



## Notice of Meeting

A meeting of the Tararua District Council will be held on **Wednesday 8 September 2021** commencing at **1.00pm** (being the rescheduled date for the meeting that was postponed on 25 August 2021).

Dependent on Covid-19 restrictions that apply on 8 September 2021 this meeting will be held either as a virtual meeting by remote audio-visual link if at Level 3 or above, or in the Council Chamber, 26 Gordon Street, Dannevirke if at Level 2 or below.

Bryan Nicholson  
Chief Executive

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## Agenda

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

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

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

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

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

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

Minor matters not on the agenda relating to the general business of the Council may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

- 6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
- 7. Personal Matters**
- 8. Confirmation of Minutes** **5**  
*Recommendation*  
*That the minutes of the Council meeting held on 30 June 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 Pahiatua On Track** **21**  
*Recommendation*  
*That the reports of the Pahiatua On Track meetings held on 7 July 2021 and 4 August 2021 (as circulated) be received.*
- 10.2 Woodville Districts' Vision** **31**  
*Recommendation*  
*That the reports of the Woodville Districts' Vision meetings held on 6 July 2021 and 3 August 2021 (as circulated) be received.*
- 10.3 Dannevirke Community Board** **63**  
*Recommendation*  
*That the reports of the Dannevirke Community Board meetings held on 5 July 2021 and 2 August 2021 (as circulated) be received.*

**10.4 Eketahuna Community Board 75**

**Recommendation**

***That the reports of the Eketahuna Community Board meetings held on 12 July 2021 and 9 August 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 Delegations to Staff Performing Regulatory Functions 87**

**11.2 Annual Dog Control Act Report to the Secretary of Local Government 89**

**11.3 Annual Sale and Supply of Alcohol Act Report to the Alcohol Regulatory and Licensing Authority 95**

**11.4 Appointment of an Independent Commissioner for the Puketoi Windfarm Application to Extend the Resource Consent Lapse Date 103**

**11.5 Section 17A Review of Solid Waste Services 105**

**11.6 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974 159**

**11.7 Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974 167**

**11.8 Loan Agreement between Council and Pukaha National Wildlife Centre for the Te Waananga Taiao (Education and Accommodation Centre) Project 175**

**11.9 Council Performance for the Twelve Months Financial Year Ending on 30 June 2021 191**

**11.10 Staff Report 223**

**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:*

#### *Chief Executive's Performance Agreement*

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

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

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

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

## 16. Closure





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 30 June 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 Taylor	- Manager - Democracy Services
Mr R Suppiah	- Group Manager - Corporate
Mr C Chapman	- Group Manager - Infrastructure
Ms T Love	- Group Manager - Operations
Mr P Wimsett	- Manager Strategy and Climate Change
Mr D Watson	- Manager - Special Projects
Mr A Gosney	- Project Management Office Lead
Mr C McKay	- Finance Manager
Mrs S Walshe	- Senior Financial Accountant
Ms E Roberts	- Revenue Manager
Mr D Geary	- Director - Tararua Alliance
Ms D Perera	- Appointed Auditor - Audit New Zealand (for item 11.2)

Speaker in the public forum and those as outlined in the Pūkaha National Wildlife Centre item of business 11.4

## **2. Council Prayer**

- 2.1 Mayor Tracey Collis opened the meeting with a Council Prayer.

## **3. Apologies**

- 3.1 Nil

#### **4. Public Forum**

##### **4.1 Mongrel Mob Barbarians**

4.1.1 Luke Smith speaking on behalf of the Mongrel Mob Barbarians referred to the focus of their chapter's gang members in Dannevirke directed to enabling the development of youth as its priority and purpose.

4.1.2 In speaking on this matter Luke Smith emphasised methamphetamine is not part of their activities and culture, and the Mongrel Mob Barbarians is here to help and not wreck Dannevirke. It is seeking to "build bridges" and enhance its image through a strengthened relationship with the community and Council.

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

5.1 Nil

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

6.1 Cr Raylene Treder declared a conflict of interest regarding item of business 13.1 concerning funding support requests presented for Council's consideration.

#### **7. Personal Matters**

7.1 Nil

#### **8. Confirmation of Minutes**

8.1 *That the minutes of the Council meetings held on 18 and 26 May 2021 (as circulated) be confirmed as true and accurate records of the meetings.*

*Crs Johns/Treder*

*Carried*

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

9.1 Nil

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

##### **10.1 Woodville Districts' Vision**

10.1.1 *That the report of the Woodville Districts' Vision meeting held on 1 June 2021 (as circulated) be received.*

*Crs Isaacson/Wards*

*Carried*

**10.1.2 Department of Conservation Event Ashhurst and Manawatu Gorge**

10.1.2.1 Council await to receive further information regarding the arrangements for the upcoming Department of Conservation event in September “Everyday Kaitiaki: Te Apiti”.

