



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 24 June 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	7
	<i>Recommendation</i>	
	<i>That the minutes of the Council meeting held on 27 May 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	19
	<i>Recommendation</i>	
	<i>That the report of the Dannevirke Community Board meeting held on 2 June 2020 (as circulated) be received.</i>	
10.2	Eketahuna Community Board	27
	<i>Recommendation</i>	
	<i>That the report of the Eketahuna Community Board meeting held on 8 June 2020 (as circulated) be received.</i>	
10.3	Pahiatua On Track	33
	<i>Recommendation</i>	
	<i>That the report of the Pahiatua On Track meeting held on 3 June 2020 (as circulated) be received.</i>	
10.4	Woodville Districts' Vision	36
	<i>Recommendation</i>	
	<i>That the report of the Woodville Districts' Vision meeting held on 2 June 2020 (as circulated) be received.</i>	

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	Civil Defence Response to the Covid-19 Event	41
11.2	Audit and Risk Committee	59
	Recommendation	
	<i>That the report of the Audit and Risk Committee meeting held on 16 June 2020 (as circulated) be received.</i>	
11.3	Adoption of Council's 2020/2021 Annual Plan and Schedule of Fees and Charges	63
11.4	Rates Resolution for the 2020/2021 Financial Year	81
11.5	Te Ahu a Turanga Manawatu Tararua Highway Proposed Delegations for Joint Territorial Authority Decision-making	95
11.6	Delegations to Staff Performing Regulatory Functions	121
11.7	Staff Report	163
12.	Regional Sport Facilities Plan	190
	Determine Council's intentions whether to make a financial commitment to the Regional Sport Facilities Plan implementation as outlined in the memorandum of understanding and terms of reference included in the agenda. The cost of \$4,087 annually could be funded from the Community Recreation Reserve Fund.	
13.	Portfolio Reports	
	Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.	
14.	Mayoral Matters	
15.	Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 5	
16.	Public Excluded Items of Business	
	Recommendation	
	<i>That the public be excluded from the following parts of the proceedings of this meeting, namely:</i>	
	<ul style="list-style-type: none"> <i>Proposal for six pensioner units in Dannevirke</i> <i>Civic honour nomination</i> 	
	<i>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>	

<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>Proposal for six pensioner units in Dannevirke</i>	<i>To protect commercial activities</i>	<i>Section (1)(a)(i)</i>
<i>Civic honour nomination</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)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.

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

17. Closure





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 27 May 2020 commencing at 1.05pm.

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 (until item 15.2)
Mr R Taylor	- Governance Manager
Mr R Suppiah	- Chief Financial Officer (until item 15.2)
Mr C McKay	- Finance Manager (until item 10.3)
Mr H Featonby	- Alliance Planning Manager (until item 11)
Ms E Roberts	- Revenue Manager (until item 10.3)
Mr P Wimsett	- Manager Strategy and District Development (until item 15.2)
Mr M Thomas	- Strategy and Policy Adviser (for item 15.2)
Mrs S Walshe	- Senior Financial Accountant (until item 10.3)
Mr C Lunn	- Manager Regulatory Services (until item 10.7)
Mr P Sinclair	- Community Assets and Property Manager (until item 15.2)
Ms B Fowler	- Financial Accountant (until item 10.3)
Ms T Love	- Programmes and Projects Support (until item 10.3)
Mr M Maxwell	- Economic Development and Communications Manager (until item 15.2)

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 Nil

7. Personal Matters

7.1 Nil

8. Confirmation of Minutes

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

Crs Hull/Johns

Carried

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

9.1 Nil

10. Reports

10.1 Treasury Risk Management Policy

10.1.1 *That the report from the Finance Manager dated 20 May 2020 concerning the Treasury Risk Management Policy (as circulated) be received, and*

That the key changes to update and align the policy to Council's strategic objectives to provide more flexibility in managing interest rate risk be noted, and

That Council adopt the Treasury Risk Management Policy including Liability Management and Investment Policies as attached to this report.

Crs Johns/Wards

Carried

10.2 Temporary Waiver of Fees and Charges for Regular Users of Council Community and Recreation Facilities

10.2.1 *That the report from the Finance Manager dated 20 May 2020 concerning a temporary waiver of fees and charges for regular users of Council community and recreation facilities (as circulated) be received, and*

That a deviation is approved from the fees and charges payable by allowing regular users of Council's community and recreation facilities a full fee waiver of their fees for the period of 1 June to 31 August 2020, thereby providing support towards the district's recovery from the social and economic impacts of the Covid-19 pandemic.

Crs Hull/Franklin

Carried

10.3 Third Quarter Performance for the Nine Months Period Ending 31 March 2020

- 10.3.1 The Senior Financial Accountant elaborated on Council's financial position and variances to the revenue and expenditure operational budgets that are favourable overall, noting one of the main drivers of this outcome is emergency reinstatement funding received from New Zealand Transport Agency.
- 10.3.2 Other activities contributing to the favourable variances include proceeds received from harvesting forestry roadside stands, Provincial Growth Fund external funding, increase in building consents revenue and Ministry of Health grant for the Pongaroa Water Treatment Plant.
- 10.3.3 The Finance Manager spoke on the service performance results indicating a decline in achieving the agreed measures with 68% achieved/on target compared to 78% last year.
- 10.3.4 Water issues and continuity of supply resulting from the drought were factors driving complaints, and overflow of work in the planning and building control team impacted on their responsiveness due to increased demand by way of enquiries. The Covid-19 lockdown will further impact on the achievement of service performance measures in the last quarter of the financial year.
- 10.3.5 The Chief Financial Officer outlined progress with undertaking projects included as part of the capital expenditure budgets. Council's progress with its capital programme has been significantly impacted by Covid-19, with 68% of the 2019/2020 programme completed.
- 10.3.6 The Finance Manager explained the Council's forecast debt will exceed the budgeted \$27million by the end of the financial year, and external debt is predicted to be \$35million by year end.
- 10.3.7 The severe drought and Covid-19 pandemic along with increased budgets for Pahiatua Water Treatment Plant and Pahiatua Town Centre upgrade had been drivers for this situation, but the level of debt is still lower than Council's self-imposed limits on borrowing and significantly lower than Local Government Funding Agency borrowing covenants. Debt financing costs reflect the very low interest rates that are available.

- 10.3.8 The Revenue Manager spoke on how Council manages debtors and rates arrears, with staff assisting ratepayers requesting repayment plans due to Covid-19 impacting on them and the ability to pay their rates.
- 10.3.9 The Senior Financial Accountant noted Council is in breach of the rates (increases) affordability benchmark for the 2019/2020 financial year. This outcome resulted from the planned increase (which was less than the limit) not factoring in growth in the rating database, with it being higher than anticipated.
- 10.3.10 The matter of Tararua Aquatic Community Trust being required to be included in Council's Annual Report on consolidation remains an outstanding issue management is clarifying with Audit New Zealand.
- 10.3.11 Thanks are conveyed to the Council team that worked extremely hard throughout three crisis' almost simultaneously, being the water shortage in the district's towns, a declared drought and Covid-19.
- 10.3.12 ***That the report from the Senior Financial Accountant dated 21 May 2020 concerning third quarter performance for the nine months period ending 31 March 2020 (as circulated) be received and noted.***

Crs Wards/Sutherland

Carried

- 10.4 **Rollover Provision for Contract C01-11 for the Operation of the Dannevirke Transfer Station by Smart Environmental**

- 10.4.1 ***That the report from the Group Manager Plant and Property dated 19 May 2020 concerning the rollover provision for Contract C01-11 for the operation of the Dannevirke Transfer Station by Smart Environmental (as circulated) be received, and***

That under the Council's Procurement Strategy and Guidelines approval is given to agree a variation to clause 1.3 contract term whereby the sentence reads "The Council may, at its discretion, extend this contract for one additional term of one year and one month."

Crs Johns/Isaacson

Carried

- 10.5 **Proposed Dog Registration Fees and Charges for the 2020/2021 Financial Year**

- 10.5.1 ***That the report from the Manager Regulatory Services dated 20 May 2020 concerning proposed dog registration fees and charges for the 2020/2021 financial year (as circulated) be received, and***

That pursuant to Section 37 of the Dog Control Act 1996, the following dog control fees (including GST) be set for the year 1 July 2020 to 30 June 2021:

Animal Control Advice

Application and compliance advice **No charge**

Dog Registration

Urban Domestic Dog

Fee if paid on or before 1 August **\$95.00**

Late fee if paid after 1 August **\$142.50**

Preferred Owner Dog

Fee if paid on or before 1 August **\$50.00**

Late fee if paid after 1 August* **\$75.00**

*** Preferred owner status may be revoked if paid after 1 August. If revoked, the applicable dog registration fee will apply.**

Rural Domestic Dog

Fee if paid on or before 1 August **\$40.00**

Late fee if paid after 1 August **\$60.00**

Working Dog*

Fee if paid on or before 1 August **\$40.00**

Late fee if paid after 1 August **\$60.00**

***Providing a false statement when registering a dog is an offence subject to a \$3000 fine on conviction.**

Dangerous Dog - as classified under the Dog Control Act 1996

Fee if paid on or before 1 August **Base fee plus 50%**

Late fee if paid after 1 August **Base fee plus 50%**

Disability assist dog with organisation certificate **No charge**

Any new dog that is less than three months old after 1 August in any calendar year will be charged a pro rata of the dog registration for that year.

Other Fees

Dog lead **\$10.00**

Dog collar - large/extra-large **\$10.00**

Dog collar - small/medium **\$8.00**

Barking dog collar hire **No charge**

Replacement registration tag or disc **\$2.00**

Application for preferred owner status **No charge**

Application for licence to keep three or more dogs (1ha or less) **No charge**

Application for a licence to register a boarding kennel (bylaw) **No charge**

Application for licence to register a breeding kennel (bylaw) **No charge**

Crs Isaacson/Hull **Carried**

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

10.6.1 *That the report from the Alliance Planning Manager dated 20 May 2020 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and*

That Council waive the usual twenty-six weeks advance notice requirement for submitting a road closures application, noting the proposed road closures relate to a motorsport event previously approved but was postponed due to Covid-19 restrictions, 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 Targa Hawke's Bay 2020 motorsport event.

Road name: Wimbledon Road

Date of closure: Sunday 5 July 2020

Period of closure: 9.45am to 2.15pm

Road name: Route 52

Date of closure: Sunday 5 July 2020

Period of closure: 9.45am to 2.15pm

Road name: Matamau Ormondville Road

Date of closure: Sunday 5 July 2020

Period of closure: 12.30pm to 5.00pm

Road name: Station Road

Date of closure: Sunday 5 July 2020

Period of closure: 12.30pm to 5.00pm

Road name: Ormondville Te Uri Road

Date of closure: Sunday 5 July 2020

Period of closure: 12.30pm to 5.00pm

Road name: Tourere Road

Date of closure: Sunday 5 July 2020

Period of closure: 12.30pm to 5.00pm

Road name: Ngahape Road

Date of closure: Sunday 5 July 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 the 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

10.7 Staff Report

10.7.1 Provincial Growth Fund/Crown Infrastructure Funding for Shovel Ready Projects

10.7.1.1 The work done by the Council team to submit projects to Crown Infrastructure Partners/Provincial Growth Fund as part of shovel ready projects to stimulate the local economy is acknowledged.

10.7.1.2 At this time Council has been successful with \$500,000 granted from the Provincial Growth Fund for displaced forestry crews to work on roadside tree removal as part of the enabling works for Route 52.

10.7.1.3 Two of the Route 52 projects submitted have been combined to meet Crown Infrastructure requests for projects over \$20 million, with announcements nationally expected in June and early July.

10.7.2 Water Impounded Supplies

10.7.2.1 Council are now receiving four weekly forecasts from Horizons Regional Council who are concerned there is a likelihood the water tables will not replenish over winter, and the district may have low river flows earlier than normal.

10.7.2.2 This means staged restrictions will be required to match impounded supply levels so Council can supplement intakes with stored water for what could be another three months period this summer.

10.7.2.3 It is requested the information regarding the four weekly forecasts be placed on Council's website for the reference of the community.

10.7.3 Tararua Alliance

10.7.3.1 Thanks are conveyed to Tararua Alliance for keeping essential services going throughout Level 4 lockdown, and the challenge their team faced in undertaking sexton duties with staff wearing full body suits and acting as pall bearers on behalf of families.

10.7.4 Pahiatua Main Street Upgrade

- 10.7.4.1 Work on Pahiatua Main Street upgrade stopped during Level 4 lockdown, but has since started again to progress this project prior to the winter months.

10.7.5 District Water

- 10.7.5.1 Thanks are conveyed to the Council team, residents and businesses throughout the district for their efforts and support to get through the very hot and dry summer that caused water supplies to be under considerable pressure for a prolonged period.

10.7.6 Pensioner Housing

- 10.7.6.1 The Plant and Property Administration Assistant is thanked for the great work and support she provided through keeping in contact with Council's pensioner housing tenants to ensure they were safe and happy during the lockdown period.

10.7.7 Cellular Network in Tararua

- 10.7.7.1 It is disappointing to note 5G cellphone tower sites have been attacked in New Zealand as a result of conspiracy theories.
- 10.7.7.2 While there are no 5G sites in the district cellphone towers are essential communication systems for the safety of all people both travelling through and living in this area.

10.7.8 Library

- 10.7.8.1 The library team is commended on their initiative to contact elderly members during lockdown to check on their welfare and offer to deliver a limited number of items.
- 10.7.8.2 The new District Librarian, Brenda Graves will be introduced to Council at a future workshop briefing session.

- 10.7.9 ***That the report from the Chief Executive dated 21 May 2020 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

Crs Treder/Hull

Carried

11. Local Government New Zealand Annual General Meeting

- 11.1 ***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 twenty - first day of August 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.

Crs Franklin/Wards

Carried

12. Portfolio Reports

12.1 Mayor's Report

12.1.1 A copy of the Mayor's report dated 27 May 2020 is tabled, and the information set out in that document is circulated for reference as an attachment to the agenda of the meeting relating to these minutes.

12.1.2 Matters included in the Mayor's report are as follows:

- Introduction and thank you
- Covid-19
- Regional Economic Recovery Taskforce
- Love local Tararua campaign
- Te Apiti Manawatu Gorge Governance Group
- Provincial Growth Fund investment to expand and develop Pukaha Mount Bruce National Wildlife Centre
- Norway Day
- Letters of support and congratulations
- Events attended by the Mayor
- Councillors portfolio reports

12.2 Finance Committee

12.2.1 Horizons Regional Council Tararua elected representative Allan Benbow has advised the Provincial Development Unit is requesting that Council submit an application for investigating the feasibility of having a bulk water storage facility built at the same time as the new Manawatu/Tararua Highway is constructed.

12.2.2 This would have the aim of encouraging urban development in the Woodville area along with job and business growth.

13. Mayoral Matters

13.1 Nil

14. Items Not on the Agenda

14.1 Nil

14.2 The meeting adjourned at 2.45pm, and resumed at 3.45pm.

15. Public Excluded Items of Business

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

- **Proposal to build six pensioner units in Dannevirke**
- **Chief Executive's employment term**

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.

General subject matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Proposal to build six pensioner units in Dannevirke	To protect commercial activities	Section (1)(a)(i)
Chief Executive's employment term	To protect the privacy of natural persons	Section (1)(a)(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)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.

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

Crs Franklin/Johns

Carried

15.4 That open meeting be resumed.

Crs Hull/Sutherland

Carried

15.5 That the following decision taken with the public excluded be confirmed in open meeting.

Item 15.3 - Chief Executive's Employment Term

That the minutes of the extraordinary Council meeting held on 20 May 2020 be received and confirmed, and

That the Council establishes a Chief Executive recruitment committee to advertise for the role of Chief Executive, as per the Local Government Act 2002, Schedule 7, and facilitate the recruitment process. The Chief Executive recruitment committee will oversee the initial stages of the recruitment process and will bring a shortlist to full Council for consideration, and

That the membership of the Chief Executive recruitment committee comprise Her Worship the Mayor - Mrs T H Collis (Chairperson), 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, and

That Her Worship the Mayor is authorised to engage LGNZ Equip through acceptance of their proposal dated May 2020 to advertise for the role of Chief Executive and facilitate the recruitment process, and

That the Governance Manager is authorised to approve for payment the invoices received in relation to the cost of this service being provided to the Council.

Crs Hull/Sutherland

Carried

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 4.48pm.

Mayor



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Tuesday 2 June 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

Mrs T Collis	-	Her Worship the Mayor
Mr R Taylor	-	Governance Manager
Mr D Watson	-	Group Manager Plant and Property (for item 9)
Mr P Sinclair	-	Community Assets and Property Manager (for item 9)
Ms K Christensen	-	Plant and Property Contracts Supervisor (for item 9)
Ms D Parkes	-	Sport Manawatu Tararua Recreation Advisor (for item 3.1)

2. Apologies

2.1 Nil

3. Public Forum

3.1 Sport Manawatu Tararua Recreation Advisor

3.1.1 Deanne Parkes (new Sport Manawatu Tararua Recreation Advisor) introduced herself to the Board and outlined the role of her position to provide advocacy, support and direction for sport and physical recreation in the district.

3.1.2 With the social and economic impact of the Covid-19 pandemic having implications for sport and recreation the Sport Manawatu Tararua Recreation Advisor is placing emphasis on getting activities under way within the district.

3.1.3 Work is continuing on developing a long-term plan for Dannevirke Sports Club through investigating the feasibility of establishing in Dannevirke a multisport complex similar to the concept operating in Pahiatua.

3.1.4 The Sport Manawatu Tararua Recreation Advisor is requested to consider arranging a local event in Dannevirke such as a biathlon or triathlon, or walks to explore the district.

3.1.5 The Sport Manawatu Tararua Recreation Advisor agreed to consider the feasibility of such options and discuss potential ideas with the Board, and will contact it again once these investigations are completed.

4. Personal Matters

4.1 The Board convey its congratulations to Suresh Patel on receiving a Queen's Service Medal in the Queen's Birthday Honours List to acknowledge his services to the community and sport.

5. Notification of Items Not on the Agenda

5.1 The following matter is notified as an item of general business not on the agenda for discussion at today's meeting:

- Te Ahu a Turanga Manawatu Tararua Highway

6. Confirmation of Minutes

6.1 ***That the minutes of the Dannevirke Community Board meeting held on 2 March 2020 (as circulated) be confirmed as a true and accurate record of the meeting.***

Hynes/Macdonald

Carried

7. Matters Arising from the Minutes

7.1 Water Restrictions (Item 7.2)

7.1.1 Dannevirke impounded water supply is now full, and all water restrictions throughout the district have been removed.

7.1.2 Significant work is required to review Council's water bylaw to make it explicit adequate volumes during summer for users connected as an extraordinary consumer cannot be assured.

7.1.3 Horizons Regional Council are concerned there is a likelihood the water tables and shallow aquifers will not replenish over winter, and the district may have low river flows earlier than normal.

7.1.4 This means staged restrictions will be required to match impounded supply levels so Council can supplement intakes with stored water for what could be another three months period this summer.

7.2 **Tararua District Council Land Information Officer** (Item 7.3)

- 7.2.1 Council's 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 reallocate the addresses, with the title of Beckett Lane being agreed for that purpose.

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

- 7.3.1 St John have made changes to the arrangements for managing bookings to use Dannevirke St John Health Shuttle service, with this being undertaken through an 0800 centralised system activated phone number and paid administrator based in Palmerston North.

7.4 **Wheel Park Project** (Item 14)

- 7.4.1 A survey was undertaken through schools to invite young people's views on what they would like to see provided in the design of this facility, with 270 responses received.
- 7.4.2 It is intended to go back to Dannevirke High School students to further seek their input on that matter to gather more information to progress the planning of this project.

7.5 **Community Forum Coffee Mornings** (Item 15)

- 7.5.1 The Board will again consider arranging community forum coffee mornings, with proposed dates to be discussed at its next meeting.

8. Tararua District Council Report

- 8.1 ***That the reports of the Tararua District Council meetings held on 29 April 2020 and 27 May 2020 (as circulated) be received.***

Macdonald/Hynes

Carried

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

- 8.2.1 The event held in the Council Chamber on 15 March 2020 to join with the Muslim community to enjoy the bond of friendship, and commemorate the day New Zealand as a nation showed unity, compassion and love in response to terrorism and an act intending to divide us is commended.
- 8.2.2 These arrangements brought the district together to establish that link with the Muslim community, and a similar annual event is to be considered on an ongoing basis.

9. Replanting of Trees in Victoria Avenue (Brought forward on the agenda)

- 9.1 It is not possible for trees to line both sides of Victoria Avenue due to underground infrastructure in that area, and the replanting plan previously finalised in conjunction with the Board needs further consideration.
- 9.2 Alternative options if this project is to proceed are planting trees on the southern side of the road and undertaking work to slow the speed of vehicles through channelling traffic in the vicinity of the roundabout.
- 9.3 The Board will give further consideration to this matter at its next meeting, and seek direction from those residents involved in developing the replanting plan previously agreed.
- 9.4 A copy of the plan detailing the infrastructure in Victoria Avenue is provided to the Chairperson to assist in considering the Board's intentions.

10. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

10.1 Dannevirke Chamber of Commerce

- 10.1.1 The Deputy Chairperson reported Dannevirke Chamber of Commerce provided information to its members about wage subsidy and leave payment financial assistance available from Government to support businesses as a result of the Covid-19 pandemic.
- 10.1.2 They also promoted local businesses and their initiatives to resume operating following the easing of restrictions.
- 10.1.3 Dannevirke Chamber of Commerce meetings will resume in the near future, and they are to look at ways of promoting shopping locally.

10.2 Tararua Community Youth Services

- 10.2.1 The Deputy Chairperson reported Tararua Community Youth Services operated as an essential service throughout lockdown, and continued to provide support and programmes for youth along with arranging food deliveries.

10.3 Dannevirke Community Vehicle Trust

- 10.3.1 The Deputy Chairperson reported Dannevirke Community Vehicle Trust will resume its service when the country moves forward to Covid-19 alert level one.

11. Correspondence

- 11.1 *That the correspondence as listed be received.*

*(a) Tararua Age on the Go Expo Organising Committee 18 March 2020
Re: Postponement of Tararua Age on the Go Expo and request that
Board's funding grant remain committed for rescheduling of event later
in the year*

Hynes/Macdonald

Carried

- 11.2 The Board note the postponement of the Tararua Age on the Go Expo due to the Covid-19 pandemic, and agree its funding grant of \$400 can remain committed for rescheduling of that event later in the year.

12. General Assistance Grants Scheme 2019/2020

- 12.1 Board Member Macdonald declared a conflict of interest in the application of Dannevirke Theatre Company, and abstained from discussion and determining the amount of funding granted to that organisation.
- 12.2 Board Member Spooner-Taylor declared a conflict of interest in the application of Tararua Aquatic Community Trust, and abstained from discussion and determining the amount of funding granted to that organisation.
- 12.3 The Deputy Chairperson declared a conflict of interest in the application of Tararua Community Youth Services, and abstained from discussion and determining the amount of funding granted to that organisation.
- 12.4 ***That the following grants be approved for disbursement from the Dannevirke Community Board's General Assistance Grants Scheme for the 2019/2020 annual funding allocation.***

<i>Name</i>	<i>Project</i>	<i>Amount Granted</i>
<i>Alzheimers Society Manawatu</i>	<i>Community memory walk</i>	<i>\$1,000.00</i>
<i>Dannevirke Basketball Association</i>	<i>Hire Sports Centre for basketball season</i>	<i>\$ 592.00</i>
<i>Dannevirke Contact Bridge Club</i>	<i>LED lighting system</i>	<i>\$ 500.00</i>
<i>Dannevirke Gallery of History</i>	<i>Operational grant</i>	<i>\$1,500.00</i>
<i>Dannevirke Highland Pipe Band</i>	<i>Uniforms</i>	<i>\$ 620.00</i>
<i>Dannevirke Sports Club</i>	<i>Cricket nets</i>	<i>\$1,000.00</i>
<i>Dannevirke Theatre Company</i>	<i>Lighting</i>	<i>\$1,500.00</i>
<i>Norsewood Pioneer Museum</i>	<i>Paint pioneer cottage</i>	<i>\$1,000.00</i>
<i>Ormondville Hall and Domain Board</i>	<i>Paint hall exterior</i>	<i>\$ 750.00</i>
<i>Rua Roa Community Hall</i>	<i>Folding trestle tables and portable urn</i>	<i>\$ 500.00</i>
<i>Tararua Aquatic Community Trust</i>	<i>Uniforms</i>	<i>\$ 600.00</i>
<i>Tararua Community Youth Services</i>	<i>Freezers and cargo trolleys for KaiPai project (providing food to those in need)</i>	<i>\$ 800.00</i>

<i>Tararua Riding for the Disabled</i>	<i>Uniforms</i>	<i>\$ 524.50</i>
<i>Te Wananga o Tamaki Nui a Rua</i>	<i>Hire Town Hall for Kapa Haka festival</i>	<i>\$ 652.18</i>
<i>Total amount granted</i>		<i>\$11,538.68</i>

Spooner-Taylor/Hynes

Carried

13. Community Walkway

13.1 Tararua Alliance has put on hold the project to extend the community walkway down Cole Street due to the following considerations:

- Laying of Chorus fibre installation
- Potential Cole Street water main projects applied for through Provincial Growth Fund/Crown Infrastructure funding for shovel-ready projects

13.2 If these applications are not successful the projects will go into the Council's Long Term Plan for the next year or two, with intentions to be determined before Christmas this year.

13.3 Given these circumstances within the next two years Tararua Alliance will be excavating the Cole Street water main, and this may impact on the new section of community walkway to be developed (subject to confirmation of proceeding with the proposed water main projects).

13.4 The Board note the community walkway project is deferred for the reasons as outlined, and agree to carry forward for a further twelve months the \$5,000 grant provided to Dannevirke Rotary Club Charitable Trust towards undertaking that work.

14. Wackrow Memorial Youth Award

14.1 The Board note the following proposed dates regarding the arrangements for the 2020 Wackrow Memorial Youth Award:

Nominations open: Monday 6 July 2020

Nominations close: Friday 31 July 2020

Judging: Monday 17 August 2020 at 10.00am or 5.30pm

Award function: The Hub Tuesday 25 August 2020 at 7.00pm

14.2 The Deputy Chairperson, Board Member Spooner-Taylor and Cr E L Peeti-Webber will be the Board's representatives on the judging panel.

14.3 Claire Chapman will be invited to continue as the member of the public on the judging panel.

- 14.4 The Board will consider arranging a guest speaker for this year's award function.

15. Dannevirke Spring Festival

- 15.1 Board Member Macdonald has commenced considering proposed initial arrangements for this year's Dannevirke Spring Festival, and will report further details at the Board's next meeting.

16. Chairman's Remarks

16.1 Wellbeing of Elderly Men Living on Their Own

- 16.1.1 The Chairperson is seeking options to care for the wellbeing of elderly men living on their own that cannot drive and have no family, to take them on outings and provide social contact.

- 16.1.2 This matter will be discussed with the Dannevirke Community Vehicle Trust to ascertain the possibility of them providing this type of service.

16.2 Christmas Trees Competition

- 16.2.1 The Chairperson is pursuing the idea of a Christmas trees competition, and needs to find a suitable building to use for that purpose.

16.3 High Street Trees

- 16.3.1 The Chairperson requested it be ascertained when the High Street trees are next programmed to be pruned and trimmed prior to Christmas.

17. Items Not on the Agenda

17.1 Te Ahu a Turanga Manawatu Tararua Highway

- 17.1.1 The process to confirm the notice of requirement for the new state highway designation has been completed, with the Environment Court issuing a consent order following a mediated outcome between New Zealand Transport Agency and appellants.

- 17.1.2 The Environment Court shall consider the resource consent applications for activities associated with the construction of the new road in various locations in and around the Ruahine Ranges north of the Manawatu Gorge.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 2.55pm.

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 8 June 2020 commencing at 10.00am.

1. Present

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

In Attendance

Mrs T Collis - Her Worship the Mayor
Mr R Taylor - Governance Manager

2. Apologies

2.1 Nil

3. Personal Matters

3.1 Nil

4. Notification of Items Not on the Agenda

4.1 The following matter is notified as an item of general business not on the agenda for discussion at today's meeting:

- Creating economic growth

5. Confirmation of Minutes

5.1 *That the minutes of the Eketahuna Community Board meeting held on 9 March 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

Carew/Clifton

Carried

6. Matters Arising from the Minutes

6.1 Nil

7. Tararua District Council Report

- 7.1 *That the reports of the Tararua District Council meetings held on 29 April 2020 and 27 May 2020 (as circulated) be received.*

Carew/McGhie

Carried

7.2 Community Remembrance Time for Victims of Christchurch Mosques Terrorist Attack

- 7.2.1 The event held in the Council Chamber on 15 March 2020 to join with the Muslim community to enjoy the bond of friendship, and commemorate the day New Zealand as a nation showed unity, compassion and love in response to terrorism and an act intending to divide us is commended.

- 7.2.2 These arrangements brought the district together to establish that link with the Muslim community, and a similar annual event is to be considered on an ongoing basis.

7.3 Drought

- 7.3.1 Functions are to be held in the district for the rural community to support farmers recovery from the stressful period dealing with the impact of the severe drought recently experienced.

8. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

8.1 Creating Economic Growth

- 8.1.1 The Deputy Chairperson spoke on the potential to create economic growth for the district through Council considering providing funding support in the interest of attracting the establishment of new businesses.

- 8.1.2 In raising this topic for discussion the Deputy Chairperson referred to the example of his father's commercial property for sale, and a number of prospective buyers viewing the property to establish a new business with the intention of employing staff.

- 8.1.3 However, those that had proceeded to consider undertaking due diligence were deterred on contacting Council and finding they would incur costs such as to seek an assessment for land contamination resulting from hazardous substance use, storage or disposal.

- 8.1.4 Requirements associated with assessing potentially earthquake-prone buildings through engineering assessments is a further cost that causes a barrier to determining the viability of buildings for new businesses.

