

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Customer & Regulatory Services Committee will be held on:

Date: Tuesday 17 September 2024
Time: 10.30 am (or at the conclusion of the previous committee whichever is later)
Venue: Council Chamber, Dunedin Public Art Gallery, The Octagon, Dunedin

Sandy Graham
Chief Executive Officer

Customer & Regulatory Committee
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Cr Carmen Houlahan	
Deputy Chairperson	Cr Andrew Whiley	
Members	Cr Bill Acklin	Cr Sophie Barker
	Cr David Benson-Pope	Cr Christine Garey
	Cr Kevin Gilbert	Cr Marie Laufiso
	Cr Cherry Lucas	Cr Mandy Mayhem
	Cr Jim O'Malley	Mayor Jules Radich
	Cr Lee Vandervis	Cr Steve Walker
	Cr Brent Weatherall	

Senior Officer Jeanette Wikaira, General Manager Arts, Culture and Recreation

Governance Support Officer Jennifer Lapham

Jennifer Lapham
Governance Support Officer

Telephone: 03 477 4000
governance.support@dcc.govt.nz
www.dunedin.govt.nz

Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

ITEM TABLE OF CONTENTS		PAGE
1	Public Forum	4
2	Apologies	4
3	Confirmation of Agenda	4
4	Declaration of Interest	5
5	Confirmation of Minutes	15
	5.1 Customer & Regulatory Committee meeting - 6 August 2024	15
PART A REPORTS (Committee has power to decide these matters)		
6	Customer and Regulatory Committee Forward Work Programme	21
7	Animal Services Annual Report to the Department of Internal Affairs	25
8	Beauticians Tattooists and Skin-Piercers Bylaw Review	32
9	Proposed Road Stopping: 142 Coast Road, Warrington	47
10	Items for Consideration by the Chair	54

1 PUBLIC FORUM

At the close of the agenda no requests for public forum had been received.

2 APOLOGIES

At the close of the agenda no apologies had been received.

3 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY


1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
2. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Committee:

- a) **Notes/Amends** if necessary the Elected Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected Members' Interests.

Attachments

	Title	Page
A	Register of Interest	6

Customer and Regulatory Committee Interest Register				
As at 11 September 2024				
Councillors are members of all committees				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Mayor Jules Radich	Shareholder	Izon Science Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Taurikura Drive Investments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Golden Block Developments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Cambridge Terrace Properties Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Southern Properties (2007) Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Arrenway Drive Investments Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Golden Centre Holdings Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	IBMS Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Raft Holdings Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Otago Business Coaching Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Effectivise Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Athol Street Investments Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Allandale Trustee Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Aberdeen St No2 Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Road Safety Action Plan	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	100% Shareholder/Director	Panorama Developments Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Hospital Local Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Council of Social Services (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Tertiary Precinct Planning Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Tertiary Sector Steering Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Dunedin Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Bill Acklin	Shareholder/Director	Dunedin Brokers Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	APRA - AMCOS	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Entertainer	Various functions	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Strath Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Casual Employee	Insulmax	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Sophie Barker	Director	Ayrmed Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various publicly listed companies	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Property Owner	Residential Property Owner - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Beneficiary	Sans Peur Trust (Larnach Castle)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Mentor	Business Mentors NZ	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Volunteer	Blue Penguins Pukekura	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Vegetable Growers Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Dunedin Heritage Fund (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Gasworks Museum Trust (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Otaru Sister City Society (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Hereweka Harbour Cone Trust (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Deputy Chair	Dunedin Food and Drink Tourism Story Group	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Te Ao Tūroa Partnership (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (Council Appointment)	No conflict Identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr David Benson-Pope	Owner	Residential Property Ownership in Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Beneficiary	Blind Investment Trusts	Duty to Trust may conflict with duties of Council Office	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Yellow-eyed Penguin Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand Labour Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Heritage Fund (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Christine Garey	Trustee	Garey Family Trust - Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Women of Ōtepoti	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Sophia Charter (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Study Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Ashburn Hall Charitable Trust Board	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	St Paul's Cathedral Foundation (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Theomin Gallery Management Committee (Olveston) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Kevin Gilbert	Owner	Gipfel Limited - Bakery	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlubert Trust - Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlup Family Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	BNI	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Business South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Air New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Trustee	Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Biddies Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisors	Ronald McDonald House Supper Club Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Fair Trading Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Otago Regional Transport Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Settlers Association (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Saddle Hill Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Food Equity and Education Dunedin (FEED) Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	National Industry Advisors Group Food and Beverage (Workforce Development Council)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Carmen Houlahan	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Part Owner	Adobe Group Ltd, Wanaka	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Society (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Creative Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	KBCLR Family Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Otago Theatre Trust (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Marie Laufiso	Property Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Moray Place Community Building Trust - Trust Owner of Property 111 Moray Place	Duty to Trust may conflict with duties of Council Office	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Otago Mental Health Support Trust	Potential grants applicant which would result in pecuniary interest. Duty to Trust may conflict with duties of Council Office	Do not participate in consideration of grants applications. If the meeting is in public excluded, to leave the room.
	Member	Women of Ōtepoti Recognition Initiative	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Family Member	Staff member a relative	Potential conflict depending on level of staff member involvement	Managed by staff at officer level if a perceived conflict of interest arises.
	Trustee	Corso Ōtepoti Dunedin Trust	Potential grants recipient	Withdraw from discussion and leave the table. If in public excluded leave the room. Seek advice prior to the meeting.
	Member	Dunedin Manufacturing Holdings Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	BIAS Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Dunedin Branch Treasurer	P.A.C.I.F.I.C.A Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Dunedin Abrahamic Interfaith Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Secretary	Refugee Support Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Dunedin Former Refugee Steering Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Social Wellbeing Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	District Licensing Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Chairperson	Grants Subcommittee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Cherry Lucas	Trustee	Otago Farmers Market	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Henderson Lucas Family Trust - Residential Dunedin Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Institute of Chartered Accountants	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Chinese Garden Advisory Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Taieri Airport Trust (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Te Poāri a Pukekura Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Mandy Mayhem	Chairperson	Waitati Hall Society Inc	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Blueskin News Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Co-ordinator	Waitati Market	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Co-ordinator	Emergency response group, Blueskin area	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	FENZ Local Advisory Committee for Otago	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Waitati Music Festival Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Blueskin Bay Amenities Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Blueskin A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Zone Representative and Board Member	Keep New Zealand Beautiful	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Coastal Community Cycleway Network	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	West Harbour Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Disability Issues Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Property Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Social Wellbeing Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Jim O'Malley	Owner	Biocentrix Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Owner	Ayrmed Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Northern AFC	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Ocho Newco Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Ice Sports Dunedin Incorporated (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Hospital Local Advisory Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Regional Transport Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Tertiary Precinct Planning Group (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Waikouaiti Coast Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Lee Vandervis	Director	Lee Vandervis, Antonie Alm-Lequeux and Cook Allan Gibson Trustee Company Ltd - Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Bunchy Properties Ltd - Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Vandervis Audio and Lighting - Hire, Sales and Service Business	May contract and provide service to DCC	Withdraw from discussion and leave the table. If the meeting is in public excluded leave the room. Seek advice prior to the meeting.
	Member	District Licensing Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Steve Walker	Trustee	Dunedin Wildlife Hospital Trust	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in public excluded leave the room. Seek advice prior to the meeting.
	Member	Orokonui Ecosanctuary	Potential grants recipient	Withdraw from discussion and leave the table. If the meeting is in public excluded leave the room. Seek advice prior to the meeting.
	Member	Society of Beer Advocates	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand Labour Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Port Chalmers Historical Society	Potential grants recipient	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Shareholder	Various publicly listed companies	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Sea Lion Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Edinburgh Sister City Society (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Justice of the Peace		No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Predator Free Dunedin	No conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Predator Free Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Brent Weatherall	Member	Urban Access	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Business George Street, Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Brent Weatherall Jeweller Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Weatherall Trustee Company	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Residential Rental Properties	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Society (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Andrew Whiley	Owner/Operator	Whiley Golf Inc and New Zealand Golf Travel Ltd	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder 22 May 2017	Estate of Grace Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Japek (Family Trust) - Property Ownership - Dunedin	Duties to Trust may conflict with duties of Council Office.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Golf Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin South Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	National Party	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Chair	Volunteer South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	New Zealand PGA (Professional Golf Association)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Chair	Dunedin Community House Executive Committee	Potential grants recipient	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Hereweka Harbour Cone Trust (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Peninsula Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Shanghai Association (Sister City Society) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Masters Games Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Puketai Residential Centre Liaison Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Board Member	Dunedin Christmas Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

CUSTOMER & REGULATORY COMMITTEE MEETING - 6 AUGUST 2024

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the minutes of the Customer & Regulatory Committee meeting held on 06 August 2024 as a correct record.

