



Notice of Meeting

A meeting of the Tararua District Council will be held via Zoom – audiovisual link on **Wednesday 29 April 2020** commencing at **1.00pm**.

Blair King
Chief Executive

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	6
	<i>Recommendation</i>	
	<i>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.</i>	
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	17
	<i>Recommendation</i>	
	<i>That the report of the Dannevirke Community Board meeting held on 2 March 2020 (as circulated) be received.</i>	
10.2	Eketahuna Community Board	23
	<i>Recommendation</i>	
	<i>That the report of the Eketahuna Community Board meeting held on 9 March 2020 (as circulated) be received.</i>	
10.3	Pahiatua On Track	28
	<i>Recommendation</i>	
	<i>That the report of the Pahiatua On Track meeting held on 4 March 2020 (as circulated) be received.</i>	
10.4	Woodville Districts' Vision	30
	<i>Recommendation</i>	
	<i>That the report of the Woodville Districts' Vision meeting held on 3 March 2020 (as circulated) be received.</i>	
11.	Reports	
11.1	Appointment of the Council's Electoral Officer	33

11.2	Audit and Risk Committee	40
	Recommendation	
	<i>That the report of the Audit and Risk Committee meeting held on 17 March 2020 (as circulated) be received.</i>	
11.3	Changes to the Local Government Funding Agency Documentation	47
11.4	Amendment to the Rates Resolution for the 2019/2020 Financial Year	51

12. Portfolio Reports

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

13. Mayoral Matters

13.1 Donations to District's Returned and Services Association

As this year's Anzac Day poppy fundraising collections could not proceed due to the COVID-19 lockdown, it is proposed to support each of the district's Returned and Services Association through a donation from Council.

These donations will be directed to the poppy fund to acknowledge and look after the welfare of their servicemen and families in the district.

The funds can be provided from savings in budgets for costs that will not be incurred for Anzac Day services and community support assistance through the International Representatives Scheme.

Recommendation

That for this year Council donate to the Anzac Day poppy fund's of the district's Returned and Services Association to acknowledge and look after the welfare of their servicemen and families, and

That the following donations be provided for this purpose, recognising this year's Anzac Day poppy fundraising collections could not proceed due to the COVID-19 lockdown:

- | | |
|---------------------|----------------|
| • <i>Dannevirke</i> | <i>\$1,000</i> |
| • <i>Norsewood</i> | <i>\$ 500</i> |
| • <i>Woodville</i> | <i>\$ 500</i> |
| • <i>Pahiatua</i> | <i>\$ 500</i> |
| • <i>Eketahuna</i> | <i>\$ 500</i> |

And that these funds be provided from savings in the budgets for costs that will not be incurred for Anzac Day services and community support assistance through the International Representatives Scheme.

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

15. 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

Chief Executive's End of Term Review (to be circulated by the Mayor)

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>Chief Executive's Performance Review</i>	<i>To protect the privacy of natural persons</i>	<i>Section (1)(a)(i)</i>
<i>Chief Executive's End of Term Review</i>	<i>To protect the privacy of natural persons</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)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.

16. 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
Deputy Mayor

- Provincial Growth Fund announcements for Central Hawke's Bay
- Dannevirke Community Board meeting
- Handover by the Crown of Pukaha Mount Bruce National Wildlife Centre to Rangitane o Tamaki nui a Rua (also attended by the Mayor)
- Dannevirke wheel park project meetings (also attended by the Mayor and Cr Treder)
- Under 18 men's softball world cup tournament opening in Palmerston North

Cr Sutherland

- Dannevirke and District A and P Association annual show (also attended by the Mayor, Crs Isaacson and Wards)
- Meeting with Napier City Council's Chief Executive regarding Hawke's Bay three waters regional project (also attended by the Mayor)
- Dannevirke to Herbertville four-wheel drive event

Cr Treder

- Horizons Regional Council Passenger Transport Committee meeting
- Pahiatua On Track meeting
- Kick for Kevin fundraising event (also attended by the Mayor)

- | | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cr Johns | <ul style="list-style-type: none"> • Inaugural Tararua golf open tournament |
| Cr Wards | <ul style="list-style-type: none"> • Fish Akitio annual event |
| Cr Isaacson | <ul style="list-style-type: none"> • Meeting with Norsewood resident |
| Cr Hull | <ul style="list-style-type: none"> • 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) • Pahiatua Main Street upgrade meetings |
| Mayor and Councillors | <ul style="list-style-type: none"> • Strategy and Policy Committee workshop • Economic Development and Marketing Committee workshop • 2021/31 Long Term Plan workshop • Works Liaison Committee workshop • 2020/21 Annual Plan workshop |

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.

