



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 24 February 2021** commencing at **1.00pm**.

Bryan Nicholson
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** **5**

Recommendation
That the minutes of the Council meeting held on 27 January 2021 (as circulated) be confirmed as a true and accurate record of the meeting.
9. **Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**
10. **Community Boards and Community Committees Reports**
- 10.1 **Dannevirke Community Board** **11**

Recommendation
That the report of the Dannevirke Community Board meeting held on 1 February 2021 (as circulated) be received.
- 10.2 **Eketahuna Community Board** **17**

Recommendation
That the report of the Eketahuna Community Board meeting held on 15 February 2021 (as circulated) be received.
- 10.3 **Pahiatua On Track** **21**

Recommendation
That the report of the Pahiatua On Track meeting held on 3 February 2021 (as circulated) be received.
- 10.4 **Woodville Districts' Vision** **25**

Recommendation
That the report of the Woodville Districts' Vision meeting held on 2 February 2021 (as circulated) be received.

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

11.	Reports	
11.1	Roading 2021-2024 Block Funding Adjustment	45
11.2	Six Months Council Performance for the Period ending 31 December 2020	53
11.3	Staff Report	85

12. Portfolio Reports

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

13. Mayoral Matters

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

15. Public Excluded Item of Business

Recommendation

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

Proposed sale of 67 Wakeman Street in Pahiatua

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48 (1) for the passing of this resolution</i>
<i>Proposed sale of 67 Wakeman Street in Pahiatua</i>	<i>To protect commercial and industrial negotiations</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)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

16. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 27 January 2021 commencing at 1.00pm.

1. Present

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

In Attendance

Mr B Nicholson	- Chief Executive
Mr R Suppiah	- Chief Financial Officer
Mr R Taylor	- Governance Manager
Mr C Chapman	- Infrastructure Strategy Manager
Mr C McKay	- Finance Manager
Ms T Love	- Senior Projects Manager
Mr D Geary	- Alliance Director
Ms V Tomlinson	- Woodville Districts' Vision Chairperson

2. Council Prayer

2.1 The Mayor opened the meeting with a Karakia/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 Cr Franklin thanked Council for its condolences she received on the passing of her brother, and to Cr Hull for attending the funeral.

8. Confirmation of Minutes

- 8.1 *That the minutes of the Council meeting held on 9 December 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Johns/Sutherland

Carried

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

9.1 New Zealand Rural Games (Item 4.2)

- 9.1.1 Funding of \$5,000 is included in the economic development budget as this Council's financial contribution requested to support the New Zealand Rural Games held at Palmerston North from 12 to 14 March 2021 in the Square.

9.2 Sale of Former Infracon Depot in Woodville (Item 10.5.2)

- 9.2.1 An update is requested from the Manager Strategy and District Development regarding the sale of the former Infracon depot in Woodville to Ngāti Kahungunu ki Tamaki nui-a-Rua.

10. Community Boards and Community Committees Reports

10.1 Dannevirke Community Board

- 10.1.1 *That the report of the Dannevirke Community Board meeting held on 7 December 2020 (as circulated) be received.*

Crs Hull/Treder

Carried

10.2 Eketāhuna Community Board

- 10.2.1 *That the report of the Eketāhuna Community Board meeting held on 14 December 2020 (as circulated) be received.*

Crs Hull/Treder

Carried

10.2.2 Saddle Road

- 10.2.2.1 Waka Kotahi New Zealand Transport Agency have programmed maintenance work on the Saddle Road, and this is also required on the Pahiatua Track.

10.3 Pahiatua On Track

- 10.3.1 *That the report of the Pahiatua On Track meeting held on 2 December 2020 (as circulated) be received.*

Crs Hull/Treder

Carried

10.4 **Woodville Districts' Vision**

10.4.1 ***That the report of the Woodville Districts' Vision meeting held on 1 December 2020 (as circulated) be received.***

Crs Hull/Treder

Carried

11. Reports

11.1 **Staff Report**

11.1.1 **Roading and Emergency Works**

11.1.1.1 With the fallout from Covid-19 and major capital projects cost over runs it has been signalled the National Land Transport Fund is over-subscribed, and as such there will be pressure to reduce local authorities funding.

11.1.1.2 The impacts of this are being followed up to understand what any changes might be for the Council's funding, and when known the outcome will be discussed with the Works Liaison Committee.

11.1.1.3 During December a funding application was made to Waka Kotahi New Zealand Transport Agency for the weather event that occurred during November causing about \$4.4 million worth of damage to the district's roading network.

11.1.1.4 This event highlighted the current financial pressure New Zealand Transport Agency is experiencing from a level of service point of view. As an example for a section of road that dropped away funding can only be applied for where it is a safety issue for the public, and other associated work is expected to be put on hold until it becomes worse.

11.1.1.5 In an example given regarding storm damage to a bank this does not currently create a safety related issue to the public.

11.1.1.6 While it puts the roading network at heightened risk of failure it does not breach the Waka Kotahi New Zealand Transport Agency level of service that funding can be applied for.

11.1.1.7 Instead the damage is made visible to the public with signage, cones and netting, and is closely monitored regularly for any further deterioration and other defects that may occur in similar situations.

11.1.2 **Pahiatua Town Centre Upgrade**

11.1.2.1 Great progress continues to be made on the Pahiatua town centre upgrade, but it is disappointing to note the stripping and theft of wiring that has occurred in relation to this project.

11.1.3 **Water Supplies**

11.1.3.1 Thanks are conveyed to the Group Manager Plant and Property for keeping the Mayor and Councillors updated on the status of the district's water supplies over the Christmas and New Year holiday period.

11.1.3.2 The water supplies are in a better position than at the same time last year, but this may change as the summer and hot weather continues.

11.1.4 **The Future Without Cheques**

11.1.4.1 Rural Mayors are concerned about the future without cheques, and the impact this will have on the community particularly the elderly.

11.1.4.2 It is intended they will advocate on this issue with banks and central government to request options are available to be able to deal with this situation.

11.1.4.3 The Mayor will work with Councillors in terms of discussion on this matter to determine Council's approach to pursue regarding the direction and outcome sought for this district.

11.1.5 **Sport New Zealand Tararua Rural Travel Fund**

11.1.5.1 This fund (of \$9,500) is open to rural sport clubs and schools with young people between the ages of five and nineteen who require subsidies to assist with transport expenses to local sporting competitions.

11.1.5.2 The fund will be promoted in the Bush Telegraph and on social media in February 2021, being two months prior to the funds end of April closure to receive applications.

11.1.5.3 ***That the report from the Chief Executive dated 20 January 2021 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

Crs Wards/Peeti-Webber

Carried

12. **2021/2031 Long Term Plan**

12.1 ***That the following timeline, key dates and meetings schedule be confirmed by Council for the purpose of undertaking and completing the 2021/2031 Long Term Plan process.***

- ***10 February at 1.00pm Council workshop***
- ***17 February at 1.00pm Council workshop***
- ***24 February at 9.00am Council workshop***
- ***30 March at 1.00pm Audit and Risk Committee meeting***
- ***7 April at 1.00pm extraordinary Council meeting to adopt draft Long Term Plan for consultation***
- ***12 April notify draft Long Term Plan and commence consultation for making submissions***
- ***12 May closing date for consultation to receive submissions***
- ***18 May extraordinary Council meeting to hear submissions***
- ***19 May reserve day to hear submissions if required***
- ***26 May at 1.00pm Council meeting to determine submissions***

- **22 June at 1.00pm Audit and Risk Committee meeting**
- **30 June at 1.00pm Council meeting to adopt Long Term Plan and set rates**

Crs Johns/Wards

Carried

13. Portfolio Reports

13.1 Harvard Park Slide

- 13.1.1 Cr Franklin reported a local solution has been determined by Trevor Jackson to rectify the issues with the Pahiatua Harvard Park slide.

13.2 Dannevirke Recreation and Play Committee

- 13.2.1 Deputy Mayor Cr Peeti-Webber reported Dannevirke Recreation and Play Committee is working in conjunction with Dannevirke Multisport Hub Committee regarding investigating the feasibility and need for the wheel park project as part of planning to develop a new recreation and play area at the Upper Domain.

13.3 Akitio Beach Community and Ratepayers Association

- 13.3.1 Cr Wards reported the Akitio Beach Community and Ratepayers Association Annual General Meeting was held on 2 January 2021.

13.4 Mayor and Councillors Report

- 13.4.1 A copy of the Mayor and Councillors December and January report is tabled, and the information set out in that document is circulated for reference as an attachment to the agenda relating to these minutes.

- 13.4.2 Matters included in the Mayor and Councillors report are as follows:

- Merry Christmas and festive community events held in the district
- 1st Battalion charter parade held in Dannevirke
- Ruahine Ramblerz marching team participation in Dannevirke Christmas parade
- Young elected members conference
- Te Ahu a Turanga Manawatu Tararua Highway site visit, sod turning and tree planting event
- Huarahi Tūhono Weber to Wimbledon sod turning event
- Covid-19 testing stations in the district
- Digital Hub opening
- Manukura farewell memorial at Pukaha Mount Bruce National Wildlife Centre
- Events attended by the Mayor
- Councillors portfolio reports

14. Mayoral Matters

14.1 Mayor's Comments

- 14.1.1 Mayor Collis spoke on 2020 about the lessons learnt regarding resilience and having wonderfully connected communities, and 2021 being the district's time to shine with a number of exciting developments and projects under way or planned.
- 14.1.2 This will be paramount as the towns grow, and as a strong and vibrant district it welcomes a new wave of conservation tourism, walking and cycling opportunities.
- 14.1.3 It is Council's role to maximise these opportunities for the district to fulfil the vision of vibrant, connected and flourishing communities.
- 14.1.4 The Mayor acknowledged the district is in good heart and positive, and all in this together (he waka eke noa) working towards improving our place. Thanks are conveyed for the efforts in 2020, with 2021 holding much promise for the Land of Ranges and its communities.

15. Items Not on the Agenda

- 15.1 Nil

16. Public Excluded Item of Business

- 16.1 The public excluded item of business included on the agenda is not required and accordingly is withdrawn.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 1.57pm.

Mayor



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 1 February 2021 commencing at 1.00pm.

1. Present

Board Members P F Walshe (Chairperson), T J Hynes (Deputy Chairperson), 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

2. Apologies

- 2.1 *That an apology be sustained from Board Member W R Macdonald for non-attendance at the meeting.*

Hynes/Spooner-Taylor

Carried

3. Public Forum

- 3.1 Nil

4. Personal Matters

- 4.1 Nil

5. Notification of Items Not on the Agenda

- 5.1 Nil

6. Confirmation of Minutes

- 6.1 *That the minutes of the Dannevirke Community Board meeting held on 7 December 2020 (as circulated) be confirmed as a true and accurate record of the meeting.*

Spooner-Taylor/Walshe

Carried

7. Matters Arising from the Minutes

7.1 Christmas Trees Competition (Item 7.1)

7.1.1 The Christmas trees competition was very successful, with around 800 visitors viewing this festive attraction held at the Masonic Rawhiti Lodge in High Street from 14 to 24 December 2020.

7.1.2 The cost of hiring this venue was \$600, and sponsorship has been provided by Radio Dannevirke (\$250) and For Homes/For Farms (\$350) to offset the amount incurred for these charges.

7.1.3 ***That the proceeds of \$461 received by way of donations from visitors viewing the Christmas trees competition be given equally as an amount each to support the foodbanks in Dannevirke provided by Salvation Army and St Vincent de Paul Society.***

Spooner-Taylor/Hynes

Carried

7.1.4 The Board agreed to arrange the Christmas trees competition again this year, and use the same building as the venue for that event.

7.2 Wheel Park Project (Item 7.3)

7.2.1 Dannevirke Recreation and Play Committee is working in conjunction with Dannevirke Multisport Hub Committee regarding investigating the feasibility and need for the wheel park project as part of planning to develop a new recreation and play area at the Upper Domain.

8. Tararua District Council Report

8.1 ***That the reports of the Tararua District Council meetings held on 9 December 2020 (as circulated) and 27 January 2021 (as tabled) be received.***

Spooner-Taylor/Hynes

Carried

8.2 The Future Without Cheques

8.2.1 The Board agree with the concern expressed by rural Mayors as to the community impact of banks closing branches and their intention in the future to cease providing and accepting cheques.

8.2.2 The Board support Council in its endeavours and discussions on this matter to determine an approach to pursue regarding the direction and outcome sought for this district.

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

9.1 Tararua Community Youth Services

9.1.1 Deputy Chairperson Board Member Hynes reported Tararua Community Youth Services has been busy arranging youth holiday programmes for the district.

9.1.2 There has been some confusion occur resulting from Tararua Community Youth Services now being the venue for driver's licences in Dannevirke, and they are considering options to provide directions to rectify this matter.

10. Reports

10.1 Dannevirke Community Board General Assistance Grants Scheme

10.1.1 *That the report from the Governance Manager dated 26 January 2021 concerning Dannevirke Community Board General Assistance Grants Scheme (as circulated) be received, and*

That applications be invited for funding from Dannevirke Community Board's 2020-2021 General Assistance Grants Scheme, and

That the closing date for applications be Friday 5 March 2021 at 5.00pm.

Hynes/Spooner-Taylor

Carried

10.1.2 *That the Board agree to the request from Alzheimers Society Manawatu to carry forward to the 2021-2022 financial year the grant of \$1,000 previously allocated for their Dannevirke community memory walk, and*

That in providing this extension to uplift those funds allocated from the 2019-2020 General Assistance Grants Scheme the Board note their event was cancelled last year due to the potential risk of Covid-19, and they are now proposing to reschedule the community memory walk to be held on 23 September 2021.

Spooner-Taylor/Hynes

Carried

10.1.3 *That the Board grant the sum of \$1,000 from its discretionary funds as assistance towards the cost of the Wimbledon community installing a new bronze plaque at their World War II memorial cenotaph, thereby adding further names to acknowledge men who served from the Wimbledon district.*

Hynes/Spooner-Taylor

Carried

11. Correspondence

11.1 *That the correspondence as listed be received.*

(a) Tararua District Council

11 December 2020

Re: Submission on proposed priority thoroughfares for earthquake-prone buildings

(b) G J Macdonald
Re: Dannevirke Spring Festival

(c) Dannevirke Athletic Club
Re: Thanks for financial assistance to cover Dannevirke Domain grounds hire charges

(d) Dannevirke Brass Band
Re: Thanks for financial assistance to offset the cost of out of town band's people travelling to play at the Dannevirke Christmas parade

Spooner-Taylor/Hynes

Carried

12. Community Board Flag

12.1 ***That the Board support a community board flag being designed and made to promote its identity, and***

That Board Member Spooner-Taylor be authorised to proceed with progressing this proposal and obtaining a quote for the Board's consideration.

Hynes/Walshe

Carried

13. Wackrow Memorial Youth Award

13.1 The Board agreed to undertake a survey of previous winners of the Wackrow Memorial Youth Award over the last ten years to ask them about the value of the experience gained from their participation and success in this event.

13.2 Board Member Spooner-Taylor will coordinate undertaking the survey, with board members requested to forward some questions for this purpose.

14. Anzac Day Community Concert

14.1 The Board support arranging an Anzac Day community concert this year, and Chairperson Board Member Walshe will discuss that matter with Board Member Macdonald regarding the proposed programme and arrangements.

14.2 Further consideration can then be given to progressing intentions for this event at the Board's next meeting.

15. New Zealand Community Boards Conference

15.1 Deputy Chairperson Board Member Hynes indicated tentative interest in attending the New Zealand Community Boards conference held in Gore from 22 to 24 April 2021 at the Heartland Hotel Croyden.

15.2 Further details will be sought regarding the programme of keynote speakers and workshops, with confirmation of registration to be considered at the Board's next meeting.

16. Chairperson's Remarks

16.1 Nil

17. Items Not on the Agenda

17.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 2.08pm.

Chairperson



Eketāhuna Community Board

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 15 February 2021 commencing at 10.03am.

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

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 Nil

5. Confirmation of Minutes

5.1 *That the minutes of the Eketāhuna Community Board meeting held on 14 December 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 **Water Supply Levels Sign** (Item 6.5)

6.1.1 The water supply levels sign regarding restrictions has not yet been erected in Eketāhuna.

6.2 **Eketāhuna Our Town Incorporated** (Item 9.3.1)

6.2.1 Congratulations are conveyed to the Eketāhuna Information Centre on the production of their 2021 calendars that have all been sold.

7. Tararua District Council Report

7.1 *That the reports of the Tararua District Council meetings held on 9 December 2020 and 27 January 2021 (as circulated) be received.*

Carew/McGhie

Carried

8. Reports

8.1 **Eketāhuna Community Board General Assistance Grants Scheme**

8.1.1 *That the report from the Governance Manger dated 2 February 2021 concerning Eketāhuna Community Board General Assistance Grants Scheme (as circulated) be received, and*

That applications be invited for funding from Eketāhuna Community Board's 2020-2021 General Assistance Grants Scheme, and

That the closing date for applications be Thursday 8 April 2021 at 4.30pm.

Clifton/McGhie

Carried

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

9.1 **Tararua Emergency Management Committee**

9.1.1 Chairperson Board Member Death reported on the Tararua Emergency Management Committee meeting held in Dannevirke on 11 February 2021, including reference to the following matters:

- Nigel Hall and Bruce Botherway from Fire and Emergency New Zealand gave a presentation on the response to the Napier flood event.
- Fire and Emergency New Zealand has applied a restricted fire season for the Tararua district with effect from 8.00am on 12 February 2021.
- The Board's Chairperson reported on happenings around Eketāhuna over the holiday period and flooding in the town centre.
- The shortage of housing in the district is a big issue, particularly regarding the lack of available rental accommodation.

9.2 **Eketāhuna Our Town Incorporated**

9.2.1 Board Member Carew reported on the Eketāhuna Our Town Committee meeting held on 9 December 2020, including reference to the following matters:

- Contact has been made with Katie McGregor (local artist) to undertake a project to repaint faded murals on the walls of the Eketāhuna swimming pool.

- Plans for undertaking the lime track community project are being progressed.
- The provider of the traffic management plan for the Eketāhuna Santa Cruise Christmas parade was contacted regarding the cost of providing that service, and subsequently agreed to reduce the amount charged.
- The bench seat has been completed and installed in the Waka Park.
- A “Kev” the kiwi design shall be fitted to the outside wall of the Eketāhuna Information Centre.
- An alternative provider is to be contracted to paint the white kiwi as the original quote accepted to undertake that work has not proceeded.
- Eketāhuna Information Centre local visitor numbers vastly increased from 57 to 146 whilst national visitors were about the same in the month of November.

10. Correspondence

10.1 *That the correspondence as listed be received.*

(a) Loreen and Kerry Cunningham

Re: Eketāhuna Camping Ground November and December reports

Death/Treder

Carried

11. Anzac Day

11.1 The Menz Shed is providing 87 memorial crosses made in honour and remembrance of those people from the Eketāhuna community that died in the First World War.

11.2 A proposal is to be considered for the conceptual design of some hitching posts made from railway sleepers with a commemorative plaque to honour the memory of local men who served in the Eketāhuna Mounted Rifles.

12. New Zealand Community Boards Conference

12.1 The Board will not be sending a representative to attend the New Zealand Community Boards conference held in Gore from 22 to 24 April 2021.

13. Happenings Around Eketāhuna Over the Holiday Period

13.1 Happenings around Eketāhuna over the holiday period were discussed with reference to the riders against teenage suicide event held in Eketāhuna.

14. Chairperson’s Remarks

14.1 **Jazz in the Park**

14.1.1 A Jazz in the Park free community event will be held on 4 April 2021 from 2.00pm to 4.00pm at the Eketāhuna Camping Ground.

14.2 **Connectivity**

14.2.1 It is pleasing to note improved connectivity is now available in the Nireaha area, but disappointing this did not provide enhanced coverage for all properties in the vicinity of that location.

14.3 **Eketāhuna 150th Anniversary Celebrations**

14.3.1 A further meeting has been held to progress discussion to plan the arrangements for the Eketāhuna 150th anniversary celebrations events in March 2023.

14.4 **New Residents Welcome Afternoon Tea**

14.4.1 It is proposed the Board arrange an afternoon tea to welcome new residents to Eketāhuna, with a tentative date of 13 June 2021 agreed to enable the Chairperson to progress arrangements to plan for this event.

15. Items Not on the Agenda

15.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 11.30am.

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 February 2021 commencing at 7.00pm.

1. **Present**
Committee Members: Louise Powick (Chair), Fiona Stokes (Secretary), Gerry Parker (Treasurer), Jared Brock and Leeroy Harris
Members of the Public: Cr Alison Franklin, Cr Raylene Treder, Karolyn Donald and Stan Wolland
2. **Apologies**
 - 2.1 John Arends
3. **Notification of Items Not on the Agenda**
 - 3.1 Nil
4. **Discretionary Grants**
 - 4.1 Pahiatua Shears - \$575 - Funding requested for sound equipment for the Pahiatua Shears.
That Pahiatua On Track approve a grant of \$575 to fund the sound equipment for the Pahiatua Shears.
Gerry Parker/Jared Brock **Carried**
 - 4.2 Pahiatua swimming pool (approved by email), with the invoice to be forwarded to the committee for payment.
That Pahiatua On Track approve a grant of \$1075.46 for a water testing kit for the Pahiatua swimming pool.
Gerry Parker/Jared Brock **Carried**
5. **Confirmation of Minutes**
 - 5.1 **That the minutes of the Pahiatua On Track meeting held on 2nd December 2020 (as circulated) be confirmed as a true and accurate record of the meeting.**
Fiona Stokes/Leeroy Harris **Carried**

6. Matters Arising

- 6.1 Jessie McKenzie is happy to support writing a business case for the swimming pool.
- 6.2 Follow up of slippery wooden slats in the town on Main Street. This has been followed up by Louise Powick with project manager Stuart Malins. Stuart has confirmed this meets health and safety standards and has also been approved by Council. It is to be monitored in wetter weather for the level of risk.
- 6.3 Road maintenance on Inglis Road to Nikau corner is still to be followed up. Feedback requested from Council.

7. Tararua District Council Report 9th December 2020 and 27th January 2021

- 7.1 December Christmas road closure - there was discussion around the road closure, boundaries were not made clear to retailers and the road was closed for a very extended amount of time, from 8.00am to 4.00pm. This will be rectified with a change to plans for Explore Christmas 2021.
- 7.2 A report on the Council meeting from Cr Alison Franklin is received and circulated. Alison highlighted the new QV valuations and discussion held on rates calculations.

That the reports of the Tararua District Council meetings held on 9th December 2020 and 27th January 2021 (as circulated) be received.

Jared Brock/Gerry Parker

Carried

8. Correspondence Inwards

- Letter of thanks, certificate of funds spent and receipts from Tararua Community Youth Services
- Tararua District Council and Community Boards meetings calendar
- Notice of rating value for 183 Main Street
- Tararua District Council rates invoice
- New Zealand Post P O Box invoice
- Rocketspark invoice
- Pahiatua Regent Cinema invoice

That the inwards correspondence be received.

