (**Attachment 1**).

4. CONSIDERATIONS

4.1 Climate change

Mitigation and adaption to climate change are one of the broader outcomes sought in the Policy.

4.2 Tāngata whenua

The support of Māori partnerships is a stipulated objective of the policy.

4.3 Financial impact

Financial implications are fundamental to the policy.

4.4 Community Engagement requirements

None required.

4.5 Risks

There are no identified risks with this policy.

5. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Adopts** the Carterton District Council's 2021 Procurement Policy.

File Number: 137213

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments: 1. DRAFT CDC Procurement Policy [↓](#)



PROCUREMENT POLICY

1. Effective date: **November 2021**
2. Review due: **November 2024**

3. Document Control

4.

Change Description	Author	Version	Date	Approved By
Initial Draft	Peter Rickman	1.1		
Revised	Marty Sebire	2.1	13/11/2017	
Reviewed by management team	Marty Sebire	3.1	11/12/2017	
Revised	Chris Robinson	3.2	19/9/2018	
Reviewed	Marty Sebire	3.3	25/09/2018	
Reviewed by management team	Marty Sebire	3.4	08/11/2018	
Approved	Marty Sebire	3.4	08/11/2018	Jane Davis
Reviewed	Geri Brooking	3.5	2/6/2021	Jane Davis
Review	Matt Chapman	3.6	10/11/2021	Dave Gittings
Review				

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1. Introduction

1.1. Purpose

5. The purpose of this policy is to document requirements related to procurement at Carterton District Council (CDC). This policy should be read in conjunction with the ~~Office of the Auditor-General's Procurement Guidance for Public Entities.~~¹ **Government Procurement Rules – Rules for sustainable inclusive procurement**

6. Procurement refers to all of the business processes associated with the purchase of goods, services, and works by Carterton District Council. Procurement spans the whole cycle from identification of need through to the end of a service contract or the end of the useful life and the subsequent disposal of an asset.

1.2. Scope and exclusions

7. Personnel

8. This policy applies to all employees, and also to contractors and consultants acting for CDC in connection with procurement.

9. Exclusions

10. This policy does not apply to the procurement of roading services, which is dealt with in the Carterton District Council Roading Procurement Strategy.

11. This policy does not apply to employment contracts. It does apply to the engagement of consultants.

12. Training

13. All those undertaking procurement for or on behalf of the Council will receive training in the use of this policy.

1.3. Authority

14. This policy is issued under the authority of the Chief Executive and will be reviewed and amended as required in consultation with senior management.

15. Ownership of this policy rests with the Corporate Services Manager, and responsibility for its implementation rests with the management team.

2. Principles

16. The ~~basic~~ **fundamental** principles that are to underpin all procurement at Carterton District Council are as follows:

- **Priority** – we will **generally** prioritise the awarding of procurement contracts on the quality of the service, the overall cost, and the time taken to deliver the service, in that order.

¹ For more information, see: <https://oag.parliament.nz/2008/procurement-guide>
<https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/>

- **Value for money** – we will use our resources effectively, economically and without waste. Value for money represents the best possible overall outcome for Carterton.
- **Openness** – we will be fully transparent in how we go about our procurement activities, up to and including the decision to award a procurement contract.
- **Fairness** - we will be impartial in our procurement processes and our decision-making.
- **Accessibility** – it should be easy to do business with Carterton District Council. In particular, small local businesses should have the opportunity to bid for CDC contracts wherever appropriate.
- **Integrity** – all of our procurement activity will be conducted with the utmost integrity, and we will not do anything that harms CDC's reputation for integrity.
- **Accountability** – we will be accountable to the ratepayers and residents of Carterton District for the proper use of funds.
- **Lawfulness** – In all of our procurement activities we will act within the law and meet our legal obligations.
- **Health and Safety** – we will consider health and safety matters in all of our procurement activity.
- **Sustainable procurement** – Sustainable procurement has the most positive environmental, social, cultural and economic impacts on a whole of life basis and creates value and legacy. We will assess sustainable procurement broader outcomes related to all procurement activity.

3. Practical considerations

17. The principles above have general applicability to all procurements. As each situation is different the principles need to be applied in a way that is appropriate to the circumstances of each procurement. As a practical rule, CDC procurement arrangements should strive for simplicity and proportionality. That is, the arrangements put in place for each procurement should be as simple as possible, considering the monetary values involved, the complexity of the purchase, and the level of risk involved. The arrangements should be proportional to the transaction and should minimise compliance costs for both CDC and potential bidders.

18. This policy is to be applied in accordance with the requirements of the CDC Delegations Manual and any other applicable CDC policies.

19. All financial amounts included in this policy exclude GST. Where financial thresholds are listed, this refers to the total cost of the transaction. It is not permissible to break the transaction into component parts to justify a particular procurement method.

4. Managing conflicts of interest

20. All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or perceived conflicts of interest.

21. Under no circumstances shall a staff member influence, advise or participate in a procurement or contract management activity where that employee has an actual, potential or perceived conflict of interest, either personally or through a related person.

22. Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with their manager or the Chief Executive. If in doubt, employees should at all times fully disclose a potential conflict or bias and document how it will be managed. Refer also to the CDC Staff Code of Conduct².

23. **Members interests**

24. Without prior Office of the Auditor General approval the Local Authorities (Members' Interests) Act 1968 prohibits a person from being an elected member of the Council or on any committee or sub-committee of the Council if they have an interest in an organisation that has supplied goods or services to the Council totalling more than \$25,000, including GST, across all purchases in any one financial year, defined as 1 July one year until 30 June the following year.

25. The onus is on the Elected Members and committee/sub-committee members to ensure that the requirements of the Act are met.

26. The Elected Members complete a declaration of assets and interests at least annually. This is managed by the Governance Team.