Attachments

Title	Page
A↓ Minutes of Customer & Regulatory Committee meeting held on 6 August 2024	16

Customer & Regulatory Committee

MINUTES

Minutes of an ordinary meeting of the Customer & Regulatory Services Committee held in the Council Chamber, Dunedin Public Art Gallery, The Octagon, Dunedin on Tuesday 06 August 2024, commencing at 1.00 pm

PRESENT

Chairperson	Cr Carmen Houlahan	
Deputy Chairperson	Cr Andrew Whiley	
Members	Cr Bill Acklin	Cr Sophie Barker
	Cr David Benson-Pope	Cr Christine Garey
	Cr Kevin Gilbert	Cr Mandy Mayhem
	Cr Cherry Lucas	Mayor Jules Radich
	Cr Jim O'Malley	Cr Brent Weatherall
	Cr Lee Vandervis	

IN ATTENDANCE

Paul Henderson (Acting General Manager Customer and Regulatory), Jeanette Wikaira (General Manager Arts, Culture and Recreation), David Ward (General Manager 3 Waters and Transition), Ros MacGill (Manager Compliance Solutions), Hayley Browne (Customer Services Manager), Alan Worthington (Resource Consents Manager), Simon Spiers (Team Leader Regulation Management), Paula Dickel (Property Officer Advisory), Paul Freeland (Principal Policy Advisor), Grant Sutton (Senior Education and Relationships Officer), Emily McKewan (Senior Planner) and Clare Sullivan (Manager Governance).

Governance Support Officer Jennifer Lapham

1 OPENING

The meeting was opened with a karakia timatanga.

2 PUBLIC FORUM

There was no public forum.

3 APOLOGIES

Apologies were received from Cr Marie Laufiso and Cr Steve Walker

Moved (Cr Carmen Houlahan/Cr Andrew Whiley):

That the Committee:

Accepts the apologies from Cr Marie Laufiso and Cr Steve Walker.

Motion carried (CRC/2024/012)

4 CONFIRMATION OF AGENDA

Moved (Cr Carmen Houlahan/Cr Andrew Whiley):

That the Committee:

Confirms the agenda without addition or alteration

Motion carried (CRC/2024/013)

5 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Moved (Cr Carmen Houlahan/Cr Andrew Whiley):

That the Committee:

- a) **Notes** the Elected Members' Interest Register and
- b) **Confirms** the proposed management plan for Elected Members' Interests.

Motion carried (CRC/2024/014)

6 CONFIRMATION OF MINUTES

6.1 CUSTOMER & REGULATORY COMMITTEE MEETING - 21 MAY 2024

Moved (Cr Carmen Houlahan/Cr Cherry Lucas):

That the Committee:

- a) **Confirms** the public part of the minutes of the Customer & Regulatory Committee meeting held on 21 May 2024 as a correct record.

Motion carried (CRC/2024/015)

PART A REPORTS

7 CUSTOMER AND REGULATORY COMMITTEE FORWARD WORK PROGRAMME

Paul Henderson, Acting General Manager Customer and Regulatory, spoke to the report and responded to questions,

Moved (Cr Carmen Houlahan/Cr Andrew Whiley):

That the Committee:

- a) **Notes** the Customer and Regulatory Committee forward work programme.

Motion carried (CRC/2024/016)

8 CUSTOMER AND REGULATORY ISSUES AND TRENDS REPORT

Paul Henderson, Acting General Manager Customer and Regulatory, Ros MacGill (Manager Compliance Solutions), Hayley Browne (Customer Services Manager), Alan Worthington (Resource Consents Manager) spoke to the report and responded to questions,

Moved (Cr Carmen Houlahan/Cr Christine Garey):

That the Committee:

- a) **Notes** the Customer and Regulatory Issues and Trends report.

Motion carried (CRC/2024/017)

9 SUBMISSION ON MAKING IT EASIER TO BUILD GRANNY FLATS

Mr Paul Freeland (Principal Policy Advisor), Mr Grant Sutton (Senior Education and Relationships Officer) and Ms Emily McKewan (Senior Planner) spoke to the report and responded to questions.

Moved (Cr Jim O'Malley/Mayor Jules Radich):

That the Committee:

- a) **Approves** the DCC submission, on "Making it Easier to Build Granny Flats".
- b) **Authorises** the Chief Executive to make any minor editorial amendments to the submission.

The Council voted by division

For: Crs Bill Acklin, Sophie Barker, David Benson-Pope, Christine Garey, Kevin Gilbert, Carmen Houlahan, Cherry Lucas, Mandy Mayhem, Jim O'Malley, Mayor Jules Radich, Brent Weatherall and Andrew Whiley (12).
Against: Cr Lee Vandervis (1).
Abstained: Nil

The division was declared CARRIED by 12 votes to 1
Motion carried (CRC/2024/018)

10 PROPOSED ROAD STOPPING: 42 GLENGYLE STREET, VAUXHALL

Simon Spiers (Team Leader Regulation Management – Transport) and Paula Dickel (Strategic Property Advisor) spoke to the report and responded to questions.

Moved (Cr Andrew Whiley/Cr Christine Garey):

That the Committee:

- a) **Approves** public notification of the Council's intention to stop a portion of legal road at 42 Glengyle Street, Vauxhall, subject to the applicant agreeing to:
 - i) Pay the Council the non refundable fee for processing the road stopping.
 - ii) Pay the Council the actual costs incurred for the stopping, regardless of whether or not the stopping reaches a conclusion, and the market value of the stopped road, assessed by the Council's valuer.
 - iii) Amalgamate the stopped portion of road with the title of the adjacent land that is owned by the applicant, being the land contained within Record of Title OT376/109
 - iv) Accept the application of the standards contained within the Dunedin City Council Code for Subdivision and Development to the stopped road.
 - v) Register any easements over the stopped portion of road in favour of utility companies (if required by the utility company).

Motion carried (CRC/2024/019)

11 ITEMS FOR CONSIDERATION BY THE CHAIR

There were no items for consideration.

The meeting concluded at 2.00 pm .

.....
CHAIRPERSON

PART A REPORTS

CUSTOMER AND REGULATORY COMMITTEE FORWARD WORK PROGRAMME

Department: Civic

EXECUTIVE SUMMARY

- 1 The purpose of this report is to provide a regular update of the Customer and Regulatory Committee forward work programme. This shows areas of activity, progress and expected timeframes for decision making across a range of areas of work (Attachment A).
- 2 As this is an administrative report only, there are no options or Summary of Considerations.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Customer and Regulatory Committee forward work programme as shown in Attachment A.

DISCUSSION

- 3 The forward work programme is a regular agenda item which shows areas of activity, progress and expected timeframes for decision making across a range of areas of work.
- 4 As an update report, purple highlights show changes to timeframes. New items added to the schedule will be highlighted in yellow. Items that have been completed or updated are shown as bold.