Fiona Stokes/Leeroy Harris

Carried

9. Financial Report

9.1 That the financial report be received and the accounts approved for payment.

Gerry Parker/Jared Brock

Carried

9.2 Invoices to be Paid

- Tararua District Council rates Invoice - paid by direct debit.
- Pahiatua Regent Cinema invoice - school patrol treat \$441
- Rocketspark \$57.50
- N Z Post - P O Box \$205
- Pahiatua Swimming Pool - discretionary grant \$1075.46
- Pahiatua Shears - discretionary grant \$575

10. Swimming Pool

10.1 Tararua Law Trust Constitution

Cr Raylene Treder and Erica Glesson have been working on this matter. The committee agreed to engage the professional services of Peter Lindstrom, Tararua Law, to review this document. Terms of engagement are to be completed.

10.2 Geotech testing has been completed. A report will be sent within two weeks from the site visit.

10.3 Dirt has been left on site from Geotech testing. Cr Raylene Treder is to contact Brian Mackail to get this moved.

10.4 Karolyn Donald has completed the draft of the staff roster for the business case.

10.5 Positioning of the pool is still to be determined.

10.6 Think about publicity once the pool design and location are finalised.

10.7 Update on current pool. Issues have been raised around the issuing of keys and the health and safety risks this poses. Karolyn Donald has been following up with those who have keys and the majority have first aid training.

11. Harvard Slide

11.1 Jared Brock has been meeting with Jeremy at Jackson's Engineering about designs for the slide and has sourced a replacement slide from Trevor Jackson. The design has been emailed to the committee. Waiting on a quote and start date.

12. Explore Christmas

12.1 Fiona Stokes gave feedback to the committee around developments in the organisation and planning for Explore Christmas for this year.

12.2 Explore Christmas 2021 will be a night market. Mark Maxwell is to be contacted for input.

12.3 Fiona Stokes will look to set up a subcommittee for the planning of Explore Christmas and discuss this and further plans with Pahiatua Rotary Club members.

13. Portfolio Reports

13.1 Carnival Park

Karolyn Donald reported that the Department of Conservation has updated their community agreements and Carnival Park is the first new one to be set up. This is in its final stages and needs to be finalised. Pahiatua On Track will engage Tararua Law for professional services.

Peter Russell's report is on the bush area to be received and Department of Conservation are going to pay for this. Department of Conservation are in support of community weed management, pest control and regeneration of the bush.

Karolyn Donald is going to approach Hiria Tua to invite iwi to be a part of this project and explore options around heritage funding for the restoration of the pond.

The boundary fence is in disrepair and trees are overhanging. Department of Conservation have been to look at this and replacement fencing is being looked into. The Wilding Pines need to be felled but they are not a priority at the moment as they pose no risk. Gerry Parker will source quotes for predator proof fencing.

13.2 Walkways/Cycleways

A meeting was held with Colin Yonge from Tararua District Council to coordinate walkways/cycleways in Pahiatua. Council support is very much appreciated to facilitate project momentum.

Rhys Punler reported back to the committee about discussions of multiple different walkway/cycle track ideas.

The walkways and cycle tracks can be used to promote healthy activity in the community and also as tourist attractions in the district.

13.3 Explore Pahiatua - Main Street Upgrade

Louise Powick is going to speak with the project team about the unveiling of the Main Street upgrade.

The meeting closed at 8.43pm.

Chairperson - Louise Powick

MINUTES OF THE WOODVILLE DISTRICTS' VISION MEETING

Held on Tuesday 2 February 2021 at 7.00pm, Supper Room, The Stadium, Woodville

PRESENT:

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Chris Archer, Barbara Boyden, Turia Brackenbury, Ian Daily, Jo Field, Oliver Gray, Luke Gray-Stuart, Denise Henman, Merril Hoare, Bruce Hutton, Rosie Karena, Marc Kortenhorst, Kevin McIntyre, Gerard Murray, Bob and Gaye Parkes, John Preston, Malcolm Stuart, Paul Tayler, Peter Thornton, Carole Wilton

IN ATTENDANCE:

Councillor Peter Johns, Councillor Raylene Treder, Janice Wiri

APOLOGIES:

Peter and Stephanie Bonser, Natalie Burt, Val James, Denise Quinney, B Tomlinson

V Tomlinson moved the Apologies be accepted

G Parkes/Carried

Conflicts of Interest:

- V Tomlinson, R McMillan, M Hoare, J Wiri, as members of Holy Trinity Vestry which will be leading the Purple Poppy Day service
- M Stuart as being a member of the Swimming Pool Committee, which is managed by WRAP(formally known as WIFI).
- T Brackenbury, C Wilton as being members of WRAP

MINUTES:

The December meeting minutes were tabled. **V Tomlinson moved** the minutes be taken as read with an amendment of the time of pre-meeting discussions: "7pm-7:20pm" not "7am-7:20am"

G Haglund/Carried

MATTERS ARISING Not on the Action List:

Nil

ACTION LIST: (attached)

Executive Report:

The Chair read the minutes of Executive Committee meetings held since the December general meeting (attached) **V Tomlinson moved** her report be accepted

M Hoare/Carried

V Tomlinson moved that an events sub-committee be formed to manage all 2021 events

J Preston/Carried

K McIntyre commented on the investigation into the Lindauer assets, stating that the Executive have done themselves a disservice as they haven't looked into how the Lindauer came about. The Chair noted that under the Service Agreement with the Council they were obligated to notify the Council of any anomalies found, and as such moving approx. \$26k worth of assets without much justification was such an anomaly. In the meantime an investigation is continuing. C Wilton noted that, as she was secretary at the time, The Lindauer project came from Main Street Committee, which is what Woodville Districts' Vision is now.

CORRESPONDENCE:

Outward:

Nil

Inward:

- 2/2/21: Letters from Woodville Girl Guides requesting amenities be added to Ferry Reserve, etc.

J Hill moved the correspondence be accepted

I Daily/Carried

Global Village Sign:

The signpost in the rose garden on Vogel Street, displaying 'Woodvilles' around the world, has been repaired and cleaned by Chris Archer. However, he noted that the support post may need to be repainted in the near future. A formal note of thanks went to C Archer. He refused any financial compensation for materials or time.

REPORTS:

Treasurer:

The Treasurer presented the financial reports for December and January and **moved** that the two months' reports be accepted **R McMillan/Carried**

G Haglund moved approval to pay \$1088.07 (incl. GST) Christmas Parade traffic management fee to Traffic Management NZ Ltd **T Brackenbury/Carried**

The Chair reminded the society of the request of Natalie Burt, partner of the traffic management facilitator, George Takarangi, that the fee be put aside for a children-related project. This being passed in motion, **V Tomlinson moved** that this become seed funding for the recreation and play park **R Karena/Carried**

R McMillan suggested a letter of thanks go to G Takarangi.

B Hutton reported that L Gray-Stuart and R Walker had assisted with maintenance and driving of the vintage fire engine in the Christmas Parade for many years.

B Hutton moved letters of thanks go to both men **V Tomlinson/Carried**

Chair's Monthly Report

The Chair presented her report to date (attached). The Chair noted formal thanks go to Scanpower as well as L Gray-Stuart and O Gray for putting up and removing the town's Christmas lights.

V Tomlinson moved her report be accepted

C Archer/Carried

Council – Councillor Peter Johns (verbal report)

- Rating valuations: Councillor Johns reminded affected society members that the valuations are for rating purposes, not to tell home owners what their house is worth.
- As per the TDC meeting, the Chair mentioned the Tararua Recreation Advisor administers the Tararua Rural Travel Fund on behalf of Council and via Sport NZ. This fund is open to rural sports clubs and children of school age to assist with transport expenses to local sporting competitions.
- M Hoare asked why TDC doesn't have a recycling system to turn food and garden waste into compost, which the public could buy. Councillor Johns replied that TDC has held workshops, including one on solid waste, not only recycling but rubbish that goes to landfill. TDC has looked in to composting, however, TDC doesn't collect enough to make it financially viable. He assured that it is a work in progress.
- The Chair asked whether there has been more investigation into moving the recycling containers. Councillor Johns replied that, to date, a more suitable location has not been found. The Chair asked whether investigations are continuing. Councillor Johns replied that TDC is open to suggestions. T Brackenbury stated that the issue of the recycling area needs to be addressed, particularly in respect of campers, as people drop off rubbish 24 hours, seven days, and it is noisy. Also, that it does not show Woodville in a very good light. J Hill asked whether the railway station had been seriously considered. Councillor Johns replied that elderly people needed it to be centrally located. The Chair opted to open this discussion as an "Action Point".

- R Karena asked about road repairs. Councillor Johns reminded members that some roads are maintained by NZTA, and to call NZTA about problems or the TDC CRM (customer request management) number to make Council aware of problems. (CRM information to go in to the Woodville Wire.)

Recreation and Play Park Sub-Committee: (attached)

T Brackenbury moved her report be accepted

M Hoare/Carried

Garden Reports: (attached)

T Brackenbury moved her railway garden report be received

C Archer/Carried

M Hoare to report on the main street gardens at next month's meeting.

Councillor Johns left at 8.20pm.

Covid-19 Discussion – Emergency Procedures:

The Chair wished to encourage members of Woodville's town committee to lead by example where they can by use of the Covid tracker, sanitiser, etc, and be prepared to support others in the event of future possible lockdowns. She asked whether everyone had a mask and to help provide masks for those who are unable to obtain them.

Gallery Opening:

B Hutton spoke about the progress by Woodville Art + History of the new art galleries, which are currently undergoing renovation. He mentioned a working bee to be held on Friday 5 February to completely remove the gardens around the building to enable exterior painting. There are plans for a new garden.

The Chair asked for questions:

- C Wilton asked what the new opening times will be because, at the moment the I-Site is "getting a lot of flack" about it not being open when it is advertised as open. B Hutton replied that he is pleased about the flack as it means that when it opens there will be a lot of people there. The plans are for a seven-day operation, hoping to employ staff. Also hoping to ask exhibiting artists to give time with their exhibits. Entry will be free.
- M Hoare asked, regarding the garden restructure, whether the heritage rose will be preserved. B Hutton replied that it will stay, as will the plants in the 'artist's palette'.
- T Brackenbury asked whether the plants that are to be removed can be taken for the railway garden project. B Hutton replied that anyone who comes to the working bee can take plants away.
- D Henman asked about the museum opening hours. It was reiterated that it opens on the third Sunday of the month for two hours.
- B Boyden asked whether items donated to the museum, which the museum no longer wants, get offered back to the donor families. B Hutton replied that they do after committee consultation. Some items that the museum has multiples of may go to the town/district it more appropriately applies to.
- V Tomlinson asked what the four galleries are collectively called. B Hutton replied 'At the moment The Tararua Gallery'.

Purple Poppy Day – 24 February 2021:

This has Executive Committee support. The Chair suggested that, as it is an international event that honours animals that serve in the military and those who served in previous conflicts, WDV make it an annual event for Woodville and that the whole of the society support the first one this year. Holy Trinity Church and the Woodville RSA, with the support of WDV, will be holding the service in Fountaine Square on Wednesday 24th February, 11am. **J Hill moved** to support this annually in principle

J Preston/Carried

V Tomlinson, R McMillan, J Wiri and M Hoare abstained as belonging to Holy Trinity Vestry.

J Preston will be producing art work for the ceremony and has offered to give art work to other retailers.

Swimming Pool: (attached)

M Stuart moved his report be accepted

C Archer/Carried

B Hutton left at 9.15pm.

Good News Story:

J Preston presented documents to the society, with copies for Councillor Treder and Mayor Tracey Collis, regarding how well business is doing in Woodville at the present time. He and partner P Thornton have compiled their EFTPOS printout for one week at their shop Antique Fabric and Lace as verification of a record turnover to show that business is booming now in Woodville. He noted there have been a lot of comments 'around town' of saying that business will boom when the new road is put in (in four years' time). It is important to highlight success stories now for Woodville to help sell the positive and help eliminate the negative.

J Preston noted that the photo of him, which is at the bottom of the printout, is of him running a marathon (when he was younger) and that he, and his partner, are still the young men wanting to succeed. He noted also the positive comments they have received from customers about enjoying the views from the Saddle Road.

The Chair thanked J Preston for his presentation and undertook to pass it on to the Mayor.

M Hoare asked whether TDC could supply information at the next meeting that pertains to infrastructure works in Woodville, e.g. stormwater, kerbing, etc. The Chair undertook to enquire of TDC.

The meeting closed at 9:16pm.

Next meeting: Tuesday 2 March 2021 at 7.00pm

Signed:
Chair

Signed:
Secretary

Woodville Districts' Vision – ACTION LIST			As at: 2 February		
#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	7/7/2020 3/11/20	Clarification is sought from Richard Taylor, Governance Manager regarding honorarium payments.	V Tomlinson	TBA	Chair and Treasurer to follow up. Chair and Treasurer agreed to defer until constitution has been finalised.
3	7/7/2020 6/10/20 3/11/20	A working party be established so the Society can move forward and lay the groundwork for a new constitution and community committee that is dynamic and engages with the community.	M Hoare/V Tomlinson	Ongoing Ongoing	4/8: Discussion/decision on the constitution be held over to AGM. AGM: Chair of AGM advised that the 2018 constitution will be adhered to, after she took advice from CE of TDC and Governance Manager. 1/9: Working group to be reformed. The working group will follow the correct process going forward. V Tomlinson update: two meetings have been held; progressing well. New members invited. The new constitution will be circulated for discussion before holding a Special General Meeting to registering.
4	7/7/2020 6/10/20 3/11/20 2/2/21	Concept Tree Sculptures: A discussion was had with Woodville School regarding the housing of the concept trees.	V Tomlinson	4/8/2020 1/9/2020 Feb 21	One sculpture staying at I-Site. Second 'bubble' tree was sent to artist to get a quote for repair (S Ashton). Once quote received; Society to consider viability of public display. S Ashton to follow up on quote and report back at next meeting. S Ashton not at meeting. No Report. S Ashton reported that it has been repaired and is with the artist until a permanent location is decided. The Chair to contact the artist. As at 2 Feb still no contact information

#	Date of Meeting	Action	Owner	Due Date	Status/Update
					received from S Ashton so Chair has been unable to contact the artist. The Chair noted it was a \$2k asset that needed to be returned.
9	7/7/2020 6/10/20 3/11/20 1/12/20	Induction Pack for new members to cover historic items and ongoing projects.	V Tomlinson	Ongoing	Chair and Secretary to produce. A draft has been produced. To be edited before circulating to members for review On hold till some historic issues are resolved.
16	4/8/2020 6/10/20 3/11/20 1/12/20	Mayor to investigate whether Chorus boxes can be painted.	Mayor V Tomlinson	2021	Noted in TDC meeting. It is not a Chorus box; it belongs to Scanpower. L Gray-Stuart to make enquiries. Permission has been granted to paint boxes, in consultation with Scanpower. Chair to contact Scanpower to get details. Chair has spoken with Scanpower and they are happy for the box to be painted, in consultation with them. Chair suggested a competition with local school children. Matter to be further discussed in 2021.
18	4/9/2020 6/10/20 3/11/20	Street Speakers – discussions with Eric Bodell (Radio Woodville) and business owners required.	V Tomlinson	29/9/2020 Ongoing March 2021	Chair attended Radio Woodville meeting and discussed with members. Chair contacting business owners. Deferred to next meeting. Chair recommended deferring until next year as some business owners are not in favour and new business owners are coming in. <i>V Tomlinson moved deferring to early 2021</i> <i>Second: J Preston Carried</i>
21	4/9/2020	Gym Equipment in Square requires maintenance. A Chapman to be	V Tomlinson	6/10/2020	

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	6/10/20 3/11/20	approached for assistance.		March 2021	No action yet. Ongoing discussions. <i>V Tomlinson moved</i> that the gym equipment be delegated to the Recreation and Play Park Sub-Committee <i>Second: M Stuart Carried</i>
24	6/10/20 3/11/20 4/12/20 2/2/21	Invitation to Colin Yonge and team to WDV meeting	V Tomlinson	4/12/20 Feb 21 2 March 21	Replied: suggested December's meeting. Waiting for response. Chair to meet with C Yonge. Report to come next meeting. Chair confirmed C Yonge will attend 2021 meeting as the feasibility study has just got underway (funded by Council). Chair advised C Yonge will attend the March meeting as the feasibility into the walkway was not yet finished.
25	2/2/21	Recycling Centre Woodville: Continued investigations into possible options of either moving it, or reducing the disturbance to visitors using the camping grounds.	V Tomlinson	March 21	

CLOSED ACTIONS

#	Date of Meeting	Action	Owner	Due Date	Status/Update
2	7/7/2020 6/10/20	Seek clarification on tax law in relation to Incorporated Societies from IRD.	Chair	4/8/2020	Treasurer advised exemption from interest received but not from GST. Closed
5	7/7/2020 6/10/20 3/11/20 1/12/20	Mad Hatters Day: 15 th November 2020 Report back at next meeting.	R McMillan	4/8/2020 Ongoing	4/8: V Tomlinson provided a verbal update. Progressing Sub-committee going through emails and texts; advertising posters/boards soon to be erected around town. Progressing well. Stall requests still coming in. Chair has had discussion with business owners re shop window competition. Final report on agenda. Closed
6	7/7/2020 6/10/20 3/11/20 2/2/21	150 Year Celebrations in 2025: Project Lead to be appointed at the AGM	V Tomlinson	4/9/2020	Did not take place. Invitation to members to form sub-committee. Names to be sent to Chair. Discuss further at next meeting. Chair requested interest again from Society, with the aim of having an initial meeting prior to Christmas Chair called for further interest. Meeting to take place next week (too busy prior to Christmas). Will now form a standing report to general meetings. Closed.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
7	7/7/2020 6/10/20 3/11/20	Christmas Parade: N Burt noted her husband can help with traffic management, as he is qualified. Report back at next meeting.	N Burt	4/8/2020 1/9/2020	R Winter – Road closure plan going to Horizons and Council for approval and lodgement. N Burt – NZTA has given approval. Quote for hire of equipment to come. More manpower required. Waiting for TDC's October meeting for approval. Chair to meet with Railway Society and Lions to coordinate. TDC has approved the traffic management plan. V Tomlinson has meeting request with Lions; has met with Railway Society. Chair noted report (Chairs report) of parade. Will arrange meeting with Lions for 2021. Closed.
8	7/7/2020 6/10/20 3/11/20	Welcome to Woodville – combine with Picnic in the Park 2021.	V Tomlinson	Ongoing	Deferred to next meeting. Discussed and agreed to separate event out from Picnic in park, as per minutes. Closed
10	7/7/2020 6/10/20	That an action list is established to track actions – to be attached to the mtg mins.	Secretary	1/9/2020	Done. Closed
11	7/7/2020 6/10/20 3/11/20	Thank You Afternoon Tea for Essential Workers	V Tomlinson	ASAP 4/8 1/9/2020	Event booked for 30 th August at Sports Stadium. Event moved due to being in COVID Alert Level 2. New date 20 th September. Postponed again. Working with volunteers to decide new date. Discussed and agreed to hold event on 12 th December, BBQ, as per minutes. Closed

#	Date of Meeting	Action	Owner	Due Date	Status/Update
12	7/7/2020 6/10/20	Skate Park: Presentation by WIFI to Society in October.	Chair/WIFI	6/10/2020	Presentation made. Now called "Recreation and Play Park" . Standing item on Agenda. Closed
13	4/8/2020 6/10/20	Correspondence: That RSA seek funding from the Domain Board, then re-apply to WDV for the shortfall.	Secretary	ASAP	No funding request has been received. Closed
14	4/8/2020 6/10/20	Suggestions to the contractor regarding planting in the main street.	Mayor	4/9/2020	Suggestions from public to contractors welcome. Closed
15	4/8/2020 6/10/20	Land by Railway Station: Councillor Johns to make some enquiries to see what can be done.	Councillor Johns	4/9/2020	Councillor Johns – KiwiRail are very particular re people on land due to H&S. T Brackenbury noted volunteer group conducting report for KiwiRail. Report back due at next meeting. T Brackenbury tabled her report. Support provided by WDV. Closed
17	4/8/2020 6/10/20	Society to write to Council's Economic Development and Communications Manager Mark Maxwell to propose a picture of railcar be included in future 'Love Local' Signs.	Secretary	4/9/2020	Email sent 12 th August i-Site has received railcar pictures. Closed
19	4/9/2020 6/10/20 3/11/20	Councillor Johns to ask Council about water tanks for residents' personal use, which can be purchased in bulk by TDC.	Councillor Johns	6/10/2020	Councillor Johns absent. Deferred to next meeting. Covered in Cnr Johns verbal report, as per minutes. Closed

#	Date of Meeting	Action	Owner	Due Date	Status/Update
20	4/9/2020 6/10/20	Woodville Camping Grounds – Councillor Johns to talk to the people responsible for arranging the cleaning of facilities.	Councillor Johns	6/10/2020	C Archer reported on progress. Closed
22	4/9/2020 6/10/20 3/11/20	Discretionary funding be reinstated.	V Tomlinson	6/10/2020	Need to wait until an accurate bank balance is determined. Deferred to next meeting. Discretionary Grants advertised Nov/Dec 2020. Closed
23	6/10/20 3/11/20	60 Year Celebrations of Motorcross	V Tomlinson		See minutes. Closed

Woodville Districts' Vision – Conflict of Interest Register

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Jane Hill	Co-founder of Woodville Wire	Yes	Exec Mtg 25/10/20	Disclosed at meeting, noted/recorded.	Jane will abstain from any votes related to Woodville Wire.
Geoff Haglund	Partner of D Quinney, person who gets paid for the delivery of the Woodville Wire	Yes	6/10/20		Geoff will abstain from any votes related to Woodville Wire.
Denise Quinney	Receives money from WDV, via the Woodville Wire Sub-Committee, for delivery of newsletter	Yes	6/10/20		Denise will abstain from any votes related to Woodville Wire.
Natalie Burt	Partner of George who is coordinating the Traffic Management of Christmas Parade	Yes	6/10/20	Disclosed at meeting, noted/recorded.	Natalie will abstain from any votes when her husband is involved in that motion.
Vicky Tomlinson	Chair of Holy Trinity Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Vicky will abstain from any votes related to Holy Trinity Church.
Janice Wiri (became a member after 2/2/21)	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Janice will abstain from any votes related to Holy Trinity Church.
Merril Hoare	Member of Holy Trinity	Yes	2/2/21	Disclosed at meeting,	Merril will abstain

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
	Anglican Church Vestry			noted/recorded.	from any votes related to Holy Trinity Church.
Rev Rosie McMillan	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Rosie will abstain from any votes related to Holy Trinity Church.
Turia Brackenbury	Chair of WRAP (formally known as WIFI)	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.
Malcolm Stuart	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.
Carole Wilton	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.

MINUTES OF THE WOODVILLE DISTRICTS' VISION EXECUTIVE COMMITTEE
Held on Wednesday 16 December 2020 at 4pm
20 Ross Street, Woodville

PRESENT:

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator)

APOLOGIES:

Nil

Historical Documents:

The Chair emailed the Chief Executive, Tararua District Council (TDC), on 29 November, to seek guidance from Council regarding the Treasurer's report. The CE's Executive Assistant acknowledged receipt of the email. After the next TDC meeting, the Chair had an informal conversation with Peter Wimsett regarding the email, as the CE had forwarded it on to him. He noted that it is an internal matter and gave some suggestions as to how to correct the error, if an error has occurred. No response has been received from the Chief Executive at the date of this meeting.

