



## Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 25 March 2020** commencing at **1.00pm**.

Blair King  
Chief Executive

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## Agenda

- 1. Present**
- 2. Council Prayer**
- 3. Apologies**
- 4. Public Forum**

A period of up to 30 minutes shall be set aside for a public forum. Each speaker during the public forum section of a meeting may speak for up to five minutes.

Standing Orders may be suspended on a vote of three-quarters of those present to extend the period of public participation or the period any speaker is allowed to speak.

With the permission of the Mayor, members may ask questions of speakers during the period reserved for public forum. If permitted by the Mayor, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

## **5. Notification of Items Not on the Agenda**

Major items not on the agenda may be dealt with at this meeting if so resolved by the Council and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the Council may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that

meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

- 6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
- 7. Personal Matters**
- 8. Confirmation of Minutes** **5**  
*Recommendation*  
*That the minutes of the Council meeting held on 26 February 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*
- 9. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**
- 10. Community Boards and Community Committees Reports**
- 10.1 Dannevirke Community Board** **15**  
*Recommendation*  
*That the report of the Dannevirke Community Board meeting held on 2 March 2020 (as circulated) be received.*
- 10.2 Eketahuna Community Board** **21**  
*Recommendation*  
*That the report of the Eketahuna Community Board meeting held on 9 March 2020 (as circulated) be received.*
- 10.3 Pahiatua On Track** **26**  
*Recommendation*  
*That the report of the Pahiatua On Track meeting held on 4 March 2020 (as circulated) be received.*
- 10.4 Woodville Districts' Vision** **28**  
*Recommendation*  
*That the report of the Woodville Districts' Vision meeting held on 3 March 2020 (as circulated) be received.*

Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.

## **11. Reports**

**11.1 Appointment of the Council's Electoral Officer 31**

**11.2 Audit and Risk Committee 38**

### **Recommendation**

*That the report of the Audit and Risk Committee meeting held on 17 March 2020 (as circulated) be received.*

**11.3 Adoption of Council's Draft Annual Plan 2020/21 45**

**11.4 Staff Report 73**

## **12. 2020 Local Government New Zealand Conference**

This year's Local Government New Zealand annual conference (subject to it proceeding) will be held in Blenheim from 16 to 18 July 2020. The theme for the conference is "Natural Capital: Leveraging what makes your place great." A copy of the conference programme is available on their website **lgnz.co.nz**. For the purpose of determining Council's delegates to attend the following recommendation is made.

### **Recommendation**

*That the Mayor – Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), R A Treder and S M Wards be registered as the Council's delegates to attend the annual Local Government New Zealand conference held in Blenheim from 16 to 18 July 2020.*

## **13. Local Government New Zealand Annual General Meeting**

To determine the Council's delegates to vote on its behalf at the Local Government New Zealand Annual General Meeting held on 18 July 2020 the following recommendation is made.

### **Recommendation**

*That the Council, being a member of Local Government New Zealand, appoint the Mayor – Mrs T H Collis as the presiding delegate to vote on its behalf at the Annual General Meeting of Local Government New Zealand held on the eighteenth day of July 2020 and at any adjournment thereof, and*

*That the Deputy Mayor – Cr E L Peeti-Webber be appointed as the alternative delegate to vote on the Council's behalf in the absence of the Mayor.*

**14. Portfolio Reports**

Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.

**15. Mayoral Matters**

**16. Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 5**

**17 Public Excluded Items of Business**

**Recommendation**

*That the public be excluded from the following parts of the proceedings of this meeting, namely:*

***Chief Executive's Performance Review***

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

<b><i>General subject matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48 (1) for the passing of this resolution</i></b>
<b><i>Chief Executive's performance review</i></b>	<b><i>To protect the privacy of natural persons</i></b>	<b><i>Section (1)(a)(i)</i></b>

*This resolution is made in reliance on Section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:*

***s7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.***

**18. Closure**





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 26 February 2020 commencing at 1.00pm.

## **1. Present**

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin, S A Hull, C J Isaacson, P A Johns, K A Sutherland, R A Treder and S M Wards.

### **In Attendance**

Mr B King	- Chief Executive
Mr R Taylor	- Governance Manager
Mr R Suppiah	- Chief Financial Officer
Mr C McKay	- Finance Manager
Ms G Tracy	- Financial Accountant
Mr H Featonby	- Alliance Planning Manager
Ms E Roberts	- Revenue Manager
Mr C Lunn	- Manager Regulatory Services
Ms A Rule	- Economic Development Advisor
Mr P Sinclair	- Community Assets and Property Manager
Ms B Fowler	- Financial Accountant

## **2. Council Prayer**

2.1 The Mayor opened the meeting with the Council Prayer.

## **3. Apologies**

3.1 Nil

## **4. Public Forum**

4.1 Nil

## **5. Notification of Items Not on the Agenda**

5.1 Nil

## **6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**

- 6.1 Cr Hull declared a conflict of interest regarding item of business 11.5 concerning Section 17A of the Local Government Act 2002 service reviews for the parks and reserves activity.

## **7. Personal Matters**

- 7.1 Congratulations have been conveyed by the Mayor to acknowledge the following achievements:

- Francis Walshe, Rose Stewart, Theresa Mills, Kevin Barrow and Jo Donnelly - fifteen years of service each to St Vincent de Paul
- Ella, Brooklyn and Haiden Rankin - New Zealand Horse and Pony Nationals

## **8. Confirmation of Minutes**

- 8.1 *That the minutes of the Council meeting held on 29 January 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Crs Hull/Isaacson*

*Carried*

## **9. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**

- 9.1 Nil

## **10. Community Boards and Community Committees Reports**

### **10.1 Dannevirke Community Board**

- 10.1.1 *That the report of the Dannevirke Community Board meeting held on 3 February 2020 (as circulated) be received.*

*Crs Sutherland/Peeti-Webber*

*Carried*

### **10.2 Eketahuna Community Board**

- 10.2.1 *That the report of the Eketahuna Community Board meeting held on 10 February 2020 (as circulated) be received.*

*Crs Treder/Hull*

*Carried*

### **10.2.2 Eketahuna Walk Pamphlets**

- 10.2.2.1 A copy of the Eketahuna walk pamphlets produced by Eketahuna Camping Ground managers Loreen and Kerry Cunningham has been provided to Council's economic development and communications department for their reference.

### **10.2.3 Anzac Mounted Troopers Anzac Day Event**

- 10.2.3.1 The visit of the Anzac Mounted Troopers to join with Eketahuna community on Anzac Day is a significant event that shall form part of these commemorations this year.

**10.2.4 Eketahuna Recycling Facility**

- 10.2.4.1 The concern raised by a resident regarding the appearance of Eketahuna recycling facility is noted, as generally it is tidy and well maintained.

**10.3 Pahiatua On Track**

- 10.3.1 *That the report of the Pahiatua On Track meeting held on 5 February 2020 (as circulated) be received.*

*Crs Hull/Treder*

*Carried*

**10.4 Woodville Districts' Vision**

- 10.4.1 *That the report of the Woodville Districts' Vision meeting held on 4 February 2020 (as circulated) be received.*

*Crs Johns/Sutherland*

*Carried*

**10.4.2 Alliance Community Works Programme**

- 10.4.2.1 The district's Community Boards and Community Committees can contact either the Alliance Planning Manager or Alliance Delivery Manager regarding requests to their community works programme.

- 10.4.2.2 An example of support provided is two park benches that Tararua Alliance donated to Woodville Districts' Vision for Fountaine Square.

**10.4.3 Digital Sign**

- 10.4.3.1 The intention for Woodville Districts' Vision to sell advertising on its digital sign is noted, and they should ensure any New Zealand Transport Agency requirements in respect of that matter are fulfilled as the sign is situated on a state highway.

**11. Reports**

**11.1 Six Months Performance for the Period Ending 31 December 2019**

- 11.1.1 The Finance Manager elaborated on Council's financial position and performance as at the midway point of this financial year, and variances to the revenue and expenditure budgets.

- 11.1.2 A favourable operating variance was achieved, and Council are on track to achieve 77% of its performance measures compared to 78% last year.

- 11.1.3 Council continue to undertake a community survey, with a planned total of 452 residents surveyed in the months of October, February and May.

- 11.1.4 Core debt as at 31 December 2019 is \$25 million and \$4 million short-term borrowing all with Local Government Funding Agency, and against a budgeted external debt position of \$27 million.

- 11.1.5 External debt is predicted to be \$33 million by year end, and while this is significantly higher than planned it is still lower than Council's self-imposed limits on borrowing and much less than Local Government Funding Agency borrowing covenants.
- 11.1.6 The Chief Financial Officer outlined progress with the capital works programme that Council has used \$12 million of its \$29.3 million budget for this financial year.
- 11.1.7 The Revenue Manager spoke on work undertaken to manage rates debtors in arrears. As at 1 July 2019 there were 1,688 rating units in arrears, with 1,467 clearing the amount owed at 31 December 2019 leaving 221 with an arrears balance.
- 11.1.8 As at 14 February 2020 there are 177 with a remaining arrears balance. The total collected and approved write-off from 1 July to 31 December 2019 was \$446,745 with a further \$101,934 collected at 14 February 2020.
- 11.1.9 ***That the report from the Senior Financial Accountant dated 19 February 2020 concerning six months performance for the period ending 31 December 2019 (as circulated) be received and the contents are noted.***

***Crs Sutherland/Franklin***

***Carried***

## 11.2 **Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974**

- 11.2.1 ***That the report from the Alliance Planning Manager dated 18 February 2020 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

***That Council note one objection was forwarded to the consultation advertising regarding the Station Road near Tower Street intersection stage of the proposed road closures for the Club Targa motorsport event, and the applicant's intentions to address the concerns raised, and***

***That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following roads for the purpose of allowing Club Targa Incorporated to hold their motorsport event.***

***Road name: Wimbledon Road - from the district boundary to Birch Road intersection***

***Date of closure: Sunday 17 May 2020***

***Period of closure: 9.45am to 2.15pm***

***Road name: Route 52 - from Birch Road intersection with Wimbledon Road to finish at its intersection with Herbertville Road***

***Date of closure: Sunday 17 May 2020***

***Period of closure: 9.45am to 2.15pm***

***Road name: Matamau Ormondville Road - at its intersection with Centre Road to finish at its intersection with Station Road***

***Date of closure: Sunday 17 May 2020***

***Period of closure: 12.30pm to 5.00pm***

**Road name: Station Road - from its intersection with Matamau Ormondville Road to finish at its intersection with Matamau Ormondville Road**

**Date of closure: Sunday 17 May 2020**

**Period of closure: 12.30pm to 5.00pm**

**Road name: Matamau Ormondville Road - from its intersection with Station Road to finish at its intersection with Ormondville Te Uri Road**

**Date of closure: Sunday 17 May 2020**

**Period of closure: 12.30pm to 5.00pm**

**Road name: Ormondville Te Uri Road - from its intersection with Matamau Ormondville Road to finish at its intersection with Tourere Road**

**Date of closure: Sunday 17 May 2020**

**Period of closure: 12.30pm to 5.00pm**

**Road name: Tourere Road - from its intersection with Ormondville Te Uri Road to finish at its intersection with Ngahape Road**

**Date of closure: Sunday 17 May 2020**

**Period of closure: 12.30pm to 5.00pm**

**Road name: Ngahape Road - from its intersection with Tourere Road to finish two kilometres from its intersection with Hatuma Road**

**Date of closure: Sunday 17 May 2020**

**Period of closure: 12.30pm to 5.00pm**

**Conditions Applied to the Granting of these Road Closures**

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the roads involved to determine their suitability for this purpose.**
- 2. That if Tararua Alliance identify any road or roads as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw such road from the route of this event.**
- 3. That shortly after the event has been held Tararua Alliance shall carry out a drive over of the roads that were closed for this event to assess their condition.**

**Advisory Note**

**That should Council incur any additional maintenance costs as a consequence of the event then those expenses shall be recovered from the event organiser.**

**Crs Johns/Sutherland**

**Carried**

**11.3 Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974**

**11.3.1 That the report from the Alliance Planning Manager dated 18 February 2020 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and**

**That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following roads for the purpose of allowing Club Targa Incorporated to hold the Silver Fern New Zealand Rally motorsport event.**

**Road name: Maunga Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Te Uri Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: : 9.25am to 5.20pm**

**Road name: Manuhara Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Waihi Valley Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Towai Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Coonoor Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Birch Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Birch Road East**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Birch Road West**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Road name: Tahuokaretu Road**

**Date of closure: Thursday 26 November 2020**

**Period of closure: 9.25am to 5.20pm**

**Conditions Applied to the Granting of these Road Closures**

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the roads involved to determine their suitability for this purpose.**
- 2. That if Tararua Alliance identify any road or roads as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw such road from the route of this event.**
- 3. That shortly after the event has been held Tararua Alliance shall carry out a drive over of the roads that were closed for this event to assess their condition.**

**Advisory Note**

**That should Council incur any additional maintenance costs as a consequence of the event then those expenses shall be recovered from the event organiser.**

**Crs Sutherland/Treder**

**Carried**

**11.4 Delegations to Staff Performing Regulatory Functions**

**11.4.1** *That the report from the Manager Regulatory Services dated 18 February 2020 concerning delegations to staff performing regulatory functions (as circulated) be received, and*

*That Council approve the delegations set out in the schedule attached to this report to enable staff to deliver and fulfil the statutory responsibilities of the legislation relating to the regulatory functions specified.*

**Crs Hull/Johns**

**Carried**

**11.5 Works Liaison Committee**

**11.5.1** Cr Hull previously declared a conflict of interest concerning this item of business, and abstained from discussion and voting on the motion regarding that matter.

**11.5.2** *That following the completion of Section 17A of the Local Government Act 2002 service reviews for the parks and reserves activity Council adopt the recommendation staff proceed with the procurement process for the contracts relating to service delivery for this activity.*

**Crs Johns/Wards**

**Carried**

**11.6 Staff Report**

**11.6.1 Dannevirke Critical Water Shortage and District-wide Drought Conditions**

**11.6.1.1** Dannevirke water supply is currently operating on an emergency take of 65 litres per second, and this can be reduced by Horizons Regional Council when it is no longer sustainable to draw that level of water from the Tamaki River.

**11.6.1.2** The current contingency plan if the Tamaki River drops and is unable to continue at 54 litres per second would include usage of KiwiRail's rail tanker system similar to what they did in previous South Island earthquake events.

**11.6.1.3** Water would be sourced from Palmerston North and pumped into the mains in a double shift arrangement, and that would provide nearly 20% of the total daily usage.

**11.6.1.4** Water leaks are being followed up promptly to ensure they are rectified, and conservation by all users is essential until significant rainfall occurs to restore river levels which are being monitored.

**11.6.1.5** The District Resilience Manager is applying emergency management principles and processes where the state of water supplies is critical while rivers remain in very low flows, thereby acknowledging the water shortage is part of a wider significant event affecting the region.

**11.6.1.6** Norsewood and Pahiatua water supplies are next most at risk, with other water supplies in the district coping at this time despite low river flows.

11.6.1.7 Thanks are conveyed to Council staff for their work and commitment to dealing with this challenging situation and the issues involved.

#### 11.6.2 **Waihi Falls Track Upgrade**

11.6.2.1 It is pleasing to note the work undertaken to upgrade Waihi Falls track, and enhance this area as an attraction for visitors.

#### 11.6.3 **Inaugural Tararua Golf Open Tournament**

11.6.3.1 The inaugural Tararua golf open tournament was a very successful event held at Dannevirke and Pahiatua golf courses.

#### 11.6.4 **Illicit Dumping**

11.6.4.1 The General Inspector is commended on the work occurring throughout the district to follow up and issue infringement notices where possible in relation to reports of illicit dumping of rubbish.

#### 11.6.5 **Internet of Things Water Meter Pulse Readers**

11.6.5.1 The trial to install internet of things water meter pulse readers in Woodville to measure and report customer water use has been completed, and is now also to be rolled out in Dannevirke.

#### 11.6.6 **Programmes and Projects Office**

11.6.6.1 Thanks are conveyed to Ara Yonge for the contribution she made to Council as its Programmes and Projects Manager, and best wishes extended for her new position and future plans.