**10.1.3 Discretionary Grants**

10.1.3.1 It is noted Woodville Districts’ Vision Executive Committee is proposing to change the way its discretionary grants scheme is carried out, and move to providing a set period in which to apply resulting in one advertising event.

10.1.3.2 This may disadvantage applicants in respect of the timing of community groups programmes and projects, and some flexibility would assist to alleviate that matter.

**10.2 Pahiatua On Track**

10.2.1 *That the report of the Pahiatua On Track meeting held on 2 June 2021 (as circulated) be received.*

*Crs Isaacson/Wards*

*Carried*

**10.3 Dannevirke Community Board**

10.3.1 *That the report of the Dannevirke Community Board meeting held on 8 June 2021 (as circulated) be received.*

*Crs Isaacson/Wards*

*Carried*

**10.4 Eketāhuna Community Board**

10.4.1 *That the report of the Eketāhuna Community Board meeting held on 14 June 2021 (as circulated) be received.*

*Crs Isaacson/Wards*

*Carried*

**11. Reports**

**11.1 Audit and Risk Committee**

11.1.1 *That the report of the Audit and Risk Committee meeting held on 22 June 2021 (as circulated) be received.*

*Crs Sutherland/Treder*

*Carried*

**11.2 Adoption of the Long Term Plan 2021/2031 and Schedule of Fees and Charges for the 2021/2022 Financial Year**

- 11.2.1 Audit New Zealand Appointed Auditor Debbie Perera advised an unmodified audit opinion is issued on Council's Long Term Plan with an emphasis of matter paragraph regarding the uncertainty from the three waters reform. The audit included looking at Council's ability to deliver the capital expenditure programme, with it being agreed its basis is considered to be reasonable and achievable.
- 11.2.2 Group Manager - Corporate Raj Suppiah spoke on the challenges of preparing this Long Term Plan during the period of the Covid-19 pandemic, climate change and a growing and changing district. It also reflected the return of the four community wellbeings, a new vision and mission, and continuing to build and strengthen Council's relationships with its iwi partners.
- 11.2.3 In speaking on the presentation of the Long Term Plan developed for adoption following consultation Raj made reference to the increased rates requirement providing opportunities to take advantage of changes happening in the district.
- 11.2.4 The total rates increase for year 1 is 9.44% compared to the 9.82% consulted on with the community, which is noticeably the largest increase in the past decade. This also occurred at the time of the district rating valuations reflecting significant increases, and having varying outcomes on the sector distribution incidence and impacts particularly relating to some outlier farming properties where this is more pronounced.
- 11.2.5 Finance Manager Cameron McKay elaborated on the Financial Strategy that is at the core of the Long Term Plan. This provides a financial framework for making decisions and outlines how Council intends to manage its finances prudently for the next ten years, and the impacts on rates, debt, levels of service and investments.
- 11.2.6 With regard to levels of service and performance measures Cameron spoke on the introduction of 16 new measures, with the Long Term Plan including a total of 100 performance measures compared to 112 in the 2018/2028 Long Term Plan.
- 11.2.7 Thanks are conveyed to Audit New Zealand, the Mayor, Councillors and staff for the significant time and commitment given to developing and completing the Long Term Plan recommended for adoption.
- 11.2.8 ***That the report from the Group Manager - Corporate dated 23 June 2021 concerning the adoption of the Long Term Plan 2021/2031 and Schedule of Fees and Charges for the 2021/2022 financial year (as circulated) be received, and***

***That the Audit and Risk Committee recommend to Council as follows:***

*That in accordance with Section 100 of the Local Government Act 2002, Council confirm the Long Term Plan budgets have been prepared based on reasonable judgement and assumptions and it considers the projected financial results, including the projected operating deficit over the ten year period to be financially prudent given its financial position, the cumulative surplus projected over the ten year period and its financial management policies, and*

*That having undertaken the Special Consultative Procedure in accordance with Sections 82, 82A and 102 of the Local Government Act 2002, Council adopt the following policies (as included in the Long Term Plan 2021/2031):*

- *Revenue and Financing Policy*
- *Rating Remission Policies*
- *Financial Contributions Policy*

*And that in accordance with the requirements of Sections 101A and 101B of the Local Government Act 2002, Council adopt the Financial Strategy as contained in the final Long Term Plan 2021/2031 and the Infrastructure Strategy, and*

*That pursuant to Section 93 of the Local Government Act 2002, Council adopt the final Long Term Plan 2021/2031 and the 2021/2022 Fees and Charges Schedule, and*

*That the Chief Executive be authorised to approve any minor accuracy, grammatical or formatting amendments prior to the Long Term Plan 2021/2031 going to print.*