The Chair noted that C Wilton had raised the matter with her, where she confirmed that the assets belong to WDV. She advised that she had attended meetings where K McIntyre was paid for the assets (i.e. taking photos on behalf of WDV). This was also confirmed by R McMillan, who attended similar past meetings. At that time C Wilton was paid by TDC to provide secretariat services to WDV.

However, the Treasurer reported that, in researching past minutes, he can find no record of a grant paid to K McIntyre for assets. He has only found records of financial support for the "Lindauer link". He did note though that previous Executive Minutes and reports were not on file. Investigations continue, including researching documents housed in the WDV container (Secretary to carry out).

Mad Hatters Day:

Expenses – the final budget has been done. Outstanding invoices to be paid are from Central FM (\$99) and the Bush Telegraph (\$287). Not included is a second advertisement to thank participants. This was approved in principle. Donations were made to the Kapa Haka Group, Dannevirke Brass Band and Mike Peretini (poster).

V Tomlinson moved WDV pay these two invoices

G Haglund/Carried

Christmas Lights Competition:

Twelve applicants have registered – six residential and six commercial. The Chair has contacted Scanpower regarding a judge.

"Woodville" Tote Bags:

Woodville Lions have asked the Chair for the remainder of the bags (36) to give out to the Coast to Coast riders with prizes. This was approved outside of a meeting (verbal discussion between Chair and Co-ordinator) as there was a time constraint, and as it is another opportunity to promote Woodville.

Christmas Parade:

A review of the traffic management plan is needed. The Chair suggested asking Woodville Lions for support, as their event, Coast to Coast, is part of the Parade.

The Chair is to write a report regarding traffic management for the Christmas Parade with recommendations for the future. This will become part of a new pack for all future events. She

suggested WDV form a sub-committee to manage all WDV events, instead of separate groups for separate events.

Expenses for prizes were submitted. Margaret Worboys has passed on the list of float winners with their bank account details and she will send out letters stating that an amount will be deposited into the winners' bank accounts (total = \$1500).

Not all Christmas decorations were erected this year, partly due to weather, partly due to lack of volunteers.

Donations of \$200 for Radio Woodville, \$200 for Dannevirke Pipe Band, \$200 for Dannevirke Brass Band and \$200 for Woodville Art + History's fire engine were made.

V Tomlinson moved payment of Arena Party Hire invoice (\$1,825) and Woodville Railway Station Trust invoice (\$500) **R McMillan/Carried**

V Tomlinson has received a suggestion for a new event for Woodville. Consequently, the Chair will put a motion at the next general meeting to form an "events sub-committee" to manage all 2021 events.

Grant Application:

John Preston and Bob Parkes applied, on behalf of Woodville RSA, for "remembrance" art works to put in Vogel Street. The installations will require permission from shop owners.

V Tomlinson moved that WDV supports construction of six silhouettes at a total cost of \$550 from the general funds **R McMillan/Carried**

This will also be raised at the next general meeting for possible future funding of more installations, if desired.

Recreation and Play Park:

The Chair reported that the sub-committee continues to meet. Jodie Brunger, Active Communications Manager, from Sport Whanganui met with the committee and described how their play park was created and funded. The Chair noted that she had discussed with the Treasurer using a \$20 petrol voucher (from our supply) as a 'thank you' gift for Jodie's time. It was agreed and noted now for the record.

Governance Workshop:

The Secretary reported on her attendance at a recent TDC governance workshop in Dannevirke. It was a brief presentation by staff of Internal Affairs, Hawke's Bay, that explained what governance is and how it works in various committee scenarios. It covered rules, finances, goals, risks, etc. The notes included websites that might provide more information.

Woodville Wire:

It was decided that, in the eleventh month of the Woodville Wire's operation (June 2021), WDV will review the procedures, feedback, and possibly funding more copies and delivery, etc. The Executive Committee agreed that it would be helpful to draw up a written policy and procedures going forward and formalise the relationship between the Woodville Wire team and WDV.

Community Barbeque:

Invoice to come from 4 Square. **V Tomlinson moved** a \$100 donation be made to Vivienne Solly for entertainment **R McMillan/Carried**

After consulting with WDV Society members who were present, V Tomlinson donated remaining perishables to the Woodville Pantry and Woodville Combined Churches Foodbank. Expenses were within budget.

"All Things Woodville":

This Facebook page is now up and running thanks to the Chair and the Co-Ordinator.

The meeting closed at 6.15pm.

MINUTES OF THE WOODVILLE DISTRICTS' VISION EXECUTIVE COMMITTEE
Held on Wednesday 27 January 2021 at 10.00am
Anglican Church Hall, Fox Street, Woodville

PRESENT:

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator)

APOLOGIES:

Nil

Historical Documents:

Emails have been received from Nicola McLean, the accountant, who advised that she is no longer able to be the accountant for Woodville Districts' Vision (WDV) due to work commitments. Treasurer to investigate new options to present to general meeting (March) to select a new accountant.

Invoices for Payment:

4 Square: \$547.72 (for Essential Workers' Thank you barbeque – within budget) **Treasurer moved** WDV approve payment **R McMillan/Carried**

TDC: \$3000 for moving the sculpture tree. Chair to investigate with Tom Dodd.

NZME: \$246.10 for Coast to Coast feature, Bush Telegraph (Christmas Parade advertising). **Treasurer moved** WDV approve payment **V Tomlinson/Carried**

Invoice to come: Traffic management – \$1100 (equipment) + \$1000 (donation to community project)

The Chair moved a note of formal thanks go to Turia Brackenbury and Malcolm Stuart for donating a leg of pork, and thanks to Karen and Nigel of "Smoke 'n Wood" for cooking the pork for the Essential Workers' barbeque.

Discretionary Grants Advertising:

Ads will go back into the Bush Telegraph when sufficient funds are available.

Purple Poppy Day Service:

Wednesday 24 February at 11.00am in Fountaine Square, a service led by Holy Trinity Church to commemorate animals that assisted the military services in past wars and are currently assisting the military. Chair to seek permission from TDC for Eketahuna Battalion and 1st Battalion to bring horses and dogs. R McMillan to talk to Manawatu Pigeon Club re bringing pigeons to release. **The Chair moved** WDV Executive support in principle **G Haglund/Carried**

Woodville Railway Trust:

Some confusion regarding formal registration as a 'trust' needs to be investigated. The Chair has been asked to meet with members of the Railway Trust to confirm and discuss possibly making it a sub-committee of WDV and/or options for going forward.

Historical Documents:

The secretary reported the results of document research thus far, presenting invoices for building a "Global Village Signpost" (not sure where in Woodville this sign is located).

The meeting closed at 11.10am.

Woodville Districts' Vision Chairperson's Report Up to 2 February 2021

Meetings/information:

- Fri 4th Dec – Picked up the Christmas Lights (WDV purchased) from John Arends of Pahiatua On Track. Placed in WDV Container.
- Sat 5th Dec – Attended the Charter Parade, 1st Battalion, Royal NZ Infantry Regiment. Very well attended parade. Great to see the link continue between the Battalion and the district.
- Mon 7th Dec – Attended presentation by Jodie Brunger, Active Communications Manager from Sport Whanganui – hosted by WIFI/WDV Rec/Park Sub-Committee. Very informative presentation on how they created a community space for young ones.
- Wed 9th Dec – Met with Jessica McKenzie, Projects Manager, TDC.
- Wed 9th Dec – Attended Monthly Council meeting in Dannevirke.
- Sat 12th Dec – Woodville Christmas Parade – Great turn out for the parade and markets. Due to no Lions Club representation at the recreation grounds, there was a slight delay between the end of the parade and the 'Coast to Coast' Bikes coming through. Overall a positive day for all. Big thanks to Jim and Margaret Worboys and the Railway Restoration Trust.
- Sat 12th Dec – Community BBQ including 'Thank You' BBQ for essential Workers, caregivers and volunteers who supported the community during lockdown. The Woodville Pantry Christmas Tree celebrations were also in the park that evening. We combined. Not a great attendance to the BBQ, however we recognised several pre-scheduled events on at the same time. The people who did attend enjoyed the socialising and the entertainment, by Vivien Solly. Thanks to the Mayor and Councillor Hull who came and supported the event.
- Mon 14th Dec – Met with M Worboys re debrief of Christmas Parade.
- Tue 15th Dec – Attended the opening of the Digital Space, at Tararua I-Site.
- Wed 16th Dec – WDV Executive Meeting.
- Fri 18th Dec – Judging of Christmas Light Competition - Thanks to Scanpower we were able to run the Residential and Commercial Light Competition again in 2020. There were six entries in each category. Due to time restraints, we weren't able to get the CE TDC to judge, however we had a member of the Scanpower team and a young member of the Woodville community (who was not attached to any of the entries). The scores were combined to get the results. Very positive feedback received, especially about the commercial section, as it made our main street look fantastic. A big thanks to everyone who entered and to Scanpower.
- Wed 13th Jan – Assisted with taking down the Christmas Lights (Main Street) with Luke and Pete from Scanpower (formal thanks to both). Thanks also to Oliver who assisted me with taking down the other Christmas decorations and bunting.
- Wed 27th Jan – WDV Executive Meeting.
- Wed 27th Jan – Attended the monthly Council Meeting in Dannevirke.
- Wed 27th Jan – WIFI hosted a BBQ and Pancakes at Woodville Pool. I helped, with other volunteers on the BBQ. It was great to see so many young Woodvillians enjoy the facility.
- Fri 29th Jan – Met with Kelly Christensen, Plant & Property Group Contracts Supervisor.
- Mon 1st Feb – Tararua Youth Services handed out education/hygiene packs and put on a BBQ at the Woodville Pool. Thanks to both TYS and WIFI for making this happen for our young people.

WOODVILLE DISTRICTS VISION
Treasurer's report 31 December 2020

Discretionary Fund		Opening Balance		\$ 2,969.42
		<u>Income</u>	<u>Expenditure</u>	
		\$ -	\$ -	
		Closing Balance		\$ 2,969.42
General Working A/c		Opening balance		\$ 36,941.36
		<u>Income</u>	<u>Expenditure</u>	
1/12/2020	JMJ Hill	Honorarium	150.00	
7/12/2020	D. Quinney	WDVL Wire Delivery - Dec**		
4/11/2020	Quality Presentations	Xmas Rosettes	156.12	
18/12/2020	You Hairdressing	Xmas Parade Float 1st Commercial	\$250.00	
18/12/2020	Jude Challies	Xmas Parade Float 2nd Commercial	\$150.00	
18/12/2020	Fonterra	Xmas Parade Float 3rd Commercial	\$100.00	
18/12/2020	Woodville School	Xmas Parade Float 1st Educational	\$250.00	
18/12/2020	Kumeroa School	Xmas Parade Float 2nd Educational	\$150.00	
18/12/2020	Papatawa School	Xmas Parade Float 3rd Educational	\$100.00	
18/12/2020	Noel Cunningham	Xmas Parade Float 1st Community	\$250.00	
18/12/2020	Woodville Library	Xmas Parade Float 2nd Community	\$150.00	
18/12/2020	Woodville Junior Football	Xmas Parade Float 3rd Community	\$100.00	
18/12/2020	Woodville Railway Station	Xmas Parade Railway Station Management Fee	\$500.00	
18/12/2020	Arena Party Hire	Xmas Parade Bouncy Castle	\$1,825.00	
18/12/2020	Central FM	Mad Hatters - Advertising	\$113.85	
18/12/2020	NZME	Mad Hatters - Advertising	\$545.10	
		\$ -	\$ 4,790.07	
		Closing Balance		\$ 32,151.29
Committed funds				
ongoing	Secretary	Honorarium	900.00	
6/01/2021	GST to IRD		5,321.76	
ongoing	Delivery - Woodville Wire		600.00	
		Total Committed:	\$ 6,821.76	
Approved Projects (Balance)		Date Approved:		
Christmas Parade (6,500)		2/06/2020	2538	
Christmas Parade - Traffic Management (1,111)		6/10/2020	1100	
Community BBQ (2000)		7/07/2020	1860	
Mad Hatters (1691.50)***		27/10/2020	100	
RSA Remembrance artworks (550)		16/12/2020	550	
Website Development (1,200)		4/06/2019	1200	
		Total Approved:	\$ 7,348.00	
Expected Projects				
Christmas Parade - Contribution in lieu of Traffic Mgmt Persons			1000	
Community Picnic		Est. based on 2019	2000	
ANZAC		Est. based on 2019	400	
Tree sculpture repairs		Verbal Discussion	11500	
Recreation and Play Park				
		Total Expected:	\$ 14,900.00	
Accounts to be approved for payment on 1/1/2021				
		Total for Payment:	\$ -	
TOTAL AMOUNTS Committed / Approved / Expected / Received:				\$ 29,069.76
Potential Available General Funds 2020/21				\$ 3,081.53
Term Deposits				
#005	Funds allocated to	Walkway	\$ 11,565.76	
#007	Funds allocated to	Walkway	\$ 9,624.77	
#008	Grant fr Meridian for	Walkway	\$ 5,740.44	
#011	Woodfest profit 2016	for 150 Year celebration	\$ 5,518.43	
#012	Reserved Funds from 2019/20		\$ 15,000.00	
	Total funds in reserve		\$ 47,449.40	

Notes:

* Items already have budget approval, these notices are for transparency

** Note that this is the publish date not the delivery date

*** These projects have closed

D.Quinney paid in petrol vouchers Dec

WOODVILLE DISTRICTS VISION
Treasurer's report 31 January 2021

Discretionary Fund		Opening Balance		\$ 2,969.42
		<u>Income</u>	<u>Expenditure</u>	
		\$ -	\$ -	\$ 2,969.42
		Closing Balance		\$ 2,969.42
General Working A/c		Opening balance		\$ 32,151.29
		<u>Income</u>	<u>Expenditure</u>	
1/01/2021	JMJ Hill	Honorarium	150.00	
6/01/2021	GST to IRD		5,321.76	
25/01/2021	D. Quinney	WDVL Wire Delivery - Jan**	100.00	
27/01/2021	Membership Fees	5.00		
29/01/2021	NZME	Xmas Parade Advertising	246.10	
29/01/2021	Woodville Art and History	Xmas Parade Fire Engine	\$200.00	
29/01/2021	Woodville 4 Square	Community BBQ	\$547.72	
29/01/2021	V.J.Solly	Community BBQ Entertainment	\$100.00	
		\$ 5.00	\$ 6,665.58	\$ 25,490.71
		Closing Balance		
Committed funds				
ongoing	Secretary	Honorarium	750.00	
10/07/2021	GST to WDV		-102.89	
ongoing	Delivery - Woodville Wire		500.00	
		Total Committed:	\$ 1,147.11	
Approved Projects (Balance)		Date Approved:		
Christmas Parade (6,500)		2/06/2020	2124.01	
Christmas Parade - Traffic Management (1,100)		6/10/2020	1100	
Community BBQ (1992)		7/07/2020	1275.72	
Mad Hatters (2471.50)		27/10/2020	880.26	
RSA Remembrance artworks (550)		16/12/2020	550	
Website Development (1,200)		4/06/2019	1200	
		Total Approved:	\$ 7,129.99	
Expected Projects				
Christmas Parade - Contribution in lieu of Traffic Mgmt Persons			1000	
Community Picnic		Est. based on 2019	2000	
ANZAC		Est. based on 2019	400	
Tree sculpture repairs		Verbal Discussion	11500	
Recreation and Play Park				
		Total Expected:	\$ 14,900.00	
Accounts to be approved for payment on 1/1/2021				
		Total for Payment:	\$ -	
TOTAL AMOUNTS Comitted / Approved / Expected / Received:				\$ 23,177.10
Potential Available General Funds 2020/21				\$ 2,313.61
Term Deposits				
#005	Funds allocated to	Walkway	\$ 11,565.76	
#007	Funds allocated to	Walkway	\$ 9,624.77	
#008	Grant fr Meridian for	Walkway	\$ 5,740.44	
#011	Woodfest "profit" 2016	for 150 Year celebration	\$ 5,518.43	
#012	Reserved Funds from 2019/20		\$ 15,118.36	
	Total funds in reserve		\$ 47,567.76	

Notes:

* Items already have budget approval, these notices are for transparency

** Note that this is the publish date not the delivery date

*** These projects have closed

D.Quinney paid in petrol vouchers Dec

Recreation and Play Park Sub-Committee Report for February 2021

It was decided that the Recreation and Sub-Committee would continue with its information gathering and building of its presentation to take to Council and the wider Tararua community at the appropriate time. We will be meeting in the very near future and have now the challenge of coordinating with another group to have greater push and support with the original plan. We are excited about the unfolding opportunities and as soon as we are able to disclose the collaboration with the other group we will be announcing all from the roof tops. Please watch this space as we know that you will become as excited and exhilarated as we are.

Cheers

Turia

Railway Garden Group Report for February 2021

Salutation and good wishes to all for the New Year.

We have our ducks in a row for Operation Garden Makeover beginning in the Autumn as reported earlier. I have made contact with people involved with the PD workers and will be able to report availability in later months. In the meantime, we have paint, people and positivity for the changes to come.

Research has shown us that the roses and lavenders, were purchased by WDV, and it is our intention to split them in the autumn and sell them or donate them to other groups in the area for their use and enjoyment.

At this time, we are also very hopeful of sourcing a goodly number of native shrubs at really low cost for the garden landscape.

Again we have full permission from Council, who will also supply us with compost as needed. We are currently looking for a site to have mulch delivered from Tree Scape (Scanpower). They are not permitted to drop off at any publicly accessed areas. Which is understandable. I'm sure we will find a suitable site soon.

You will see the changes being within the month.

Watch this space.

Cheers

Turia



Report

Date : 18 February 2021

To : Mayor and Councillors
Tararua District Council

From : Hamish Featonby
Asset Manager

Subject : **Roading 2021-2024 Block Funding Adjustment**

Item No : **11.1**

1. Recommendation

- 1.1 *That the report from the Alliance Asset Manager dated 15 February 2021 concerning 2021-2024 Waka Kotahi New Zealand Transport Agency roading block funding application adjustment (as circulated) be received, and*
- 1.2 *That the recommended changes made to the Waka Kotahi New Zealand Transport Agency funding request as outlined in this report be accepted and endorsed by Council.*

Executive Summary

As part of the Roothing Asset Management Plan build up process over the past 12 months a number of funding increases have been identified and justified by the Business Case Approach used which have been endorsed by Council. Waka Kotahi New Zealand Transport Agency has received initial submissions from road controlling authorities (RCAs) for the 2021-24 funding round and has advised us they cannot afford the level of increases the industry has requested due to a number of factors. To alleviate this funding pressure RCAs have been asked to review their funding requests and resubmit.

We have interrogated the additions that we have asked for and determined which ones could be deferred to the next funding block and which ones must be done this time. Analysis against the Government Policy Statement outcomes has given a way to compare options and led us to decide on an option that involves the deferring of the move to emulsion for resurfacing, no replacement bridge this time, a drop by half in the length of new footpath we'll be constructing and the continuation of our vegetation maintenance at the current level of service rather than increasing it.

This enables us to drop our funding request to Waka Kotahi New Zealand Transport Agency down by 4.4%, \$1.9m. While short of the requested 6.5% drop, the remaining projects are considered critical to ensuring continuation of the current levels of service and safety profile we are trying to achieve. We are hoping this drop will be enough to meet Waka Kotahi's requirements however this may be the beginning of an iterative process with them.

2. Background

During the 2020 calendar year the Roding Asset Management Plan was put together to highlight to both Council and Waka Kotahi (NZTA) the funding requirements of the roads within the Tararua District for the next 3-year funding period – 2021 to 2024. Waka Kotahi requires the use of the business case approach which is a robust process used to align and justify funding decision making and this has led to a number of increases to our funding requirement request, all aligned with current Government Policy Statement (GPS) outcomes.

During the year, the Roding Asset management Plan was socialised with Council and these additions endorsed. Since final submission to Waka Kotahi in December 2020 the financial position of Waka Kotahi has changed (or it has become clear that it has changed) – in particular relating to the overarching national pool of funds with which the Road Maintenance, Operations and Renewals activities are funded from with some indications that the fund is \$200m over-subscribed due to each RCA's business case requirements.

To ease the issue, local Waka Kotahi Investment Advisors have been asked to negotiate with RCA members to cut back their funding requests. In the case of the Manawatu-Whanganui region we have been asked to cull 6.5% from our 3-year application which equates to approximately \$2.8m based on initial figures.

We have looked at all the increases and categorised them into Must do, Level of Service Increases and Inflation in order to give some preference over others as well as highlighting how those increases align with the GPS. We've then considered a number of combinations and used GPS alignment as a metric to pick one option over another.

3. Project List and Options Analysis

Roading AMP "Lite" - Options Analysis			
Category	Project Description	Must Do / LoS Increase / Inflation	Amount - 3YR
Environmental maintenance	Allow for cleaning of Pahiatua CBD	Must do	\$105,000
Structures component replacements / Bridge Renewals	Bridge Capacity Upgrades	Must do	\$290,000
Structures component replacements / Bridge Renewals	Bridge Testing and subsequent component replacement	Must do	\$130,000
Sealed road resurfacing	Change to Emulsion Sealing	LoS Increase	\$896,491
Drainage renewals	Condition Driven Replacements	Must do	\$165,000
Routine drainage maintenance	Condition Improvements - jetting & clearing	Must do	\$300,000
Footpath maintenance	Construct New FP where no exists	LoS Increase	\$900,000
Environmental maintenance	Increase litter & detritus clearing	LoS Increase	\$150,000
Footpath maintenance	Post UFB & Widening Renewals	Must do	\$150,000
Structures component replacements / Bridge Renewals	Retaining Wall Renewals	Must do	\$130,000
Structures component replacements / Bridge Renewals	Single Lane Bridge Replacement	LoS Increase	\$330,000
Network service maintenance (TS)	TS Standardisation Project - Mtce Issues	Must do	\$30,000
Traffic services renewals	TS Standardisation Project - Non Conforming Guardrail	Must do	\$120,000
Environmental maintenance	Up mows from 1 to 2 /yr for Access & LV & High Reach to once every 2 years	LoS Increase	\$225,000
Sealed pavement maintenance	Inflation Increase	Inflation	\$124,370
Unsealed pavement maintenance	Inflation Increase	Inflation	\$33,600
Routine drainage maintenance	Inflation Increase	Inflation	\$78,261
Structures maintenance	Inflation Increase	Inflation	\$31,987
Footpath maintenance	Inflation increase	Inflation	\$65,067
Minor events	Inflation increase	Inflation	\$39,443
Environmental maintenance	Inflation increase	Inflation	\$66,477
Network service maintenance (TS)	Inflation increase	Inflation	\$24,812
Rail level crossing warning devices maintenance	Inflation increase	Inflation	\$2,168
Network and asset management	Inflation increase	Inflation	\$85,998
Unsealed road metalling	Inflation Increase	Inflation	\$71,394
Sealed road resurfacing	Inflation Increase	Inflation	\$152,316
Drainage renewals	Inflation Increase	Inflation	\$39,833
Sealed road pavement rehabilitation	Inflation Increase	Inflation	\$113,046
Structures component replacements / Bridge Renewals	Inflation Increase	Inflation	\$43,703
Traffic services renewals	Inflation Increase	Inflation	\$11,964

Also refer to attachment 1

4. Option selected

Three options were considered based on items that improve Level of Service rather than must do's and Option 1 landed on as the best option that keeps most work projects going with only a few Level of Service items remaining while still dropping down by 4.4%.