11.6.7 ***That the report from the Chief Executive dated 20 February 2020 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

***Crs Hull/Isaacson***

***Carried***

## **12. Portfolio Reports**

### **12.1 Events and Meetings**

12.1.1 The Mayor and Councillors reported on the following official events and meetings they had attended:

Cr Franklin

- Tararua District Age on the Go Expo Committee meeting
- Tararua Health and Wellbeing Group meeting (also attended by Cr Wards)
- Tilt Renewables celebration of Tararua wind farm's 20th anniversary (also attended by the Mayor and Cr Wards)

Cr Peeti-Webber

- Provincial Growth Fund announcements for Central Hawke's Bay



Deputy Mayor	<ul style="list-style-type: none"> <li>• Dannevirke Community Board meeting</li> <li>• Handover by the Crown of Pukaha Mount Bruce National Wildlife Centre to Rangitane o Tamaki nui a Rua (also attended by the Mayor)</li> <li>• Dannevirke wheel park project meetings (also attended by the Mayor and Cr Treder)</li> <li>• Under 18 men's softball world cup tournament opening in Palmerston North</li> </ul>
Cr Sutherland	<ul style="list-style-type: none"> <li>• Dannevirke and District A and P Association annual show (also attended by the Mayor, Crs Isaacson and Wards)</li> <li>• Meeting with Napier City Council's Chief Executive regarding Hawke's Bay three waters regional project (also attended by the Mayor)</li> </ul>
Cr Treder	<ul style="list-style-type: none"> <li>• Dannevirke to Herbertville four-wheel drive event</li> <li>• Horizons Regional Council Passenger Transport Committee meeting</li> <li>• Pahiatua On Track meeting</li> <li>• Kick for Kevin fundraising event (also attended by the Mayor)</li> </ul>
Cr Johns	<ul style="list-style-type: none"> <li>• Inaugural Tararua golf open tournament</li> </ul>
Cr Wards	<ul style="list-style-type: none"> <li>• Fish Akitio annual event</li> </ul>
Cr Isaacson	<ul style="list-style-type: none"> <li>• Meeting with Norsewood resident</li> </ul>
Cr Hull	<ul style="list-style-type: none"> <li>• Woodville Lions Club function to present Palmerston North rescue helicopter service with a donation of money raised from the annual coast to coast motorcycle ride (also attended by Cr Johns)</li> </ul>
Mayor and Councillors	<ul style="list-style-type: none"> <li>• Pahiatua Main Street upgrade meetings</li> <li>• Strategy and Policy Committee workshop</li> <li>• Economic Development and Marketing Committee workshop</li> <li>• 2021/31 Long Term Plan workshop</li> <li>• Works Liaison Committee workshop</li> <li>• 2020/21 Annual Plan workshop</li> </ul>

## 12.2 **Connectivity**

- 12.2.1 Cr Franklin reported Connect Tararua Governance Group received confirmation their district connectivity project is approved and its full works programme will proceed, with sites for installing towers to be established by Christmas this year.

### **13. Mayoral Matters**

#### **13.1 Rangitane o Tamaki nui a Rua Memorandum of Partnership**

- 13.1.1 It is the 20th anniversary of Council signing a Memorandum of Partnership with Rangitane o Tamaki nui a Rua, and consideration will be given to celebrating that milestone.

#### **13.2 Community Remembrance Time for Victims of Christchurch Mosques Terrorist Attack**

- 13.2.1 The Mayor has a remembrance candle each for Dannevirke, Woodville, Pahiatua and Eketahuna communities that are invited to observe a moment of silence on 15 March 2020 for the victims of the Christchurch mosques terrorist attack which happened on that day last year.

### **14. Items Not on the Agenda**

- 14.1 Nil

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.06pm.

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Mayor



## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 2 March 2020 commencing at 1.00pm.

### **1. Present**

Board Members P F Walshe (Chairperson), T J Hynes (Deputy Chairperson), W R Macdonald, K P Spooner-Taylor and Cr E L Peeti-Webber (Council appointed Community Board member).

#### **In Attendance**

Mr B King - Chief Executive (for item 7.2)  
Mr R Taylor - Governance Manager

### **2. Apologies**

2.1 Nil

### **3. Public Forum**

3.1 Nil

3.2 It is noted the agenda item of business for Wilson Duff (Alliance Urban Supervisor) to attend the meeting is withdrawn, and his apology is conveyed due to another commitment.

### **4. Personal Matters**

4.1 Nil

### **5. Notification of Items Not on the Agenda**

5.1 Nil

### **6. Confirmation of Minutes**

6.1 *That the minutes of the Dannevirke Community Board meeting held on 3 February 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Hynes/Spooner-Taylor*

*Carried*

## **7. Matters Arising from the Minutes**

### **7.1 Community Walkway (Item 7.2)**

- 7.1.1 Work to extend the community walkway down Cole Street is on hold while there are drought conditions and a critical water shortage as the project area is in close proximity to the town's potable water supply network pipes.

### **7.2 Water Restrictions (Item 8.2)**

- 7.2.1 Continued efforts from all sectors of the community has resulted in Dannevirke water supply being stable at this time, and with water usage dropping significantly since the beginning of the critical water shortage the impounded reservoir is slowly refilling.

- 7.2.2 Currently Dannevirke water supply is operating on an emergency take of 65 litres per second, and this can be reduced by Horizons Regional Council if it is not sustainable to draw that level of water from the Tamaki River.

- 7.2.3 With the level of the impounded reservoir showing some recovery and rain forecast this will help to make the water supply more resilient, and reduce the imminent need for more severe water restrictions.

- 7.2.4 The current contingency plan if the Tamaki River drops and is unable to continue at 54 litres per second would include usage of KiwiRail's rail tanker system, with water sourced from Palmerston North and pumped into the mains in a double shift arrangement.

- 7.2.5 Big congratulations and thanks are conveyed to acknowledge everything that is being done by the community to save water, both in Dannevirke and across the district.

- 7.2.6 Local businesses and the farming sector have been incredibly understanding and cooperative, and are keen to do everything they can to help conserve water while the district is experiencing drought conditions and very low river flows.

### **7.3 Tararua District Council Land Information Officer (Item 11.3)**

- 7.3.1 The Land Information Officer held a meeting with residents interested in the proposal to convert the privately owned accessway at 38 Laws Road, Dannevirke to a named road and re-allocate the addresses, with options for that purpose considered and determined.

### **7.4 Anzac Day Community Concert (Item 12)**

- 7.4.1 The proposed programme and arrangements for this year's Anzac Day community concert are being finalised, and Board Member Macdonald will report these details at the next meeting.

7.5 **Dannevirke St John Health Shuttle Service** (Item 15.1)

7.5.1 The Board's Chairperson and Cr Peeti-Webber attended the combined meeting with St John and Dannevirke Health Shuttle volunteers to discuss proposed changes to future arrangements for the way bookings are received to use this service.

7.5.2 In representing the Board at that meeting the Chairperson requested it be noted he is very disappointed there was a lack of opportunity for input from Dannevirke Health Shuttle volunteers to the limited discussion concerning this matter.

**8. Tararua District Council Report**

8.1 ***That the report of the Tararua District Council meeting held on 26 February 2020 (as tabled) be received.***

***Spooner-Taylor/Peeti-Webber***

***Carried***

8.2 **Community Remembrance Time for Victims of the Christchurch Mosques Terrorist Attack**

8.2.1 Board Member Spooner-Taylor will arrange a wreath from the Board for the Dannevirke community remembrance time on 15 March 2020 for victims of the Christchurch mosques terrorist attack which happened on that day last year.

**9. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities**

9.1 **Tararua District Road Safety Group**

9.1.1 The Chairperson reported on the Tararua District Road Safety Group meeting held on 5 February 2020, including reference to the following matters:

- The give way sign at the intersection of George Street and Riverdale Road was discussed relative to the feasibility and issues involved regarding its possible relocation.
- Accident statistics for the district were presented.

9.2 **Dannevirke Chamber of Commerce**

9.2.1 The Deputy Chairperson reported Dannevirke Chamber of Commerce is preparing an after five's meetings schedule for this year, and their next proposed visit is to Pukaha Mount Bruce National Wildlife Centre.

9.2.2 It is pleasing to note there are fewer empty shops in High Street as some of the vacant buildings are now occupied.

9.3 **Tararua Community Youth Services**

9.3.1 The Deputy Chairperson reported Tararua Community Youth Services will shortly sign a significant contract with Ministry of Social Development to deliver services and programmes for 16 to 19 year olds not in employment, education and training, and/or are teenage parents.

9.4 **Dannevirke Information Centre**

9.4.1 Board Member Macdonald reported an appointment is still to be made to fill the vacant position of part-time assistant to provide back up for the Dannevirke Information Centre Manager.

9.5 **Dannevirke and District A and P Association**

9.5.1 Board Member Macdonald reported Dannevirke and District A and P Association were generally happy with the success of its annual show held from 31 January to 2 February 2020.

9.6 **Replanting of Trees in Victoria Avenue**

9.6.1 Board Member Macdonald reported the plan for replanting of trees in Victoria Avenue has been finalised to replace the London Plane trees previously removed, and that work will be undertaken this winter.

9.7 **Dannevirke High School**

9.7.1 The Chairperson reported he is endeavouring to arrange a Dannevirke High School student representative to liaise with the Board through attending its future meetings.

**10. Correspondence**

10.1 ***That the correspondence as listed be received.***

- (a) ***Tararua District Age on the Go Expo Committee      25 January 2020***  
***Re: Request for financial assistance towards costs of Age on the Go Expo district community event***
- (b) ***Dannevirke Host Lions Club      16 February 2020***  
***Re: Request for financial assistance with Dannevirke Town Hall hire charges relating to annual book sale fundraising community event***

***Macdonald/Spooner-Taylor***

***Carried***

10.2 **Tararua District Age on the Go Expo Committee**

10.2.1 ***That Tararua District Age on the Go Expo Committee be granted the sum of \$400 from the Board's discretionary funds as assistance towards the costs of arranging their Age on the Go Expo district community event held in the Woodville Sports Stadium on 23 April 2020.***

***Macdonald/Spooner-Taylor***

***Carried***

10.3 **Dannevirke Host Lions Club**

10.3.1 Board Member Hynes declared a conflict of interest regarding this item of business, and abstained from discussion and voting on the motion concerning that matter.

- 10.3.2 ***That Dannevirke Host Lions Club be granted the sum of up to \$700 from the Board's discretionary funds as assistance towards the cost of hiring Dannevirke Town Hall for their annual book sale fundraising community event held from 20 to 27 July 2020.***

***Walshe/Macdonald***

***Carried***

## **11. Reports on Pamphlet Enough is Enough**

- 11.1 A pamphlet was placed in letter boxes around town with names of board members to contact regarding vehicles speeding in town, and indicating enough is enough of such incidents happening and this unsafe behaviour should be stopped.
- 11.2 It is disappointing no details are included in the pamphlet to identify the person expressing this concern, and while board members can report information to police it is better contact be direct to them for their follow up and enforcement action to deal with the situation.

## **12. Christmas Trees Competition**

- 12.1 The Chairperson is to pursue the idea of a Christmas trees competition and considering a suitable building to use for that purpose, with this proposal mentioned to the Fantasy Cave in terms of its feasibility.

## **13. Dannevirke Lower Domain Electric Barbecue**

- 13.1 Dannevirke Host Lions Club has agreed in principle to support a project to provide an electric barbecue at the Dannevirke Lower Domain, and is seeking an indication of the costs involved.

## **14. Wheel Park Project**

- 14.1 Cr Peeti-Webber is now Chairperson of the Dannevirke Wheel Park Steering Committee to coordinate planning of this project, and they have been meeting to discuss that matter.
- 14.2 To inform the process to design the facility a survey is being undertaken through schools and a link will be available on Council's Facebook page to invite young people's views on what they would like to see be provided.
- 14.3 Responses to this consultation can be forwarded up until the end of March 2020, and the outcome will then be discussed by the project's committee to determine their intentions regarding the way forward to be progressed.

**15. Community Forum Coffee Mornings**

- 15.1 The Board will consider arranging community forum coffee mornings to be held during the month of May 2020.

**16. Chairman's Remarks**

- 16.1 Nil

**17. Items Not on the Agenda**

- 17.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 1.50pm.

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Chairperson





## Eketahuna Community Board

Minutes of a meeting of the Eketahuna Community Board held in the Eketahuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketahuna on Monday 9 March 2020 commencing at 10.05am.

### 1. Present

Board Members C C Death (Chairperson), T M Carew, D F Clifton and Cr R A Treder (Council appointed Community Board member).

#### In Attendance

Mr R Taylor - Governance Manager  
Mr G Stantiall - Alliance Maintenance Supervisor (for item 8)

### 2. Apologies

- 2.1 *That an apology be sustained from Board Member S C McGhie for non-attendance at the meeting.*

*Carew/Clifton*

*Carried*

### 3. Personal Matters

- 3.1 Nil

### 4. Notification of Items Not on the Agenda

- 4.1 Nil

### 5. Confirmation of Minutes

- 5.1 *That the minutes of the Eketahuna Community Board meeting held on 10 February 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Carew/Treder*

*Carried*

## **6. Matters Arising from the Minutes**

### **6.1 Local Community Groups Liaison Representatives (Item 6.2)**

- 6.1.1 Representatives from Rural Support Trust, Police and the Alliance have been invited to attend the Board's visit to Alfredton School on 30 March 2020 at 3.30pm to liaise with residents from that community.

### **6.2 Connecting with the Community (Item 6.3)**

- 6.2.1 Four board members were present at the community forum held on 1 March 2020 from 12noon to 1.00pm in the Lazy Graze Cafe, and it is disappointing no residents attended that event.

### **6.3 Eketahuna Swimming Pool (Item 9.2)**

- 6.3.1 Eketahuna Swimming Pool facility is being well used as the hot summer weather continues to occur.

## **7. Tararua District Council Report**

- 7.1 *That the report of the Tararua District Council meeting held on 26 February 2020 (as circulated) be received.*

*Clifton/Carew*

*Carried*

- 7.2 **Community Remembrance Time for Victims of Christchurch Mosques Terrorist Attack**

- 7.2.1 *That the Board note on 15 March 2020 at 2.00pm in the Council Chamber at Dannevirke the district will join together as one to commemorate the day New Zealand as a nation showed unity, compassion and love in response to terrorism and an act intending to divide us, and*

*That given the district-wide arrangements made for this purpose the Board agree not to proceed with an event of remembrance locally.*

*Death/Clifton*

*Carried*

## **8. Eketahuna Rooding Programme**

- 8.1 The Alliance Maintenance Supervisor outlined the approach to undertaking work on the district's rooding network depending on the type and cycle of the programme involved, and through the budgets provided for that purpose.
- 8.2 Work was previously undertaken to establish new mobility parking locations in the Eketahuna town centre, and the Board support the intention to remove the corner part of the garden by Four Square to improve access to that disability car park.

## **9. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities**

### **9.1 Tararua Emergency Management Committee**

9.1.1 The Chairperson reported on the Tararua Emergency Management Committee meeting held in Dannevirke on 13 February 2020, including reference to the following matters:

- There is a critical water shortage in the Dannevirke impounded supply level due to very low river flows and little rain occurring.
- Mike Finucane (Fire and Emergency New Zealand Fire Risk Management Officer) is retiring.
- Due to the dry weather Horizons Regional Council placed restrictions on consent holders water take use, and there are some farmers that do not have alternative options in place through the installation of water tanks.
- Fire and Emergency New Zealand imposed a total fire ban in the district due to the very high to extreme conditions resulting from the dry weather.
- Scanpower, Fire and Emergency New Zealand and Council need to work together and agree on a district-wide map regarding where priorities would be in an emergency event.

## **10. Correspondence**

10.1 *That the correspondence as listed be received.*

- (a) **Loreen and Kerry Cunningham**  
**Re: Eketahuna Camping Ground January report**
- (b) **Tararua District Age on the Go Expo Committee** **25 January 2020**  
**Re: Request for financial assistance towards costs of Age on the Go Expo district community event**
- (c) **Eketahuna Our Town Incorporated** **18 February 2020**  
**Re: Request for payment of Eketahuna Information Centre funding**
- (d) **Eketahuna Our Town Incorporated**  
**Re: 13 February 2020 Committee meeting minutes and reports**

**Carew/Clifton**

**Carried**

10.2 **Tararua District Age on the Go Expo Committee**

10.2.1 *That Tararua District Age on the Go Expo Committee be granted the sum of \$250 from the Board's discretionary funds as assistance towards the costs of arranging their Age on the Go Expo district community event held in the Woodville Sports Stadium on 23 April 2020.*

**Carew/Clifton**

**Carried**

### 10.3 Eketahuna Our Town Incorporated

10.3.1 Board Member Carew declared a conflict of interest concerning this item of business, and abstained from discussion and voting on the motion regarding that matter.

10.3.2 ***That the request from Eketahuna Our Town Incorporated to uplift \$6037.29 of the funding grant for the Eketahuna Information Centre be approved.***

***Treder/Clifton***

***Carried***

10.3.3 Eketahuna Our Town Incorporated Annual General Meeting is held in the St John Hall on 12 March 2020 at 7.00pm.

## 11. Anzac Day

11.1 ***That the Board cover from its discretionary funds the cost of the traffic management plan for this year's Anzac Day Eketahuna civic service parade based on the quote received from Traffic Management New Zealand of \$1,089.50 (plus GST).***

***Death/Carew***

***Carried***

11.2 The MenzShed completed the memorial crosses made in honour and remembrance of eighty-three people from the Eketahuna community that died in the First World War.

11.3 Eketahuna/Mellemskov Museum has organised an Anzac Mounted Troopers afternoon tea event in the Nireaha Hall and War Memorial Library on 23 April 2020 from 1.00pm to 4.00pm to honour the memory of the local men who served in the Eketahuna Mounted Rifles.

11.4 Terry Kingi who leads the troopers will talk about the work he does with equine therapy and sufferers of post-traumatic stress disorder.

11.5 Widespread invitations have been extended to that event, and any proceeds or donations received will go to the Eketahuna/Mellemskov Museum or Terry Kingi's group to support their work around the country.