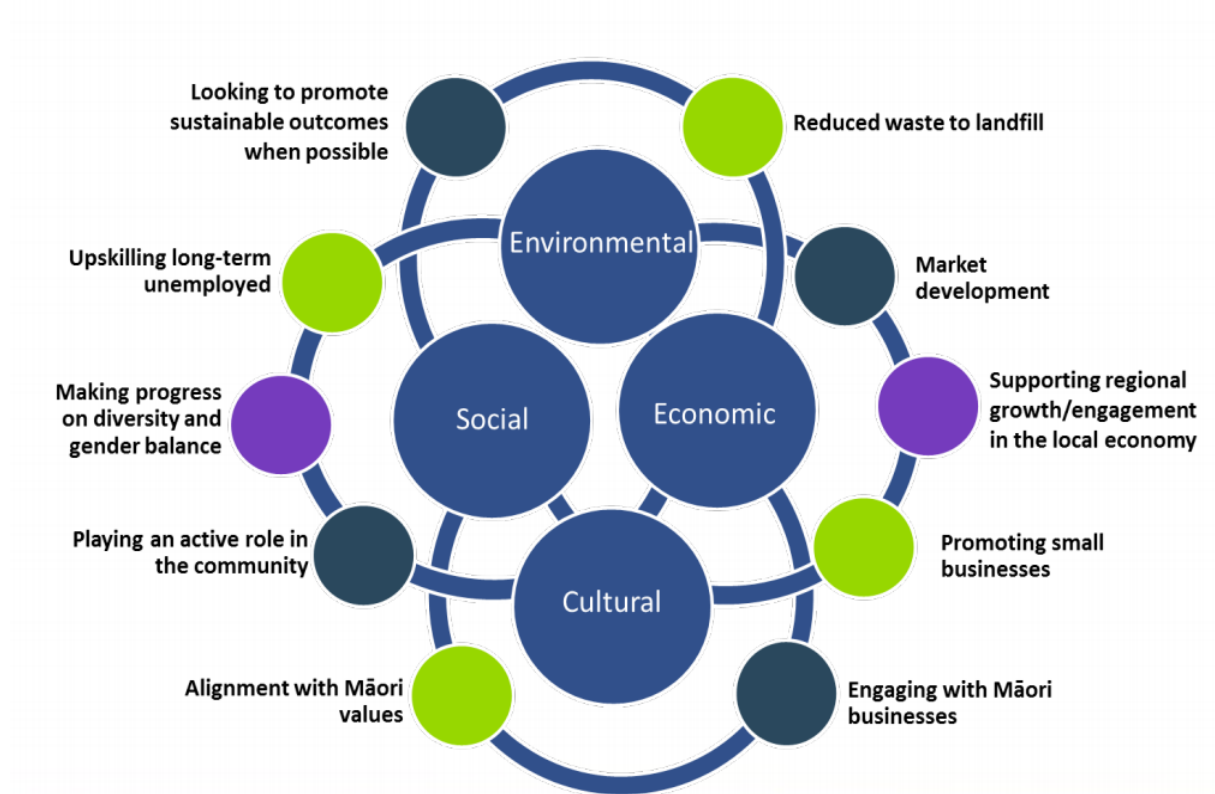
5. Sustainable Procurement

27. The Council has a commitment to sustainability. Sustainable procurement is, or will become, part of our 'business as usual', and includes environmental, social, cultural and economic broader outcomes.

28. Broader outcomes require consideration of not only whole-of-life costs, but also the costs and benefits to society, the environment and the economy. These broader outcomes will be considered when purchasing goods, services or works, and are described in the diagram below:

² For more Template, see NZ Government Conflict of Interest Management Pan template and Confidentiality Agreement. <https://www.procurement.govt.nz/procurement/templates/>

What are 'Broader Outcomes'?



Through its procurement activities, Carterton District Council aims to achieve the following broader outcomes:

29. Objective 1 Environmental broader outcome:

- Mitigate and adapt to Climate Change
- Reduce waste
- Increase community resilience
- **Circular economy**

30. Objective 2 Social broader outcome:

- Support local employment
- Local supplier utilisation

31. Objective 3 Cultural broader outcome:

- Supplier diversity and creativity
- Support Māori partnerships

32. Objective 4 Economic broader outcome:

- Support the best outcome for everyone
- Quality employment for everyone

- Enhance businesses and employment prosperity

33. There is no implied order of priority so each objective should be considered ~~equally~~ **in aggregate**. Exceptions to not include sustainability within a procurement will be considered on a case-by-case basis only and must be justified.

34. The benefits of sustainable procurement are not always able to be quantified, but they must be taken into account when making the procurement decision, alongside the financial considerations. Where a decision is made to select a supplier on sustainability grounds, and that supplier would otherwise be rejected when judged solely on financial considerations, then the reasoning must be documented.

6. Procurement methods

35. Procurement methods vary in terms of their openness to suppliers, level of risk and complexity and potential for innovation. The general rule to be followed is to use a procurement method that is simple and that is open and fair to all suppliers. As running an open tender is not as simple as obtaining an oral quote from a known supplier, there is a trade-off between the two requirements. For lower value transactions it is permissible to dispense with open advertising. However, it is not permissible to dispense with open advertising in order to:

- avoid competition
- protect local suppliers
- discriminate against any local or national supplier.

6.1. Purchases of less than \$10,000 estimated value

36. All goods and services with an estimated value of under \$10,000 (excluding GST) must be procured by raising a purchase order. Purchase orders must contain the name and address of the supplier, an adequate description of the goods or services required, the agreed or estimated cost, the general ledger account to be charged, and the name of the person making the order.

37. Before an order is made all purchase orders must be approved by an officer with sufficient authority to incur expenditure, as set out in the Delegations Manual.

38. Items of expenditure exempted from purchase order requirements are:

- formally tendered contracts
- wages and payroll deductions
- service contracts, eg fleet card
- phone rentals
- petty cash
- power charges
- tax payments

- bank fees
- debt payment
- rates payments to Wellington Regional Council
- other regular (eg monthly) payments under a contract or agreement.

39. The cost to Council needs to be minimised. So competitive prices should be obtained where there is the potential for a benefit from doing so.

6.2. Purchases of more than \$10,000 estimated value

40. \$10,000–\$100,000

41. For purchases in excess of \$10,000 and less than \$100,000 total value, open advertising is preferred, unless the manager responsible determines that that method is inappropriate to the circumstances of the transaction. If open advertising is not used, at least three quotes should be obtained. At least one of the quotes is to be local, unless this is not practicable.

42. The procurement of any goods and/or services having an estimated total cost of \$10,000 or more (excluding GST) must be by means of a formal contract. In accordance with the CDC Delegations Manual, only the Chief Executive, the Corporate Services Manager, and the Infrastructure and Services and Planning and Regulatory Manager are authorised to sign contracts with total cost in excess of \$50,000 (GST excluded).

43. \$100,000–\$150,000

44. For purchases with total value above \$100,000 and less than \$150,000, open tendering must be used, unless the Chief Executive determines that this method is not appropriate.

45.

46. \$150,000 and more

47. All purchases with a total value equal to or greater than \$150,000 must be by way of open tender in accordance with a procurement plan.

48. Notwithstanding the above requirements, the Chief Executive may exempt the requirement for quotes, or from open tender, if there is good reason to do so, for example where there is a specialist supplier, or urgency. This decision must be documented.

7. Planning

49. The procurement plan for the project must contain the following information:

- Understand the Project - What outcomes are expected?
- Analyse the Market
- Risk Analysis
- Opportunity /Broader outcomes analysis eg. sustainability
- Choose the delivery model and Supplier Selection Method
- Budget amounts

- Timeline of the procurement process
- Type of contract
- Roles and responsibilities
- Risk assessment - specifically covering risks relating to the procurement
- Resources required

50. The information listed is useful for those endorsing / approving the procurement plan to know either for context or because they are key aspects of the planned procurement plan.