We recommend removing the following from this funding application:

Project	Amount	Impact on Outcomes
Change from Cutback to Emulsion for Road Resealing	\$896,491	Environmental Impact – this was the main item to address climate change and address worker safety
Replacement of 1 x single lane or significantly under capacity bridge per 3 year block	\$330,000	Bridge LoS stays the same as previous funding block.
Increase roadside mowing rounds from 1 to 2 /yr for Access & LV & High Reach to once every 2 years	\$225,000	Vegetation LoS stays the same as previous funding block.
Construct Footpath where there is none in high risk Urban areas – this work to now be spread across 6 years instead of 3	50% of initial request: \$450,000	Desired outcome achieved but over a longer period – see programme below.

Total removed from funding request: \$1.9m, 4.4% drop in funding from initial request.

Footpath Construction – Drop additional funding requested by 50%

The impact of dropping the footpath construction funding by 50% is that it will take twice as long to achieve at least one footpath on the high and medium risk urban roads.

A process of identification of the sites put pedestrian vs high traffic interactions as a major priority and as such the first 3 year block focuses on missing footpath on urban parts of the state highways first, with the following 3 years focusing on the rest of the other high priority sites.

There are a number of other urban roads without footpath that have less traffic but still have some priority due to their proximity to public amenities such as parks, school etc. but the risk is currently lower due to the vehicle traffic flows on those streets.

Footpath Construction Programme – 2 Funding Blocks 21-24 and 24-27

			LENGTH (metres)
Years 21-24	DANNEVIRKE	RUAHINE ST	394
	DANNEVIRKE	STATE HIGHWAY 2 - SECTION 1	332
	EKETAHUNA	STATE HIGHWAY 2 - SECTION 5 - EKE	80
	PAHIATUA	MAIN ST EAST (SH2)	66
	PAHIATUA	MAIN ST NORTH (SH2)	214
	PAHIATUA	MAIN ST SOUTH (SH2)	180
	WOODVILLE	MCLEAN ST	332
	WOODVILLE	STATION ST (W)	870
Years 21-24 Total			2468
Years 24-27	DANNEVIRKE	COLE ST	199
	DANNEVIRKE	EASTON ST	614
	NORSEWOOD	CORONATION ST	66
	NORSEWOOD	HOVDING ST	214
	PAHIATUA	CHURCHILL ST	24
	PAHIATUA	HUXLEY ST	214
	PAHIATUA	QUEEN ST (P)	546
	PAHIATUA	TIRAUMEA RD	182
	PONGAROA	052-0093	68
	WOODVILLE	TAY ST	630
Years 24-27 Total			2757
Grand Total			5225

Attachments

1. [Roading AMP Options Analysis](#)

Roding AMP "Lite" - Options Analysis

Category	Project Description	Must Do / LoS Increase / Inflation	Amount - 3YR	option1		option2		option3		GPS Primary Outcomes			
				Remove	%	Remove	%	Remove	%	Healthy and Safe People	Economic Prosperity	Inclusive Access	Environmental Sustainability
Environmental maintenance	Allow for cleaning of Pahiatua CBD	Must do	\$105,000		100%		100%		100%	1	1	1	
Structures component replacements / Bridge Renewals	Bridge Capacity Upgrades	Must do	\$290,000		100%		100%		100%	1	1		
Structures component replacements / Bridge Renewals	Bridge Testing and subsequent component replacement	Must do	\$130,000		100%		100%		100%	1	1		
Sealed road resurfacing	Change to Emulsion Sealing	LoS Increase	\$896,491	x	100%	x	100%	x	100%	1			1
Drainage renewals	Condition Driven Replacements	Must do	\$165,000		100%		100%		100%	1	1		
Routine drainage maintenance	Condition Improvements - jetting & clearing	Must do	\$300,000		100%		100%		100%	1	1		
Footpath maintenance	Construct New FP where no exists	LoS Increase	\$900,000		50%	x	100%		50%	1		1	
Environmental maintenance	Increase litter & detritus clearing	LoS Increase	\$150,000		100%		100%		100%	1	1	1	
Footpath maintenance	Post UFB & Widening Renewals	Must do	\$150,000		100%		100%		100%	1		1	
Structures component replacements / Bridge Renewals	Retaining Wall Renewals	Must do	\$130,000		100%		100%		100%	1	1		
Structures component replacements / Bridge Renewals	Single Lane Bridge Replacement	LoS Increase	\$330,000	x	100%	x	100%	x	100%	1	1		
Network service maintenance (TS)	TS Standardisation Project - Mtce Issues	Must do	\$30,000		100%		100%		100%	1		1	
Traffic services renewals	TS Standardisation Project - Non Conforming Guardrail	Must do	\$120,000		100%		100%		100%	1		1	
Environmental maintenance	Up mows from 1 to 2 /yr for Access & LV & High Reach to once every 2 years	LoS Increase	\$225,000	x	100%	x	100%		50%	1	1	1	
Sealed pavement maintenance	Inflation Increase	Inflation	\$124,370		100%		100%		100%	1	1	1	1
Unsealed pavement maintenance	Inflation Increase	Inflation	\$33,600		100%		100%		100%	1	1	1	1
Routine drainage maintenance	Inflation Increase	Inflation	\$78,261		100%		100%		100%	1	1	1	1
Structures maintenance	Inflation Increase	Inflation	\$31,987		100%		100%		100%	1	1	1	1
Footpath maintenance	Inflation increase	Inflation	\$65,067		100%		100%		100%	1	1	1	1
Minor events	Inflation increase	Inflation	\$39,443		100%		100%		100%	1	1	1	1
Environmental maintenance	Inflation increase	Inflation	\$66,477		100%		100%		100%	1	1	1	1
Network service maintenance (TS)	Inflation increase	Inflation	\$24,812		100%		100%		100%	1	1	1	1
Rail level crossing warning devices maintenance	Inflation increase	Inflation	\$2,168		100%		100%		100%	1	1	1	1
Network and asset management	Inflation increase	Inflation	\$85,998		100%		100%		100%	1	1	1	1
Unsealed road metalling	Inflation Increase	Inflation	\$71,394		100%		100%		100%	1	1	1	1
Sealed road resurfacing	Inflation Increase	Inflation	\$152,316		100%		100%		100%	1	1	1	1
Drainage renewals	Inflation Increase	Inflation	\$39,833		100%		100%		100%	1	1	1	1
Sealed road pavement rehabilitation	Inflation Increase	Inflation	\$113,046		100%		100%		100%	1	1	1	1
Structures component replacements / Bridge Renewals	Inflation Increase	Inflation	\$43,703		100%		100%		100%	1	1	1	1
Traffic services renewals	Inflation Increase	Inflation	\$11,964		100%		100%		100%	1	1	1	1
GPS Alignment Score:				23		22		25					

Report

Date : 17 February 2021

To : Mayor and Councillors
Tararua District Council

From : Sarah Walshe
Senior Financial Accountant

Subject : **Six Months Council Performance for the Period ending
31 December 2020**

Item No : **11.2**

1. Recommendation

- 1.1 *That the report from the Senior Financial Accountant dated 17 February 2021 concerning Six Months Council Performance for the Period ending 31 December 2020 (as circulated) be received and the contents are noted.*

Contents

Executive Summary

1. Recommendation
2. Reason for Report
3. Background
4. Dashboard

Detailed Report

5. Operating Results and Variances
6. Summary of Service Performance Results
7. Capital Expenditure Report
8. Treasury Report
9. Debtors Report
10. Self-Funded Activities report
 - a. Forestry
 - b. Pensioner Housing
11. Summary Annual Report
12. Compliance Exception Report

2. Reason for the Report

2.1 The desired outcomes are:








- For Council to receive and comment on the Performance Report for the 6 months to 31 December 2020.
- To provide an indication of the year end result.
- Update and where required, seek variations for capital expenditure projects for 2020/21.

3. Background

This report is for the first six months of 2020/21 financial year which covers the period 1 July 2020 to 31 December 2020.

The structure and content of this report is consistent with the other quarterly reports. The purpose is to inform Council of the financial and non-financial performance, indicate expected year end results and seek variations identified for capital expenditure projects.

4. Dashboard

Legend (for dashboard on page 5)	
Improved from previous Quarter	
No change from previous Quarter	
Worsened from previous Quarter	
Forecast to be on target at Year End	
Minor Variance to budget expected at year end	
Significant unfavourable variance to budget expected at year end	
Significant favourable variance to budget expected at year end	

EXECUTIVE SUMMARY (Dashboard)

2021 6 Month Performance Report

Operating Performance

Summary Operating Performance (000's)				Trend from previous quarter	
	YTD Actual	YTD Budget	Variance		
OPERATING REVENUE	\$ 30,246	\$ 30,150	96		↑
OPERATING COSTS	\$ 22,693	\$ 21,536	(1,157)		↓
OPERATING RESULT	\$ 7,554	\$ 8,614	(1,061)		↑

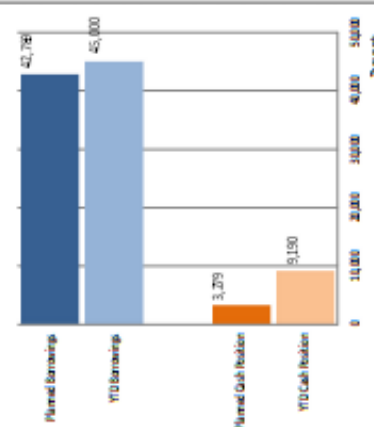
Financial Performance Actual vs Budget Variance



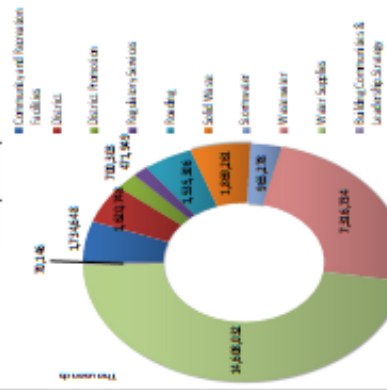
Treasury Performance

Summary Treasury Performance (000's)				Trend from previous quarter	
	YTD Actual	YTD Budget	Variance		
FINANCE COSTS	\$ 486	\$ 535	(49)		↓
TOTAL EXTERNAL DEBT	\$ 45,000	\$ 42,789	2,211		↓
NET DEBT POSITION	\$ 35,810	\$ 39,509	(3,699)		↓

TREASURY POSITION

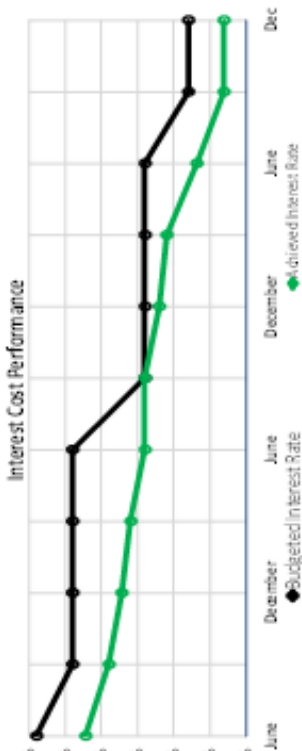


Loan by Activity



Total \$30,890,405

Interest Cost Performance



	Operating Revenue						Operating Expense				
	Budget	Actual	Variance	Prev result	Year end		Budget	Actual	Variance	Prev result	Year end
Building Communities & Leadership						Building Communities & Leadership					
Community Support	377	471	94	↑	▶	Community Support	192	211	(19)	↑	✓
Representation	738	748	10	↑	✓	Representation	467	460	7	↑	✓
Community & Recreation Facilities						Community & Recreation Facilities					
Cemeteries	196	156	(40)	↓	✗	Cemeteries	170	121	49	↑	✓
Community Buildings	413	403	(10)	↓	✗	Community Buildings	279	279	-	↓	✓
Housing	235	228	(7)	↑	⚠	Housing	202	208	(6)	↓	✓
Libraries	672	682	9	↑	✓	Libraries	399	383	16	↑	✓
Parks & Reserves	877	753	(124)	↓	✗	Parks & Reserves	659	535	124	↑	✓
Public Conveniences	176	176	-	→	✓	Public Conveniences	135	134	1	↑	✓
Service Centres	328	328	-	↑	✓	Service Centres	182	186	(4)	↑	✗
Swimming Pools	362	362	-	↑	✓	Swimming Pools	270	352	(82)	↓	✓
District Promotion & Economic Development						District Promotion & Economic Development					
Commercial Property	29	861	832	↑	▶	Commercial Property	71	723	(652)	↓	✗
District Promotion & Development	548	718	169	↑	▶	District Promotion & Development	385	396	(11)	↑	⚠
Regulatory Services						Regulatory Services					
Animal Control	399	369	(30)	↑	✗	Animal Control	222	245	(23)	↑	✗
Emergency Management	119	158	39	↑	▶	Emergency Management	93	66	27	↑	✓
Health & Safety	724	725	1	↓	✓	Health & Safety	585	625	(40)	↑	✗
Resource Management	218	226	8	↑	✓	Resource Management	237	221	15	↑	✓
Roading & Footpaths						Roading & Footpaths					
Footpaths	1,457	463	(994)	↓	✓	Footpaths	100	79	21	↑	✓
Roading	13,459	14,845	1,386	↑	▶	Roading	3,550	4,222	(673)	↓	✗
Solid Waste Management						Solid Waste Management					
Solid Waste Management	1,222	1,201	(21)	↓	✗	Solid Waste Management	1,013	903	110	↑	▶
Stormwater Drainage						Stormwater Drainage					
Stormwater Drainage	358	760	402	↑	▶	Stormwater Drainage	92	116	(23)	↓	✓
Waste Water						Waste Water					
Sewerage	1,415	1,473	58	↑	✓	Sewerage	632	642	(10)	↓	✗
Water Supplies						Water Supplies					
Water Supplies	5,276	4,050	(1,226)	↑	▶	Water Supplies	730	720	10	↓	✓
District						District					
Support Activities	505	563	58	↑	✗	Support Activities	3,556	3,727	(171)	↓	✗
Activity totals	30,103	30,720	617			Activity totals	14,221	15,555	(1,334)		

5. Operating Results and Variances

	2019/20 Actual 000's	2020/21 Actual 000's	2020/21 Budget 000's	Variance 000's
Revenue	20,094	30,246	30,150	96
Operating Expenditure	21,719	22,693	21,536	(1,157)
Operating Surplus/(Deficit)	(1,625)	7,554	8,614	(1,061)
Other Gains/(Losses)	-	-	-	-
Total Comprehensive Revenue & Expense	(1,625)	7,554	8,614	(1,061)

5.1 Overall Operating Results

Council has achieved an unfavourable operating variance of \$1.06 million for the 6 months ending 31 December 2020. A profit of \$8.6 million was budgeted, but a profit of \$7.5 million was achieved.

The following activities are the main contributors to the unfavourable variance mentioned above offset by minor savings in other areas. These are:

- As we saw in the first quarter report and will continue to see as the year progresses the main contributor to this unfavourable variance is from the water supplies activity (\$1.2m). Council had budgeted to receive external funding (\$3.8m) for one of its shovel ready project applications from the Crown Infrastructure Partners for the upgrade of asbestos cement pipes. Council was unsuccessful with this application. The Government released the 3 waters reform package where Council has signed an MOU to receive \$5.02m. Council received \$2.51m of this funding as at 31 December, with a further \$2.51m in funding to be received in this activity. Council is anticipating \$982k of this balance to be received prior to year- end.
- In the roading and footpath activities Council has an overall unfavourable variance for the period of \$260k. This is mainly made up of NZTA funding not yet received in the footpath space with works on Pahiatua Main Street Upgrade to begin in February/March, and with the mild winter the district had this year the team have been able to progress ahead with their road maintenance works ahead of schedule.
- These unfavourable variances are offset slightly by the favourable variance in our Commercial Investment activity. Where the honey income Council has received being \$66k more than budgeted, and also the reclassification of funding received from the Provincial Growth Fund (\$485k) required as part of the 2019/2020 Annual Report.







- The reason for this reclassification was to correctly account for it in the year in which the expenditure is to be incurred being the 2020/2021 financial year. Council also received \$286k from the sale of roadside trees to 31 December as part of this project. This income is offset with unbudgeted harvesting costs for the removal of roadside trees along Route 52 for this project.
- In the District Promotions & Development activity there is a favourable variance of \$158k with Council receiving external funding from the Provincial Growth Fund for the Right Tree Right Place project and the Regional Digital Hub.
- In the Community Support activity Council have a favourable variance of \$94k This is a direct result of the unbudgeted Mayors Taskforce for Jobs funding Council have received of \$250k, which has been offset by subsidy Council has budgeted for the Pahiatua veranda lighting of \$160k that has not yet been received.


Note this list is not exhaustive and explained in more detail in sections 4.2 and 4.3 below:

5.2 Operating Revenue

Activity	Variance	Favourable/ Unfavourable	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
Community Support	\$94,000	✓	<p>The favourable variance relates to:</p> <p>Unbudgeted funding received from the Mayors Taskforce for Jobs (\$250k).</p> <p>increase in funding that has been received from Creative Communities (\$4k).</p> <p>This has been offset by funding that has been budgeted for the Pahiatua veranda lighting of \$160k. Council receive this on the completion of the works.</p>	✓	N/A
Cemeteries	(\$40,000)	✗	<p>Unfavourable variance is a result of:</p> <p>Fewer interments compared to budget (year to date interments when compared with the same period last year (2021: 15 ashes, 20 adult burials 2020: 25 ashes, 31 adult burials).</p> <p>This is offset slightly with a minor favourable variance in plot sales compared to budget (\$2k).</p>	✓	✓

			Council budgets for this activity by phasing the total expected interments evenly through the year. There is a corresponding saving in operating expenditure for this activity.		
Parks & Reserves	(\$124,000)	✗	<p>Unfavourable variance is made up of:</p> <p>Revenue budgeted for the six months ending 31 December from Council Domain Boards not having yet been processed (\$105k).</p> <p>Funding that had been budgeted to be received from Tourism Infrastructure Funding in July for the Mangatainoka toilet block (\$48.5k), however this had previously been received by Council. Council had budgeted to receive a further \$50k of funding prior to 30 June 2021 however as works had not yet begun as at 31 January 2021 Council is no longer anticipating receiving this prior to year-end.</p> <p>These unfavourable variances are offset slightly by funding Council received for the Responsible Camping Funding Agreement of (\$29k).</p> <p>Expect there to be an unfavourable variance at year end.</p>	✗	N/A
Commercial Investments	\$832,000	✓	<p>Favourable variance relates to:</p> <p>Honey income being more than budgeted after a good crop year for Steen's Honey (\$66k).</p> <p>As part of the 2019/2020 Annual Report Council was required to reclassify funding received from the Provincial Growth Fund (\$485k) to the 2020/2021 financial year to correctly account for it in the year in which the expenditure is to be incurred.</p> <p>Council also received \$286k from the sale of roadside trees to 31 December as part of this project.</p> <p>Forestry is a self-funding activity.</p> <p>The remaining favourable variance in this activity (\$5k) is made up of leases Council has invoiced in the first quarter but budgeted to be received during the year.</p>	✓	N/A
District Promotions & Development	\$169,000	✓	<p>Favourable variance relates to:</p> <p>Unbudgeted funding received from the Provincial Growth Fund that Council received for the Right Tree Right Place funding (\$100k).</p>	✓	N/A

			<p>Funding Council received for the Regional Digital Hub (\$95k). Council had budgeted to receive \$48k during the 2020/2021 financial year and had spread this evenly throughout the year for this project.</p> <p>Expect there to be a favourable variance at year end.</p>		
Animal Control	(\$30,000)		<p>Unfavourable variance mostly relates to:</p> <p>Lower than budgeted revenue from dog registrations (\$15k). Council budgets for registrations in the first quarter and as expected in the first quarter report we see this unfavourable variance decreasing as Council is anticipating revenue from dog registrations to be consistent with the budget as staff follow up on the number of unregistered dogs (year to date there are 182 unregistered dogs, compared to 239 unregistered dogs in the first quarter).</p> <p>Lower than budgeted dog pound fees and infringements were also lower than budget by \$5k and \$10k respectively.</p>		N/A
Emergency Management	\$39,000		<p>Favourable variance is funding Council received from the National Emergency Management Agency for reimbursement of Covid-19 Response - Category 1 & 2 costs Council incurred.</p>		N/A
Roading	\$1,386,000		<p>Favourable variance is a result of:</p> <p>Funding Council received more than budgeted to 31 December for the Route 52 upgrade from the Provincial Growth Fund (\$633k)</p> <p>Funding received from NZTA as a result of Council being able to progress its maintenance programme ahead of planned, (as seen in our expenditure analysis) this has also provided availability for the completion of emergency works.</p> <p>Council has been successful in securing additional funding from NZTA for the significant weather event in November of \$1.66m which will be a mixture of capital and operational costs.</p> <p>Council is also expecting \$1.4m from NZTA as a result of a correction required to Council's FAR rate for the 2018/2019 – 2020/2021 financial years</p>		N/A

Footpaths	(\$994,000)		<p>Unfavourable variance relates to:</p> <p>NZTA subsidy budget being phased evenly throughout the year however Council was scheduled to complete the majority of its footpath maintenance (outside of Pahiatua Main Street project) in February/March 2021 to enable streamlining and better value for money.</p>		N/A
Solid Waste	(\$21,000)		<p>Unfavourable variance relates to:</p> <p>Lower than budgeted refuse transfer station charges (\$6k)</p> <p>Trade waste levy being less than budgeted (\$16k). Council phases this budget equally over the year however funding for the six months to 31 December had not yet been received.</p> <p>Tonnage has remained relatively consistent with the same period last year (2021: 2429t 2020: 2441t).</p>		N/A
Stormwater	\$402,000		<p>Favourable variance relates to:</p> <p>Unbudgeted funding received for the Three Waters Service Delivery Reform (\$400k).</p> <p>Remaining minor variance (\$2k) relates revenue received for stormwater connections.</p>		N/A
Wastewater	\$58,000		<p>Favourable variance relates to:</p> <p>Unbudgeted funding received for the Three Waters Service Delivery Reform funding (\$50k).</p> <p>Remaining favourable variance is made up of higher than expected revenue from trade waste (\$5k), as well as revenue from new wastewater connections.</p>		N/A
Water Supplies	(1,226,000)		<p>Unfavourable variance relates to:</p> <p>External funding Council budgeted to receive (\$3.8m) for one of its shovel ready project applications from the Crown Infrastructure Partners for the upgrade of asbestos cement pipes. Council was not successful with this application. Government has since released the 3 waters reform package where Council has signed an MOU to receive \$5.02m across its three waters services. At 31 December Council had received \$2.06m of this funding in its water supplies activity (\$2.51m in total to date).</p> <p>This has been offset with the following favourable variances:</p>		N/A

			<p>Council has received funding from the Ministry of Health as part of their Drinking Water Assistance Programme subsidy for the Pahiatua Water Treatment Plant, Council had budgeted to receive this funding in the previous financial year.</p> <p>Revenue received from metered water charges being higher than budgeted (\$15k). Water consumption is higher when compared with the same period last year (2021: 281,472m3 2020: 270,231m3).</p>		
Support	\$58,000	✓	<p>Favourable variance is a result of:</p> <p>Council receiving the final instalment of funding for the Rail Hub Feasibility study (\$42k)</p> <p>Remainder of the favourable variance is made up of permit fees (permits to exceed mass limits on bridges) charged that Council does not budget for.</p>	✗	N/A

