



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 22 August 2019** commencing at **11.00 am (approx.)**
following the Finance, Audit and Risk Committee Meeting
at the Arahura Marae, 1 Old Christchurch Road, Arahura

Chairperson: His Worship the Mayor

Members:	Cr Martin (Deputy)	Cr Lash (Deputy)
	Cr Carruthers	Cr Eatwell
	Cr Havill ONZM	Cr Neale
	Cr Olson	Cr Routhan
	Kw Tumahai (or Representative)	Kw Rochford (or Representative:
		Kw Rasmussen)



Council Vision:

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. NGĀ WHAKAPAAHA APOLOGIES

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if
 -
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and

(ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

(7A) Where an item is not on the agenda for a meeting, -

(a) that item may be discussed at the meeting if -

(i) that item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF COUNCIL MEETINGS

Minutes circulated separately

5. NGĀ TĀPAETANGA PRESENTATIONS

- 11.30 am – West Coast Wilderness Trail Annual Review – Geoff Gabites and Jackie Gurden

6. ACTION LIST

(Pages 5-7)

7. PŪRONGO KAIMAHI STAFF REPORTS

- Fox Landfill – Report will be tabled on the day
- CBD Signage Hokitika – Project Proposal
- Annual Dog Control Policies and Practices Report

(Pages 8-16)

(Pages 17-24)

8. ADMINISTRATIVE RESOLUTIONS

(Pages 25-28)

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1	Confidential Council Minutes – 25 July 2019	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)
2.	Confidential Extraordinary Minutes – 1 August 2019	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public area as follows:

Item No.	Interest
1.	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a)); and Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).
2.	Maintain legal professional privilege (Schedule 7(2)(g)); and Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).

**DATE OF NEXT ORDINARY COUNCIL MEETING – 26 SEPTEMBER 2019
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

Council Meetings - Action List

Date of Meeting	Item	Action	Officer	Status
28.06.18	Kaniere School Students – Cycle trail	Council staff to get back to the Kaniere School Students regarding the proposal	GMDA	Council Engineers are working on a solution for road crossing.
24.01.19	Trading in Public Places	Staff to identify an appropriate location for traders, including (<i>potential</i>) powered sites	P&CSM	This item will be considered under the CBD development. Request this be removed and incorporated in CBD Working Group discussions.
28.02.19	Responsible Camping Areas	THAT Council initiates a full review of the Freedom Camping Bylaw 2018 THAT Council determine the membership of a Freedom Camping Working Group consisting of representatives from Council, Council Officers, accommodation providers, community representatives, and stakeholders.	RSM	A meeting of the working group was held on the 6 July 2019. Council staff working through validating sites for the upcoming season.
04.04.19	Speed Limits	Extension of some limits and open conversation with road users on suitable speed limits.	GMDA	National review of speed limits. Local road speed review to come back to Council in August 2019. A report to be brought to September Council meeting for consideration.
18.04.19	MOU be developed	Between Council and the Westland Industrial Heritage Park for future maintenance of the seat in Weld Lane.	GM	Completed.
18.04.19	Transfer of Pensioner Housing to Destination Westland	Report to May Council Meeting	CE	Working with CE of DW on future pensioner housing strategy. No progress on this currently due to other priorities.
23.05.19	Local Government Leaders' Climate Change Declaration	Council resolved that the document be signed	Mayor	Refer Mayor report in July 2019 Council Meeting.
27.06.19	Manatu Whakaaetanga	To be signed at the August Council Meeting.	Mayor	Actioned at August Council Meeting held at the Arahura Marae.

Date of Meeting	Item	Action	Officer	Status
	Partnership Agreement			
27.06.19	Draft National Policy Statement for Biodiversity	RMA trained Councillors to be involved in preparing a submission on behalf of Council.	P&CSM	Submission process opens in October/November. No action required at this point. Request removed from Action List
27.06.19	Hokitika Cemetery	Letter and MOU to be sent to Helen Cook and families re seat at the Hokitika Cemetery	CE	Completed.
27.06.19	Special Consultative Procedure	Special Consultative Procedure under Section 83 of the Local Government Act to be undertaken for the development of Lazar Park.	CE	Report to be tabled at Extraordinary meeting 22 August for consideration.
27.06.19	Cass Square	Meeting of a working group to develop a plan for Cass Square	GMDA	Working Group have meet and overall concept discussed. DA to provide layout concept for further consideration.
25.07.19	Whitebaiters Walk	Council approved the relocation of the Whitebaiters Walk panels with the project being funded from Council's cash reserve.	CE	PO raised for relocation.
25.07.19	Haast Civil Defence and Community Development	Council resolved to release funds from the Marks Road Reserve Fund for Stage One – Purchase of Civil Defence Equipment for the Haast Community.	CE	Community discussion and items confirmed. PO underway.
25.07.19	Carnegie Building Project	Council resolved to underwrite the Carnegie Building upgrade to \$392,391 plus a total project contingency of 10%. The CE to seek additional external funding to minimise or eliminate the Council additional funding commitment.	CE	External funding options being considered. One application made.
25.07.19	Whataroa and Kumara Water Supplies	Staff to write to the Whataroa and Kumara communities providing an update for the communities on both water supplies.	GMDA	DA staff attended Whataroa community meeting on 19 Aug 2019. Kumara water supply operational.