*Crs Hull/Johns*

*Carried*

### **11.3 Rates Resolution for the 2021/2022 Financial Year**

**11.3.1** *That the report from the Revenue Manager dated 23 June 2021 concerning the rates resolution for the 2021/2022 financial year (as circulated) be received, and*

*That the Tararua District Council resolves to set the rates under Section 23 of the Local Government (Rating) Act 2002, the due dates for payment under Section 24 of the Local Government (Rating) Act 2002 and authorise the addition of penalties for unpaid rates under Section 57 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2021 and ending on 30 June 2022 as follows:*

*Please note:*

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

#### **General Rate**

*Pursuant to Sections 13(2)(a) and 14, a general rate in the dollar of \$0.00140386*

*of land value per rating unit in the district.*

***Uniform Annual General Charge***

*Pursuant to Section 15(1)(a), a uniform annual general charge as a fixed amount of \$595.57 per rating unit in the district.*

***Libraries and Swimming Pools***

*Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a fixed amount of \$283.64 per rating unit in the district.*

***Specified Services Targeted Differential Rate***

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

<i>Urban properties</i>	<i>\$0.00035334</i>
<i>Industrial/Commercial properties Rural</i>	<i>\$0.00113589</i>
<i>Industrial/Commercial properties Urban</i>	<i>\$0.00165049</i>

***District-wide Roading Rate***

*Pursuant to Sections 16(3)(a) and 16(4)(a), a uniform rate in the dollar of \$0.00120021 on the land value per rating unit in the district.*

***Targeted Differential Uniform Roading Rate***

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

<i>Rural properties</i>	<i>\$276.06</i>
<i>Urban properties</i>	<i>\$ 41.61</i>
<i>Industrial/Commercial</i>	<i>\$ 89.11</i>

***Recycling Targeted Differential Uniform Rate***

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

<i>Rural properties</i>	<i>\$45.69</i>
<i>Urban properties</i>	<i>\$149.00</i>
<i>Industrial/Commercial</i>	<i>\$186.42</i>

***Urban Water Rate***

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

- An amount of \$511.47 per separately used or inhabitable parts of a*

*rating unit which receives an ordinary supply of water from an urban water supply.*

- *An amount of \$255.73 on every rating unit where an ordinary supply is available but is not connected, being a property situated within 100 metres from the water system and could be effectively connected to the water system, except for rateable properties on metered supply and the Pongaroa Water Supply.*

#### ***Water Metered Rate***

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

#### ***All extraordinary users***

- *A targeted rate charged quarterly as an amount of \$147.87 per rating unit.*
- *Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$1.87 per m3.*

#### ***All large industrial and intake line users***

- *A targeted rate charged quarterly as an amount of \$147.87 per rating unit.*
- *Plus quantities in excess of 80 cubic metres supplied during each consecutive three month period to be charged at \$0.94 per m3.*

#### ***Pongaroa Water Rate***

*Pursuant to Section 19(2)(a), a targeted rate as an amount of \$95.40 per unit of water supplied from the Pongaroa Water Supply.*

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

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

*An amount of \$588.42 per separately used or inhabitable parts of a rating unit connected to the wastewater system, and*

*On every connected rating unit with 4 or more water closets/urinals, an amount of \$196.12 for each water closet or urinal excluding the first 3, and excluding any in addition to 12; and*

*An amount of \$294.21 on every rating unit where wastewater is available but is not connected, being a property situated within 100 metres from the wastewater system and it could be effectively connected to the wastewater system.*

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

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

*Pursuant to Sections 16(3)(b) and 16(4)(b), for educational establishments and*

*multi-unit residential properties a targeted uniform rate of \$588.42 on each water closet/urinal connected to the urban wastewater system.*

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

#### **Urban Stormwater Rate**

*Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted uniform rate of \$142.40 on every rating unit in the Tararua District stormwater drainage area as a fixed amount per rating unit.*

#### **Town Centre Refurbishment Rate - Dannevirke**

*Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis of a fixed amount of \$12.37 on every rating unit in the North Ward and a fixed amount of \$10.09 on every rating unit in the South Ward where a Lump Sum Contribution has not been elected under Part 4A comprising Sections 117A to 117N and Schedule 3A.*

#### **Town Centre Refurbishment Rate - Woodville**

*Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$7.89 on every rating unit in the North Ward and of \$9.80 on every rating unit in the South Ward.*

#### **Town Centre Refurbishment Rate - Eketahuna**

*Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$6.33 on every rating unit in the North Ward and of \$7.86 on every rating unit in the South Ward.*

#### **Town Centre Refurbishment Rate - Pahiatua**

*Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set on a differential basis of \$31.88 on every rating unit in the North Ward and of \$39.61 on every rating unit in the South Ward.*