5.3 Operating Expenditure

Activity	Variance	Favourable/ Unfavourable	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
Community Support	(\$19,000)	✗	<p>Unfavourable variance relates to:</p> <p>Unbudgeted costs associated to the Mayor's Taskforce for Jobs (\$12k) as at 31 December 2020 (these costs are offset by the funding Council received for this project in the revenue analysis)</p> <p>The timing of when Council expenditure for community grants is incurred. Council budgets for these evenly throughout the year however some of these are provided in full at the beginning of each financial year on request for several entities.</p> <p>Council is expecting this activity to be over budget at year end with the Mayor's Taskforce for Jobs project.</p>	✓	✓
Cemeteries	\$49,000	✓	<p>As seen in the revenue explanations where interments were less than budgeted, Council also see a favourable variance due to lower interment expenses incurred.</p>	✓	✓

Libraries	\$16,000	✗	Favourable variance relates to a non-cash adjustment for timing of employee leave accrual.	✗	N/A
Parks & Reserves	\$124,000	✓	<p>Favourable variance relates to:</p> <p>Budgeted expenditure for Council's Domain Boards (\$96k) that has not been processed at 31 December.</p> <p>Savings in maintenance contract costs with efficiencies gained in the combining of these contracts and extraordinary maintenance not spent, these budgets are spent as needed.</p>	✗	N/A
Swimming Pools	(\$82,000)	✓	<p>Unfavourable variance relates to:</p> <p>Council providing Tararua Aquatic Community Trust with their operating grant for the third quarter early (\$90k).</p> <p>This has been offset by minor savings across maintenance and energy costs to 31 December.</p>	✗	N/A
Commercial Investments	(\$652,000)	✗	<p>Unfavourable variance relates to:</p> <p>Unbudgeted harvesting costs for the removal of roadside trees along Route 52 as part of Council's Provincial Development Unit shovel ready funding received.</p> <p>Expect there to be an unfavourable variance in this activity at year end.</p> <p>Forestry is a self-funding activity.</p>	✓	N/A
District Promotions	(\$11,000)		<p>Unfavourable variance relates to:</p> <p>Consultant costs incurred for the Right Tree Right Place project that have been offset with funding received for this project.</p> <p>This has been offset by spending in this activity that has not yet been incurred and is due to come in the second half of the financial year.</p>	✗	N/A
Animal Control	(\$23,000)	✗	<p>The unfavourable variance relates:</p> <p>Unbudgeted legal fees (\$22k) incurred for dog prosecution advice being sort (5 dogs) and advice on barking dogs (2 dogs).</p> <p>Expect there to be an unfavourable variance in this activity at year end.</p>	✓	✓

Emergency Management	\$27,000	✓	Favourable variance is made up of minor savings across this activity in non-staff training, satellite phones, contract costs.	✗	N/A
Health & Safety	(\$40,000)	✗	<p>Unfavourable variance relates to:</p> <p>Legal fees that have been incurred for advice regarding earthquake-prone buildings and advise sort in relation to a Code of Compliance Certificate issue (\$13k)</p> <p>Costs associated with rectifying the issue (\$4k).</p> <p>Legal costs incurred for a liquor licence objection (\$16k)</p> <p>Legal costs for advice sort around freedom camping (\$5k).</p> <p>Expect this activity to be over budget at year end.</p>	✓	✓
Planning	\$15,000	✓	Favourable variance is a result of savings in staff costs with a planner currently off work on maternity leave, this has been offset by consultant costs over budget.	✗	N/A
Roading	(\$673,000)	✗	<p>This unfavourable variance is result of:</p> <p>The mild winter the district has encountered this financial year has enabled the commencement of all roading maintenance activities including the pre-reseal works programme being able to be carried out earlier than anticipated. This has allowed the team to shift their focus to emergency works and renewal activities throughout the summer and autumn months.</p> <p>Council has also begun seal extensions of Waihi Falls Road with Speedy Road / Weber Road intersection being scheduled for April/May pending the completion of consultation with impacted property owners.</p>	✓	N/A

Footpaths	\$21,000	✓	<p>Favourable variance is a result of:</p> <p>Majority of footpath works relating to the Pahiatua main street upgrade project where Council has currently scheduled a large programme of works within February and March.</p> <p>Once this project has been completed the remainder of the works that have been programmed to be carried out this financial year will be packaged together to streamline works for completion towards the end of the financial year.</p>	✓	N/A
Solid Waste Management	\$110,000	✓	<p>Favourable variance is a result of:</p> <p>Contracts costs being less than budgeted, as Council had budgeted for new contracts to be in place. Council is in the process of completing a section 17A review for this activity before going out to market.</p> <p>Waste disposal invoice from CHB for the December period and regional council monitoring fees budgeted for in December have not yet been received.</p> <p>These savings are offset by external consultant costs (\$17k) being more than budgeted due to the waste composition survey – this was funded from the waste levy fund.</p>	✓	✓
Stormwater	(\$23,000)	✗	<p>Unfavourable variance is a result of stormwater drain maintenance that has been carried out as resources have permitted.</p> <p>Council is not expecting this activity to be over budget at year end.</p>	✗	N/A
Wastewater	(\$10,000)	✗	<p>Unfavourable variance is made up of minor ups and downs across this activity.</p>	✓	N/A
Water Supplies	\$10,000	✓	<p>Favourable variance is made up of minor ups and downs across this activity.</p>	✓	N/A
Support Activities	(\$171,000)	✗	<p>Unfavourable variance relates to:</p> <p>Unbudgeted staff costs incurred to date (\$51k).</p> <p>Higher than budgeted insurance (\$9k).</p> <p>Higher than budgeted rates discounts provided to ratepayers paying their full year rates in instalment 1 (\$25k).</p>	✓	✓

			Timing of payments for software licences and subscriptions (\$55k).		
			Costs incurred with the Long Term Plan of which we will see ease off towards the remainder of the year (\$16k).		

6. Summary of Service Performance Results

6.1 Summary of Results

Council use a range of service performance measures to monitor the service levels delivered to customers. Table 2 below highlights the performance for the second quarter:

Category	2019/20 measures			% (out of 112 measures)	Last Year Results
	Council	Survey	Mandatory		
Achieved / On Target	23	12	34	62%	77%
Needs Improvement	6	11	-	15%	-
Not achieved	6	-	2	7%	20%
Measured at Year end (including baseline year measures)	14	-	4	16%	3%

Table 2: Service Performance Measures Results

Excluding baseline measures and those measured later in the year, Council are on track to achieve 73% (70% Quarter 1) of its performance measures compared to 77% achieved last year.

6.2 Water and Wastewater Complaints – Qualification in 2019/20 Annual Report

In the 2019/20 Annual Report, an issue was raised with how Council were interpreting the Department of Internal Affairs (DIA) mandatory measures guidance in relation to recording complaints. Council, along with its after-hours service have been recording the initial request for service against these measures, but not all subsequent requests in instances where Council's service crew were already responding to the event.

Management have altered the process for recording each notification from October 2020 to ensure every notification is recorded for the complaint measures, and only the first notification is recorded for the response time measure as per Department of Internal Affairs guidelines.

It is likely that some measures will see an increase in the number of complaints recorded due to this change. An example of this is the continuity of water supply measure that is not met. One event, being an emergency water shutdown to repair a water main, resulted in 8 complaints being lodged.

6.3 Council and Mandatory Performance Measures

Council uses a range of measures and targets to inform how Council are performing against agreed service levels. These measures range from complaints in the Customer Request Management (CRM) system to physical inspection of assets.

The Department of Internal Affairs mandates 40 measures with Council setting the targets to be achieved.

The following highlights the critical mandatory and Council measures requiring improvement:

- Council will not comply with Part 5 (protozoal compliance) of the NZ Drinking Water Standards this year. Council aims for all plants to have 24-hour monitoring in place by the end of the financial year with the completion of the Pahiatua Treatment Plant, however 12 months of data is required to be available for assessment once UV disinfection was installed. Therefore, plants that were commissioned in the previous 12 months also will not comply.
- Council will not comply with the target of 5 wastewater schemes having a current consent. This is due to the ongoing consent renewal process for Pahiatua, Eketahuna, and also with Woodville due for renewal.
- 2 businesses in Eketahuna have experienced flooding. Improvements to the stormwater network have been made in Pahiatua as part of the main street upgrade, with improved performance observed with the weather event in November. Solutions for Eketahuna are currently being investigated and are being included as part of the 3 waters stimulus funding programme.
- The regulatory department continues to experience a significant increase in demand by way of enquiries. Both the planning and building control team are fielding an increased level of enquiries from people interested in building and subdividing. Of 209 building consents issued, 33 applications took longer than 20 working days, resulting in this measure not being met this year.

- Strategies being implemented to improve performance include the hiring of a 3rd planning officer and entering into a contracting arrangement for excess building consent processing.
- Although still on target, average wait times for incoming calls are increasing. This is due to a combination of factors being staff absences and new staff being trained, and having to record every service request (even if it has been raised previously) as a complaint in the CRM system to resolve the issue outlined above.
- The shoe house in the Ormondville Playground has been identified as not meeting NZ playground safety standards, resulting in the safety measure in Parks and Reserves as not being met. This is being planned for removal.
- Forty-eight staff were heavily involved in operating the Emergency Operations Centre (EOC) as part of the water crisis and Covid-19. To allow staff to focus on business as usual, no EOC practice exercises have been planned for this year compared to the targeted 2 exercises.

6.4 Community Survey Scorecard

The second of three waves of the Key Research community survey were completed in January with 145 residents surveyed

Of the 23 service performance measures agreed in the Long Term Plan, 12 are on target to be met, compared to 15 achieved last year.

The two areas where satisfaction has fallen slightly, moving the result from on target to needing improvement are recycling services (79% vs target of 80%) and footpaths (75% vs 75% target).

The opportunity was also taken to seek feedback on other aspects of Council that are of strategic significance, and the notable results are:

- 82% Satisfied with Vision and Leadership
- 90% Satisfied with Mayor and 87% satisfied with Councillors
- 89% Satisfied with staff
- 84% Feel safe from dogs
- 84% Satisfied with managing and issuing building consents
- 83% Satisfied with the provision of dedicated walkways/cycleways

Satisfaction with rural roads is being maintained at 53%. The challenges Council have is compounded by the Gorge closure, severe weather events, funding allocations, rates affordability and NZTA priorities. The most common reason given for dissatisfaction is potholes

This year, to further understand where residents are not satisfied with the roading network it was asked for an indication of the journeys they are most unsatisfied with. The common answers include:

- Saddle Road and Pahiatua Track (Under NZTA management)
- Pahiatua Main Street due to the main street upgrade
- Route 52

Council has been successful in obtaining \$14.6 million to upgrade Route 52 from Wimbledon to the Central Hawke's Bay boundary. This route is a common source of complaint as highlighted above due to its deterioration and increased logging trucks using this section of the network.

Feedback on recycling methods used by residents, along with the upcoming waste stream audit, will help inform decisions on how to enhance and encourage recycling services. Of residents surveyed in the 2nd wave, 85% use the recycling drop off centre compared to 11% using regular kerbside recycling.

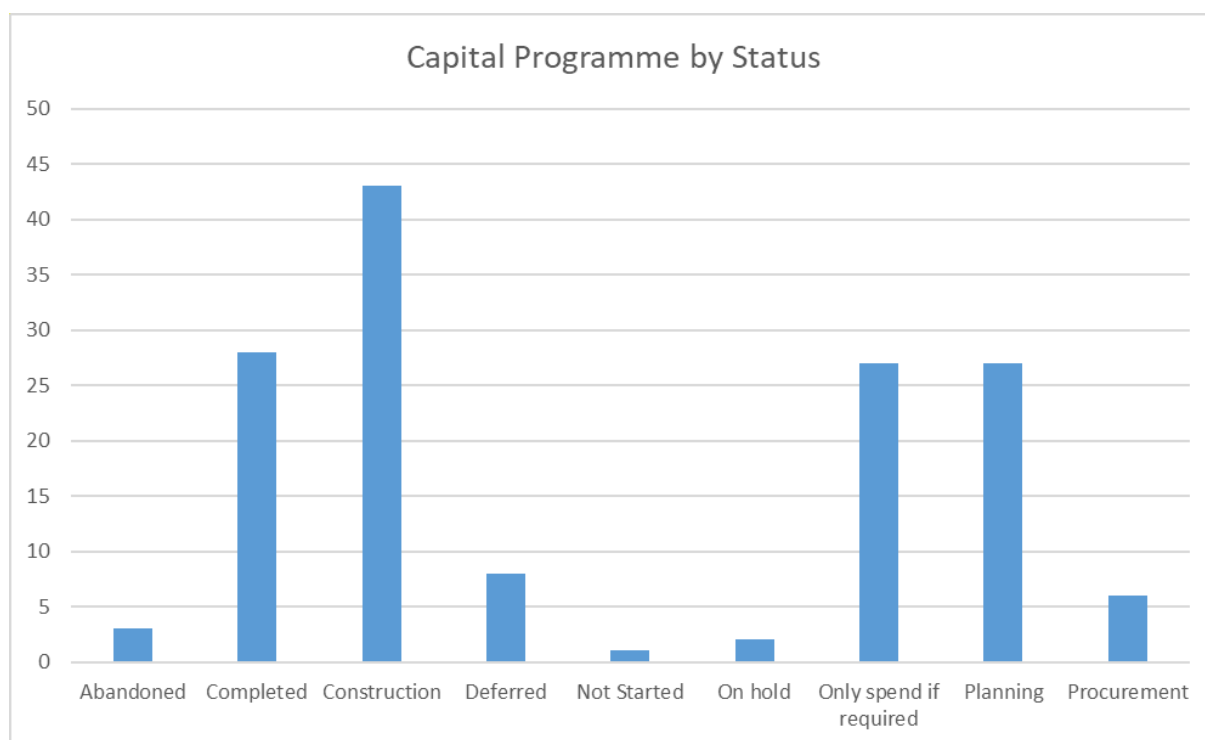
In the first wave, a significant decrease in residents satisfied with the availability of water was reported. This followed a significant drought last summer where total hosing bans and significant water conservation efforts were required. This has improved significantly in the 2nd wave, with 88% satisfied.

Of the other survey measures requiring improvement from the first wave, significant improvements were noted in:

- Animal Control – 63% wave 1 (dog registration period), 92% wave 2 – combined result 78%.
- How well customer services handled your enquiry – 78% wave 1, 89% wave 2 – combined result 82%.

7. Capital Programme Update

As at the end of December 2020, and from a total budget of \$31.5 million for the financial year 20/21, the sum of \$10.2 million was spent on the capital programme. This is \$4.6 million more than the first quarter report and shows that Council are making good progress toward completion of its capital programme. Of the 145 individual projects identified within the Annual Plan, there have been 28 projects completed.



There is only 1 project that has not yet been started, which is the Dannevirke Town Centre Pavers renewal project. This project is currently assessing viability of delivering within the current financial year and the requirement to complete the work.

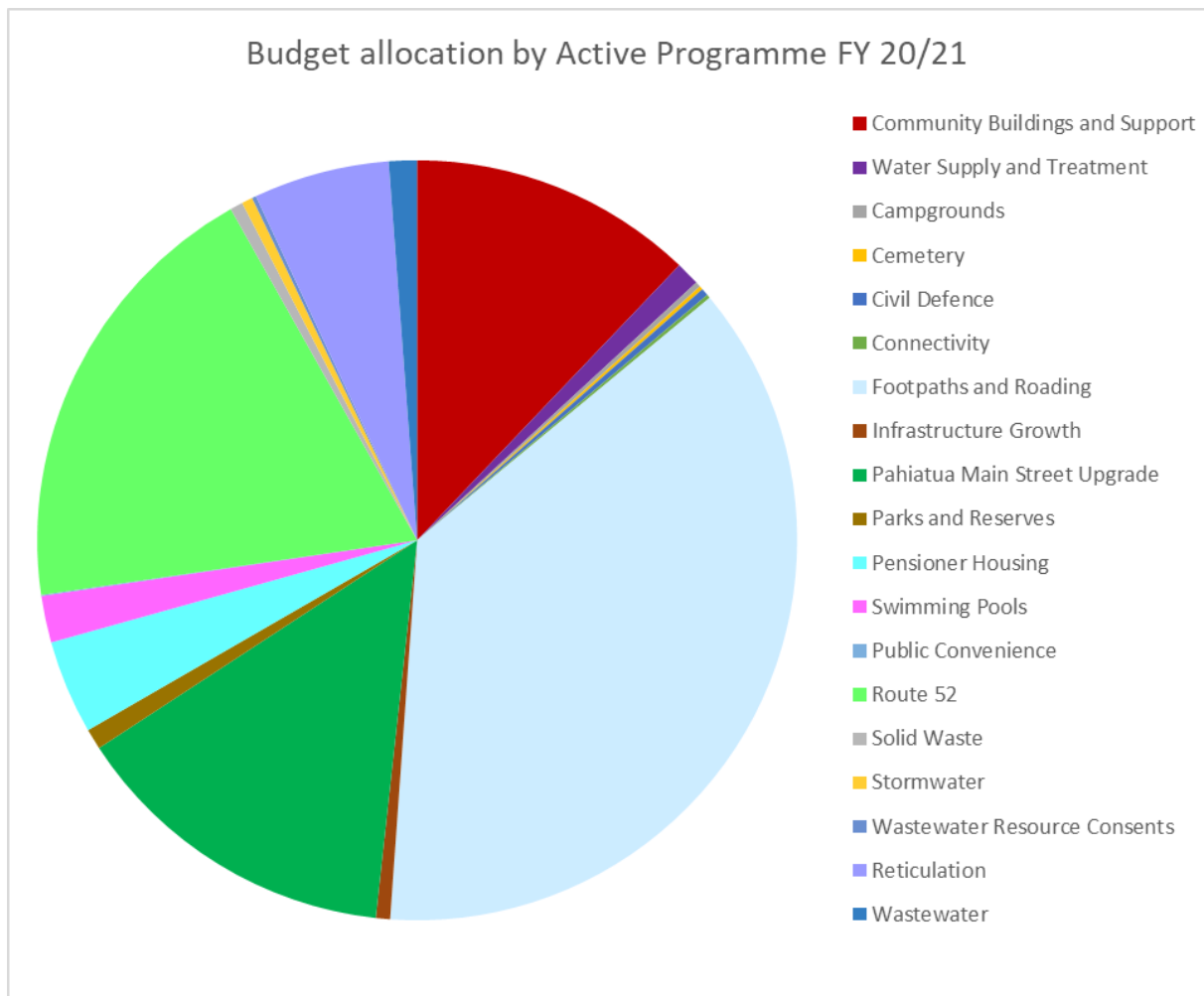
A total of three projects (totalling \$3.8 million) have been abandoned. This includes the crown funded AC pipe renewals which has been removed from the 3 waters delivery plan.

As per the first quarter report, two projects have been deferred (totalling \$41k) and will be included into the draft Long-Term Plan 2021-31 capital programme. An additional six projects have also been deferred into Year 1 of the Long-Term Plan and are centred around consents, wetlands, and wastewater treatment plant investigation.

Two wetland projects have been put on hold as there are dependencies on consent conditions and finalisation of the consent process.

Projects that carry the status of *only spend if required* (a total of 27 projects) are renewals that do not currently have scope or planned delivery, but historically have been required for reactive works and will be used on an as needed basis. If these projects are initiated, the status will change accordingly.

All other projects within the Annual Plan are currently in progress, either in the planning phase, delivery phase or procurement.



There has been overspend of \$619k in capital projects, including:

- Dannevirke SPCA power replacement (\$11k)
- Telephones renewal (\$14k)
- Photocopiers (\$8k)
- District wide Town CCTV Renewals (\$1k)
- Library Furniture & Fittings (\$2k)
- Pensioner Housing Unplanned Renewals (\$4k)
- Dannevirke Wastewater Treatment Plant (\$12k)
- Dannevirke Wastewater Dose pumps (\$14k)
- Eketahuna Discharge consent renewal (\$144k)
- Portable dewatering plant (\$44k)
- Woodville Wetland Design (\$257k)
- Pahiatua Wetland Development (\$33k)
- Akitio Water Supply Upgrade (\$18k)
- Water Leakage Strategy and Implementation (\$18k)
- Leak Detection (\$39k)

Significant overspends are attributed to consents and wetlands as detailed above. The minor overspends are predominantly support activities.

There are instances where budgets were not set or were underestimated for the financial year which has created overspend. It is also evident that projects previously marked as complete have had additional charges applied after the fact, which creates overspend due to the budget no longer being available. The Projects Management Office is working with the finance team to develop a process where projects cannot have additional charges placed against their work orders once they have been completed.

A total of 104 projects are yet to be completed. These include the 27 *only spend if required* projects. The below table does not include projects that are on hold, abandoned, deferred, or completed:

Project Category	20/21 Budget	Total Spend	\$ Remaining	# of Projects Remaining
Community Buildings and Support	\$3,399,000.00	\$861,465.37	\$2,537,534.63	27
Water Supply and Treatment	\$285,000.00	\$89,603.67	\$195,396.33	5
Campgrounds	\$62,000.00	\$0.00	\$62,000.00	2
Cemetery	\$44,000.00	\$3,850.00	\$40,150.00	2
Civil Defence	\$87,000.00	\$4,260.00	\$82,740.00	3
Connectivity	\$45,000.00	\$0.00	\$45,000.00	6
Footpaths and Roothing	\$10,417,000.00	\$4,558,392.99	\$5,858,607.01	14
Infrastructure Growth	\$170,000.00	\$32,373.00	\$137,627.00	3
Pahiatua Main Street Upgrade	\$3,940,000.00	\$1,666,277.38	\$2,273,722.62	5
Parks and Reserves	\$247,000.00	\$13,597.44	\$233,402.56	5
Pensioner Housing	\$1,120,000.00	\$104,991.09	\$1,015,008.91	5
Swimming Pools	\$558,000.00	\$121,856.67	\$436,143.33	4
Public Convenience	\$13,000.00	\$1,975.34	\$11,024.66	2
Route 52	\$5,367,000.00	\$14,388.78	\$5,352,611.22	1
Solid Waste	\$152,000.00	\$810.00	\$151,190.00	3
Stormwater	\$130,000.00	\$62,600.04	\$67,399.96	2
Wastewater Resource Consents	\$50,000.00	\$342.40	\$49,657.60	1
Reticulation	\$1,621,000.00	\$690,123.79	\$930,876.21	8
Wastewater	\$335,000.00	\$221,412.52	\$113,587.48	6
Grand Total	\$28,042,000.00	\$8,448,320.48	\$19,593,679.52	104

8. Treasury Report

8.1 Treasury Strategy

Due to low floating rates, Council is operating at policy minimums for fixed rate borrowing.

Management is working with PwC to develop a strategy for future interest rate risk management based on the projected Long Term Plan debt forecast that complies with minimum limits set in the Treasury Policy, as future years will fall below minimum fixing requirements from June 2021. An added complication is the unknown impacts from three water reform. We are undertaking scenario

modelling to ensure we do not have excessive fixed rate protection if 3 water related debt is transferred out of Council in the future.