Signatories

Author:	Jennifer Lapham - Governance Support Officer
Authoriser:	Jeanette Wikaira - General Manager Arts, Culture and Recreation

Attachments

	Title	Page
↓A	Forward Work Programme	23

Key	
New item	
Changes to timeframes	
Completed; progress to date update	Bold
No meeting month	

Customer & Regulatory Committee Forward Work Programme 2024/2025 - September 2024															
Area of Work	Reason for Work	Council role (decision and/or direction)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Sept
			Customer and Regulatory Issues and Trends Report	Provide an overview of activities of the Customer and Regulatory area.	Progress to date: A report will be provided to the November meeting.										
Animal Services Annual Report	Provide the Annual Report on administration of dog control policy and dog control practices as required by the Dog Control Act 1996.	Progress to date: A report is on the agenda.	Report												
Reforms															
Reforms	Central government proposals and impact upon customer and regulatory services	Consider, make recommendations to Council as necessary													
Bylaws															
Traffic and Parking	Bylaw review	Commence review, consider and make recommendations to Council. Progress to date: An update will be provided to the Infrastructure Services Committee in October.													
Trading in Public Places	Bylaw review	Noting the commencement date of the bylaw review Progress to date: The review is in its early stages and it is hoped to provide a report to the November meeting.			Report				Consultation	Hearings			Report to Council		

Customer & Regulatory Committee Forward Work Programme 2024/2025 - September 2024															
Area of Work	Reason for Work	Council role (decision and/or direction)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Sept
			Beauticians, Tattooists & Skin-piercers	Bylaw review	Noting the commencement date of the bylaw review. Progress to date: A report to commence the bylaw review is on the agenda.	Commencement Report	ongoing work	Early engagement	Analysis - draft SOP/Bylaw/Legal Review						

Other Bylaws		
	Review By	Planned review
Alcohol (Control of Alcohol in Public Places)	12 December 2026	To be determined
Camping Control	1 November 2030	To be determined
Keeping of Animals Bylaw	22 February 2027	To be determined
Reserves and Beaches	30 April 2028	To be determined
Roading Bylaw	1 August 2030	2025
Water Bylaw	To be determined	To be determined
Stormwater Quality Bylaw	To be determined	To be determined
Tradewaste	1 February 2031	To be determined
Dog Control Bylaw Review	2034/2035	To be determined

Completed work from last schedule:		
Area of Work	Reason for Work	
Dog control bylaw review	Bylaw Review	Bylaw has been consulted on and a report will be presented to Council in November.
Dunedin Local Alcohol Policy (LAP)	Policy review	A report will be presented to the September Council meeting

ANIMAL SERVICES ANNUAL REPORT TO THE DEPARTMENT OF INTERNAL AFFAIRS

Department: Customer and Regulatory

EXECUTIVE SUMMARY

- 1 Section 10A of the Dog Control Act 1996 (the Act) requires territorial authorities to publicly report each year on:
 - The administration of their dog control policy and their dog control practices (section 10A (1)); and
 - A variety of dog control related statistics (section 10A (2)).
- 2 The attached report (Attachment A) outlines the operations of the Dunedin City Council's (DCC) Animal Services Unit for the year ending 30 June 2024 and will be sent to the Department of Internal Affairs in accordance with the Act.
- 3 As this is an administration only report, there are no options or Summary of Considerations.
- 4 The primary purpose of this report is to enable the community to see how the DCC is managing its dog control responsibilities.
- 5 This report is for the period 1 July 2023 to 30 June 2024.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Animal Services annual report to the Department of Internal Affairs dated as at 30 June 2024.

Signatories

Author:	Ros MacGill - Manager Compliance Solutions
Authoriser:	Paul Henderson - General Manager Customer and Regulatory (Acting)

Attachments

	Title	Page
↓A	Dunedin City Council's Animal Services Annual Report to the Department of Internal Affairs for Period Ending 30 June 2024	27

ATTACHMENT 1



DUNEDIN CITY COUNCIL'S ANIMAL SERVICES ANNUAL REPORT TO THE DEPARTMENT OF INTERNAL AFFAIRS FOR PERIOD ENDING 30 JUNE 2024

Dog Control Policy and Practices

1. The Dunedin City Council (DCC) covers a large geographical area, which includes both urban and rural dog owners. As of 30 June 2024 there were 18,552 registered dogs. This is a decrease of 324 dogs on the previous year.
2. To deliver an animal control service, the DCC had an Animal Services Unit consisting of a Manager, Team Leader, and six FTE Animal Services Officers. The team was supported by the Compliance Solutions Administration Team. All Animal Services Officers were trained to deliver education in schools and workplaces.
3. The Animal Services Unit worked alongside key stakeholders in the community such as the Society for the Protection of Animals, local veterinarians, Police, Department of Conservation, Yellow Eyed Penguin Trust and Dog Rescue Dunedin.

Dog Control Enforcement Practices

4. The Animal Services Unit operated a seven-day service from 7.00am to 8.00pm during the summer (daylight saving) and between 8.00am and 5.00pm during the winter. The unit contracted a 24-hour standby service for emergency call outs on evenings, weekends and public holidays.
5. Over the last 12 months the Animal Services Unit responded to 2,193 dog complaints, down 349 from last year. Complaints included aggression, attacking, barking, fouling and wandering dogs and dogs that were 'contained' by members of the public. Of the total number of complaints 31% were in relation to barking and 30% in relation to wandering dogs.
6. In addition, 160 dogs were impounded over the review period, a decrease of 32 on the previous year.
7. During the administration of the dog control legislation and bylaws, 334 infringement notices were issued to dog owners, an increase of 26 on the previous year. No owners were prosecuted for a breach of the Dog Control Act 1996 (The Act) over the 12-month period.

Dogs Prohibited, Leash Only and Dog Exercise Areas

8. Most Dunedin dog owners complied with the respective 'leash-only' area requirements and didn't exercise their dogs in prohibited areas.
9. The DCC has three small and six large dog exercise areas, that were well patronised daily. Positive public feedback confirmed that they successfully encourage both dog socialisation and community interaction.

10. Each of the dog exercise parks has a unique design and has been built to maximise the use of the topography of the area. The surrounding areas are regularly maintained and upgraded. The ratio of dog exercise parks to known dogs (registered and unregistered) was one park to 2,154 known dogs.
11. All the parks have:
 - a. Double gates (air lock) to provide safe access and exit for dog owners using the parks.
12. Most parks have:
 - a. Drinking fountains
 - b. Shelters and seating for dog owners
 - c. Agility equipment
 - d. Solar lighting
 - e. Re-fillable dog waste bag dispensers.

Dog Registration and Other Fees

13. Dog registration fees were **not** increased in 2023/2024. The 2023/2024 pet dog registration fee was \$109. The fee for the first working dog was \$53 and the second and subsequent working dogs was \$28. The annual rebate for registered neutered dog/s remained at \$10. Dogs registered as “Special dog” (Disability Assist, Police or Search and Rescue) were registered free of charge.
14. Owners that didn’t register their dogs within the required timeframe were issued with reminder notices and if possible, contacted via telephone. Confirmed unregistered dogs were issued an infringement notice.