- 8.1.5 The Governance Manager explained the approach Council takes to economic development in the district by providing business friendly and welcoming support for new residents and businesses.
- 8.1.6 Its focus is directed through the Tararua Business Network to support business development, progress in regional development and to support entrepreneurs and start-ups in the district.
- 8.1.7 Tararua Business Network continues to support the district's business community through providing economic knowledge, statistical data and project management support to community stakeholders, local business and industry.
- 8.1.8 While the Council is committed to be enabling and business friendly its strategy does not extend to providing financial assistance towards offsetting commercial expenditure of a due diligence nature, noting the precedent this would set and the cost impact for ratepayers.
- 8.1.9 The Governance Manager emphasised Council in fulfilling its regulatory functions is undertaking them based on statutory legislative requirements. The Hazardous Activities and Industries List is referenced in the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011.
- 8.1.10 The Mayor suggested the Eketahuna Charitable Trust which is set up to provide key buildings in Eketahuna for essential services and infrastructure could be approached where a business case is being considered that may potentially create economic growth through new employment opportunities in the town.

9. Correspondence

9.1 *That the correspondence as listed be received.*

(a) Loreen and Kerry Cunningham

Re: Eketahuna Camping Ground February, March and April reports

(b) Tararua District Age on the Go Expo Organising Committee 18 March 2020

Re: Postponement of Tararua Age on the Go Expo and request that Board's funding grant remain committed for rescheduling of event later in the year

(c) Eketahuna Our Town Incorporated

Re: 12 March 2020 Annual General Meeting and Committee Meeting minutes and reports

Clifton/McGhie

Carried

9.2 Tararua District Age on the Go Expo Organising Committee

- 9.2.1 The Board note the postponement of the Tararua Age on the Go Expo due to the Covid-19 pandemic, and agree its funding grant of \$250 can remain committed

for rescheduling of that event later in the year.

9.3 Eketahuna Camping Ground

9.3.1 April was the first month Eketahuna Camping Ground only had Kiwi visitors with no overseas visitors due to the Covid-19 pandemic.

9.3.2 This situation has changed the market for those using Eketahuna Camping Ground to stay, with its previous main market being young overseas visitors.

9.3.3 During the period of the Covid-19 lockdown all visitors staying at the Eketahuna Camping Ground were in self-contained accommodation within their bubbles.

9.4 Eketahuna Our Town Incorporated

9.4.1 Eketahuna Our Town Committee is making applications for funding during 2020 to assist with undertaking various projects, including the following:

- Lime track phase 2
- Increased Flagtrax installations
- Paint for painting the Eketahuna Information Centre wall
- Traffic management for the 2020 Santa Cruise community Christmas parade

10. General Assistance Grants Scheme 2019/2020

10.1 The Board's General Assistance Grants Scheme is to be re-advertised as a result of being impacted by the Covid-19 lockdown, and the new closing date for applications is 31 July 2020.

11. Alf Rowden Humanitarian Award

11.1 The 2020 Alf Rowden Humanitarian Award is to be re-advertised as a result of being impacted by the Covid-19 lockdown, and the new closing date for nominations is 31 July 2020.

12. Love Local Tararua

12.1 Promotion of the Love Local Tararua message to support businesses throughout the district is a positive way to advance the recovery following the Covid-19 pandemic.

12.2 The new signs coming into Eketahuna promoting the town include reference encouraging shopping locally.

13. Community Event

13.1 A community event to bring people together following the removal of Covid-19 restrictions is proposed to be held in the Eketahuna Community Centre on 26 July 2020 commencing at 2.00pm.

- 13.2 The arrangements for this event shall be coordinated through the Board working in conjunction with the Eketahuna Our Town Committee, and Board Member Carew will follow up this matter in liaison with the Chairperson.

14. Anzac Day/Armistice Day

- 14.1 The Anzac Day civic service was not able to be held this year due to the Covid-19 lockdown. It is proposed the 75th Armistice Day service on 11 November 2020 will provide an opportunity for the community to remember those who gave their lives over many years in different conflicts around the world.
- 14.2 It is intended the visit to Eketahuna previously planned by Terry Kingi and the horse riders of the Anzac Mounted Troopers will now occur on Armistice Day along with the afternoon tea event held in the Nireaha Hall.

15. Connecting with Rural Communities

- 15.1 The Board's visit to Alfredton School to liaise with residents from that community is proposed to be rescheduled to occur on 10 August 2020 at 3.30pm, and Cr Treder will follow up this matter in liaison with the Chairperson.

16. Chairperson's Remarks

16.1 Town Centre CCTV Security Cameras Monitoring System

- 16.1.1 The Chairperson is working with the Manager Strategy and District Development Peter Wimsett and Eketahuna Police Officer Jymahl Glassey to consider extending the area covered by the Eketahuna town centre CCTV security cameras monitoring system.

16.2 Eketahuna Civil Defence Response Group

- 16.2.1 The Eketahuna Civil Defence Response Group annual catch-up will be held at the Eketahuna Fire Station next month.

17. Venue for Board's July Meeting

- 17.1 The Board's meeting on 13 July 2020 at 10.00am will be held in the Pukaha Mount Bruce National Wildlife Centre.
- 17.2 The General Manager of Pukaha Mount Bruce National Wildlife Centre, Emily Court will join the Board's meeting at 10.30am to speak on the funding secured from the Provincial Growth Fund to develop the facility.
- 17.3 This involves work starting immediately on constructing a forty bed accommodation and education centre to host school and community groups and

vocational training programmes.

17.4 A new nocturnal boardwalk to enable visitors to experience the forest at night is also being funded.

17.5 The Chairperson is also endeavouring to arrange Eketahuna Police Officer Jymahl Glassey to attend this meeting.

18. Items Not on the Agenda

18.1 Refer to the item set out in section 8.1 of these minutes.

18.2 Mayor's Acknowledgement and Thank You

18.2.1 The Mayor spoke on the vibrancy of Eketahuna, and acknowledged the work undertaken by Robin and Pauline Wilson in maintaining the very good appearance of the town's gardens.

18.2.2 The Mayor commended the resilience of the community throughout the district's water shortage, declared drought and Covid-19 crisis', and is considering arranging some high teas around the district to say thank you.

18.2.3 The support provided to residents during the Covid-19 lockdown by the dedicated team at the Eketahuna Health Centre and manager of Eketahuna Four Square was tremendous and greatly appreciated.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 11.45am.

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 3rd June 2020 commencing at 7.00pm.

1. Present

Committee Members: Louise Powick (Chair), Michelle Rankin (Secretary), Gerry Parker (Treasurer), Rhys Punler, Fiona Stokes, Jared Brock, John Arends and Cr Alison Franklin.

Members of the Public: Mayor Tracey Collis, Cr Raylene Treder, Stan Wolland, Deanne Parkes and Faye O'Reilly.

2. Apologies

2.1 Nil

3. Notification of Items Not on the Agenda

3.1 Nil

4. Swimming Pool - Design Discussion with the Subcommittee

4.1 Blair Jacobs has put together three designs to be considered including costings and options. A discussion ensued around the table of the three options, and it is decided to go ahead with option 3. Chair Louise Powick spoke to Council's Chief Executive Blair King and he has suggested Pahiatua On Track speak to Toby Mason from Create, a pool designer/engineer. He is happy to have a site meeting.

That the Pahiatua On Track committee agree to go ahead with planned option 3 as the choice to proceed for the swimming pool.

Rhys/Jared

Carried

5. Personal Matters

5.1 Nil

6. Confirmation of Minutes

6.1 That the minutes of the Pahiatua On Track meeting held on 4th March 2020 (as circulated) be confirmed as a true and accurate record of the meeting.

Fiona/Gerry

Carried

7. Matters Arising

7.1 Cr Alison Franklin has confirmed the Post Office sign on Main Street has been consented. Pahiatua On Track would like to question the criteria set around applying for a sign to go up on Main Street. Chair Louise Powick is to write to Council with recommendations to be submitted to the Annual Plan.

7.2 Pahiatua town bridge to the brewery walk/cycleway; Pahiatua On Track would like clarity and someone from Council to communicate on what is the best way forward to get this project moving and feel it will take Council to take the leadership and assist on the next steps. Recommendation is to write a letter to Council for the Annual Plan.

7.3 Tararua College mud run has been postponed and there has been no new date set.

8. Tararua District Council Report

8.1 That the reports of the Tararua District Council meetings held on 29th April 2020 and 27th May 2020 (as circulated) be received.

Jared/Rhys

Carried

9. Correspondence Inwards

- Tararua District Council rates remission
- Tararua District Council rates account
- Kauri Place parking letter
- Letter from Waireka Trust sent to Jared

9.1 That the correspondence be received.

Michelle/Jared

Carried

9.2 Residents living in Kauri Place have written a letter to Bush Multisport Trust asking for some parking to be put in on Council land.

9.3 That Pahiatua On Track agree to support the proposal for carparking at Kauri Place.

Louise/Gerry

Carried

10. Financial Report Gerry Parker

10.1 Committee membership fees are to be paid.

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

Gerry/Fiona

Carried

11. Discretionary Grants

11.1 Nil

12. Main Street Upgrade

12.1 Chair Louise Powick has a project team meeting next Friday 12th June 2020. Fiona Stokes spoke about fundraising/sponsorship ideas that the committee have been working on. Chair Louise Powick has held a meeting around iwi designs, and Metalform are putting together some design ideas so they can see what the designs will look like.

12.2 The Polish flagpole project is waiting on a memorandum of understanding from Council.

13. Harvard Slide

13.1 John Arends and Jared Brock will continue to work on this matter.

14. Portfolio Reports

- 14.1 The Christmas lights are coming down this Sunday. Jared Brock, Nigel Hall and John Arends are doing this. Plans are now to wait and see what the lighting will be like in the upgraded Main Street and the possible idea of Christmas lights/decorations in the garden strip.
- 14.2 Rhys Punler continues to visit local businesses.

15. Items Not on the Agenda

- 15.1 Community recognition for Phil and Mary Bollard, after retiring at Bollards Pharmacy.

The meeting closed at 8.46pm.

Chairperson - Louise Powick

Minutes of the Woodville Districts' Vision meeting held in the Woodville Sports Stadium Supper Room on Tuesday 2 June 2020 commencing at 7.00pm. (No April or May meetings were held due to Covid-19 lockdown).

PRESENT

Seona Ashton (Chair), Jane Hill (Secretary), Robin Winter (Treasurer), Peter Johns, David Pretty, Tracey Collis, Paula McCool, Kevin McIntyre, Rosie McMillan, Debbie Speer, Vicky Tomlinson, Raylene Treder and Janey Wiffen.

APOLOGIES

Bruce Hutton, Sharon and Paul Brass, Brent Tomlinson, Sue McLeod, Doug Coutts, Rose Karena and Carole Wilton.

That the apologies be accepted.

P McCool/P Johns

Carried

Emails from Tararua District Council that suspended community committee meetings due to Covid-19 lockdown are tabled. The email from Tararua District Council that enabled recommencement provided social distancing is maintained was tabled.

That they be entered into the record.

R Winter/K McIntyre

Carried

MINUTES

That the March meeting minutes, having been circulated, are taken as read.

P McCool/R Winter

Carried

MATTERS ARISING/AMENDMENTS

V Tomlinson wanted it recorded that funds can be applied for from the Woodville Local Promotions account by groups/organisations in Woodville. S Ashton stated that the process for distributing funds will be set up if and when funds are available.

D Speer asked what the intention of Woodville Local Promotions is and whether this is allowable under the constitution. S Ashton answered that the intention is that there are a number of activities that occur in Woodville that don't qualify for existing funding from Woodville Districts' Vision, i.e. operational expenses, and that the proceeds of advertising through Woodville Districts' Vision could be used to help those applying for assistance with those expenses.

D Speer asked whether 100% of the revenue would be made available. S Ashton replied that expenses such as website maintenance need to be covered first. D Speer cited a conflict of interest under the constitution in that Woodville Districts' Vision is taking money from local businesses and taking advertising from the local newspaper. P Johns stated that Woodville Districts' Vision was set up as an incorporated society so that it can acquire funds from variable sources as it chooses.

D Speer and V Tomlinson cited restrictions under the constitution regarding selling products. P Johns suggested that, if and when funds are available, Woodville Districts' Vision members can decide how they are distributed.

D Speer wanted to know who owned the electronic sign and the website; she also asked what is the Woodville Promotions Group? R Winter replied that the Woodville Promotions Group is a named bank account under the umbrella of Woodville Districts' Vision with currently no funds in it due to the Covid-19 lockdown.

There is no stand-alone group. Woodville Districts' Vision paid for the website and the digital sign and thus owns them.

V Tomlinson noted that, due to the lockdown, the Anzac Day service and morning tea did not take place therefore no funds were forwarded to Holy Trinity Church for that purpose.

The Wheel Park meeting with Turia Brackenbury and Carole Wilton was postponed due to Covid-19. S Ashton said she will re-schedule the meeting when Carole Wilton is back from her holiday.

R Winter noted the change of Annual General Meeting date having been moved to October due to the absence of the Chair and Treasurer is no longer necessary.

That the Annual General Meeting date revert to the first week in September.

R Winter/P Johns

Carried

D Speer stated that the motion to move the date out in the first place was unconstitutional as the Annual General Meeting has to take place within a certain amount of time after the end of the financial year.

That after amendments and with the additional clause of "the process of distributing funds be set up if and when funds are available", the March meeting minutes be accepted as a true and accurate record.

D Pretty/R Winter

Carried

CORRESPONDENCE

Outwards

- Correspondence from Tararua District Council regarding use of these facilities and signing a hall hireage document which means that Woodville Districts' Vision take responsibility for wiping the door handles and the light switches when going out and keeping a record of attendance.

Inwards

- 23/3/20: Email from Richard Taylor, Tararua District Council, to community committees following Government's announcement of level 4 lockdown, i.e. recommending no meetings until further notice.
- 29/5/20: Email from Mitchell Guile, Tararua District Council, regarding lifting of water restrictions.
- 7/5/20: Email from Kimberley Stevens, Tararua District Council, regarding the LoveLocalTararua campaign and signage.

That the correspondence be accepted/approved.

R Winter/K McIntyre

Carried

REPORTS

Treasurer

The Treasurer presented three financial reports, being for March, April and May.

The Chair and Treasurer stated that in May they decided to purchase a freezer on behalf of Woodville Districts' Vision for The Pantry as it had a large amount of food that was going to spoil. V Tomlinson stated that this goes against the constitution, as there was no communication regarding the purchase to Woodville Districts' Vision members first.

That retrospectively funds of \$1019 for the freezer be approved.

S Ashton/P Johns

Carried

R Winter recommended that funds be set aside for CCTV and lights for Fountaine Square for security purposes. R McMillan asked whether there is sufficient vandalism to warrant the cost of cameras when there are other needs in the community that should take precedence. R Winter stated there is no need at this point to make a decision about how the funds are used, but a decision needs to be made to put the funds on term deposit.

That \$15,000 be put on term deposit as the end of the financial year is approaching.

R Winter/S Ashton

Carried

That the March, April and May financial accounts be accepted.

R Winter/K McIntyre

Carried

Council Report Mayor Tracey Collis

A LoveLocalTararua campaign has been set up to help the community recover from the economic effects of the lockdown. Signage is available and free from Tararua District Council for locals to put up around the town. Photos are requested by locals to be included on the signage. S Ashton asked whether Tararua District Council will get permission from New Zealand Transport Agency to erect the larger signs at the approaches to the town. Mayor Collis replied that it would. Mayor Collis particularly mentioned the value of the future Lindauer walkway which will bring people directly into Woodville and benefit the town.

Council is having to re-look at the long-term plan in light of the economic effects of the lockdown. Mayor Collis thanked The Pantry and the churches for looking after the vulnerable during this time. P Johns passed on data collected recently by Horizons Regional Council on the effects of Covid-19 stating that the Tararua district has not suffered as badly as other regions.

S Ashton reported on behalf of local people how helpful Leilani Gundry had been during the lockdown over and above her normal library duties, contacting people in Woodville who might have been suffering the effects of isolation and helping them to get reading material.

It is noted a new digital educational hub is to be based at the Woodville i-Site.

Water restrictions have been lifted. Conservation still needs to be looked into, however, as there is concern that the water tables will not come back up. There is 4.6m in the impounded supply.

GENERAL BUSINESS

Woodville 150 Years Anniversary: P McCool mentioned that in five years' time Woodville will be celebrating 150 years as a town (March 2025) and suggested preparations for celebrations need to start soon. S Ashton suggested appointing someone to chair a committee to organise celebrations as a five-year project.

Kitchen Door Maintenance: R Winter said that the key to the kitchen door needs fixing. The Secretary is to email Peter Sinclair, Tararua District Council, for maintenance.

Christmas Parade: R Winter proposed the budget from The Railway Preservation Society for this year's parade would be \$6350, not including road closure costs, which could be another \$2000-\$2500. No group has yet been organised to cover the road closure; The Railway Preservation Society is to talk to possible groups and pass information back to Woodville Districts' Vision. It is suggested a more financially viable option would be to move the parade away from the main road and only close off streets surrounding Fountaine Square. That way floats could park up around the square afterwards.

Wellbeing of Residents Survey: D Speer noted one of the "deliverables to Council" in the agreement with Woodville Districts' Vision concerned the wellbeing of residents. She asked whether Woodville Districts' Vision could do a wellbeing survey in light of the effects of Covid-19.

S Ashton believes that the survey has been contracted out in the past and said such surveys would have to be carried out by professionals, citing confidentiality and accuracy of information. Mayor Collis has asked Tararua District Council's executive for a current "snapshot" of the community. The need to maintain an up-to-date contract between Tararua District Council and Woodville Districts' Vision was discussed. Mayor Collis would like it redone every year. Mayor Collis asked D Speer to place her concerns in writing regarding the contract so she can take it to Council.

Woodville Newsletter: J Hill announced that she would not be presenting a business plan for producing a Woodville newsletter under Woodville Districts' Vision, nor applying for funding as she has decided to produce The Woodville Wire in conjunction with Radio Woodville with assistance from Leilani Gundry. V Tomlinson mentioned that, during lockdown, she had studied past Woodville Districts' Vision minutes and wanted it noted that past Woodville newsletters had been funded by Woodville Districts' Vision with an honorarium. R McMillan thanked J Hill for looking into putting a newsletter together and not getting a lot of support for it.

The meeting closed at 8.55pm.

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



Report

Date : 18 June 2020

To : Mayor and Councillors
Tararua District Council

From : Stephen Dunn
District Resilience Manager

Subject : **Civil Defence Response to the Covid-19 Event**

Item No : **11.1**

Executive Summary

The purpose of this paper is to provide the Mayor and Councillors with an outline of the activity, processes and outcomes achieved during the activation of Tararua District Emergency Operations Centre (EOC) with a focus on the Welfare aspects. In addition, based on feedback from a debriefing process, it will provide some options to assist with long-term district recovery in social wellbeing.

The provision of essential supplies and a wide range of welfare issues were successfully resolved through significant engagement with over 30 agencies. Many agencies noted that into the future they see the Council as having a key role in ongoing coordination and providing a framework for information sharing and community planning for social wellbeing.

The potential frameworks outlined include options which have been developed at a national level through to those operating in other districts in New Zealand. An outline of the current networks is also provided.

It is recommended that Council consider:

- Ensure ongoing presence at leadership/governance forums within the health and social sector. Attendance at Strengthening Families/LMG forum, invitation to Tararua Health and Wellbeing, TAIN etc.
- Undertake a review of requirements for accreditation and submit an application to Safe Communities Foundation New Zealand (SCFNZ).
- Allocate resources to facilitate and coordinate ongoing sharing of information, collaboration and networking.
- Determine interest from agencies and offer basic civil defence training for identified staff.

1. Background

When the national civil defence emergency was declared and the EOC was activated on 25 March 2020 a team of dedicated Council staff were assigned to establish systems and processes to collate requests and action any support required for the Civil Defence Emergency Management welfare function. Criterion were provided by NEMA (National Emergency Management Agency) which included assistance for:

- Food supplies
- Temporary accommodation
- Household items and clothing
- Grocery assistance

Within a week of operation, it was noted that a successful approach to the provision of such assistance over an extended period of time would require knowledge of the operations of a wide range of groups within the health and social sectors. An independent contractor with extensive knowledge and relationships with groups across Tararua was asked to support and lead the operations of the Welfare team. At any given time up to three Council staff and the independent lead provided support to the work of the team on a 24-hour, seven day per week basis.

During the period Welfare was directed to operate a number of key processes undertaken regularly. These included:

- Monitoring of the inbox requests via the 0800 regional welfare line
- Evaluate all inbox requests, assess against criterion for assistance and refer onwards as required
- Arranging assistance for grocery shopping for those who were encouraged to stay at home
- Regular updates and reporting for sitreps and briefings at both local and regional level
- Communication forums with Mayor and Councillors
- Formal emails and Zoom meetings to share status and issues with wider welfare group
- Acting on requests from agencies to facilitate activity with other functional groups within the EOC

At an early stage of the operation it became clear that NEMA required an approach to the activity which could be coordinated under one framework. Initially it focused on vulnerable and at-risk communities but within several weeks a Caring for Communities framework was introduced and Tararua EOC was directed to report against that. It was also directed that any long-term transitional activity and recovery programmes should align with that framework. The principles of that are outlined in Appendix A.

Awareness of another framework existed at various levels within Tararua District Council. The Resilience Manager and several Councillors had attended a Safe Communities forum where that programme had been outlined. Such a framework exists within a range of districts throughout New Zealand and it was proposed this programme may ensure ongoing community development and resilience post COVID. The principles of this framework are highlighted in Appendix B.

Within Tararua district currently a range of networks and forums exist to support the activity of many government organisations and non-government organisations. The purpose of these forums vary slightly but generally they exist to support communication, awareness and allow sharing of information to ensure effective delivery of services to identified sectors of the community. These forums include, but are not limited to:

Strengthening Families Network and their local management group (LMG), Tararua Health and Wellbeing Governance group plus a range of local forums held within each town. The purposes, terms of reference and membership of two key forums are included in Appendix C.

Over the period from activation through to emergency status inactivation a number of key achievements were recorded by the overall EOC operation.

- The EOC was fully activated and staffed between 25 March and 1 May with 47 staff directly involved in the response.
- Supplied 34,300 items of personal protective equipment (PPE) to mainly community organisations.
- Coordinated 836 calls outbound to the elderly and businesses.
- Made 45 media releases and Facebook posts.
- Responded to 223 requests for welfare assistance.
- Completed 101 grocery shops for the elderly and to top-up foodbanks.
- Produced 21 situation reports and action plans.
- Continued to provide advocacy and support for the drought hit rural sector.

Following the inactivation of the EOC and as part of the recovery planning process the Resilience Manager, Welfare Manager and team member carried out a debrief interview with a number of agencies and key staff who had worked with the Welfare team over the event. The discussions focused on the activities that the EOC performed over the event, especially where it worked well and what improvements could be made. There was also some discussion as to what role the Council should play in ongoing community development, communication and resilience capacity within the district.

2. Interviews

These interviews were conducted during the period of 3 – 12 June 2020.

Recurring themes from these interviews are noted:

What did the Welfare team within the Council EOC do well?:

- Built relationships and connected up agencies
- Provided support as required – especially food and PPE
- Information sharing
- Focused on a community approach
- Knowledge of what various agencies did and who to talk to
- Leadership – trusted and respected
- Appreciated how to link everyone together – e.g. technology, awareness of relationships
- Were fast at getting the right people into the right roles
- Approachable
- Solution focused
- Recognised impact of drought and water crisis as well as COVID
- Coordinated agencies for a common purpose
- Provided a bigger picture than what individual agencies were focused on
- Regular updates by email and sitreps with data provided insights into the wider impact on the district
- Trusting that actions would happen and be appropriately referred through the 0800 number
- “ears and eyes” into the governance of the response within the district
- Supported agencies to continue to work their own way but provided back-up to assist and ensure no gaps
- Everyone communicated with was kind and helpful
- Dedicated “go-to” person for information and assistance

What didn't work well and could be improved on next time?

- Promoting role of EOC earlier – what it could do, how it could help
- Faster collaborative decision-making
- Perception of activity, presence and decision-making in the “north”, not the “south”
- Defined communication channels to ensure information sharing around similar issues
- Didn't need Council support at all – effectively “non-existent”
- Involvement in planning and decision-making at the start – an active partnership

- 0800 number perceived as a barrier – stigma with the word “welfare”
- A focus on planning rather than reacting
- Training on civil defence to raise awareness of capacity and roles
- Cancellation of community newspapers impacted on ability to communicate
- Constantly changing the rules that were provided in the early phases
- Capacity of internet and cell phone connectivity

What role could the Council play in long-term activity to ensure social wellbeing?

- Ideal position within district to play a “neutral” role of coordination
- Viewed as potential leaders in social wellbeing
- Able to share information amongst key groups and agencies for planning purposes (e.g. Annual Plan, Long Term Plan)
- Have resources available to analyse trends and provide input to address wider social issues, e.g. housing
- Valuable resource for training in civil defence

3. Agencies and Organisations

Agencies and organisations involved with/contact made with the Welfare team during Civil Defence Emergency are listed below:

Government Organisations:

Ministry of Social Development (local and regional)

MidCentral District Health Board – local public health team, locality planning, psychosocial leads

Ministry of Primary Industries (regional)

Oranga Tamariki

Police

Non- Government Organisations and others

Tararua REAP – LMG and Strengthening Families network

The Trust – Pahiatua

Dannevirke Family Services – including Elske Centre

Tararua Health Group – health of older person lead, operations

Tararua Rural Support Trust

Ngāti Kahungunu ki Tāmaki nui-a-Rua

Rangitane o Tamaki nui a Rua Incorporated

St John

Manline

Women’s Refuge

Tararua Youth Services

TAIN (Taranui Abuse Intervention Network)
Dannevirke Christian Fellowship
Resthome facilities – Waireka, Rahiri, Eileen Mary
Dannevirke Pharmacy
Pahiatua Pharmacy

Food bank agencies:

Salvation Army
St Vincent de Paul
Woodville Pantry
Woodville foodbank (united churches)
Help-n-Hand
Eketahuna Health Centre

4. Options

It would appear from this feedback that Taranui District Council staff and governance are seen to have a role in ongoing social wellbeing development. There are several options which could be considered:

1. Adoption of a national framework such as Caring for Communities – limited detail or guidance as to what implementation of this framework involves has been provided.
2. Implementation of a Safe Communities programme – has been introduced in a number of districts throughout New Zealand; 0.5 FTE resourced through ACC.
3. Support and coordination of current “network of networks” within Taranui – will require presence of internal Council staff at current forums; ensure information is shared to contribute to planning processes.

The options outlined above have consistent goals and themes. All programmes focus on the needs of the communities with the aim of enhancing social service continuity, sharing of information and ensuring data/intelligence is used for planning purposes. The Safe Communities and local forums have terms of reference which emphasise collaborative approaches to governance, setting of priorities with effective strategies and sharing of the outcomes/learnings.

It would appear from feedback received during the debrief interviews there is support for a merged approach to these options with a preference that the implementation is timely and builds on the positive relationships developed during the crisis.

5. Summary

During the three months of activity by the Welfare team within the Taranui District EOC a wide range of support and assistance was provided across the district. Over 30 agencies and organisations were supported, advised and communicated with during this period. Key achievements included support for seven foodbanks, over 200 calls for assistance were

acted upon, grocery assistance was provided, and PPE equipment supplied. Communication amongst the agencies was critical and this was undertaken via emails, telephone and Zoom meetings.

Positive feedback on the actions of the Welfare team were received following inactivation of the EOC. Tararua District Council was seen as a critical source of independent leadership and support during the crisis. It coordinated activities and processes amongst agencies to ensure communities were supported. Potential areas for improvement focused on ensuring agencies were aware of services quickly, provide civil defence training and to lead with information that wasn't constantly changing. Many agencies noted that into the future they see the Council as having a key role in ongoing coordination and providing a framework for information sharing and community planning for social wellbeing.

6. Recommendation

- 6.1** *That the report from the District Resilience Manager dated 18 June 2020 concerning the Civil Defence Response to the Covid-19 Event (as circulated) be received, and*
- 6.2** *That an ongoing presence be maintained at leadership/governance forums within the health and social sector, and also through attendance at Strengthening Families and their local management group forum, an invitation to Tararua Health and Wellbeing Governance Group plus a range of forums held in each town, and*
- 6.3** *That a review of requirements for accreditation be undertaken and an application submitted to Safe Communities Foundation New Zealand, and*
- 6.4** *That resources be allocated to facilitate and coordinate ongoing sharing of information, collaboration and networking, and*
- 6.5** *That interest from agencies be determined and basic Civil Defence training for identified staff be offered.*

Attachments

- 1. [Appendix A _Principles of operation for Caring for Communities \(CFC\)](#)
- 2. [Appendix B-_ Outline of Safe Communities framework](#)
- 3. [Appendix C-_ Network forums existing within Tararua District](#)
- 4. [Appendix D_Tararua Health and Wellbeing Group Terms of Reference _ Draft](#)

Appendix A: Principles of operation for Caring for Communities (CFC)

CFC Regional operating model:

It is expected that changes to the operating model will:

- Improve understanding of needs across the country
- Lead to improved national coordination of actions and outcomes
- Enable greater coordination of national resources with regional CDEM Groups
- Facilitate the move to social recovery

This recalibration does not restrict CDEM Groups from being innovative or ensuring their responses are tailored to community needs.

As the pandemic has evolved, it has become clear that the welfare response to support New Zealand's communities requires a unique and prolonged approach. The social and economic impacts on New Zealanders will be far-reaching and continue a long time after the state of national emergency is no longer in force, and the COVID-19 Alert Levels have de-escalated.

This transition drives a reframe of the Welfare Pillar from an immediate response model toward a longer-term focus on New Zealand's communities, particularly those most at risk. For this reason, the 'Welfare Pillar' has been renamed as the "Caring for Communities workstream", and 'at-risk communities' will be referred to as "priority communities".