8. Risk management

51. All procurement should be undertaken with an awareness of the risks and complexities surrounding the procurement process. For procurements where whole of life costs (excluding GST) exceeds \$150,000, a Risk Management Assessment should be prepared during the procurement planning phase, in which procurement risks and associated risk management options are documented.

52. Different procurement projects have different risks and complexities. For advice on procurement risk, contact the Projects and Contracts Officer.

53. Risk management should be integrated with good project planning and reporting. Where a new risk arises, or an existing risk changes its character, appropriate strategies should be developed and the Risk Management Assessment updated.

9. Preferred suppliers

54. Council may maintain a list of preferred suppliers for regular purchases of specific types of goods, services or works. Inclusion on the list may be through establishing pre-qualified suppliers or Panel of suppliers.

55. A supplier register will be open and available to all suppliers and will allow new suppliers to register and existing suppliers to update their details or extend the coverage of their service categories and specialties.

56. Council business units can choose suppliers either by direct appointment, or through a closed process from the preferred supplier list when the value of the work is within the Council's defined limits. This may include establishing a panel of suppliers for work with costs between \$10,000 and \$150,000.

57. Existing arrangements shall be reviewed at least every three years, and new applications are to be allowed at that point.

58. The register of preferred suppliers shall be approved by the Chief Executive.

10. Specific Procurement

10.1. Vehicle replacement

59. Vehicles are replaced on the following basis:

- 10 years – cars and utes
- 15 years – trucks
- 20 years – tractors.

60. When reviewing the efficiency of fleet vehicles, and before deciding to replace a vehicle, check its performances (especially fuel consumption, efficiency, usage) in order to consider whether a vehicle needs replacement, and if so, find the best choice depending on the usage, greenhouse gas emissions, and whole of life cost.

10.2. Energy procurement

61. The Council will prefer energy suppliers that offer 100% renewable energy.

10.3. All-of-Government contracts

62. All-of-Government contract (AoG) is a type of approved collaborative contract co-ordinated through MBIE's New Zealand Government Procurement Branch. AoGs establish supply agreements with approved suppliers for selected common goods or services purchased across government.

63. Council may purchase from AoGs if it is commercially advantageous to do so. Before approaching the market, Council should check whether there is an AoG that is available. CDC is currently a party to arrangements for mobile telephony services and for stationery.

11. Tender process

11.1. Electronic tenders

64. CDC, together with Masterton District Council and South Wairarapa District Council, maintains a joint tendering portal on the TenderLink electronic procurement service. There are considerable advantages associated with the use of TenderLink, including the ability to upload documents, assurance that our tender has been adequately notified, and the ability for bidders to submit tenders electronically.

65. TenderLink should be used for all procurements of over \$100,000, unless in the opinion of the manager responsible this would be inappropriate. Further information on TenderLink may be obtained from the Projects and Contracts Officer. Where consultants are employed to manage a tender process, the Wairarapa joint portal should be used.

11.2. Preparation of tender documentation and advertisement

- The publishing of all tender advertisements is done by the manager concerned.

- Where a tender is complex or considered to be higher risk, the advice of the Projects and Contracts Officer should be sought before issuing the advertisement.
- Tender documentation shall contain a clear statement of the goods or services that are required, sufficient to allow suppliers to prepare their tender. The documentation should also contain a clear statement of how the preferred tenderer will be selected.
- All communication and tender documents are handled in their entirety by the officer taking responsibility for the tender.

11.3. Communication with bidders

- The issue of tender documentation shall be documented, and suppliers collecting documentation shall physically sign that they have received the documentation. Full contact details of all suppliers obtaining tender documentation shall be recorded. This will be done automatically if TenderLink is used.
- Where questions are received from bidders, and where the terms of the tender permit it, answers shall be provided at the same time and in the same form to all suppliers who have obtained tender documentation.

11.4. Submission of tenders

66. Electronic

- If TenderLink is used all tenders should be submitted electronically.

67. Manual

- If a manual tender process is used, a Tender Box will be used. Tender boxes are to be secured and are managed by an officer of Council as authorised by the Chief Executive or the relevant manager.
- Manual tenders are to be submitted in a sealed envelope with the name of the tender and the person submitting the tender clearly printed on the outside of the envelope.
- Electronically faxed or e-mailed tenders will not, as a rule, be accepted, unless under extraordinary circumstances, and due consideration has been given to associated risk.
- Tenders received by mail up to the close-off time are endorsed on receipt, stating date and time of receipt and the receiving officer's name, and placed immediately in the tender box.

68. Electronic and Manual

- It is the responsibility of the tenderer to submit their tender on time and in accordance with the tender instructions.
- Late tenders will not, as a rule, be accepted, unless the lateness is a consequence of Council's actions, or extraordinary circumstances pertain. Any decision to accept a late tender must be documented and retained.
- Acceptance of late tenders has the potential to raise issues of fairness. Where a late tender is to be accepted, that must be allowed for in the tender instructions, and the late opening must be done in a transparent manner.

11.5. Opening tenders

- Where a manual tender process is used, the tender box is to remain secured and undisturbed until the close of tenders.
- The tender box is opened by an authorised officer of the Council in the presence of another authorised officer as soon as possible after a tender closes.
- A register of all tenders received is kept by the relevant manager. Each tender should be opened and the details noted in the tender register. When all tenders have been processed, the tender register should be signed by the two authorised officers present, to certify that the opening has been done correctly. Through this process it is imperative confidentiality is maintained.
- The officer responsible for the tender may be a Council employee or an external agency/agent commissioned by the Council.

11.6. Tender evaluation

- As soon as possible after tenders have been opened, the officer responsible for the tender checks all tenders received to ensure that they are arithmetically correct and meet the terms of the tender invitation. During the evaluation it is important for the reasons for differentials in scoring to be discussed and agreement to be reached on the appropriate score. He/she then prepares a tender evaluation report following the procedure for tender evaluation set out in the tender documentation. The evaluation report should contain the following minimum detail:
 - a. Description of the proposed work (ie scope of the contract).
 - b. Details of the tender opening (date, time, place and officers present) and a list of tenderers and tendered prices (GST exclusive) as submitted, including the Estimated Cost.
 - c. If required, an amended list of tendered prices (GST exclusive) after any corrections to arithmetical errors.
 - d. An evaluation of the corrected tender prices (against the estimate if applicable) and a commentary on significant variations.
 - e. A statement that the preferred tender is compliant with the tender specification, represents the best value for money, and the tenderer is considered to be capable of supplying the goods or services successfully to the required standards within time and within budget. If the preferred supplier is local³, this should be noted.
 - f. A statement that appropriate health and safety plans and practices are included.
 - g. A financial statement showing details of all expenditure required to complete the works and the actual funds available.
 - h. The recommendation of the officer evaluating the tenders.