## 12. Downer Tararua Sports Awards

12.1 The Chairperson encouraged nominations be submitted to the Downer Tararua Sports Awards various categories to recognise achievements in the 2019 year, with the closing date being 27 March 2020.

### **13. Chairperson's Remarks**

#### **13.1 Eketahuna War Memorial Remembrance Site**

13.1.1 The Chairperson was contacted by the Waitara Returned and Services Association President seeking details about the Eketahuna War Memorial remembrance site.

13.1.2 That information was requested as Waitara is in the early planning stages of redesigning its cenotaph surrounds, and when travelling to Masterton he photographed the set-up at the Eketahuna War Memorial remembrance site and conveyed his congratulations on it being truly magnificent.

#### **13.2 Date of Board's Next Meeting**

13.2.1 The Board's next meeting date is one week later than usual due to Easter, and will be held on 20 April 2020.

### **14. Items Not on the Agenda**

14.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 11.10am.

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Chairperson

## PAHIATUA ON TRACK INCORPORATED

Minutes of the Pahiatua On Track Incorporated meeting held in the Pahiatua Service Centre Chamber, 136 Main Street, Pahiatua on Wednesday 4th March 2020 commencing at 7.00pm.

### 1. Present

Committee Members: Louise Powick (Chair), Michelle Rankin (Secretary), Gerry Parker (Treasurer), Rhys Punler and Fiona Stokes

#### Members of the Public

Mayor Tracey Collis

### 2. Apologies

2.1 Cr Alison Franklin, Jared Brock, John Arends and Owen Garton

### 3. Notification of Items Not on the Agenda

3.1 Bryan James

### 4. Conflicts of Interest

4.1 Nil

### 5. Personal Matters

5.1 Nil

### 6. Confirmation of Minutes

6.1 That the minutes of the Pahiatua On Track meeting held on 5th February 2020 (as circulated) be confirmed as a true and accurate record of the meeting.

Rhys/Fiona

Carried

### 7. Matters Arising

7.1 The Christmas lights will be removed as soon as Jared can get this done.

7.2 Alison will go back to Council for further confirmation regarding the Post Office sign on Main Street.

7.3 Louise had asked if Pahiatua On Track could write a submission to the Long Term Plan to help push the walkway/cycleway strategy for the bridge to the brewery project to go ahead. It was decided that Pahiatua On Track request to work in partnership with Council. Gerry is to continue to work on this matter.

### 8. Tararua District Council Report

8.1 That the report of the Tararua District Council meeting held on 26th February 2020 (as circulated) be received.

Gerry/Rhys

Carried

8.2 Remembrance celebration for Christchurch, a nation coming together as one. There will be one civic celebration in Dannevirke.

8.3 Council continue to monitor the water storage issues around the surrounding areas.

## 9. Correspondence Inwards

- New Zealand Companies Office
- Tararua District Council - Rates assessment
- New Zealand Post - Account for P O box

### 9.1 That the correspondence be received.

Michelle/Gerry

Carried

## 10. Financial Report

Gerry Parker

### 10.1 That the financial report be received and the accounts passed for payment.

Michelle/Rhys

Carried

## 11. Discretionary Grants

### 11.1 That Pahiatua On Track donate the amount of \$420 to the Tararua College PTA.

Gerry/Fiona

Carried

## 12. Swimming Pool

### 12.1 A survey has now been prepared and is starting to be distributed to the community to be completed. Advertising will be in the Bush Telegraph next week. Louise will get printed copies out into the groups. The survey finishes on 16th March. Raylene is collating all data.

## 13. Main Street Upgrade

### 13.1 There are some additional items outside the budget. The project team have set up a working group to help prioritise external funding opportunities. Fiona is the Pahiatua On Track representative on this group. Louise spoke about the possibility of Pahiatua On Track funding the Explore Pahiatua signage and iwi designs, and will send the committee the iwi concept designs.

## 14. Explore Christmas

### 14.1 There is discussion regarding the future of Explore Christmas.

## 15. Items Not on the Agenda

### 15.1 Bryan James has resigned from being the flag orderly in Pahiatua. He has been in this volunteering role for 16 years. Pahiatua On Track acknowledge and thank Bryan James for his commitment to undertaking this service for the community.

The meeting closed at 8.19pm.

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Chairperson - Louise Powick

Minutes of the Woodville Districts' Vision meeting held in the Woodville Sports Stadium Supper Room on Tuesday 3 March 2020 commencing at 7.00pm.

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## **PRESENT**

Seona Ashton (Chair), Jane Hill (Secretary), Robin Winter (Treasurer), Cr Peter Johns, David Pretty, Brenda Barnes, Mayor Tracey Collis, Alec Devonshire, Bruce Hutton, Kevin McIntyre, Sue McLeod, Gerard Murray, Vicky Tomlinson and Rosie McMillan

## **APOLOGIES**

Paula McCool, Rosie Karena, Denise Henman, Val James, Bill Bly and Sharon Brass

***That the apologies be accepted.***

***R Winter/B Barnes***

***Carried***

## **MINUTES**

***That the February meeting minutes be accepted as a true and accurate record.***

***R Winter/A Devonshire***

***Carried***

## **MATTERS ARISING**

R Winter reported that a bank account has been opened for Woodville Local Promotions.

## **CORRESPONDENCE**

### **Outwards**

- 11/2/20: Email in response to Alison Franklin regarding Age on the Go Expo Committee application for funding

***That \$500 be granted as funding to the Age on the Go Expo Committee.***

***S Ashton/P Johns***

***Carried***

- 11/2/20: Letter in response to Woodville Bowling Club's application for funding
- 26/2/20: Letter thanking Tararua Alliance for Fountaine Square bench seats

### **Inwards**

- 29/12/19: Letter of thanks from Dannevirke Brass Band for donation
- 9/1/20: Letter from Pahiatua Railcar Society regarding traffic management services
- 28/2/20: Email from Radio Woodville with approximate costs for main street broadcasting
- 28/2/20: Response from Tararua Alliance regarding Fountaine Square bench seats

***That the outwards correspondence be approved and the inwards correspondence is received.***

***B Hutton/A Devonshire***

***Carried***

## **REPORTS**

### **Treasurer**

The Treasurer, R Winter presented the financial report for February.

***That the February financial accounts be accepted.***

***R Winter/B Barnes***

***Carried***



Accounts for payment in March: Four Square for provisions for Picnic in the Park

***That the account from Four Square be approved for payment.***

***S Ashton/R Winter***

***Carried***

**Council Report**

Cr P Johns and Mayor T Collis

- Water Status: Woodville is "in balance" at the moment with 30 days' supply, but conservation measures are still required. In response to discussion regarding water tanks for town residents Council is subject to health and safety regulations in the supply of water and cannot guarantee the standards of bore or tank water, therefore it cannot combine tank water with town supply. Investigation into water leaks was successful.

**GENERAL BUSINESS**

➤ Anzac Day

Holy Trinity Church will again provide morning tea.

***That \$200 be provided to cover the above costs.***

***B Hutton/P Johns***

***Carried***

➤ Christmas Lights/Decorations

Investigations are continuing into acquiring lights that would show up during the day. Repairs have been made to the broken lights.

***That up to \$1000 be granted to buy new lights.***

***B Hutton/K McIntyre***

***Carried***

➤ Christmas Parade

R Winter presented the 2019 Christmas parade report. The Railway Preservation Society would like to continue organising the parade. A new traffic management team needs to be found as it requires professionals that hold the required 'ticket', which is very costly. B Hutton asked if Council is able to help financially with traffic management. Possibly the parade route needs to change. S Ashton reported that organisations selling food on the day to raise funds are competing with commercial food stalls. She therefore suggested that food stalls not be invited for parade day.

***That the Christmas parade report be accepted.***

***R Winter/B Hutton***

***Carried***

➤ Picnic in the Park

A similar number of children came but there were fewer adults. P Johns suggested more advertising is needed, perhaps a letter box drop. R McMillan suggested live music performers instead of Radio Woodville as there are talented musicians/groups in Woodville who could be approached. This might attract more adults. S Ashton said the budget would need to be expanded to cover these costs. R McMillan also suggested a separate music event for adults. S Ashton reported that the local soccer group is possibly interested in organising Picnic in the Park in 2021.

➤ Change of Annual General Meeting Date

The Chair and Treasurer will be away in September.

***That for this year the Annual General Meeting date be changed and held in October.***

***S Ashton/P Johns***

***Carried***

➤ Basketball Courts

B Barnes asked whether lights could be installed at the courts as there are children using it frequently, even after sunset. An application would need to be made to Council to cover costs. Consideration needs to be made regarding noise as it is in a residential area. There is an application before Council for using the sports stadium during winter.

➤ Wheel Park

R McMillan asked for an update. S Ashton is meeting with Turia Brackenbury (Woodville In Focus Incorporated) this week, and will report back to Woodville Districts' Vision at the April meeting.

➤ Tay Street Parking

B Hutton reported there are parking problems on Tay Street for marae visitors as no footpath is provided on the western side of the road, just a steep, grassy bank so drivers park out from the kerb making the intersection with Vogel Street/State Highway 2 dangerous. A footpath is needed here for pedestrian and driver safety.

➤ Fontaine Square

S Ashton asked Mayor Collis when Council's bylaws are next reviewed as there needs to be a change regarding dogs in Fontaine Square, on or off leash. Mayor Collis suggested making a submission to Council.

➤ Tararua District Road Safety Group

Mayor Collis asked whether T Brackenbury is still Woodville's representative at Tararua District Road Safety Group meetings as she was absent at the most recent meeting held. S Ashton is to enquire regarding this appointment as there is no indication she would like to resign from undertaking that role.

➤ Woodville Newsletter

Questions were asked about the new newsletter The Woodville Wire, who is producing it and when. S Ashton said it would not be produced until revenue from advertisers had come into the new Woodville Local Promotions account. Discussion ensued. J Hill said she had originally offered to produce it as just a newsletter without advertising.

***That J Hill produce The Woodville Wire receiving an honorarium similar to M Oulaghan when she produced The Woodvillean newsletter.***

***R McMillan/V Tomlinson***

***Original Motion***

***That J Hill apply for funding from sources such as Meridian's community fund, and that Woodville Districts' Vision agree in principle to J Hill producing The Woodville Wire newsletter subject to a business case being presented and accepted at the April meeting.***

***P Johns/V Tomlinson***

***Amended Motion***

The amendment to the original motion is declared carried, with the vote of S Ashton noted to the contrary.

V Tomlinson asked for a copy of the Woodville Districts' Vision constitution. S Ashton is to email her a copy.

The meeting closed at 8.55pm.

Date of next meeting: Tuesday 7 April 2020 at 7.00pm

## Report

Date : 19 March 2020

To : Mayor and Councillors  
Tararua District Council

From : Sandy Lowe  
Risk Manager

Subject : **Appointment of the Council's Electoral Officer**

Item No : **11.1**

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### **1. Reason for the Report**

- 1.1 To appoint an Electoral Officer for conducting the elections and polls concerning the Council and the district's Community Boards.

### **2. Background**

- 2.1 Section 12 of the Local Electoral Act 2001 requires at all times for the Council to have appointed an Electoral Officer to exercise the powers and duties associated with this position.
- 2.2 The Electoral Officer is responsible for conducting every election or poll within the district relating to the Mayor, Councillors and Community Board Members for Dannevirke and Eketahuna.
- 2.3 Their responsibilities as detailed in the Local Electoral Act 2001 are:
- a. The compilation and certification of electoral rolls
  - b. The publication of any public notice relating to elections and polls and the calling of nominations, required to be given
  - c. Receiving nominations, candidate profile statements, and deposits required to be paid
  - d. Issuing and receiving ordinary and special votes and other official documents
  - e. The processing and counting of votes
  - f. The declaration of results

- g. Receiving returns of electoral donations and expenses
  - h. Investigating possible offences and reporting alleged offences to the Police
- 2.4 The Electoral Officer is authorised to appoint the Deputy Electoral Officer and delegate or engage any person to carry out those powers or duties.
- 2.5 The Electoral Officer is required to make a declaration to undertake this role, and they remain in office until vacating the position whereby a successor is appointed.
- 2.6 The Chief Executive must not be appointed to act as an Electoral Officer, Deputy Electoral Officer or other electoral official unless the Council is satisfied that no other course of action is reasonably practicable in the circumstances.

### **3. The Current Situation**

- 3.1 The Council previously appointed Sandy Lowe (Risk Manager) to the position of its Electoral Officer.
- 3.2 Sandy is taking a one year career break and has resigned from the position as Electoral Officer from the time she leaves, 3 April 2020.
- 3.3 The Electoral Officer role is governed by the Local Electoral Act and therefore though appointed by the local authority, is not subject to the directions of any local authority, local board, or community board in the exercise of powers or the carrying out of duties under this Act or regulations made under this Act.
- 3.4 Electionz.com has provided Council with an estimated fee of \$29,155 to act as the Electoral Officer for the 2022 Triennial Elections. This is separate from the fee charged by Electionz.com to provide support to the Council in processing the voting papers for the elections.
- 3.5 Maria Brensell, Committee Secretary, has expressed interest in taking on this role. Payment to Electoral and Deputy Electoral Officers is determined by the Electoral Officers' Scale of Fees (attached).
- 3.6 Katrina Kerr will continue in her role as Deputy Electoral Officer, enabling her to provide support based on her experience in the role to either Electionz.com or Maria Brensell.

### **4. Significance Assessment**

- 4.1 The appointment of an Electoral Officer is a decision made by the Council, and it is not considered to be significant in terms of the Significance and Engagement Policy.

## **5. Options**

- 5.1 The Council has two options in making this appointment, either through an in house arrangement or contracted out to an external provider such as Electionz.com.
- 5.2 The in-house option is more cost effective and retains the management of the Council's elections locally.

## **6. Conclusion**

- 6.1 To formalise the appointment of the Electoral Officer requires a resolution of the Council, and the following recommendation is made in respect of this matter.

## **7. Recommendation**

- 7.1 *That the report from the Risk Manager dated 19 March 2020 concerning the Appointment of the Council's Electoral Officer (as circulated) be received, and*
- 7.2 *That Maria Brensell be appointed as the Council's Electoral Officer for the Tararua District to conduct its elections and polls in accordance with the provisions of the Local Electoral Act 2001 and regulations made under this Act.*

## **Attachments**

- 1 [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc\_img.jpg\) Electoral Officers Scale of Fees 2019-2022](#)

**NEW ZEALAND SOCIETY OF LOCAL GOVERNMENT MANAGERS AND  
LOCAL GOVERNMENT NEW ZEALAND**

**RECOMMENDED ELECTORAL OFFICERS' SCALE OF FEES  
1 JULY 2019**

**1 INTRODUCTION**

In recommending this scale of fees, it is acknowledged that councils will have different arrangements in place relating to both employment contracts and the contracting out of electoral officer responsibility. It is up to each council to apply the scale of fees according to their particular situation.

The following is the recommended scale of fees to be paid to electoral officers for:

- The triennial local government elections to be conducted on Saturday 12 October 2019.
- Any other elections, polls or by-elections held in the period from 1 July 2019 to 30 June 2022.

**2 COVERAGE**

- 2.1 This scale of fees applies to electoral officers appointed by territorial authorities and regional councils. It does not apply to electoral officers appointed by district health boards, where a separate scale of fees shall apply (see clause 5).
- 2.2 This scale of fees recognises the responsibilities and the additional work load of the position. It is intended as a guideline only and should be applied according to context. There will be instances where the electoral officer is carrying out the role as part of his/her "day job" and the scale of fees may not be applicable or could be modified to fit the circumstances.
- 2.3 For the purposes of this scale of fees, the terms 'territorial authorities and territorial authority' include the Auckland Council and its Local Boards

**3 DEPUTY ELECTORAL OFFICERS**

- 3.1 It is recommended that, when appointing a deputy electoral officer, consideration be given to agreeing a fee based on a percentage of the electoral officer's fee. The percentage would reflect the time required for the job and the level of responsibility given to the deputy (range depending on delegation - suggest between 25% and

50%). Any payments to the Deputy Electoral Officer under this clause are separate from, and should not be regarded as part of, the fees paid to the Electoral Officer.

**4 2019 TRIENNIAL ELECTIONS FOR TERRITORIAL AUTHORITIES, REGIONAL COUNCILS, COMMUNITY BOARDS, LOCAL BOARDS, LICENSING TRUSTS AND OTHER ELECTIONS OR POLLS HELD IN CONJUNCTION WITH TRIENNIAL ELECTIONS.**

4.1 A basic fee of \$3,952 for territorial authorities and regional councils for uncontested election issues and all contested election issues up until the closure of nominations.

4.2 An additional fee of \$39.52 per 1,000 or part of 1,000 electors on the roll of electors for the territorial authority or regional council.

(Note: Where an electoral officer is the electoral officer for a combined district, the elector component **does not** include the electors of the combined district.)

4.3 An additional fee of \$396 for each contested issue at a triennial election being:

- (a) mayoral election (one fee);
- (b) election of members. (Note: one fee only whether by wards or not);
- (c) regional council election conducted by territorial authority electoral officer (for regional council elections, each constituency contested shall be regarded as a separate issue and a fee of \$380 per constituency contested shall be payable);
- (d) community board elections. (Note: one fee only irrespective of the number of community boards to be elected);
- (e) local board elections. (Note: one fee only irrespective of the number of local boards to be elected);
- (f) district health board elections conducted by territorial authority electoral officer (one fee).