Date of Meeting	Item	Action	Officer	Status
25.07.19	Closed Landfills Risk Overview	<p data-bbox="736 189 1442 325">Council to support staff efforts in progressing to retrieve and verify data relating to historic landfills to build a more accurate and complete knowledge base.</p> <p data-bbox="736 365 1442 429">Council to determine financial requirements over an agreed timeline.</p>		Report to August council meeting

Report



DATE: 22 August 2019
TO: Mayor and Councillors
FROM: Regulatory Services Manager

CBD SIGNAGE HOKITIKA – PROJECT PROPOSAL

1 SUMMARY

- 1.1 The purpose of this report is to advance Hokitika town and district signage plans that have been discussed at various levels for the last 10 years.
- 1.2 This issue arises from the need to have a consistent, modern approach.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approve the Signage Project proposal “in principle” and makes a determination on the preferred external/internal funding mechanism.

2 BACKGROUND

- 2.1 Council personnel, the Central Business District working group, Heritage West Coast and Destination Hokitika have all separately, over the last 10 years, considered various options for improved signage in and around Hokitika. This includes:
 1. Wayfinder and directional signs in the CBD
 2. Signage on SH6, and on the road in from the Hokitika Gorge
- 2.2 More recently, council personnel, Heritage West Coast and Destination Hokitika have worked on combining these ideas into a cohesive design.

- 2.3 Within the CBD, this is focused on consistency of signage for pedestrians and reducing the clutter of existing signs including sandwich boards. It is also focused on giving pedestrians information about significant landmarks and providing them with a visual reference for where they are in relation to those landmarks.
- 2.4 Annually it is estimated that about 40,000 visitors come into the CBD, with some 800,000 – 1 million visitors transiting through Westland. The design of the way finder signs will align with a new version a map of Hokitika township and surrounds to make it easy for visitors to interpret a single visual reference.
- 2.5 The way finder and directional signs are designed to provide a double benefit. To visitors to town they are designed to advise what is in Hokitika and how to get to what interests them. For the businesses, they are designed to encourage visitors to walk around town, spending more time in Hokitika and going past more businesses and hopefully thus spending more money.
- 2.6 The current concept design for the way finder design is:



- 2.7 This design needs to be finalised in conjunction with the working group of Council personnel, Heritage West Coast and Destination Hokitika as well as final professional design work.

2.8 The intent is for:

2.8.1 A small map at the top to show all of Hokitika including the Heritage Trails and Heritage Precincts,

2.8.2 A larger map at the bottom to include the entire CBD and landmarks including (but not limited to) the driftwood Hokitika sign, the clock tower, the Tambo, and Sunset Point.

2.8.3 Weatherproof DLE brochure holders to have a space for a take-away map, a Hokitika brochure (produced by Destination Hokitika and distributed by the i-Site) as well as an A4 holder for current events such as the Wildwood's Festival.

2.9 The directional signage is proposed to replace a range of diverse signage including signage for Council assets such as public toilets and the museum. The intent is to have a modification of the street signage design implemented in Arrowtown as illustrated below.



2.10 The proposed design differences to achieve consistency in signage include making them narrower and all black with white print.

- 2.11 There would be up to six arrows in each direction. The priority for these would be district amenities, landmarks and community services such as the medical centre.
- 2.12 Additional places would be managed by Destination Hokitika and available for individual businesses.
- 2.12.1 Currently this project would require a resource consent as the signage as proposed does not comply with requirements of the District Plan, as signs are classified as 'off-site signage' for any businesses wanting to participate.
- 2.12.2 A consent would be sought to cover all the directional signs to allow for a business name and logo. A condition of this consent proposed by Destination Hokitika could be that businesses which had these signs would not be permitted to use sandwich boards on the street.
- 2.13 This is viewed as a multi-year project with a view for signage to be installed as illustrated below. Further work has to be done with the District Assets team in Council to identify the practicability of the proposed locations and potential alternatives.