Dog Education

15. The DCC’s Responsible Dog Owner (RDO) Policy exists to recognise and encourage responsible dog ownership. Providing the dog owner has not received any valid complaints in the previous two years about the management of their dog, they may apply for RDO status, which makes them eligible for a 44% discount on future dog registration fees. During this period 30% of pet owners were classified as Responsible Dog Owners.
16. Part of the RDO assessment process requires an owner to be present during an inspection of their property by an Animal Services Officer. The inspection seeks to ensure that the property meets the required adequate fencing standard. It also tests the dog owner’s knowledge of their responsibilities under the local bylaw and the Act.
17. The Animal Services Unit is also very proactive in conducting newspaper, radio and social media advertising programmes promoting dog owners’ responsibilities. This was found to be a positive and effective medium to assist in having dogs accepted by the public in an urban environment.
18. A series of four educational videos with tips for dog owners were created using advice from the Animal control officers and shared via social media and on the DCC website. These “Best Friend, Best Behaviour” videos offered tips for dog owners for managing aggressive behaviour, barking, wandering, and socialising their dogs.
19. The DCC also ran a school and community group education programme, offering free dog safety education sessions to improve public safety and encourage responsible dog ownership. These sessions were available to primary, intermediate and pre-school children as well as workplaces

who may come into contact with dogs during their work. During this period 65 education sessions were provided to schools or kindergartens, and seven workplaces.

Disqualified and Probationary Dog Owners

20. Over the last 12 months there was one dog owner classified as a probationary owner. There were no dog owners disqualified from owning a dog.

Menacing and Dangerous Dogs

21. The DCC has 159 dogs classified as menacing (20 were classified over the last 12 months). Of that total, 17 were classified as menacing due to behaviour and the remaining three were classified by breed under section 33C(1) Schedule 4 of the Act.
22. The DCC has 15 dogs classified as dangerous which is four more than the previous year. During the last 12 months, seven dogs were classified as dangerous by sworn evidence¹.

Pound Facility

23. The pound facility continued to be provided by an external contractor based at a local boarding kennel. There were no recorded security incidents last year.

General Information

24. As of 30 June 2024, a total of 11,039 pet dogs have been neutered in Dunedin. This is 61% of the total number of pet dogs, 1% less than the previous year.
25. The DCC promoted a dog neutering programme for owners who would have difficulty meeting the costs. The full cost of the operation was paid by the DCC and the number of dogs neutered in the last 12 months was 81. This service is put out to tender to local veterinarians to ensure a competitive price is obtained.
26. Over the last year, 95% of impounded dogs (152 of 160) were either claimed (120) or adopted out (32). Two dogs were being held for a court case on 30 June 2024. One dog died due to a medical event while in custody in the pound. The remaining 3% of dogs (5) were either not claimed by their owners or signed over to the DCC. These dogs were classified as menacing by breed (therefore not permitted to be re-homed) or when assessed by staff, were found to be unsuitable to be re-homed.
27. 94% of dogs were microchipped which is the same as the previous year. This includes 100% of the classified dangerous dogs and 96% of the classified menacing dogs.
28. When dog owners registered a dog, they were given information brochures that contain advice on how to care for their dog and their responsibilities as a dog owner.
29. Dog Rescue Dunedin continued to work alongside the DCC's Animal Services Unit under a Memorandum of Understanding, helping to provide homes for unwanted or unclaimed pound dogs.
30. Trail cameras were being used on rural properties to assist Animal Control Officers to gather evidence when dogs have attacked stock.
31. Due to the high number of barking complaints received annually by the Animal Services Unit, the Animal Services Officers continued to use bark boxes to record barking. This device was

¹ 'Sworn evidence' - evidence given by a person who witnessed the event.

found to be invaluable when dealing with barking complaints, particularly when dog owners were often not at home and didn't realise how often their dog/s were barking.

DOG CONTROL STATISTICAL INFORMATION

Section 10A (2) of the Act requires territorial authorities to publicly report each financial year on a variety of dog control related statistics in a tabular format.

Column B shows the total number of 30 June 2024 on DCC record and Column C shows the number recorded during the period from 1 July 2023 to 30 June 2024. For example, as of 30 June 2024, the DCC has 15 dangerous dogs on record. This number changes each year as some dogs may have died and others may have moved district.

CATEGORY (A)	(B) Total in Dunedin City as of 30 June 2024	(C) Period 1 July 2023 to 30 June 2024
1) Total # Registered Dogs	18,552	Statistics not required
2) Total # Probationary Owners	1	1
3) Total # Disqualified Owners	6	0
4) Total # Dangerous Dogs	15	7
Dangerous by Owner Conviction	5	0
Dangerous by Sworn Evidence	9	7
Dangerous by Owner Admittance in Writing s31(1)(c)	1	0
5) Total # Menacing Dogs	159	20
Menacing under s33A(1)(b)(i) - i.e. by Behaviour	100	17
Menacing under s33A(1)(b)(ii) - by Breed Characteristics	0	0
Menacing under s33C (1) by Schedule 4 Breed	59	3
6) Total # Infringement Notices	Statistics not required	334
7) Total # Complaints Received	Statistics not required	2,193
Aggressive	Statistics not required	205
Attack	Statistics not required	186
Barking	Statistics not required	671
Fouling	Statistics not required	20
Wandering + Patrols	Statistics not required	666
Dogs Contained	Statistics not required	438
Dogs unregistered	Statistics not required	7
8) Total # Dogs Impounded	Statistics not required	160
9) Total # Prosecutions Taken	Statistics not required	0
10) Total # Pet Dogs	Statistics not required	18,101
11) Total # Pet Dogs Neutered	Statistics not required	11,039
12) Total # Responsible Dog Owners	Statistics not required	4,616
13) Total # Schools Visited	Statistics not required	20
Number of Classes	Statistics not required	65
13) Total # Dog Exercise Areas	Statistics not required	9
Ratio of Known Dogs to Exercise Areas	Statistics not required	2,154

BEAUTICIANS TATTOOISTS AND SKIN-PIERCERS BYLAW REVIEW

Department: Customer and Regulatory

EXECUTIVE SUMMARY

- 1 This report seeks the Customer and Regulatory Committee's (the Committee's) approval to commence the review of the Beauty Therapists, Tattooists and Skin-Piercers Bylaw (the Bylaw). It recommends that the Committee determines a bylaw is the most appropriate way to address issues relating to beautician, tattooist and skin-piercer practices in Dunedin.
- 2 The Local Government Act 2002 (the Act) requires that bylaws are reviewed within specific timeframes and this Bylaw is now due for review.

RECOMMENDATIONS

That the Committee:

- a) **Approves** commencement of the Beauty Therapists, Tattooists and Skin-Piercers Bylaw
- b) **Determines** that a bylaw is the most appropriate way to address issues relating to beauty therapist, tattooist and skin-piercer practices in Dunedin.

BACKGROUND

Purposes of bylaws

- 3 Bylaws can be made, under the Local Government Act 2002 (the Act), for one or more of the following general purposes: protecting the public from nuisance; protecting, promoting, and maintaining public health and safety; and minimising the potential for offensive behaviour in public places (section 145).
- 4 The Act requires bylaws to be reviewed five years after adoption and then at ten year intervals.

Beauticians, Tattooists and Skin-Piercers Bylaw history and purpose

- 5 There is no national legislation for appearance industries in New Zealand. The appearance industry covers beauty therapy, tattooing or skin piercing industries. In the absence of national legislation, some local authorities have adopted bylaws. In Dunedin, the Bylaw was adopted in July 2005. Its purpose is to prevent the transfer of communicable diseases such as Hepatitis B and C, HIV/AIDS and bacterial skin infections via beauty therapy, tattooing and skin piercing practices. The Bylaw requires that any person undertaking beauty therapy, tattooing and skin piercing processes is registered, and conducts activities that comply with the bylaw requirements.
- 6 The Bylaw was last reviewed in 2016 with minor updates and amendments.