³ within the Wairarapa District Boundary

- For large tenders a Tenders Committee may be constituted by Council. In these circumstances then the evaluation report described above should still be completed to assist the Tenders Committee. And evidence retained that a recommendation was approved.
- Unsuccessful parties are to be given an opportunity for a formal debriefing on the tendering process. This can be a useful process for the tenderers to improve their submissions for future projects, and it is also a chance for tenderers to give helpful feedback to management on how the process could be improved.

11.7. Awarding the contract

69. The following conditions must be met to award a contract:

- There must be sufficient funds for the goods or services in the current Annual Plan and Long Term Plan.
- If there are other goods and services to be supplied by other suppliers for the same project, there must be sufficient funds in the current Annual Plan and Long Term Plan for the whole project.
- The award must be authorised by an officer with sufficient authority under the Delegations Manual, or, in the case of the Tenders Committee, as authorised by Council.

12. Documentation

70. The Council will maintain appropriate documentation, proportionate to the value and risk of each procurement, to support planning, evaluation and conflict of interest management processes followed. Appropriate documentation is important to demonstrate that a robust process was followed, which supports accountability.

13. Review of the Policy

71. This policy will be reviewed three-yearly.

72. Any recommended changes to the policy as a result of a review will be submitted to the Policy and Strategy Committee for approval.

14. Related documents

73. The Carterton District Council documents below are related to this Policy:

- Procurement Planning Toolbox
- Asset Management Policy
- Staff Code of Conduct Policy
- Delegations Manual
- Health and Safety Policy

- Staff Manual
- Communications Policy
- Fraud, Dishonesty and Corruption Control Policy
- Sensitive Expenditure Policy
- Credit Card Use Policy
- Complaints Policy
- Ruamāhanga Strategy (Carbon Reduction Strategy)
- Carbon Reduction Policy (Internal Policy)



6.2 DUST SUPPRESSION POLICY

1. PURPOSE

For the committee to adopt the Council Dust Suppression Policy.

2. SIGNIFICANCE

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

3. POLICY UPDATE

On the 4th August and 29th September 2021, the Policy and Strategy Committee reviewed the dust suppression policy and asked for amendments be made and the policy returned to the Committee for approval.

The draft version of the Dust Suppression Policy has been updated accordingly (**Attachment 1**). If accepted the Policy will come into force following the adoption of the 2022 Annual Plan where potential financial impacts can be allowed for.

4. CONSIDERATIONS

4.1 Climate change

N/A

4.2 Tāngata whenua

N/A

4.3 Financial impact

To be calculated and presented to councillors within the draft Annual Plan 2022.

4.4 Community Engagement requirements

N/A

4.5 Risks

None for this report.

5. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Agrees** to adopt the Carterton District Council's Dust Suppression Policy.
3. **Agrees** that the Carterton District Council's Dust Suppression Policy will come into force following the adoption of the 2022 Annual Plan.

File Number: 137189

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments: 1. CDC's Dust Suppression Policy [↓](#)



NOVEMBER 2021

DUST SUPPRESSION POLICY

Carterton District has 158km of unsealed roads with many being no-exit or lengthy, winding roads, serving small numbers of houses and farms. However, some roads have been experiencing increased traffic in recent years, due to an increase in population in some localities but also increased logging activity, as pine plantations in the District reach maturity and need to be harvested.

Unsealed roads can cause problems for homeowners living along those roads, mainly due to the dust generated by vehicles that use the road. For this reason, Council is often approached by members of the community requesting that specific roads are sealed. However, sealing roads is expensive costing up to \$400,000 to seal just one kilometre of road, dependent on factors such as existing surface geometry, condition, width and drainage.

As an alternative to a seal extension policy this dust suppression policy provides a more affordable option.

Property owners with houses adjacent to metal roads may apply to Council for dust suppressant adjacent to their property for a maximum length of 100 metres (minimum 50m). Council will determine the need for dust suppression or sealing using the Waka Kotahi Site Dust Risk Factors and Scores Matrix (**Attachment 1**) to inform its decision as to whether or not to contribute financially to the works. Council will consider its own contribution to funding in light of the funds available, the criteria above being met and where external funding is available.

DETERMINING THE NEED FOR DUST SUPPRESSION

In 2016 the NZ transport agency released an 'impacts of dust from unsealed roads' report. The report has provided the basis for a methodology to pragmatically assess the level of health risk associated with individual unsealed roads. Undertaking an assessment using the framework produces a numerical output which can then be used to determine the relative risk of harm to human health from unsealed roads.

SITE DUST RISK FACTORS AND SCORES

Risk factors and scores are set out in Waka Kotahi General Circular Investment: Circular 16/04 which references vehicle movements, number of dwellings per kilometre, and sensitive locations. A total desk top risk factor score is derived from the listed factors ranging from 0 to 29 with associated recommended actions. The Total Risk category is reproduced below.

Total Dust Risk	Dusk Risk category	Potential benefit	Actions to be taken
0 to 9	Low	Little of no benefit	End of process
10 to 19	Medium	Some benefit	Repeat with Site specific information
20 to 29	High	Likely to be beneficial	Assess mitigation suitability

- If score is 0- 19: Council will not fund seal.
- If final score is 20 - 29: Council will consider part funding 100m of semi-permanent sealing subject to Annual Plan & LTP funding allocation and/or Waka Kotahi contributions
- Temporary lower speed limits may be enacted where CDC is aware of seasonal heavy vehicle traffic such as forestry harvesting, as a way of reducing dust and damage to metal roads in addition to or instead of sealing.

OTTA SEAL

A 2004 trial of the Otta seal technique in various locations in New Zealand showed that it was a better option for dust minimisation and, based on life cycle costing, a lower-cost option when compared with traditional short-term dust palliatives.

The technique is called 'Otta seal' because it was first developed and trialed in the Otta Valley in Norway, in 1963, as an inexpensive seal-extension treatment. After its initial success in the Norwegian trial, the use of the treatment spread throughout developing countries in Asia and Africa.

The current Dust Suppression Policy limits options to an Otta seal (or appropriate equivalent) where appropriate for the road. The cost for an Otta seal is approximately \$15 per square meter and will depend upon what work needs to be undertaken prior to sealing (usually just grading) and road width. Based on this number, a 100-meter section of a 4-metre-wide road the cost would be approximately \$6,000 (as at 2021).

RESIDENTS CONTRIBUTION

CDC will contribute to the dust suppression sealing subject to Long-term and Annual Plan funding and Waka Kotahi contributions.