An operating model needs to be in place which is positioned to, at its ultimate outcome, transition from CDEM Groups to an expanded social sector services framework with clear roles and responsibilities, resources, relationships, systems, processes and intelligence/reporting. The recalibrated Caring for Communities workstream is intended to achieve this.

Caring for Communities workstream objective

The overarching objective of the Caring for Communities workstream is to *ensure all those individuals, whānau and communities at greater risk of experiencing adverse health, social or economic outcomes as a result of COVID-19 and associated restrictions have information and support to provide for their immediate and continued wellbeing.*

Governance structure and operational arms

A Caring for Communities Governance Group has been established to:

- Set the mission and priorities for agencies working with priority communities
- Make decisions as required to manage risks or take advantage of opportunities
- Establish the operating model and ways of working to meet the needs of priority communities while COVID-19 restrictions continue
- Oversee the transition of this operating model into social recovery and a business-as usual context

The new governance framework for the national response recognises the importance of leveraging existing social service lead agencies to achieve a nationwide social sector response.

National operating functions

The Caring for Communities workstream will use three operating arms:

Intelligence and Insights to ensure the right intelligence is being collected from the right sources in the most appropriate and timely way and delivered to Service Delivery and Coordination, and Policy, Reporting and Planning in an easily actionable form.

Service Delivery and Coordination to provide national and regional coordination of information and communications, and oversight to ensure that any wellbeing needs identified at the individual, whānau, and community/iwi level are addressed and service delivery gaps are identified and resolved via social sector agencies, CDEM Groups, the volunteer sector or offers of assistance.

Policy, Reporting and Planning to input into policy and planning, and develop reporting for Ministers and the Caring for Communities Governance Group.

The Caring for Communities workstream will continue to provide coordination and advice, convene the CDEM National Welfare Coordination Group (NWCG) and have oversight of the coordination and delivery of welfare services sub-functions.

Goal 1:

Maintain social service continuity to priority communities and commission new services as required to meet needs that have arisen as a result of COVID-19

Outcomes:

- Needs assessment: Ensure those working with priority communities know how to identify and assess wider needs and connect people with appropriate services
- Centralised channels for support: Channels (email and phone) for people to seek support for themselves or others
- Service commissioning: Support the commissioning of new services to address new needs for priority communities that have arisen as a result of COVID-19

Goal 2:

Use existing networks to reach priority communities to share key messages and identify unmet needs

Outcomes:

- Network of networks: Establish a network of networks to reach priority communities and those working with them
- Welfare coordination groups: Utilise NWCG/WCG to coordinate service delivery of welfare services. Review composition and ensure it will support the move to social recovery
- Communications: Provide clear, consistent communications that can be tailored through each cluster/network to address concerns that are specific to the community, and using channels/styles that best suit that community
- Feedback loop: Provide a mechanism for those delivering support to priority communities to escalate and have needs met quickly and effectively

Goal 3:

Provide local and national decision makers with intelligence about priority communities to prioritise resources and remove barriers

Outcomes:

- Dashboard reporting on priority communities: Manage reporting that pulls together multiple sources of information to create a view of risk across at risk communities and geographies

Goal 4:

Take advantage of offers of assistance

Outcomes:

- Offers of assistance process: Have a timely and robust process for considering, responding to, and taking advantage of offers of assistance
- Use of volunteers: Offers of spontaneous volunteers are effectively managed, applied where practical and safe to do so, and supplement responses to COVID19 related community needs

Appendix B: Outline of Safe Communities framework

Safe Communities is not another project or a programme, it is an integrated way of doing business. The model is recognised by the World Health Organization (WHO) and worldwide as an effective and acceptable intervention that improves community wellbeing and reduces the burden of injury experienced by individuals, families, whānau and communities. Safe Communities concepts embodies the values and philosophies of whanaungatanga (relationships) manaakitanga (respect, care and support) and tino rangatiratanga (self-determination and autonomy). The Manifesto for Safe Communities states that “All human beings have an equal right to health and safety”.

Pan Pacific accreditation as a Safe Community formalises community's commitment to continue to work in a collaborative and systemic way. Pan Pacific Accredited Safe Communities provide the ideal platform and channels for central and local government to increase wellbeing and reduce injuries, violence and crime through a focus on targeted interventions, leadership and collaboration.

In May 2018 following a PPSCN accreditation review, and feedback from New Zealand communities, SCFNZ and Pan Pacific partners decided to update the Accreditation process. Applications will now be written in four parts. This does not replace the six criteria but is designed to demonstrate the interrelated nature of the criteria. It will also eliminate the need to repeat information under different headings. The information listed below may help you in shaping your application.



PPSCN Safe Community Model	Application Parts			
	Collaborative Governance	Priority Setting	Effective Strategies	Shared Learnings
1. Leadership & Collaboration: Demonstration of leadership by coalition or group focused on improving community safety.				
2. Programme Reach: The range and reach of community safety programmes operating throughout your community/region, including an indication of the extent to which they are based on proven or promising intervention strategies.				
3. Targeted Interventions: Demonstration of programmes that target and promote safety for high risk/vulnerable groups and environments.				
4. Data Analysis & Strategic Alignment: Analysis of available safety (injury, violence, crime and perception) data for your community/region and how they align with established national/state/regional priorities and action plans.				
5. Evaluation: Outline of expected impacts and how they are being measured or evaluated.				
6. Communication & Networking: Demonstration of community engagement with relevant sectors of your community/region and ongoing participation in local, national and Pan Pacific Safe Communities networks is required.				

Collaborative Governance

Governance – describe the type of governance group. Prepare short summary on role/commitment of each Safe Community partner. And/or list the members including their roles within the group, and their positions within their own agencies. Indicate how long your group has been operating, and how often it meets.

- **Founding Documents** - Describe high level MOU or attach letters of support from key agencies/individuals to your application. Of particular relevance is how being accredited as a Safe Community will further improve partnerships and collaborations within your community.
- **Structure and Functions** – describe the structure of your Safe Community (include a diagram)
- **Coordination** – Describe your Safe Community coordination employment (relevant documentation such as job descriptions, and conditions of employment, can demonstrate this). If there is no coordinator, how will the key functions be managed?
- **Working/Steering groups** – If your Safe Community has a steering group (separate from governance) and/or working groups, set out their structures and functions, and how they report to/link with the governance group.
- **Sustainability** - provide evidence of how you will ensure the sustainability of your Safe Community coalition.

Priority Setting

- Overview of community demographics and a brief outline of community description (i.e. history, location, urban, rural, population size and any unique features e.g. geography, changes in population, economic growth/decline).
- Explain the process undertaken undergo with priority setting - attach latest versions of strategic plan
- Strategic and business plans – describe your Safe Community strategy/objectives and attach latest versions of strategic plan or describe the process you will undertake to develop these.
- Analyse and provide an overview of data showing key safety trends. What were the issues you identified and to what extent did analysis of data sources inform your decisions around priorities?
- What data sources did you use and what other influences/factors informed your decisions?
- Describe the high risk/vulnerable groups and environments in your community.
 - How were these groups identified? - High risk/vulnerable groups need to be specific and focused target groups within priority areas.
 - What information/data/trends support these high risk/vulnerable groups?

Effective Strategies

- Looking broadly across the community, use the templates (provided) to describe the :
 - range and reach of community safety programmes and activities, that reflects the current resourcing in your community and
 - range and mix of intervention modes.
 - This is a stock-take and you are not restricted to the sector headings in the template. Use whatever sector headings best describe your community programmes and activities.
- Describe the targeted programmes/initiatives that are focused on your identified high risk/vulnerable groups and environments?
 - How are your priorities aligned with established national/state/regional/local priorities?
 - Explain how these programmes/initiatives that are currently being delivered in your community based on the latest evidence available concerning their impact and effectiveness?
- Provide data, media releases, web-based resources, etc and a minimum of five case studies, that demonstrate you have programmes that are addressing the needs for your high-risk groups and environments. It is important that you demonstrate how you engage with these groups and the extent to which they are community-led and/or place-based initiatives.

Shared Learnings

- Community engagement –show how your Safe Community interacts, with the community to investigate, implement, evaluate and continually improve processes related to injury prevention and safety promotion
- Describe the communication modes that you utilise including web-based, network, eventbased and other forms. List your internet links/resources.
- Describe your efforts to date to share your experiences,
 - explaining the relationship and interaction with local/regional networks
 - with safe communities at the international levels
 - It is advised that you maintain a calendar of injury prevention/community safety promotion events that you have organised and/or meetings or conference that you have attended.
- Explain how you use evaluation to inform strategic and business planning decisions.

Appendix C: Network forums existing within Tararua District

GROUP Role of the all Local Management Groups:

- Encourage and promote the use of Strengthening Families (SF) within own business groups
- Monitor and evaluate inter-agency co-operation with SF
- Take responsibility for the SF reporting
- Use the information collected from the reporting to develop ongoing SF strategies and services
- Identify and nominate who are to be the lead agents in the community

Role of the Tararua LMG:

- Provide an ongoing forum for the participating government agencies and community to work together
- Gather information on local issues through the SF and TAIN (Tararua Abuse Intervention Network) process. Identify and recommend possible outcomes that the SF LMG can address • Identify priorities for funding
- Resolve disputes and reduce barriers in interagency work
- Identify and develop local preventive SF & TAIN
- Oversee, monitor and evaluate interagency cooperation with SF (& TAIN Zubeda???)

LMG's responsibilities are to:

- Ensure that an efficient and effective SF & TAIN case management service is provided in the region
- To ensure a seamless process for referrals
- Develop and implement a plan to guide the work of the LMG members and the SF & TAIN Coordinators
- Decide and record in minutes which agencies will undertake the following: administer the Discretionary Fund
- Take responsibility for the SF & TAIN reporting
- Use the information collected from the reporting and awareness from working in the community to develop ongoing SF & TAIN strategies and services
- Authorise the use of the SF Discretionary Fund in accordance with the Discretionary Fund policy and checklist
- Undertake an annual review with respect to: o the objectives of the LMG plan o feedback from families/whanau evaluations, issues on structure o recommendations for the coming year
- Contribute "in kind" resources and equipment through SF participating government agencies to help with SF service delivery where these resources have not been otherwise provided or funded.

Membership of the LMG:

<i>Public Health</i>
<i>Work & Income</i>
<i>Work & Income</i>
<i>Police</i>
<i>MVCOT</i>
<i>Youth Justice</i>
<i>Pahiatua Community Services Trust</i>
<i>Pahiatua Help-n-hand</i>
<i>Tararua Family Services</i>
<i>Rangitane</i>
<i>Kahungunu</i>
<i>Kahui Ako / DPA</i>
<i>PN Women's Refuge</i>
<i>Oranga Tamariki</i>
<i>Tararua REAP</i>

TARARUA HEALTH AND WELLBEING GROUP

Terms of Reference

PURPOSE

The purpose of the Tararua Health and Wellbeing Group is to work together on a common agenda to improve the health and wellbeing of Tararua residents. The creation of the group follows the development of the Tararua Health and Wellbeing Plan 2018 – 2023.

BACKGROUND

The Tararua Health and Wellbeing Plan was developed through a locality planning approach. This population health approach puts people, families/whānau at the centre of planning decisions to best meet the needs of their communities. It looks wider than health, driving better connections and integration of health and other services to ensure people live well, stay well and get the help they need when they need it no matter who they are or where they live.

RESPONSIBILITIES/FUNCTIONS/EXPECTED OUTCOMES

The Tararua Health and Wellbeing Group will:

- monitor the progress of the Tararua Health and Wellbeing Plan;
- provide a community voice and feedback to MidCentral DHB, service providers and the Council regarding potential service development/projects/initiatives;
- advocate, where appropriate, for positive change in areas that have a fundamental impact on people's health and wellbeing within the Tararua District;

Overall Aims of the Health and Wellbeing Group

To improve the health and wellbeing of Tararua residents by ensuring projects and initiatives are being undertaken to:

- ensure everyone has the opportunity to achieve equitable health and wellbeing outcomes;
- enable people to make healthy choices, have a good quality of life and stay well longer;
- improve people's experience of health care;
- ensure people are more engaged within their community;
- provide an integrated healthcare and social services system that operates as one team.
- To monitor progress and seek analysis of population data in Tararua that may inform any changes to plans or challenge perceptions of health outcomes by the community.

MEMBERSHIP/REPRESENTATION

Members will have diverse networks, knowledge and skills, and must be passionate about the health and wellbeing of people in the Tararua district.

Members will not be appointed as a representative for a specific consumer group or a specific part of the population. If a specific perspective is required by the group, it would be sought.

The group will consist of 10 members for a three-year term.

Members may be re-appointed, and a staggered approach will be taken to ensure the group continues to benefit from members with experience as well as new perspectives.

Composition of the group:

Representatives from:

- MidCentral DHB
- Tararua District Council
- Rangitāne o Tamaki nui a Rua
- Ngati Kahungunu ki Tāmaki nui-a-Rua
- Oranga Tamariki

5 additional appointed members to represent:

- Primary Health Care providers (eg Tararua Health Group, GP practices, pharmacists)
- Non-Government Organisations
- Community representatives (from northern and southern parts of the district)

EXCLUSIONS

For the avoidance of confusion, the Tararua Health and Wellbeing Group will not:

- Be responsible for providing services.
- Discuss or review issues that are (or should be) processed as formal complaints, for which full and robust processes already exist.
- Be involved in MidCentral DHB's or Oranga Tamariki's contracting processes.

MEMBER RESPONSIBILITIES

Group members

- Will attend all meetings, apologies will be accepted for emergencies or illness.
- In the case of absence, representative members will nominate/delegate a replacement for the meeting.
- Will refer any contact from the media on to the Chairperson.
- Members may resign at any time by advising the Chair in writing.
- Membership may also be terminated by the Chair for the following reasons:
 - Failure to advise for non-attendance at three consecutive meetings.
 - Bringing members or the name of the Health and Wellbeing Group into disrepute.

MEETING STRUCTURE

- Meetings will be held quarterly during the year and will be no longer than two hours duration.
- A meeting quorum is 60% of group members present.
- Conflicts of interest will be a standing agenda item at the start of each meeting - where conflicts exist the person will not be part of the conversation nor carry a vote in regard to any decisions made.
- Meetings will have a Tararua Health and Wellbeing Plan - Action update as a standing agenda item.
- An update of any wellbeing issues from TDC, MidCentral DHB, Tararua Health Group and Oranga Tamariki will also be a standing agenda item.

- Agenda will be circulated five days prior to each meeting.
- Additional information for approval by the group may be circulated via email as required.
- Minutes will be distributed within a week of the meeting taking place.

REPORTING

- The Tararua Health and Wellbeing Group representatives will provide verbal update reports to Tararua District Council and MidCentral DHB Executive Leadership Team at their following meetings.

An annual summary document of the work of the group will be produced and presented to Tararua District Council and MidCentral DHB through locality plans.



Audit and Risk Committee

Minutes of an Audit and Risk Committee meeting held in the Council Chamber, 26 Gordon Street, Dannevirke on Tuesday 16 June 2020 commencing at 2.11pm.

1. Present

Mr K Ross (Chairperson), Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), 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
Mrs S Walshe	- Senior Financial Accountant
Ms S Lowe	- Risk Manager (until item 6.6)
Ms T Love	- Projects Manager (until item 6.6)
Ms G Tracy	- Financial Accountant
Mr G Welsh	- Financial Accountant
Mr P Wimsett	- Manager Strategy and District Development
Ms D Perera	- Audit New Zealand Audit Director (until item 6.4)

2. Apologies

- 2.1 An apology is noted from Cr A K Franklin for non-attendance at the meeting.

3. Notification of Items Not on the Agenda

- 3.1 Nil
- 3.2 Cr Wards declared a conflict of interest regarding item of business 7 - contract approval under Local Authorities (Members Interests) Act 1968.

4. Confirmation of Minutes

- 4.1 *That the minutes of the Audit and Risk Committee meeting held on 17 March 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

Ross/Johns

Carried

5. Matters Arising from the Minutes not otherwise dealt with in the Agenda

5.1 Nil

6. Reports

6.1 Draft Audit New Zealand Interim Management Report 2019/2020

6.1.1 *That the report from the Senior Financial Accountant dated 9 June 2020 concerning the draft Audit New Zealand Interim Management Report 2019/2020 (as circulated) be received, and*

That the Audit and Risk Committee note the assessment of the control environment has concluded Council has established appropriate and operationally effective systems for internal controls, with two recommendations made in respect of key financial and non-financial information, and

That the draft management comments on the impact of the Covid-19 pandemic for reference in the financial statements, and actions to review bank reconciliations and update the sensitive expenditure policy be noted with management to finalise these comments.

Collis/Hull

Carried

6.2 Progress with Audit New Zealand Findings and Recommendations

6.2.1 *That the report from the Chief Financial Officer dated 9 June 2020 concerning progress with Audit New Zealand findings and recommendations (as circulated) be received, and*

That the Audit and Risk Committee note management's progress in addressing the eight outstanding Audit New Zealand recommendations, and it shall continue to provide updates on this matter as progress is made, and

That the three new Audit New Zealand recommendations made in their Interim Audit with regard to the impact of the Covid-19 pandemic for reference in the financial statements, review of bank reconciliations and updating of the sensitive expenditure policy be noted.

Ross/Sutherland

Carried

6.3 Audit New Zealand Letters for Audit Engagement, Audit Plan and Audit Fee Proposal

6.3.1 *That the report from the Chief Financial Officer dated 9 June 2020 concerning Audit New Zealand letters for Audit Engagement, Audit Plan and Audit Fee Proposal (as circulated) be received, and*

That the Audit and Risk Committee recommend to the Mayor the approval and signing of these letters on behalf of the Council.

Hull/Wards

Carried

6.4 Health and Safety

6.4.1 *That the report from the Risk Manager dated 9 June 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:

- The Health and Safety Coordinator secondment has been delayed until mid-July 2020.***
- Preparations are being made for the SafePlus audit towards the end of the calendar year.***
- Health and safety plans were implemented as guidance to staff and contractors in managing the risks of Covid-19 and its transmission.***
- A peer review of hazardous substances compliance is likely to be added as an item for internal audit.***
- Throughout Covid-19 lockdown there were only minimal health and safety incidents reflecting the changed work environment during that period.***

Johns/Hull

Carried

6.5 Project Risk Management

6.5.1 *That the report from the Project Manager dated 9 June 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 2020/2021 Annual Plan and 2021/2031 Long Term Plan is acknowledged.

Johns/Treder

Carried

6.6 Adoption of Council's 2020/2021 Annual Plan and Schedule of Fees and Charges

6.6.1 *That the report from the Finance Manager dated 9 June 2020 concerning the adoption of Council's 2020/2021 Annual Plan and Schedule of Fees and Charges (as circulated) and the supplementary information on the allocation of rates incidence (as tabled) be received, and*

That the Audit and Risk Committee recommend to Council through Section 80 of the Local Government Act 2002 to deviate from the Revenue and Financing Policy for the use of an operating loan to fund operating projects as outlined in section 4 of this report, and in so doing provide relief to ratepayers through aiding the recovery from Covid-19 and the drought impacting on the district, and

That the Audit and Risk Committee note the risk of the funding options chosen to be addressed by accelerating loan repayments in the Long Term Plan, and

That the Audit and Risk Committee recommend to Council the adoption of the 2019/2020 Annual Plan and the Fees and Charges Schedule subject to the correction of any typographical errors or changes which may be required, and

That it be noted and recommended for Council's approval the activities of Solid Waste Management, Animal Control, Resource Management, Parks and Recreation Grounds, Roading, Footpaths and Cemeteries fall outside the funding limits of its Revenue and Financing Policy.

Collis/Johns

Carried

7. Contract Approval Under Local Authorities (Members Interests) Act 1968

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

7.2 ***That the Audit and Risk Committee note the Office of the Auditor-General has granted approval under Section 3 (3) (a) of the Local Authorities (Members Interests) Act 1968 for Cr S M Wards to be concerned or interested in a contract with Council for services to the Emergency Operations Centre and the "Caring for Communities Programme", and***

That this approval provides additional payments can be made to Cr Wards up to the value of \$30,000 (plus any GST payable) for the 2019/2020 financial year.

Ross/Hull

Carried

8. Notified Items Not on the Agenda

8.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 3.30pm.

Chairperson



Report

Date : 18 June 2020

To : Mayor and Councillors
Tararua District Council

From : Cameron McKay
Finance Manager

Subject : **Adoption of Council's 2020/2021 Annual Plan and Schedule of Fees and Charges**

Item No : **11.3**

1. Reason for the Report

- 1.1 As recommended by the Audit and Risk Committee, to adopt the 2020/21 Annual Plan and the Schedule of Fees and Charges. The adoption of the Annual Plan is a specific requirement of Section 95 of the Local Government Act 2002 (LGA).

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 initially held a series of workshops in November 2019, January and February 2020 to determine the service levels, capital programme, fees and charges, activity expenditure and rates requirement for the Draft 2020/21 Annual Plan. The result of this was the Audit and Risk Committee recommending to Council in March to adopt a draft plan requiring a rate increase of 5.97%.

- 2.4 Council decided to revisit the Draft 2020/21 Annual Plan previously recommended by the Audit and Risk Committee in March due to Covid-19 and the drought affecting ratepayers in the district.
- 2.5 This was done through weekly discussions, finding a balance between providing relief to all ratepayers, recognising the priorities of the original Draft Annual Plan remained post Covid-19, and the need to respond and recover from Covid-19 and the drought being added to the work programme.

3. Key Messages

3.1 Original Draft Annual Plan Priorities Remain Post Covid-19:

- 3.2 Prior to Covid-19, Council planned for district wide growth and increasing government compliance requirements through a relatively high 5.97% rates increase. These requirements were consistent with Council's vision and strategic objectives in the Long Term Plan. The legislative and growth pressures still exist post Covid-19, but what has changed markedly is ratepayers ability to meet these costs at this point in time.

- 3.3 The cost drivers of the original Draft Annual Plan that still remain are outlined below:

Business as Usual

- 3.3.1 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.
- 3.3.2 The security contracts that include animal control and noise control afterhours operations are currently being revisited. The cost to deliver on the agreed level of service has increased significantly.

Growth, Demand for Services, Levels of Service:

- 3.3.3 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 enable growth, resourcing, both internally and with the use of technical experts have been budgeted for the district plan review. Resourcing has also been included in the building team by 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 reflect the actual inputs required in the consenting process.
- 3.3.4 Council plans to invest in extending its pensioner housing portfolio beyond what has been budgeted, by building 6 new units in Dannevirke. 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.

Risk and Resilience

- 3.3.5 A significant cost driver is to meet Council's outcome of mitigating risk and improving resilience in the infrastructure across the district.
- 3.3.6 As Council builds new infrastructure the overall operating costs increase. Not only does it need to fund direct operating costs like electricity and chemical treatment, but 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. This new plant addresses the drinking water standards, and the complexities of sourcing water from two different sources, the bore and the river.
- 3.3.7 Increased compliance following the Havelock North Inquiry adds an additional layer of cost compared to what was planned in the 2018/28 Long Term Plan 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.
- 3.3.8 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.

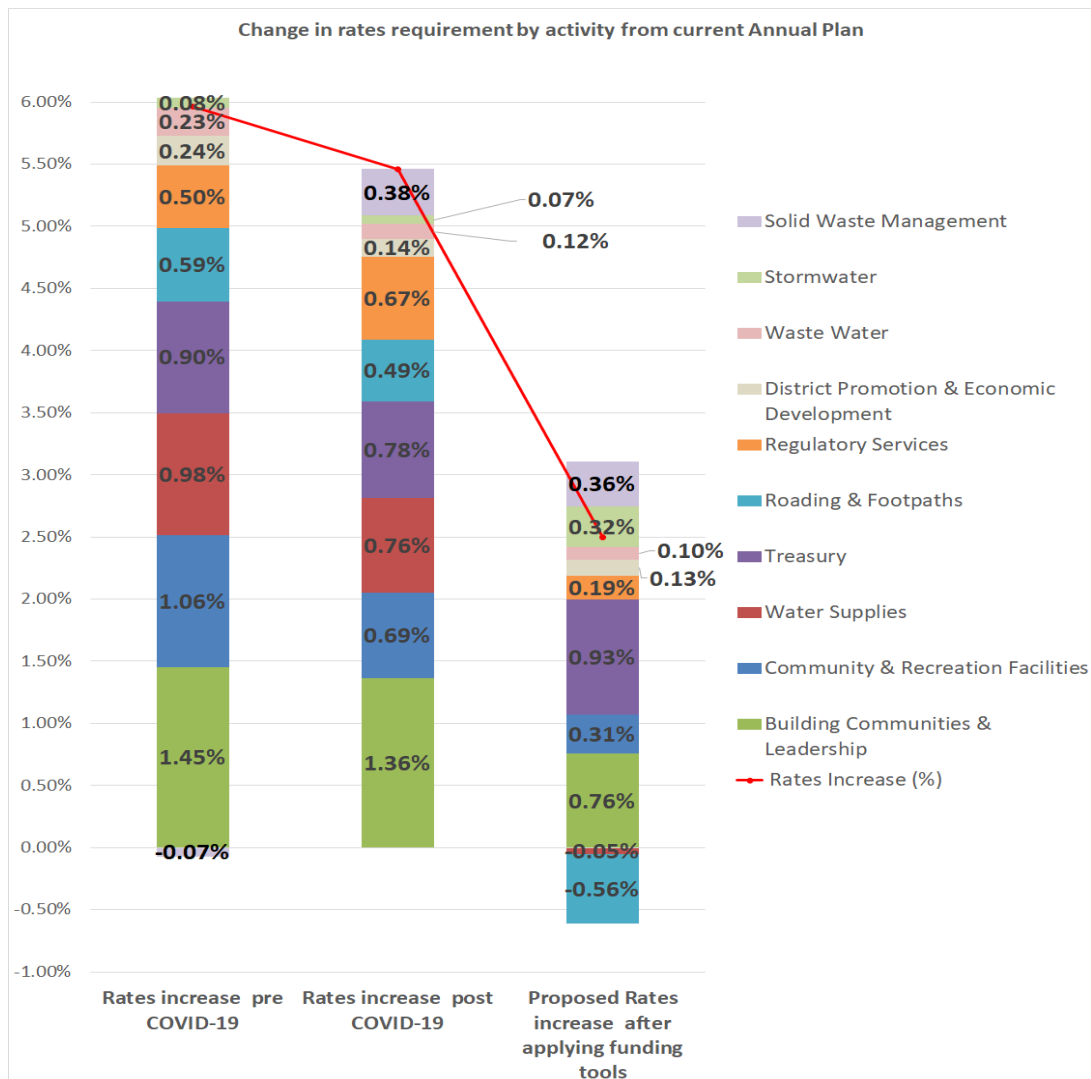
External Debt

- 3.3.9 Council's external debt has increased to \$43 million versus \$30 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.
- 3.3.10 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.

3.4 Overview of Strategies to reduce rates increase post Covid-19

- 3.4.1 In this final Annual Plan, Council is proposing a significantly leaner budget that still delivers on the priorities of the original Draft Annual Plan and allows room to provide economic stimulus to the district's economy through the various roading, water and other projects to be undertaken.

- 3.4.2 Staff have reviewed the project pipeline to bring forward those that can help create jobs and provide stimulus to the district's economy needs.
- 3.4.3 By reviewing Council's approach to some capital projects such as extensions to the reticulation network by spending the upcoming year planning and developing a strategic approach before construction, and minimising operational costs where feasible, the rates increase has been reduced to 2.5%.
- 3.4.4 Council will be increasing overall debt to enable the projects to continue within the reduced rates increase, striking what staff believe is a sound balance. Section 4 outlines the funding tools and strategies that have been implemented.
- 3.4.5 While this budget is lean, Council has some options to deal with unforeseen strategies. These include drawing on reserves and rating for them in subsequent years, and the headroom on Council borrowing limits allows for additional debt drawdown if required. Where there is a need to overspend, these will be reported through the quarterly performance report along with strategies to address the overspend.
- 3.5 Key Changes from pre COVID-19 to Post COVID-19**
- 3.5.1 The diagram below shows at a group of activity level what activities were driving the pre Covid-19 5.97% rates increase, and what has changed to achieve a 2.5% increase. Also included, is where the rates would have sat if Council had not introduced the funding tools outlined in section 4 below.
- 3.5.2 Note – some activities require less rates as a result of applying loan funding as per section 4. Therefore, these show in the graph below 0%.



3.5.3 The draft budget set pre COVID-19 that resulted in 5.97% was a lean budget representing the cost pressures facing Council resulting from growth, compliance and to deliver existing levels of service.

3.6 The key changes from the 5.97% rates increase to 2.5% are outlined below:

Footpaths

3.6.1 Reallocating \$200,000 of footpaths maintenance budget (rates impact of \$68,000) from operations to renewals. Renewing footpaths will have a greater impact to the quality of the footpath network than the corresponding value put into maintenance. This is also timely, particularly as the fibre rollout is underway in the district.

Water and Wastewater

3.6.2 The saving in Water and Wastewater from the original budget is the original budget had provision for a compliance role and replacing an engineer in the 3 waters treatment team.

- 3.6.3 Due to Covid-19, a staff member who was relocating overseas is unable to relocate, meaning that with recent recruitment the treatment teams are now resourced. Council will undertake the compliance role within these staff.
- 3.6.4 The trade-off for the above reduction is the introduction of an adult apprentice / cadet scheme for the 3 waters reticulation team. This was indicated in the Recovery Plan “in the pipeline” document. Training cadets provides employment and qualification opportunities and is in an area of growing importance.

Regulatory

- 3.6.5 The increase in the regulatory team is a 0.5 increase (total increase of 1.5 from current year) in planning resources. The heavy (and increasing) demand from the growth pressures currently being experienced has necessitated an increase in 0.5 resource. The remaining 1 FTE increase is to support the district plan urban zoning review as part of Council’s desire to enable growth and with the trade-off being reduced consulting resource that would otherwise be required to perform this work.