8.2 Economic Update

The Official Cash Rate (OCR) is currently at 0.25% in response to Covid-19. Newly released economic indicators show that the expected economic fallout of Covid-19 has not reached the levels expected. A further reduction in the OCR is now unlikely provided New Zealand is able to avoid another Covid-19 outbreak.

Interest rates are still predicted to remain low for a number of years. Consideration will be given to managing interest rate risk in the mid to long-term given Council's forecast increase in debt.

8.3 Current External Debt Position

The following Table summarises Council's external debt position as at 31 December (all held with Local Government Agency):

	Opening 1 Oct 2020 (\$)	Drawn/ (Repaid) (\$)	Closing 31 Dec 2020 (\$)
Core Borrowing	37,000,000	5,000,000	42,000,000
Short Term Borrowing (Commercial Paper/MOCL)	2,000,000	(2,000,000)	-
Pre-funding	3,000,000	-	3,000,000
Total	42,000,000	3,000,000	45,000,000

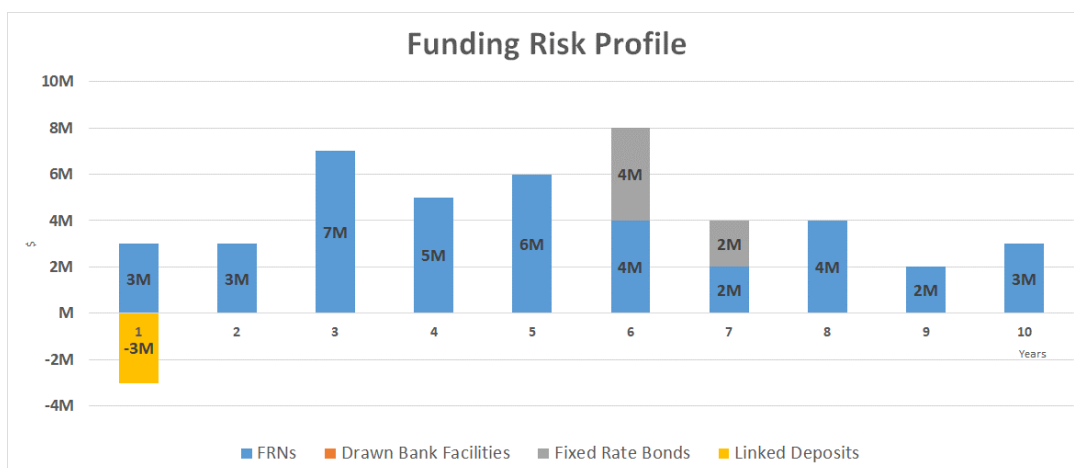
New loans taken out in the 2nd quarter are summarised below:

Start Date	Amount (\$)	Interest Rate/ Margin	Fixed /Floating	Maturity Date	Comment
21-Dec-20	3,000,000	BKBM + 0.68%	Floating	15 Apr 2026	Current rate 0.9380%
21-Dec-20	2,000,000	1.17%	Fixed	15 Apr 2027	Repaid short-term debt

The following charts show Councils current funding profile, and compliance against the maturity bands set in the Treasury Policy:

Funding summary

Bucket (years)	Maturing in period	Policy	Actual
0 - 3	10,000,000	15% - 60%	24%
3 - 7	26,000,000	25% - 85%	62%
7 - 15	6,000,000	0% - 60%	14%
Total	42,000,000		100%



8.4 Interest Rate Risk Management Strategy

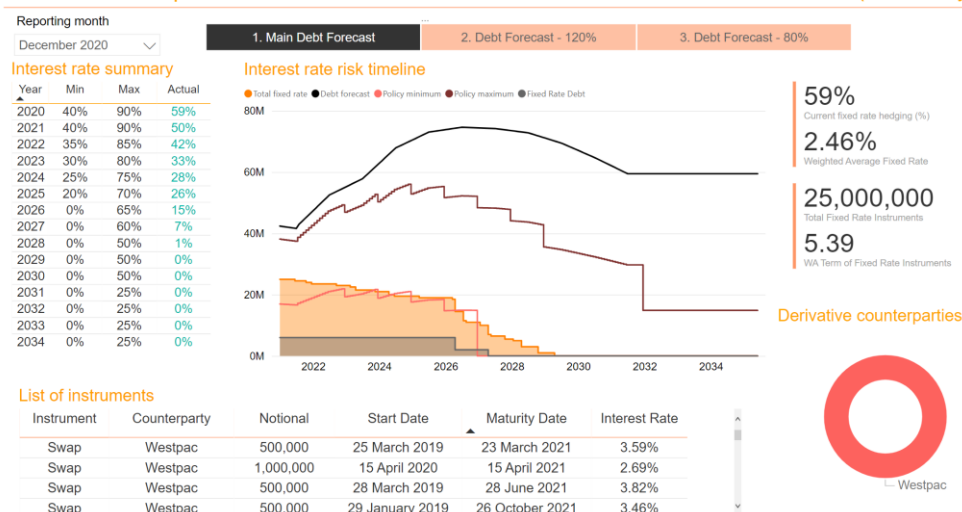
Council continue to focus on managing its interest rate risk position, maintaining a mixture of floating and fixed interest debt. Currently, the strategy is to have interest rate fixing at policy minimums to allow active participation in the low interest rates currently on offer. No additional swaps have been transacted so far this year; however Council has undertaken 2 fixed rate loans this year to comply with minimum fixing requirements as shown below:

Start Date	Amount (\$)	Fixed Rate	Counterparty	Maturity Date
20-Aug-20	4,000,000	1.08%	LGFA	15 Apr 2026
21-Dec-20	2,000,000	1.17%	LGFA	15 Apr 2027

Based on the current Long Term Plan debt profile, Council complies with policy limits on interest rate risk management as shown below. However, further forward start swaps will be required before the end of the year to maintain policy compliance against these limits.

Interest rate risk position

Tararua District Council (New Policy)



8.5 Debt Financing Cost

Interest expense is slightly lower than budget, being \$49,000 lower than budget. This is due to Council's effective interest rate of 2.3%, being lower than the budgeted rate of 2.8%.

8.6 Compliance with Financial Prudence Debt Limits

Item	Borrowing Limit	Actual
Net external debt as a percentage of total revenue	<150%	92.15%
Net interest on external debt as a percentage of total revenue	<7%	1.20%
Net interest on external debt as a percentage of annual rates income (debt secured under debenture)	<10%	1.50%
Liquidity (external term debt+ committed loan facilities +cash and cash equivalents to existing external debt)	>110%	126.60%

8.7 Cash Flow Management and Liquidity

Cash and cash investments for the quarter ending December was \$9.2 million, being higher than budget by \$6 million. This is mostly due to the \$3 million pre-funding outlined above, and the additional \$3 million loan taken out on 21st of December.

Further to this, Council received \$6 million in February 2021 from MBIE for the first phase of the Route 52 project, further improving Council's liquidity.

9. Debtors Report

- 9.1 Council continues to manage the rates debtors by classifying them into categories based on risk. This allows staff to take a risk-based approach to managing rates debtors.

Council use internal resources and also MWLASS Debt Management Central services (DMC) to manage/collect rates debtors in arrears.

9.2 Arrears Debtors

- 9.2.1 Council had 1,783 rating units in arrears at 1 July 2020 with 1,507 clearing their arrears at 31 December 2020 leaving 276 with an arrears balance. Total collected and approved write off from 1 July 2020 to 31 December 2020 was \$448,456.

Debtor Arrears Collected 1 July 2020 to 31 December 2020

Date Collected	No of Debtors	Arrears Levy Owing	Arrears Interest Owing	Total Arrears Owing	Total Arrears Collected
1/07/2020	1,783	\$1,250,610	\$513,632	\$1,764,242	
30/09/2020	408	\$ 946,567	\$501,395	\$1,447,962	\$316,280
31/12/2020	276	\$ 824,409	\$491,377	\$1,315,786	\$132,176
Total Collected & Approved Write Off 1 July 2020 to 31 December 2020					\$448,456

Table 1.1

Debtors by \$ Value as at 31 December 2020

	No of Rating Units as at 1/07/2020	Arrears & Penalty as at 1/07/2020	% of Debt Owed as at 31/12/2020	No of Rating Units as at 31/12/2020	Arrears & Penalty as at 31/12/2020
-\$ 10,000-\$ 0				1,507	-\$ 9,439
\$ 0-\$ 500	1,316	\$ 82,982		72	\$ 15,521
\$ 501-\$ 1,000	195	\$133,636		34	\$ 24,209
\$ 1,001-\$ 2,000	103	\$153,115	8%	49	\$ 68,641
\$ 2,001-\$ 5,000	114	\$351,056		73	\$228,178
\$ 5,001-\$10,000	20	\$136,297		9	\$ 59,512
\$ 10,000-\$25,000	5	\$ 69,178		4	\$ 63,374
>\$25,000	4	\$145,207	32%	2	\$ 68,980
Sub-total	1,757	\$1,071,471	40%	243	\$528,414
Maori Land	6	\$ 44,693	4%	6	\$ 44,693
Legal Proceedings	9	\$383,089	36%	15	\$477,667
Abandoned Land	11	\$264,991	20%	12	\$265,013
Sub-total	28	\$692,771	60%	33	787,372
Total Arrears	1,783	\$1,764,242	100%	276	\$1,315,786
Arrears Collected 1 July 2019 to 30 June 2020					\$448,456

Table 1.2

9.3 How Council Manages the Debtors

9.3.1 Direct Debits

Direct debit is Council's preferred payment option as once it is set up there is limited receipting required by Council as this is processed in bulk by the different types offered. Staff are always looking at different ways of reaching out to those who are missing paying their rates. A direct debit authority form is issued within the rates notice twice a year with a brochure explaining the benefits of spreading over the year and never missing a payment no matter what is happening at the due date etc. Council have 4,530 of the 9,960 rateable rating units (46%) on direct debit currently.

9.3.2 Rates Rebates

In 2019/2020 staff processed 742 Rate Rebates with \$419,499 paid by the Department of Internal Affairs. The rates rebate is for low income earners which they must apply for each rating year. To date in 2020/2021 staff have processed 535 rebates with \$309,222 paid to their rates. Staff will follow up with a letter to remind those who applied last year to get their application to us and enter a reminder in the Bush Telegraph.

9.4 Managing by risk categories

Council identify the rating units with arrears under the categories set out in tables 1.2 above.

9.4.1 COVID-19

Of the 35 rating units affected by COVID-19 Council had 11 with a balance remaining at 30 June 2020. Council have one remaining with a balance from 2019/2020 who is on a payment plan to complete by 30 June 2021. The other ratepayers have all caught up with arrears and current rates for 2020/2021.

Due to COVID-19 staff stopped sending overdue reminder letters after instalments 3 & 4 2019/2020 and Instalment 1 2020/2021 and did not apply penalty. Staff sent out a first friendly reminder letter in December 2020 after COVID-19 following the Instalment 2 due date. Council will be applying penalty to those who have not paid any portion of Instalment 3 2020/2021 in March 2021.

Debt Management Central were asked to hold off on following up on the formal demands where staff had previously advised their mortgagee of arrears and they have not paid us. Staff have advised DMC in December 2020 to continue to make the formal demand.

The Abandoned Land process has been pushed out until March 2021 as outlined below.

9.4.2 Overdue letters

Council's normal process is a friendly reminder is issued after Instalment 1 and notification of the arrears being placed with DMC if still no payment is received to clear the rates after Instalment 2. Staff have changed the overdue letter from a lot of words to a more visual letter using flags of where they are in the options available to Council to recover rates. This has had a better response.

9.4.3 Debt Management Central (DMC)

If Council have had no response to these two letters after Instalment 3, staff place the current instalment amounts with DMC. Although the current rates do not become overdue arrears until 1 July of the following year, DMC issues a letter which does in some cases result in full payment or an agreement plan. Some of the agreements are managed by Council if they approach staff prior to sending the arrears to DMC to manage.

9.4.4 Agreements

Ratepayers who are on agreements have had their payments calculated on current rates, arrears and penalty at the time of the agreement to meet the agreed timeframe. Council also include a percentage to allow for future current rates while the agreement is completed. This means that upon completing the payment plan the debtor would be current. Any payment received is allocated to the arrears penalty first, then rates arrears and then to current penalty and rates. This does mean that current rates and penalty with payments not allocated in the years of the agreement are then transferred to the arrears balance at the end of each rating year. Council continue to apply penalty throughout the agreement period. Those on agreement when completed or if the agreement is going well after 2 years will have their penalty remitted.

9.4.5 Formal Demand

Any ratepayers who have still not responded to any letter and has a current mortgage interest on their record of title, DMC will issue a notice of intent to make a formal demand on the mortgage on behalf of Council to both the ratepayer and the mortgagee. Three months after the notification if payment is still not made DMC will make the formal demand to the mortgagee to clear the balance outstanding.

9.4.6 Rating Sale/Abandoned land

Council's other options are to take legal action through a rating sale or if the ratepayer is unable to be found or known to be deceased and the land not transferred to an executor sell through the abandoned land process.

9.4.7 **Maori Land**

Council have 6 rating units that are Maori Freehold titled land that staff cannot find the owner/s, or they have advised they are no longer using the land. Council is following the process for Maori Freehold land under Sections 91 to 117 of the Local Government (Rating) Act 2002.

9.4.8 **Legal Proceedings**

Debt Management Central have been progressing 9 rating units where a formal demand hasn't been made on the property. These will progress to a rating sale if payment is not made in full. This can take over a year to complete with the processes required in the Local Government (Rating) Act 2002 Sections 59 to 76. Of the nine rating sales two have now been resolved through the rating sale process with sales in February 2021. Council have had one sell independently in January 2021 with rates and penalty paid up to date. There have also been another 6 rating units approved for rating sale.

9.4.9 **Abandoned Land**

Of the 11 Abandoned Land rating units, 6 have no Record of Title applied to the rating unit – these may have been destroyed in the Napier Earthquake of 1931 and not replaced by Land Information NZ. Council will be approaching Land Information NZ to see if they can assist in getting a Record of Title for the land to enable Council to sell the rating unit.

Staff will be working with DMC to get the remaining 5 rating units sold under the Abandoned Land process prescribed in the Local Government (Rating) Act 2002, being located as follows:

- 3 rating units in Eketahuna
- 1 rating unit in Pongaroa
- 1 rating unit in Dannevirke

The estimated timeline for the abandoned land is:

Advertise intention to sell the land	06/03/2021
Check if any payment made 1 month after advert date	07/04/2021
File documents in court	16/04/2021
Orders made	21/05/2021*
Advert of tender	29/05/2021
Tender closes	18/06/2021
Settlement	16/07/2021

Staff will get the advertisement placed in the Bush Telegraph and Wairarapa Times Age for Council's intention to sell the rating units.

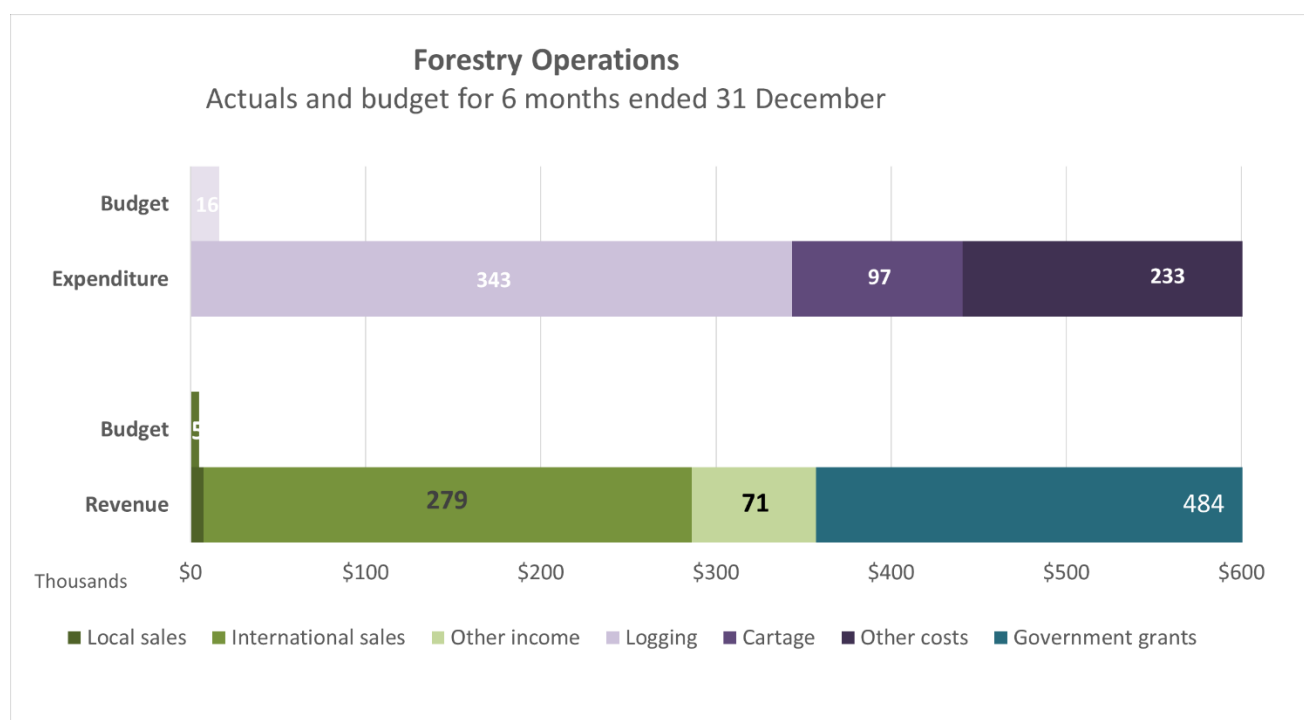
* These dates are dependent on the Courts as to when Council get the orders made.

10. Self-Funded Activities

10.1 Forestry - Summary for the 6 months ending 31 December 2020

The forestry activity has made a profit of \$167,000 for the 6 months ending 31 December 2020. This is as a result of the funding Council received from the Provincial Growth Fund for one of its shovel ready projects for the removal of roadside trees along Route 52. Council are just over two thirds of the way through this project with the start of the final two sites taking place in the new year. Council has received a lot of complimentary feedback for the works completed to date. Council has been reinvesting any proceeds received from these trees back into the project to enable the completion of as much works as possible, as at 31 December Council had reinvested \$279,000. Council also received \$71,000 of honey revenue for the financial year to date.

Forestry Reserve balance at 31 December was \$965,000



10.2 Pensioner Housing - Summary for the 6 months ending 31 December 2020

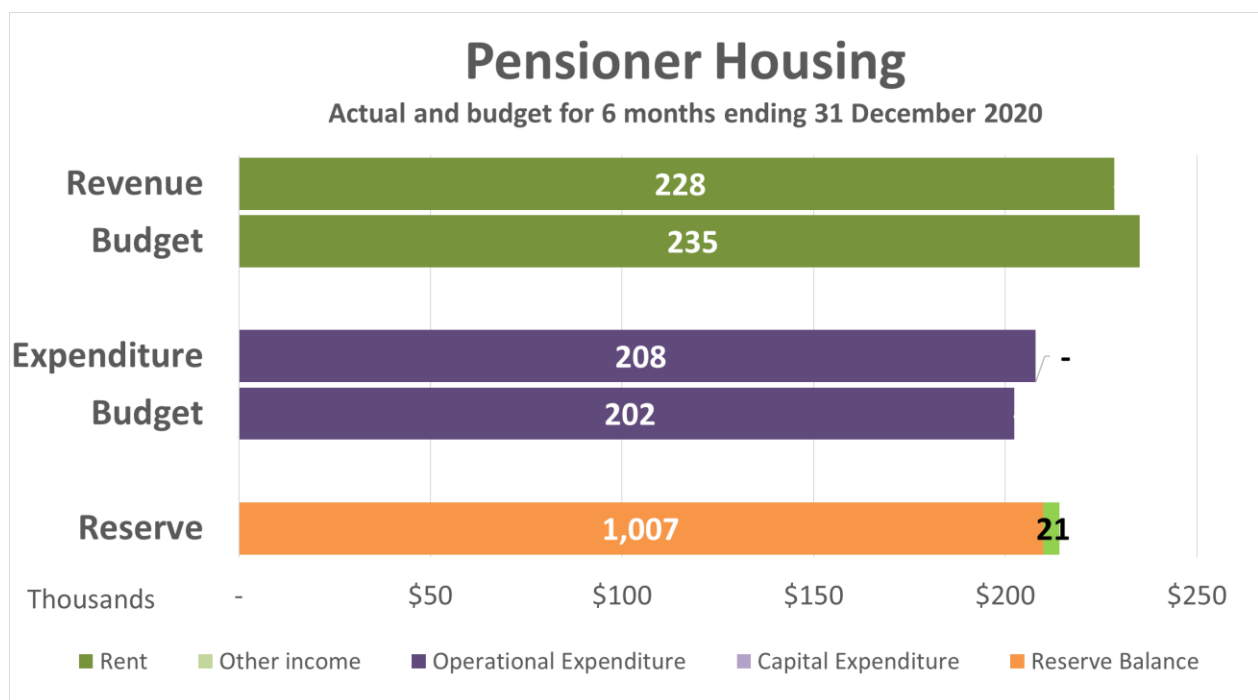
The pensioner housing activity is currently operating at a net surplus of \$21,000 for the 6 Months ended 31 December 2020. Although a surplus for the period it is slightly less than Council had budgeted (\$33,000). This has been driven from the budgeted rent increase unable to be implemented until January 2021 with the

Government putting a freeze on rental properties increases as part of its recovery plan for Covid-19.

Total revenue was \$228,000 against a budget of \$235,000. The reason for the unfavourable variance is per above with the freeze on rental increases imposed by Government in its response to Covid-19. The demand for these units is significantly high and Council has a waiting list for these units. Expected revenue is anticipated to be less than budgeted at year end.

Total operating expenses of \$208,000 was slightly higher than the year to date budget of \$202,000. This is due to the timing of maintenance works carried out in the units, and slightly higher than budgeted insurance costs for the year.

The current reserve balance at 31 December 2020 is \$987,000



11. Compliance Exception Report

11.1 Financial Prudence Benchmarks

No non-compliance noted.

11.2 Investment Policy

No non-compliance noted.

11.3 Liability Management Policy

No non-compliance noted.

11.4 Accounting Standards

No non-compliance noted.

11.5 Rating Remissions Policy

All remissions provided were compliant with policy.

11.6 Specific Policy on Giving Security

Council has not provided any guarantees to date.

11.7 Local Government Act (LGA)

Council received a modified audit opinion for the 2019/20 Annual Report.

This has resulted from interpretation of when to record CRM's as a complaint for the water and wastewater measures being the mandatory water measures required by Department of Internal Affairs. Staff and the after-hours service record the first call to an event only as a complaint, with after-hours only logging an information request for subsequent calls, and Council's internal customer services only recording subsequent notifications if requested by the customer.

The audit team has indicated that every call must be logged as a complaint (e.g. if ten people call to notify Council of one leaking pipe, then staff should record ten complaints against drinking water pressure or flow). In addition, only the first call should be measured for response times to the event (e.g. water leak).

However, this creates significantly greater administration work as staff will need to then identify and link every call notification to the first notification in a manner that records the total number of complaints, but not the response time.

The qualification on this issue will mean Council will have a modified Audit Report for the next three years until the issue is fully cleared (both current and comparative results).

Attachments

Nil.