7 See Attachment A for the current Bylaw.

DISCUSSION

Bylaw is still appropriate

- 8 The Act requires that, when reviewing a bylaw, the territorial authority must make the relevant determinations at section 155 of the LGA - that a bylaw is considered the most appropriate way to address issues in Dunedin.
- 9 A bylaw is still considered the most appropriate way to address issues relating to the beautician, tattooist and skin-piercer industry in Dunedin. Generally, the Bylaw is working well, with good support and compliance from the industry. In the absence of national legislation, the Bylaw, along with public education, are important tools to ensure that appropriate standards of public health and safety are maintained in Dunedin.
- 10 Indications are that the appearance industry is growing steadily. In Dunedin, the number of registered appearance industry businesses is up from around 60 in 2016 to the current figure of 86. Procedures used in the appearance industry are invasive and have potential to transfer communicable diseases such as Hepatitis B and C, HIV/AIDS and cause bacterial skin infections. The Bylaw helps to reduce the incidence of infections and the transfer of communicable diseases. Nationally, approximately 1000 ACC claims are lodged each year as a result of injuries resulting from appearance industry procedures.
- 11 The review will be an opportunity to update standards, as needed, and ensure that the Bylaw meets current and future needs, for example managing emerging practices.

Community engagement

- 12 The Act requires the special consultative procedure to be used for the bylaw review. Key stakeholders will be advised of the review and invited to comment. These include registered beauty therapists, tattooists, skin-piercers, training providers, rūnaka, and Pacifica.
- 13 Early engagement with key stakeholders is planned to identify any concerns, before a revised bylaw and statement of proposal are drafted for the Committee's consideration and approval for formal consultation purposes.

OPTIONS

- 14 Options are whether or not to commence review of the Bylaw.

Option One – Commence review of the Bylaw (Recommended)

- 15 This option is to commence review of the Bylaw, determining that a bylaw is still the most appropriate way to address issues in this area.

Advantages

- Bylaw protects, promotes and maintains public health and safety within this industry.
- Bylaw reduces the risk of the transfer of communicable diseases and bacterial skin infections in this industry.

- Review provides the opportunity to investigate and, if need be, address issues related to this industry, for example emerging trends.

Disadvantages

- Some administration and monitoring (for example inspections) are required to review and administer the Bylaw.

Option Two – Do not commence review of the Bylaw

16 This option is not to commence review of the Bylaw, and not determine that a bylaw is still the most appropriate way to address issues in this area. If the Bylaw is not reviewed within the timeframe set by the Act, then it would become revoked after two years.

Advantages

- Some administration and monitoring resource would no longer be needed.

Disadvantages

- Education alone is insufficient to protect, promote and maintain public health and safety within this industry.
- There may be increased risk of the transfer of communicable diseases and bacterial skin infections within this industry in Dunedin.
- Lost opportunity to investigate and address issues relating to this industry, for example emerging trends.

NEXT STEPS

17 Next steps are to review the Bylaw and report back to the Committee with a draft statement of proposal and draft proposed bylaw for consultation using the special consultative procedure, as required by the Act.

Signatories

Author:	Anne Gray - Policy Analyst Carlo Bell - Team Leader - Compliance and Environmental Health
Authoriser:	Paul Henderson - General Manager Customer and Regulatory (Acting)

Attachments

	Title	Page
	Beauty Therapists, Tattooists & Skin-Piercers Bylaw 2016	37

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities, and promotes the social well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Future Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	✓

This Bylaw contributes to the ‘healthy and safe people’ strategic direction of the Social Wellbeing Strategy.

Māori Impact Statement

Ōtākou and Puketeraki rūnaka are identified as key stakeholders for this review.

Sustainability

There are no known implications for sustainability.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications for these documents.

Financial considerations

This review will be carried out within existing budgets.

Significance

The bylaw review is considered low in terms of the Council’s Significance and Engagement Policy.

Engagement – external

The special consultative procedure is required for review of this bylaw. Key stakeholders will be engaged with for this review and include beauty therapists, tattooists, skin-piercers, training providers and rūnaka.

Engagement - internal

Internal engagement is planned with In-House Legal Counsel, Communications and Marketing, Governance and the web team.

Risks: Legal / Health and Safety etc.

The draft bylaw will undergo an external legal review. There are health and safety risks of not having a Bylaw.

SUMMARY OF CONSIDERATIONS

Conflict of Interest

There is no known conflict of interest.

Community Boards

There are no known implications for Community Boards.

17 Beauty Therapists, Tattooists and Skin Piercers

17.1	FORMER BYLAW REVOKED	2
17.2	SHORT TITLE	2
17.3	COMMENCEMENT	2
17.4	APPLICATION OF BYLAW	2
17.5	PURPOSE	2
17.6	INTERPRETATION	2
17.7	REGISTRATION AND LICENSING	3
17.8	GENERAL CONDITIONS OF OPERATION.....	4
17.9	RECORDS	5
17.10	PHYSICAL ASPECTS OF DESIGNATED AND MOBILE PREMISES.....	5
17.11	MOBILE PREMISES.....	6
17.12	ITINERANT LICENCE HOLDERS	6
17.13	CONDUCT	7
17.14	TATTOOING AND SKIN PIERCING.....	7
17.15	BEAUTY THERAPY	8
17.16	STERILISATION, DISINFECTION AND CLEANING	8
17.17	CLEANSING AND REPAIR	9
17.18	EXEMPTION	9
17.19	APPEALS	9
17.20	OFFENCES AND PENALTIES.....	10
17.21	SAVINGS.....	10

Beauty Therapists, Tattooists and Skin Piercers

Approved by Council: 16 May 2005
Date of Effect: 1 July 2005

Amendment Approved by Council: 27 June 2016
Date of Effect: 1 August 2016

17

PART 17: BEAUTY THERAPISTS, TATTOOISTS AND SKIN PIERCERS

17.1 FORMER BYLAW REVOKED

17.1.1 The Beauticians, Tattooists and Skin Piercers Bylaw 2005 is revoked.

17.2 SHORT TITLE

17.2.1 The short title of this bylaw shall be the Beauty Therapists, Tattooists and Skin Piercers Bylaw 2016.

17.3 COMMENCEMENT

17.3.1 This bylaw shall commence on 1 August 2016

17.4 APPLICATION OF BYLAW

17.4.1 The provisions of this bylaw do not apply to:

- (a) Any Health Practitioner registered under The Health Practitioners Competence Assurance Act 2003 or subsequent Act; or
- (b) A person acting under the direction or supervision of any such Health Practitioner (including medical practitioner, nurse, physiotherapist, podiatrist or dentist), where the purpose is the practice of medicine, physiotherapy, podiatry, nursing or dentistry, respectively; or
- (c) A situation where an Authorised Officer is satisfied that compliance with any requirements of this bylaw would be impractical or unreasonable, having regard to the premises in question, or the prescribed process being undertaken. In this instance a written exemption may be granted with such modifications, and subject to such conditions as are in the interests of public health as may be desirable in the circumstances.

17.5 PURPOSE

17.5.1 The purpose of this bylaw is to prevent the transfer of communicable diseases such as Hepatitis B and C, HIV/AIDS and bacterial skin infections via beauty therapy, tattooing and skin piercing practices.

17.5.2 This bylaw requires that any person undertaking beauty therapy, tattooing and skin piercing processes is registered, and conducts such activities that comply with all requirements outlined in this bylaw.

17.6 INTERPRETATION

17.6.1 In this bylaw, unless the context otherwise requires:

Authorised Officer – means any person employed and warranted by the Dunedin City Council.

Beauty Therapy – means any process in the treatment of skin and body to enhance beauty and includes (but is not limited to) permanent make-up, exfoliation, waxing and hair removal, pedicures, manicures, tinting, and extractions.

Communicable Disease – means any infectious disease such as Hepatitis B and C, HIV/AIDS and any other disease declared by the Governor General, by order in Council, to be a communicable disease for the purpose of the Health Act 1956 or subsequent Act.

Contravene – includes failure to comply with.