#### **Due Date for Payment of Rates**

*Rates and charges for the year ending on 30 June 2022 will be assessed in four instalments, that will become due and payable on the following dates:*

<b>Instalment</b>	<b>Due date</b>	<b>Instalment period</b>
<b>Instalment 1</b>	<b>31 August 2021</b>	<b>1 July 2021 to 30 September 2021</b>
<b>Instalment 2</b>	<b>30 November 2021</b>	<b>1 October 2021 to 31 December 2021</b>
<b>Instalment 3</b>	<b>28 February 2022</b>	<b>1 January 2022 to 31 March 2022</b>
<b>Instalment 4</b>	<b>31 May 2022</b>	<b>1 April 2022 to 30 June 2022</b>



***Charges for water metered rates for the year ending on 30 June 2022 will be assessed in four instalments, that will become due and payable on the following dates:***

<b><i>Instalment</i></b>	<b><i>Meters Read</i></b>	<b><i>Due date</i></b>
<b><i>Instalment 1</i></b>	<b><i>1 September 2021</i></b>	<b><i>20 October 2021</i></b>
<b><i>Instalment 2</i></b>	<b><i>1 December 2021</i></b>	<b><i>20 January 2022</i></b>
<b><i>Instalment 3</i></b>	<b><i>1 March 2022</i></b>	<b><i>20 April 2022</i></b>
<b><i>Instalment 4</i></b>	<b><i>1 June 2022</i></b>	<b><i>20 July 2022</i></b>

### ***Penalties***

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

***For all rates other than water metered rates:***

***a) A penalty under Section 58(1)(a) of 10 percent on so much of any instalment that has been assessed after 1 July 2021 and that is unpaid by due date for payment, to be applied on the day after the due date (Instalment penalty).***

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

<b><i>Instalment Due Date</i></b>	<b><i>Rates Penalty Date</i></b>
<b><i>31 August 2021</i></b>	<b><i>1 September 2021</i></b>
<b><i>30 November 2021</i></b>	<b><i>1 December 2021</i></b>
<b><i>28 February 2022</i></b>	<b><i>1 March 2022</i></b>
<b><i>31 May 2022</i></b>	<b><i>1 June 2022</i></b>

***b) A penalty under Section 58(1)(b) of 10 percent on so much of any rates assessed before 1 July 2021 that remain unpaid on 8 July 2021 (Arrears penalty).***

***c) A penalty under Section 58(1)(c) of 10 percent on so much of any rates to which a penalty has been added under (b) above that remain unpaid on 8 January 2022 (Arrears penalty).***

***For water metered rates***

***d) A penalty under Section 58(1)(a) of 10 percent on so much of any water***

*metered rates if the rates remain unpaid a day after the due date.*

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

<i>Instalment Due Date</i>	<i>Water Metered Penalty Date</i>
<i>20 October 2021</i>	<i>21 October 2021</i>
<i>20 January 2022</i>	<i>21 January 2022</i>
<i>20 April 2022</i>	<i>21 April 2022</i>
<i>20 July 2022</i>	<i>21 July 2022</i>

*Crs Franklin/Sutherland*

*Carried*

**11.4 Pūkaha National Wildlife Centre Funding Request for the Te Waananga Taiao (Education and Accommodation Centre) Project**

11.4.1 Emily Court, Moira Paewai and Callum Skeet (representatives from Pūkaha National Wildlife Centre) and Lester Wolfreys (consultant for Te Waananga Taiao project) with Matua Dr Manahi Paewai (Rangitāne o Tamaki Nui-a-Rua) attended the meeting for this item of business.

11.4.2 Group Manager - Corporate Raj Suppiah spoke on the partnership approach taken in considering the request to Council for financial support to undertake the Pūkaha National Wildlife Centre Te Waananga Taiao (Education and Accommodation Centre) project.

11.4.3 In presenting this request to Council a critical principle to guide its decision-making on that matter is the alignment with the strategic outcomes in the Long Term Plan. The request from Pūkaha National Wildlife Centre is consistent with Council's vision, mission, strategic objectives and outcomes for several Council activities in delivering a prominent project for the region.

11.4.4 Emily Court speaking for Pūkaha National Wildlife Centre thanked Council for its consideration of the request to provide funding to support the development of the Te Waananga Taiao (Education and Accommodation Centre) project. Approaches are also being made to councils in the Wairarapa (Masterton, South Wairarapa and Carterton) seeking funding support from them for this project.