Interest and Depreciation

- 3.6.6 Reduction in interest rate assumption from 3% to 2.75%. The new Treasury Policy enables a greater portion on floating interest rates that are a lower cost of debt to Council. Future interest rate fixing is also likely to be significantly lower than what was achieved in the past.
- 3.6.7 Revisited the Capital Expenditure Programme. Significant changes are outlined in section 5 below.
- 3.6.8 The infrastructure valuation has been completed, resulting in an increase in depreciation expense higher than what was already accounted for in the Plan. This would have resulted in a further 0.30% of rates being required – however this has been factored into the depreciation un-funding in section 4 below.

4. Funding Tools Used

- 4.1 Now is an opportune time to be borrowing due to the low cost of debt and the strong position of Council’s balance sheet, but staff are mindful of ensuring borrowing headroom for future generations. The below funding tools increases Council’s debt to \$43 million, 13 million higher than the Long Term Plan year 3 projections.
- 4.2 The funding tools Council has decided to use is the use of debt for identified operational projects, and funding of depreciation.
- 4.3 Council’s Revenue and Financing Policy does not allow for Council to borrow for operations. Where the departure from the Revenue and Financing Policy does not involve changes to the use of rate funding, Council can apply section 80 of the Local Government Act in making a decision not consistent with an adopted policy.

The use of Section 80 to use operating loan funding is supported by guidance provided to the Covid-19 Local Government Response Unit (SOLGM) by legal specialists Simpson and Grierson and has been distributed to the Local Government sector.

4.4 Section 80 – Identification of inconsistent decisions is applied when a decision of Council is significantly inconsistent or is anticipated to have consequences that will be significantly inconsistent with any policy adopted by Council. In these circumstances, the Act requires the following to be clearly identified when making the decision:

- The inconsistency; and
- The reasons for the inconsistency; and
- Any intention of the local authority to amend the policy or plan to accommodate the decision.

4.5 The following outlines the operating loan, and un-funding of depreciation that Council is proposing to reduce the rates increase from 5.46% to 2.5%.

4.6 **Operating Loan**

4.6.1 The operating loan is not significant in terms of Council's total debt, and in terms of Council's operating budget, being \$383,000 or less than 0.1% of both.

4.6.2 Operating projects identified below were chosen for funding from an operating loan as the funding of these is able to be spread of multiple years without causing a spike in rates in the future, with repayments spread over the life span of these projects as shown in the table below. The impact of this is a reduction in rates in 2020/21 of 1.51% and will be funded as per the Operating Loan Framework below:

Operating Loan Framework				
S/N	Operating Project	Amount	Project Life	Yearly loan principal repayments from 2021/22
1	Long Term Plan	140,000.00	3	46666.66667
2	Painting of Buildings	68,000.00	10	6800
3	Water Bylaw	65,000.00	5	13000
4	District Plan	110,000	10	11000
		383,000.00		77,466.67

4.7 **Depreciation Funding**

4.7.1 The balance of the funding to bring the rates increase to 2.5% has been funded from reducing depreciation funding in Roading and Water Supplies.

4.7.2 The rationale behind this is that by receiving Government subsidy for Route 52 and Asbestos Cement Pipe renewals (not guaranteed but promising) they would

have been funded out of the depreciation reserves over a much longer period of time.

4.8 Strategies to mitigate the risk from the above funding decisions

- 4.8.1 If these projects do not materialise, staff will revisit depreciation funding as part of the 2021/31 Long Term Plan and if necessary, accelerate depreciation funding to ensure the depreciation reserves are funded to an appropriate level. In total, \$410,000 has been underfunded from depreciation.
- 4.8.2 Council will need to commit in the upcoming Long Term Plan to accelerating loan repayment. This will feature as a key strategy in the Financial Strategy for the Long Term Plan and will require additional rates throughout the life of the LTP to repay loans. This strategy will ensure that Council has the ability to respond to a crisis in the future.

5. Key Changes between the Draft Annual Plan and the Long Term Plan

5.1 Rates Increase

- 5.1.1 The overall rates increase for 2020/21 Annual Plan is 2.50%. This is lower than the 3.88% increase forecast in the Long Term Plan and lower than the pre-Covid-19 proposed increase of 5.97%. The rates increase complies with the rates limits set in the Financial Strategy.

5.2 Source of Funding Mix

- 5.2.1 During the 2018/28 Long Term Plan Council agreed to a pricing strategy to provide guidance on setting fees and charges.
- 5.2.2 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.
- 5.2.3 In response to this risk, Council 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.
- 5.2.4 Fee increases were held where possible due to the impact of Covid-19 and the drought. However, some areas have been adjusted to reflect the cost of delivering the service. The key changes to fees and charges in the Annual Plan are:
- General refuse disposal fees to reflect increased dumping costs at the Central Hawke's Bay Landfill.
 - Increased regulatory services fees to reflect the costs of delivering the service.
- 5.2.5 Council has budgeted for significant subsidy revenue for Route 52 and Asbestos Cement pipe replacements that have made it to the next stages of the Crown

Infrastructure Projects and Provincial Growth Fund. Council will not proceed with these projects if it does not receive subsidy funding.

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

Year	Rates	Subsidies	Fees & Charges	Other Revenue
2009/19 LTP – Yr 1	49%	38%	10%	3%
2012/22 LTP – Yr 1	60%	26%	13%	1%
2015/25 LTP – Yr 1	62%	26%	9%	3%
2018/28 LTP – Yr 1	66%	26%	8%	1%
2019/20 Annual Plan (LTP Yr 2)	61%	30%	8%	1%
2020/21 Annual Plan (LTP Yr 3)	48%	45%	7%	1%

5.3 Distribution of Changes to Rates

- 5.3.1 The increases have impacted on both general rates, having a greater impact on properties with higher land values (mainly rural), and targeted rates, affected properties being those connected to water services (mainly urban).
- 5.3.2 The tables below summarises the sector rates distribution. The UAGC has been increased significantly 29.71%, 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

Draft Annual Plan 2020/21 (Pre-Covid19)

UAGC at \$628.80

Rates cap is at 29.67%

UAGC current year : \$588.68

UAGC LTP Year 3 : \$617.27

				AP 2020/21	\$ change from current year	% Change from Current year	
Sector				Annual Plan 2019/20			
4730	48%	Rural	14,201,408	15,051,544	-850,136	5.99%	LTP YR 3 4.77%
4457	45%	Urban	10,552,688	11,179,581	-626,893	5.94%	2.70%
602	6%	Industrial/Commercial	1,813,989	1,922,530	-108,541	5.98%	3.57%
17	0%	Windfarms	201,982	213,404	-11,422	5.65%	5.42%
9806	100%	TOTAL RATES	26,770,067	28,367,059	-1,596,992	5.97%	3.88%

MODEL : Model 1421

Final Annual Plan 2020/21

UAGC at \$590.31

UAGC current year : \$588.68

UAGC LTP Year 3 : \$617.27

Rates cap is at 29.71%

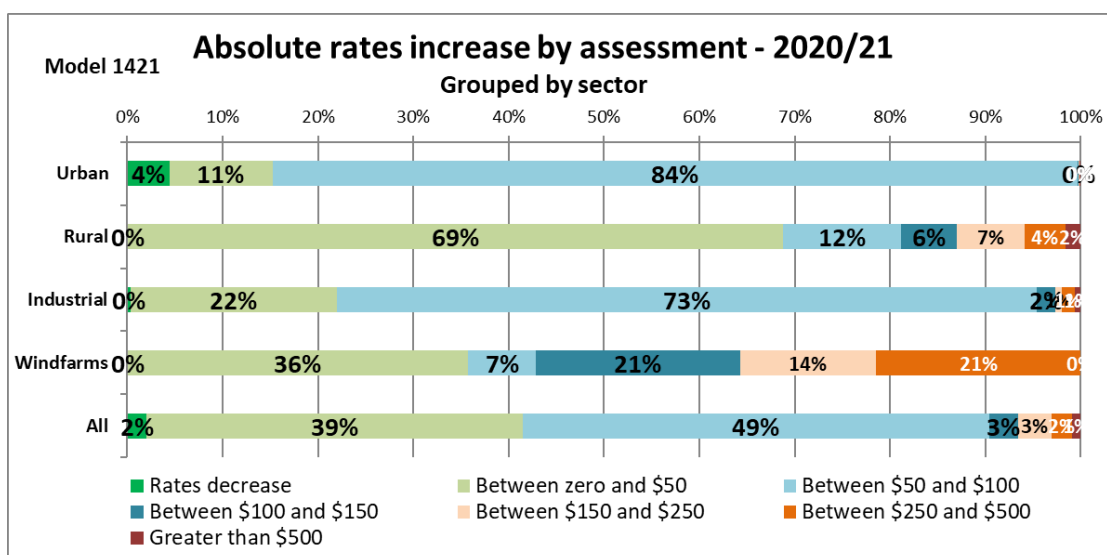
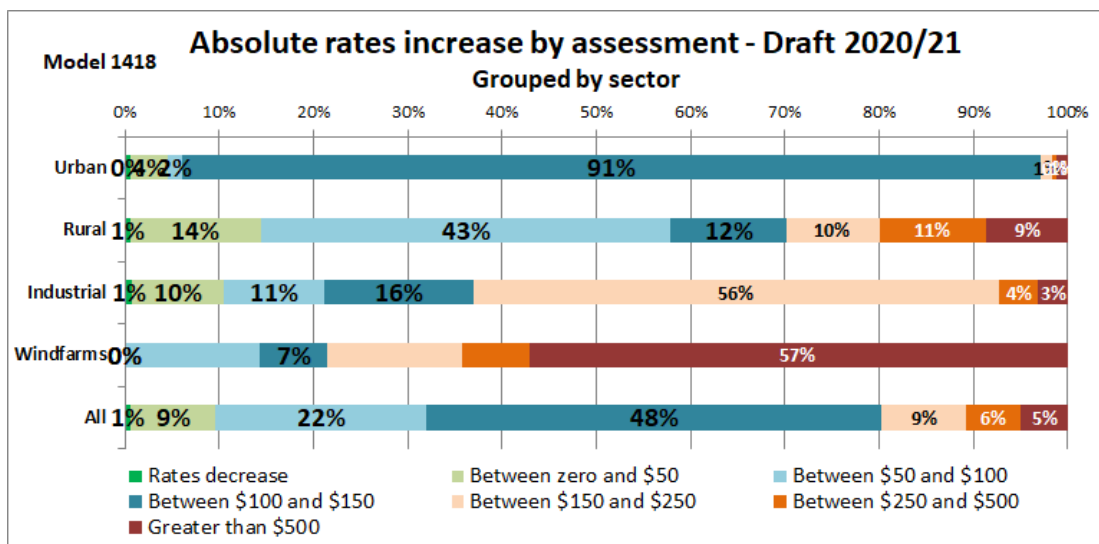
		Annual Plan 2019/20	AP 2020/21	\$ change from current year	% Change from Current year		
Sector						LTP YR 3	
4730	48%	Rural	14,201,408	14,554,748	-353,340	2.49%	4.77%
4457	45%	Urban	10,552,688	10,816,389	-263,701	2.50%	2.70%
602	6%	Industrial/Commercial	1,813,989	1,859,185	-45,196	2.49%	3.57%
17	0%	Windfarms	201,982	207,746	-5,764	2.85%	5.42%
9806	100%	TOTAL RATES	26,770,067	27,438,068	-668,001	2.50%	3.88%

Rates increase by sector LTP 2018/28					
Sector	2018/19	2019/20	2020/21	Total	Average
Rural	3.60%	4.26%	2.49%	10.35%	3.45%
Urban	4.08%	4.21%	2.50%	10.79%	3.60%
Industrial/Commercial	4.99%	4.07%	2.49%	11.55%	3.85%
Windfarms	12.80%	1.19%	2.85%	16.84%	5.61%
Overall Rates Increase	3.95%	4.20%	2.50%	10.65%	3.55%

5.3.3 The graph below groups assessments into bands by the absolute dollar increase, for each sector for both the draft pre-Covid and final. Key highlights are:

- 90% of all properties have increases less than \$100.
- All (100%) of urban properties have increases of less than \$100.
- 81% of rural properties have increases less than \$100.
- 95% of Ind/com properties have increases less than 100.

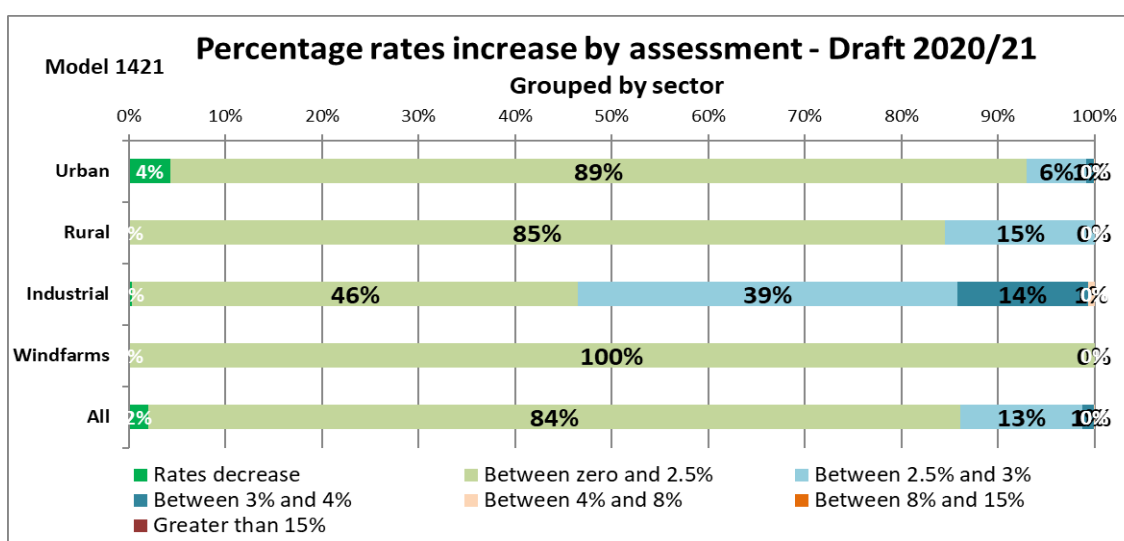
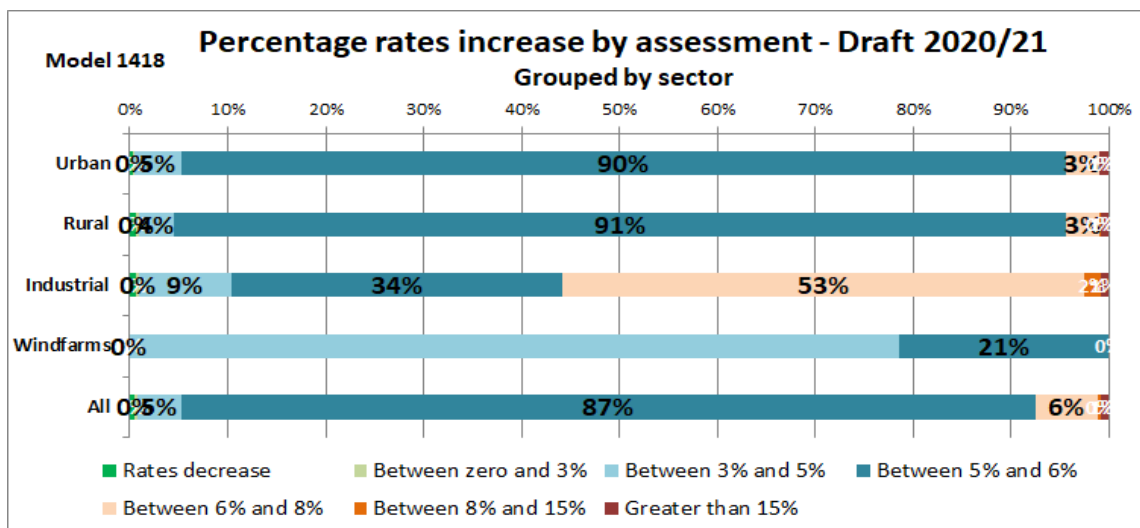
The size and value of the larger rural assessments mean they have a higher absolute increase but retain the same relative (percentage) increase as other properties.



5.3.4 The graph below groups assessments into bands by the relative percentage increase. Key highlights are.

- 86% of all properties have increases less than 2.5%.
- 93% of urban properties have increases less than 2.5%.
- 85% of rural properties have increases less than 2.5%.
- 46% of Ind/com properties have increases less than 2.5%. and 39 have increases between 2.5% to 3%.

5.3.5 The 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.



5.4 Capital Programme

5.4.1 The budgeted capital programme for the 2020/21 Annual Plan is \$31.6 million, compared to the Long Term Plan budget of \$20.2 million. Most of the programmes in the Annual Plan 2020/21 are consistent with what was indicated in the 2018/28 Long Term Plan. Changes have been supported through discussion at Council workshops.

5.4.2 The significant changes are:

- Shovel Ready Projects - Council has applied for the 2 projects under the Crown Infrastructure, namely the Route 52 and AC pipes renewals totalling \$9.2 million (these are a 3-year project totalling \$27.6 million).
- Completing the wastewater projects resulting from new consent over 2 years (2020/21 and 2021/22) where planning/scoping/design and where

possible procurement occurs in 2020/21 with construction the following year.

- Focus on developing a strategic approach to 3 waters reticulation projects namely Inflow & Infiltration, network extensions, leak detection and stormwater development projects.
- Carry forward \$4.6 million of current year budgets due to Covid-19 impact on project completion.
- Increase in budgets for Woodville water (address the water crisis issue) and earthquake strengthening of Council buildings namely Pahiatua Service Centre and Dannevirke Administration Building.

5.4.3 A key focus for the upcoming year is on planning and scoping a number of major projects, with a construction budget being pushed out to 2021/22. This reflects the improved planning approach, along with utilising the project management capabilities of the Programme and Projects Team to better manage project risks and deliver on the planned capital programme.

6. Communicating with the Community

6.1 Council had planned to formally consult on the Draft Annual Plan in April prior to the Government announcement of a national lockdown. The reason for the planned consultation was due to a proposed rates increase of 5.97% being higher than Council's 4.20% rates limit.

6.2 Due to COVID-19, Council has revisited the Annual Plan, reducing the proposed rates increase to 2.5%, lower than both the rates limit, and the proposed rates increase for year 3 of the Long Term Plan of 3.88%.

6.3 Council does not need to consult with the community on the 2020/2021 Annual Plan as the revised plan does not differ significantly from the Long Term Plan. Instead, Council will be informing the community of Council projects, activities, fees and charges planned for 2020/2021 as it adopts the Annual Plan. Staff will highlight the changes from the original Draft Annual Plan, highlighting the use of debt to achieve a 2.5% rates increase.

7. Revenue and Financing Policy

7.1.1 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
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Cemeteries	70%-80%	65%	20%-30%	34%	0%-5%	2%
Parks and Recreation Grounds	85%-95%	82%	0%-5%	5%	5%-10%	13%
Animal control	10-20%	30%	80-90%	69%	-	0%
Resource Management	80%-90%	72%	10%-20%	27%	-	0%
Footpaths	100%	80%		-		20%
Roading	35-45%	26%	0%-5%	1%	55-65%	73%
Solid waste management	70%-80%	55%	20%-30%	40%	0%-5%	5%

7.1.2 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 has increased fees and charges for refuse disposal to recover the costs incurred for providing this service.</p> <p>Action Required: 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. This year, fee increases are being put on hold to aid in the recovery from Covid-19 and the drought.</p> <p>Action Required: Animal Control fees increased over the coming two years 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>Action Required: Council to revisit the Revenue and Financing Policy in the 2021/31 LTP.</p>
Resource Management	<p>Council is proposing to fund the costs of the District Plan – urban zoning review over 10 years. The result of this is rates are lower than policy limits.</p> <p>No Action Required</p>
Cemeteries	<p>Fees & Charges are slightly higher based on historical trends of cemetery plot sales. If demand for plots were to drop marginally</p>

Activity	Reason
	then this activity would comply. No Action Required
Roading	The Route 52 upgrade has a higher than standard subsidy applied being 100%. No Action Required
Parks and Recreation Grounds	The reason for non-compliance is due to a capital subsidy for a planned capital upgrade. No Action Required

8. Financial Strategy Limits and Revenue and Financing Compliance

8.1 Financial Prudence Benchmarks

8.1.1 The table below displays Council's planned limit as per the Annual Plan 2020/21 against its Quantified Maximum limits set in the Financial Strategy.

Benchmark	Quantified Maximum Limit	Planned Limit	Met	Headroom
Rates affordability benchmark				
- Income	\$24,257,000	\$ 23,859,000	Yes	\$ 397,718
- Increases	4.20%	2.49%	Yes	
Debt Affordability:				
Net Debt as a percentage of total revenue.	<100%	79%	Yes	\$ 10,733,000
Net interest as a percentage of total revenue.	<7%	2.08%	Yes	\$ 43,422,403
Net interest as a percentage of annual rates income.	<10%	4.25%	Yes	\$ 24,897,852
Liquidity (External, term debt + committed loan facilities + available liquid investments to existing external debt)	>110%	119%	Yes	\$ 1,818,273
Balanced Budget Benchmark	>100%	125%	Yes	
Essential Services Benchmark	>100%	190.50%	Yes	
Debt Servicing Benchmark	<10%	2.13%	Yes	

8.1.2 Council complies with all of the limits set in the Financial Strategy. The proposed rates increase of 2.49% is under the maximum limit of 4.2% and represents the significant investment on improving and maintaining infrastructure and continuing to meet legislative requirements.

- 8.1.3 The debt limit with the least headroom is liquidity, with \$1.8 million headroom in the 2020/21 Annual Plan. 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-prioritizing planned projects if required. Council previously held a stand-by facility of \$3 million, but this was increased to \$5 million. Council has a strong relationship with both Westpac and BNZ banks, allowing Council to negotiate this stand-by facility if required.
- 8.1.4 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 less than 150% as per the recently adopted Treasure Risk Management Policy. This allows for significant future headroom and also ensures the cost of debt is maintained at an affordable level to ratepayers.
- 8.1.5 Council's planned external borrowing position of \$43 million is higher than the LTP year 3 forecast of \$30 million.

9. Significance Assessment

- 9.1 The 2020/21 Annual Plan continues the priorities of efficient local infrastructure, public services and regulatory functions as consulted on through the Long Term Plan (LTP).
- 9.2 The proposed changes recommended are not considered significant in terms of the Council's Significance and Engagement Policy.

10. Conclusion

- 10.1 The Annual Plan 2020/21 proposes a low rates increase of 2.5% in response to the financial pressures being incurred by ratepayers from the drought and Covid-19. This has been achieved by developing a lean budget and using the funding tools outlined in section 4 above. The issues and challenges facing Council, being growth and compliance are consistent with the Financial Strategy.
- 10.2 Taking into account the above, the Audit and Risk Committee recommend to the Council it adopt the 2020/21 Annual Plan and the Fees and Charges Schedule.

11. Recommendation

- 11.1 ***That the report from the Finance Manager dated 18 June 2020 concerning the Adoption of Council's 2020/2021 Annual Plan and Schedule of Fees and Charges (as circulated) be received, and***
- 11.2 ***That as recommended by the Audit and Risk Committee, Council adopt through Section 80 of the Local Government Act 2002 to deviate from the Revenue and Financing Policy for the use of an operating loan to fund operating projects as outlined in section 4 of this report, and in so doing provide relief to ratepayers through aiding the recovery from Covid-19 and the drought impacting on the district, and***

- 11.3** *That as recommended by the Audit and Risk Committee, Council note the risk of the funding options chosen to be addressed by accelerating loan repayments in the Long Term Plan, and*
- 11.4** *That as recommended by the Audit and Risk Committee, Council adopt the 2019/2020 Annual Plan and the Fees and Charges Schedule subject to the correction of any typographical errors or changes which may be required, and*
- 11.5** *That Council notes and approves the activities of Solid Waste Management, Animal Control, Resource Management, Parks and Recreation Grounds, Roading, Footpaths and Cemeteries fall outside the funding limits of its Revenue and Financing Policy.*

Attachments

Nil.

Report

Date : 18 June 2020

To : Mayor and Councillors
Tararua District Council

From : Eleanor Roberts
Revenue Manager

Subject : **Rates Resolution for the 2020/2021 Financial Year**

Item No : **11.4**

1. Reason for Report

This report places before Council the necessary resolution to enable it to set the rates, due dates for payment and authorise the addition of penalties for the 2020/21 financial year.

2. Setting the Rates for the 2020/21 Financial Year

That the Tararua District Council 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 authorise the addition of penalties for unpaid rates under Section 57 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2020 and ending on 30 June 2021 as detailed in Appendix One attached.

3. Recommendation

3.1 *That the report from the Revenue Manager dated 18 June 2020 concerning the Rates Resolution for the 2020/2021 Financial Year (as circulated) be received, and*

3.2 *That the resolution to set the rates for the 2020/21 year as detailed below is adopted.*

3.3 Setting the Rates for the 2020/21 Financial Year

That the Tararua District Council resolves 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 authorise the addition of penalties for unpaid rates under Section 57 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2020 and ending on 30 June 2021 as follows:

Please note:

- *All references to sections are to sections of the Local Government (Rating) Act 2002.*
- *All amounts stated are GST inclusive.*

3.4 General Rate

3.4.1 *Pursuant to Sections 13(2)(a) and 14, a general rate in the dollar of \$0.00138394 of land value per rating unit in the district.*

3.5 Uniform Annual General Charge

Pursuant to Section 15(1)(a), a uniform annual general charge as a fixed amount of \$590.31 per rating unit in the district.

3.6 Libraries and Swimming Pools

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a fixed amount of \$264.10 per rating unit in the district.

3.7 Specified Services Targeted Differential Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a rate in the dollar of land value for Rural and Urban properties, and capital value for Industrial/Commercial properties as follows:

<i>Rural properties</i>	<i>Nil</i>
<i>Urban properties</i>	<i>\$0.00050332</i>
<i>Industrial/Commercial properties Rural</i>	<i>\$0.00107640</i>
<i>Industrial/Commercial properties Urban</i>	<i>\$0.00178779</i>

3.8 Targeted Rooding Rate

Pursuant to Sections 16(3)(a) and 16(4)(a), a uniform rate in the dollar of \$0.00151484 on the land value per rating unit in the district.

3.9 Targeted Differential Uniform Rooding Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis as an amount per rating unit for the different categories of rateable land as follows:

<i>Rural properties</i>	<i>\$267.47</i>
<i>Urban properties</i>	<i>\$ 40.28</i>
<i>Industrial/Commercial</i>	<i>\$ 85.00</i>

3.10 Refuse and Recycling Targeted Differential Uniform Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis as an amount per rating unit for the different categories of land as follows:

<i>Rural properties</i>	<i>\$53.12</i>
<i>Urban properties</i>	<i>\$180.12</i>
<i>Industrial/Commercial</i>	<i>\$152.72</i>

3.11 Urban Water Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set differently as follows:

- An amount of \$477.88 per separately used or inhabitable parts of a rating unit which receives an ordinary supply of water from an urban water supply.*
- An amount of \$238.94 on every rating unit where an ordinary supply is available but is not connected, being a property situated within 100 metres from the water system and could be effectively connected to the water system, except for rateable properties on metered supply and the Pongaroa Water Supply.*

3.12 Water Metered Rate

Rating units on metered supply that are assessed rates under Sections 16(3)(b) and Sections 16(4)(b), 19(2)(a) and 19(2)(b) as follows:

All extraordinary users

- A targeted rate charged quarterly as an amount of \$134.47 per rating unit.*
- Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$1.75 per m3.*

All large industrial and intake line users

- A targeted rate charged quarterly as an amount of \$134.47 per rating*

unit.

- *Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$0.87 per m3.*

3.13 Pongaroa Water Rate

Pursuant to Section 19(2)(a), a targeted rate as an amount of \$93.75 per unit of water supplied from the Pongaroa Water Supply.

3.14 Urban Wastewater Rate (excluding educational establishments, multiple unit residential properties and properties charged trade waste fees)

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis for urban wastewater as follows:

An amount of \$535.52 per separately used or inhabitable parts of a rating unit connected to the wastewater system, and

On every connected rating unit with 4 or more water closets/urinals, an amount of \$178.49 for each water closet or urinal excluding the first 3, and excluding any in addition to 12; and

An amount of \$267.76 on every rating unit where wastewater is available but is not connected, being a property situated within 100 metres from the wastewater system and it could be effectively connected to the wastewater system.

Note: A rating unit used primarily as a residence for one household will be treated as having only one water closet/urinal.

3.15 Urban Wastewater Rate - educational establishments and multi-unit residential properties

Pursuant to Sections 16(3)(b) and 16(4)(b), for educational establishments and multi-unit residential properties a targeted uniform rate of \$535.52 on each water closet/urinal connected to the urban wastewater system.

Educational establishments are as defined under Schedule 1, Clause 6 of the Local Government (Rating) Act 2002.

3.16 Urban Stormwater Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted uniform rate of \$168.67 on every rating unit in the Tararua District stormwater drainage area as a fixed amount per rating unit.

3.17 Town Centre Refurbishment Rate - Dannevirke

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis of a fixed amount of \$14.59 on every rating unit in the North Ward and a

fixed amount of \$11.90 on every rating unit in the South Ward where a Lump Sum Contribution has not been elected under Part 4A comprising Sections 117A to 117N and Schedule 3A.

3.18 Town Centre Refurbishment Rate - Woodville

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$7.23 on every rating unit in the North Ward and of \$8.97 on every rating unit in the South Ward.

3.19 Town Centre Refurbishment Rate - Eketahuna

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$6.88 on every rating unit in the North Ward and of \$8.55 on every rating unit in the South Ward.

3.20 Town Centre Refurbishment Rate - Pahiatua

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$26.37 on every rating unit in the North Ward and of \$32.75 on every rating unit in the South Ward.