The benefit of dust suppression along lengths of unsealed road will principally be with the dwelling occupant and as such there is an expectation that they contribute to their benefit. It is expected that the applicant will pay the following contribution to the Otta seal work.

Council will part fund up to 75% of costs as a single seal without expectation of repeating the seal work. The road works remain the property and responsibility of the Council.

Requests will be prioritised based on highest scores, and the available budget in the year.

EXPECTED LIFE CYCLE OF THE OTTA SEAL

A 2009 NZ transport agency study of the Otta seal assessed the lifespan of 4 test sites in New Zealand conditions and found the surface deterioration supported overseas literature suggesting the Otta seal will normally last 7–10 years.

The lifespan is not guaranteed, and a repeat of the assessment process will be undertaken if any resurfacing is required it will have the cost split contribution as per the relevant policy.

APPLICATIONS

An appropriate application form will be drafted requiring applicants to specify the road and road area that is being applied for as well as a permission from any affected parties.

Allocated costs will be agreed to and signed for by the applicant.



6.3 RESOURCE CONSENT UPDATE

1. PURPOSE

The purpose of this report is to update the Committee on the resource consents issued since the previous update.

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 Terms of Reference for the Policy and Strategy Committee include the oversight of the implementation of the Wairarapa Combined District Plan. The previously issued resource consents since the last report for the period 21st September 2021 to 15th November 202 are included in **Attachment 1**.

4. CONSIDERATIONS

4.1 Climate change

N/A

4.2 Tāngata whenua

N/A

4.3 Financial impact

N/A

4.4 Community Engagement requirements

Not applicable as consultation requirements for resource consent are prescribed under section 95A-95B of the Resource Management Act 1991.

4.5 Risks

N/A

5. RECOMMENDATION

That the Committee:

1. **Receives** the report

Author: Solitaire Robertson, Senior Planner

Attachments: 1. Resource Consent Update 21st September 2021 - 15th November 2021 [↓](#)

Attachment 1: Resource Consent Decision summary for the period 21/09/2021 till 15/11/21

Land Use Consent Decisions

1. 210071 – Second dwelling not complying with minor dwelling rule. Date of decision 30/09/21

The application seeks to establish a second dwelling up to 90m² on the site at SH2 in addition to the existing dwelling which is 74.2m² including the front verandah of 7.3m². The proposed dwelling will be considered the main dwelling and the existing dwelling will be considered the minor dwelling due to it being, similar to the intensity of use of a 60m² minor dwelling unit which the District Plan anticipates on this site.

The new dwelling would be established at the rear of the section, consultation with the two adjoining properties was undertaken by the applicants before coming to the proposed location. All affected parties have provided written approval for the dwelling to be located closer than 10m to the boundaries and for a second dwelling to be located on the site not complying with the minor dwelling rule in 4.5.2 (e) (iv) The applicants are proposing to locate the dwelling 5m from each side boundary.

Consent was granted with conditions

2. 210073–Relocate dwelling. Date of decision 23/09/21

It was proposed to relocate a dwelling to the site in Chester Road. The proposed location of the dwelling complies with the requirements of the Wairarapa Combined District Plan. The builders report provided with the application indicates that the dwelling is suitable for relocation and work will be completed onsite to bring it up to a suitable standard.

Consent was granted with conditions.

Subdivision Consent Decisions

1. 210054- Discretionary Activity. 2 lot residential subdivision. Date of decision 23/09/21

The proposal was to subdivide the property located at High Street South into two fee simple lots that would easily meet the District Plan lot size standards. Lot 1 is 2080m² with Lot 2 of 3090m² +accessway. The subject site has an existing dwelling positioned towards the back boundary of the site, with some associated structures/buildings around the dwelling. The dwelling is connected to Council's reticulated services for water and sewage.

The application is for a discretionary activity that meets minimum lot sizes and is anticipated and encouraged within the planning framework. The Discretionary status is triggered by the proposal having frontage onto a State Highway, New Zealand Transport Agency were deemed an affected party and have provided written approval.

Consent was granted with conditions, including conditions requested by Waka Kotahi in relation to the access and prior written approval pursuant to section 51 of the Government Roadway Powers Act 1989.

2. 210068-Controlled Activity. Four lot rural subdivision. Date of decision 21/09/21

The application sought to subdivide the property into 4 lots. Lot 1 of 9 ha and Lot 2 of 194ha, Lot 3 of 30ha and Lot 4 of 3600m². It was proposed that Lots 2, 3 & 4 be held together in one title by way of an amalgamation condition.

Lots 1 will be vacant lots suitable for development and would easily accommodate a building area, along with garaging and outdoor living areas consistent with the surrounding rural amenity and character. Any stormwater would be managed onsite with soakpit design forming part of any future building consent application. Lots 2 & 3 are void of any structures with the smaller Lot 4 containing the existing dwelling and associated accessory structures.

The site is located on the northern side of Mangatarere Valley Road, Carterton, located approximately 10 kms straight line distance from Carterton. There is an existing dwelling with associated structures located near the road corridor with the remaining area of the site being void of any structures. The site is essentially a mixture of regenerating bush and grassed areas according to its current primary production uses. The Mangatarere Stream traverses the southern boundary of the site adjacent to Mangatarere Valley Road which is of gravel construction.

The Tararua Forest Park is located further to the west which is zoned Conservation Management and listed as a significant natural area and outstanding natural feature in the Plan.

The surrounding area is a mixture of established rural primary production lots of varying sizes with their residential components. Much of the surrounding area has large areas of regenerating bush.

All lots will be accessed via the existing crossing (being a right of way) that complies with the requirements in the District Plan. It should be noted that the road reserve boundaries and actual road carriageway are not aligned and that there are several significant instances where road carriageway transits through private property boundaries along Mangatarere Valley Road, and conversely private property occupies road reserve.

Consent was granted with conditions

3. 210069- Discretionary Activity. Two lot residential subdivision and land use. Date of decision 21/09/21

The proposal was to subdivide the existing certificate of title into two fee simple lots that would easily meet the District Plan lot size standards. Lot 1 would be 688m², with Lot 2 being 400m².

Lot 1 would contain the existing dwelling. Lot 2 would be the vacant lot. The existing dwelling is fully serviced but with the new lots boundaries will not be compliant setback standards or site coverage rule by 7% this minor non compliance has been signed off by the applicant by way of this consent. The existing access and driveway will remain to service the dwelling.

Lot 2 would be the vacant lot and a new vehicle crossing will need to be constructed for this Lot. The proposed building on Lot 2 breaches the road setback by approx. 1.1m (veranda/deck). The proposed new lot along with garaging and outdoor living areas consistent with the neighbouring amenity and character. Any future dwellings would connect to Council's reticulated service networks of sewage and water, with electricity and phone available at the lot boundaries. Any stormwater would be managed onsite with soakpit design forming part of any future building consent application.