11.4.5 ***That the report from the Group Manager - Corporate dated 23 June 2021 concerning the Pūkaha National Wildlife Centre funding request for the Te Waananga Taiao (Education and Accommodation Centre) project (as circulated) be received, and***

***That Council agree to the request from Pūkaha National Wildlife Centre for***

*support toward the cost of developing the Te Waananga Taio (Education and Accommodation Centre) project, and*

*That a one-million-dollar loan be provided for a term of ten years with principal payments commencing in year five, and*

*That Council provide a grant in year one equivalent to the interest cost funded from Council's Biodiversity Reserve, if required for any shortfall in interest funding, and*

*That management be requested to consider making funding provisions for a grant in the Annual Plans for years two and three of the loan periods to assist with the interest cost, and*

*That the Chief Executive be authorised to complete negotiations for the loan for ratification by the Council.*

*Crs Johns/Hull*

*Carried*

## **11.5 Review of Representation Arrangements**

**11.5.1** *That the report from the Manager - Democracy Services dated 23 June 2021 concerning the review of representation arrangements (as circulated) be received, and*

*That for the 2022 and 2025 local authority elections of the Tararua District Council and the district's two community boards the representation arrangements be as follows:*

### ***Council Representation***

- *Two General Wards (North and South) with four members each and a Mayor elected at large.*
- *One Maori Ward (Tamaki nui-a-Rua) covering both the North and South General Wards with one member elected from those areas*
- *The two General Wards reflect the following identified communities of interest:*

#### ***North Tararua General Ward***

*Dannevirke and the surrounding rural areas, including Norsewood, Ormondville, Weber, Herbertville, Pongaroa and Akitio*

#### ***South Tararua General Ward***

*Woodville, Pahiatua, Eketāhuna and the surrounding rural areas, including Mangatainoka, Makuri, Tiraumea and Alfredton*

*The population that each member will represent is as follows:*

Ward	(2020 estimate) Population	Members	Population Per Member
North Tararua	8,390	4	2,098
South Tararua	7,650	4	1,913
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	16,040	8	2,005

*These population ratios fall within the range of 2,005 (1,804 to 2,206) in respect of the +/- 10% rule of the Local Electoral Act 2001.*

#### ***Tamaki nui-a-Rua Maori Ward***

*The 2020 population estimates for the Maori Ward comprise 2,850 for the district, (being 1,900 in the North Tararua Ward and 950 in the South Tararua Ward). Based on the process set out in the Local Electoral Act 2001 this provides for the establishment of a Maori Ward for the district able to elect one member to Council.*

*The Council considers these ward arrangements for its representation based on the above are adopted to apply for the following reasons:*

- That the two General Wards (eight councillors) and one Maori Ward (one councillor) system provides a fair system of representation for the Tararua District and its communities.*
- That the communities of interest in the context of the Tararua District are effectively represented through these ward boundaries and consider the distinct outlying rural areas that are isolated.*
- That the ward boundaries coincide with boundaries of mesh blocks and community boundaries so far as is practicable.*
- That any alterations to change ward boundaries also has the potential to move voters into areas which they have no affinity.*
- That the Maori community have made representations to Council requesting the option of a Maori Ward be provided as part of the district's representation arrangements.*

#### ***Community Board Representation***

- Two community boards (Dannevirke and Eketahuna) each with four elected members and one Council appointed member*
- The two community boards reflect the following identified communities of interest, and will not be subdivided for electoral purposes:*

#### ***Dannevirke Community Board***

*Dannevirke and the surrounding rural areas, including Norsewood, Ormondville, Weber, Herbertville, Pongaroa and Akitio*

#### ***Eketahuna Community Board***

*Eketahuna and the surrounding rural areas, including Tiraumea, Alfredton, Hamua, Hukanui, Nireaha, Rongomai, Putara, Rongokako, Kaiparoro and*

**Newman**

***And that the following timetable be confirmed for the purpose of undertaking the representation review:***

- ***Determine initial representation arrangements proposal on Wednesday 30 June 2021***
- ***Notify initial representation arrangements proposal in Bush Telegraph on Monday 12 July 2021***
- ***Submissions close on Tuesday 31 August 2021 at 12noon***
- ***Submissions heard on Wednesday 15 September 2021***
- ***Submissions considered and final representation arrangements proposal is determined on Wednesday 29 September 2021***
- ***Notify final representation arrangements proposal in Bush Telegraph on Monday 11 October 2021***
- ***Appeals and objections close on Friday 12 November 2021 at 12noon***

***Crs Hull/Peeti-Webber***

***Carried***

- 11.5.2 In notifying the initial representation arrangements proposal an advisory note will be included as follows:

*“It is noted (that while not forming part of this representation review) the cost of increasing the size of Council from eight to nine members as district councillors plus the Mayor does not result in additional remuneration costs.*

*This is as a result of the cost of councillors remuneration being provided from the pool determined by the Remuneration Authority for that purpose, and the maximum amount of that pool being then divided between nine members as opposed to eight as currently applies (with the Mayor’s remuneration not included as this is determined separately by the Remuneration Authority).”*