Report

Date : 17 February 2021
To : Mayor and Councillors
Tararua District Council
From : Bryan Nicholson
Chief Executive
Subject : **Staff Report**
Item No : **11.3**

1. Recommendation

- 1.1 *That the report from the Chief Executive dated 15 February 2021 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

Reason for the Report

This report is to update Councillors on key projects and items of interest over the period from 17 January 2021 to 15 February 2021.

Maori Representation on Councils

The Government is supporting councils working to increase representation for Maori in local government by putting in place the same rules to establish Maori wards as general wards for the 2022 local elections. The current law allows the decision of an elected council to introduce a Maori ward to be overturned by a local poll, with just 5% support needed for a poll to be demanded.

The Government has initiated the Local Electoral (Maori Wards and Maori Constituencies) Amendment Bill to introduce legislation to put in place transitional measures that uphold council decisions to establish Maori wards or constituencies.

Local Government Minister Nanaia Mahuta announced the intention to change the law on this matter in response to requests from local government and two petitions with more than 11,000 signatures to Parliament. This acknowledges the current system has a different set of rules for establishing Maori and general wards that are uneven playing fields which have been an almost insurmountable barrier to councils progressing such proposals.

This legislation will enable the process of establishing a ward to be the same for both Maori and general wards at the discretion of democratically elected councils, noting the three-yearly electoral cycle provides for accountability to the public in terms of electing its representatives.

The Local Government Minister has indicated legislative reform to the Maori wards processes would be progressed in two stages over the next three years, with the first stage being to make immediate changes to provide transitional measures ending on 21 May 2021 whereby councils can establish Maori wards for the 2022 elections.

The second stage will develop a permanent mechanism for local authorities to consider the establishment of Maori wards and constituencies.

From tables received from the Local Government Commission these indicate the Tararua district's Maori electoral population is 2,860, reflecting the estimated resident population as at 30 June 2020 provided by Statistics New Zealand and using the 2018 census as their base (the general electoral population is 16,050 and the total is 18,910). This would provide the option of establishing a Maori ward for the district that could elect one member to the Council.

It is noted Council will be undertaking a representation review this year (required by August), and has also indicated the intention to progress the development of an Iwi Engagement Strategy recognising it has established Memorandums of Partnership with Rangitane o Tamaki nui a Rua and Ngati Kahungunu ki Tamaki nui a Rua.

Tararua Alliance

Executive Summary – (15 Jan to 12 Feb)

Re-assessment of COVID procedures is underway in case we need to move to lockdown again. Recent trends internationally suggest this may occur here. Supplies of PPE have been increased as a precaution.

We attended the A&P Show in Dannevirke. This was a shared attendance with Horizons, TDC and the Alliance. Here the focus was on working together during an emergency response as well as an opportunity to promote the Alliance to the public.

A review of the Alliance roading programme to ensure we complete all scheduled works has been completed and the team is confident that we will complete our programme for the season.

The wider team attended the Our Safety Focus day (OSF). This was an opportunity to pause and reset for the season. Topics discussed included, choices we make, safe loading of vehicles, quality and performance and traffic management practices to stay safe, among other topics covered over the course of the day at the Golf Course.

A small number of the team attended the A & P show with TDC staff from animal control, civil defence and the building team. The 2 days were well attended and the team had many opportunities to engage the public about what the Alliance does. The Tararua Alliance sponsored the Mini MX track at the 60th Motocross Event held in Woodville. This was a great day with some awesome racing and young talent on the track. The prize giving was a great opportunity to address the 300 plus crowd about the collaboration between TDC and Downer NZ under the Alliance banner. The medals and trophy's also had the Tararua Alliance logo on them. The team set up the large TDC tent and had a BBQ going during the day to feed the young riders and their families. We also hosted riders from Honda and Yamaha to sign posters for their fans.

The changes at the TDC within the management team as with any change put a minor ripple across the pond. This has been settled with continued communication with the team. The expectation is that the change will have a positive impact on the overall delivery of services from the TDC to the district. A review of the Alliance will be undertaken following the bedding in of the Executive Team in March.

Planning

The asset management team have managed to confirm the programme for next seasons reseal and pavement rehabilitations, which will allow enough time to perform the appropriate investigations and designs ready for the next construction season to be fully utilised.

Our emergency works application submitted in December was approved during January allowing the design team to carry on with their design work for these weather event defects in time to get the construction work performed in due course. The aim is to get as many of the repairs performed this financial year as possible to maximise the enhanced subsidy that

this type of work attracts although with the construction season well underway this will be difficult – we will be managing this as time goes forward and will report back on any potential backlog.

Lastly, Waka Kotahi have reaffirmed that the National Land Transport Fund is over-subscribed by the current round of Asset Management Plan funding submissions by industry and that each territorial local authority needs to reassess their request for additional funds for the next 3-year block. We have performed some analysis on our application to confirm an approach that will be suitable which we will be briefing council on to get their endorsement before submission.

Delivery

Road Maintenance

January has presented a different set of challenges across the Roding network. Early in the month we saw isolated thunderstorms in the Southern district causing flooding events amongst the Tararua Ranges, this was followed by significant temperatures (30+ degrees) which caused numerous roads to flush right across the district. Flushing generally occurs in the hotter temperature's as this livens up redundant kerosene in the bitumen causing the bitumen to run as the kerosene evaporates. To mitigate this the team run a fine chip over the bitumen to provide a running course for traffic so they are not driving on the live bitumen.

Below is a photo of a Culvert Washout on Spur Road. Thunderstorms compounded by forestry activity caused significant damage which resulted in the Road being closed for a day. Our Corridor Management team and Horizons are currently in discussion with the land owner regarding this.



Road Renewals

Road renewals continue across the district and is right on track as per our programme. Works continues on Route 52, 93 section where a section of road is being renewed. This is programmed for completion in early February. Our seal extension programme has now commenced with work underway on Waihi Valley. This consists of intersection improvements, sight vision improvements and sealing of 600m of pavement on a strategic tourist and community route to Waihi Falls.

Pahiatua Upgrade

The Pahiatua team after the break then hit the ground running and have a full programme to get through over the next few months. The Eastern bio filter garden is now complete which has seen the footprint of the work site reduced significantly to give members of the public more parking / footpath space. Work continues in the centre area with lot of concrete preparation and pouring happening. As this is starting to take shape, the Pahiatua locals are starting to get a real feel for the finished product. The Western side of the upgrade is very much nearing completion and by then end of February the shop owners and Pahiatua locals will get full access back to this side of the town.



Emergency Work

No change from last report.

3 Waters

Water

The week of 18/1/21 the water crew will commence in Robertshawe Crescent replacing the ring main in the bowl of the cul-de-sac. This ring main and the eight alkathene service laterals have been a source of ongoing leaks.



We have started replacing the 50mm ringmain in the bowl of Robertshawe Crescent Dannevirke (photos above), with a 63mm MDPE pipe. The pressure testing and disinfection phase of this renewal is scheduled for second week of February.

Our next programmed water renewal is the replacement of the Alkathene rider- main along Main St Pahiatua, between Tiraumea Rd and King St. This section of pipe is in poor condition and regularly features in our CRM requests.

Stormwater Drainage



Above Photos - show the before and after shots of an open drain cleared in Station St Woodville late January

Wastewater

In late January we responded to a tomo that had formed on Tiraumea Rd Pahiatua. Upon investigation, it became obvious the cause was due to poor workmanship. The connection point between the earthenware and the steel pipe had been sealed with concrete. This concrete seal had collapsed and was drawing in the road sub-base, which caused the tomo.








We also completed the install of two manholes and access points for the up and coming 20-21 relining programme.

The photo below shows the new manhole installed over the 525mm trunk sewermain in Station St Woodville. The pipe liners are currently in transit from Hamburg.



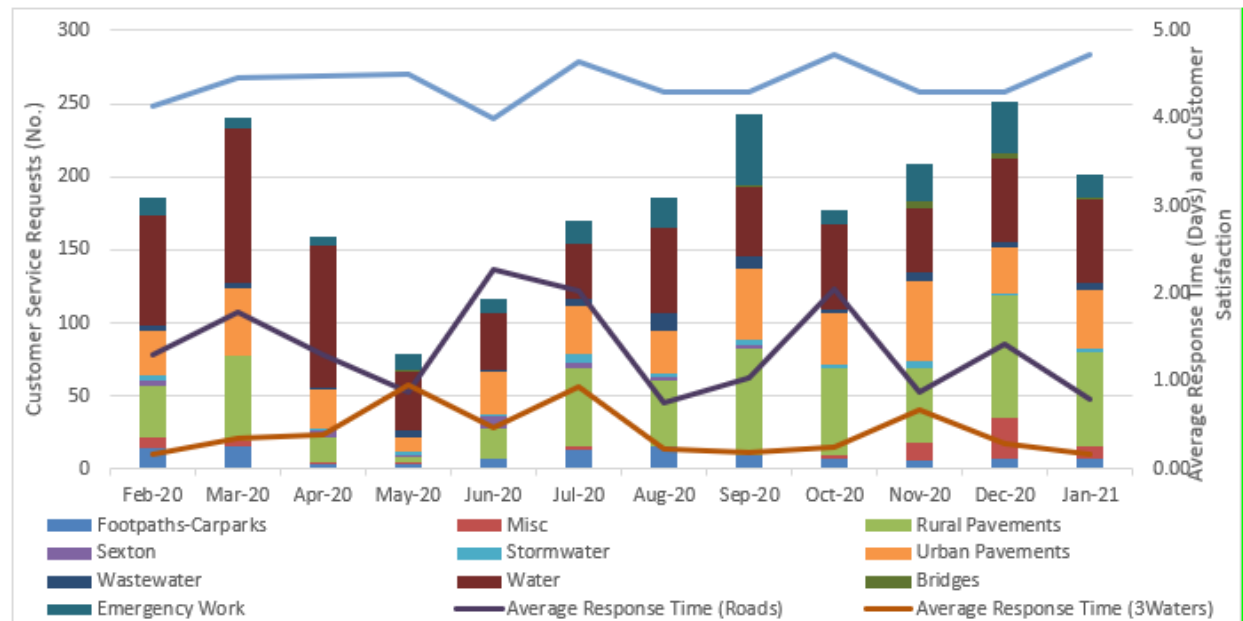
Performance

Performance Dashboard (Jan)

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	Results for January total number of SBOs reported this month 60 which is a good result	
	Workplace Health	6 Monthly	<div> <div>Loss time injuries (LTI)0</div> <div>Medical treated injuries (MTI)0</div> <div>Environmental incidents0</div> <div>Near Miss Reported0</div> </div> <p>No near misses have been reported for this month</p>	
CUSTOMER RESULTS	Timely Communications	Monthly	Monthly Response for Roading being 99% and 3 Waters 91%	
	Effective Communication	Monthly	Customer Surveys were completed early January and reported previous Report	
	Minimise Operational Impacts	3 Monthly	A total of One Compliment has been received for January 2021.	
SOCIETY RESULTS	Compliance with TMP	Monthly	<ul style="list-style-type: none"> For the last two weeks in January we received and processed 35 Before-U-Dig requests. Four corridor access applications were received and approved for the two week period There were no TMP audits undertaken in the last two week period of January as these were completed in the early part of January. 	
	Zero Harm – Environment	Monthly	No environmental issues to report.	

Customer Management

Jan



Plant and Property

Executive Summary

The Resource consent process for Eketāhuna and Woodville water takes are well underway. Eketāhuna consent has been lodged and the application for Woodville is currently being prepared and will be lodged with Horizons late in February. In the Woodville application we will be seeking to remove or modify the condition relating to zero water take when the Mangapapa Stream is below 24 litres / sec.

The Woodville Wastewater Resource Consent application has been notified. The Hearing is likely to be in May 2021. The team are presently looking at updated information, consent conditions and ensuring working in with the parameters and agreements reached during the previous Eketāhuna and Pahiatua hearings.

With the Pongaroa and Norsewood Wastewater Consents we are responding to further information requests to Horizons and further Iwi engagement.

Ministry for the Environment staff visited and have completed an onsite audit at the Pongaroa Landfill. There were a few minor issues that can be addressed by the team at Tararua District Council going forward. The willingness to be proactive in addressing these discussed issues by TDC staff will be noted in the Ministry for the Environment audit report.

Wastewater

The Woodville wastewater ponds investigation for potential interaction with ground water is underway. The 5m bores have been drilled and piezometers installed.

Water Level Monitoring

The intention is to undertake slug (falling head) tests in the piezometers to determine the hydraulic properties of the subsurface media. Following this, will be installation of water level sensors for long-term monitoring (several months). These sensors will be set to record the water level at 15 minute intervals. All water level data will be compensated for changes in barometric pressure and reduced to a common datum for analysis.

Water Quality Testing requirements.

The focus will be on those determinates which could potentially be affected by leakage from the treatment ponds. This includes:

- E. Coli
- Total coliforms
- pH
- Total Dissolved Solids

- Nitrogen
 - Nitrate
 - Organic nitrogen
 - Ammonia
 - Nitrite
 - Total Nitrogen
- Total Phosphorus
- Dissolved reactive phosphorus (DRP)

Water

District water restrictions have now changed to Alternate days 7-9pm with hand held hoses only. District water take sources are all in low flows at present and staff are monitoring water usage. Predicted rain in the next couple of days may relieve the situation and may help replenish the impounded supplies at Woodville and Dannevirke.

Norsewood Water - Two water leaks have been found and repaired. One being a leak on the end of a line and also an illegal connection with a leak. This has now been disconnected. This has now brought the bore extraction back to a daily production of around 50-55m³ per day. We had been averaging around the 60-65m³ prior to solving these issues.

Community Assets

The Council owned property at 67 Wakeman Street Pahiatua is undergoing an exterior repaint at present. The house wastewater septic tank connection has been removed and is being connected to the town reticulation through a cutter pump system and pipework to the manhole at the top of the Wakeman St reticulation.

Solid Waste

Recycling – Comingle recycling Weights transported from Tararua to Masterton by Smart Environmental Total = 20.6 Tonne

Glass Weights - Total district glass transported from Dannevirke to Auckland for January 65.5 Tonne

- Clear – 47 Tonnes,
- Green – 18 Tonnes

Refuse – Transported from Tararua district to CHB landfill in Waipukurau Total – 189 Tonnes

The Kerbside Recycling trial is gaining momentum and we are now identifying residents to support this project. Commitment from the participants is essential to accumulate some essential data and interaction with the residents is essential to bring robust information back to Council for future direction and decision making. Timelines are as follows.

- Dannevirke- 1 March 2021-1 April 2021
- Woodville- 1 April 2021- 1 May 2021
- Pahiatua- 1 May 2021- 1 June 2021
- Eketahuna- 1 June 2021- 1 July 2021

The trial consists of 80 litre rubbish bin, 120 litre recycling wheelie bin, 45 litre co-mingled glass bin and a 10 litre Organic waste bin. Rubbish & Organic food scraps will be a weekly collection. Glass and recycling fortnightly.

We are also commencing a 2 month Glass kerbside recycling trial starting on 1 April 2021. Woodville and Dannevirke will receive 500 - 45 litre plastic bins in each town. We have engaged Smart Environmental to collect the glass with a purpose-built vehicle as their staff separate the colours at the kerbside.

Once we receive community feedback, positive or negative, Council can then discuss and decide if it is possible for a total district rollout of glass bins.

Regulatory

Building Services

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.

The building team held their monthly BCA Operational Meetings with Quality Manager, Steve Mazey. No significant changes were made to the quality management system.

Building Consents

The table below is a comparative summary of building consent statistics, since 1 July in the current and previous financial years:

Building Consents	2018/19	2019/20	2020/21
No. of Applications Received	194	228	233
No. of Inspections Requested	564	668	901
No. of Applications Processed	205	216	224
% Processed within Statutory Timeframes	75.6%	93.5%	82.6%
No. of Inspections Performed	804	1,040	1,176
Total Value of Applications Processed	\$10,662,028.00	\$15,416,332.00	\$15,471,842.00

6 building consent applications exceeded timeframes in January.

Council has finished setting up computer system access for its contractor (National Processing Ltd) to process building consents electronically remotely.

The contractor has advised it will be able to start processing in March. This is due to limited capacity and strong demand.

The significant increase in demand for inspections is due to an influx of building consents for new houses. House consents are generally more time consuming to process and inspect.

Earthquake Prone Buildings

On 9 December 2020, Council decided to ratify (identify) proposed priority thoroughfares.

Staff have been working with the communications team and council's legal advisors to develop template letters that can be sent to building owners. This work will ensure the letters are easy to understand and meet legal requirements.

Animal Control

Public Education and Information

One article was published in December. This provided advice for how to behave around dogs, how to read their body language and how to react in the case of an attack.

Annual Dog Re-registration

Re-registration letters were sent to dog owners in the first week of July. Owners were required to re-register their dogs by 1 August. Reminder letters were sent in September.

6674 dogs have registered with 174 dogs remaining unregistered. This is a reduction of 58 unregistered dogs since December.

Dog Attacks

The following table is a comparative summary of reported dog attacks (people and animals), since 1 July in the current and previous financial years:

Location	2018/19	2019/20	2020/21
Ind/Com Nth Ward	0	0	1
Ind/Com Sth Ward	0	0	0
Non Rateable	0	0	0
Rural North Ward	4	1	5
Rural South Ward	3	9	3
Road or No Property Address	7	7	9
Urban North Ward	12	8	6
Urban South Ward	7	13	10
Total Reports	33	38	34

Environmental Health and Licensing

Alcohol Licenses

The Alcohol and Regulatory Licensing Authority (ARLA) have scheduled a Hearing for 10am 4 March at the Dannevirke District Court.

The Hearing relates to an appeal against the Tararua District Licensing Committee (DLC) decision to issue a New Off Licence to Cloverbloom Company Ltd for their premises at 14 Miller Street, Dannevirke. The premises is known as the Dannevirke Liquor Barn.

On hearing an appeal, ARLA may confirm, modify or reverse the decision under appeal. Also, at any time the licence holder can surrender their licence to the Secretary of the DLC.

Environmental Health

Environmental Health staff have audited 5 food safety plans for compliance.

Illicit Dumping

The following table is a comparative summary of reported illicit dumping, since 1 July in the current and previous financial years:

Illicit Dumping	2018/19	2019/20	2020/21
Ind/Com Nth Ward	3	14	8
Ind/Com Sth Ward	1	4	2
Non Rateable	2	5	9
Rural North Ward	2	4	3
Rural South Ward	4	2	1
Road or No Property Address	57	59	40
Urban North Ward	3	4	4
Urban South Ward	4	3	3
Total Reports	76	95	70

District Planning

Resource Consents

The following table is a comparative summary of resource consent statistics, since 1 July in the current and previous financial years:

Resource Consents	2018/19	2019/20	2020/21
No. of Applications Received	39	53	63
No. of Applications Processed	42	52	31
% Processed within Statutory Timeframes	97.6%	96.2%	93.5%

56 subdivision consent applications have been received so far this year, compared to 47 at this time last year. Due to rising demand, Council has started to increase the number of applications contracted to planning consultants.

Economic Development, Communications and District Marketing

Economic Development

District Signage

Representatives from Process Signs (signwriter) and Tech Mechanical (engineers) and Angela went to the sites for the district signs at Eketāhuna and Norsewood to identify the exact position of the signs and work out the logistics of the installations.

Publications

Key publications underway

- Long Term Plan 2021-2031
- Updating Fees and Charges

Upcoming

- Cover page for forms regarding banks phasing out of cheques

Communications

Key Projects

Draft Long Term Plan (LTP) 2021-2031 – Public Consultation

Public consultation for the draft LTP will open on 12 April and close on 12 May 2021. In developing a communications strategy for this consultation, it is important to consider how Covid-19 has impacted the way that we consult and engage with our communities.

During the pre-consultation for the 2021-2031 LTP, all face-to-face public consultation events were cancelled due to Covid-19 and TDC were required to quickly respond and provide a completely “contactless” public consultation.

Therefore, a Communications Plan has been developed that aims to deliver a public consultation that relies on a good balance of online and offline channels for public participation. While we will still be providing opportunities for face-to-face interactions, these will not form the basis of our consultation as has been the case in previous years.

A summary of the Communications Plan will be presented to council at the LTP Workshop on Wednesday 17 February 2021.

Pahiatua Town Centre Upgrade

Sadly, the Town Centre Upgrade has been experiencing theft and vandalism resulting in re-works and costing time. Council has installed additional signage in the most affected area to raise awareness that this area is monitored by council CCTV cameras.

Additionally, a media release has been sent to local/regional media and shared through council channels with the hopes of encouraging locals to keep an eye out for anyone entering the central work area outside of normal working hours, and to report any suspicious behaviour to the police.

The next project update is due to be published in March.

Huarahi Tūhono – Weber to Wimbledon

The project, made possible with funding administered by the Provincial Development Unit (PDU), will invest \$14.6m in badly needed safety and resilience upgrades on this vital 26km stretch of Route 52.

Updates:

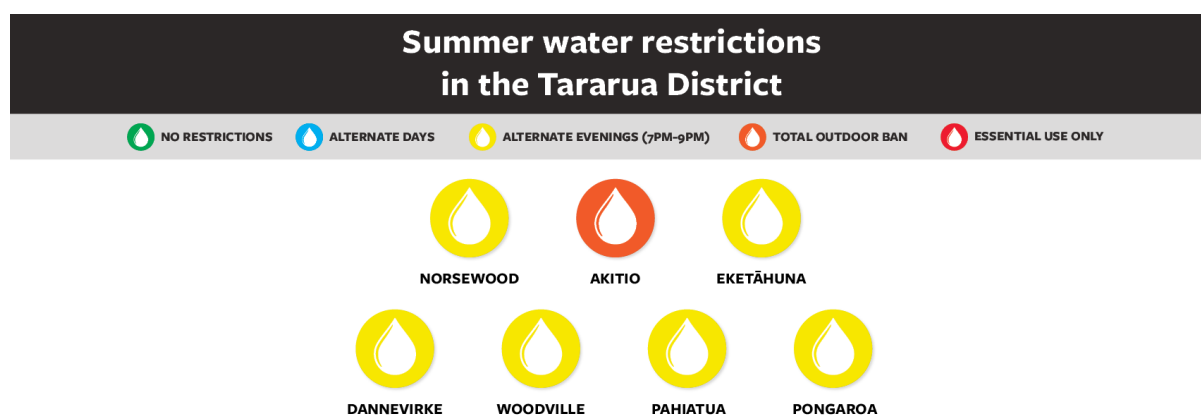
- 18 December 2020: Roadside signage installed at entry / exit points of the 26km stretch.
- 8 February 2021: Full-page publication in local Bush Telegraph and messaging shared through council channels. Advert and messaging sought to hear from potential supply partners and people interested in direct employment opportunities (particularly local people).

Upcoming:

- 17 February: The first Project Committee meeting held in Weber with representatives from local iwi and the local area.
- Early-March (TBC): Information evening for suppliers.

Summer Water Restrictions

On Thursday 4 January 2021, Alternate Evening (7pm-9pm) water restrictions were put in place for all towns in the Tararua District. This excludes Akitio where a Total Outdoor Ban is in place until 7 April 2021 (as is normal practice at this time of year for this supply).



The second roll-out of signage is underway and the supplier has been given the go ahead to print and install signage. It is hoped this will be completed by the end of February.