The site is also captured by Rule 21.1.23 (b) which states:

(b) The redevelopment of potentially contaminated land previously or currently used for an activity or industry listed on the modified Wairarapa Hazardous Activity and Industry List (Wairarapa HAIL) at Appendix 3.2 that, following subsurface investigations, is determined to be safe for the intended use is a Permitted Activity, provided that: (i) A subsurface sampling report prepared by a suitably qualified environmental scientist shall be provided to the Council confirming the potentially contaminated land is safe for the intended use. Council has received this report and is satisfied that the proposal is suitable and safe for its intended use.

Consent was granted with conditions.

- 4. 210070- Controlled Activity. Install, operate & maintain a telecommunications facility in the Pembroke Street road reserve adjacent to 60-78 High Street South, Carterton not complying with the National Environmental Standards For Telecommunications Facility Regulations 2016. Date of decision 30/09/21.**

The application was made by Vodafone New Zealand Limited (Vodafone) to install, operate and maintain a telecommunications facility in the Pembroke Street road reserve adjacent to 60-78 High Street South, Carterton. This facility will replace an existing light pole in road reserve, with a street light arm and light fixture being integrated into the telecommunications facility. Resource consent as a Controlled Activity was required as the facility does not meet all of the permitted activity standards for a pole replacement in road reserve under the Resource Management (National Environmental Standards for Telecommunications Facilities) Regulations 2016 (NESTF), but is a permitted activity under the Operative Combined Wairarapa District Plan (District Plan).

The District Plan permits, and therefore anticipates, telecommunication facilities of at least 20m high in the Commercial Zone. Vodafone specifically selected a site in this zone. The modified light pole incorporating antennas replaces an existing utility pole in the road rather than adding an additional utility structure into that environment. The extension above the lighting arm will take the structure to 15m it is the increase of 400mm above the 14.6m high permitted height under the NESTF that is the consent trigger under regulation 27 NESTF.

Overall, the extension above the lighting arm located in the Commercial Zone was assessed as having less than minor adverse effects compared with a fully compliant 20m high pole on the adjacent site (as opposed to legal road), which would not be regulated by the NESTF and therefore be a permitted activity.

5. 210074- Discretionary Activity. Two lot rural subdivision and land use. Date of decision 06/10/21

The application sought to adjust the boundary if the site in Moreton Road between two existing certificates of title. Lot 1 of 1.6ha with the balance lot of 24.92ha. The application is also seeking a setback waiver to provide for a house to be erected on the boundary between proposed Lot 1 and Short Street (an unformed legal road). The application is also seeking a waiver of setbacks in relation to existing boundaries. In terms of permitted baseline for the dwelling as the plan stands while Short Street is an unformed legal road, the requirement for a dwelling off this boundary is 25m, the applicants were requesting a waiver to be allowed to erect a dwelling on this boundary in order to best use the site. Council officers were not satisfied that this would be acceptable. As such it was considered that a 5m setback would be acceptable and no fire rating requirement would be required under the building act while still ensuring there is sufficient separation from the neighbouring property.

The discretionary status of this consent in addition to the proposed dwelling location is also triggered by a technicality where a "new lot" is being created within 20m of a high voltage line given this "new lot" is the balance farm lot Transpower were identified as an affected party and have provided written approval, it is not anticipated that the proposal will have any adverse effects of the high voltage transmission line.

Consent was granted with conditions.

6. 210075- Discretionary Activity. Subdivide redundant farmhouse. Date of decision 19/10/21

The proposal was to subdivide the site into two fee simple lots that meet the District Plan lot size standards.

- Lot 1 will be 122ha being a Working farm unit to be amalgamated with Lot 3 DP 348372 (separated by Eringa Road) and Lot 4 DP 364622. This lot contains a QEII covenant area.
- Lot 2 is 2700m², Containing the existing dwelling and associated services with existing entranceway onto Eringa Road.

The proposal did not comply with the permitted activity standard for the Rural Zone 4.5.2(d). This standard relates to the minimum dwelling setback of 25 metres from all other boundaries with the exception of Titles issued before 29 March 2008 then the setback can be 10 metres. The proposal is for an 8m setback, the applicant is by default giving themselves permissions for a permitted boundary activity by virtue of this application.

Consent was granted with conditions.

7. 210077- Non-Complying Activity. 3 lot rural subdivision and amalgamation. Date of decision 26/10/21.

The application sought to subdivide the existing site at Chester Road into 3 fee simple lots and to amalgamate Lots 2 & 3. The lot configuration is as follows: Lot 1 of 1.5ha, Lot 2 of 1ha and Lot 3 of 6ha. All the lots meet the minimum lot size for a controlled activity, the non-complying trigger is due to one of the titles being dated post 2008. The subdivision creating this title was a boundary adjustment between two large rural titles and it did not create any smaller (under 4ha size) lots at the time. Had this boundary adjustment not occurred, then this proposal would have been a controlled activity, as such it is considered that the non-complying status is a technical non compliance as opposed to something that is not anticipated in the district plan. As a result the proposal easily met the threshold tests of section 104D and was able to be granted with conditions.

8. 210078- Controlled Activity. Three Lot Residential Subdivision . Date of decision 01/11/21

The proposal was to subdivide the existing certificate of title located at Brooklyn Road in the Carterton Medium Density Residential Character Area into three fee simple lots that would easily meet the District Plan lot size standards. Lot 1 would be 2185m² , Lot 2 being 837m² + RoW with Lot 3 being 754m² + RoW.

Lot 1 would contain the existing dwelling. Lots 2 & 3 will be vacant rear lots. The existing dwelling is fully serviced and will remain compliant with relevant setback standards. The existing access driveway will remain to service the dwelling, with a new access (right of way) being created to service the vacant Lots. The proposed vacant lots would easily accommodate a building area, along with garaging and outdoor living areas consistent with the neighbouring amenity and character. Any future dwellings would connect to Council's reticulated service networks of sewage and water, with electricity and phone available at the lot boundaries. Any stormwater would be managed onsite with soak pit design forming part of any future building consent application. All services including phone and power to the rear lot would be located underground as is required by the Council.

The site is typical of a residential section as shown on the enclosed plan. The site lends itself to infill subdivision and the creation of one new allotment.

Consent was granted with conditions.

9. 210079 Controlled Activity. Two lot residential subdivision. Date of decision 15/09/21

The proposal was to subdivide the existing certificate of title located at Costley Street into two fee simple lots that would easily meet the District Plan lot size standards. Lot 1 would be 699m² + 145m² accessway with Lot 2 being 654m² excluding the accessway.