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.

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.

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.

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.

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 : 22 April 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**

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 has resigned from the position as Electoral Officer, thereby leaving the position vacant and requiring an appointment to be made to undertake that role.
- 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 22 April 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 [!\[\]\(67ff022fd78f943b679992c2874bbfd1_img.jpg\) 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

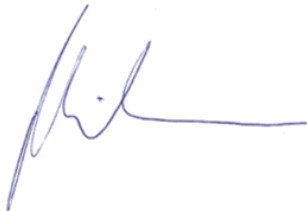
- clause 4.4 for the issue of voting documents where the electoral officer is directly responsible for the compilation and issue of the voting packs; and
- clause 4.5 for the number of votes and/or preferences counted where the voting documents are processed and counted 'in-house' by the electoral officer.

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 Audit

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.

Chairperson

Report

Date : 23 April 2020

To : Mayor and Councillors
Tararua District Council

From : Raj Suppiah
Chief Financial Officer

Subject : **Changes to the Local Government Funding Agency Documentation**

Item No : **11.3**

1. Reason for the Report

- 1.1 Local Government Funding Agency (LGFA) intends to amend its borrowing programme mainly to include the ability to extend the borrowing facilities to Council Controlled Organisations (CCOs).
- 1.2 In order to amend those documents, a Deed of Amendment and Restatement in respect of each such document (each, a Deed of Amendment) will need to be entered into by the parties to the document. Council is a Guarantor Council.
- 1.3 This report seeks Council delegation for Mayor Tracey Collis, Councillor Sharon Wards and the Chief Executive to sign the necessary Deed of Amendment and documents.

2. Background

- 2.1 Currently LGFA only lends to the parent Council and not to any other related entities. The issues these amendments are trying to address are:
 - 2.1.1 Several councils borrow and on-lend to CCOs.
 - 2.1.2 LGFA cannot currently lend to multiple owned CCOs.
- 2.2 The proposed changes will provide councils with greater flexibility in structuring their borrowing and on-lending activities.
- 2.3 To implement these changes, certain parts of the documentation for the borrowing programme will need to be amended. This includes the following documents:
 - Multi-Issuer Deed;

- Guarantee and Indemnity; and
- Notes Subscription Agreement.

3. Risk Management

- 3.1 The amendments to the Deeds have no effect on Council's liability nor ability to borrow from the LGFA.
- 3.2 To ensure that LGFA does not bear any additional risk than that incurred with lending to a parent council, LGFA has proposed the following:
- 3.2.1 The parent council (or group of shareholding councils) of the CCO must each be a guarantor of the loan in favour of LGFA.
- 3.2.2 LGFA will only lend to a CCO if:
- there is uncalled capital from the parent council that is at least equal to the financial obligations of the CCO; or
 - there is a guarantee from the parent council in respect of the CCO.
- 3.3 LGFA will undertake credit analysis on the CCO as well as the parent council.
- 3.4 The CCO would be subject to LGFA Board approval before borrowing.
- 3.5 The LGFA Board would apply bespoke financial covenants to the CCO taking into consideration factors such as the ownership structure, cash flow and balance sheet quality and what activity or services the CCO is delivering on behalf of the parent council shareholder(s).
- 3.6 The Deeds of Amendment have been reviewed and approved by LGFA (with the assistance of LGFA's legal counsel,) and by the LGFA Shareholders' Council (with the assistance of Simpson Grierson).