- 2.14 The yellow letters represent way finder signs and the red numbers indicate directional signs.
- 2.15 These locations feed into and are supported by the Hokitika Cultural Heritage Precincts and Walkways Project being undertaken by Heritage West Coast as part of the Westland Cultural Heritage Tourism Projects with 2/3rd funding from Lottery Environment and Heritage. The Cultural Heritage Precincts and Walkways Project will also support Hokitika's recognition as a *Tohu Whenua - Landmarks that tell our Stories* site of national cultural heritage significance.
- 2.16 In conjunction with the above, it is proposed to install approach signage 5-10 minutes out from Hokitika township. There is perception that travellers on the road are already coming to Hokitika. Research shows that most of those visitors are using a mapping system which directs them to drive directly through Hokitika or, in the case of those coming from the Hokitika Gorge, are directed to turn off at Kaniere to head South.
- 2.17 Signage at the Hokitika Gorge is also under active consideration is still in a development phase.
- 2.18 The proposed signage is designed to trigger a memory and/or start a conversation in a vehicle and cause the passenger to go online and search for Hokitika. The intent is to convey that Hokitika is a place to stay, rather than just pass through.
- 2.19 The current design for this sign is:

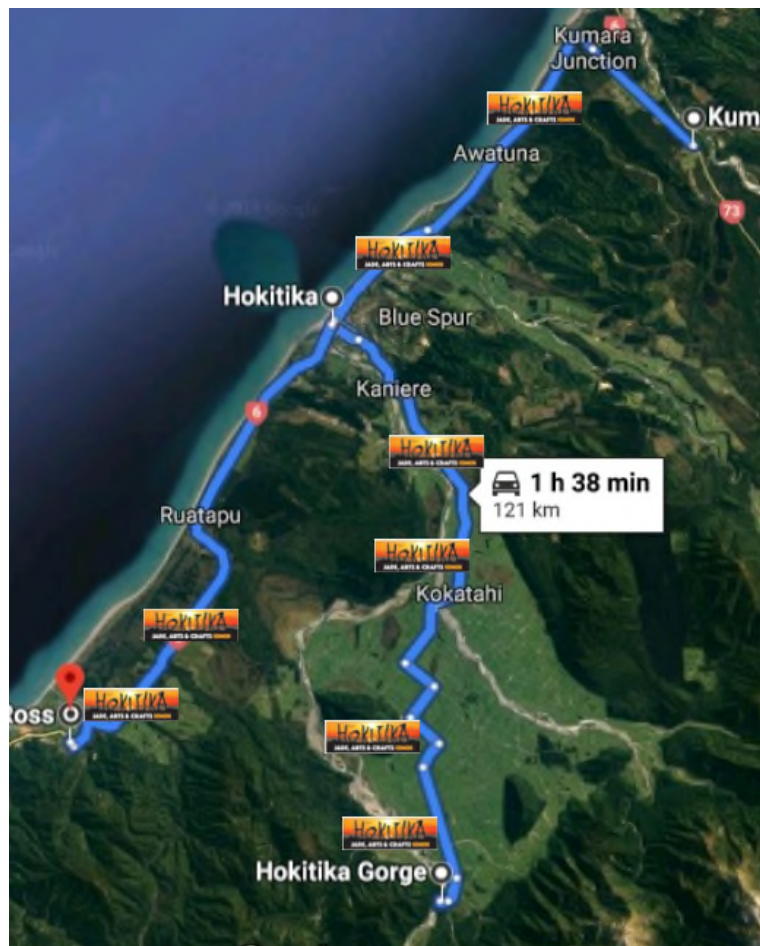


- 2.20 The words below Hokitika are merely part of a concept, and can be changed to reflect what is on offer, and travel times.

2.21 A potential example in situ is illustrated below.



2.22 Potential locations include:



2.23 Destination Hokitika would be required to apply for a resource consent for all these locations as the number of signs proposed would be classified as a proliferation of signs which the district plan seeks to avoid. The proposal can be revised to meet District Plan requirements of required, with consent sought to erect singular signs, north and south of the Hokitika township, and only one sign on entry from the Hokitika Gorge.

3 CURRENT SITUATION

- 3.1 Hokitika has no way finder signage.
- 3.2 Hokitika has no little directional signage. It is not consistent in placement and is often not easily recognisable.
- 3.3 Hokitika, as opposed to Westland, has no promotional signage outside the NZTA entry signs.