11.6 **Appointment of the Council's Electoral Officer**

- 11.6.1 ***That the report from the Manager - Democracy Services dated 23 June 2021 concerning the appointment of the Council's Electoral Officer (as circulated) be received, and***

***That Electionz.com through its Chief Returning Officer - Business Development Manager Warwick Lampp be appointed as the Council’s Electoral Officer for the Tararua District to conduct its elections and polls in accordance with the provisions of the Local Electoral Act 2001 and regulations made under this Act.***

***Crs Hull/Wards***

***Carried***

11.7 **Solid Waste 2021/2022 Kerbside Recycling**

- 11.7.1 ***That the report from the Group Manager - Infrastructure dated 23 June 2021 concerning solid waste 2021/2022 kerbside recycling (as circulated) be received,***

*and*

***That Council approve moving to a fortnightly kerbside recycling collection service starting on 1 August 2021.***

***Crs Wards/Sutherland***

***Carried***

**11.8 Staff Report**

**11.8.1 Dannevirke Water Supply**

11.8.1.1 Alternate day water restrictions remain in place for Dannevirke, recognising ongoing low flows in the Tamaki River and a dry long-term weather forecast suggesting a conservative approach is needed. This is being reviewed on a regular basis.

**11.8.2 Woodville Ruahine Pensioner Flats**

11.8.2.1 The work done in refurbishing Woodville Ruahine pensioner flats is commended, and the Mayor and Councillors will visit them in the future to view the housing provided to these tenants.

**11.8.3 Pahiatua Town Centre Upgrade**

11.8.3.1 An opening event for the Pahiatua town centre project launch is being planned to be held on 13 August 2021 at 11.00am in the newly constructed community stage centre strip of the upgrade.

**11.8.4 Dog Attacks**

11.8.4.1 Group Manager – Operations Tina Love is to follow up and seek clarification if it is possible to provide the table of reported dog attacks specific to identifying whether they involve working or domestic dogs.

**11.8.5 Meeting Space in Pahiatua**

11.8.5.1 In response to the reference regarding Pahiatua Library receiving queries concerning the availability of meeting space it is noted that Pahiatua Service Centre Chamber can be hired for that purpose.

11.8.6 ***That the report from the Chief Executive dated 23 June 2021 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

***Crs Franklin/Treder***

***Carried***

## **12. Portfolio Reports**

### **12.1 Mayor and Councillors Report**

12.1.1 A copy of the Mayor and Councillors June 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.

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

- Te Ahu A Turanga: Manawatū – Tararua Highway
- East Coast LAB Life at the Boundary Roadshow
- The Trust Tararua Meals for Families supported by Council staff volunteering to prepare meals
- 2021 citizenship ceremonies
- Local Government New Zealand Rural and Provincial Sector meeting
- Queens Birthday honour to recognise Neville Jacobsen for services to Fire and Emergency New Zealand and the community
- Matariki
- Bush Multisports Loose Parts Play Park and purchase of a Play Trailer by Council for the district
- Katie Brosnahan: Regional Commissioner for Ministry of Social Development, Regional Public Service Lead – Manawatū – Whanganui
- Gold Star Award received by Max Mayer for 25 years of service to Fire and Emergency New Zealand
- Letters of support, condolences and visits
- Tararua Health and Wellbeing Governance Group report
- Events attended by the Mayor
- Councillors portfolio reports
- Wairarapa Times Age column by Mayor Tracey Collis

## **13. Mayoral Matters**

### **13.1 Funding Support**

13.1.1 ***That Council approve the reallocation of the available \$5,000 surplus funding balance not required this financial year in the International Representatives Scheme to be granted as an equal amount each (\$1,250) in response to the following funding requests:***

- ***Te Kura Kaupapa Māori o Tamaki Nui-a-Rua Fundraising Committee to attend the Te Mana Kuratahi Kapa Haka Nationals held in Nelson from 31 October to 5 November 2021***
- ***Te Ringa Kaha Incorporated Working Committee to attend the national Te Matatini Herenga Waka Herenga Tangata 2022 competition held in Auckland in February 2022***
- ***Dannevirke High School rural sports travel***
- ***Tararua College rural sports travel***

***Crs Hull/Isaacson***

***Carried***

13.1.2 Cr Raylene Treder abstained from voting on the above motion, having previously declared a conflict of interest regarding that item of business.

13.1.3 ***That Council grant the sum of \$1,000 as a donation to support the 1st Battalion Royal New Zealand Infantry Regiment Memorial Wall and Remembrance Walkway and Garden, and***

***That this funding be provided from savings/surplus balances available this financial year in the community support budgets.***

***Crs Johns/Hull***

***Carried***

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

14.1 Nil

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.38pm.