DigitalSpaces – Tararua Digital Hub

Updates:

- Full-page advertisement published in Bush Telegraph to promote DigitalSpaces launch, share service available and contact details
- Webpage on TDC website launched to share DigitalSpaces services and contact details
- Facebook page launched to support promotion of DigitalSpaces services and events

Upcoming:

A planning session was held to commence the development of both a Communications Strategy and Brand Management Guide. These documents are intended to support the communications and promotion activities of DigitalSpaces, including but not limited to:

- Enabling external trainers to use the DigitalSpaces brand confidently and correctly when promoting training events
- Detailing the protocols and processes that are in place to ensure consistent and professional communications
- Ensuring that the brand and communications continue to reflect that DigitalSpaces is
 - a) Brought to you by Tararua District Council
 - b) Supported by the Provincial Development Unit

Items of Interest

Seismic Assessment Requests: the next step for potentially earthquake-prone buildings

Owners of potentially earthquake-prone commercial and multi-unit residential buildings will be requested by TDC to have seismic assessments of their building undertaken and to provide TDC with the assessment reports. This is a required step in TDC's implementation of the "new system" for identifying and remediating earthquake-prone buildings, i.e. the Building (Earthquake-prone Buildings) Amendment Act 2016.

A communications strategy has been developed with input from affected staff and will be presented to the Works Liaison Committee on Wednesday 17 February 2021 for further development and final approval.

Solid Waste Collection Trial

A communications strategy has been prepared for the Solid Waste Collection Trial across the Tararua District. It focuses on 3 objectives: Education, Participation, and Information.

This Strategy will be presented to the Works Liaison Committee on Wednesday 17 February 2021.

Banks Phasing Out Cheques

Banks are in the process of phasing out cheques, which in turn means we will no longer be able to accept them as a form of payment. The final date we will accept cheques is 25 June 2021.

We are developing a communications plan to ensure that our residents understand this change. We will also be developing a cover page for all fee related forms to ensure this detail isn't missed.

Marketing and promotion support for local events and organisations

- Jazz in the Park (posters, adverts and social media)
- Pahiatua Shears (posters, programmes)
- Dannevirke Chamber of Commerce (website development and design)
- Lions Den (Garage sale)
- Wheels with Attitude
- Tararua Golf Open

Website

Website Content Management System (CMS)

The Communication Team are supporting the Tararua IT Alliance with their investigations of new website CMS, particularly from an operational perspective.

Tararuadc.govt.nz website statistics

Number of visitors for the month of January

6,400

↑6.8%

Top pages visited

1. Property & Rates
2. Cemeteries – Record Search
3. Homepage

Tararua.com website statistics

Number of visitors for the month of January

838

↑73%

Top pages visited

1. Home
2. Stay (local accommodation)
3. Play (local events)

Events

Dannevirke Districts A&P show

Council's Emergency Management Team and three other of Council service teams joined the New Zealand Army, Fire and Emergency NZ and the NZ Police to create a shared site for the Dannevirke District A&P show. The site focused on promoting safety and emergency preparedness.

We have found with all of us sharing similar messages and sites it supports the overall message these services want to share with the public.

Woodville MotorX

Another very successful event. This year it was streamed on Sky Sport Next with over 10,000 views. Angela Scott, Event Manager, will report back on the event.

Jazz in the Park

Mark has liaised with David Selfe around the new Jazz in the Park events to take place across the district with the first one being held on 14th February at the Lower Domain in Dannevirke.

Tararua Golf Tournament for NZMCA Members

This was held over the weekend from 6 – 8 February. Around 47 NZMCA members played in the Tournament and had a fantastic time, a further report will be given in February when feedback is received.

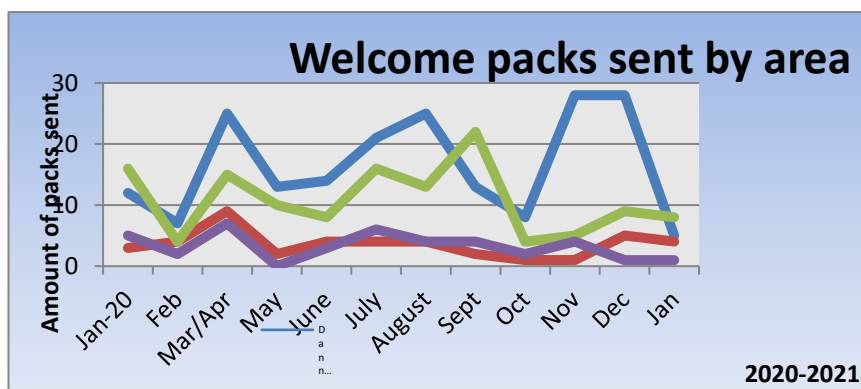
Railcar through the Gorge tickets

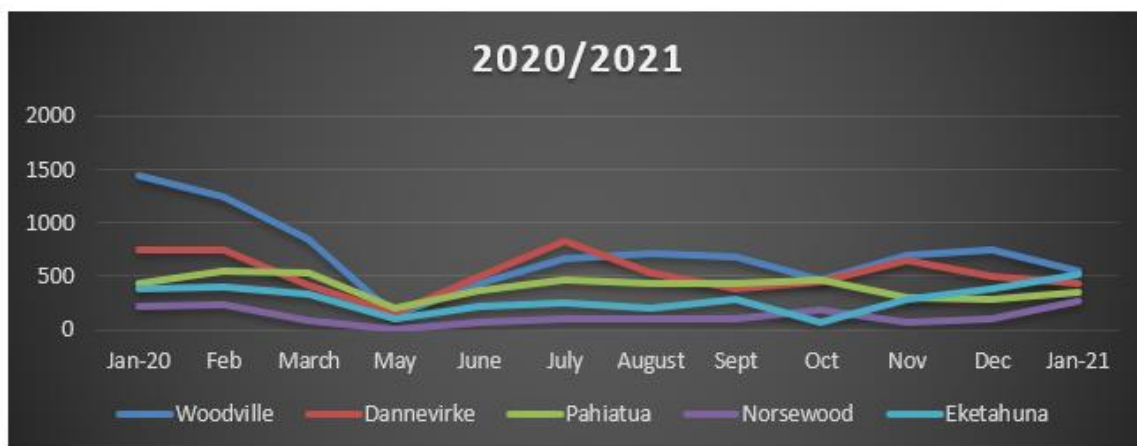
The two times tickets sold out so a third time has been put on for the trip on 13 February.

Tararua i-SITE and Information Centre statistics November – January 2021

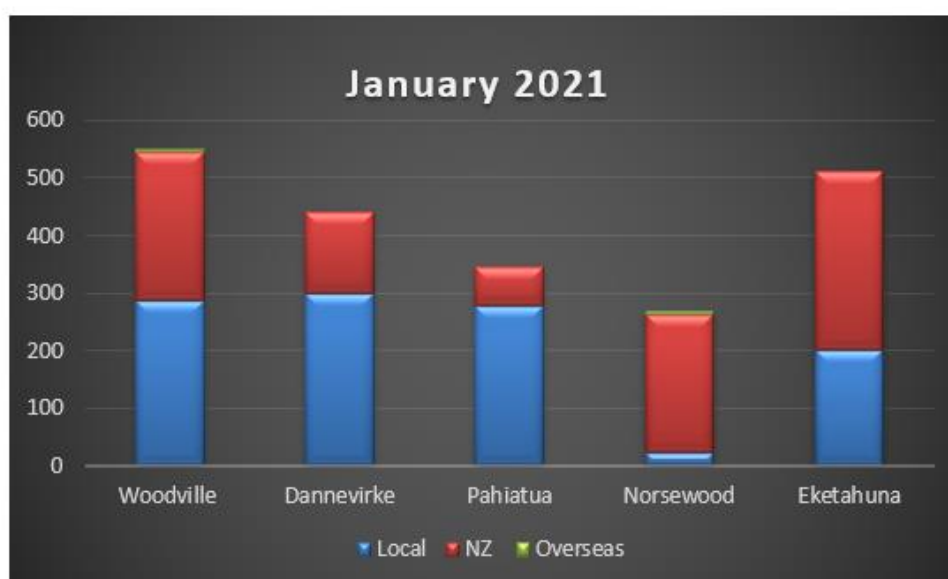
Welcome Packs

There were 18 packs sent out during January 2021, 6 of these were sent to purchasers outside the Tararua District





|



Programmes and Projects Office

Project Updates

Work to develop project concept documents as well as feasibility briefs for the capital programme Years 1-3 has been completed. This has provided more certainty and accuracy of scope, budget requirements, timelines, and resource requirements. Next step for these projects is to initiate development of the Project Management Plans, including communications and stakeholder engagement, with focus on projects/programmes commencing in the first quarter of the new financial year.

Updates of key projects are noted below. It is expected that this list will increase as the project's office becomes more involved in initiation, planning and delivery of projects within the annual plan, long term plan and strategies.

Recreation Strategy

- Information gathering and development of the strategic framework is currently underway for the Recreation Strategy.
- Engagement with Sport Manawatu, the community and internal council staff is occurring to ensure the strategy is fit for purpose now and into the future. This is an ongoing piece of work.
- As part of information gathering, Jessi has spoken with other district Councils to gain insight into their strategy process and lessons learned with their sports/recreation projects.
- Jessi is also part of the Regional Sports Facility Planning Steering Group which meets later this month.

Dannevirke and Pahiatua Service Centres Earthquake Strengthening

- Request for Proposal (RFP) for construction monitoring has been finalised and is undergoing a review, after which it is expected to be published on Getz/Tenderlink by the 14th Feb 2021.
- The RFP for a construction contractor will go out by the end of March 2021.
- The updated fire report for the Dannevirke Service Centre is due on the 12th Feb 2021.
- The Building Consent for the Dannevirke Service Centre will be submitted by the 15th February 2021.
- Building Consent is expected to be issued 27 days after the submission process has been completed.

Pahiatua Townhall Library

- The Request for Quote (RFQ) for Independent Engineering Professional (IEP) seismic assessment has gone out and is due for evaluation on the 16th February 2021.
- It is expected that construction work will need to be conducted to meet the national seismic NBS (New Building standard) of 34%.

Solid Waste 17a Review

- The trial for an increased level of service at kerbside including a wheelie bin for recycling, a wheelie bin for refuse, a food waste bin and glass recycling bin will commence on the 1st March 2021.
- The bins have arrived, and stickers are being designed with the council logo and education materials.
- We are in the process of identifying participants through collaboration with iwi and Tararua REAP.
- Communication will go out to the community on the 22nd Feb 2021 to inform of the coming kerbside trial.
- Procurement is underway for the 1000 glass bins at kerbside trial which will be conducted in Woodville and Pahiatua planned to start the 1st May 2021.
- The contractor has been engaged and a proposal for the trial has been accepted.

Online Services

- The options analysis has been presented for approval.
- Some further investigation required around potential impacts.
- The expected start of the design and migration is scheduled for Q1 2020.
- The online services phase will be completed as a phase 2 in Q3-4 2021.
- The Project Management plan is in draft stage and is expected to be completed within the next 2 weeks.
- Senior Leadership Team (SLT) is awaiting final assurance from questions raised in the go/no go meeting before making a final decision.
- It is expected that a decision will be made and roll out would begin as early as April 2021.

The Future Without Cheques

- Westpac Bank have demonstrated alternative options on expense management and business prepaid card services.
- Finance representatives are considering feasibility for accepting these systems for TDC.
- Verification of Bank accounts still to be decided.
- Prepaid cards, internet banking vs physical petty cash being evaluated.
- Education of Suppliers is ongoing.
- Website, online documentation, and physical forms requiring update have been identified.
- Communications programme for internal and external sources is progressing.
- Comms a priority discussion at next team meeting.
- Time plan of future activities should come from this meeting.

IOT (Internet of Things) Water Meters

- The 100 urgent IOT meters have been completed and data collection for the summer period is proving valuable.
- This original project will be closed following the close out project phase.
- A new project is being created via the long-term plan to roll out additional meters.

Business Intelligence

- BI usage has dropped in the last few months and usage has been narrowed down to “drawing reports”.
- This is mostly due to an increase in Regulatory workload.
- Further investigation is underway to determine the cause of low usage.
- Solid waste trial data will be added to the Intelligence portal with the intention of having the eventual full-scale data set managed in the BI tool.

3 Waters Reform

- The request for information (RFI) from Department of Internal Affairs (DIA) has been submitted, with feedback received requesting minor updates.
- Planning and Design has commenced for the three identified water treatment plant upgrade projects.
- Replacement of 3 original projects (gross pollutant traps, data modelling, and Cole St AC pipe) to now focus on data and asset information improvement.
- A project substitution request has now been submitted to DIA for approval.

Dannevirke Water Treatment Plant Upgrade

- Civil design RFQ process completed, and successful applicant notified.
- Contract arrangements now in progress.
- Peer review of overarching design RFQ process completed, and successful applicant notified.
- Contract arrangements now in progress.
- In-house design review scheduled in next two weeks.

Woodville Water Treatment Plant Upgrade

- Civil design RFQ process completed, and successful applicant notified.
- Contract arrangements now in progress.
- Peer review of overarching design RFQ process completed, and successful applicant notified.
- Contract arrangements now in progress.
- In-house design review scheduled in next two weeks.

Eketahuna Water Treatment Plant Upgrade

- Design of upgrade now underway
- In-house design review to be scheduled in the next month or two

Pahiatua Swimming Pool

- Pahiatua On Track written a draft business case to seek external funding for the Pahiatua Swimming Pool project.
- The business case will be peer reviewed by the Projects Management Office.

Dannevirke Multisport

- The Dannevirke Multisport Complex Project Steering Group met and agreed to project scope for the needs assessment and feasibility study.
- Procurement has been initiated to find a suitable recreation and sport consultant to conduct the work. Jessi is currently collating secondary data and working with Sport Manawatu to fill in the gaps.
- This project is running in parallel with drafting the Recreation Strategy.

Pensioner Housing

- Contract for land purchase and development has now been signed.
- Project planning underway for construction and development of 6 new pensioner housing units.

Libraries

Executive Summary

An offer of employment has been made for the role of Library Assistant based at Dannevirke Library as part of the New Zealand Libraries Partnership Programme Secondment. This role is to focus on 'Reading for pleasure'. Part of National Library's Strategy is to develop literate citizens. Reading is a learned skill that needs to be practised in order to ensure literacy. This new role with Tararua District Library will be involved in promoting reading as well as developing Readers' Advisory materials.

Applications for additional funding from the New Zealand Libraries Participation Programme have opened this month. The closing date is 5 February 2021. An application will be made for Tararua Library to create a brand that links to the "Land of Ranges" district-wide brand. This will serve to lift the profile of the Library within our community supporting the work of our secondees.

The Pahiatua Library was open for business on Wednesday the 13th after a small team of 4 put it back together again. There have been some modifications to the layout which have helped to make sense of the flow of material. The décor is fresh and bright in its new colours of Southern Alps and Viaduct. The West facing windows to the right of the front door continue to cause issues with leaking when there is rain from the West. That interior wall has not been painted since the new plaster bubbled and lifted during a rainstorm. The black rubber at the bottom of the windows has now been replaced in hopes that will be the solution.

Two Library team members met with representatives from Tararua REAP and Arohamai Literacy to share information about the Stepping Up classes and Technology classes run by each provider. It was found that all three providers run their programmes for different durations with differing learning outcomes. With an understanding of what each offers, we can direct people to the appropriate provider.

STEAM into Reading came to a close with a total of 38 out of 169 children completing the programme. This is a similar outcome to Public Libraries around the country. The Grand Prize winner – Shawn Dorreen -Jenkins – took away some terrific prizes based on the STEAM theme.

Planning

A series of Stepping Up Drop-In classes is being set up for every branch on the Stepping Up website. These sessions are intended to help people with their burning technology question or issue.

Planning for the 2021 Little Ears themes was finalised. Promotional material for Little Ears and You Only Live Once (YOLO) will be sent out to all the schools in the District as well as Tararua REAP advertising times and dates.

Evaluation forms will be sent out to all the STEAM participants

The Outreach Librarian is planning activities for our attendance at the Dannevirke A&P Show next month. She is also working with REAP to deliver a programme to the Playgroups in our District. This first term will see both Corinna and a REAP representative attending. Next term the Senior Librarian will go with Corinna to deliver the programme. This way, we will begin a dialogue with the parents whose children attend these Playgroups.

A training programmes/induction course is being prepared for the new team members who begin working with us next month.

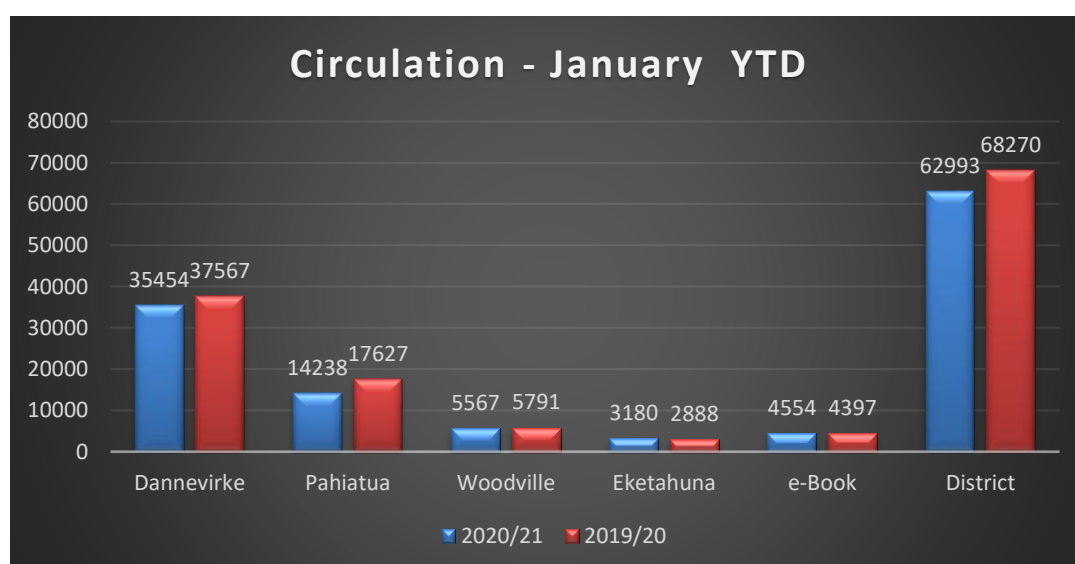
Delivery

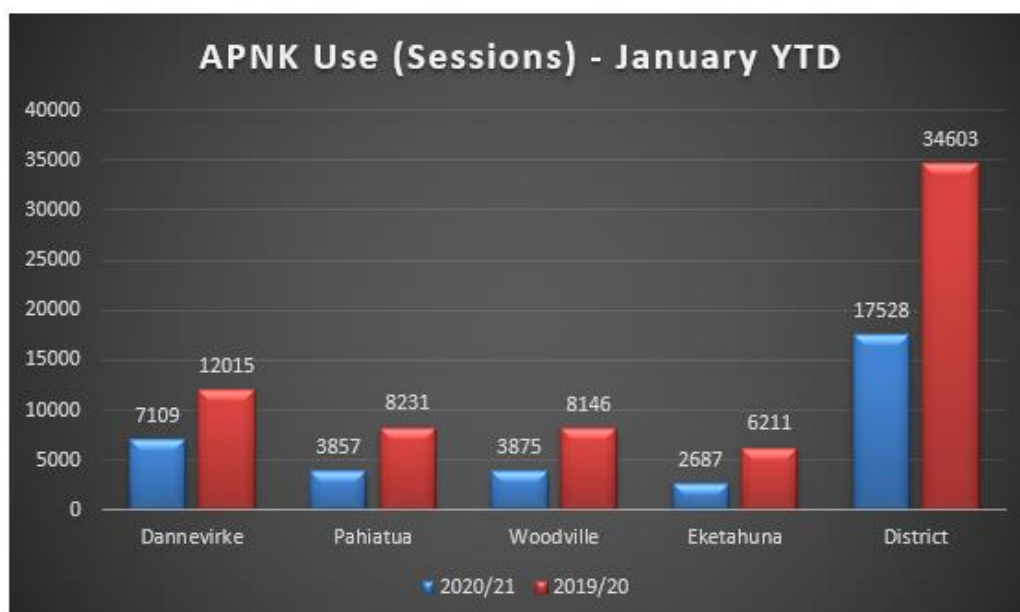
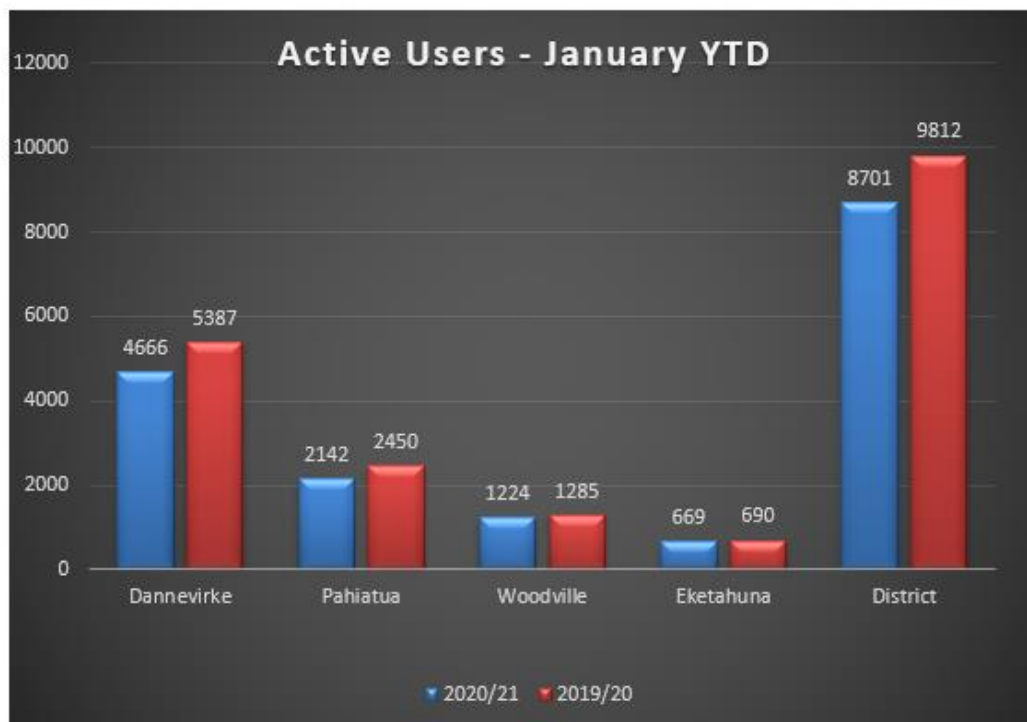
The Outreach librarian, Senior Librarian, and District Librarian attended the Woodville 60th MotoX event at the end of the month to promote the library and its services.

Woodville Library's final STEAM programme was cotton reel cars. Once everyone had their car made, they had a 'slow' race. Eketahuna had a core group of dedicated STEAMers working on their activities. Pahiatua Library's final session was the Rooster painting with a fork – so messy and such fun!

Statistics as at 30 November 2020

Please note: Aotearoa People's Network Kaharoa (APNK) advised that a change made by 2degrees has resulted in incomplete statistics being available for the months of December 2020 and January 2021. They apologise for this oversight and assure us the statistics will be correct for February onwards. We have provided an average figure for the month based on the previous 6 months.





Attachments

Nil.