(Note: this additional fee shall not apply where a territorial authority electoral officer has also been appointed as a district health board electoral officer – see clause 4);

- (g) licensing trust or other ad hoc issues (one fee per issue);
- (h) any poll or polls conducted in conjunction with the triennial election (one fee per poll).

4.4 Where the electoral officer is directly responsible for the compilation and issue of the voting packs, an additional fee shall be payable for the number of voting documents issued for all contested elections conducted by the electoral officer on the basis of \$10.53 per 1,000 or part of 1,000 voting documents issued.

(Note: Where multiple issue voting documents are used, each issue on that voting document is counted as one voting document issued).

- 4.5 Where the processing and counting of documents is conducted 'in-house' by the electoral officer for an election, an additional fee shall be payable on the basis of \$16.41 per:
- (a) 1,000 or part of 1,000 votes counted where the election is conducted using the first past the post (FPP) electoral system.
  - (b) 1,000 or part of 1,000 preferences counted where the election is conducted using the single transferable vote (STV) electoral system.

## 5 DISTRICT HEALTH BOARD ELECTORAL OFFICERS

- 5.1 Where a territorial authority electoral officer (TAEO) is also appointed as a district health board electoral officer (DHBO) a separate fee for the conduct of the DHB elections shall be payable to the DHBO in accordance with schedule 4 of the relevant Memorandum of Understanding between the parties. DHBOs will not then be entitled to the payment of the additional fee of \$380 prescribed in clause 4.3(f) of the recommended scale of fees.

## 6 BY-ELECTIONS, NEW COMMUNITY BOARD OR LOCAL BOARD ELECTIONS AND POLLS NOT CONDUCTED IN CONJUNCTION WITH TRIENNIAL ELECTIONS

- 6.1. A separate fee shall also be paid to the electoral officer for any by-election or for any election of a newly constituted community or local board or for any poll **not** conducted in conjunction with the triennial local authority elections. Such fee shall incorporate all the separate elements set out in clauses (a), (b), and (c) below:
- (a) 25 percent of the basic fee prescribed in clause 4.1 of this scale of fees. This fee shall cover:
    - (i) duties and responsibilities up to the close of nominations in the case of a contested election or by-election.
    - (ii) duties and responsibilities in the case of an uncontested by-election.
    - (iii) duties and responsibilities prior to the issue of voting documents in the case of a poll, **plus**
  - (b) An additional fee of \$396 for each poll or contested election or by-election, **plus**
  - (c) The additional fees prescribed in:
    - clause 4.2 for the number of electors on the roll; and



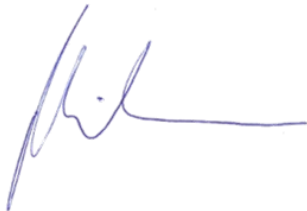
- clause 4.4 for the issue of voting documents where the electoral officer is directly responsible for the compilation and issue of the voting packs; and
- clause 4.5 for the number of votes and/or preferences counted where the voting documents are processed and counted 'in-house' by the electoral officer.

6.2 Where an electoral officer is appointed electoral officer for more than one territorial authority for an election or poll not conducted in conjunction with a triennial election, an additional fee of 10 percent of the basic fee for each additional territorial authority shall be payable to the electoral officer (as an example, this additional fee will apply to polls of the electors of two or more territorial authorities in respect of draft reorganisation schemes issued by the Local Government Commission).

## **7 PERIOD DURING WHICH SCALE APPLIES**

7.1 This scale shall remain in force until 30 June 2022 when a replacement scale of electoral officers' fees will be issued by the two parties to this agreement, being *Local Government New Zealand* and the *New Zealand Society of Local Government Managers*.

Approved by



28/02/2019

Phil Wilson

President, *New Zealand Society of Local Government Managers*



28/02/2019

Dave Cull

President, *Local Government New Zealand*

## Audit and Risk Committee

Minutes of an Audit and Risk Committee meeting held in the Council Chamber, 26 Gordon Street, Dannevirke on Tuesday 17 March 2020 commencing at 1.00pm.

### 1. Present

Mr K Ross (Chairperson), Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin, S A Hull, C J Isaacson, P A Johns, R A Treder and S M Wards.

#### In Attendance

Mr B King	- Chief Executive
Mr R Taylor	- Governance Manager
Mr R Suppiah	- Chief Financial Officer
Mr C McKay	- Finance Manager
Mrs S Walshe	- Senior Financial Accountant
Ms S Lowe	- Risk Manager
Mr H Featonby	- Alliance Planning Manager
Mr P Wimsett	- Manager Strategy and District Development
Mr D Le Mar	- Financial Accountant
Ms B Fowler	- Financial Accountant
Ms J McKenzie	- Projects Coordinator
Ms T Love	- Programmes and Projects Support
Ms G Tracy	- Financial Accountant
Mr B Rush	- Health and Safety Coordinator
Mrs A Howell	- Risk Administrator

### 2. Apologies

- 2.1 *That an apology be sustained from Cr K A Sutherland for non-attendance at the meeting.*

*Ross/Collis*

*Carried*

### 3. Notification of Items Not on the Agenda

- 3.1 Nil

## **4. Reports**

### **4.1 Health and Safety**

#### **4.1.1 *That the report from the Risk Manager dated 10 March 2020 concerning health and safety (as circulated) be received, and***

***That the Audit and Risk Committee note the following with regard to the focus on health and safety matters and this update:***

- Emphasis is being placed on contractor management.***
- The Health and Safety Committee is reviewing the current systems and processes for staff working alone.***
- An annual review is being undertaken of the health and safety registers.***
- All Council sites holding and using hazardous substances are compliant with the Hazardous Substances Regulations (2017).***
- Council sites have been surveyed for asbestos containing materials, and an asbestos management plan is in place to manage any disturbance of these materials for regular maintenance, demolition, disturbance, intentional damage and fire/natural disaster.***
- A SharePoint software system has been created to house everything relating to Council's management of health and safety.***
- The Health and Safety Coordinator role will be undertaken by Brook Rush of Manawatu District Council while the Risk Manager takes a one year leave of absence from this position.***
- There has been a reduction in the number of accidents and near miss events noted with regard to Council activities in the last year.***

***Ross/Johns***

***Carried***

### **4.2 Risk Management**

#### **4.2.1 *That the report from the Risk Manager dated 10 March 2020 concerning risk management (as circulated) be received, and***

***That the Audit and Risk Committee note the risks arising from the spread of coronavirus causing a human disease pandemic, and the actions taken by Council through its continuity planning to respond to such an event impacting on the district's communities, and***

***That Council through its Long Term Plan continue to place emphasis on building resilience into the provision of the district's water supplies to manage demand and the risks arising from climate change and population growth, noting the impact of the current drought and the critical water shortage crisis being experienced.***

***Hull/Treder***

***Carried***

**4.3 Project Risk Management**

**4.3.1** *That the report from the Project Manager dated 10 March 2020 concerning project risk management (as circulated) be received, and*

*That the Audit and Risk Committee note the organisational approach and framework developed and implemented as part of strengthening the way Council projects are managed with regard to risk, and*

*That the application of this approach to assess planning for risks relating to projects and capital works proposed in the 2020/21 Annual Plan is acknowledged.*

*Johns/Wards*

*Carried*

**4.4 Draft Audit New Zealand Management Report**

**4.4.1** *That the report from the Senior Financial Accountant dated 10 March 2020 concerning the Draft Audit New Zealand management report (as circulated) be received, and*

*That the Audit and Risk Committee acknowledge an unmodified audit opinion was issued by Audit New Zealand in respect of the 2018/19 Annual Report, and note the following matters arising from the audit:*

- The need to ensure the quality and timeliness of information completed by Council is as per the agreed audit plan.*
- The reporting issue of non-consolidation of Tararua Aquatic Community Trust's financials is still outstanding.*
- The Principals Group for the IT Alliance operational agreement is working towards implementing more formal monitoring of the project schedule.*

*Hull/Franklin*

*Carried*

**4.5 Progress with Audit New Zealand Findings and Recommendations**

**4.5.1** *That the report from the Finance Manager dated 10 March 2020 concerning progress with Audit New Zealand findings and recommendations (as circulated) be received, and*

*That progress by management in implementing the Audit New Zealand recommendations is noted and acknowledged, with six issues being closed in the Draft Audit Management Report, and*

*That the Audit and Risk Committee acknowledge management is taking action to address the four outstanding Audit New Zealand recommendations, and it shall continue to provide updates on this matter as progress is made, and*

***That the Audit and Risk Committee note the new Audit New Zealand recommendation regarding the IT Alliance operational agreement, and the intention that the Principals Group shall work towards implementing more formal monitoring of the project schedule.***

**Hull/Ross**

**Carried**

4.5.2 The meeting adjourned at 1.55pm, and resumed at 2.15pm.

**4.6 Adoption of Council's Draft Annual Plan 2020/21**

4.6.1 ***That the report from the Finance Manager dated 10 March 2020 concerning adoption of Council's Draft Annual Plan 2020/21 (as circulated) be received, and That the recommendation regarding this matter is recognised as being significant in terms of Council's Significance and Engagement Policy, and***

***That the Audit and Risk Committee recommend to Council in accordance with Section 100 of the Local Government Act 2002, the Draft Annual Plan 2020/21 budgets have been prepared based on reasonable judgement and assumptions, and it considers the projected financial results, including the projected operating deficit (section 8.1.6) to be financially prudent given its financial position, and***

***That the Audit and Risk Committee recommend to Council the Consultation Document and Draft Annual Plan and the Fees and Charges Schedule for the 2020/21 financial year be adopted for consultation (subject to the correction of any typographical errors or changes which may be required), and with the addition of reference to the developments regarding coronavirus in the Mayor's message, and***

***That the Audit and Risk Committee recommend to Council the activities of solid waste management, animal control, footpaths, parks and reserves and cemeteries fall outside the funding limits of its Revenue and Financing Policy.***

**Johns/Hull**

**Carried**

**4.7 New Zealand Transport Agency Technical Audit**

4.7.1 ***That the report from the Alliance Planning Manager dated 10 March 2020 concerning the New Zealand Transport Agency technical audit (as circulated) be received, and***

***That the Audit and Risk Committee note the overall assessment from this audit is a positive outcome, with no major improvements required or any compliance breaches identified in respect of giving New Zealand Transport Agency assurance it is receiving value for money and risks are being appropriately managed, and***

***That the Audit and Risk Committee acknowledge the intention of the Alliance leadership team to implement plans to address the New Zealand Transport Agency recommendations for making improvements regarding activity***

***management planning and data quality recording and reporting processes.***

***Collis/Hull***

***Carried***

**4.8 Process to Seek Expressions of Interest for the Audit and Risk Committee Chairperson Appointment**

4.8.1 The Chairperson declared a conflict of interest regarding this item of business, and withdrew from the Council Chamber while that matter was considered.

4.8.2 The Mayor chaired the discussion and voting on the motion during this part of the meeting.

4.8.3 ***That the report from the Chief Financial Officer dated 10 March 2020 concerning the process to seek expressions of interest for the Audit and Risk Committee Chairperson appointment (as circulated) be received, and***

***That the proposed roles and responsibilities along with the draft advertisement to seek expressions of interest for consideration to the appointment to this position be agreed subject to including the following amendments:***

- ***Add financial acumen to the attributes required of an ideal Chairperson.***
- ***Change the wording in the third bullet point of attributes required of an ideal Chairperson to read “able to work constructively with management and Council members”.***
- ***Specify the appointment to this position shall extend to the period until year one of the new Council following the 2022 election.***

***And that the interview panel for this purpose comprise Her Worship the Mayor - Mrs T H Collis, Cr S M Wards (Strategy and Policy Committee Chairperson), Cr S A Hull (Economic Development and Marketing Committee Chairperson), Cr K A Sutherland (Works Liaison Committee Chairperson), Mr B King (Chief Executive) and Mr R Suppiah (Chief Financial Officer).***

***Wards/Treder***

***Carried***

4.8.4 The Chairperson returned to the Council Chamber following the completion of determining this item of business, and assumed the chair for the remainder of the meeting's proceedings.

4.8.5 The meeting adjourned at 3.25pm, and resumed at 3.38pm.

**5. Notified Items Not on the Agenda**

5.1 Nil

## 6. Public Excluded Items of Business

6.1 *That the public be excluded from the following parts of the proceedings of this meeting, namely:*

*Alliance performance framework audit*

*Alliance financial audit*

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Alliance performance framework audit</i>	<i>To protect the commercial position of a third party</i>	<i>Section (1)(a)(i)</i>
<i>Alliance financial audit</i>	<i>To protect commercial activities</i>	<i>Section (1)(a)(i)</i>

*This resolution is made in reliance on Section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:*

*s7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.*

*s7(2)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.*

*Wards/Johns*

*Carried*

## 6.2 Alliance Performance Framework Audit

6.2.1 *That the report from the Chief Financial Officer dated 10 March 2020 concerning the Alliance performance framework audit (as circulated) be received, and*

***That progress and achievements made by the Alliance management team as commended by the auditing team be noted along with their recommendations for the 2018/19 financial year to keep the performance framework relevant and aligned to the strategic intent and detailed requirements of the Council.***

***Ross/Collis***

***Carried***

**6.3 Alliance Financial Report**

**6.3.1 *That the report from the Chief Financial Officer dated 10 March 2020 concerning the Alliance financial audit (as circulated) be received, and***

***That the efforts of the Alliance management team and the Principals Group to ensure that the pain/gain pool calculated fairly reflects the financial performance for the 2018/19 financial year is noted and acknowledged.***

***Johns/Hull***

***Carried***

**6.4 *That open meeting be resumed.***

***Ross/Collis***

***Carried***

**6.5 *That the decisions taken with the public excluded be confirmed in open meeting.***

***Ross/Collis***

***Carried***

**7. Health and Safety and Risk Management**

**7.1 Presentations were made in a workshop briefing session for the purpose of discussion and information on the following matters:**

- Risk Manager - Health and safety induction
- Risk Manager - Overview of Council's risk management framework

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 4.05pm and the workshop briefing session at 4.55pm.

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Chairperson



## Report

Date : 19 March 2020

To : Mayor and Councillors  
Tararua District Council

From : Cameron McKay  
Finance Manager

Subject : **Adoption of Council's Draft Annual Plan 2020/21**

Item No : **11.3**

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### 1. Reason for the Report

- 1.1 This report is as recommended by the Audit and Risk Committee to adopt the following documents for public consultation on the 2020/21 Draft Annual Plan;
- the Draft Annual Plan 2020/21,
  - Draft Fees and Charges, and
  - Annual Plan Consultation Document – “A Range of Opportunities”

### 2. Background

- 2.1 Council must prepare an Annual Plan for each financial year as required by Section 95 of the Local Government Act 2002.
- 2.2 The Annual Plan is defined by sections 95(5) and (6) of the Local Government Act and requires that Council present an account of significant changes from the Long Term Plan for the year in which the Annual Plan is being developed, and include all relevant financial and funding impact statements for the year in which the Annual Plan is being prepared. The Act also states that clear reference needs to be made to the relevant parts of the Long Term Plan.
- 2.3 Council held a series of workshops in January and February 2020 to determine the service levels, capital programme, fees and charges, activity expenditure and rates requirement for the Draft Annual Plan 2020/21.
- 2.4 These workshops, and the preparation of the Draft Annual Plan 2020/21 has been prepared prior to the escalation of the COVID-19 virus pandemic.

### **3. Consultation with the Community**

- 3.1 Council will be formally consulting on this Annual Plan as the rates increase proposed is significantly higher than the rates limits set in the Financial Strategy. This requires a formal Consultation Document to be publically available named “A Range of Opportunities”. This has been attached in Appendix 1.
- 3.2 Overall, the theme for the Consultation Document for the rates increase is around growth, and meeting legislative compliance requirements.
- 3.3 Council must put forward practicable options for ratepayers to consider. Management is proposing two items for the community to consider to further reduce the rates impact, but carefully highlighting the consequence or opportunity lost for the alternative options. These items are:
- Growth projects – Council’s preferred option is to be enabling, the proposed alternatives are to not undertake any growth projects or the urban zone research.
  - Pensioner Housing Units – This is a self-funding activity, with surplus funds used to reduce Council’s total external debt. Council’s preferred option is to build 6 new units, with the alternative of not building any units achieving a reduction in debt and a minor rates saving.
- 3.4 The consultation period will run from 6<sup>th</sup> April to 8<sup>th</sup> May, informing the public of Council’s planned activities and financial position for the 2020/21 Annual Plan. Due to the rapid developments of the COVID-19 virus pandemic, it is not possible to undertake face-to-face consultation by way of community meetings. Therefore, we plan to consult with the community in the following mechanisms:
- The Consultation Document and supporting information being publicly available on the Council website and at Council’s service centres.
  - Media releases through the Bush Telegraph, including a center spread feature,
  - Rates mock invoice sent to each ratepayer,
  - Video releases on Council’s website and Facebook explaining the key issues in the Annual Plan.