4 OPTIONS

- 4.1 Council accepts the current situation and no further signage is required.
- 4.2 Council agrees in principle with the signage proposals and agrees to some funding in the 2019/2010 fiscal year.
- 4.3 Council agrees in principle with the signage proposals and considers funding in future years through public consultation via the Annual Plan process.
- 4.4 Council supports the proposed signage project in principle but requires it to be funded externally.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This plan relates to signage which already has well defined guidelines for what is permitted in the district plan and what would need a resource consent. Engagement has already been underway for years between council staff, Heritage West Coast and Destination Hokitika with regard to directional signage as well as some broader signage.
- 5.2 The roadside signage as well as business names on directional signage would require a resource consent. Affected parties would be able to have further consultation at this stage.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 No budget has been allocated in the 2019/2020 Annual Plan for the design and/or installation of signage in the Hokitika District or surrounds. Costs for the design, build and installation are as indicated below per sign. Resource consent costs are based on the expectation that a single application for each individual proposal will be presented. Resource consent cost will escalate if multiple applications are lodged.

6.2 Costs for way finder signs:

Design, build and installation	\$2,500 per sign
x3 Signs – first stage	\$7,500
x7 Signs	\$17,500

6.3 Cost for directional signs:

Design, build and installation	\$675 per sign
x3 signs – first stage	\$2,025
x10 Signs	\$6750
Resource Consent	\$1,000

6.4 Cost for Hokitika highway signs:

Design, build and installation	\$2,900
x3 Signs – first stage	\$8,700
x8 Signs	\$23,000
Resource Consent	\$10,000

6.5 Destination Hokitika had originally budgeted to pay for all the highway signs out of the 2019/2020 fiscal year but with the reduced funding from rates, this will not be possible. However the following split for the 2019/2020 year is proposed:

Way finder	All Costs	Council
Directional	Design, post installation, District Amenities wings and Council staff time on Resource Consent (plus support of Council on Resource Consent)	Council
	Resource Consent and Business Names	Destination Hokitika
Hokitika Highway	Design, Resource Consent and sign printing	Council
	Installation	Destination Hokitika

7 PREFERRED OPTION(S) AND REASONS

7.1 As the project proposal and associated costs have not been accounted for within the 2019/2020 Annual Plan, a preferred option has not been presented outright from the reporting officer, however the preferred option of Destination Hokitika and Heritage West Coast is presented for consideration

- 7.2 A determination is required from Council as to whether they support the proposal “in principle only” or “in principle” with funding to be decided in future years through the Annual Plan process, the allocation of funding from the current financial year, or that the project is funded from external sources.
- 7.3 The preferred option of Destination Hokitika and Heritage West Coast is that Council supports the proposal “in principle” and funds the installation of way finder/directional signage in the CBD and surrounds.
- 7.4 In the first year Destination Hokitika and Heritage West Coast seek Council support and funding to install three way finder signs; one on Weld Street, one on Weld Lane and one on the beach, and three directional signs along Weld Street, and three Hokitika roadside signs.
- 7.5 Destination Hokitika and Heritage West Coast would seek support and funding of the remaining signs in future years.
- 7.6 To offset future costs Destination Hokitika proposes that Council raises the Destination Hokitika rate back to the same level as applied for the 2017/2018 rateable year for commercial properties, providing Destination Hokitika with an avenue to fund the project from external funding in partnership with Heritage West Coast.

8 RECOMMENDATION(S)

- A) **THAT** Council receive the report
- B) **THAT** Council support the Signage Project in principle.
- C) **THAT** Council make a determination on external or internal funding of the signage proposal.

Te Arohanui Cook
Regulatory Services Manager

Report



DATE: 22 August 2019
TO: Mayor and Councillors
FROM: Regulatory Services Manager

ANNUAL DOG CONTROL POLICIES AND PRACTICES REPORT

1 SUMMARY

- 1.1 The purpose of this report is to adopt the Annual Report on Dog Control Policies and Practices for the year ending 30 June 2018.
- 1.2 This issue arises from the statutory requirement pursuant to Section 10A of the Dog Control Act 1996 to adopt and publish an Annual Report on Dog Control Policy and Practices for the year ended 30th June 2019.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002, the Dog Control Act 1996, and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the Annual Report on Dog Control Policy and Practices for the year ending 30 June 2019, attached as **Appendix 1**.

2 BACKGROUND

- 2.1 It is a requirement of Section 10A of the Dog Control Act 1996 to prepare a report on Dog Control Policy and Practices. Following adoption, Council must give public notice that the report has been adopted, notify the Secretary of Local Government, and make the report publicly available online.

3 CURRENT SITUATION

- 3.1 The attached report has been prepared in accordance with Section 10A of the Dog Control Act 1996 in respect to the number of; registered dogs, probationary and disqualified owners, dogs classified as dangerous or

menacing, infringement notices, complaints received, and prosecutions taken in or by the territorial authority.

4 OPTIONS

4.1 There is a legislative requirement for Council to adopt an Annual Report on Dog Control Policy and Practices and make the report publicly available by 31st October in the same year. This report is submitted for adoption in accordance with those legislative requirements.