4. Due Date for Payment of Rates

Rates and charges for the year ending on 30 June 2021 will be assessed in four instalments, which will become due and payable on the following dates:

<i>Instalment</i>	<i>Due date</i>	<i>Instalment period</i>
<i>Instalment 1</i>	<i>31 August 2020</i>	<i>1 July 2020 to 30 September 2020</i>
<i>Instalment 2</i>	<i>30 November 2020</i>	<i>1 October 2020 to 31 December 2020</i>
<i>Instalment 3</i>	<i>28 February 2021</i>	<i>1 January 2021 to 31 March 2021</i>
<i>Instalment 4</i>	<i>31 May 2021</i>	<i>1 April 2021 to 30 June 2021</i>

Charges for water metered rates for the year ending on 30 June 2021 will be assessed in four instalments, which will become due and payable on the following dates:

<i>Instalment</i>	<i>Meters Read</i>	<i>Due date</i>
<i>Instalment 1</i>	<i>September 2020</i>	<i>20 October 2020</i>
<i>Instalment 2</i>	<i>December 2020</i>	<i>20 January 2021</i>

Instalment 3	March 2021	20 April 2021
Instalment 4	June 2021	20 July 2021

5. **Penalties**

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

For all rates other than water metered rates:

- a) A penalty under Section 58(1)(a) of 10 percent on so much of any instalment that has been assessed after 1 July 2020 and which is unpaid by due date for payment, to be applied on the day after the due date (Instalment penalty).***

The scheduled dates to add the penalties to the unpaid rates are as at the following dates:

<i>Instalment Due Date</i>	<i>Rates Penalty Date</i>
<i>31 August 2020</i>	<i>Nil*</i>
<i>30 November 2020</i>	<i>Nil*</i>
<i>28 February 2021</i>	<i>1 March 2021</i>
<i>31 May 2021</i>	<i>1 June 2021</i>

****due to the drought and Covid-19 current penalties will not be added to instalments 1 and 2 for rates***

- b) No penalties under Section 58(1)(b) will be added to any rates assessed before 1 July 2020 which remain unpaid on 6 July 2020 (Arrears penalty).***
- c) A charge under Section 58(1)(c) will not be applied to any rates to which a penalty has been added under (b) above which remain unpaid on 6 January 2021 (Arrears penalty).***

For water metered rates

- d) A charge under Section 58(1)(a) of 10 percent on so much of any water metered rates if the rates remain unpaid a day after the due date.***

The scheduled dates to add the penalties to the unpaid water metered rates are as at the following dates:

<i>Instalment Due Date</i>	<i>Water Metered Penalty Date</i>
<i>20 October 2020</i>	<i>Nil*</i>
<i>20 January 2021</i>	<i>Nil*</i>
<i>20 April 2021</i>	<i>21 April 2021</i>
<i>20 July 2021</i>	<i>21 July 2021</i>

****due to the drought and Covid-19 penalties will not be added to instalments due on 20 October 2020 and 20 January 2021***

6. Discount

Pursuant to Section 55(3) a 3 percent discount will be provided where a ratepayer makes full payment of the 2020/2021 rates on or before 31 August 2020.

Attachments

- 1 [!\[\]\(8c4dca64662d21542001ca0ed7eeb688_img.jpg\)](#). Tararua District Council Resolution to Set Rates for the 2020/2021 Year

Appendix One

Tararua District Council

Resolution to Set Rates for the 2020/21 Year

1.1 Setting the Rates for the 2019/20 Financial Year

That the Tararua District Council resolves 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 authorise the addition of penalties for unpaid rates under Section 57 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2019 and ending on 30 June 2020 as follows:

Please note:

- All references to sections are to sections of the Local Government (Rating) Act 2002.
- All amounts stated are GST inclusive.

1.2 General Rate

- 1.2.1 Pursuant to Sections 13(2)(a) and 14, a general rate in the dollar of \$0.00138394 of land value per rating unit in the district.

1.3 Uniform Annual General Charge

Pursuant to Section 15(1)(a), a uniform annual general charge as a fixed amount of \$590.31 per rating unit in the district.

1.4 Libraries and Swimming Pools

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a fixed amount of \$264.10 per rating unit in the district.

1.5 Specified Services Targeted Differential Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a rate in the dollar of land value for Rural and Urban properties, and capital value for Industrial/Commercial properties as follows:

Rural properties	Nil
Urban properties	\$0.00050332
Industrial/Commercial properties Rural	\$0.00107640
Industrial/Commercial properties Urban	\$0.00178779

1.6 Targeted Roding Rate

Pursuant to Sections 16(3)(a) and 16(4)(a), a uniform rate in the dollar of \$0.00151484 on the land value per rating unit in the district.

1.7 Targeted Differential Uniform Roding Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis as an amount per rating unit for the different categories of rateable land as follows:

Rural properties	\$267.47
Urban properties	\$ 40.28
Industrial/Commercial	\$ 85.00

1.8 Refuse and Recycling Targeted Differential Uniform Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis as an amount per rating unit for the different categories of land as follows:

Rural properties	\$53.12
Urban properties	\$180.12
Industrial/Commercial	\$152.72

1.9 Urban Water Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set differently as follows:

- An amount of \$477.88 per separately used or inhabitable parts of a rating unit which receives an ordinary supply of water from an urban water supply.
- An amount of \$238.94 on every rating unit where an ordinary supply is available but is not connected, being a property situated within 100 metres from the water system and could be effectively connected to the water system, except for rateable properties on metered supply and the Pongaroa Water Supply.

1.10 Water Metered Rate

Rating units on metered supply that are assessed rates under Sections 16(3)(b) and Sections 16(4)(b), 19(2)(a) and 19(2)(b) as follows:

All extraordinary users

- A targeted rate charged quarterly as an amount of \$134.47 per rating unit.
- Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$1.75 per m3.

All large industrial and intake line users

- A targeted rate charged quarterly as an amount of \$134.47 per rating unit.
- Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$0.87 per m3.

1.11 Pongaroa Water Rate

Pursuant to Section 19(2)(a), a targeted rate as an amount of \$93.75 per unit of water supplied from the Pongaroa Water Supply.

1.12 Urban Wastewater Rate (excluding educational establishments, multiple unit residential properties and properties charged trade waste fees)

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis for urban wastewater as follows:

An amount of \$535.52 per separately used or inhabitable parts of a rating unit connected to the wastewater system, and

On every connected rating unit with 4 or more water closets/urinals, an amount of \$178.49 for each water closet or urinal excluding the first 3, and excluding any in addition to 12; and

An amount of \$267.76 on every rating unit where wastewater is available but is not connected, being a property situated within 100 metres from the wastewater system and it could be effectively connected to the wastewater system.

1.13 Urban Wastewater Rate - educational establishments and multi-unit residential properties

Pursuant to Sections 16(3)(b) and 16(4)(b), for educational establishments and multi-unit residential properties a targeted uniform rate of \$535.52 on each water closet/urinal connected to the urban wastewater system.

Educational establishments are as defined under Schedule 1, Clause 6 of the Local Government (Rating) Act 2002.

1.14 Urban Stormwater Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted uniform rate of \$168.67 on every rating unit in the Tararua District stormwater drainage area as a fixed amount per rating unit.

1.15 Town Centre Refurbishment Rate - Dannevirke

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis of a fixed amount of \$14.59 on every rating unit in the North Ward and a fixed amount of \$11.90 on every rating unit in the South Ward where a Lump Sum Contribution has not been elected under Part 4A comprising Sections 117A to 117N and Schedule 3A.

1.16 Town Centre Refurbishment Rate - Woodville

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$7.23 on every rating unit in the North Ward and of \$8.97 on every rating unit in the South Ward.

1.17 Town Centre Refurbishment Rate - Eketahuna

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$6.88 on every rating unit in the North Ward and of \$8.55 on every rating unit in the South Ward.

1.18 Town Centre Refurbishment Rate - Pahiatua

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$26.37 on every rating unit in the North Ward and of \$32.75 on every rating unit in the South Ward.

2 Due Date for Payment of Rates

Rates and charges for the year ending on 30 June 2021 will be assessed in four instalments, which will become due and payable on the following dates:

Instalment	Due date	Instalment period
Instalment 1	31 August 2020	1 July 2020 to 30 September 2020
Instalment 2	30 November 2020	1 October 2020 to 31 December 2020
Instalment 3	28 February 2021	1 January 2021 to 31 March 2021
Instalment 4	31 May 2021	1 April 2021 to 30 June 2021

Charges for water metered rates for the year ending on 30 June 2021 will be assessed in four instalments, which will become due and payable on the following dates:

Instalment	Meters Read	Due date
Instalment 1	September 2020	20 October 2020
Instalment 2	December 2020	20 January 2021
Instalment 3	March 2021	20 April 2021
Instalment 4	June 2021	20 July 2021

3 Penalties

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

For all rates other than water metered rates:

- a) A penalty under Section 58(1)(a) of 10 percent on so much of any instalment that has been assessed after 1 July 2020 and which is unpaid by due date for payment, to be applied on the day after the due date (Instalment penalty).

The scheduled dates to add the penalties to the unpaid rates are as at the following dates:

Instalment Due Date	Rates Penalty Date
31 August 2020	Nil*
30 November 2020	Nil*
28 February 2021	1 March 2021
31 May 2021	1 June 2021

**due to the drought and Covid-19 current penalties will not be added to instalment 1 and 2 for rates*

- b) No penalties under Section 58(1)(b) will be added to any rates assessed before 1 July 2020 which remain unpaid on 6 July 2020 (Arrears penalty).
- c) A charge under Section 58(1)(c) will not be applied to any rates to which a penalty has been added under (b) above which remain unpaid on 6 January 2021 (Arrears penalty).

For water metered rates

- d) A charge under Section 58(1)(a) of 10 percent on so much of any water metered rates if the rates remain unpaid a day after the due date.

The scheduled dates to add the penalties to the unpaid water metered rates are as at the following dates:

Instalment Due Date	Water Metered Penalty Date
20 October 2020	Nil*
20 January 2021	Nil*
20 April 2021	21 April 2021
20 July 2021	21 July 2021

*due to the drought and Covid-19 penalties will not be added to instalment due on 20 October 2020 and 20 January 2021

4 Discount

Pursuant to Section 55(3) a 3% discount will be provided where a ratepayer makes full payment of the 2020/21 rates on or before 31 August 2020.

Report

Date : 18 June 2020

To : Mayor and Councillors
Tararua District Council

From : Craig Lunn
Manager Regulatory Services

Subject : **Te Ahu a Turanga Manawatu Tararua Highway Proposed Delegations for Joint Territorial Authority Decision-making**

Item No : **11.5**

1. Background

- 1.1 The New Zealand Transport Agency (“**NZTA**”) lodged Notices of Requirement to designate land for work associated with the construction and operation of Te Ahu a Turanga (the “**Project**”), a new road north of the Manawatu Gorge in 2018 (“**NORs**”).
- 1.2 The land which is the subject of the NORs is situated within each of the districts of Palmerston North City Council, Manawatu District Council and Tararua District Council (“**the Territorial Authorities**”).
- 1.3 NZTA confirmed its requirement for designations in the District Plans of each of the Territorial Authorities on 7 June 2019 (attached to which were a number of conditions).
- 1.4 Two appeals against NZTA’s decision to confirm the designations have now been settled in accordance with an amended set of conditions. The agreed amendments incorporated updated plans reflecting a proposed change to the designation boundaries, to provide for a more northerly road alignment of the project, located partly outside the designation boundaries identified in the Transport Agency’s original NORs (“**Northern Alignment**”). The Northern Alignment has been approved by the Environment Court in its order implementing the designation condition changes agreed between the parties. All appeals are now resolved.
- 1.5 The Territorial Authorities are taking steps to incorporate the designations into their District Plans.

- 1.6 NZTA is currently in the process of preparing to commence work in accordance with the designations. This will involve submitting to the Territorial Authorities management plans, outline plans, new resource consent applications and potentially applications to remove or alter the designation (the “**Implementation Activities**”).
- 1.7 The Territorial Authorities have agreed that they will work together in processing and considering the Implementation Activities under the Resource Management Act 1991 (“**RMA**”) and to appoint a processing and compliance team in respect of the Implementation Activities.
- 1.8 The Territorial Authorities have appointed a project team (“**TA Project Team**”) to carry out the regulatory functions in respect of the Implementation Activities generally in accordance with the Processing and Compliance Structure at **Annexure A**, and comprised of the following roles:
- a. Te Ahu a Turanga Decision Maker(s);
 - b. TA Processing and Compliance Manager;
 - c. TA Processing Lead;
 - d. TA Compliance Lead.
- 1.9 The TA Project Team is required to report to the following Council officers within the Territorial Authorities on a regular basis - Simon Mori, Head of Planning Services, PNCC, Rachelle Johnston, Principal Planner, MDC, and John Harold Planning Officer, TDC – as to the progress of the Implementation Activities and any decisions. They in turn will report to their managers.
- 1.10 This report addresses the decision-making delegations for those roles.

2. Purpose

- 2.1 To confirm the process for the joint processing of the Implementation Activities by the Palmerston North City Council (“**PNCC**”), Manawatu District Council (“**MDC**”), and Tararua District Council (“**TDC**”), and to delegate the necessary powers and responsibilities to consultants as required, and pursuant to Section 34A of the Resource Management Act.
- 2.2 Attached are each consultant’s curriculum vitae outlining their experience and qualifications.
- 2.3 To avoid doubt, the delegations recommended pursuant to this report are not intended to override or replace the existing delegations (decision-making powers) that sit with individual officers or named positions within the Territorial Authorities in any way. In other words, any decision relating to the project can still be made by the relevant Council Officer with the appropriate delegated powers.

3. Significance Assessment

- 3.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this Report.

4. Recommendation

- 4.1 *That the report from the Manager Regulatory Services dated 18 June 2020 concerning Te Ahu a Turanga Manawatu Tararua Highway Proposed Delegations for Joint Territorial Authority Decision-making (as circulated) be received, and*
- 4.2 *That any applications under the Resource Management Act by the New Zealand Transport Agency to Palmerston North City Council, Manawatu District Council and Tararua District Council with respect to the project (and related designations in the Territorial Authorities' District Plans) be processed jointly, with any hearings and any decisions or recommendations to be held or made jointly by the Territorial Authorities, generally in accordance with an agreed process/structure, and*
- 4.3 *That the Territorial Authorities acknowledge that the hearing of notified applications (if required) could occur by a Hearing Panel, which may be separately appointed by the Territorial Authorities, and*
- 4.4 *That Gina Sweetman and Christine Foster are appointed in their capacity as Independent Hearing Commissioners as "Te Ahu a Turanga Decision Makers" for the Territorial Authorities and pursuant to Section 34A of the Resource Management Act are delegated all powers, functions and duties of the Council to:*
- a. Hear, consider and make decisions on any application for resource consents (including notification determinations), including any preliminary or procedural matters.*
 - b. Hear, consider and make recommendations on notices of requirements and designations, including on outline plans, outline plan waivers, requests for changes to outline plans, alterations to designations, removal of designations, fixing periods for the expiry of designations, and all further information requests and processing requirements.*
 - c. Consider and make decisions regarding certification of management plans.*
 - d. Determine any requests for certificates of compliance, including requesting further information in relation to requests for certificates of compliance.*

- e. To otherwise exercise all the functions, powers and duties of the Council under the Resource Management Act and regulations made thereunder associated with the processing and granting of applications for resource consent or notices of requirements and designations, including any preliminary/procedural matters regarding the applications and any hearing.*
- f. Hear and determine an objection under the Resource Management Act, such as (but not limited to) objections to fees and charges, including determination of any preliminary matters and matters necessary for the conduct of a hearing.*

4.5 *And that Phillip Percy, Perception Planning, be appointed as a consultant planner in the role of Territorial Authorities Processing Lead and pursuant to Section 34A of the Resource Management Act is delegated the following powers, functions and duties of the Council:*

- a. To waive compliance and to extend time limits under Section 37 of the Resource Management Act.*
- b. To determine an application is incomplete and return it to the applicant under Section 88 of the Resource Management Act.*
- c. To determine not to proceed with the hearing of an application for resource consent under Section 91 of the Resource Management Act where it is considered that additional consents under the Resource Management Act are required in respect of any application.*
- d. To request further information and commission reports, and to set related timeframes, pursuant to Sections 92 and 169 of the Resource Management Act.*
- e. To determine all notification matters in accordance with Sections 95A to 95G of the Resource Management Act.*
- f. To determine any requests for certificates of compliance under Section 139 of the Resource Management Act, including requesting further information regarding certificates of compliance.*
- g. To make decisions regarding certification of management plans.*
- h. To determine requests for changes to outline plans.*
- i. To determine outline plan waivers.*
- j. To make recommendations to the Te Ahu a Turanga Decision Makers on land use consents, outline plans and non-certification of Environmental Management Plans.*
- k. To determine whether to take enforcement action on minor non-compliances.*

Attachments

- 1 [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) CV - Gina Sweetman](#)
- 2 [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) CV - Christine Foster](#)
- 3 [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) CV - Phillip Percy](#)
- 4 [!\[\]\(1a468f12cdfc63dc07896d0781cf55ec_img.jpg\) Annexure A - Processing and Compliance Structure](#)



Gina Sweetman

Sweetman Planning Services

Bachelor of Planning, Auckland University, 1993
Masters of Planning (First Class Honours), Auckland University, 2006
MNZPI, Distinguished Services Award 2014

I have a wide range of management, planning and policy experience, having worked for over twenty-six years in local government, central government and private practice. I have a strong knowledge of all aspects of Resource Management Act (RMA), and wider natural resources planning in New Zealand, with particular strengths in policy analysis and advice, development contributions policy, statutory planning, Māori planning issues training and implementing best RMA practice into everyday practice. Through my work with central government, I have significant experience with policy development and government processes. I have provided expert evidence to both council hearings, the Environment Court and have been involved in central government committee processes. I am also an accredited and experienced RMA Hearings Commissioner (Chair endorsement), one of 20 appointed Development Contribution Commissioners nationwide, independent chairperson and facilitator. I am also a recipient of the NZPI Distinguished Service Award.

Areas of particular expertise:

- ✓ Accredited Hearings Commissioner (Chair endorsement)
- ✓ Development Contributions Commissioner
- ✓ Facilitator
- ✓ Expert witness
- ✓ Policy and plan development and review
- ✓ Development and financial contributions policy and implementation
- ✓ Central and local government processes, including budgeting, reporting, staff development, policy development and advice, development, implementation, evaluation and audits
- ✓ Team and project management and leadership
- ✓ Consent processing and reviews
- ✓ Māori planning issues
- ✓ Best practice, training and guidance
- ✓ RMA, Treaty, Takutai Moana, aquaculture, freshwater and climate change

Professional Affiliations and Responsibilities:

Member New Zealand Planning Institute
Member Resource Management Law Association
Chair Certification, Making Good Decisions
Development Contributions Commissioner

Relevant Experience

Independent Commissioner/Facilitation

Policy

- Alternate Chair, Proposed Selwyn District Plan
- Hearings Panel Member for the Proposed Regional Policy Statement for the Canterbury Region, with Judge David Sheppard and Edward Ellison.
- Hearings Panel Member for Notable Trees Plan Change, Upper Hutt City
- Hearings Panel Member for Medium Density Plan Change, Upper Hutt City
- Rezone Plan Change, Upper Hutt City (sole commissioner)
- Hearings Panel Member for Plan Change 4 to the BoPRS to amend the Urban Growth Boundary (streamlined planning process), Bay of Plenty Regional Council
- Hearings Panel Member for Plan Change 6 to Auckland Unitary Plan - new suburb, Auckland Council
- Plan Change 64, Manawatu District Council (chair)
- Rezone Plan Change, Hutt City Council (sole commissioner)
- Hearings Panel Member for Proposed Plan Change 10 to the Bay of Plenty Regional Plan – setting nutrient limits for Lake Rotorua, Bay of Plenty Regional Council
- Hearings Panel Member for Plan Change 27 to the Auckland Unitary Plan – Historic Heritage Schedule

Consents

- Land use and subdivision, Wellington City Council (sole commissioner, current)
- Hearings Panel member - land use – visitor accommodation, Queenstown District Council
- Social housing multi-unit redevelopment, Wellington City Council (sole commissioner)
- Land use and subdivision, Manawatu District Council (chair, current)
- Reconsenting of a wastewater treatment plant, Greater Wellington Regional Council (chair) [current]
- Hearings Panel member for a large scale redevelopment of a city block, involving the demolition of heritage buildings, Invercargill City Council,
- New private tennis centre, Queenstown Lakes District Council (chair)
- New golf course and residential/visitor accommodation, Queenstown Lakes District Council (chair)
- Water take, limited notified with iwi submitter, Bay of Plenty Regional Council (sole commissioner)
- Notice of requirement for a new water reservoir, Porirua City Council (sole commissioner)
- Hearings Panel member for two permits to discharge aquatic herbicide within the Rotorua Lakes
- Hearings Panel member for a new hotel development, Queenstown Lakes District Council
- Residential subdivision and land use, Porirua City Council (chair)
- Lighting of a new bridge, Palmerston North City Council (sole commissioner)
- Residential subdivision and land use, Porirua City Council (chair)
- Extension to a retirement village, Manawatu District Council (chair)
- S127 to an established restaurant in a residential area, Wellington City (sole commissioner)
- Non-complying subdivision and land use resource consent, Wellington City (sole commissioner)
- Hearings Panel Member for proposed Bunnings out of zone, Queenstown Lakes District Council
- Residential development under the Housing Accords and Special Housing Area Act, Wellington City (sole commissioner)
- Hearings Panel Member for s128 review of the Te Rere Hau windfarm, Palmerston North
- Hearings Panel Member for new commercial windfarm, South Taranaki District Council
- Hearings Panel Member for Omaha Wastewater Treatment Plant reconsenting and expansion, Auckland Council

- Hearings Panel Member for Whitby Rest Home extension resource consent, Porirua City
- Section 357 cost objection, Wellington City (sole commissioner)
- Non-notified recommendation to decline, Wellington City (sole commissioner)
- New bar/restaurant/tavern in a residential area, resource consent, Wellington City (sole commissioner)
- Garage extension resource consent, Kapiti Coast District (sole commissioner)
- New Quarry, Kapiti Coast District (chair of hearings panel)
- New public road, Upper Hutt (sole commissioner)
- Residential subdivision and development (chair of hearings panel); Porirua City Council and Greater Wellington Regional Council
- Renewal of consent for discharge to air from an abattoir and rendering plant (chair of hearings panel); Greater Wellington Regional Council

Council Policy Development and Review

- Private Plan Change, potential streamlined process, Nelson City Council [current]
- Development Contribution Policy Review, Kapiti Coast District Council [current]
- Development Contribution Policy Review, Manawatu District Council [current]
- Regional Development Contribution Policy Workshop, Wellington Water and all Councils in the Wellington Region [current]
- Development Contribution Policy development, Far North District Council [current]
- District Plan Review Technical Advice and Integration, Porirua City Council [current]
- District Plan Review Technical Advice and Integration, Far North District Council
- District Plan Review Technical Advice and Integration, Timaru District Council [current]
- District Plan Review Technical Advice and Integration, Waitaki District Council [current]
- RPS, Regional and District Plan Review Technical Advice and Integration, Nelson City Council
- Technical input into and review of SNA, landscapes and features, residential reviews; Hutt City Council
- Overall Plan integration, and chapter lead, Infrastructure, Services and Resources and Financial Contributions, Kapiti Coast District Council
- Expert Environment Court Witness and reporting officer for Upper Hutt City Council for Private Plan Change 36 (Environment Court dismissed the appeal in favour of the Council)
- Expert Environment Court Witness for Fish and Game for the Horizons One Plan, on Freshwater (successful)
- Expert Environment Court Witness for the Environmental Defence Society for the Waikato Regional Policy Statement (indigenous biodiversity, landscape, freshwater, infrastructure) (successful)
- Scoping, research, consultation and development of Proposed Plan Changes 7 (Windfarms), 10 (Suburban Zone: Residential Infill Amenity Management) and 11 (Earthworks) to the Porirua City District Plan
- Reporting officer on Private Plan Change (Rezoning) for Hutt City Council (successful)
- Development of a spatial plan for the Hongoeka Community and Marae, Porirua
- Scoping, research, consultation and development of a proposed plan change on network utilities and renewable electricity generation to the Hutt City and Upper Hutt District Plans – as a joint project (no appeals)
- Scoping, research, consultation and development of a proposed plan change on network utilities to the Porirua City District Plan
- Scoping, research, consultation, development and reporting officer for Plan Change 69 (Contaminated Land) to the Wellington City District Plan (MfE submitted in support)
- Input into development and financial contributions policy for Auckland City Council
- Input into numerous plan changes to the Auckland City District Plan
- Policy research for the Waikato District Plan

Central Government Policy Development and Review

- Technical adviser on the MfE Urban Water Management Working Group [current]
- 'Critical friend' on DIA led three-waters review [current]
- Provision of policy input into:
 - 2005, 2009, 2012, 2013, 2015 and 2017 amendments to the RMA
 - Manager responsible for the delivery of the Resource Management Amendment Act 2009 (policy development, Cabinet approvals, departmental report, select committee)
 - Housing affordability
 - Development Contributions
 - Marine Protected Areas
 - Exclusive Economic Zone Legislation and Regulations
 - Local government reforms
 - Marine and Coastal Areas Act
 - Climate change policy – mitigation and adaptation
 - Aquaculture Act 2004 implementation and review
 - Local Government Auckland Amendment Act 2004
 - Local Government Amendment Act 2014 (Development Contributions)
 - Project Manager, Sustainable Water Programme of Action (Managing the Cross-Department agreement and Cabinet approval and notification of the NPSFM in particular)
 - National Policy Statements for Freshwater Management and Renewable Electricity Generation, including s32
 - Proposed National Policy Statements for Indigenous Biodiversity and Flood Management, including s32
 - National Environmental Standards on Air Quality and Drinking Water and other proposed national environmental standards
 - Regulation for Water Measuring Devices
 - RMA Phase 2 (Manager)
 - Numerous Treaty Settlements (on RMA and local government matters)
 - Foreshore and Seabed Negotiations
 - Building Act review
 - Unit Titles review
- Co-author of discussion document and s32 on a Proposed National Environmental Standard on Sea Level Rise (unpublished)
- Author of "Public Access under Section 6(d) of the RMA" for the Walking Access Commission 2012 (updated in 2013 and 2015)
- Author of policy position papers on Māori rights and interests in freshwater and opportunities for renewable electricity generation for Māori communities

General guidance

- Drafting, editing, updating and final approval of numerous guidance notes on the Quality Planning Website, including renewable electricity generation, climate change, coastal development, air quality,
- Former member of the Quality Planning Advisory Panel
- Drafting, editing, updating and final approval of numerous guidance documents for the public and business, in particular significant involvement in the Everyday Guide for the RMA series
- Involvement in the drafting and development of the Making Good Decisions Programme, in particular, the Māori Values Supplement
- Developed process and practice manuals for councils

Training

- Delivery of training on plan development and drafting and resource consent processing directly to Councils
- Development and delivery of plan drafting, development and review training for NZPI (three different modules)
- Development and delivery of “Planning for Māori Values” training for NZPI
- Delivery of “Who’s afraid of the RMA” for SOLGM
- Delivery of RMA Hearings Administrator and RMA Plan Technician training for SOLGM
- Developed and delivered training on RMA plan review process for SOLGM
- Developed, delivered and facilitated numerous quality nationwide training workshops for RMA practitioners, decision-makers and administrators
- Facilitated Making Good Decisions Programme update workshops
- Former member of the Making Good Decisions Advisory Panel
- Presented at workshops for the New Zealand Institute of Surveyors, the Talk Environment Roadshow, the Ministry for the Environment’s Professional Bodies forum, at the New Zealand Planning Institute conference, and to University programmes.

Facilitator

- Facilitator, public meeting, pre-hearing for reconsenting of a wastewater treatment plant settlement pond, Horowhenua
- Facilitator, pre-hearing meeting for a KiwiRail 181(1) application
- Facilitator, pre-hearing meetings for Greater Wellington Regional, Porirua and Hutt City Councils for a new quarry operation
- Facilitator for Transmission Gully Implementation, on behalf of Greater Wellington Regional, Kapiti Coast District and Wellington, Porirua and Upper Hutt City Councils
- Independent Chairperson, Project Mill Creek Community Liaison Group (May 2012 – June 2015)
- Involved in the development, delivery and review of the Making Good Decisions Programme.

Consent Processing

- Demolition of a heritage building, Porirua
- Lead planner for new Adventure Park in Porirua
- Lead planner for the Kenepuru redevelopment (800+ lots in a brownfield environment) [current]
- Lead planner for new Summerset retirement villages in Lower Hutt (Direct Referral) [current] and Porirua
- Preparing evidence and attendance at mediations in preparation for the Environment Court. Applications have included major subdivisions involving iwi issues, contaminated land and multi-million mixed use developments.
- Processing of many complex resource consent applications (such as contaminated site redevelopment, multi-million mixed use developments, major subdivisions, water takes and discharges, historic heritage)
- Peer review of complex consents for various local authorities
- Involvement in applications involving objections to development and financial contributions payable
- Auditing of “off the rail” consents

Māori Planning Issues

- Provision of on-going policy advice to Te Puni Kōkiri
- Development and facilitation of a two-day workshop “Understanding Te Ao Māori” for Local Government New Zealand

- Development and delivery of “Planning for Māori Values” training for NZPI
- Development and delivery of training to Ngāi Tahu rūnanga on “How to make effective RMA submissions”
- Development of Māori Values Guidelines for the New Zealand Wind Energy Association
- Drafting the “Guidance on Council Engagement with Tangata Whenua for RMA processes – A Ngāi Tahu Case Study” guidance note, updating the “Facilitating Consultation with Tangata Whenua” guidance note, peer review of the Māori Values Supplement for the Making Good Decisions Programme and peer review and editing of numerous other related guidance material.
- Independent review of a Regional Council’s resource consent process in terms of legislative and best practice compliance for iwi consultation and engagement
- Delivery of RMA101 training to Iwi
- Organising and facilitating the Māori Planning hui for the New Zealand Planning Institute Conference 2011 and 2012
- Developing and delivering of Preparing for the Making Good Decisions Programme training to Iwi
- Establishment of the Guardians Establishment Committee for the Waikato River and its secretariat and ongoing liaison through the development of the Vision and Strategy
- Working with the Iwi Advisers and Technicians on the New Start for Freshwater Programme
- Drafting a series of guidance pamphlets on the 2004 Aquaculture amendments to the Resource Management Act which were used as a basis of a series of hui.