Designated Premises – includes any commercial, industrial, residential property, or community building where a Prescribed Process is carried out and for which payment is received.

Itinerant Licence Holder – means any person undertaking a prescribed Beauty Therapy process undertaken in an approved manner in the absence of a Designated, Mobile or Temporary Premises and for which payment is received.

Licensee – means the person or legal entity to whom a Mobile Licence, Trading Licence or Certificate of Registration has been issued to under this bylaw in respect to a Prescribed Process.

Medical Waste – refers to the disposal of any needle or other article contaminated by blood, tissue or other bodily fluid in an approved manner such as a sharps container or biohazard waste receptacle.

Mobile Licence – means a licence obtained under 17.7 (9).

Mobile Premises – means any vehicle, stall or unit whether self-propelled or not, from which a prescribed Beauty Therapy, Tattooing or Skin Piercing process is carried out and for which payment is received.

Operator – means any Licensee and/or any staff member who performs a Prescribed Process.

Premises – means as the context requires Designated Premises, Mobile Premises or Temporary Premises.

Prescribed Process – means any Beauty Therapy, Tattooing or Skin Piercing processes for which payment is received.

Readily Accessible – refers to the location of any fixture, equipment, instrument or utensil so that it can be accessed quickly, practically and without any action likely to pose a risk to any person.

Tattooing and Skin Piercing – means any Prescribed Process involving the intentional piercing, cutting, puncturing or practice of making indelible marks in human skin or tissue for the purpose of inserting jewellery, pigments, ink or dyes into the skin or other part of the human body. Tattooing and Skin Piercing includes traditional tool and cultural tattooing and skin piercing procedures.

Temporary Premises – means a place where any Prescribed Process covered by this bylaw is undertaken intermittently such as an event, demonstration or festival.

Trading Licence – means a licence obtained under 17.7 (9).

17.7 REGISTRATION AND LICENSING

17.7.1 No person may operate as a Beauty Therapist, Tattooist or Skin Piercer without holding a current Certificate of Registration or Mobile Licence or Trading Licence.

- 17.7.2 No person is permitted to operate under an expired Certificate of Registration or Mobile Licence or Trading Licence.
- 17.7.3 No person may use any Premises unless, as the context requires, the Premises comply with this bylaw, or an exemption in accordance with section 17.19 of this bylaw has been granted.
- 17.7.4 The Certificate of Registration must be prominently displayed at the principal entrance to the Premises to which the Prescribed Process relates.
- 17.7.5 An operator must obtain a Trading Licence to conduct a Prescribed Process in the absence of any Designated Premises.
- 17.7.6 An operator must obtain a Mobile Licence to conduct a Prescribed Process at Mobile Premises.
- 17.7.7 An operator must obtain a Trading Licence to conduct a Prescribed Process at Temporary Premises.
- 17.7.8 All operators must comply with the conditions of any licence or Certificate of Registration and requirements within this bylaw unless a written exemption is obtained.
- 17.7.9 Applications for any licence or Certificate of Registration under this bylaw shall be made by the owner or manager and shall be made on the prescribed form.
- 17.7.10 A licence or Certificate of Registration is effective from the date of issue, up to and including the date of expiry.
- 17.7.11 The holder of a Mobile Licence or Trading Licence must carry a copy of their current licence with them at all times.
- 17.7.12 Fees (as set by Council annually) shall be payable on application for registration and renewed thereafter on an annual basis in accordance with this bylaw for a term of no more than one year.

17.8 GENERAL CONDITIONS OF OPERATION

- 17.8.1 No person may carry out any Prescribed Process on any person under the age of 16 years without the written permission of that person's parent or legal guardian.
- 17.8.2 No person may carry out any Prescribed Process on any person whom they suspect is under the influence of alcohol, drugs or mind altering substances.
- 17.8.3 No person may smoke on the Premises.
- 17.8.4 No person who knows or suspects that he or she is suffering from or is a carrier of a skin infection or Communicable Disease, or associated conditions, shall carry out any Prescribed Process without taking adequate precautions to prevent the transmission of such infection, disease or condition.
- 17.8.5 No animals, except registered disability assist dogs, are to be permitted on the Premises.
- 17.8.6 An Operator must ensure that where recognised qualifications are available, the Operator and all employees have obtained a qualification applicable to the Prescribed Processes being undertaken by the employee.

17.8.7 An employee must work under the direct supervision of a suitably qualified person and be working towards obtaining a recognised qualification if a recognised qualification has not been obtained.

(Explanatory Note: Recognised Training may include a national or international recognised training standard, NZQA unit standard or industry training organisation qualification.)

17.9 RECORDS

17.9.1 Prior to the commencement of any Prescribed Process every Operator is required to obtain the following client information in written form:

- Client name, address and contact details.
- Client date of birth.
- Acknowledgement of any potential risks associated with the Prescribed Process to be administered.
- Client consent for the Prescribed Process to be administered.
- Client health information including (but not limited to):
 - Any medication taken which may affect the Prescribed Process.
 - Any known blood or bleeding disorder or blood thinning medication taken
 - Any medical history of known allergies or adverse reactions.
 - Any medical history in relation to communicable or infectious diseases.

17.9.2 The Licensee must hold client records regarding such information on site and ensure that information is updated after every visit. These records must be made accessible to Authorised Officers on request.

17.9.3 The Licensee must provide documented evidence of the regular servicing of all equipment used for sterilisation such as an autoclave, UV cabinet or glass bead steriliser. Such records must be kept for a minimum period of 12 months. The records shall be made available to an Authorised Officer on request.

17.9.4 A record of medical waste disposal must be kept for a minimum period of 12 months. The records shall be made available to an Authorised Officer on request.

17.10 PHYSICAL ASPECTS OF DESIGNATED AND MOBILE PREMISES

17.10.1 No person shall use, or allow any Premises to be used for any Prescribed Process except in accordance with all of the following provisions:

- (1) Any new premises shall be constructed in accordance with the Building Act 2004 or subsequent Act.
- (2) The premises shall be maintained in a state of good repair and in a clean and tidy condition.
- (3) The floors, walls, ceiling, fixtures and fittings in any area connected with the carrying out of any Prescribed Process shall be constructed of materials that are continuously smooth, impervious and easily cleaned.

- (4) A wash hand basin supplied with a constant piped supply of hot and cold water, soap, a nail brush and approved hand drying facilities shall be provided in a Readily Accessible Position associated with any Prescribed Process.
- (5) A sink supplied with a constant piped supply of hot and cold water, shall be provided in a Readily Accessible Position for the sole purpose of cleaning instruments and equipment associated with any Prescribed Process.
- (6) All parts of the Premises shall be ventilated.
- (7) All parts of the Premises shall be provided with lighting to facilitate cleaning and inspection.
- (8) There shall be provision for separate storage of chemicals, cleaning equipment and products associated with any Prescribed Process when not in use.
- (9) Hazardous chemicals must be stored in accordance with The Hazardous Substances and New Organisms Act 1996 or subsequent Act.
- (10) Covered waste receptacles that are constructed of a readily cleanable material shall be provided.
- (11) All mattresses, squabs and cushions used on any chair, bed, table or the like, used in conjunction with the carrying out of any Prescribed Process, shall be covered in an impervious and readily cleanable material. All linen/paper must be replaced after each client.
- (12) Separate storage shall be provided for clean and soiled laundry. All laundry must be either commercially cleaned or otherwise rendered hygienic.
- (13) Where refreshments are served to customers, single use utensils are to be used unless dishwashing facilities are supplied.

17.11 MOBILE PREMISES

- 17.11.1 All Licensees operating from a Mobile Premises must meet all requirements of Dunedin City's Mobile Trading and Temporary Stall Bylaw 2014 or subsequent bylaw.