4. Document to be Authorised

- 4.1 The following are the documents to be authorised:

COUNCIL	DEEDS OF AMENDMENT	DEED SIGNING INSTRUCTIONS	CHIEF EXECUTIVE CERTIFICATE	CHIEF EXECUTIVE CERTIFICATE SIGNING INSTRUCTIONS
Tararua District Council	Amendment and Restatement Deed (Notes Subscription Agreement)	Two elected members to sign on page fourteen and deed to be left undated	Guarantee certificate	Chief Executive to: <ul style="list-style-type: none"> - add their name to the first line of page one of the certificate; - add the name of the Council to the second line of page one of the certificate; - sign the certificate; and - leave the certificate undated.
	Amendment and Restatement Deed (Multi-issuer Deed)	Two elected members to sign on page fifteen and deed to be left undated		
	Amendment and Restatement Deed (Guarantee and Indemnity)	Two elected members to sign on page eleven and deed to be left undated		

5. Significance Assessment

- 5.1 The decision recommended in this report is not considered to be significant with regard to Council's policy on significance and engagement.

6. Conclusion

- 6.1 The amendments to the Deeds have no effect on Council's liability nor ability to borrow from the LGFA.
- 6.2 It is recommended Council delegate to Mayor Tracey Collis, Councillor Sharon Wards and the Chief Executive authority to sign the necessary Deed of Amendment and documents.

7. Recommendation

- 7.1 *That the report from the Chief Financial Officer dated 23 April 2020 concerning Changes to the Local Government Funding Agency Documentation (as circulated) be received, and*
- 7.2 *That Council delegate to Mayor Tracey Collis, Councillor Sharon Wards and the Chief Executive authority to sign the necessary Deed of Amendment and documents forwarded by the Local Government Funding Agency to enable its borrowing programme to be extended to include borrowing facilities for Council Controlled Organisations.*

Attachments

Nil.

Report

Date : 23 April 2020

To : Mayor and Councillors
Tararua District Council

From : Eleanor Roberts
Revenue Manager

Subject : **Amendment to the Rates Resolution for the 2019/2020 Financial Year**

Item No : **11.4**

1. Reason for the Report

- 1.1 For Council to approve changes to the Rates Resolution for 2019/20 adopted on 26 June 2019.
- 1.2 Penalties of 10% were authorised to be applied under Section 57 and Section 58 of the Local Government (Rating) Act 2002 to unpaid rates for Instalment 4 due date of 31 May 2020 - rates penalty date 1 June 2020
- 1.3 As a result of COVID-19 and the drought, management proposes that Council will not apply the penalty to any balance for Instalment 4 and, the April 2020 and July 2020 meter water rates remaining unpaid on their due dates.

2. Background

- 2.1 Council resolved to set the rates under Section 23 of the Local Government (Rating) Act 2002, the due dates for payment under Section 24 of the Local Government (Rating) Act 2002 and authorised the addition of penalties for unpaid rates under Sections 57 and 58 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2019 and ending on 30 June 2020 at its meeting on 26 June 2019.
- 2.2 Due to COVID-19 and the drought having a significant effect on the district's communities and businesses, management is requesting an amendment to the rates resolution where penalty will not be applied to any balance of Instalment 4 and metered water rates due in April 2020 and July 2020 remaining unpaid on their due dates.

- 2.3 To highlight the potential financial impact, the amount of penalty applied for the unpaid rates on instalments for 2019/20 to date are as follows: Instalment 1 - \$54,079, Instalment 2 - \$38,699 and Instalment 3 - \$34,116; Totalling - \$126,894. Of this balance, Council have remitted \$14,064 to date. In summary, the financial impact is not significant.
- 2.4 Application of penalties and any further rates relief for 2020/2021 will be addressed as part of the adoption of the Annual Plan for 2020/2021.
- 2.5 As of 23 April 2020, Council have had 16 ratepayers with 27 rate assessments on direct debit that have stopped or reduced their payments until more certain of future income. Another 4 have contacted staff advising they are struggling to pay their rates. Staff are in contact and working closely with these ratepayers. It is expected more ratepayers shall get in touch with Council when they receive their Instalment 4 rates notice. Staff will work with them to find a solution that best fits them.

3. Significance Assessment

- 3.1 The decision recommended in this report is not considered to be significant with regard to the Council's policy on significance and engagement.
- 3.2 The matter is within Council's discretion to determine, and there is no requirement for community consultation.