Treaty settlements

- Author of guidance material on the Foreshore and Seabed Act for the Ministry for the Environment and Ministry of Justice
- Policy input into Foreshore and Seabed negotiations
- Policy input into the Waikato River negotiations, settlement and implementation
- Establishment of the Guardians Establishment Committee for the Waikato River and its secretariat and ongoing liaison through the development of the Vision and Strategy
- Policy input into other negotiations

Targetted Assistance and Consent Processing Reviews

- Independent review of a Unitary authority’s resource consent team and processes in terms of legislative and best practice compliance
- Independent review of a Regional Council’s resource consent process in terms of legislative and best practice compliance for iwi consultation and engagement
- Undertaking reviews of councils against statutory requirements and best practice
- Identifying areas for process and practice improvement

Management

- Manager, Resource Management Practice and Resource Management Reform, Ministry for the Environment
- Acting Director, Ministry for the Environment
- Acting Manager positions, Ministry for the Environment and Ministry of Agriculture and Forestry
- Acting Project Manager, Sustainable Water Programme of Action, Ministry for the Environment
- Acting Manager Resource Consents and Principal Planner, Auckland City Council

Work History:

2010 - Sweetman Planning Services

2009 – 2010 Manager, Resource Management Practice and Policy, Ministry for the Environment

2007 – 2009 Director, Sweetman Planning Services Ltd
2007 Senior Planner, Beca Planning
2003 – 2007 Senior Adviser (RMA Implementation), Ministry for the Environment
2000 – 2003 Senior Specialist Planner, Auckland City Council
1999 – 2000 Senior Planning Consultant, Barker and Associates Ltd, Auckland
1995 – 1999 Planner and Team Coordinator Resource Consents, Auckland City Council
1994 – 1995 Assistant Planner and Planner Consents, North Shore City Council
1993 – 1994 Assistant Planner, Waikato District Council, North Shore City and Manukau City Councils

Christine Foster – Planning Consultant

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INTRODUCING: Christine Foster

Christine has over 35 years' experience as a practising resource management planner working in local and central government and as a consultant to a range of private sector clients. Her specialist areas include obtaining statutory approvals under the Resource Management Act, environmental impact assessment, and community consultation. Christine is also an accredited independent RMA Hearing Commissioner (with Chairperson endorsement) and has a wealth of experience as a sole Commissioner, Panel Chairperson and Panel member hearing numerous territorial authority and regional council applications and plan changes.

Christine has been involved, in key senior roles, in preparing resource management plans under the Resource Management Act and in the investigations and planning for a number of major projects. Christine's involvement with local government authorities and development projects gives her a thorough understanding of the procedures and requirements of the Resource Management Act and of the current practice amongst many regional and territorial authorities.

- ❖ Accredited Independent RMA Hearing Commissioner
- ❖ Statutory RMA approvals
- ❖ Expert Evidence
- ❖ Community Consultation
- ❖ Environmental Impact Assessment
- ❖ Peer Review
- ❖ Project Management

Bachelor Regional Planning Honours (Massey University 1982)

Recipient of NZPI Distinguished Service Award 2012

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Christine Foster – Planning Consultant

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PROJECT EXPERIENCE

Samples include:

- ✓ **Transmission Gully Implementation (current)**
Engaged as an independent facilitator to assist the joint Wellington Councils and the CPB-HEB design/construction joint venture and NZTA develop systems to streamline the implementation of resource consents and management plans required by the conditions of consent for the project and to address and resolve issues arising.
- ✓ **Kāpiti Coast District Council – Acting District Planning Manager and Proposed District Plan Appeals (2019 – 2020)**
Acting Manager of the District Planning Team (short term contract) and assisting the Council to resolve outstanding appeals on the proposed District Plan (current).
- ✓ **NZTA Petone to Grenada Scheme Assessment (2017)**
RMA Planning Reviewer providing review of inputs to options assessment for the proposed Petone to Grenada link road (a road to support the Wellington Region's roads of national significance).
- ✓ **Carterton District Council (2018)**
Primary resource management adviser assisting the Council's team to secure designation and 35-year discharge permits to enable the continued operation of the Council's Carterton wastewater treatment plant (obtained without the need for a hearing).
- ✓ **Pauatahanui Inlet Pathway (2005-2015)**
Assisted Porirua City Council and Plimmerton Rotary Club to secure non-notified non-complying activity consents for the construction of sections of Pathway around the Inlet to be constructed as a joint project between the Council and Rotary Club.
- ✓ **Meridian 'Mill Creek' Wind Farm (2011)**
Planning witness advising and presenting evidence on behalf of Meridian Energy Limited to the Environment Court in support of Meridian's successful application to establish a wind farm on land in Ohariu Valley west of Wellington.
- ✓ **Marlborough Townships & Small Settlements Growth Study (2006 – 2007)**
Lead consultant coordinating a team of planners, an urban designer and ecologist developing alternative scenarios for managing township growth in one of New Zealand's fastest growing regions.

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▼ **Tararua Three – Wind Farm (2005)**

Contracted to Tararua District Council and Palmerston North City Council as reporting officer responsible for coordinating a team of acoustic consultant, traffic engineer and landscape adviser evaluating and making recommendations on a proposal to substantially increase the size of a wind turbine “farm” on the foothills of the Tararua Ranges and the opposing submissions concerned about noise and visual effects.

▼ **Marlborough Sounds Appeal – Ferry Wake (2005)**

Sole planning adviser and expert witness on behalf of shipping operators that run ferries through Tory Channel in the Marlborough Sounds in an appeal against the Marlborough District Council’s proposed changes to the Resource Management Plan which would constrict the operators’ activities.

▼ **Western Corridor Transportation Study (GWRC and Transit 2004 - 2005)**

Member of the team of consultants investigating solutions to the challenge of future transport through the western corridor of Wellington Region. One of a pair of team members responsible for developing and implementing the community consultation process used to inform the technical team’s recommendations.

▼ **Palmerston North Urban Growth Strategy (2004/2005)**

Peer reviewer to the Council developing District Plan provisions to implement the Urban Growth Strategy and infrastructure development requirements associated with that Strategy.

▼ **Acting Planning Manager – Wellington City Council (2003-2004)**

Requested to take an interim acting manager position created by restructuring within the Council’s planning department (for which Christine was a member of a three-person Review Team which evaluated the existing structure and recommended substantial change to that structure) and pending appointment of the new manager – responsible for resource consents, compliance and district plan teams and for establishing financial and management systems to support the new team structure.

▼ **State Highway 1 Proposed Upgrading Pukerua Bay To Paremata: (1997 –**

2001) Key advisor to Council in respect of Transit NZ’s proposed highway upgrading. Convened a team of specialist consultant advisors who evaluated the proposal and assisted to develop the Council’s response and who subsequently assisted with the preparation and defence of the Council’s appeal achieving more stringent environmental protections for the community near the highway. Project manager of the statutory notification, submission and hearing process including the preparation of officer’s reports on the proposal and evidence for the Environment Court.

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RESOURCE MANAGEMENT COMMISSIONER HEARINGS

The following is a sample of hearings for which Christine has been an Independent Commissioner:

✓ **Whanganui District Council – Plan Change 46 (2018)**

Chair of a Panel hearing submissions on a proposal to re-zone as residential 58 hectares of rural land north-west of Whanganui City. The primary issues in dispute centred on the relationship of tangata whenua with their ancestral lands, water and wāhi tapu (confirmed the Plan Change with amendments to address section 6 (e) of the RMA).

✓ **Whanganui District Council & South Taranaki District Council – Road Designation (2017)**

Sole Commissioner: re a proposal to designate and construct an alternative road route to respond to flood hazard risk to an existing road bridge (confirmed the designation).

✓ **Wellington City Council – Wellington International Airport Billboard (2016)**

Sole Commissioner: re a proposal to install non-compliant billboards on two faces of a proposed multi-storey car parking building at Wellington Airport (granted consent).

✓ **Horowhenua District Council – Waitarere Surf Lifesaving Club NOR (2016)**

Sole Commissioner: re a notice of requirement for designation of land to establish and operate a surf lifesaving clubrooms and car park (confirmed the designation).

✓ **Hutt City Council – Queen of Jackson (2016)**

Panel Member: re a retrospective consent sought to authorise building changes made to a building within a heritage precinct opposed by submitters concerned about impacts on heritage values (granted consent with conditions addressing heritage impacts).

✓ **Nelson City Council – Trathens Building (2015)**

Sole Commissioner: re an application to demolish a central Nelson commercial building with heritage listed features and seismic vulnerability, to enable reconstruction and use of the site.

✓ **Hutt City Council – Plan Change 37 Re-Zoning Reserve Land (2015)**

Sole Commissioner: re a plan change to re-zone Council-owned reserve land for future residential use (confirmed the plan change).

✓ **Wellington City Council – Island Bay Childcare Centre (2015)**

Sole Commissioner: re a substantial increase in the size and scale of

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activities at a suburban childcare centre located on a constrained site fronting a busy commuting road route (granted consent).

✓ **Nelson City Council – Sewerage Pipeline Upgrade Within Coastal Environment (2015)**

Sole Commissioner: re an application by the Council's infrastructure assets department for replacement of a sewer main within the coastal environment, including addressing issues of significance to iwi (granted consent).

✓ **Whanganui District Council – Sarjeant Gallery (2014)**

Sole Commissioner: re an application by Whanganui District Council for re-development of the iconic Sarjeant Gallery involving heritage considerations (granted consent).

✓ **Horizons Regional Council – Feilding Wastewater Land & Water Discharges (2014)**

Chair of 3-member panel: re applications for discharge permits and a notice of requirement for the land and water discharges and for discharges to air from the upgraded Feilding WWTP (granted consent).

✓ **Greater Wellington Regional Council – Winstone Aggregates (2014)**

Chair of a joint regional/territorial council hearing panel: for a 1.75m³ cleanfill in the rural area of the Pauatahanui Basin, Porirua, involving erosion and sediment control issues traffic safety (declined consent primarily on the grounds of serious traffic safety risks).

✓ **Hutt City Council – Ryman Retirement Village (2014)**

Panel member: re Ryman's proposed medium density retirement village proposal for a central Hutt residential site (granted consent).

✓ **Greater Wellington Regional Council – Kapiti Coast District Council – Water Supply Scheme (2013)**

Panel Chairperson: re a suite of water abstraction and discharge-to-water permits enabling the Council to progress a water scheme involving river abstraction and compensatory recharge with groundwater (granted consent).

✓ **Horizons Regional Council – Fonterra Cooperative (2012-2013)**

Panel Chairperson: re applications for discharges to (primarily) land, water and air from Fonterra's Pahiatua milk processing plant enabling a substantial increase in production capacity whilst improving environmental outcomes compared with historical practice (granted consent).

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✓ **Co-Presenter of the Ministry for the Environment *Making Good Decisions* Workshops (2007-2012)**

One of a team of three responsible for delivering the MfE and Centre for Continuing Education workshops through the central and southern North Island.

✓ **Palmerston North City Council – Rural Residential Subdivision (2011)**

Panel Chairperson: re an application for a 60-allotment rural residential subdivision on the outskirts of Palmerston North including addressing traffic, stormwater and wastewater provision and opposing submissions from existing farming and lifestyle property owners (granted consent).

✓ **Horizons Regional Council – Open Country Dairy (2011)**

Panel Chairperson: re an application to discharge condensate water from a dairy factory to the Whanganui River (the consent was declined and the applicant's appeal against the refusal was withdrawn and did not proceed)

✓ **Horizons Regional Council – Tui Brewery Discharges (2011)**

Panel Chairperson: re applications to enable the continued discharge from DB's Mangatainoka Brewery to the Mangatainoka River (a tributary of the Manawatu River) (granted consent).

✓ **Horizons Regional Council – Balgownie Stopbank (2009)**

Panel Chairperson: re the re-construction and extension of stop banks and installation of other flood defences along the banks of the Whanganui River including works within the coastal marine area (granted consent).

✓ **Hutt City Council and Greater Wellington Regional Council – Kelson Heights Subdivision (2009)**

Panel Chairperson: re an application for a large subdivision of hilly land on the Western Hutt hills and submissions opposed to it (granted consent).

✓ **Wellington City Council – Rongotai Kindercare Childcare Facility (2008)**

Panel Chairperson: re the amendment of conditions of consent for an established childcare facility (granted).

✓ **Hutt City Council & Greater Wellington Regional Council (Joint Hearing) – Winstones Belmont Quarry (2008)**

Member of a 3-person panel: re applications for stormwater and air discharges, stream diversion and reclamation and land use consent for a 2.3 million cubic metre overburden disposal area adjacent to the Belmont Quarry (granted consent).

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✓ **Porirua City Council & Greater Wellington Regional Council (Joint Hearing) O'More Cleanfill (2008)**

Panel Member (joint regional and territorial authority hearing): re applications for discharge consents, stream diversion and reclamation and land use consent for a cleanfill in a rural location upstream of the Pauatahanui Inlet (granted consent).

✓ **Wanganui District Council – Plan Change 9 Proposed Coastal Residential Zone (2007/2008)**

Panel Chairperson: determined (by delegated authority) submissions on a requested plan change proposing a coastal residential zone for part of a coastal farm north of Castlecliff.

✓ **Masterton District Council – Hood Aerodrome Designation (2008)**

Sole Commissioner: hearing and making recommendations on submissions opposed to the “roll-over” designation of Masterton’s Hood aerodrome.

✓ **Hutt City Council – Proposed Cleanfill Operation Wainuiomata (2007)**

Sole Commissioner: re an application for a 140,000 cubic metre cleanfill operation on a site within a built-up area of Wainuiomata which attracted 58 opposing submissions.

✓ **Palmerston North Airport Ltd – Runway Extension (Palmerston North City Council and Manawatu-Wanganui Regional Council Joint Hearing) (2006)**

Panel Chairperson: re a suite of designation and resource consent applications related to the planned extension of the operational area of the airport to accommodate Civil Aviation requirements for runway end safety areas.

✓ **Benton Groundwater Abstraction (Greater Wellington Regional Council) (2006)**

Member of a two-commissioner panel: re an application for groundwater abstraction in the southern Wairarapa involving one of the largest abstraction volumes of water sought in recent history (declined).

✓ **Scadden’s Bend Stopbank (Greater Wellington Regional Council) (2005)**

Sole Independent Commissioner: re an application involving submissions on a proposal to shift a stopbank within a Wairarapa floodplain (granted consents).

✓ **Whitby Retirement Village (Porirua City Council) (2005 and 2014)**

Chair of a panel including elected Councillors for an application for a substantial extension to an existing retirement complex involving apartment buildings and medium-to-high density residential living at the traditional

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centre of the suburb of Whitby - attracting submissions of concern about adverse effects on surrounding residential amenity. Sole Commissioner for subsequent 2015 hearing of amendments to original design (both granted consents)

✓ **Arena Manawatu Complex (Palmerston North City Council) (2004)**

Sole Independent Commissioner: re several applications to alter the facilities and structure at the stadium complex with implications for visual appearance and traffic movement and effects for the surrounding residential environment (all granted).

✓ **Wellington Harbour Dredging (Wellington Regional Council) (2003)**

Chair of three Commissioners: re applications by Wellington's Port Company (CentrePort) to dredge the harbour's navigation channel and wharf vicinities and dispose of material at sea (partly granted, partly declined).

RESOURCE MANAGEMENT PLANS

✓ **Nelson Resource Management Plan and RPS (current)**

Peer reviewer assisting the Nelson City Council policy team drafting the replacement combined Regional Plan, District Plan and RPS. Also lead author for four chapters (Freshwater, Regional Policy Statement Urban Growth and Development, City Centre Zones and Residential Zone).

✓ **Greater Wellington Regional Council Proposed Natural Resources Plan (2018 - current)**

Planning witness called by Carterton District Council and Meridian Energy Limited in support of their submissions on the proposed Plan, including in respect of provisions relating to regionally significant infrastructure (e.g. wind farms and local authority water infrastructure). Currently assisting with appeals.

✓ **Horizons Proposed One Plan (2010 - 2011)**

Peer reviewer assisting the Horizons team present evidence to the first instance hearings of submissions on the provisions of the 'landscape' chapter of the proposed One Plan. Subsequently also member of the Horizons Steering Group overseeing progress of mediation of appeals against decisions on the proposed One Plan.

RESOURCE MANAGEMENT STUDIES

✓ **Kapiti Coast District Council – Urban Tree Protection (2015)**

Project team member assisting the Council to amend its District Plan provisions to meet the changed requirements of the RMA in respect of

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protection of urban trees (including managing community engagement and development of the necessary plan change and section 32 material.

✓ **Porirua City Council – Significant Urban Vegetation (2011 - 2012)**

RMA Planner providing peer review to a study team of landscape architects and ecologists identifying areas of significant vegetation in the urban area of Porirua City. Subsequently (currently) also involved in preparing and consulting the community on possible amendments to District Plan provisions managing vegetation in light of the Study's findings.

✓ **Ministry for the Environment: Review of Biennial Local Government Survey of Resource Consent Processing: Issues Arising From Audit (2006)**

Lead consultant of a small team of resource management planners interviewing a sample of local government managers responsible for administering RM plans in exploring current issues arising in consent processing systems.

✓ **River Ecosystem Management Framework Applied To Water Allocation Planning: (2001)**

One of a team of consultant planners and scientists currently examining the applicability of the River Ecosystem Management Framework to water allocation planning in New Zealand and developing a case study to test the issues arising for the methodology.

✓ **Managing Rural Amenity Conflicts: (2000)**

One of a team of consultants who developed, for the Ministry for the Environment, a best practice guideline setting out the issues arising in conflicts over amenity in the rural environment and setting out a range of alternative methods that can be used to manage such conflicts. The project also involved the facilitation of a series of workshops around New Zealand to explore the issues with practitioners, industry representatives and councillors.

✓ **Planning History Of Porirua City Centre: (1999/2000)** Principal researcher of a study tracing the historical events that have shaped the current form of the City Centre and analysing the issues that need to be addressed in planning for the Centre's future.

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Christine Foster – Planning Consultant

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Employment History:

Current: Self-employed planning consultant and Director of CF Consulting Services Ltd

1996 – 2015 Senior Planning Consultant, EMS Limited

1992-1995 Senior Consultant, Works Consultancy Services Limited

1991 – 1992 Senior Analyst, Ministry for the Environment

1988 – 1991 Director of Planning, Porirua City Council

1985 – 1991 Staff Planner, Porirua City Council

1983 – 1985 Staff Planner, Horowhenua County Council

1982 – 1983 Planner, Gabites Porter and Partners

Contact Details: Email: christine@cfconsulting.co.nz

Phone: 0274 761981

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PHILLIP PERCY

Director

Phillip coordinates regional and district plan reviews and provides technical and process mentoring to planners and planning teams. He has practiced as a planner since 1998 and established Perception Planning Limited in 2007. Phillip specialises in plan changes and policy development, and prepares strategies for large developments and complex planning projects.

CONTACT

 021 441 226

 phillip@perceptionplanning.co.nz

 11 Jellicoe Street
Martinborough 5711

 www.perceptionplanning.co.nz

SPECIALTIES

Project management and coordinating multi-disciplinary teams

RMA policy review and development

Regional planning issues including erosion and soil conservation, discharges to air and water, and natural hazards

Preparation of planning evidence for council and Environment Court hearings

Large, complex development projects

EDUCATION

Bachelor of Resource and Environmental Planning with Honours (Physical Geography Specialisation)

Massey University

Making Good Decisions Certification

Ministry for the Environment

EXPERIENCE

Owner and Director at Perception Planning Limited (2007 – present)

Planner and senior planner for multidisciplinary consultancies in New Zealand (Pritchard Group, Kapiti Coast; Eliot Sinclair & Partners, Christchurch; Beca, Wellington) (5 years combined)

Policy advisor for Greater Wellington Regional Council (3 years)

Planner (development control and enforcement) for local authorities in the United Kingdom (2 years)

Resource Management Act hearings commissioner



PERCEPTION PLANNING
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Phillip Percy PROJECTS

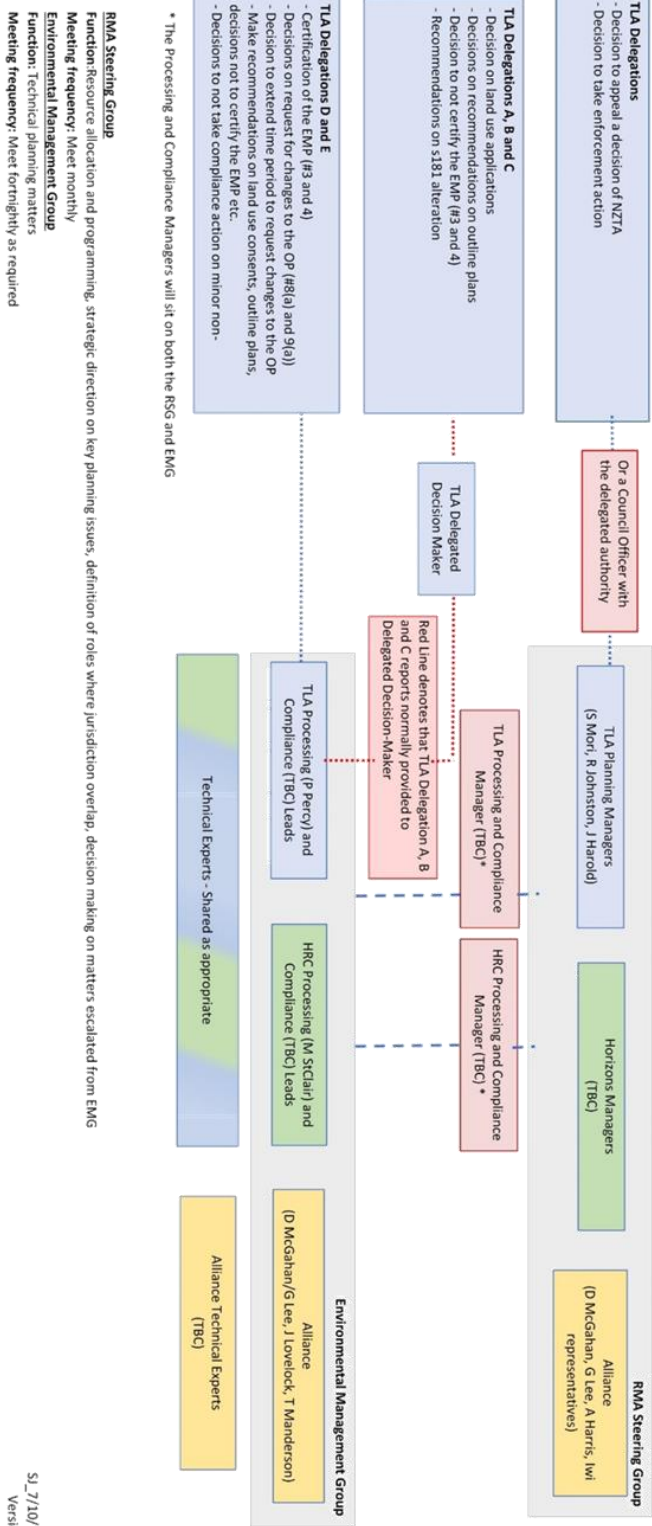
- Co-authored the S42a planning report for the Te Ahu a Turanga - Manawatū - Tararua Highway Project, a replacement route for SH3 through the closed Manawatū Gorge. The Project is being progressed through Notification of Requirements (NORs) to Palmerston North City Council, Tararua District Council and Manawatū District Council. The NOR hearing was held in March-April 2019.
- Preparation of expert planning evidence in relation to Environment Court declaration regarding whether existing use rights apply to a proposed extension to a quarry.
- Procedure and systems review and design of process improvements for the planning department at Westland District Council.
- Development of a values assessment tool and provision of strategic resource management advice to Hāitaitaimarangi Marae Trust, Karikari Peninsula, Northland in relation to a large-scale tourist resort proposal.
- Preparation of a Foundation Report to underpin the development of Upper Hutt City Council's draft Land Use Strategy 2016 - 2043.
- Independent technical and process mentor to lead planner for the review and development of the Manawatu District Plan.
- Provision of planning services to the project engineer (Beca) during the construction phase of the Dowse to Petone State Highway 2 upgrade project (\$60m project).
- Expert planning witness at Board of Inquiry for the Ruataniwha Water Storage Scheme (part of the Tukituki Proposal).
- Preparation of plan change application and s42A reporting officer to change the Palmerston North City Plan at Anzac Cliffs in relation to management of area at significant natural hazard risk (landslide).
- Research, evaluation and reporting to central government agencies on the implications of court decisions on the implementation of the New Zealand Coastal Policy Statement.
- Expert planning witness at Hearing for Proposed Canterbury Land and Water Regional Plan (engaged by Fish & Game).
- Provision of specialist planning advice to support initial stages of the redevelopment of Te Motu ō Poutoa reserve, a joint project between Palmerston North City Council and Rangitāne o Manawatū.
- Presentation of expert planning evidence on the Greater Wellington Regional Council Proposed Natural Resources Plan on behalf of Department of Conservation and Rangitāne Tū Mai Rā Trust.
- Provision of resource management advice to the Ngati Rangi negotiation team on the Whangaehu River Catchment Treaty settlement.



- Independent hearing commissioner on plan changes to the Rangitikei District Plan
- Provision of planning advice to Rangitāne Tamaki-Nui-a-Rua Incorporated in relation to municipal wastewater discharge consent applications at Pahiatua, Eketahuna and Woodville.
- Resource management advisor to Rangitāne Settlement Negotiations Trust to support Treaty of Waitangi settlement negotiations.
- Preparation of s32 report (summary of cost-benefit evaluation) for Horizons Regional Council's Proposed One Plan
- S42A reporting office for the hearings of the Land and Natural Hazards chapters of Horizons Regional Council's Proposed One Plan.
- Expert planning witness for two parties at Environment Court mediation and hearings in relation to appeals on Horizons Regional Council's proposed One Plan (land management and surface water quality topics).
- Development of a web-based submission management system for council plan review processes. Currently being used by Greater Wellington Regional Council, Palmerston North City Council and Manawatu District Council for current plan change processes.

ANNEXURE A

Te Ahu a Turanga: Proposed RMA Processing and Compliance Structure



SL_7/10/19
Version 2

Report

Date : 16 June 2020

To : Mayor and Councillors
Tararua District Council

From : Craig Lunn
Manager Regulatory Services

Subject : **Delegations to Staff Performing Regulatory Functions**

Item No : **11.6**

1. Reason for the Report

- 1.1 To obtain Council's approval of the updated delegations necessary to perform its regulatory functions.

2. Background

- 2.1 Council grants delegations with regard to enabling staff to deliver its statutory responsibilities under legislation.
- 2.2 From time-to-time a review occurs as required to ensure they remain appropriate to the legislation they relate to and the staff appointed to the associated responsibilities.

3. Description of Proposed Delegations

Building Support Officer

- 3.1 It is proposed to add the position title "Building Support Officer" to the schedule of Building Act delegations. The proposed delegations will be the same as those listed for building officers (for simplicity).
- 3.2 The exercise of these delegations will be limited by software (restricting who can issue particular building consents) and direction and supervision provided by the Team Leader Building Services and Senior Building Officer.

4. Significance Assessment

- 4.1 This item does not trigger Council's significance and engagement policy, and has no financial impacts on the approved Long Term Plan.

5. Conclusion

- 5.1 Council considers this report and grants the proposed delegations recommended to enable the delivery of the regulatory functions specified.

6. Recommendation

- 6.1 *That the report from the Manager Regulatory Services dated 16 June 2020 concerning Delegations to Staff Performing Regulatory Functions (as circulated) be received, and*
- 6.2 *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.*

Attachments

- 1 [!\[\]\(30a147af384f9f71632c2ff17bc706c8_img.jpg\)](#). Proposed Statutory Delegations - 24 June 2020

STATUTORY DELEGATIONS – 24 JUNE 2020

Delegations to the Chief Executive

Council delegates to the Chief Executive all responsibilities, duties and powers to act under the legislation set out below, subject to any restrictions imposed by Council and excluding those matters in respect of which delegation is prohibited by any Act or regulation or which are expressly excluded from this delegation.

If the Council has powers, duties and functions under any other legislation or regulation then the Chief Executive is delegated the powers, duties and functions as if the legislation was specified below.