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Mayor



## **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 7th July 2021 commencing at 7.00pm.

### **1. Present**

**Committee Members:** Louise Powick (Chair), Jared Brock (Deputy Chair), Fiona Stokes (Secretary), Gerry Parker (Treasurer), Rhys Punler, Leeroy Harris, Ingrid de Graaf

**Members of the Public:** Chief Executive Bryan Nicholson, Cr Raylene Treder, Cr Alison Franklin, Stan Wolland, Karolyn Donald

### **2. Apologies**

2.1 John Arends

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

3.1 Nil

### **4. Confirmation of Minutes**

4.1 **That the minutes of the Pahiatua On Track meeting held on 2nd June 2021 (as circulated) be confirmed as a true and accurate record of the meeting.**

**Leeroy Harris / Rhys Punler**

**Carried**

### **5. Matters Arising**

5.1 Initial enquiries undertaken with Brass, Broughton and Davey around the Pahiatua On Track accounts. For this year they will stay with MCI and Associates.

5.2 Mobility ramps outside the Bush Community Centre and Motorcycle HQ relating to ponding of water has been discussed with the project team.

5.3 Feedback on Main Street lights. The project team is looking into options for resolving issues around the level of brightness. Discussion occurred around the combination of streetlamps and pathway lights. Bryan Nicholson is going to look into this matter.

- 5.4 Gerry Parker has applied to Horizons Regional Council for funding for the weed control at Carnival Park.

**6. Tararua District Council Report 30th June 2021**

- 6.1 Cr Alison Franklin reported that Council have signed off on the Long Term Plan.

Rates have been set. Adjustments have been made to make rates fair across urban and lifestyle properties.

Council have agreed to sign off on a million-dollar loan for Pukaha Mount Bruce National Wildlife Centre to help them with the next stage of their developments. Great plans for growing and developing the business.

Bryan Nicholson shared updates around the new workings and developments in Council structure since starting in the Chief Executive position to focus the operations of the Council.

Bryan spoke of funding opportunities that the district has been missing out on. With the new positions directed to community development Council is hopeful there will be more support around this received for the district.

Discussions were held around the Long Term Plan and the three waters reform. Bryan Nicholson made comment on the recent issues with the wastewater treatment and explained that Council is looking to rectify this matter.

Discussion was also held around the Resource Management Act reform. Bryan explained that the Resource Management Act is to be replaced with three different pieces of legislation.

The reforms will provide an opportunity for the Council to change and develop with a review of local government and how that will look going forward.

Council has agreed to create a strategy regarding housing in the Tararua district. This will be connected to the growth strategy in terms of identifying land ownership and capacity to support growth.

**That the report of the Tararua District Council meeting held on 30th June 2021 (as circulated) be received.**

**Leeroy Harris / Gerry Parker**

**Carried**

## **7. Correspondence**

### **Inwards**

- Bisset Honda invoice - Pahiatua Business Group
- Greenhouse Creative invoice - signage

### **Outwards**

- Council rates remission application
- Letter to Council Road Safety Group regarding pedestrian crossing proposal

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

**Fiona Stokes / Leeroy Harris**

**Carried**

## **8. Financial Report**

### **8.1 Invoices to be Paid**

Bisset Honda	\$384.49 paid 20th June
Greenhouse Creative	\$512.33

### **8.2 Accounts to be sent to MCI and Associates for auditing.**

### **8.3 That the financial report be received and the accounts approved for payment.**

**Gerry Parker / Leeroy Harris**

**Carried**

## **9. Portfolio Reports**

### **9.1 Swimming Pool**

A discussion was held around finalising the business case so that the project can go out for funding.

Council has requested Pahiatua On Track utilise the funding from Council in the Long Term Plan to get someone to finalise the business case. Bryan Nicholson will follow up on this matter and get back to Louise Powick and Cr Raylene Treder.

## **9.2 Main Street Upgrade**

All signage is now with the New Zealand Transport Agency consultant.

A discussion was held around funding of the storyboards for Main Street. Louise Powick has been asked to write a letter to Council for funding of this cost. The committee agree that this request for funding should come from the project team, not Pahiatua On Track.

## **9.3 Harvard Slide**

Jared Brock fed back about progress with the Harvard slide. Jackson's currently do not have the capacity to get the job finished. Other options have been discussed. However, the plane slide has been designed to be engineered around Jackson's equipment.

## **9.4 Pahiatua Business Group**

Ingrid de Graaf reported back around the Pahiatua Business Group. Since the initial public meeting the steering group has now been formed comprising of ten members and held two meetings. The group has formed a mission statement, vision and a set of six values.

A discussion was held around the Tararua wide Chamber proposed by Group Manager - Economic and Community Development Mark Maxwell.

The next meeting is to be held at the end of August.

## **9.5 Carnival Park**

Karolyn Donald gave information around the community agreement with Department of Conservation which has now been established and circulated. This document is to be looked over by Tararua Law.