5 SIGNIFICANCE AND ENGAGEMENT

5.1 The adoption of the attached Annual Report is an administrative function required of Council under the Dog Control Act 1996 and is therefore of low significance in accordance with Council's Significance and Engagement Policy.

5.2 As this item does not trigger Council's Significance and Engagement Policy, public consultation is not required. It is a legislative requirement under the Dog Control Act 1996, that following adoption, must be notified and made publicly available online.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 A draft report is attached for consideration, and recommended for adoption, in accordance with Section 10A of the Dog Control Act 1996.

6.2 There are no financial implications for Council as this is an administrative statutory function required under legislation.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is that Council adopted the attached draft report to meet the legislative requirement within the Dog Control Act 1996.

8 RECOMMENDATION(S)

A) **THAT** Council adopt the Annual Dog Control Policy and Practices Report for the year ended 30th June 2019.

- B) **THAT** the adoption of the Annual Dog Control Policy and Practices Report for the year ended 30th June 2019 is publicly notified, made publicly available on Council's website, and that the Secretary for Local Government is advised that it has been published in accordance with Section 10A of the Dog Control Act 1996, and Section 5(1) of the Local Government Act 2002.

Te Aroha Cook
Regulatory Services Manager

Appendix 1: 2018/2019 Annual Dog Control Policy and Practices Report.

Westland District Council 2018/2019 Annual Dog Control Policy and Practices Report

1.0 The Dog Control Act 1996

The Dog Control Act 1996 (the Act) requires territorial authorities to publicly report on Dog Control Policies and Practices as outlined under Section 10A. This report contains information and statistics on the Westland District council's Dog Control activity for the year 1 July 2018 to 30 June 2019.

2.0 Dog Control Policy and Bylaw

A review of Council's Dog Control Bylaw and Dog Control Policy was undertaken in the previous reporting period. There have been no further reviews or amendments made to the bylaw or policy for this reporting period.

3.0 Administration

3.1 Personnel

In the previous reporting period all Dog Control activities were managed by an external contractor. In October 2018, Council bought all aspects of this activity back in-house. Council employs one full-time Warranted Animal Control Officer (ACO), and a part-time after-hours ACO to cover weekends and rostered after-hours duties when the Animal Control Officer is on leave. Appropriately warranted Compliance Officer Personnel may also be rostered to cover ACO functions when primary personnel are on leave.

3.2 Hours of Operation

The Animal Control Officer works from 8:30am to 4:30pm, Monday to Friday and responds to all animal complaints. ACO's respond to complaints 24 hours a day on rostered days, weekends, and statutory holidays, ensuring Council has appropriate cover to deliver service delivery expectations throughout the year.

3.3 Dog Pound

A Pound is operated in co-operation with the Hokitika SPCA. Council has four designated pound kennels within the SPCA on Hau Hau Road, two kennels situated at the Haast Police Station, and one kennel situated at the Franz Josef Police Station. Council is responsible for the maintenance and management of its own pound assets and facilities, and the stewardship and nourishment of any dogs impounded in its care. The pound operates 24/7 with public access by appointment only to claim any dog/s under their ownership that have been impounded. Any dog not claimed within seven days is euthanised if not suitable for rehoming through the SPCA or another approved facility. All dogs are assessed by an ACO and Officers of the SPCA to determine suitability for rehoming.

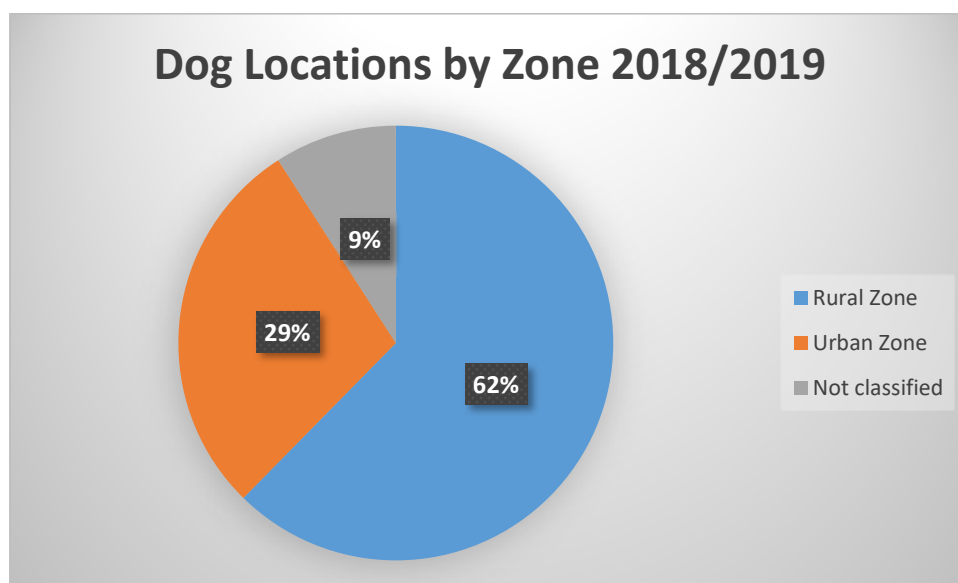
4.0 Fees and Charges

The following fees and charges were adopted by Council for the delivery of Animal Control services for the 2018/2019 year.