Sub Delegations

Amusement Devices Regulations 1978

Section	Description	Delegate
11	Power to issue a permit for amusement devices	▪ Site Engineer
23	Power of entry	▪ Site Engineer

Animal Welfare Act 1999

Section	Description	Delegate
139	Obligation to destroy sick, diseased or injured animals	▪ Manager Regulatory Services ▪ Team Leader Animal Control
173	Power to recover costs from owner or person in charge of animal	▪ Manager Regulatory Services ▪ Team Leader Animal Control

Building Act 2004

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	▪ Manager Regulatory Services

34	Power to issue a project information memorandum	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
37	Power to issue certificate if resource consent required	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
38, 39, 46	Power to advise network utility operators and Heritage New Zealand and give notice to NZ Fire Service Commission	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
48	Power to request further information and suspend processing until that information is received	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
48, 49, 50, 51	Power to process and determine applications for building consent	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer

		<ul style="list-style-type: none"> ▪ Building Support Officer ▪ Building Officer Cadet
52	Power to extend the lapse date of a building consent	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
59	Power to pay building consent levy	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ Building Support Officer ▪ Building Officer Cadet
62	Power to recover unpaid levies	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ Building Support Officer ▪ Building Officer Cadet
67, 67A, 68	Power to grant waivers or modifications of the Building Code	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ Building Support Officer ▪ Building Officer Cadet
71, 72, 73	Power in respect to building on land subject to natural hazards	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

		<ul style="list-style-type: none"> ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Senior Planning Officer ▪ Planning Officer ▪ Building Administrator
74	Power to remove Section 73 Notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
75, 76, 77	Power in respect of buildings over boundaries	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Senior Planning Officer ▪ Planning Officer ▪ Building Administrator
83	Power to remove entry under Section 78	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
90	Power to inspect building work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services

		<ul style="list-style-type: none"> ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
91, 92, 93, 94, 95, 95A	Power to process and determine code compliance certificates	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
96, 98, 99, 99AA, 99A	Power to process and determine certificates of acceptance	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector

		<ul style="list-style-type: none"> ▪ Licensing and Compliance Officer
112, 113, 114, 115, 116, 116A	Power in respect to alterations to buildings and changes of use	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
121, 121A, 124	Power in relation to dangerous or affected buildings	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
123, 123A, 124	Power in relation to insanitary buildings	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
126	Power to apply for Order to carry out building work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
129, 130	Power to take measures to avoid immediate danger or to fix insanitary conditions	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

		<ul style="list-style-type: none"> ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AG	Power to identify potentially earthquake-prone buildings	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AH, 133AI, 133AJ	Power in relation to requesting, cancelling, and obtaining, and extending timeframes for engineering assessments	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AK	Power to determine whether building is earthquake prone	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AL	Power in relation to EPB notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services

		<ul style="list-style-type: none"> ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AN	Power in relation to exemptions from requirement to carry out seismic work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
133AO	Power in relation to extension of time to carry out seismic work.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
133AP	Power in relation to EPB notices and exemption notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AQ	Power to assess information relating to earthquake-prone building status	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AR	Power in relation to safety requirements	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer

		<ul style="list-style-type: none"> ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AS	Power to carry out seismic work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
133AT	Power in relation to alterations subject to EPB notice	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
133AY	Power to reassess and remake decisions	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
162D	Power in relation to inspections and certificates (residential pools)	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer

		<ul style="list-style-type: none"> ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
164, 167	Power in relation to notices to fix building work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
164, 167	Power in relation to notices to fix building work (residential pools)	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
177, 180	Power to apply for a determination	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet

215	Power to apply for accreditation	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
219	Power to impose a fee or charge	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
220, 221	Power to seek a Court order to carry out building work on default and recover costs.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
222	Authorised Officer	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet

222	Authorised Officer (residential pools)	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
281C	Power in relation to refunds or waivers of fees and charges.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
363A	Power to process and determine public use of premises certificates	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet
371B	Authorised enforcement officer	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u>

		<ul style="list-style-type: none"> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
372	Power to issue infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ General Inspector ▪ Licensing and Compliance Officer
372	Power to waive infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
Schedule 1	Power to exempt building work from needing to obtain building consent	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer ▪ Building Officer ▪ <u>Building Support Officer</u> ▪ Building Officer Cadet

Building Research Levy Act 1969

Section	Description	Delegate
9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand	<ul style="list-style-type: none"> Manager Regulatory Services

Camping Grounds Regulations 1985

Section	Description	Delegate
3	Issue, renew and transfer licences, permits or registrations	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer

Dog Control Act 1996

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	<ul style="list-style-type: none"> Manager Regulatory Services
6	Power to perform functions and duties and exercise powers imposed or conferred under this Act	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control Animal Control Officer Animal Control Officer Cadet General Inspector Animal Control Administrator Security Guard
10A	Power to give public notice of a report adopted under section 10A	<ul style="list-style-type: none"> Manager Regulatory Services

11	Appointed Dog Control Officer	<ul style="list-style-type: none"> ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Security Guard
12	Power to appoint Dog Rangers including a dog ranger in an honorary capacity.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
14	Power of Entry	<ul style="list-style-type: none"> ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Security Guard
15	Power of dog control officer to feed and shelter dogs	<ul style="list-style-type: none"> ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Security Guard
16	Power to enter into a written agreement whereby the services of the Dog Control officers or Dog Rangers are made available to another authority.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
19, 19A	Power to request information	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Security Guard
21	Power to classify an owner as probationary and give written notice	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

		<ul style="list-style-type: none"> ▪ Team Leader Animal Control
22	Power to give written notice of the decision on a probationary owner objection	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
23A	Power to require a probationary owner to undertake a training programme at the owners expense	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
25	Power to disqualify a person from owning a dog, and specify the length of disqualification, and give written notice	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
25	Power to give written notice to the person being disqualified	<ul style="list-style-type: none"> ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Animal Control Administrator
26	Power to give written notice of the decision on a disqualified owner objection	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
27	Power to make submissions to Court on an appeal of Council's decision to uphold an owner disqualification	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
28	Power to extend the length of disqualification of a dog owner	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
30	Power to supply information pursuant to the levels defined in Section 30 of the Dog Control Act 1996.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer

		<ul style="list-style-type: none"> ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Animal Control Administrator
31	Power to classify a dog as dangerous and give written notice	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
31	Power to give written notice of a dog classified as dangerous	<ul style="list-style-type: none"> ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Animal Control Administrator
31	Power to give written notice of the decision on a dangerous dog objection	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector ▪ Animal Control Administrator
32	Power to give written consent to the owner of a dangerous dog to dispose of that dog to another person within the Tararua District Council.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
32	Power to approve the release of a dog seized under section 32(5)(a)	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
33A, 33C	Power to classify a dog as menacing and give written notice	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
33A, 33C	Power to give written notice of a dog classified as menacing	<ul style="list-style-type: none"> ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector

33B, 33D	Power to give written notice of the decision on a menacing dog objection	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
33E	Power to approve the release of a dog seized under section 33E(3)(a)	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
35	Power to comply with a lawful request for dog register information.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
37	Power to publicly notify the registration fees fixed by resolution	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
39	Power to refund, remit, or reduce registration fees.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
55	Power to give written notice of the decision on a barking dog abatement notice objection	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
66	Power to issue infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer

		<ul style="list-style-type: none"> ▪ Animal Control Officer Cadet ▪ General Inspector
66	Power to waive infringement notices.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
69	Power to give written notice to the owner of an impounded dog.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
69	Power to, sell, destroy, or otherwise dispose of the dog	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
70	Power to approve the release of a dog seized under sections 15, 32, 33E, 56	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control
70	Power to make submissions to Court on an appeal of Council's decision not to release a dog seized under sections 15, 32, 33E, 56	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
71	Power to give written notice of the decision retain a dog in custody	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ General Inspector
71	Power to approve the release of a dog seized under sections 57, 57A, 58	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Animal Control

71	Power to make submissions to Court on an appeal of Council's decision not to release a dog seized under sections 57, 57A, 58	<ul style="list-style-type: none"> Manager Regulatory Services
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Food Act 2014

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	<ul style="list-style-type: none"> Manager Regulatory Services
52	Authority to process applications for registration of appropriate Food Control Plans	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer
54	Authority to refuse to process application for registration of Food Control Plan	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer
55	Authority to require further information in support of application for registration of Food Control Plan	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer
57	Authority to refuse to register Food Control Plan	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer

60	Authority to impose reasonable conditions on registration of Food Control Plan	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
63	Authority to extend period of suspension of Food Control Plan	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
67	Authority to cancel registration of a Food Control Plan	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
82	Authority to process applications for registration of appropriate National Programmes	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
84	Authority to refuse to process application for registration of National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

85	Authority to require further information in support of application for registration of National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
87	Authority to refuse to register National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
89	Authority to impose reasonable conditions on registration of National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
91	Authority to extend period of suspension of National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
95	Authority to cancel registration of National Programme	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

134	Authority to act as a recognised agency, person and class of person	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
137	Authority to conduct verification functions and activities	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
140	Authority to conduct specified functions and activities as directed under s.155 and s.156	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
219	Power to issue infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
219	Power to cancel infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
294-295	Powers of Verifiers	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
296-321	Powers of Food Safety Officers	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

322-326	Power to apply for, execute and act under search warrant	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
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Gambling Act 2003

Section	Description	Delegate
98-100	Power to receive and process consent applications pursuant to the Tararua District Council Gambling Venue Policy.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

Hazardous Substances and New Organisms Act 1996

Section	Description	Delegate
98	To take enforcement action under the HSNO Act	<ul style="list-style-type: none"> ▪ Warranted HSNO Officer

Health Act 1956

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
23	Duty and powers to improve, promote and protect public health within the district	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
28	Duty to appoint suitably qualified environmental health officers	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
29-35	Authority to issue notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

		<ul style="list-style-type: none"> ▪ Environmental Health Officer
34	Power to enter premises to abate nuisance, without notice to occupier	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
41	Power to require owners or occupiers to cleanse property	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
42	Engineer or any other officer of a local authority duly authorised may certify that dwelling-house unfit for human habitation and Territorial Authority has power to require repair or issue a closing order	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
54	Grant consent for offensive trade	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
58	Grant consent for stock sale-yards	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
81	Authority to require disinfection of premises	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
83	Power to destroy articles that cannot be effectively disinfected	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
86	Duty to cause bodies to be buried when required by Medical Officer of Health	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
121	Regulations regarding the appointment of environmental health officers	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
128	Power of entry to inspect and execute work	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

Health (Hairdressers) Regulations 1980

Section	Description	Delegate
Regulation 3	Issue Certificates of Registration for hairdressers	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer

Health (Registration of Premises) Regulations 1966

Section	Description	Delegate
Regulation 5	Issue, renew and transfer licences, permits or registrations for Food premises, Funeral Directors, Camping grounds and any other premises requiring such registration	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer

Impounding Act 1955

Section	Description	Delegate
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	<ul style="list-style-type: none"> Manager Regulatory Services
4	Provision for joint pound administration	<ul style="list-style-type: none"> Manager Regulatory Services
5	Requirement to give public notice of location of pound	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
6	Requirement to erect and maintain a notice board providing particulars	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
8	All the duties of a ranger	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control Animal Control Officer Animal Control Officer Cadet General Inspector Animal Control Administrator Security Guard
8, 9, 10, 11	Obligation to appoint pound-keeper and power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control

12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
13	Pound book and impounding register to be maintained and open to inspection	<ul style="list-style-type: none"> Manager Regulatory Services
14	Power to recover actual costs of providing sustenance	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
46	Obligation to give notice of stock impounded	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
50	Power to authorise person to act as auctioneer for sale of impounded stock	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
52	Authority to destroy worthless or suffering animals	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
53	Power to dispose of unsold stock	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control
56	Power to recover any deficiency in costs from the owner of stock	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Animal Control

Litter Act 1979

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	<ul style="list-style-type: none"> Manager Regulatory Services
10	Power to require owners of private property to clear litter from their property	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer Licensing and Compliance Officer General Inspector
14	Power to issue infringement notices	<ul style="list-style-type: none"> Manager Regulatory Services Environmental Health Officer Environmental Health Technical Officer Licensing and Compliance Officer General Inspector Team Leader Animal Control Animal Control Officer Animal Control Officer Cadet
14	Power to cancel infringement notices	<ul style="list-style-type: none"> Manager Regulatory Services

Local Government Act 1974

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such	<ul style="list-style-type: none"> Manager Regulatory Services

	prosecution. This delegation is subject to obtaining prior advice from legal counsel.	
348	Powers and functions in respect of private roads and private ways	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
355	Powers relating to the removal and/or trimming or overhanging trees etc., and recovery of costs	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector
356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector

Machinery Act 1950

Section	Description	Delegate
Section 21(A)	Power to inspect and issue a permit for amusement devices	<ul style="list-style-type: none"> ▪ Site Engineer

Resource Management Act 1991

Section	Description	Delegate
General	Power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution. This delegation is subject to obtaining prior advice from legal counsel.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

General	<p>All of Council's functions, powers or duties under the Resource Management Act, except:</p> <ul style="list-style-type: none"> - Power to approve a policy statement or plan or any change to a policy statement or plan. - Power to determine resource consents - Power to determine a recommendation on notices of requirement and alterations to designations and heritage orders - Power to vary or cancel esplanade strips - Power to agree to the creation of an esplanade strip on Council's behalf - Power to agree to a mediated outcome in the Environment Court on Council's behalf 	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
10	Power to extend existing use rights	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
36, 36AAB	Administrative charges	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
37	Extension and waiver of time limits	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
38	Authorised Enforcement Officer	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ Security Guard
88	Power to determine whether information provided in resource consent applications meet the requirements of the Act	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer

91A, 91C	Power to suspend resource consent applications and to return suspended applications.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
92, 92A	Power to request further information be provided and to commission a report	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
97	Power to adopt an early closing date for submissions	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
101	Power to decide when and where a hearing is to be held within the constraints of Section 37	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
169	Power to request further information in relation to a notice of requirement for a designation	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
190	Power to request further information in relation to a notice of requirement for a heritage order	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
222	Power to certify a completion certificate as an authorised officer	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
223	Power to certify a survey plan as an authorised officer.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
274	Representation before the Environment Court	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer

		<ul style="list-style-type: none"> ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet
322, 323	Power to issue and enforce abatement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ Security Guard
325A	Power to cancel abatement notices where notice has been complied with	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer

		<ul style="list-style-type: none"> ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet
327	Issue of Excessive Noise Direction	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ Security Guard
328	Compliance with Excessive Noise Direction	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet

		<ul style="list-style-type: none"> ▪ Security Guard
332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet ▪ Security Guard
333	Power to enter land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer
336	Power in relation to seized and impounded property	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet

343B	Power to issue infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer ▪ Planning Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer ▪ Licensing and Compliance Officer ▪ General Inspector ▪ Team Leader Animal Control ▪ Animal Control Officer ▪ Animal Control Officer Cadet
343B	Power to waive infringement notices	<ul style="list-style-type: none"> ▪ Manager Regulatory Services

Sale and Supply of Alcohol Act 2012

Section	Description	Delegate
64	Issue a licence, certificate, or authority (endorsed, where appropriate, as the authority or committee has directed) to the applicant	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
66	Keep a record of every application filed with the licensing committee and the decision on the application and a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences.	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
66(3)	Must send to the secretary of the licensing authority a copy of every application made to the	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer

	committee, and a copy of every decision made by it.	<ul style="list-style-type: none"> ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
72	Issue a duplicate licence or certificate to the holder if they are satisfied the licence or certificate has been lost or destroyed.	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
73	Notify the secretary of the licensing authority if a licence or certificate has been surrendered	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
100	Power to issue certificates in regard to the Resource Management Act	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Senior Planning Officer
100	Power to issue certificates in regard to the Building Code.	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Team Leader Building Services ▪ Senior Building Officer
102	Provide a copy of every objection to the applicant.	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
103	Provide a copy of any report filed with the licensing committee to the applicant	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer

		<ul style="list-style-type: none"> Environmental Health Technical Officer
128	Provide a copy of every objection to the applicant.	<ul style="list-style-type: none"> Secretary of the DLC Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
140	Provide a copy of every objection to the applicant.	<ul style="list-style-type: none"> Secretary of the DLC Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
139	May require an applicant to give public notice of a special licence	<ul style="list-style-type: none"> Secretary of the DLC Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
141	Provide a copy of any report filed with the licensing committee to the applicant	<ul style="list-style-type: none"> Secretary of the DLC Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
143	Power to issue certificates in regard to the Resource Management Act.	<ul style="list-style-type: none"> Manager Regulatory Services Senior Planning Officer
143	Power to issue certificates in regard to the Building Code.	<ul style="list-style-type: none"> Manager Regulatory Services Team Leader Building Services

		<ul style="list-style-type: none"> ▪ Senior Building Officer
155	On notice of appeal must send to the secretary of the licensing authority any application and supporting documents and other papers relating to the decision appealed against.	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
197	Be appointed as a Chief Licensing Inspector or Licensing Inspector	<ul style="list-style-type: none"> ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
198	Be delegated the role of Secretary of the District Licensing Committee	<ul style="list-style-type: none"> ▪ Manager Regulatory Services
199	Power to prepare an annual report	<ul style="list-style-type: none"> ▪ Manager Regulatory Services ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
203	Sign any decision, order, direction, certificate, or other document issued by the committee.	<ul style="list-style-type: none"> ▪ Secretary of the DLC
220	Provide a copy of any report filed with the licensing committee to the applicant	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer ▪ Environmental Health Technical Officer
225	Provide a copy of any report filed with the licensing committee to the applicant	<ul style="list-style-type: none"> ▪ Secretary of the DLC ▪ Licensing and Compliance Officer ▪ Environmental Health Officer

		<ul style="list-style-type: none"> Environmental Health Technical Officer
267	Powers of entry on licensed premises	<ul style="list-style-type: none"> Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
268	Power to seize samples of alcohol	<ul style="list-style-type: none"> Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
279-291	Powers of enforcement	<ul style="list-style-type: none"> Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
283	Fix the earliest practicable date for a public hearing of an application for a variation, suspension, or cancellation of special licences.	<ul style="list-style-type: none"> Secretary of the DLC Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer
Clause 10 – Regulations 2013	Power to charge a fee for a special license that is 1 class below the class of the license that is issued.	<ul style="list-style-type: none"> Manager Regulatory Services Licensing and Compliance Officer Environmental Health Officer Environmental Health Technical Officer

Report

Date : 18 June 2020
To : Mayor and Councillors
Tararua District Council
From : Blair King
Chief Executive
Subject : **Staff Report**
Item No : **11.7**

Reason for the Report

This report is to update Councillors on key projects and items of interest over the period from 19 May to 15 June 2020.

Key Points

PGF / Crown Infrastructure Funding for Shovel Ready Projects

Of the projects submitted as “shovel ready”, we are still awaiting announcements for Route 52 strengthening/safety (approved for consideration by Provincial Development Unit), and replacement of Asbestos Cement water pipes (approved for consideration by Crown Infrastructure). Updates are not expected until mid July. One of the Asbestos Cement pipes is the bulk water main in the rural section of Cole Street, that is also seen as high risk of failure to Dannevirke urban area. If this pipe is funded, it will also enable the proposed walkway being built by the community.

Interviews are underway for the firms that put in proposals for roadside tree harvesting, to ensure we meet both the safety requirements for this high risk work, and optimise results from the \$0.5m funding.

Water Action Plan

The waters team are discussing with Cr's at the June 2020 Works Liaison Committee their programme of work to enhance compliance and add resilience to the water supply operations, in the event a mild winter leads to low river flows by early December. This work will tie in with the revision of the water supply bylaw mentioned last month such as surveying extra-ordinary users (predominantly non-urban connections) to identify what

tanks or storage they intend to have in place to cater for their needs over summer when we restrict flow.

We met with the Alliance Group who are the single largest user on Monday 15 June 2020 regarding issues and options. Overall, they are confident that they can remain inside the 1000m³ / day usage that we plan for, even if they increase production through the plant. This usage equates to 20% of the daily demand in low flow conditions (when we can pull a maximum of 54 litres/sec from the river intake) but generates over 200 direct employees. We will be modifying the intake into their bulk reservoir to smooth out the demand on the Gregg Street pump station, and this will improve the level of service experienced by other homes on this mains.

Annual Plan Rate Increase

As discussed at Audit and Risk Committee, a rate rise for the final Annual Plan is 2.5% compared to the 5.97% proposed in the draft. This increase reflects the multiple impacts of drought, Covid 19, and change in economic outlook on our ratepayers. However, the external pressures on Council to continue upgrades for compliance on 3 waters, earthquake prone buildings, Covid19/Drought recovery plan, responding to climate change impacts, funding of asset renewals, debt financing and debt repayment, mean a significantly higher increase will be required to fund these ongoing work from year 1 of the 2021/28 Long Term Plan.

Drought & COVID-19 Recovery

The recovery team has been set up during the response, with Cameron McKay as the Recovery Manager. Workstream leads have been assigned in areas of Project and Risk Management, Social and Community Recovery, Natural and Rural, Infrastructure, Economic, Partnerships, Communications and Business Continuity.

The recovery plan 'action summary' was released on 25 April 2020 outlining some immediate actions that are occurring or are in planning (in the pipeline). This document was re-released on 2 June 2020 and will continue to be updated monthly and distributed throughout our communities through the bush telegraph and social media channels.

Further planning in the summarised recovery strategy has been provided to Council members and iwi for feedback. Further consultation and engagement on this document may be required to assist in determining measurable success factors to keep this 18+months recovery plan on track.

On 29 May 2020 a staff workshop was held to capture lessons learned on the Water Crisis of 2019/20. A Summary of outputs, with possible actions and strategies to address the identified issues will be discussed at the next senior leadership meeting for consideration. Some actions have already been completed in this area including a leak detection programme throughout the District.

The Love Local campaign has been initiated, see the Communications area of the staff report for further information.

Business Continuity Plans (BCP's) have been updated for all functions as part of Tararua District Council's response to the global COVID-19 pandemic. This planning has ensured we have identified essential services and people and determined how these can be managed during the pandemic event. Throughout the event some small modifications were required, such as the provision of additional equipment to allow staff to work from home and attend meetings online remotely. A number of staff were reallocated to other functions during this response, such as the Emergency Operation Centre (EOC), meaning that during lockdown 96% of staff were able to continue working in some capacity. Opportunities were captured, seeing a number of internal processes improved to be managed remotely, including our accounts payable sign-off and allocation of work within teams. Though this test of our business continuity planning (BCP) has strengthened our resilience for all types of events, further planning is required to modify and formalise the COVID-19 BCP's to be applicable to other events, such as earthquake.

Work has commenced on a 'Data Dashboard' displaying key economic indicators allowing a close watch on items such as Paymark data and unemployment information. This information will be published publicly but will be key in internal and governance decision making and assist us in looking for opportunities, such as job creation.

Funding applications through the Provincial Growth Fund (PGF) for community spaces is in progress with the first application expected to be submitted within the next week. The first application will mainly cover maintenance projects that are ready to start and that will save

on normal operating costs (such as painting). The PGF has a rolling fortnightly approval process, so further applications will be submitted as they are prepared over the next month and a half. Engagement with key community groups, boards and iwi will provide additional ideas and suggestions to be included in these funding applications.

Tararua Alliance

Executive Summary

The Tararua Alliance team have managed to successfully navigate COVID-19 lockdowns and have adapted to regularly changing working rules with grace. We have managed to get back into physical works as well as restart the office to what will be a busy end to the financial year.

We are happy to be able to announce that we have filled the Alliance Director role. After an intensive interview process Dave Geary will join us from Christchurch where he has most recently been General Manager for Treetech. He brings with him a strong leadership and strategic skillset and will be a great addition to the team. With him currently based in Christchurch there are still some logistics to work through such as moving his family up so it will be a little while before we have him in the office. In the meantime, Quentin McCarthy will remain our interim Alliance Manager until Dave can join us in person.

Last, but not least, we have just taken delivery of a new BBQ Trailer. This has been paid for out of the pain/gain mechanism of the Alliance as part of our goal to reinvest our financial savings back into the community. The intention behind this trailer is that community groups can utilise it for events with the proviso that they make a donation to a charity of their choice. As a very recent addition we have yet to flesh out some of the details of how we get it out into the community but we will publicise this when we get that sorted. We are also happy to be able to say that a local company built the trailer in Dannevirke.



Planning

Now that the restrictions of lockdown are all but over the Planning team are working hard to meet some very condensed timelines. Due 1st August, our Roding Asset Management Plan is due to be presented to New Zealand Transport Agency (NZTA) as part of the next 3-year funding round and as such there is a significant effort going on to ensure we have everything in place for that deadline. As part of this we will be able to deliver a 10 year forward works programme and justifications for changing levels of service to better suit the needs of the community.

The asset team are also focusing on preparations for the end of year processes including capitalisation, asset data quality processes and rollovers, as well as ensuring the annual Roughness survey is completed and loaded up in time for reporting to council and NZTA.

The Design Engineering team are busy working to ensure any remaining projects for this financial year have all the technical support they need plus preparing for next season. The plan is to be ahead of the construction team by enough of a margin to ensure they can efficiently plan for upcoming projects.

Delivery

Roding

Road Maintenance

As we start transitioning into the colder and wetter months of winter, our Maintenance teams continue to focus on our unsealed network with a lot of grading, metaling and pothole repairs having been undertaken. As we transition out of COVID restrictions, we have seen a lot more forestry activity across the network, which is causing us some challenges we are currently working through. All our vegetation programmes are nearing completion with the Southern end of the district still to be sprayed.



It is very much business as usual for the teams in Pahiatua. They are also facing some challenges with business owners as they open back up post COVID. The team are working in with them as much as possible with a focus on minimising the impact to them and their businesses.

The team hit a great milestone on the project where we have seen the above ground works commence. The team have started on the large “bio filter gardens” (pictured below). Not only will these gardens be a nice feature in the CBD but with very limited storm water capabilities through the town centre, these Gardens act as a “holding tank” meaning that when we see surges of rain, these holding tanks will significantly reduce the amount of surface flooding through the CBD.



Emergency Works

We continue to make good progress on our emergency works sites, with work underway right across the district. With only a hand full of sites left to complete, I would like to congratulate the team on delivering an extremely large programme of work, meaning that for the first time in the last few years, we will finish all of our identified sites prior to the winter months.

Construction works

As part of our Minor Improvement programme, we have started enabling works on a number of projects across the district. The teams have nearly completed drainage works on Oxford Road and Priest Road in Woodville. Since the closure of the Gorge, we have seen a significant increase in use of these roads so we are in the process of undertaking some much needed widening. Undertaking the drainage work in advance allows the saturated pavement

to dry out prior to undertaking the widening. We will see much more activity on these sites in the coming months.

We are also undertaking preparation work with a plan to undertake a large culvert replacement on Otanga Road, North of Dannevirke where the current box culvert is at the end of its life. The 2.2 metre diameter culverts were delivered to site last month and weighed in at approximately 10 tonnes each! (Pictured below). We are currently working with Horizons to apply for a resource consent to undertake this work and will not be starting construction until the early summer.



3 Waters

Our focus during May / June has been to catch up with the backlog of new service connections that were unable to be installed during Covid 19.

New connections have been installed in -

- Ruahine St, Dannevirke - servicing a small 5-section subdivision.
- Another four sets of connections have been installed in Woodville for both new and relocated houses; we still have another three to complete in Dannevirke.



Above photo shows the install of the sewer connection servicing 44 Gladstone St Woodville



Above photo is showing the new 150mm sewer connection direct to council manhole. This services the 5-section subdivision at 42 Ruahine ST Dannevirke

Water

- The 4th ¼ round of water meter reading has just been completed.
- The 600m long section of 63mm medium-density Polyethylene (MDPE) watermain renewal in Victoria St Dannevirke has been pressure tested, disinfected and is now live.
- We replaced two full water laterals in Dannevirke that were end of life.










The picture to the left shows a section of failed 100mm steel watermain repaired in Eketahuna during May. This asset is in very poor condition and we have now added this to the 20/21yr renewal programme. This water renewal will also include both Haswell and Bengston Sts, with their respective watermains both being the same material (steel) and 63yrs old.

Wastewater

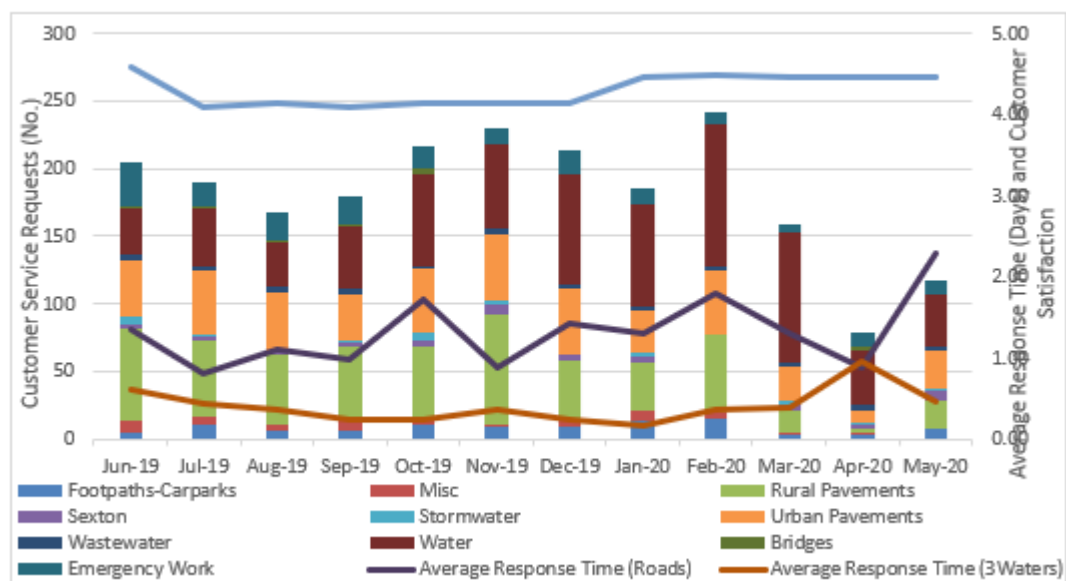
- A full inspection of the wastewater pump stations was completed at the end of May.
- We installed a new pump at the Eketahuna pump station after one of the existing pumps burnt out.
- Davies Waste Solutions have been busy relining a sewer main in Grey St Woodville and a 450 mm diameter Stormwater main in Burgoyne St. Davies also completed a patch repair on the sewer main in Easton St Dannevirke, this repair was identified during the recent CCTV inspections.

Performance

Performance Dashboard

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	Safety Behaviour Observations (SBO) report this month are still below our desired reporting levels. Staff are settling back into Office working Roles and we have discussed SBO reporting levels with our team.	
	Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0 Near Miss Reported 0	
CUSTOMER RESULTS	Timely Communications	Monthly	Comparing CRMs received May 2019 of 186 versus 121 received for this months is showing a steady decline, which is a pleasing pattern. Monthly Response for Roading is slightly below target rate of 90% with an 84% achieved. This being due to our current vacancy for the Urban Supervisor Role. Response for 3Waters achieved 95% 39 out of 121 CRMs received related to Water	
	Effective Communication	Monthly	Customer Surveys commenced again for this month with a pleasing result of 4.5 out of 5 for the CRM Response Times.	
	Minimise Operational Impacts	3 Monthly	No Complaints or Compliments received for May 2020.	
SOCIETY RESULTS	Compliance with TMP	Monthly	During May the Before-U-Dig requests were up considerably with 155 requests processed. Eight TMP audits were undertaken with five alliance sites and three non-alliance contractors working on the network. Over all compliance on all sites was of a high standard. CAR applications have been steady with 30 applications received and processed.	
	Zero Harm – Environment	Monthly	No environmental issues to report	

Customer Management



Plant and Property

Executive Summary

The Community Drinking Water Supply Assessment in the Horizons Region by Pattle Delamore Partners (PDP) has been ongoing. During 2019-20 Horizons has continued working with territorial authorities and health agencies to improve drinking water security. The main focus has been to continue to define source protection zones for the remaining council-operated supplies, as well as some larger non-council operated supplies. The desktop portion of this is largely completed, and well-head security inspections are being carried out at present. PDP anticipate having a final draft report by 30 June 2020 for discussion with the water supply managers, with final reporting by August. The delay in final delivery is the result of delayed bore inspections due to COVID-19 lockdown.