17.12 ITINERANT LICENCE HOLDERS

- 17.12.1 Only operators conducting prescribed Beauty Therapy processes may apply for an Itinerant licence.
- 17.12.2 All Operators carrying out a Prescribed Process with an Itinerant Licence are exempt from section 17.10 of this bylaw.
- 17.12.3 All Itinerant Licence Holders must ensure that they:
- (a) Provide sufficient facilities to store all clean and used equipment, linen and waste products safely in separate containers before and after use and while in transit.
 - (b) Maintain any work area and protect all surfaces and equipment from contamination by dust, dirt, members of the public in the immediate area or other such contaminants at all times.
 - (c) Have direct access to hand washing facilities with soap, paper towels and hot and cold running water. Alternatively, waterless, alcohol-based antiseptic

hand gels, foams, or liquids can be used by mobile operators only where it is physically impossible to have hand washing facilities with running water.

- (d) Have adequate sterile equipment for all clients undergoing skin penetration procedures and if the Itinerant Licence holder does not have an autoclave or approved steriliser, then single use pre-sterilised equipment is to be used.

17.13 CONDUCT

17.13.1 An operator on a Premises must:

- (a) At all times keep his or her clothing, hands and fingernails clean, and must cover any infected, damaged or inflamed skin with an impermeable dressing.
- (b) Thoroughly clean his or her hands immediately:
- before commencing and after completing the Prescribed Process;
 - after using a toilet;
 - after smoking;
 - after blowing the nose;
 - after handling soiled laundry, money, biological matter or waste materials used or produced in connection with a Prescribed Process.

17.13.2 Ensure that all needles used in any Prescribed Process are single use, pre-sterilised, disposable needles.

17.13.3 Prior to commencing any procedure, cleanse client's skin with a cleansing agent approved by an Authorised Officer and allow to dry. For any Prescribed Process where skin is penetrated, the client's skin must be cleansed using a solution of 70% alcohol (ethyl alcohol or isopropyl).

17.13.4 Provide at the completion of any Prescribed Process, to every client suitably written instructions for the subsequent care of the site to prevent its infection.

17.13.5 Dispose of all blood or tissue contaminated materials used in a Prescribed Process, into a puncture resistant container or otherwise, in an approved manner.

17.13.6 The Licensee must ensure there is a written procedure for the cleaning of any blood or tissue contaminated linen or fixtures held onsite at all times.

17.13.7 No Operator shall undertake any Prescribed Process unless that Operator covers their hands with new, single use gloves for each customer or the Operator washes and sanitises their hands using a waterless alcohol-based cleanser prior to and following the procedure.

17.13.8 Any equipment used must only be operated according to manufacturer specifications and for no other purpose.

17.14 TATTOOING AND SKIN PIERCING

17.14.1 All equipment used for Tattooing or Skin Piercing that is not disposable must be sterilised.

17.14.2 All Jewellery used for piercing must be sterile.

- 17.14.3 Stencils must only be used for one client and then disposed of.
- 17.14.4 The Licensee is responsible for ensuring that all pigments, inks, and dyes used for tattooing are approved under the New Zealand Environmental Protection Agency's Tattoo and Permanent Makeup Substances Group Standard 2011 or meet the relevant standards that apply under legislation from the territory or country from which they are imported.
- 17.14.5 No Operator shall, in tattooing a customer, use any dye, pigment or solution, unless the dye, pigment or solution has been decanted into a container holding sufficient of the liquid for carrying out the tattoo on that customer only.
- 17.14.6 The Operator shall ensure that on completion of the tattoo, any dye, pigment or solution residue is discarded and disposed of to waste, and the container is either sterilised or discarded.

17.15 BEAUTY THERAPY

- 17.15.1 No person shall remove hairs from moles, birthmarks and other abnormalities without medical permission.
- 17.15.2 Any product that has been applied to a client's body (including wax) shall not be reused.
- 17.15.3 All utensils or instruments used for product application must be single use or rendered hygienic between clients.

17.16 STERILISATION, DISINFECTION AND CLEANING

Sterilisation

- 17.16.1 No equipment used in any Prescribed Process that involves skin penetration shall be reused unless it has been sterilised in one of the following ways:
 - (a) Thoroughly cleansed then exposed to steam under pressure in a steriliser (autoclave) in accordance with manufacturer's instructions. Evidence of the use of chemical indicator strips to demonstrate that the appropriate temperatures have been achieved during the sterilisation cycle must be kept and be made available for inspection for a minimum of 12 months.
 - (b) Evidence of re-processing following a chemical indicator strip fail or load failure must be kept and made available for inspection for a minimum of 12 months.
 - (c) Thoroughly cleansed then totally immersed in a glass bead steriliser according to manufacturer's instructions.
 - (d) Thoroughly cleansed by a method appropriate to the nature of the article concerned and then submitted to a process of sterilisation.
- 17.16.2 The Licensee must provide evidence of regular servicing and calibration (as applicable) of all sterilisation equipment upon request by an Authorised Officer.
- 17.16.3 All disposable needles must be disposed of in an appropriate 'sharps' container for Medical Waste, which in turn must be disposed of in an approved manner.
- 17.16.4 All non-medical waste is to be stored in a covered receptacle and removed from the premises on a regular basis.

Disinfection and Cleaning

- 17.16.5 All equipment, instruments and utensils that are unable to be sterilised must be thoroughly cleaned and then disinfected by a thermal or chemical disinfection procedure in an approved manner.
- 17.16.6 After thorough cleaning, approved solutions for disinfecting include (but are not limited to):
- (a) Ethyl alcohol, isopropyl alcohol or methylated spirits (in each case containing not less than 70% alcohol); or
 - (b) An industrial strength disinfecting solution (such as a chlorine, phenol or Quaternary ammonium cation (QUAT) based solution) used in accordance with manufacturer's instructions.
- 17.16.7 There shall be provided at all times an adequate supply of chemicals used for general cleaning of the Premises and the disinfection of equipment, instruments and utensils.
- 17.16.8 For any chemical used to disinfect, Operators must be able to demonstrate knowledge of chemical dilution rates, application method and contact times.

17.17 CLEANSING AND REPAIR

- 17.17.1 The Licensee must immediately cease operation if customers may be exposed to contamination or communicable disease because of the:
- (a) condition of any Premises or equipment; or
 - (b) procedure or Prescribed Process.
- 17.17.2 The Licensee must on receipt of written instruction signed by an Authorised Officer:
- (a) cleanse, reconstruct or repair the Premises, or equipment or redesign the procedures within the time specified on the written instruction; and
 - (b) immediately cease using the Premises until any such time agreed by the Authorised Officer.

17.18 EXEMPTION

- 17.18.1 Any Operator may apply for an exemption from any requirement in this bylaw where the Operator can demonstrate that any risk to public health is mitigated to the same extent as what is provided for in the bylaw.

17.19 APPEALS

- 17.19.1 Any person who is dissatisfied with the decision or a requirement made by an Authorised Officer may appeal in writing to the Chief Executive within 14 days after being notified in writing of the decision or requirement.
- 17.19.2 On hearing the appeal brought under this bylaw, the Chief Executive may confirm, reverse, or modify the decision or requirement made by the Authorised Officer and the decision of the Chief Executive on the appeal is final.

17.19.3 This right of appeal is in addition to any other statutory right made available to the Licensee.

17.20 OFFENCES AND PENALTIES

17.20.1 Every person who fails to comply with this bylaw commits an offence and is liable to a penalty under the Local Government Act 2002 and/or the Health Act 1956 or subsequent Acts.

17.20.2 The continued existence of any work or thing in a state, or the intermittent repetition of any action, that contravenes this bylaw shall be deemed to be a continuing offence.