Animal Control	Fee (GST inclusive) 2018/2019
Urban Registration (Hokitika and Kaniere Township)	\$74
Registration other Areas	\$58.50
Registration Selected Dog Owners (SDO)	\$45
Registration Working Dogs	\$30 for 1 st Dog, \$20 for subsequent dogs
Registration Dangerous Dog	Standard Registration Fee plus 50%
Late Registration – 1 August	Standard Registration Fee plus 50%
First Impounding Offence	\$82
Second Impounding Offence	\$164
Third Impounding offence	\$245
Feeding/Day	\$26
Call-out for Dog Reclaiming	\$78

5.0 Dog Population Analysis

A total of 1,860 dogs and 1,343 owners were listed within Council’s database for the reporting period. A total of 1,160 dogs are located in the rural zone, 531 in an urban zone, and 169 to be assigned a rural or urban location.



6.0 Enforcement

The format for reporting of complaints, impounding, classification, infringements, and court proceedings has been modified for this reporting period. Where applicable, generalised figures from previous years have been included in the tables below. “NR” identifies where specifics were ‘Not Recorded’ by category.

6.1 Complaints

A total of 223 complaints were received during the 2017/2018 reporting period and is compared to previous years as follows.

Complaints Received	2015/16	2016/17	2017/18	2018/19
Dog Attack	NR	NR	NR	19
Rushing/Threatening	NR	NR	NR	9
Roaming	NR	NR	NR	101
Barking	NR	NR	NR	32
Welfare	NR	NR	NR	21
General	NR	NR	NR	41
Total	223	360	104	223

6.2 Impounding

A total of 57 dogs were impounded during the reporting period of which 51 were returned to their owners, one surrendered to the SPCA, four re-homed, and one euthanised.

6.3 Classification of Dog Owners

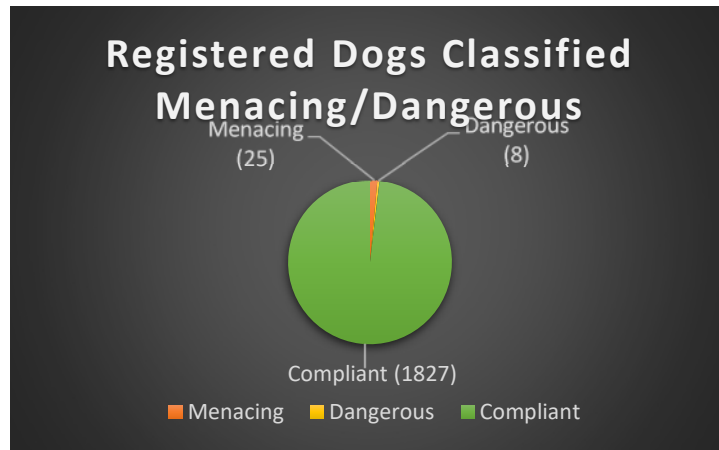
The Council did not classify any dog owners as 'disqualified from owning a dog' in the 2018/2019 year. There are no registered 'disqualified' or 'probationary' owners within the Westland District.

6.4 Classification of Dogs

Dogs can be classified in three different ways:

- Menacing classifications under Section 33A of the Act are applied to a dog which the Council considers may pose a threat to any person, stock, poultry, domestic animal or protected wildlife due to observed or reported behaviour; or any characteristic associated with the dog (their behaviour);
- Menacing classifications under Section 33C of the Act are applied to a dog which belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the Act (their breed); or
- Dangerous dogs under Section 31 of the Act are applied to a dog if the owner is convicted under 57A(2), if there is evidence that the dog is aggressive or the owner admits that the dog is aggressive.

Of the 1,860 known dogs in Westland, twenty-five are registered as 'Menacing' and eight registered as 'Dangerous'.



Under Council’s Dog Control Policy, all dogs classified as menacing are required to be de-sexed, and muzzled when in public.