Lot 1 would contain the existing dwelling. Lot 2 would be a vacant rear. The existing dwelling is fully serviced and will remain compliant with relevant setback standards. The existing access driveway will remain to service both lots, the proposed vacant lot would easily accommodate a building area, along with garaging and outdoor living areas consistent with the neighbouring

amenity and character. Any future dwellings would connect to Council's reticulated service networks of sewage and water, with electricity and phone available at the lot boundaries. Any stormwater would be managed onsite with soak pit design forming part of any future building consent application. All services including phone and power to the rear lot would be located underground as is required by the Council.

Consent was granted with conditions.



6.4 POLICY REVIEW WORKPLAN

1. PURPOSE

This report is to update the Committee on the progress of the Policy Review Workplan.

2. SIGNIFICANCE

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

3. BACKGROUND

In its meeting on 3 June 2020, the Policy and Strategy Committee adopted a workplan to review Council's policies during the triennium (**Attachment 1**).

4. DISCUSSION

Good progress has been made towards the completion of the workplan with all but the following policies reviewed:

- Smoke Free Policy
- Out of District Burial Policy
- Refund of Dog Registration Fees Policy
- Cattlestop Policy
- Easter Shop Trading

Officers expect to present these policies for review at the first Committee Meeting in 2022.

5. CONSIDERATIONS

5.1 Climate change

Climate change mitigation and adaptation will be considered in each of the policies as they are reviewed to reflect Council's Climate Change Strategy principles.

5.2 Tāngata whenua

Impacts and opportunities for Māori to participate will be considered in each of the policies as they are reviewed to ensure Council's commitment to the Treaty principles.

5.3 Financial impact

All work undertaken is within planned budgets.

5.4 Community Engagement requirements

Appropriate community engagement will be undertaken as required for policies as they are reviewed.

5.5 Risks

Risks associated with each policy will be considered as they are reviewed to ensure legal compliance.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Notes** the progress towards the completion of the Policy Review Workplan.

File Number: 137317

Author: Geri Brooking, People and Wellbeing Manager

Attachments: 1. Policy Review Workplan [↓](#)

Policy Review Workplan:

Priority for Review	Review Period	Policy Name	Policy Synopsis	Progress
High	Draft updates to be prepared for 9 September Policy and Strategy Committee Meeting	Road Naming Policy	Guidance around how roads in the district are named	Completed 9/9/20
High	Draft updates to be prepared for 9 September Policy and Strategy Committee Meeting	Watering of Civic Gardens Policy	Guidance around the watering of council gardens	Completed 9/9/20
High	Draft updates to be prepared for 11 November Policy and Strategy Committee Meeting	Remission of Water Meter Charges Policy	When water meter charges for water will be remitted	Completed 4/8/21
High	Draft updates to be prepared for 11 November Policy and Strategy Committee Meeting	Urban Street Tree Policy	Guidance around the ongoing maintenance, selection/siting/planting and removal of trees in the urban area, including protected, historic and notable trees	Completed 11/11/20
High	Draft updates to be prepared for the first 2021 Policy and Strategy Committee Meeting	Commercial Occupation of Footpaths and Public Reserves and for Signboards in Public Places Policy	Framework for decisions on commercial activity on footpaths in the district	Completed 2/6/21
High	Draft updates to be prepared for the first 2021 Policy and Strategy Committee Meeting	Dangerous and Insanitary Buildings Policy	Policies relating to dangerous & insanitary buildings, including heritage buildings	Completed 10/2/21

High	To be reviewed by the Water Race Committee with a recommendation coming back to this Committee for adoption	Water Races Policy	Guidance around the use of water races, including rates & charges, exemptions from water race rates, irrigation from the races, cleaning and maintenance, relocation/closure of races, and new races	Completed 7/4/21
Moderate	Draft updates to be prepared for the second 2021 Policy and Strategy Committee Meeting <i>(To be reviewed and combined with the Public Art Policy)</i>	Plaques, Memorials and Monuments Policy	Process to be followed when new plaques, memorials and monuments are proposed in the district	Completed 7/4/21
Moderate	Draft updates to be prepared for the second 2021 Policy and Strategy Committee Meeting <i>(To be reviewed and combined with the Plaques, Memorials and Monuments Policy)</i>	Public Art Policy	Policy to ensure that public art is taken into consideration when decisions are being made about the district	Completed 7/4/21
Moderate	Draft updates to be prepared for the third 2021 Policy and Strategy Committee Meeting	Bond for Road Events/Rally Organisation Bond Policy	Policy for the levying of a bond on rally organisations for road events	Completed 4/8/21
Moderate	Draft updates to be prepared for the third 2021 Policy and Strategy Committee Meeting	Smoke Free Policy	Guidance around non-smoking areas across Council facilities	In progress (three councils) 24/11/21
Moderate	Draft updates to be prepared for the fourth 2021 Policy and Strategy Committee Meeting	Rural Water Connections Policy	Guidance around new rural water connections	Completed 29/9/21

Moderate	Draft updates to be prepared for the fourth 2021 Policy and Strategy Committee Meeting	Sewer Connection Policy	Connection requirements for new urban properties	Completed 29/9/21
Low	Review to be completed before the end of the triennium	Cattlestop Policy	Policy for repair and maintenance of cattlestops within the district	
Low	Review to be completed before the end of the triennium	Easter Shop Trading	Guidance around shop trading hours during the Easter period	
Low	Review to be completed before the end of the triennium	Financial Grants Funding Policy	A framework for allocating grants to groups and organisations that are delivering projects, activities and services that benefit the citizens of the district	Completed 10/2/21
Low	Review to be completed before the end of the triennium	Out of District Burial Policy	Guidance around the criteria to assess 'out of district' burials	
Low	Review to be completed before the end of the triennium	Refund of Dog Registration Fees Policy	When dog registration fees will be refunded	
Low	Review to be completed before the end of the triennium	Stock Movement Policy	Guidance around the movement of stock on roads in the Carterton District	Completed 10/2/21
Low	Review to be considered before the end of the triennium <i>(This is a joint policy with Masterton District Council)</i>	Psychoactive Substances Local Approved Products Policy	Guidance around the regulation of psychoactive substances in the district	Not required for review - due Dec 2024

Low	Review to be completed before the end of the triennium	Community Engagement Policy	Framework for how the Council will engage with the communities in the district	Completed 10/2/21
Low	Review to be completed before the end of the triennium	External Communications Policy	Framework for how the Council will communicate with the communities in the district	Completed 10/2/21



6.5 WAIRARAPA YOUTH/RANGATAHI STRATEGY: APPROVAL OF PROPOSED REVIEW APPROACH

1. PURPOSE

This report seeks Committee approval of a proposed review approach for a revised Wairarapa Youth/Rangatahi strategy.