4. Changes to the Rates Resolution 2019/20

- 4.1 The following are changes to the Rates Resolution 2019/20 adopted on 26 June 2019:

1. *Penalties for all rates other than water metered rates*

That the Council resolves pursuant to Section 57 and Section 58 to authorise the following penalties to be added on unpaid rates (*reference is paragraph 4 of the Rates Resolution adopted on 26 June 2019*):

	Instalment Due Date	Rates Penalty Date
26 June 2019 Resolution	31 May 2020	1 June 2020
<i>Changes requested</i>	<i>31 May 2020 (no change)</i>	<i>No penalty applied</i>

For water metered rates

	Instalment Due Date	Rates Penalty Date
26 June 2019 Resolution	20 th April 2020	21 st April 2020
<i>Changes requested</i>	<i>20th April 2020 (no change)</i>	<i>No penalty applied</i>
26 June 2019 Resolution	20 th July 2020	21 st July 2020

<i>Changes requested</i>	<i>31 May 2020 (no change)</i>	<i>No penalty applied</i>
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- 4.2 Refer to the “Rates Invoice Insert” that goes out with the 4th Rates Instalment for Council’s message to its ratepayers.

5. Conclusion

- 5.1 Council resolve to have no penalty applied to any balance of Instalment 4 2019/2020 due 31 May 2020 remaining unpaid at that date.

6. Recommendation

- 6.1 ***That the report from the Revenue Manager dated 23 April 2020 concerning an Amendment to the Rates Resolution for the 2019/2020 Financial Year (as circulated) be received, and***

- 6.2 ***That Council approve the following specific amendments to the Rates Resolution for the 2019/2020 financial year:***

Penalties for all rates other than water metered rates

- 6.3 ***That Council resolves pursuant to Section 57 and Section 58 to authorise the following penalties to be added on unpaid rates:***

	Instalment Due Date	Rates Penalty Date
26 June 2019 Resolution	31 May 2020	1 June 2020
<i>Changes approved</i>	<i>31 May 2020 (no change)</i>	<i>No penalty applied</i>

For water metered rates

- 6.4 ***That Council resolves pursuant to Section 58(1)(a) to authorise the following penalties to be added on unpaid rates:***

	Instalment Due Date	Rates Penalty Date
26 June 2019 Resolution	20 April 2020	21 April 2020
<i>Changes approved</i>	<i>20 April 2020 (no change)</i>	<i>No penalty applied</i>
26 June 2019 Resolution	20 July 2020	21 July 2020

<i>Changes approved</i>	<i>31 May 2020 (no change)</i>	<i>No penalty applied</i>
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Attachments

1 [↓](#). Rates Invoice Insert

Your Rates and COVID-19



The COVID-19 pandemic has changed the world's situation dramatically. Coupled with the drought, these events have had a significant effect on our communities and businesses. We know these are difficult times and the arrival of this fourth rates instalment may be a concern.

During this COVID-19 lockdown, Councils are responsible for providing a number of services that are essential to keeping people healthy and safe throughout Alert Level 4 Lockdown and beyond.

Why do we need to pay rates right now?

 Ensuring you have safe drinking water	 Pensioner Housing Tenants needs are met	 The stormwater network keeps operating	 The wastewater system keeps operating
 Essential roading and safety repairs are made	 Burials and cemeteries can operate	 Rubbish and Recycling Services can operate	 Emergency Operations Centre can support response & recovery

We also need to make sure that our community and local economy are in the best possible place to recover from this current national crisis which means continuing to invest where appropriate.

How can we help you?

If you are experiencing hardship, please contact our Revenue Team to discuss your situation so we can work with you to find a solution that best fits you.



06 374 4080 or 06 374 0110



Email rates@tararua.govt.nz

Waiving the penalty

Council is waiving the late penalty on Instalment 4 due on 31 May 2020.

Payment of rates

If you would like to spread your payments over the rating year and those ratepayers that pay by eftpos and cash please look at completing the direct debit authority form included with your rates notice.

What will happen for the next rating year 2020/2021?

Council is reviewing the Draft Annual Plan 2020/2021 to ensure that it includes strategies and work programmes to assist the community and our ratepayers to recover from the impacts of COVID-19 and the declared drought.