### **4. Significance Assessment**

- 4.1 The Draft Annual Plan 2020/21 continues the priorities of efficient local infrastructure, public services and regulatory functions as consulted on through the Long Term Plan (LTP).
- 4.2 The proposed changes recommended triggers the Council’s Significance and Engagement Policy under the criteria: “The degree to which the issue / decision has a new financial impact on Council or the rating levels of its communities”

4.3 Council is proposing an increase of 5.97%, exceeding the rates limit of Local Government Cost Index plus 2%, being 4.20%.

4.4 Council is consulting formerly with the community on the proposed rates increase.

## **5. Financial Strategy Key Issues**

5.1 The 2018/28 Long Term Plan Financial Strategy highlighted the issues facing the Council and its response to these issues over the course of the Long Term Plan (LTP).

5.2 The key issues that shaped the Financial Strategy were vulnerability to natural hazards – particularly the effects of climate change, impacts of changing regulations, and economic development – including the demands from the potential of modest growth.

5.3 The response to the above issues resulted in Council committing to a significant capital programme to improve resilience and to upgrade ageing infrastructure, and to meet increasing environmental and health standards. The result of this is forecast debt increasing significantly to \$40 million by 2024/25.

5.4 The Financial Strategy also noted the shift in the mix of funding from subsidies and other revenue to rates funding. Rates funding accounted for 49% of revenue in year 1 of the 2009/19 LTP, increasing to 66% for year 1 of the 2018/28 LTP. The trend of increasing reliance on rates funding exposes Council to a risk of a concentrated source of funding.

5.5 These issues are consistent in the Draft Annual Plan, but have materialised to have an even greater impact than planned in the 2018 Long Term Plan. The key changes and drivers for the 2020/21 Annual Plan are highlighted in section 7 below.

## **6. Source of Funding Mix**

6.1 During the 2018/28 Long Term Plan Council agreed to a pricing strategy to provide guidance on setting fees and charges.

6.2 The Financial Strategy showed a shift in the mix of funding from subsidies and other revenue to rates funding. The trend of increasing reliance on rates funding exposes Council to a risk of a concentrated source of funding.

6.3 In response to this risk, Council has reviewed its fees and charges in line with the pricing strategy set during the LTP and continues to actively pursue external subsidies to contribute to the funding of infrastructure.

6.4 Council has increased its fees and charges in the Annual Plan. The key changes are:

- Refuse disposal to continue full cost recovery accounting for the increase in carbon and waste levy's.

- Increased regulatory services fees to reflect both increased demand for services and increased costs to deliver the levels of service.
- Pensioner housing rental increases to reflect the quality of the units and the overall increase in market rentals in the district.

6.5 The table below highlights the effect of these changes on the mix of Council's funding sources:

<b>Year</b>	<b>Rates</b>	<b>Subsidies</b>	<b>Fees &amp; Charges</b>	<b>Other Revenue</b>
<b>2009/19 LTP – Yr 1</b>	49%	38%	10%	3%
<b>2012/22 LTP – Yr 1</b>	60%	26%	13%	1%
<b>2015/25 LTP – Yr 1</b>	62%	26%	9%	3%
<b>2018/28 LTP – Yr 1</b>	66%	26%	8%	1%
<b>2019/20 Annual Plan</b>	58%	33%	8%	1%
<b>2020/21 Draft Annual Plan</b>	64%	27%	9%	1%

6.6 The draft fees and charges displays the proposed fees against the fees currently charged. This is uploaded to the Council Dashboard for reference.

## 7. Key changes between the Draft Annual Plan and the Long Term Plan

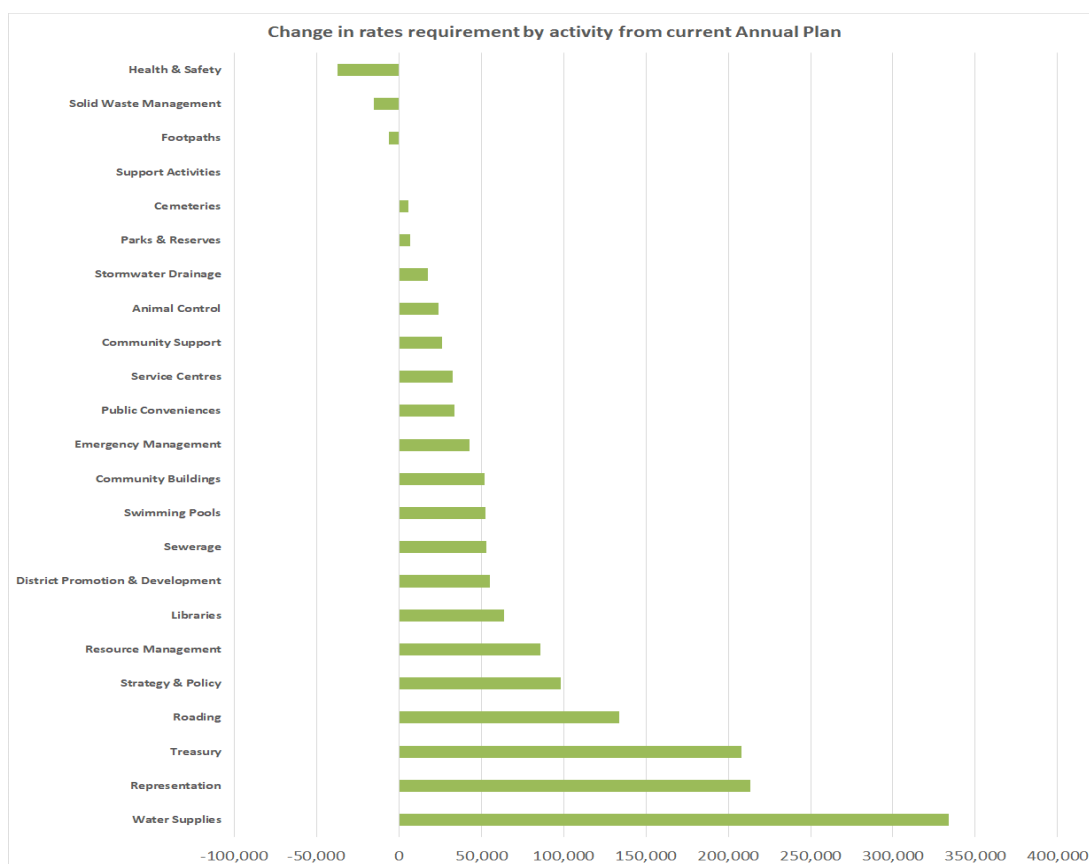
### 7.1 Rates Increase

The overall proposed rates increase for 2020/21 Draft Annual Plan is 5.7%. This is higher than the 3.88% increase forecast in the Long Term Plan and exceeds the rates limit of 4.20% set in the Financial Strategy.

It also ensures that Council continues to fund depreciation reserves at the levels agreed in the Long Term Plan achieving the outcome of “financial sustainability”.

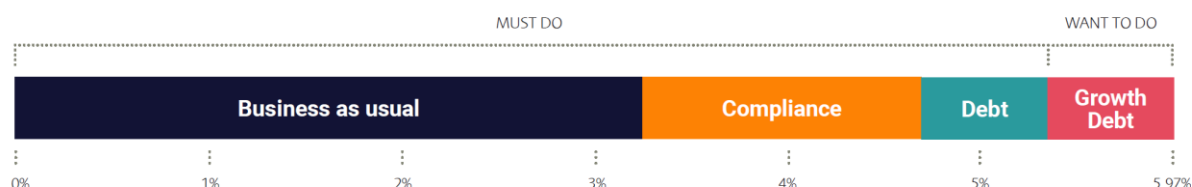
Year	Current year 2019/20	LTP Year 3 2020/21	Indicative Annual Plan 2020/21
Rates increase %	4.20%	3.88%	5.97%
Rates Limit*	4.30%	4.17%	4.20%
Exceed rates limit?	No	No	YES

The following graph details the rates requirements (changes from the current year). These changes have been grouped in the categories below, and are explained throughout this section of the report.



The graph below illustrates the drivers of the proposed rates increase grouped into categories. Council has already removed or delayed a number of costs in order to bring the increase down to 5.97%. As the graph shows, there is limited capacity to reduce the proposed rates increase, to within the limits in the financial strategy, without compromising the services Council has committed to and not meeting the principles of prudence in the LTP.

#### RATES INCREASE DRIVERS



## 7.2 Business as Usual

Council is often a 'price taker' for many costs, with little to no ability to negotiate prices. An example of this is insurance, where Council has faced large premium increases. This is as a result of the increased frequency of severe natural disasters within New Zealand impacting on the risk premium that insurance companies charge.

The solid waste contracts that include recycling and transfer station operations are due for renewal early in the 2020/21 Annual Plan. Recycling costs are expected to increase substantially now that China is no longer accepting recycling from much of the world, as has been experienced by other councils who provide recycling services. The cost to process recycling in New Zealand is a lot higher than China.

## 7.3 Growth, Demand for Services, Levels of Service:

7.3.1 The district is experiencing growth in population significantly beyond the high growth assumption in the Long Term Plan. To ensure Council continues to meet its current levels of service and to be enabling for growth, resourcing, both internally and with the use of technical experts have been budgeted for to enable a district plan review. Resourcing has also been included in the building team by the way of two cadetships due to an increasing trend in consents for building activity and a national shortage of building officers. Building fees have been increased to fund the cadetship programme.

7.3.2 Council plans to invest in extending its pensioner housing portfolio beyond what has been budgeted. Pensioner housing is a self-funding activity for Council and surpluses built up over time form a reserve that can be applied to maintenance or new builds. When not being used this reserve is applied to reducing Council debt.

## 7.4 Risk and Resilience

A significant driver for the rates increase is to meet Council's outcome of mitigating risk and improving resilience in the infrastructure across the district.

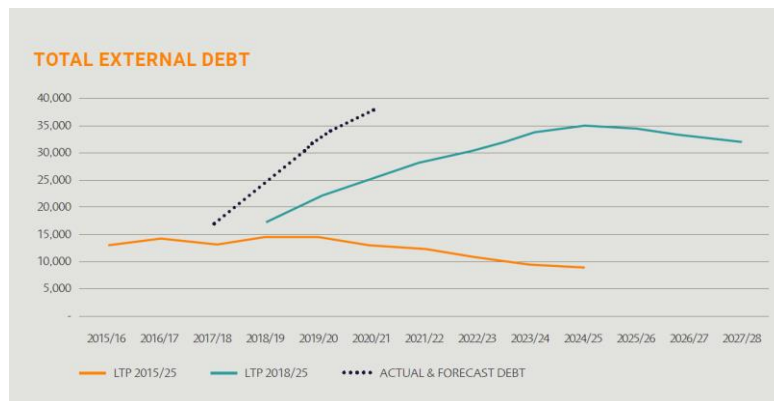
As Council builds new infrastructure the overall operating costs increase. Not only do we need to fund direct operating costs like electricity and chemical treatment, but it also needs to cover costs like interest and repayments on debt to build the plant and fund depreciation. Council plans to commission the Pahiatua Water Treatment Plant this calendar year. The operating increase for this new plant is a significant driver on the overall rates increase.

Increased compliance following the Havelock North Inquiry adds an additional layer of cost compared to what was planned in the 2018/28 LTP when it comes to providing water services. The costs of operating treatment plants and treating water to meet new drinking water standards have already increased significantly.

To utilise the remaining New Zealand Transport Agency (NZTA) funding in the 3 year funding block, management have proposed increasing sealed pavement maintenance, improving the longevity of the road pavement by 10 years on average. This has added \$450,000 to the budget of which \$295,000 is funded by NZTA.

## 7.5 External Debt

Council's external debt has increased to \$37.7 million versus \$28 million as provided for in the Long-Term Plan. This is mainly due to significant projects incurring additional requirements after the detailed design phase, and significant unplanned expenditure from emergency works due to climate events.



Council is taking advantage of extremely low interest rates to fund projects and increased costs through borrowing. Despite the debt increase Council maintains a strong balance sheet and is within its self-imposed debt benchmarks, which are significantly lower than many other councils across New Zealand. Council also has significant headroom to increase its debt benchmark should this be required due to unforeseen events.

## 7.6 Distribution of Changes of Rates

7.6.1 The increases outlined above have impacted on both general rates, having a greater impact on properties with higher land values (mainly rural), and targeted rates, affected properties mainly being those connected to water services (mainly urban).

7.6.2 The district is currently being impacted economically by a combination of the severe drought, and the emerging COVID-19 pandemic. The UAGC has been increased to 29.67%, marginally below the 30% legislated rates cap. This has had the effect of balancing the sector rates, and lessening the impact on rural properties with higher land values.

**MODEL : Model 1418**

**Annual Plan 2020/21**

**UAGC at \$628.80**

**Rates cap is at 29.67%**

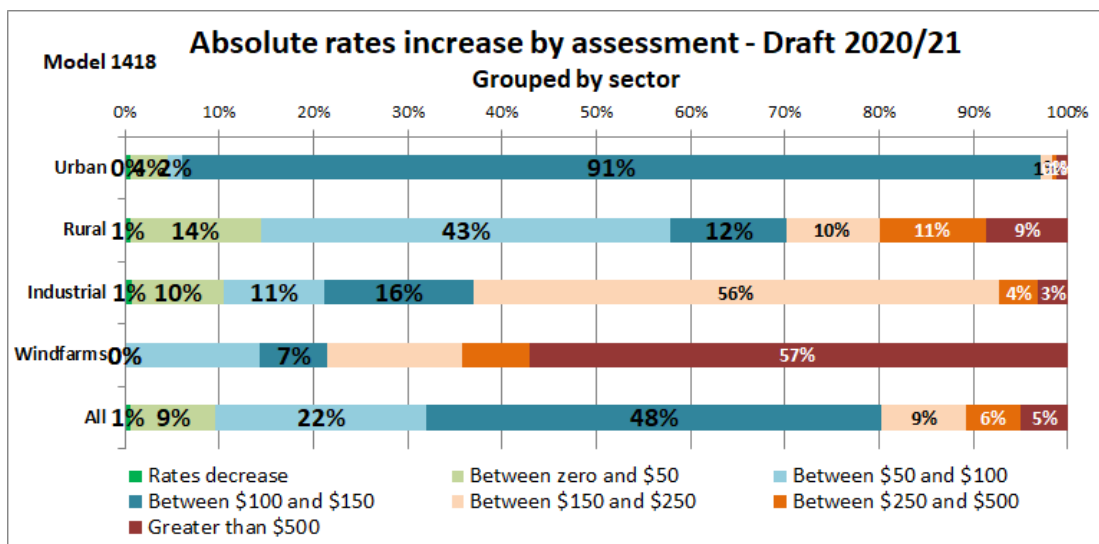
Sector	Annual Plan 2019/20	AP 2020/21	\$ change from current year	% Change from Current year
Rural	14,201,408	15,051,544	-850,136	5.99%
Urban	10,552,688	11,179,581	-626,893	5.94%
Industrial/Commercial	1,813,989	1,922,530	-108,541	5.98%
Windfarms	201,982	213,404	-11,422	5.65%
<b>TOTAL RATES</b>	<b>26,770,067</b>	<b>28,367,059</b>	<b>-1,596,992</b>	<b>5.97%</b>

### Rates increase by sector LTP 2018/28

Sector	2018/19	2019/20	2020/21	Total	Average
Rural	3.60%	4.26%	5.99%	13.85%	4.62%
Urban	4.08%	4.21%	5.94%	14.23%	4.74%
Industrial/Commercial	4.99%	4.07%	5.98%	15.04%	5.01%
Windfarms	12.80%	1.19%	5.65%	19.64%	6.55%
<b>Overall Rates Increase</b>	<b>3.95%</b>	<b>4.20%</b>	<b>5.97%</b>	<b>14.12%</b>	<b>4.71%</b>

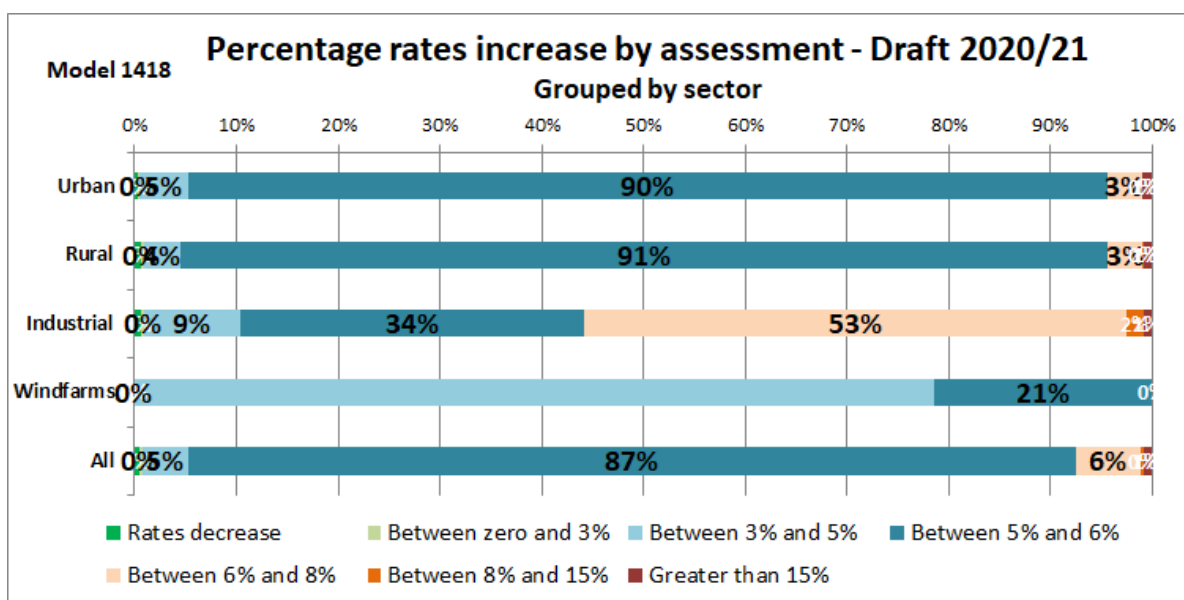
7.6.3 The graph below groups assessments into bands by the absolute dollar increase, for each sector.