17.20.3 Every person who commits a breach of this bylaw that is an offence under the Health Act 1956 or subsequent Act is liable to a fine up to \$500 and to a further fine of up to \$50 for every day on which the offence continues.

17.20.4 Every person who commits a breach of this bylaw that is an offence under the Local Government Act 2002 or subsequent Act is liable to a fine up to \$20,000.

17.21 SAVINGS

17.21.1 Any Certificate of Registration or other licence issued prior to the commencement date of this bylaw continues to be valid until its date of expiry.

PROPOSED ROAD STOPPING: 142 COAST ROAD, WARRINGTON

Department: Property

EXECUTIVE SUMMARY

- 1 The owners of 142 Coast Road, Warrington, have applied to have two sections of unformed legal road adjoining their property stopped.
- 2 This report seeks a resolution of the Committee to publicly notify the Council's intention to stop the road, under section 342 and Schedule 10 of the Local Government Act 1974.

RECOMMENDATIONS

That the Committee:

- a) **Approves** public notification of the Council's intention to stop two sections of legal road at 142 Coast Road, Warrington, subject to the Minister for Land Information's consent and the applicant agreeing to:
 - i) Pay the Council the non-refundable fee for processing the road stopping.
 - ii) Pay the Council the actual costs incurred for the stopping, regardless of whether or not the stopping reaches a conclusion, and the market value of the stopped road, assessed by the Council's valuer.
 - iii) Amalgamate the stopped portion of road with the title of the adjacent land that is owned by the applicant, being the land contained within Record of Title 902788.
 - iv) Accept the application of the standards contained within the Dunedin City Council Code for Subdivision and Development to the stopped road.
 - v) Register any easements over the stopped portion of road in favour of utility companies (if required by the utility company).

BACKGROUND

- 3 The owners of 142 Coast Road, Warrington, have identified two sections of unformed legal road which they wish to own to better consolidate their property boundary.

DISCUSSION

- 4 The two sections of unformed legal road proposed to be stopped are shown as Sections 1 and 2 in the aerial photograph below.



- 5 Section 1 (Coast Road) has an area of approximately 170m² and is encroached upon by the existing dwelling at 142 Coast Road. Section 2 (Park Road) has an area of approximately 30m² and is currently occupied by a boundary fence.
- 6 Coast Road is classified as a Collector Road in the Road Classification Hierarchy in the Second Generation District Plan, while Park Road is classified as a Local Road. Both roads are sealed and maintained by the Council with estimated average of 1,233 vehicles per day being carried outside of 142 Coast Road.
- 7 The sections of road proposed to be stopped are approximately 2.5 - 6 metres from the existing edge of seal along Coast Road/Park Road. Past the Coast Road/Park Road intersection, Coast Road and Park Road carry average daily traffic of 465 and 874 vehicles per day respectively.
- 8 The proposed route of the Coastal Communities Cycle Connection includes Coast Road and Park Road at this location. Staff have discussed the road stopping proposal with organisers of the cycle project and are comfortable that the route planned can be accommodated within the existing road shoulder.
- 9 There are potentially Water and Electricity utility assets located within the sections of road proposed to be stopped. The location of these assets will be confirmed when the survey work is undertaken and easements will be created as required. The road stopping proposal does not appear to impact any adjoining owners or occupiers, however these parties will be notified of the proposal as part of the public process.

- 10 Staff are satisfied the two sections of road proposed to be stopped are not required for current or future transportation needs and support the proposal being publicly notified.
- 11 As the land is zoned rural, the proposed road stopping will require Minister for Land Information's consent prior to publicly notifying the proposal.
- 12 If the recommendation in this report is approved:
- The applicant will be invoiced the non-refundable road stopping fee and will be required to sign a conditional sale and purchase agreement. One of the conditions will relate to the Minister for Land Information's consent.
 - In accordance with section 324 of the Local Government Act 1974, staff will seek the Minister for Land Information's consent.
 - In accordance with Schedule 10 of the Local Government Act 1974, staff will:
 - i) procure a survey and valuation of the land; and
 - ii) publicly notify the proposed road stopping for a period of 40 days.
 - A further report will be prepared for the Committee advising on the outcome of the public notification process and recommending whether the road stopping should proceed.
 - If the road stopping is concluded successfully, the land will be transferred to, and amalgamated with, the applicant's adjoining land (Record of Title 902788). Applicable adjustments to the applicant's rates accounts will be made from the start of the financial year following the issue of the new amalgamated title.
 - The applicant will pay the Council the actual costs incurred for the stopping, regardless of whether or not the stopping reaches a conclusion. If the road stopping proceeds, the applicant will pay the Council the market value of the stopped road, assessed by the Council's valuer.

OPTIONS

Option One – Proceed with road stopping process

- 13 Under this option, the Committee would approve public notification of the Council's intention to stop two sections of legal road at 142 Coast Road, Warrington, subject to the Minister for Land Information's consent and the applicant agreeing to:
- Pay the Council the non-refundable fee for processing the road stopping.
 - Pay the Council the actual costs incurred for the stopping, regardless of whether or not the stopping reaches a conclusion, and the market value of the stopped road, assessed by the Council's valuer.
 - Amalgamate the stopped portion of road with the title of the adjacent land that is owned by the applicant, being the land contained within Record of Title 902788.

- Accept the application of the standards contained within the Dunedin City Council Code for Subdivision and Development to the stopped road.
- Register any easements over the stopped portion of road in favour of utility companies (if required by the utility company).

Advantages

- The proposal enables the applicant to own the adjoining area of unformed legal road which improves land utilisation and increases the area of rateable land.
- The extent of public interest in the land will be considered during the public notification process.

Disadvantages

- The land would be unavailable for any potential future public use or as a utility corridor, other than for those utilities whose existing assets will be protected by easements.

Option Two – Status Quo

- 14 Council resolves not to proceed to publicly notify the intention to stop the road.

Advantages

- The land would retain its legal road status and remain available for potential future public or utility use if required.

Disadvantages

- The land would retain its legal road status but would remain unformed unless required for a road purpose. Land utilisation would be restricted, and the land would remain non-rateable.

NEXT STEPS

- 15 If the recommendation is approved, the applicant will be required to pay the road stopping processing fee and enter into a conditional sale and purchase agreement. Staff will seek the Minister for Land Information’s consent, manage valuation and survey work and publicly notify the proposal before reporting back to the Committee.

Signatories

Author:	Paula Dickel - Property Officer Advisory
Authoriser:	Anna Nilsen - Group Manager, Property Services Karilyn Canton - Chief In-House Legal Counsel Robert West - General Manager Corporate Services

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This proposal relates to providing a regulatory function and it is considered good-quality and cost-effective.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

There is no contribution specifically relating to the strategic framework. However as per paragraph 3, the application seeks to efficiently use land which will contribute to economic development.

Māori Impact Statement

There are no known impacts for tangata whenua.

Sustainability

Proactive management of the transportation network supports social and economic sustainability.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications.

Financial considerations

There are no financial impacts as the process is cost neutral and proceeds of sale are expected to be reasonably modest in this case.

Significance

This decision is considered of low significance under Council’s Significance and Engagement Policy.

Engagement – external

Initial consultation has been undertaken with utility services. Survey work will determine whether any easements are required. No objections have been received at this time.

Engagement - internal

Transport, Parks, Property, and 3 Waters have been involved in considering this application.

Risks: Legal / Health and Safety etc.

No known significant risks have been identified.

Conflict of Interest

No conflicts of interest have been identified.

SUMMARY OF CONSIDERATIONS

Community Boards

The Waikouaiti Coast Community Board will be notified of the proposal prior to the public notification process.

ITEMS FOR CONSIDERATION BY THE CHAIR

Any items for consideration by the Chair