	Total for 2018/19 Year	Total in District
Menacing Section 33A	6	22
Menacing Section 33C	1	3
Dangerous Section 31	9	8

6.5 Infringements

A total of 86 infringement notices were issued for the following offences:

Infringement Offence	2018/19
Failure to comply with any bylaw	6
Failure to comply with effects of classification	4
Failing to register dog	68
Failure to keep dog under control	5
Failure to provide proper care	3

6.6 Court Proceedings

There were no court prosecutions undertaken for offences under the Act for the 2018/2019 reporting period.

7.0 Other Services

7.1 Multiple Dog Permits (3+ Dogs – Urban Zone)

A permit is required to keep more than two dogs on a property in an urban area. The issue of a permit is conditional on the suitability of an owner, their property and obtaining of approval from affected neighbours.

7.2 Selected Owner Policy (SOP) Status

SOP status provides a discounted rate of dog registration as an incentive to responsible dog owners. To qualify for SOP status all dogs must be registered on or by 1st August of the current registration year, dog/s must be micro-chipped, there have been no justified complaints against, infringement, or impounding of any dog in the past two years, and the property has been inspected and approved in relation to appropriately fenced areas or kennel runs.

8. Administrative Resolution:

Ana Coleman – Building Control Manager

That Council confirm its Seal being affixed to the following documents:

Aspect	Delegation	Parameters
Building Act, 2004	1. Generally, all of Council's powers, duties and functions per the Act	<p>The following are specifically excluded:</p> <ul style="list-style-type: none"> - The transfer of functions, powers and duties pursuant to S. 233 - The fixing of fees or charges pursuant to S. 219
	<p>1. Pursuant to sections 33 - 39 all powers in respect of Project Information Memoranda including but not limited to:</p> <ul style="list-style-type: none"> o Determining the adequacy of information received and require further information o Issuing PIMs (s34) o Determining if errors have been made and reissue PIMs (s34(4)) o Deciding what information should be included in the PIM (s35) o Attaching a development contribution notice if applicable or to impose charges per the Council's current Schedule of Fees (s36) o Determining if the project requires a resource consent and attach a resource consent certificate to the PIM (s37) o Determining if a copy of the PIM should be supplied to a network utility operator (s38) o Determining whether the application affects a registered historic place, historic area, wahi tapu or wahi tapu area and notify the application to the Historic Places Trust as required (s39) 	
	<p>2. Pursuant to sections 45, 46, 48, 49, 50, 51, 52, 53, 54, 67, 71-73, 74, 75, 77 and 83, all powers in respect of building consents including, but not limited to:</p> <ul style="list-style-type: none"> o Determining the information which the Building Consent Authority requires as part of a building consent application (s45) o Determining if a copy of the application is to be supplied to the NZ Fire Service (s46) o Processing the consent application, including determining the adequacy of information provided; requiring further information; determining if any warning of ban applies to any building method proposed; assessing the application against the NZ Building Code; determining whether or not to accept a producer statement as establishing compliance with any aspect of the NZ Building Code (s48) o Determining if the provisions of the Building Code would be met if the building work is completed in accordance with the consent application and grant the building consent (s49) o Determining whether to refuse any building consent and give written notice of the refusal and reasons for the refusal (s50) o Issuing building consents (s51) o Determining applications for extension of time to commence building work (s52) o Advising applicants of the amount of levy for a building consent and collect the levy on behalf of the Chief Executive of the Department of Building and Housing f(ss 53-54) 	

Aspect	Delegation	Parameters
	<ul style="list-style-type: none"> ○ Determining whether a consent is granted subject to a waiver or modification of the NZ Building Code and impose any conditions considered appropriate (s67) ○ Determining all matters relating to the grant of refusal of a building consent for the construction of a building or for major alterations to a building on land subject to natural hazards, including granting any waiver or modification of the Building Code in respect of the hazard concerned; imposing any conditions considered appropriate and notifying the appropriate authority (ss71-73) ○ Determining if any entry on a certificate of title relating to the land being subject to a natural hazard is no longer required (s74) ○ Determining if a building consent involves building work covering two or more allotments and set appropriate conditions, including not issuing the building consent until those conditions have been met (ss 75, 77) ○ Determining applications to remove conditions issued under s75 	
	<p>3. Pursuant to sections 93-95, determining all matters relating to whether a code compliance certificate will be issued, including requiring further information, determining applications for extension of time to complete building work and issuing or declining to issue code compliance certificates.</p>	
	<p>4. Pursuant to sections 96-99, all matters relating to certificates of acceptance, including but not limited to:</p> <ul style="list-style-type: none"> ○ Requiring further information ○ Processing the application, including determining whether or not to accept a producer statement as establishing compliance with any aspect of the NZ Building Code ○ Determining any qualifications which should be made ○ Issuing or declining to issue the Certificate of Acceptance 	
	<p>5. Pursuant to sections 102, 103, 106, 107, 109-110, all matters relating to compliance schedules and building warrants of fitness, including but not limited to:</p> <ul style="list-style-type: none"> ○ Issuing compliance schedules (s102) ○ Determining the content of a compliance schedule (s103) ○ Determining whether or not to amend a compliance schedule on application from the owner of the building (s106), recommendation from a licensed building practitioner (s109) or the Council's own initiative (s107) ○ Requiring production of annual written reports on compliance schedules (s110) 	
	<p>6. Pursuant to sections 112-113, 115 and 116, all matters relating to alterations of existing buildings and changes of use, including but not limited to:</p> <ul style="list-style-type: none"> ○ Determining whether or not to grant a building consent for an alteration to an existing building that will not fully comply with the Building Code (s112) ○ Determining conditions and issuing building consents for buildings with specified intended lives (s113) ○ Determining whether or not to permit the change of use of a building (s115) ○ Determining whether or not to permit the extension of life for a building with a specified intended life (s116) ○ Determining whether or not to give effect to a subdivision that affects a building (s116A) 	