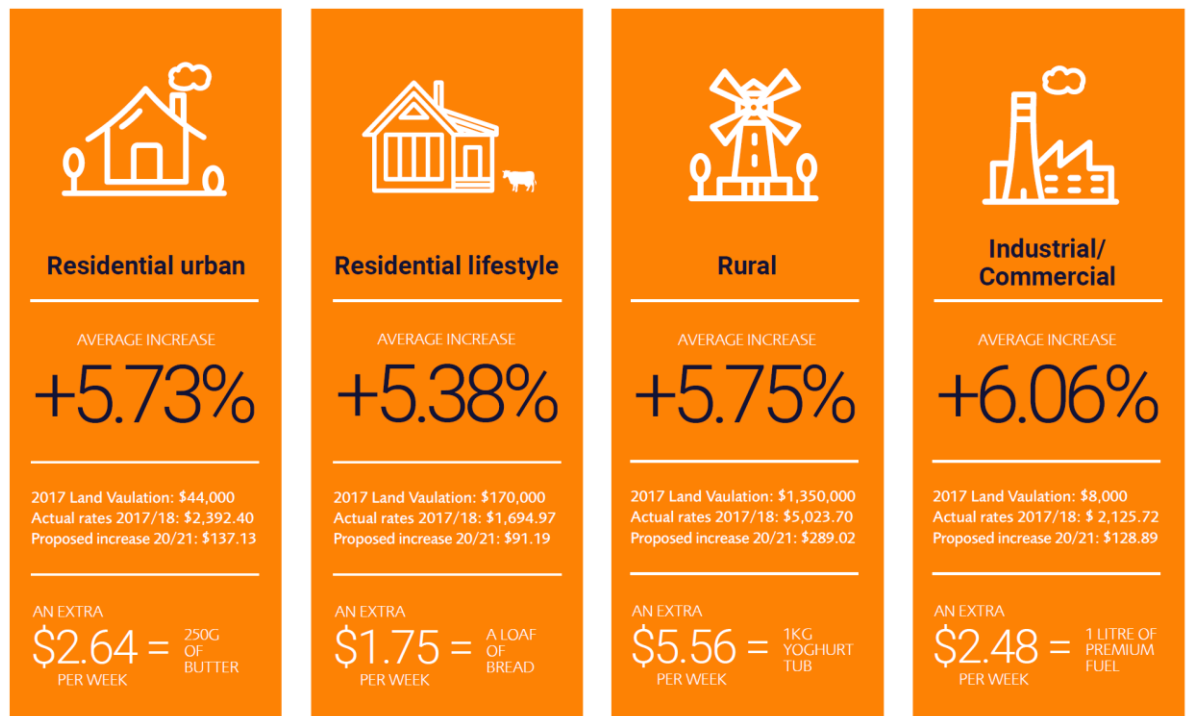
7.6.4 It shows 87% of all properties have an increase less than \$200. Ninety Seven percent (97%) of urban properties have an increase of less than \$150. Seventy Six percent (76%) of rural properties have a proposed increase less than \$200. The size and value of the larger rural and industrial/commercial properties mean they have a higher absolute increase, but retain the same relative (percentage) increase as other properties.

7.6.5 The graph below groups assessments into bands by the relative percentage increase, for each sector.



7.6.6 It shows 90% of properties will have an increase between 3% and 6%. The significant outliers are due to changes to the underlying assessment. Examples include adding new buildings that have additional service connections, amalgamations that increase the charge of the remaining property, but remove the charge from the amalgamated property, and valuation changes to the properties.

7.6.7 The following infographic in the Consultation Document highlights a sample property from each sector and the impact each week of the rates increase.



## 7.7 Capital Programme

The budgeted capital programme for the 2020/21 Annual Plan is \$16.8 million, compared to the LTP budget of \$19.3 million. Most of the programmes in the Annual Plan 2020/21 are as per what was indicated in the 2018/28 Long Term Plan. New projects in addition to what was contained in the LTP have been agreed through Council workshops. These are:

Project	Budget AP 20/21	Comment
<b>Build new Pensioner Units</b>	700	To build new units
<b>Woodville Water Treatment Plan Upgrade</b>	650	Upgrade to address issues found during the Woodville water shortage
<b>District Signage Renewal</b>	100	Replace signs within the district with new Council branding.
<b>Wastewater Dissolved Air Floatation (DAF) Plant</b>	200	Results of the DAF plant trial in Pahiatua show significant improvement in water quality discharged into the river. Budget is to purchase the plant equipment.
<b>Woodville Swimming Pool Renewals</b>	51	Renew roof and skimmers for the pool.

Significant projects deferred/deleted from the capital programme are identified in the table below:

Project	Budget AP 19/20	LTP Year 3	Comment
<b>Route 52 upgrade</b>	Nil	4,000	NZTA funding not available – deferred until external funding available.
<b>Wastewater pipeline from Eketahuna to Pahiatua</b>	Nil	1,900	Removed – renewing consent for wastewater in Eketahuna
<b>Connectivity projects – wireless and mobile blackspots funding</b>	200	200	Deferred to 21/22 year – awaiting government funding decisions.
<b>Woodville Transfer Station Purchase</b>	Nil	125	Removed
<b>Pahiatua Admin Building Strengthening</b>	300		Revisit once detailed costings received – likely to be year 1 2021 LTP and significantly more expensive.
<b>Woodville Old Admin Building Strengthening</b>	140		
<b>Barraud St Toilet Renewal</b>	130		To revisit as part of 2021 LTP

The full Statement of capital expenditure is contained in the Draft Annual Plan 2020/21 – Financials – Note 1. This will be uploaded to the Council Dashboard for reference

## 8. Financial Strategy Limits and Revenue and Financing Compliance

### 8.1 Financial Prudence Benchmarks

The table below displays Council's planned limit as per the Draft Annual Plan 2019/20 against its Quantified Maximum limits set in the Financial Strategy.

Benchmark	Quantified Maximum Limit	Planned Limit	Met	Headroom
Rates affordability benchmark				-\$ 411,282
- Income	\$24,257,000	\$ 24,668,000	No	
- Increases	4.20%	5.97%	No	
Debt Affordability:				
Net Debt as a percentage of total revenue	<100%	87%	Yes	\$ 4,943,000
Net interest as a percentage of total revenue	<7%	2.64%	Yes	\$ 29,951,844
Net interest as a percentage of annual rates income (debt secured under debenture)	<10%	4.05%	Yes	\$ 26,599,581
Liquidity (External, term debt + committed loan facilities + available liquid investments to existing external debt)	>110%	123%	Yes	\$ 2,561,455
Balanced Budget Benchmark	>100%	97%	No	
Essential Services Benchmark	>100%	135.15%	Yes	
Debt Servicing Benchmark	<10%	2.72%	Yes	

The proposed rates increase of 5.97% exceeds the maximum limit of 4.20% and represents the significant investment on improving & maintaining infrastructure, and being proactive in enabling growth to occur.

Council complies with all of the debt limits set in the Financial Strategy. The debt limit with the least headroom is liquidity, with \$2.6 million headroom in the 20/21 Annual Plan. However, this was expected in the Financial Strategy. If an unplanned event occurred (such as a major earthquake) Council has options to increase its liquidity either through a larger standby loan facility, or re-prioritising planned projects if required.

Council has also set lower benchmark limits than LGFA (Local Government Funding Agency) covenants. The LGFA limit for net debt as a percentage of total revenue is <170% compared to Council's limit of 100%. This allows for significant future headroom and also ensures the cost of debt is maintained at an affordable level to ratepayers.

### 8.2 Revenue and Financing Policy

Council has set funding limits by way of the Revenue and Financing Policy in the 2018/28 Long Term Plan. Where Council does not comply with these limits, it must formally approve those that fall outside the policy limits. Those not complying are highlighted in the table below:

	Rates Policy	Actual percentage	Fees and charges Policy	Actual percentage	Grants and Other revenue Policy	Actual percentage
<b>Cemeteries</b>	70%-80%	65%	20%-30%	34%	0%-5%	2%
<b>Animal control</b>	10-20%	25%	80-90%	75%	-	0%
<b>Footpaths</b>	100%	69%		-		31%
<b>Parks and Recreation Grounds</b>	85%-95%	83%	0%-5%	5%	5%-10%	12%
<b>Solid waste management</b>	70%-80%	55%	20%-30%	40%	0%-5%	6%

The reasons and required action are noted in the table below. These will need approval as part of adopting the Annual Plan:

Activity	Reason
Solid Waste Management	<p>Council increased fees and charges significantly in 2019/20 for refuse disposal to fully recover the costs incurred for providing this service.</p> <p>Additionally, Government policy changes will see a significant increase in the waste levy grant Council receives for waste minimisation initiatives.</p> <p><b>Action Required:</b> This will require Council to revisit the Revenue and Financing Policy in the 2021/31 LTP.</p>
Animal Control	<p>Council has significantly increased the level of service for Animal Control in recent years, whilst only making small incremental fee changes.</p> <p><b>Action Required:</b> This is year two of a three year programme to increase the user fees to address this non-compliance.</p>
Footpaths	<p>New Zealand Transport Agency has extended its Funding Assistance Rate for roading to also include footpaths. This was announced after the adoption of the Revenue and Financing Policy and is beneficial to ratepayers.</p> <p><b>Action Required:</b> This will require Council to revisit the Revenue and Financing Policy in the 2021/31 LTP.</p>
Parks and Reserves	<p>Council is receiving grant funding from the Provincial Growth Fund for the walkway and cycleway strategy project. This is a one off grant and is beneficial to ratepayers.</p> <p><b>No Action Required</b></p>

Activity	Reason
Cemeteries	<p>Fees &amp; charges are slightly higher based on historical trends of cemetery plot sales. If demand for plots were to drop marginally then this activity would comply</p> <p><b>No Action Required</b></p>

## 9. Balanced Budget Requirement

Section 100 of the Local Government Act 2002 requires Council to ensure that for every year of the Long Term Plan, its projected operating revenues are set at a level sufficient to meet its projected operating expenditure. This is known as the balanced budget. Council may set projected operating revenues at a different level from that required, if the Council resolves that it is financially prudent to do so.

Council has not balanced its budget in the Draft Annual Plan, consistent to the 2018 LTP. The main driver for this is Council's funding of asset depreciation. Council does not fully fund depreciation due to:

- Maintenance and renewal costs of roading are funded (66%) by NZ Transport Agency by way of a subsidy. Council only rates for its share of the depreciation expense being 34%.
- The housing activity is self-funding from rental income. This activity continues to build reserves sufficient to renew and upgrade housing assets in future years. The annual rental income is sufficient to cover operational expenses.
- Some assets will not be identically replaced due to a change in needs. An example of this is replacing a multi-story building with a single-story building. Hence, Council will only fund for the estimated replacement cost of a single story building.

## 10. Conclusion

10.1 The Draft Annual Plan 2020/21 has a rates increase significantly higher than the rates limit in the Financial Strategy, requiring formal consultation. The issues and challenges facing Council however are consistent with the Financial Strategy. Prioritisation of work programmes has taken place to arrive at the proposed rates increase, with projects associated with enabling growth being the remaining area that Council want to progress, but has options that it can provide to the community.

10.2 It is noted the Draft Annual Plan 2020/21 has been prepared prior to the escalation of the COVID-19 virus pandemic.

- 10.3 The Draft Annual Plan, Consultation Document, and Fees and Charges Schedule 2020/21 are presented to the Council for adoption, as recommended by the Audit and Risk Committee.

## **11. Recommendation**

- 11.1 *That the report from the Finance Manager dated 19 March 2020 concerning Adoption of Council's Draft Annual Plan 2020/21 (as circulated) be received, and*
- 11.2 *That the recommendation regarding this matter is recognised as being significant in terms of Council's Significance and Engagement Policy, and*
- 11.3 *That in accordance with Section 100 of the Local Government Act 2002, the Draft Annual Plan 2020/21 budgets have been prepared based on reasonable judgement and assumptions, and it considers the projected financial results, including the projected operating deficit (section 8.1.6) to be financially prudent given its financial position, and*
- 11.4 *That the Consultation Document and Draft Annual Plan and the Fees and Charges Schedule for the 2020/21 financial year be adopted for consultation as recommended by the Audit and Risk Committee (subject to the correction of any typographical errors or changes which may be required), and*
- 11.5 *That Council acknowledges that the activities of solid waste management, animal control, footpaths, parks and reserves and cemeteries fall outside the funding limits of its Revenue and Financing Policy as outlined in section 8.2 of this report.*

## **Attachments**

- 1 [!\[\]\(48a7667d09d5a06397e047ee4537bb6f\_img.jpg\) Consultation Document - "A Range of Opportunities"](#)



TARARUA DISTRICT  
2020/21

# A range of opportunities

**Draft** Annual Plan 2020/21 YEAR THREE OF THE 2018–2028 LONG TERM PLAN



# Why are we consulting our community?

*In between the three yearly Long Term Plan process councils prepare an Annual Plan for the year ahead. Where something in the Annual Plan differs significantly from the Long Term Plan, councils are required to consult with their respective communities.*

## Contents

- 3 Mayor's message  
Tracey Collis, Mayor of Tararua District.
- 4 Chief Executive's message  
Blair King, Chief Executive of Tararua District Council.
- 5 Why are rates increasing?
- 6 Options for growth
- 7 Pensioner housing
- 8 A few more things we'd like to share
- 9 How to make a submission



Back row: Cr Raylene Treder, Cr Kerry Sutherland, Cr Erana Peeti-Webber, Cr Peter Johns, Cr Sharon Wards, Cr Shirley Hull. Front: Cr Carole Isaacson, Mayor Tracey Collis, Cr Alison Franklin.

**This year, Council needs to consult with our community on the proposed rates increase for the 2020/21 year as it exceeds the self-imposed limit of 4.2%.**

Council is proposing a rates increase of 5.97% for the 2020/21 year and this consultation document outlines the context for the increase and provides options for consideration.



We look forward to hearing from you and would encourage you to get family, friends and colleagues involved as well.

Cover photo: Maharahara  
- taken by Leilani Gundry



## Mayor's Message

*Before I talk further about our annual plan, I'd like to take this opportunity to explain that this document was prepared prior to the escalation of the COVID 19 virus pandemic. While our response is not specifically discussed here, I can assure you Council is already making plans for the escalation of the pandemic and we will keep you informed about this through our website and other channels as matters develop.*



As a district we need to make some choices regarding growth.

### **Your councillors and I are fully aware that rates rises, particularly rises larger than anticipated, are never welcomed by our community.**

The proposed rates increase 5.97% has been discussed in some detail by Council and has been arrived at after eliminating spending on projects we'd like to do but quite simply can't afford at present.

What we are left with is an increase that meets our ever increasing legislative requirements and allows us to assist with facilitating the growth Tararua District has never experienced in our 30 year history.

The Chief Executive will explain more about our legislative pressures, so I'd like to talk about the growth opportunities we are experiencing.

Much of New Zealand has seen a strong population growth over a number of years and the housing shortages our neighbours are facing has well and truly arrived in Tararua. We anticipate Tararua's housing shortages will continue as we head towards the opening of the new Manawatu-Tararua Highway in a few years' time.

While housing shortages have advantages such as lifting house prices, they also have consequences. One such consequence is that as houses are purchased by owner occupiers, the number of properties available to rent reduces. This means tenants often struggle to find accommodation, which in turn can lead to over-crowding and homelessness.

It can also mean that families that want to live in Tararua may move elsewhere. And this can mean that businesses find it hard to keep or attract staff. The solution is to build more accommodation and, while we are seeing this happening now, it is not at the rate that will reduce current and likely future demand.

As a district we need to make some choices regarding growth. One option is to do nothing and simply let growth happen organically. Such an approach would likely see growth happen slowly but would save Council money in the short term. We do not believe this is the best approach.

Growth in districts such as Tararua doesn't happen often and we believe we must take full advantage of the opportunities it presents now. It means additional investment now to extend things like wastewater and stormwater networks or the rezoning of land for future housing. These investments will need to be met by current ratepayers but offer the opportunity to increase the total ratepayer base. Increasing the ratepayer base means we can either spread future costs across more people and/or choose to increase the services available to the community.