2. SIGNIFICANCE

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

3. BACKGROUND

Youth/Rangatahi (12 to 24 year olds) are valued members of our community and Carterton District Council is committed to ensuring that they have opportunities to positively participate in Council and community affairs and are supported to reach their full potential.

This commitment is recognised through our current Wairarapa Rangatahi Development Strategy 2016 -2021 ("the 2016 strategy"). Our Youth/Rangatahi Strategy is now due for review. The review presents an opportunity for us to:

- Grow awareness and understanding of youth/rangatahi priorities and aspirations for the community,
- Support positive outcomes for youth/rangatahi,
- Build effective relationships and partnerships in our community and set clear goals across the three councils, and
- Be action orientated and strengthen our accountability and information.

The 2016 Strategy was developed by the Carterton and Masterton District Councils. It outlines the way in which the councils will work together to improve and integrate their work in the community for youth/rangatahi. The goals of the 2016 Strategy were:

- **Strengthening Rangatahi Voice:** Rangatahi positively participate in Council and community affairs

- **Supporting Rangatahi Potential:** Wairarapa rangatahi are supported to reach their full potential and grow into vibrant, optimistic and connected adults.

A copy of the 2016 Strategy is available on our website.

4. DISCUSSION

A refresh of the 2016 Strategy, that will include the onboarding of the South Wairarapa District*, and its associated implementation plan are planned in Years 1-3 of the 2021-2031 Long Term Plan.

The revised strategy will set a common vision, set of goals, and identified priorities to progress youth/rangatahi development outcomes which fall within the mandate of local government. The revised strategy will be supported by a set of actions and implementation plan that are transparent and measurable.

The strategy review has a key focus on working with youth/rangatahi in Wairarapa to ensure that their voice drives the direction of the revised strategy.

*Note: South Wairarapa's ongoing involvement is subject to Council decision in November 2021.

Key delivery outcomes

Strategy	Action Plan	Implementation Plan
The Strategy will outline the vision and goals of the three Wairarapa District Councils over a five-year period.	An Action Plan will be developed alongside the revised Strategy. It will outline the actions that we will undertake to achieve the vision and goals of the Strategy (some of these may be common across the region, some will be unique to each district).	Each of the three Wairarapa District Councils will develop and be responsible (including monitoring and reporting) for their respective Implementation Plans. These will inform Council work programmes each year and track progress against the Strategy's overall Action Plan.

Masterton District Council will lead the review process alongside Community Development staff at Carterton and South Wairarapa District Councils. It is recommended that the three Wairarapa District Councils delegate responsibility to the Wairarapa Policy Working Group to support the Review and make recommendations back to the three Wairarapa District Councils on a revised strategy.

The Strategy Review will draw on multiple sources of information to ensure positive outcomes, community buy in and accountability. In addition to learnings from our 2016 Strategy, the review will be informed by:

- Exemplars of other youth/rangatahi focused strategies and youth surveys undertaken (at a regional and national level)
- Central Government's Child and Youth Wellbeing Strategy (2019) and Youth Plan 2020-2022

- Existing data and research (such as Youth19 and statistics provided by Nuku Ora) on rangatahi, and
- Feedback and input received via a Wairarapa Youth/Rangatahi online survey, suggestion drop boxes, a series of workshops with rangatahi and wider community and stakeholder engagement.

The online survey is being workshopped internally across the Wairarapa District Councils using the four wellbeing's as a framework for the survey design. The survey will be workshopped with the Wairarapa Policy Working Group and Youth Council before delivery. The online survey will be available in English and te reo Maori.

5. NEXT STEPS

We are proposing to deliver a final revised strategy by September 2022.

The Strategy Review timeframe must be flexible and may need to be adjusted further depending on any potential impacts of COVID-19 on our communities. We will look at different ways of engagement and consultation to align with COVID-19 alert levels but prefer face-to-face engagement as much as possible.

Key review tasks and timeframes are listed below:

Key deliverable	Timeframe
Desktop research	August 2021-ongoing
Stakeholder and community engagement	October 2021-ongoing
Workshop with Wairarapa Policy Working Group and Youth Council on survey	November / December 2021
Undertake Wairarapa Youth/Rangatahi online survey	February 2022*
Collation and analysis of survey results	March 2022
Workshops	April/May 2022
Development of strategy and Action Plan	May – June 2022
Development of Implementation Plan	June – July 2022
Workshop draft Strategy and Action Plan with the Wairarapa Policy Working Group	August 2022
Adoption of the final revised Strategy, Action and Implementation Plans	September 2022

*we recognise that there is considerable strain on our schools and young people due to Covid-19 restrictions this year and think it is best that the survey is run in

early 2022. We are developing alternative ways of participating for those with access barriers

Pending Council approval, the review will progress as outlined. Regular updates will be provided as part of the Chief Executive report to Council.

6. CONSIDERATIONS

6.1 Climate change

We expect that youth/rangatahi will express their views on climate and environmental issues through our engagement process that will feed into the development of the revised strategy.

6.2 Tāngata whenua

A revised Wairarapa Youth/Rangatahi Development Strategy includes all youth/rangatahi. As a part of our engagement approach, we expect to have targeted workshops with rangatahi Maori to see their views and involvement in this process.

6.3 Financial impact

A strategy project team from the three Wairarapa Councils will work together, with co-ordination from a Policy Advisor (Masterton District Council), to develop the strategy and associated plans.

This project is covered within existing Community Development budget.

6.4 Community Engagement requirements

We will engage with youth/rangatahi, key stakeholders and the wider community throughout the strategy review. We will see youth/rangatahi community views from the outset via the survey and workshops. Development of our communications and engagement plan to support the project is underway. Most of our promotion of the strategy review will be done via social media platforms and utilising existing relationships in the community.

In addition to youth/rangatahi, there are a range of organisations and networks we will connect with as part of the project such as schools, community networks, service providers, clubs and other regional bodies across the Wairarapa.

6.5 Risks

The ability to engage through workshops may be hampered by Covid 19, which may delay the delivery of the draft strategy.

7. RECOMMENDATION

That the Committee:

- a) Notes that the Wairarapa Rangatahi Development Strategy 2016-2021 for the Masterton and Carterton Districts is due for review.
- b) Notes that the three Wairarapa Councils will work together to undertake the review and develop a revised Wairarapa Youth/Rangatahi Strategy that includes the South Wairarapa District Council.
- c) Approves the proposed review approach for the Wairarapa Youth/Rangatahi Strategy.

- d) Agrees that costs will be shared across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type).
- e) Delegates responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa District Councils on a revised Wairarapa Youth/Rangatahi Strategy.

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Attachments: Nil

7 KARAKIA WHAKAMUTUNGA