Aspect	Delegation	Parameters
	<p>7. Pursuant to sections 121-124 and 126, all matters relating to dangerous, earthquake-prone or insanitary buildings, including but not limited to:</p> <ul style="list-style-type: none"> ○ Determining whether a building is dangerous, including seeking advice from the NZ Fire Service (s121) ○ Determining whether a building is earthquake-prone (s122) or insanitary (s123) ○ Determining the appropriate action to be taken where sections 121-123 apply, including issuing a notice to the building owner (s124) ○ Applying to the District Court to carry out work where a notice under s124 is not being complied with in a reasonable period (s126) 	
	<p>8. Pursuant to sections 164-165 and 167, all matters related to notices to fix including by not limited to:</p> <ul style="list-style-type: none"> ○ Determining whether or not any of the circumstances in s164(1) apply and issuing notices as required. (s164) ○ Determining whether or not another authority should issue the notice to fix and advising that authority (s164) ○ Determining the content of the notice to fix (s165) ○ Inspecting or arranging for the inspection of the building work to which a notice to fix relates (s167) ○ Confirming or refusing to confirm that the notice to fix has been complied with and, where appropriate, providing written reasons and issuing further notices to fix (s167) 	
	<p>9. Pursuant to sections 177-178, 180 and 189, all matters related to determinations, including but not limited to:</p> <ul style="list-style-type: none"> ○ Applying for determinations (s177) ○ Making submissions and appearing at determination hearings (s178) ○ Withdrawing any application for determination made by the Council (s180) ○ Requesting clarification of a determination (s189) 	
	<p>10. Pursuant to section 363A all matters related to determining applications for certificates of public use.</p>	
	<p>11. Pursuant to sections 372 - 381, all matters associated with legal action under the Act, including but not limited to:</p> <ul style="list-style-type: none"> ○ Issuing of infringement notices (s372) ○ Laying information with the District Court (s377) ○ Applying for injunctions (s381) 	<p>Execution of any of these powers/duties is subject to consultation with the Regulatory Services Manager</p>
	<p>12. Pursuant to the Building Act 2004, act on Council's behalf with respect to the following administrative actions:</p> <ul style="list-style-type: none"> ○ Gathering information and undertake necessary research. ○ Keeping necessary records. ○ Authorising work that the local authority may carry out in default of it being carried out by the owner, and recovery of costs where work is done on default. ○ Inspecting all building work. 	

And that;

- Simon Percy

Aspect	Delegation	Parameters
Westland Building Consent Authority Manual	1. Generally, all of the Westland Building Consent Authority's powers, duties and functions.	
	2. Authority to authorise and approve any Change to the Westland BCA Manual in accordance with part 1.6.2.	
	3. Authority to allocate any work to a competent contractor in accordance with part .2.5.	
	4. Authority to update and maintain the technical library in accordance with part 3.4.	

As at 22 August 2019, the above delegation is terminated and the authority to exercise the following functions, powers, duties and discretions of the Council in respect of the Westland Building Consent Authority pursuant to the Westland Building Consent Authority Manual are delegated to:

- Ana Coleman

Aspect	Delegation	Parameters
Westland Building Consent Authority Manual	1. Generally, all of the Westland Building Consent Authority's powers, duties and functions.	
	2. Authority to authorise and approve any Change to the Westland BCA Manual in accordance with part 1.6.2.	
	3. Authority to allocate any work to a competent contractor in accordance with part .2.5.	
	4. Authority to update and maintain the technical library in accordance with part 3.4.	