It is your Council's view that we should take full advantage of the growth opportunities in front of us as we don't know when they will present themselves again.

We look forward to hearing whether our communities share our view.

Tracey Collis, Mayor



Photo by Milla Bowie



## Chief Executive's Message

*As the Mayor has said, Tararua District faces pressures due to growth that we have not experienced in our history. We also face significant legislative pressures from Central Government that Council has no option but to meet. These two matters are the key drivers behind our proposed rates increase of 5.97% for the year ahead.*



The other major area of cost increase Council is facing comes from legislation imposed by Central Government that we have no choice but to meet.

The Mayor has discussed the context for growth, so I'd like to focus on what that means for Council in a bit more detail before discussing the legislative issues we are facing and the resulting impact on ratepayers.

**Growth in the district means adding to our various infrastructure networks to meet increased demand. This doesn't happen without Council ensuring it has the staff resources to process the myriad of requests we receive connected to it.**

Two key areas where we are experiencing unprecedented demand are our planning and building teams. We are having to increase our planning resources to cope with the increased demand for subdivisions and to undertake the planning research required for growth. Our building team is also experiencing a significant increase in demand with existing houses being renovated and plans for new houses requiring consents. We are having to invest in additional resources, such as introducing a Building Officer cadetship, to keep up with demand.

The other major area of cost increase Council is facing comes from legislation imposed by Central Government that we have no choice but to meet. Regulations connected to water have, and continue to be, a significant contributor in this area.

Council has had to meet increasing costs for water monitoring ever since the Havelock North water crisis. The cost of water monitoring will continue to increase as Central Government enacts a bill to establish a water regulator. Council expects to have to invest in additional staff to conduct water monitoring as well as investing in new technology to monitor, analyse and report on water quality.

We also continue to invest in the resilience of our water network through real-time usage information to help inform and monitor demand. We anticipate needing further investment in this area as the effects of climate change become better understood.

The effects of climate change are also being felt on our roading network. Council had previously budgeted \$1 million per annum for emergency road works following adverse weather events. Having spent \$5 million each year over the last three years, we have now increased the annual budget to \$1.6 million.

Another contributor to the rates increase is the work required to renew our wastewater consents in Eketahuna, Pahiatua and Woodville.

In order to minimise the rates increase as much as possible Council has continued reviewing our fees and charges to ensure a fair balance is maintained between the users of services and ratepayers. This review has resulted in 1.76% being shifted from rates to user pays.

Blair King, Chief Executive



Photo by Vicky O'Connor

# Why are rates increasing?

*There are a few key drivers that are responsible for the rates increase proposed for the 2020/21 year and the majority are either unavoidable or necessary to take advantage of opportunities.*

## Business as usual

Council is often a "price taker" for many costs, with little to no ability to negotiate prices. An example of this is insurance, where Council has faced large premium increases.

Another significant cost area is for solid waste, where recycling costs are expected to increase substantially now that China is no longer accepting recycling from much of the world. The cost to process recycling in New Zealand is a lot higher than China.

Council will be preparing its 2021–2031 Long Term Plan next year. This planning process is required by legislation and comes at a significant cost for Council every three years.

## Compliance and resilience

Ongoing increases in Central Government regulations in areas such as drinking water standards means Council must conduct more monitoring and reporting. This means employing more staff to undertake not only this work but to also review and report to Council on the regulatory changes being made.

As Council builds new infrastructure, like the water treatment plant in Pahiatua, overall operating costs increase. Not only do we need to fund direct operating costs like electricity and chemical treatment, but we also need to cover costs like interest and repayments on debt to build the plant

and depreciation. These are significant cost increases for Council and are likely to increase further as Council continues to upgrade aging infrastructure.

Another area of significant cost increase for Council has been emergency repairs following severe weather events, most often on the roading network. The noticeable increase in both frequency and severity of these events has increased annual repair costs to over \$5 million for each of the last three years. This is significantly more than budgeted so future budgets have been increased accordingly.

## Growth

The strong growth the district is currently experiencing comes at a cost to Council. Initially these costs are in our regulatory team in order to process increased planning and building consents received. Growth also means additional investment in our infrastructure networks. Council has already made some provision to extend infrastructure in the last Long Term Plan, however, further investment is now likely.

Council plans to invest in extending its pensioner housing portfolio beyond what has been budgeted. Pensioner housing is a self-funding activity for Council and surpluses built up over time form a reserve that can be applied to maintenance or new builds. When not being used this reserve is applied to reducing Council debt.

## How we have reduced the rates impact

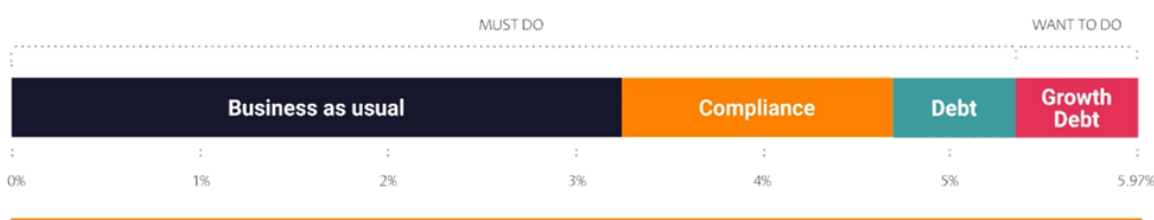
Council has sought every opportunity to limit this proposed rate increase by deferring costs where possible and by applying a user pays methodology where possible. A significant deferral has been the District Plan Review. Council has delayed those elements of the review that are not immediately required to help inform how growth is best managed.

Council has also sought opportunities to apply for funding from alternative sources to help alleviate increases to ratepayers. Council has been successful in attracting

funding of \$500,000 over the last two years from the Provincial Growth Fund, Tourism Infrastructure Fund and philanthropic trusts.

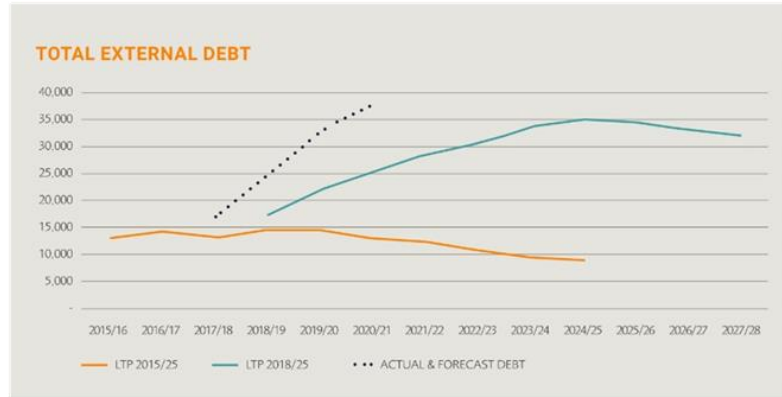
The graph below illustrates the drivers of the proposed rates increase grouped into categories. Council has already removed or delayed a number of costs in order to bring the increase down to 5.97%. As the graph shows, there is limited capacity to reduce the proposed rates increase without compromises the services Council has committed to.

## RATES INCREASE DRIVERS



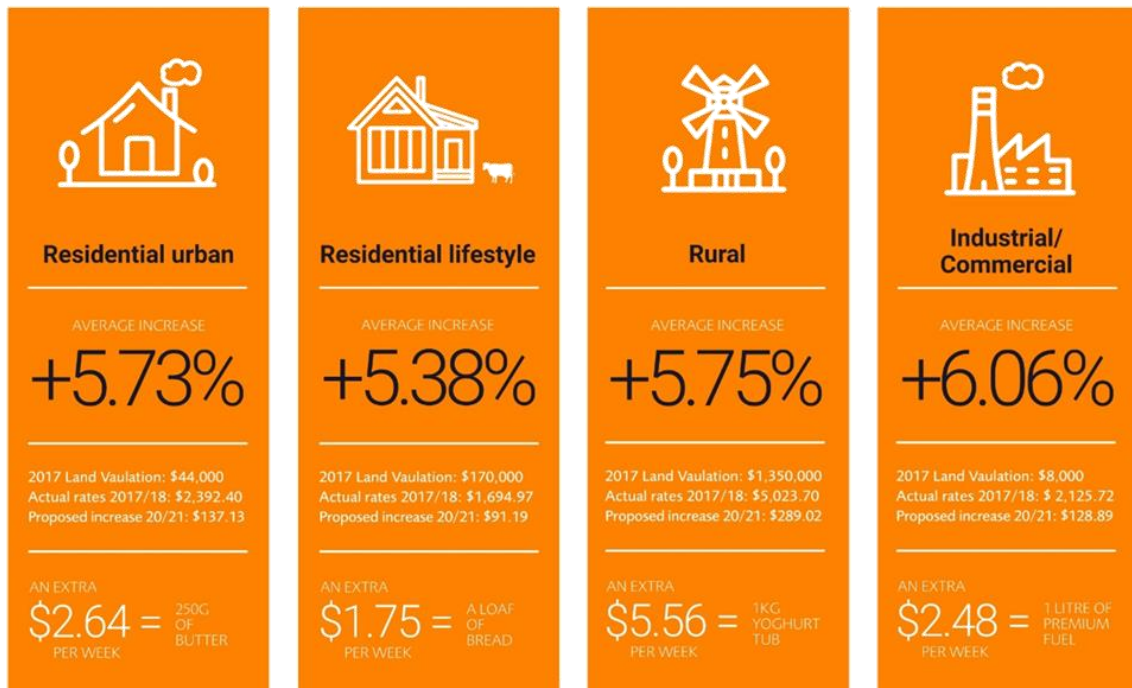
## External debt

Interest and repayment of debt is another increasing cost for Council at present. Council is taking advantage of extremely low interest rates to fund projects and increased costs through borrowing. This has meant our debt has increased to \$37.7 million versus \$28 million as provided for in the last Long Term Plan. Despite the debt increase Council maintains a strong balance sheet and is within our self-imposed debt benchmarks, which are significantly lower than many other councils across New Zealand. Council also has significant headroom to increase our debt benchmark should this been required due to unforeseen events.



## Proposed rate increases

*The infographics below are sample properties in our district showing the impact of the proposed rates increase for the year ahead.*

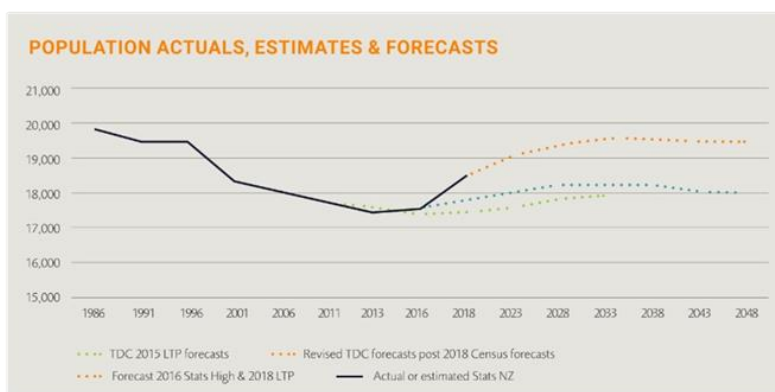




## Options for growth

After more than 50 years of population decline Tararua District has a growing population. In fact, the growth we are currently experiencing is significantly higher than even our most optimistic forecasts only a few years ago.

While our rural areas have experienced modest growth of 2.3%, it is our urban areas that are under the most pressure from growth. Compared to the 2013 Census, Pahiatua and Woodville have experienced 11% increases in population in the 2018 Census. These towns are closely followed by Dannevirke at 8% increase.



Much of this growth is from people moving from neighbouring districts or beyond in search of affordable housing.

This sudden growth has particularly impacted the rental market in the district as owner occupiers have displaced tenants, which in turn has seen strong rental increases and in some cases families with nowhere to live. For the first time in Tararua's history we have families registered on the Public Housing Register with Ministry of Social Development. Only those in urgent need of housing feature on this register.

### There is no doubt that Tararua District needs more housing.

The key question for Council is how much of a role should we play in facilitating housing growth in the district. Council could rely on the "free market" to address with housing shortage by only providing infrastructure when requested. This will likely result in slow growth and not meet existing demand in the short term.

The alternative is for Council to intervene in "the market" to encourage growth. Council's preferred option is to proactively enable growth in two ways. The first is actively research our reticulation network (water, wastewater, and stormwater) to ascertain our current ability to meet growth, and to allocate funding to extend these in our urban areas where appropriate. Funding to improve the capacity of existing wastewater infrastructure and upgrade the Woodville water treatment plant are included in this option. Council also proposes to research whether there is sufficient urban zoned land to meet new housing demand.

### The options available to Council are:

**OPTION 01.**

**ENABLE GROWTH**  
★ PREFERRED OPTION

This option provides funding to extend urban infrastructure networks, investigate urban zoning options, and network capacity to meet the demands of growth. The already budgeted financial impacts are:

- The capital investment totals \$1,325,000 funded from external debt.
- The operating impact totals \$93,500
- Rates impact of 0.37%

**OPTION 02.**

**DO NOTHING**

Council will remove the funding to enable growth. The risk of this option is if growth naturally occurs, Council will be forced to invest in its infrastructure to

be able to handle the demand of more properties on its infrastructure network. The rates impact is a reduction from 5.97% to 5.60%.

**OPTION 03.**

**PARTIALLY ENABLE GROWTH**

Only investigate the ability of the current network infrastructure having the capacity of additional properties connected to the network. This excludes network extensions and urban zoning research. The financial impacts are:

- Capital investment totals \$850,000 funded from external debt
- The operating impact totals \$57,000
- Rates impact is a reduction from 5.97% to 5.81%

## Pensioner housing

In the 2018–2028 Long Term Plan Council budgeted to add three pensioner housing units to the existing supply.

**Since then we have continued to experience increased demand for these units with a significant waiting list.**

Council now proposes to increase the number of pensioner housing units by six, to be built in Dannevirke. Council will purchase new land for these units.

Increasing the pensioner housing supply normally has the added benefit of freeing up existing larger homes for families to move into. This is a positive outcome given the shortage of housing the district is experiencing due to population growth.

The budgeted cost for the new pensioner units is \$700,000. There are sufficient reserves in the housing reserves to fund the new units. However, currently these reserves are used to reduce Council's overall external debt. This creates treasury rates impact relating to interest cost of \$21,000 equating to a 0.09% increase in rates.

The options available to Council are:

OPTION  
**01.**

**BUILD SIX  
NEW UNITS IN  
DANNEVIRKE**  
★ PREFERRED  
OPTION

The already budgeted financial impact to utilise the housing reserve for new units as opposed to external debt reduction is an increase in rates of \$21,000 or 0.09%, and an increase in total external debt of \$700,000.

OPTION  
**02.**

**NO  
ADDITIONAL  
PENSIONER  
UNITS**

This will mean Council is unable to meet increasing demand for pensioner units and will lose the potential to free up larger houses for families. This will reduce external debt by \$700,000 and reduce the rates impact from 5.97% to 5.88%.





## A few more things we'd like to share

*The following are not matters we are formally consulting on but are topics of interest we'd like the community to be aware of.*

### Solid Waste Management

The management of waste is becoming an increasingly discussed topic in New Zealand. We can expect to see significant increases in landfill charges in the years ahead as Central Government incentivises greater waste minimisation efforts. We also face challenges in finding suitable secondary markets for recycling now that China has ceased accepting much of it. Contamination of recycling is also another issue that means significant amounts of recycling ultimately end up in landfill.

Council has initiated a programme to "audit" the waste currently being sent to landfill to better understand where the opportunities for waste reduction might be. We are interested in receiving feedback from the community about expectations around recycling and waste to inform the programmes and services needed to meet waste minimisation targets.

### Long Term Plan

Every three years Council is legally required to prepare a 10 year Long Term Plan. This is a significant project requiring extensive resource input and is fully audited.

We will be setting the vision and strategies to move the district forward for the next 10 years.

We will also be engaging with the community over the next 12 months on the key issues and opportunities that we are considering and the funding options for these over the Long Term Plan period.



### Road Maintenance

To ensure we maximise the funding available from the NZ Transport Agency for road maintenance we are increasing our budget during the year ahead. Council is adding \$155,000 to NZ Transport Agency's

\$295,000, which enables additional road maintenance across the district.

This will significantly improve the resilience and ratepayer satisfaction of the roading network.

### Route 52

A key project in our 2018–2028 Long Term Plan was to upgrade Route 52.

While we are disappointed funding by NZ Transport Agency was not received for this project, Council continues to explore opportunities to upgrade this vital rural link.

One such opportunity is through a rail hub project being funded by the Provincial Growth Fund. This project, to explore the transfer of logs from road to rail in Dannevirke, provides for further research on our roading network that we hope will strengthen our case for a significant upgrade to Route 52.

Council will submit a new business case to obtain external funding to the Provincial Growth Fund and NZ Transport Agency as it continues to advocate for the needed upgrade for Route 52.

## How to make a submission

*Our 2020/21 Annual Plan has been drafted but we're waiting for your feedback from this consultation document before it is finalised.*

### Are the projects we're proposing the right ones for the Tararua District in your opinion?

The full Draft Annual Plan, and Draft Fees and Charges documents can be found online at [www.tararua.govt.nz](http://www.tararua.govt.nz) and at Council Service Centres.