The annual drinking water source prioritization report was recently updated to reflect the most recent compliance reporting (2018-19). This report shows high priority sites requiring action to improve water supply management.

Regional Three Waters -The Manawatu-Whanganui Local authorities (Councils) support the Government's 3 Waters objectives and are working together with the regions water study. TDC staff are part of this collaborative group working together to enable the region to benefit from improved Three Waters Management to support the Government's 3 Waters objectives. A move towards greater regional partnership is considered one avenue of achieving this. There is a significant regional consensus for a staged approach to increasing regional coordination, to build a strong alliance and maximize benefits for the Regions communities.

A more consistent approach to the 3 Waters management across the region would provide a number of clear benefits to the region's communities. Potential benefits could include better value for money, improved likelihood of compliance, resilience and ability to cater for future growth.

The shortlisted regional 3 Waters Management options were

- Status quo
- A regional planning and shared services alliance
- A regional asset managing council-controlled organization

Analysis of options has identified the regional planning and shared services alliance as the best meeting the four well-beings in the amended Local Government Act 2002. This is based on the Council's collectively identifying the highest risk issues being

- Protection of the water sources
- Increasing staff resources and competency
- Optimizing plants to meet standards
- Renewal of Resource consents

Key opportunities include

- Training and development
- Sharing of specialist resources
- Procurement and procurement expertise
- Resilience & capability planning
- Response to new regulation and funding opportunities



We would like to welcome a new team member: Reuben Easter is our new Waste Water Treatment operator. Reuben has moved from Wellington where he used to look after the Moa Point wastewater plant. He has moved to Tararua with his partner who is completing a veterinary degree at Massey University.

District Water

Raw water storage at Woodville and Dannevirke impounded supplies are both at maximum levels. Recovery has been aided by the consistent water flows and available water to take especially in the Mangapapa Stream.

Woodville

Pipe work assembly starting for backwashing project. The welding of all the pipework will take a complete week of labour.



Pahiatua

The water treatment plant is starting to take shape with pipe work being installed and the assembly of the Arkal filter which is positioned prior to the membrane filter. The flocculator which conditions the water is being assembled. It is 12 metres long and has a total of 270 metres of pipe in this unit.



Pipe work thrust underneath existing UV unit



Arkal filter



Flocculator assembly



Internal Pipework

The pressure reducing valve for the new Pahiatua Reservoir has arrived and has been programmed to be installed.



Community Property and Assets

All parks are looking very good and up to required standard. Grass growth has now slowed considerably, and this now enables contractors to catch up on other small jobs that are required, including a re-vamp of some old gardens at the Dannevirke Cuba and Trafalgar Street intersection as shown below.



Pensioner Housing

Council officers are currently conducting annual pensioner house inspections. Tenants are all reasonably happy with the units with very little requests for improvements. Officers are currently requesting pricing for ventilation units for the kitchen and bathrooms in all units along with insulation quotes. It is a government requirement that all rented property have kitchen and bathroom ventilation and adequate insulation to meet standards and needs to be completed by 30 June 2021.

Public Conveniences

During lockdown these facilities were reduced to 1 toilet being open per town and being cleaned 3 times per day. We now have all these facilities open and back to their normal cleaning regime. Council contractors did a great job during lockdown in keeping these facilities hygienically safe.

Ormondville Cemetery

Recently some very large old trees were removed from the Ormondville Cemetery to stop branch fall and also to open the site up. This was recently finished with a pleasing result. Hopefully the grass will strike with this cold weather.



Security

A new Security contract for all of the Tararua District takes effect from 1 July 2020. All Council buildings and after hours dog and noise control will be patrolled by Allied Security. They are a nationwide company but will be employing local staff for this function.

The existing contractor First Security completed their contract on 30 June 2020.

Solid waste

The Transfer Stations have all been running smoothly during the COVID-19 lockdown and over the Alert Level changes with customers appreciative of TDC keeping them open when other Councils closed theirs. Drop-off recycling is now running as it was prior to the lockdown, as all recycling was going straight to Landfill during Lockdown Levels 4 & 3.

Staff have the Dannevirke Recycling and Transfer Station looking clean and tidy and have received a lot of compliments from customers on the great improvement. A truck load of whiteware and another of TV's have been removed in the last month with another load of TV's to go soon. Schmidt scrap have started removing the metal materials from underneath the trees and the trees are programmed to be trimmed. Quotes have been organised for repairing the metal lip on the pit where the trucks are loaded and replacing some of the safety rails around the pit area for protection of the public and staff. A new concrete pad is to be installed at the recycling glass truck load out area. This will allow the contractor to load the trucks easier and keep the facility clean and tidy and free of broken glass.

No issues from the other transfer stations and recycling drop-off centres. We have had very few CRM's for Solid Waste reported to Council.

Library

Executive Summary

Library doors were closed to all under Alert Level 3 until 13 May 2020 when Alert Level 2 came into effect. Library staff completed home deliveries in the final week of Alert Level 3 as well as preparing signage and library space for Alert Level 2. It was initially thought that all libraries would open at the same time, however the installation of the protective screens was completed gradually. As each library's screens were put in place, the doors opened. Eketahuna has been open since the afternoon of 20 May, Pahiatua since the 21 May, Woodville since the 25 May and Dannevirke since the afternoon of 26 May. The soft opening has been helpful for library staff as they return to work after a long absence with extra processes in place to cope with Covid19 requirements. APNK Public Wifi was turned back on for just 12 hours per day, 8am-8pm.

Fiona Cammock has been farewelled as best as we were able to under Alert Level 3.

At Alert Level 2, Library staff were required to take contact details for all visitors. By doing so, we could ensure the safety of our public as well as allowing physical distancing of just 1m. This proved to be an onerous task. Particularly for the sole charge staff who were handling the last week of rates payments as well as the Authority upgrade on the last day of the month. All items returned to the libraries over Alert Level 2 were quarantined for 48 hours in order to ensure they could be safely handled by Library visitors once they were shelved.

Planning

Annual Adults Quiz

A date has been chosen for this year. It will be held on 23 July 2020. It has been decided that local businesses will not be approached to donate prizes this year in light of the Covid 19 effects on the local economy. They will instead be funded out of our existing programme budget.

Annual Year 7/8 quiz

Planning has begun for this quiz based on the Children's Book Awards titles.

Little Ears

Eketahuna Library and Service Centre has been asked to consider a change of day and time once again. It is hoped that Tuesday mornings are more convenient to the majority who wish to take part.

Chill Out and Read

Planning has commenced now that funding from Eastern and Central Community Trust has been secured. This programme runs in Term 3 for School-aged children.

Delivery

Library Events & Programmes

At Alert Levels 3 and 2, most of our regular programmes have been unable to run. The distancing requirements at Alert Level 2 made it difficult to begin them again with any real certainty that participants would be able to maintain it. With two exceptions.

National Simultaneous Storytime

This was run digitally this year with the link on Tararua Libraries' webpage.

Dannevirke Monthly Poetry Meeting

During May, this programme continued running weekly via Zoom.

Economic Development, Communications and District Marketing

Economic Development

Responsible Camping Fund

Council received funding from MBIE for the 6-month period between Labour Weekend 2019 and ANZAC Weekend 2020 for grass maintenance, toilet cleaning and rubbish collection at 7 reserves or domains across the district.

Funders Forum

Mark and Angela Zoomed in to a meeting with funders such as Department of Internal Affairs and Eastern and Central Community Trust, Philanthropy NZ and some recipients of grants, where the current environment and its impacts on grant applications and decisions were discussed.

Business Support

Mark and Angela met with an individual with a new idea.

Wairarapa Economic Development Strategy Governance Group

Mayor Tracey and Mark attended this meeting for the purpose of TDC's awareness of economic development activity in the Wairarapa.

Manawatu and Tararua Talent and Skills Group

Mark attended the May meeting.

Digital Hub

The initial condition precedents have been met with the Provincial Development Unit and the first stage of funding has been requested so the physical build can commence. Over the next two months the building/fitout of the Digital Hub will take place

Communications

Annual Plan 2020/21

The Communications Team are gearing up for the release of the Tararua District Council Annual Plan 2020/21. It is anticipated that the Plan will be adopted by the Council at its meeting on Friday, 26 June 2020.

A communications plan has been developed to ensure our community are informed of the Annual Plan and the rates increase for the coming year, as well as how recent events have impacted our plans.

Pahiatua Town Centre Upgrade

The Project Team met for the first time since COVID-19 restrictions were put in place and caught up on project progress and upcoming priorities. A media release/project update was published in the Bush Telegraph in May 2020 and another update is scheduled for June/early-July to celebrate the beginning of the aboveground works. Communications for this project are likely to ramp up as we get closer to the finish line.

#LoveLocalTararua (or “#LLT”)

The #LLT campaign was developed and launched during COVID-19 Alert Level 3 and has continued to grow in strength. This is seen as a long-term campaign and we are continuing to review this and identify ways to grow the campaign for the future.

Local businesses are now organising independent events and promotions under the #LLT umbrella and this is a positive sign that the campaign is gaining buy-in from the community.

Work is underway for #LLT to be integrated into the Tararua.com website and removed/condensed from the Tararua District Council website – see below.

Planning is underway for a digital newsletter / flipbook that will contain #LLT news, stories and promotions as well as other key topics relevant to the community.

Review of Tararua.com

The #LLT information is currently sitting on the Tararua District Council website. In the long term, the campaign would be better placed on the Tararua.com website which promotes local events, activities, accommodation and local campaigns/initiatives. The communications team are reviewing where this will be best placed and working with IT to shift the information from one site to the other.

Digital Flipbook / Newsletter Publication

Discussions are underway for a “land of ranges” branded digital publication. The publication will be in the form of a newsletter/flipbook and it is anticipated to be published every 3 months.

It is important that we plan at least 12-months of content before commencing to ensure the flipbook remains relevant.

Recovery Communications Plan

A draft Recovery Communications Plan has been developed to support the Tararua District Recovery Plan. The communications plan focuses on:

- what will we communicate;
- who we will communicate with;
- how we will communicate with them; and
- when / how often will we communicate.

Future Opportunities Applications

On 22 May, Tararua District Council welcomed applications from any contractors interested in becoming an approved contractor for the 3 waters service connection work (wastewater, stormwater and drinking-water).

These service connections are currently provided by the Tararua Alliance. By enabling external contractors to carry out this work, the Tararua Alliance can concentrate on managing council's core services and infrastructure. It also gives contractors an opportunity to secure business for the future.

It is important to provide future opportunities for contractors – particularly locally in alignment with our #LoveLocalTararua campaign. If we're able to generate more employment by externally sourcing this work, that will help our local economy recover.

Roadside Tree Removal

Tararua Alliance have been successful in their bid of \$500,000 funding for the removal of roadside trees. A project team has been formed to ensure that we maximise the opportunities that this funding presents, and this includes the development of a communications plan.

Water restrictions

On 29 May, the last remaining water restrictions were lifted. Woodville needed restrictions to remain in order to allow the impounded supply (reservoir) to replenish to a level where Council felt confident that restrictions could be lifted.

The community's commitment to reducing water use over the course of the drought was incredible. The collective efforts of everyone in our district meant that between the months of March and May, no towns reached a point where Council needed to impose "essential use only" restriction. Thank you to every person, business and community that did their part to save water during one of the worst droughts ever recorded in Tararua District's history.

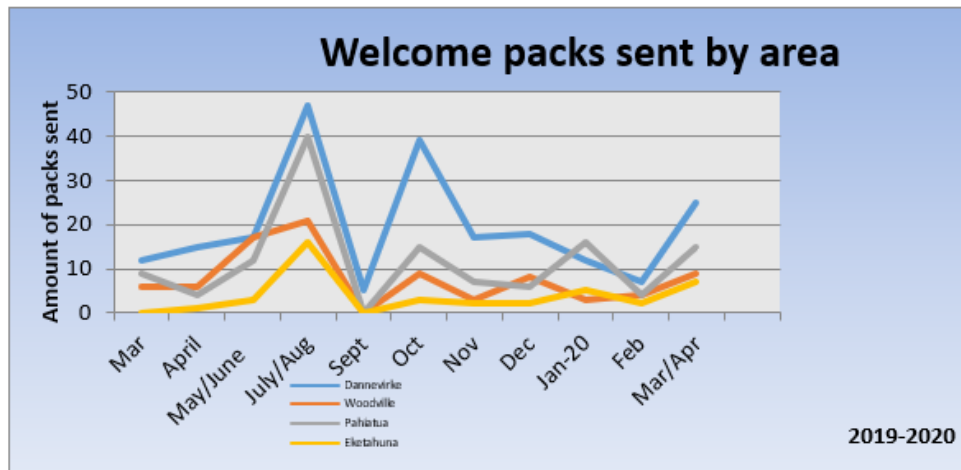
District Marketing

There have been no events attended during this reporting period, due to COVID-19.

Tararua I-Site Report

Welcome Packs for March/April 2020

There were 56 packs sent out, 17 of these were sent to purchasers outside the Tararua District.



New Zealand Motorhome Association

NZMCA are promoting Motorhome Friendly towns through a spring feature in their Motor Caravanner magazine. The feature will include a 2-page editorial on each of our 3 Motorhome Friendly towns - Dannevirke, Woodville and Pahiatua. There is also an opportunity for our tourism operators, Golf Clubs, Restaurants and Cafes to include a discount coupon and we have shared this with them.

Staffing

A resignation has been received from Loni Peretini, who was covering Maternity Leave for Shanise Rankin.

Statistics

There are no stats as the i-SITE and district Info Centres were closed due to COVID-19 regulations.

Regulatory

Building Services

Building Act

The Minister for Building and Construction announced new additional exemptions to the Building Act. Building consents will no longer be required for particular types of low risk building work.

The exemptions include sleep outs, sheds, greenhouses, solar panels, carports, single storey pole sheds and hay barns, outdoor fireplaces and miscellaneous other works.

All building work must comply with the building code, including work which does not require a building consent.

Some of the exempt work can be done without the help of a professional. However, other work requires the involvement of a chartered professional engineer or licenced building practitioner.

Private records of 'exempt' building work will be held by the building owners, rather than council. These records will become increasingly critical when buying and selling property. And also, when council investigates complaints about illegal building work.

The exemptions are expected to commence at the end of August.

<https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-consent-exemptions-for-low-risk-work/new-building-consent-exemptions/>

Quality Management System

Council is a Building Consent Authority (BCA). Regulations require BCAs are accredited and have a system that supports quality and continuous improvement in their management and operation. This includes consenting and inspecting building work and issuing code compliance certificates.

Council has recently completed its biennial accreditation assessment. Our assessors, International Accreditation NZ, have confirmed our continuing accreditation through to November 2021 (the next assessment date).

Building Consents

The table below is a comparative summary of building consent statistics, since 1 July:

Building Consents	2017/18	2018/19	2019/20
No. of Applications Received	356	357	352
No. of Inspections Requested	938	883	974
No. of Applications Processed	304	363	350
% Processed within Statutory Timeframes	92.8%	83.2%	92%
No. of Inspections Performed	1,383	1,267	1,504
Total Value of Applications Processed	\$15,053,988.00	\$15,973,125.00	\$25,423,304.00

Animal Control

Public Education and Information

No articles were programmed or run in May.

Annual Dog Re-registration

Annual dog re-registration was due on 1 August. Follow up activities by the animal control team have resulted in an additional 6 dogs being registered since the last report to Council.

79 known dogs remain unregistered (1.1%), out of 6,677 dogs. Owners of these dogs can expect to receive a \$300 infringement notice for failing to register their dogs.

Owners who have not registered their dogs this year will be prioritised, when following up unregistered dogs in the new financial year.

Dog Attacks

The following table is a comparative summary of reported dog attacks (people and animals), since 1 July:

Location	2017/18	2018/19	2019/20
Ind/Com Nth Ward	0	0	1
Ind/Com Sth Ward	1	0	0
Non Rateable	0	0	0
Rural North Ward	2	4	5
Rural South Ward	2	3	14
Road or No Property Address	8	11	11
Urban North Ward	14	17	10
Urban South Ward	11	11	17
Total Reports	38	46	58

In response to the increase in reported attacks in the urban and rural southern ward, we are increasing our patrols in the area, liaising closely with police, and reviewing our publication programme for the 2020/21 year.

Environmental Health and Licensing

Alcohol Licenses

No licensing applications have required a public hearing. There have been no appeals to the Alcohol Regulatory and Licensing Authority.

Environmental Health

Environmental Health staff have been focussed on inspecting (verifying) food businesses and arranging part-refunds of registration fees to support the economic recovery.

Illicit Dumping

The following table is a comparative summary of reported illicit dumping, since 1 July:

Illicit Dumping	2017/18	2018/19	2019/20
Ind/Com Nth Ward	1	9	16
Ind/Com Sth Ward	5	4	9
Non Rateable	10	3	6
Rural North Ward	8	3	5
Rural South Ward	9	4	2
Road or No Property Address	124	84	96
Urban North Ward	7	4	5
Urban South Ward	12	7	3
Total Reports	176	118	142

Since 1 July, 6 infringement notices have been issued with a total value of \$2,200.00.

Council has requested illicit dumping statistics be provided by locality, rather than ward. This request has been discussed with Council's IT Alliance. It has been agreed to review implementing this request, following the review and revision of regulatory CRM categories (planned to complete by 30 June 2020).

District Planning

Resource Consents

The planning team is continuing to receive a significant number of general and site-specific enquiries for developing and subdividing properties around the district. This demand is being managed by increased use of consultants.

The following table is a comparative summary of resource consent statistics, since 1 July:

Resource Consents	2017/18	2018/19	2019/20
No. of Applications Received	53	69	86
No. of Applications Processed	51	69	80
% Processed within Statutory Timeframes	98%	98.6%	90%

1. Recommendation

- 1.1 *That the report from the Chief Executive dated 15 June 2020 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

Attachments

Nil.

Memorandum of Understanding and Terms of Reference
For the Implementation of the Regional Sport Facilities Plan for the
Manawatū and Whanganui Regions

Between



1. Background

Sport Manawatū, Sport Whanganui and Sport New Zealand, together with the seven local authorities that make up the Manawatū and Whanganui region have developed and endorsed the Regional Sport Facility Plan ("the Plan") to provide a high-level strategic framework for sport and recreation facility planning across the region.

The Plan is designed to provide direction on what should be done and crucially, what should not be done, and to focus thinking at a network wide sports facilities level with emphasis on national, regional, and sub-regional assets, while also capturing local level facility data.

2. Introduction

The Plan now moves into the important implementation phase with commitment from the local authorities and other parties to establish a dedicated role within Sport Manawatu to progress implementation of the Plan. This involves achieving the proposed priority actions detailed in Appendix 1.

This Agreement outlines the terms and conditions under which the Parties, outlined in Clause 4.0, will collaboratively work towards the delivery of the outcomes, priority projects, guiding principles, decision making framework and criteria identified in the Plan.

3. Date of Agreement

This Agreement shall commence on the date that the parties have signed it ("the Effective Date")

4. Parties

Palmerston North City Council ("PNCC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Manawatu District Council ("MDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Horowhenua District Council ("HDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Tararua District Council ("TDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Rangitikei District Council ("RTDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Ruapehu District Council ("RDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Whanganui District Council ("WDC"), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;

Sport Manawatu - Regional Sports Trust, an incorporated society constituted in 2003 and is responsible for facilitating and guiding non-profit sport and recreation goals in the Manawatu region.

Sport Whanganui – Regional Sports Trust, an incorporated society constituted in 2003 and is responsible for facilitating and guiding non-profit sport and recreation goals in the Whanganui region.

Sport New Zealand, ("Sport NZ"), constituted on 1 January 2003 under the Sport and Recreation New Zealand Act (2002) and as an approved organisation representing the government interests. Sport NZ provides leadership in research and the development and implementation of policies that recognise the importance of sport and physical recreation to New Zealand. It has partnerships with key organisations in the sport and recreation sector (primarily national-level sport and recreation organisations and regional sports trusts) to help achieve its outcomes.

5. Term

The term of the Agreement is from the 01 July 2019 until 30 June 2021, representing three years of Territorial Local Authority, Funding Agencies, Sport Manawātū, Sport Whanganui and Sport NZ investment in the Plans implementation. Should the majority of parties agree, the Agreement could be renewed for a further three-year term.

6. Funding and Resources

6.1 Territorial Local Authority Funding

Each Territorial Local Authority will contribute funding towards a specific role to lead implementation of the Plan to a combined total of \$50,000 per annum for the Term of the Agreement. The amount of funding to be contributed by each Territorial Local Authority will be proportionate to the population base of each Territorial Local Authority based on the latest census data.

- Manawātū region (MDC, HDC, TDC and PNCC) – 154,488
- Whanganui region (RDC, WDC, RDC) – 25,863

Territorial Local Authority	Population ¹	Percentage	\$Value
Palmerston North City Council	80,079	38.8%	\$19,416
Horowhenua District Council	30,096	14.6%	\$7,297
Manawatu District Council	27,459	13.3%	\$6,658
Whanganui District Council	25,863	12.5 % TBC	\$6,271 TBC
Tararua District Council	16,854	8.2%	\$4,087
Rangitikei District Council	14,019	6.8%	\$3,399
Ruapehu District Council	11,844	5.7%	\$2,872
Total	206,214	100%	\$50,000

All amounts referred to in this Agreement are exclusive of GST and payable annually. Sport Manawatu will request of the parties that portion of the charges payable by each party. Each party will pay the invoiced amount by the 20th day of the month following the date of receiving an invoice.

¹ Population figures based on 2013 New Zealand Census Data

6.2 Sport New Zealand and Sport Manawatu Funding and Support

Sport New Zealand will contribute funding via Sport Manawatu's investment schedule to support implementation of the Plan. The Parties will also receive additional benefits from Sport New Zealand including:

- Access to a free and open source Facility Audit Tool (SFA-NZ) which will be a repository for all the regions facility data and information. This tool which is compatible with Sport NZ's Insights Tool will provide a comprehensive planning tool for projects at a local, district, regional and national level. The RST will encourage and support councils to keep the based facility data up to date which will provide costs savings at such time it is agreed to review a regions plan.
- Access on application to funding to support from Sport NZ for those projects as identified as being a priority from the Regional Plan. Funding would support project needs assessments, feasibility studies, business cases and design reviews.
- Use of Sport NZ's Project Peer Review Service for independent review of project concepts and plans, feasibility studies and business cases and funding applications.
- Relevant facility automatic registration onto Sport NZ's National Facility Benchmarking Tool which, through key performance indicators provides opportunity for comparative facility conversations that improve operational efficiency.
- Free Sport NZ time and advice/support through Sport Manawatu to build the capability of those actively working into sports and recreation spaces and places provision. Regional Spaces and Places working groups will be able to share best practice between regions, facilitated by Sport NZ.

Sport Manawatu will be responsible for leadership and management of the specific Plan implementation role and will work with Funders to gain investment for other costs associated with the Plan implementation role.

7. Provision of Services

Sport Manawatu will provide the following services in a professional and timely manner in accordance with the instructions of the Parties and any additional services as may be agreed between the Parties under the terms and conditions of this Agreement:

- a. Provision of support including advice, guidance and evidence gathering for the development of feasibility assessments and business case reports to guide the successful execution of the decision-making framework. This will include consultation on Local, District and Regional facility hierarchy of needs;
- b. Advocate with funders and investors for facilities that reflect the principles of the Plan;

- c. Arrange peer reviews for Regional facility development concepts only e.g. feasibility assessments, detailed business case and design concepts that are related to identified priority projects;
- d. Assist with investment negotiations alongside stakeholders for spaces and places project developments and utilisation;
- e. Lead the development of a regional funding policy;
- f. Share knowledge including resources specific to sports spaces and places;
- g. Increase regional understanding and optimisation of spaces and places including providing regional sporting trend information, opportunities to benchmark outcomes and usage data, to understand demand and inform decision making;
- h. Facilitate discussions with user groups and gather evidence on behalf of Territorial Authorities where a conflict of interest may arise.
- i. Lead the review of the Manawātū Whanganui Regional Sport Facility Plan in 2020/21 to ensure it remains relevant and in line with sporting and demographic trends.

8. Obligations of the Parties

8.1 Obligations of Sport Manawātū

Sport Manawātū agrees to:

- a. Provide the services outlined in clause 7 of this Agreement in professional manner;
- b. Promptly comply with any requests, requirements and directions from the Parties from time to time in relation to the provision of Services;
- c. Respond promptly, accurately, and adequately to any requests for information made by the Parties in relation to the performance of services;
- d. Comply with all laws and regulations relevant to the provision of the Services;
- e. Regularly report to the Steering Group on the implementation and outcomes of the Plan.

8.2 Obligations of the Parties

In engaging Sport Manawātū to provide the Services, the Parties agree to:

- a. Work together collaboratively and in good faith towards the delivery of the Plan including;
 - i) The guiding principles and priority projects;
 - ii) The decision-making framework, including the provision of feasibility assessments and business cases;
 - iii) The development of a regional facility funding framework;
 - iv) The collaborative delivery of sport and recreation across the region.
- b. Provide information as may be required by Sport Manawatū to undertake the services;
- c. Keep other Parties fully informed on matters relating to implementation of the Plan;
- d. Establish and actively participate in a Steering Group to oversee the implementation of the Strategy and undertake the functions and duties as outlined in Clause 8 of the Agreement.
- e. Sport Manawatū in partnership with Sport Whanganui will guide and support Council staff and facility proponents through the Regional Sport Facilities Plan priority actions during the agreed implementation plan period.

9. Regional Sport Facility Plan Steering Group

The Parties will establish a Steering Group which includes representation from each contributing organisation to oversee implementation of the Strategy. The role and functions of the Steering Group is to:

- a. Provide leadership and guidance to Sport Manawatū in implementation of the Plan;
- b. Review and prioritise Plan recommendations and priority actions;
- c. Promote the Plan within the Region and through key stakeholder organisations;
- d. Monitor, review and provide regular updates on the progress in implementation of the Plan;
- e. Review and recommend key regional facilities projects based on application of the key principles, assessment and prioritisation criteria;
- f. Facilitate communication with each of the executive groups from the organisations they represent;
- g. Identify opportunities for Council, Education and Community partnerships which align with the principles of the Plan and address sports facility needs in the Manawatū

Whanganui regions;

- h. Provide six monthly written/verbal updates to the Manawātū Whanganui Local Authority Mayors and Chairpersons Forum on the implementation and outcomes of the Plan.

The Steering Group will meet on a quarterly basis however additional meetings may be required from time to time for a specific purpose.

Signed as an Agreement by the Parties

Agreement has been signed on the date above in Clause 3.0: Effective Date of Agreement by the organisations Chief Executive or their nominee:

Signed for Palmerston North City Council	Signed for Manawatu District Council	Signed for Taranua District Council	Signed for Horowhenua District Council	Signed for Sport Manawatu
Name:	Name:	Name:	Name:	Name:
Position:	Position:	Position:	Position:	Position:
Signed for Rangitikei District Council	Signed for Ruapehu District Council	Signed for Whanganui District Council	Signed for Sport Whanganui	Signed for Sport New Zealand
Name:	Name:	Name:	Name:	Name:
Position:	Position:	Position:	Position:	Position:

Appendix 1

Priority Actions

Agreed Steering group priority actions identified over the next one – two years are:

Priority Action	Outcome	Measure
Implementation Phase agreement is in place	All seven TA's agree to the outcomes of the Implementation Phase MoU	TA's to complete sign off by December 2019
Develop a one-page summary document details outcomes of the Regional Sports Facilities Plan.	To include: Decision making process Regional Facility Assets What we are doing now What we need to do moving forward Measures of Success	Completed by November 2019
Develop and implement a roadshow for the Regional Sport Facility Plan to promote the plans proposed approach and outcomes to the community and key stakeholders.	Complete a series of District area roadshows highlighting RSFP outcomes	Completed by June 2020
Engage with funders to develop a regional funding approach which may include a facility partnership funding MOU (this would cover key principles such as prioritisation of funding to multiuse facilities, partnerships and priority asset types).	Funders to attend RSFP Steering Group meetings	Develop and implement an engagement plan with identified funders MoU in place by June 2020
Develop a school partnerships framework to help inform facility planning with the MOE (this would cover key principles of potential partnerships and identify specific areas/asset types that the MOE is interested in partnering in such facilities as aquatic facilities, playing fields,	Identify partnership opportunities with Schools where Regional facility shortages for community usage might be addressed Include Education Sector discussions	Develop and implement partnership Framework action plan by June 2021

indoor courts, hockey turfs, and multiuse outdoor courts.		
Regional – develop a regional club sustainability plan to assist amalgamation, rationalisation and optimisation of assets. It is anticipated that individual TA's will then prepare more detailed implementation plans at a district / city level.	Sport Manawatu will assist TA's develop a detailed implementation plan at a Local/District level incorporating the Sport NZ Hub Guide	Plans are completed and fully implemented by June 2021
Steering Group members to assist with identifying existing regional assets and potentially new facility projects likely to be proposed for LTP consideration.	<p>The following facility projects have been identified for the steering group to assess and support:</p> <ul style="list-style-type: none"> • Donnelly Park upgrade • National White-Water Centre upgrade • Whanganui Regional Velodrome development • Manfeild Park development • CET Arena upgrade • Regional Gym Sports Centre • Regional Bowling facility • Regional Mountain Biking facilities • Covered Bowls Facility in Palmerston North 	Projects identified by October 2019