### Making a submission

You can make a submission in one of the following ways:



**By post:** to Freepost 69367  
Tararua District Council,  
P O Box 115, Dannevirke



**In person:** To any Council  
Service Centre or Tararua  
District Library



**Email:** Send your  
submission via email to  
[info@tararua.govt.nz](mailto:info@tararua.govt.nz)



**Online:** Make your  
submission online at  
[www.tararua.govt.nz/annualplan](http://www.tararua.govt.nz/annualplan)

### Do you have any questions

If you have any questions about this Consultation Document or the Annual Plan in general please call us on 06 374 4080 or 06 376 0110.

You can also contact any of your councillors to discuss the Annual Plan. You will find their contact details on our website [www.tararua.govt.nz/councilcontacts](http://www.tararua.govt.nz/councilcontacts).

**Consultation  
closes at 12noon,  
9 May 2020.**

### Spread the word

We'd appreciate your help spreading the word that we are consulting on the 2020/21 Annual Plan. Please let your friends, family and colleagues know – they might want to make a submission. Further copies of this Consultation Document are

available from our Council Service Centres or Libraries. To have a copy posted please call us on 06 374 4080 or 06 376 0110.

The Submission Form follows on pages 11-12. Please complete all areas clearly.

If you require extra pages, please insert before folding. Once completed, please cut out of the document and fold along the dotted lines. You can then close the edges with tape and post.



Dannevirke Service Centre  
26 Gordon St, Dannevirke  
PO Box 115, Dannevirke 4942  
Ph: 06 374 4080 (24 hours)  
Fax: 06 374 4137

Woodville Service Centre  
& Library  
45 Vogel St, Woodville  
Ph: 06 376 0200 (24 hours)  
Fax: 06 376 1025

Pahiatua Service Centre  
136 Main Street, Pahiatua  
Ph: 06 376 0110 (24 hours)  
Fax: 06 376 0113

Eketahuna Service Centre  
& Library  
31 Main Street, Eketahuna  
Ph: 06 376 0114 (24 hours)  
Fax: 06 376 8181

[info@tararua.govt.nz](mailto:info@tararua.govt.nz) [www.tararua.govt.nz](http://www.tararua.govt.nz)

# Submission form

*This form can also be completed online at  
[www.tararua.govt.nz/annualplan](http://www.tararua.govt.nz/annualplan)*

## Your contact details (these must be provided for us to consider your submission)

Full name: \_\_\_\_\_

Name of organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_ Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Hearings (Submission hearings will take place on 20 May 2020 in the Council Chambers at 26 Gordon Street, Dannevirke)

Do you want to speak to your submission to Council in person on 20 May? Yes ☐ No ☐

If yes, would you prefer to speak in the morning or afternoon? Morning ☐ Afternoon ☐

## Options for growth

Which option do you prefer? (See page 7 for information)

☐

Option 1

☐

Option 2

☐

Option 3

Additional comments?

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**Pensioner housing**

Which option do you prefer? (See page 8 for information)

☐ Option 1      ☐ Option 2

Additional comments?

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**Additional comments?**

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Freepost 69367  
Draft Annual Plan 2020/21 Consultation  
Submission  
Taranaki District Council  
PO Box 115  
Dannevirke 4942

FOLD INTO THREE AND TAPE THIS EDGE

## Report

Date : 19 March 2020

To : Mayor and Councillors  
Tararua District Council

From : Blair King  
Chief Executive

Subject : **Staff Report**

Item No : **11.4**

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## Reason for the Report

This report is to update Councillors on key projects and items of interest over the period from 18 February to 17 March 2020.

## Key Points

### Water shortage and district wide drought

The Ruahine Ranges that supply the surface takes for Woodville, Dannevirke and also replenish the bore that Norsewood relies on, are still receiving abnormally low rainfall.

We have stepped the Emergency Operations Centre back to a project coordination level, to reflect progress with

- Harvesting over 30,000m<sup>3</sup> back into the Dannevirke Impounded Supply, using the extra 11 litres/second drawn from the Tamaki to avoid town running out of water
- Having the emergency pipeline laid in the Kiwirail Corridor between Allardice Street and the Alliance Processing Plant to enable rail tankers to offload drinking water sourced from Palmerston North if the drought continues through April and the river cannot supply 54 litres/second.
- Completing a waiting list of households that had run out of drinking water, within a 50km travel distance of Norsewood or Dannevirke, who were supplied using certified water tankers owned by the respective Volunteer Brigades

- Planning for an emergency daily infusion of water from Palmerston North into Woodville Reticulation supplied via Kiwirail, if the Woodville Impounded supply drops to 11 days left (currently between 20 and 30 days dependant on demand)
- Preparing the paper for Horizons Regional Council outlining the background to our exceedance of takes for Dannevirke and Woodville townships as required by legislation
- Coordination with the Rural Support Trust on farmers who draw water from our pipelines, helping them cope with a maximum 11,000 litres/day for stock welfare.
- Rolling out another 80 “internet of things” water meter readers that transmit accurate data for each high user to a receiver at Council

Costs for this event are being coded against either operational (for example leak detection and repairs), or capital (for example emergency pipeline), and will show through on the 2<sup>nd</sup> and 3<sup>rd</sup> quarter financial update.

## COVID 19

We have an internal team using national Pandemic Guidance to ensure we continue to have the staff capacity to meet statutory requirements such as Drinking Water, completing our Annual Plan process, deliver Building and Resource Consents, and manage staff well-being.

One of these steps is to reduce the offices and work areas that are open to the public, and increase the controls on ensuring distance between staff and public. If we receive notification from the Ministry of Health of a confirmed case in Tararua, we have the ability to further restrict access as needed to ensure minimal impact on staff operational capacity.

There are statements being made in some cities that Councils should reduce the rates rise shown in the draft Annual Plan, or offer significant concessions on the payment and penalty rules set via resolutions. It is not feasible to amend the draft Annual Plan being released for consultation, if Council is to meet the deadlines set in the Local Government Act. Instead, Council can consider these impacts when it assesses submissions in May 2020.

The Department of Internal Affairs is assessing what mandatory requirements could be relaxed, for example the 20 day processing requirement on consents during this crisis. However, the drivers for the rate rise shown are all related to new Government Policies such as liquification assessments, Drinking Water standards and similar that have not been deferred at this stage.

## Local Governance Statement

Section 40 of the Local Government Act requires the Council to prepare and make publicly available a local governance statement which includes information concerning its functions, powers, bylaws, electoral matters, members roles, governance structures, meeting processes, consultation policies, policies in relation to Maori, management and employment

policies, key approved planning and policy documents, systems for public access to the Council and its elected members, and processes to request official information.

A local governance statement must be issued within six months after each triennial election. In accordance with this statutory requirement the local governance statement has been completed, and a copy can be accessed through the Council's website on the 'Your Council' page.

## **Local Government Members (2019/20) Amendment Determination 2020**

At the Council's December meeting consideration was given to recommending to the Remuneration Authority the proposed basis to allocate the councillors remuneration pool of \$313,344 they determined as the value for the 2019/20 financial year following the election.

Council resolved to recommend remuneration of \$49,094 per annum for the deputy mayor and \$37,750 per annum for councillors. These amounts acknowledged the new structure adopted for committees involves all councillors as members, their associated roles and appointments held in representing the district on various external committees, community boards and community committees and liaising with rural communities.

The Remuneration Authority has now issued the Local Government Members (2019/20) Amendment Determination 2020, and this included approval of Council's recommendations for the payment of councillors remuneration as proposed.

These payments were backdated to 22 October 2019 for councillors (being the date of commencing office following declaration of the election result), and 1 November 2019 for the deputy mayor (being the date of making that appointment).

## **Sealing of Documents**

The Mayor and Chief Executive signed the following document under Council's common seal:

- Deed of licence for Victoria Domain Recreation Reserve with Mayfield Farming (2018) Limited



# The Alliance

## Executive Summary

The Tararua Alliance have had a very busy month with a large focus on supporting the council's efforts in response to the Tararua water shortage crisis while still continuing business as usual work.

The team have actively participated in the councils' response to the drought conditions within Tararua. As Dannevirke appeared as a major concern our operations team have been working with the outputs of the leak detection survey to ensure all leaks are repaired in order to stem any wastage of water due to the network. We have had team members working within the Emergency Operations Centre while it was open to ensure our response was able to be targeted appropriately to help and to perform specialist data analytics to determine appropriate demand.

Our team has turned the contingency plan for using Palmerston North treated water and supplied via Kiwirail, from concept into reality. The first plan was for Dannevirke to receive 10 wagons of water per day which would then be piped about 3.5kms to a reservoir at the Alliance Meatworks to reduce the meatworks' demand on the rest of the network and subsequently allow the remaining town supply of water to go further. The planning involved in this was substantial and due to requirements around working in the rail corridor and that this work is well out of normal required bullet proof safety and logistical plans approved in record time by KiwiRail and Downer senior management. The local team were able to call in favours within the Downer world to bring in subject matter experts from as far as Gisborne and Wellington to ensure the Safe Working Method Statements met all required standards. The initial stages of this plan are currently underway with pipe being laid along the railway line in case the supplementary water is required.

The second plan is to supplement the Woodville supply in a similar way. Investigation, planning and risk assessments are currently underway to ensure that we can get the logistics and permitting sorted for this scheme quickly as well. While a shorter delivery length to offload this water into the reticulation network, there is still a large workload required to ensure this plan can go ahead smoothly.

Our business as usual continues as well with the Road routine maintenance teams having had very few Customer Requests this month – with such dry weather the roads are holding together quite well. Our pavement and drainage teams have utilised the fine weather by working on next years' pre-reseal repairs and preparing some of our vulnerable sections of the network for winter. Our renewals teams are getting close to the end of their seasons with resurfacing renewals and our major pavement rehabilitation programme almost complete. Those teams have been slowed down a little due to them assisting with some large emergency works sites that have required pavement and sealing.

As well as all that, our asset management and design teams continue work on planning for upcoming works and on the Long Term Plan and Asset Management Plans.



## Performance

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	A total of 41 Safe Behaviour Observations (SBO) were reported for February.	
	Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0 Near Miss Reported 2	
CUSTOMER RESULTS	Timely Communications	Monthly	Good results - 98% of customer requests for 3Waters and 94 % Rooding being responded to within 3 days during February 2020 106 out of 246 CRMs received related to Water Leaks	
	Effective Communication	Monthly	Further pleasing results for customer feedback for February scoring 4.49 out of 5	
	Minimise Operational Impacts	3 Monthly	Another good month with 6 compliments received for February and no complaints received	
SOCIETY RESULTS	Compliance with TMP	Monthly	During February 56 Before-U-Digs were received and responded to. Over the month of February 20 corridor access requests were received and 19 approved, one is on hold requesting further information. Due to a Technical error no TMP audits were recorded	
	Zero Harm – Environment	Monthly	No environmental issues to report	

# Plant and Property

## Executive Summary

The Plant & Property team would like to introduce our new team member Ivan Henson.



Ivan is returning to work in the Tararua District. He is a home grown Woodville boy who has decided he would like to put something back into the district he grew up in. Ivan is an experienced qualified Water & Wastewater Treatment Operator. We are very lucky to obtain his services to add to our treatment staff.

Staff attended the Hawke's Bay Regional Waste officers meeting.

Some of the main points of discussion were:

- Challenges with Contractors over Xmas / Holiday period levels of services across the district was a common challenge. A mountain of recycling and glass and a struggle to process it at site. Staff resource at work sites.

## Government/NZ wide issues

### Waste Levy Consultation Ministry for the Environment (MfE)

- Advertising for 3 senior policy analysts for waste minimisation fund. This indicates that waste levy expansion is likely to occur.
- National Environmental Standard for Tyres mainly effects regional councils but could impact on the volume of tyres collected at council facilities awaiting processing or transport. All Councils to check for impacts on them.
- Standardising recyclables at kerbside. A national project to be completed by end of May for types of recycling collected and a range of methodologies for collection. MfE is after a minimum viable product to go live with.
- Regional hui in April to get Councils, collectors and processors to understand challenges and uniqueness of the region. This will feedback into final report to MfE. Organics and rubbish to be included in the project.
- Rethinking Recycling campaign will cover a national website and education to promote correct recycling.

### Problematic waste streams

- Polystyrene
- Food Waste –would still like to find a better solution than landfill.
- Treated Timber challenges from the construction and horticulture industry. Need to consider wider environmental impacts.
- Textiles –
- Lithium Batteries – 3 truck fires in Auckland in past month. Higher priority than e-waste.

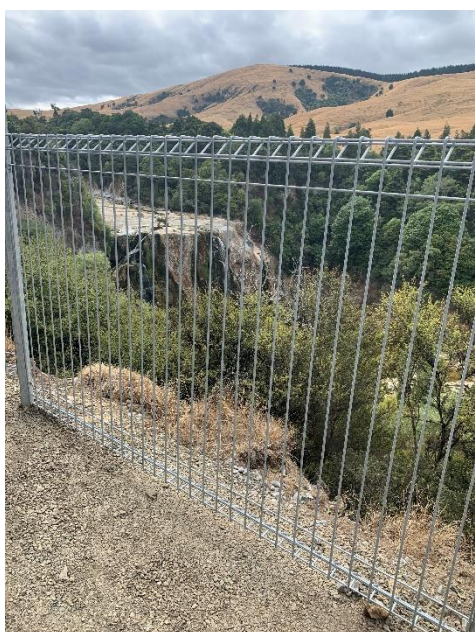
## Swimming Pools

All swimming pools have had a good season with good numbers during the hot weather. As the days have now cooled off, numbers have decreased and the pools are finishing their season.

Woodville closed on the 8<sup>th</sup> March, Pahiatua and Eketahuna closed on the 15<sup>th</sup> March.

## Waihi Falls Track Upgrade

This project finished on the 22<sup>nd</sup> February and took just 3 weeks to complete. After having trouble finding specialist track builders to complete the job it was undertaken by two local contractors – Mark Turton Fencing and Bruce Hunt Contracting. We have had some very good feedback in regards to the new track.



## District Water

The hot and dry weather looks like continuing on through March with not a lot of rain predicted. Overall Businesses and Residents have been very helpful with conservation while the water restrictions that have been in place throughout the district.

### Dannevirke

Council is still on emergency water take from the Tamaki River for the town supply. With the exceptional help in conservation from the public our treatment staff have been able to harvest water most days, to enable lifting the water storage level slowly in the impounded supply.

Some of the continued work being carried out

- Continued prompt Water leak repairs
- Dannevirke Extraordinary users being monitored

- Investigation of high users in the last 3 months- some being followed up for potential on property leaks.
- Close analysis of town daily water usage

#### Woodville

Council has been able to take water a couple of times this month with small amount of rain allowing the Mangapurupuru Stream to creep over 24 l/sec allowing our operators to take water for a short period of time. Otherwise the water to the town has been supplied solely from the Impounded supply since mid -January. Residents have been extremely diligent with their water use as we have been averaging around 900m<sup>3</sup> per day. If this trend continues we have approx. 20-25 days storage level in the impounded supply storage.

#### Norsewood

As there has been no rainfall to replenish residents on property tanks the Council's bore supply has been supplying all necessary water to the households. This has initiated Council to seek a temporary Resource Consent from Horizons to take more than 50m<sup>3</sup> per day to keep up with the demand. Residents are actively seeking to reduce the daily usage.

#### Pahiatua & Eketahuna

Continuing monitoring of town water usage and the need for water conservation continues. River water source levels have been more favourable than the rest of the district with small spasmodic amounts of rain in the Tararua's helping the cause.

#### Public Conveniences

A full district public convenience survey is underway from staff. The items covered in the survey are.

- Facility
- Street & Town Location
- Contract or Service agreement
- Standard Cubical
- Disability Cubical
- Urinal / Urinette
- Convenience Type, Standard / Dry Chamber / Septic Tank / Exeloo etc.
- Baby Change Table
- Sanitisers
- Door Issues for wheelchairs
- Automatic Doors

#### Public Conveniences & Contractors - COVID-19 prep

- Noel APB Packing dropping off a key for the Admin Building – paper hand towel dispensers.
- Order a couple of slim line paper hand towel dispensers for the Business Network as none in toilets only a towel. IT sorted on Friday.
- Collating number of foam soap dispensers currently for Public Toilets, this currently looks to be in excess of 25 dispensers. Noel APB to advise me when they are in.

- Just finished meeting with Archers Handyman re Pandemic Prep and cleaning contract in general.
- Have been in touch with Neale Johnson around Pandemic Prep and Lower Domain toilets.
- Working with OCS has foam soap dispensers in stock (follow up from meeting) x 8 from Dannevirke Public Conveniences Contract.
- Gary Groombridge (Eketahuna Plumber) fitting sink at Alfredton Domain this week. Also installing soap dispensers in Eketahuna.
- Due to touch base re Pandemic Prep with smaller contractors/cleaning staff. Dannevirke, Eketahuna, Woodville, Pahiatua meetings now completed.

## **1. Recommendation**

- 1.1 *That the report from the Chief Executive dated 19 March 2020 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

## **Attachments**

Nil.