The purpose of the agreement is to enable the local volunteers to improve the bush area. Discussions were held around the level of control that Department of Conservation still holds and the level of risk for Pahiatua On Track under this agreement.

## **9.6 Explore Christmas**

No update on this event. The next meeting is to be held on 21st July.

The meeting closed at 9.17pm.

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Chairperson - Louise Powick

## **PAHIATUA ON TRACK INCORPORATED**

Minutes of the Pahiatua On Track Incorporated meeting held in the Pahiatua Service Centre Chamber, 136 Main Street, Pahiatua on Wednesday 4th August 2021 commencing at 7.00pm.

### **1. Present**

**Committee Members:** Louise Powick (Chair), Jared Brock (Deputy Chair), Fiona Stokes (Secretary), Gerry Parker (Treasurer), John Arends, Rhys Punler, Leeroy Harris, Ingrid de Graaf

**Members of the Public:** Cr Raylene Treder, Stan Wolland, Emma Elliott

### **2. Apologies**

**2.1** Cr Alison Franklin, Karolyn Donald

### **3. Emma Elliott – Food Secure Communities Project**

**3.1** Emma Elliott presented to the committee about the research project based around food secure communities - production, distribution and consumption in the Tararua District. Emma spoke of looking at the district's food distribution networks and regular sustainable access to food. Emma is currently undertaking consultation with stakeholders, schools and community boards/committees.

Committee members are to respond to Emma's consultation questions via email.

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

**4.1** Gumboot Friday

**4.2** Keep New Zealand Beautiful Week

### **5. Confirmation of Minutes**

**5.1** That the minutes of the Pahiatua On Track meeting held on 7th July 2021 (as circulated) be confirmed as a true and accurate record of the meeting.

**Leeroy Harris/Gerry Parker**

**Carried**

## **6. Matters Arising**

- 6.1** Further follow up is required around the funding of the storyboards for Main Street. Pahiatua On Track is happy to contribute once all leftover funding is spent.
- 6.2** Feedback on Main Street lights has been discussed with the project team.

## **7. Tararua District Council Report 30th June 2021**

- 7.1** No minutes have been provided for this month's meeting as Council has not met in July. Cr Raylene Treder gave a brief report on the three waters reform discussed at the Local Government New Zealand conference attended by Council. Of the \$2.5billion from the Government for the reform, Tararua would get \$15.1million. Council would like to do consultation with the community; however, they are very time-pressured to be able to do this.

## **8. Correspondence**

### **Inwards**

- Invite for the Main Street opening
- Letter from Council regrading Long Term Plan submission
- Invoice - Greenhouse Creative

### **8.1 That the correspondence be received.**

**Fiona Stokes/Gerry Parker**

**Carried**

## **9. Financial Report**

- 9.1** Accounts have gone to MCI and Associates and have been sent on to the auditor.

### **9.2 Invoices to Pay**

Greenhouse Creative	\$167.33
Iwi design invoices	still to pay
Town signage	still to pay

**9.3 That the financial report is received, and accounts approved for payment.**

**Gerry Parker/Leeroy Harris**

**Carried**

**10. Annual General Meeting Date**

**10.1** Annual General Meeting date is to be 6th October 2021. This is to be advertised to the community.

**10.2** Discussion was held around the potential for diversifying the committee and to consider cultural, rural, education and youth representation on Pahiatua On Track.

**11. Pahiatua On Track Promotion and Rebranding**

**11.1** Discussion was held around how we as a committee can promote Pahiatua On Track and what we do in the community. The suggestion has been made that we submit regular articles to the Bush Telegraph updating the community on news and activities of the committee. The suggestion of name badges was also raised to identify ourselves in the community and at events.

A discussion was held around the name of the committee and how this aligns with our vision and purpose. Louise Powick will send out the Pahiatua On Track objectives and the Explore Pahiatua marketing plan for review by committee members, and this is to be discussed further at the next meeting.

**12. Portfolio Reports**

**12.1 Swimming Pool**

Email circulated about contracting Xyst to complete the business case for the swimming pool.

**That the committee agree to fund Xyst to undertake the completion of the business case.**

**Louise Powick/Leeroy Harris**

**Carried**

**12.2 Main Street Upgrade**

There has been a mistake in the fabrication of the Sedcole Flagpole, so this has been delayed. It is hoped it will be ready in time for the Main Street opening on 13th August.



### **12.3 Harvard Slide**

Jared Brock has met with Jeremy from Jackson's two weeks ago. Jeremy is hopeful that they will be able to squeeze the plane project in some time soon. They will also look at the rust on the plane and tidy this up. Jared will continue to follow this up.

### **12.4 Pahiatua Business Group**

Ingrid de Graaf reported back around the Pahiatua Business Group meeting. Discussion has been held around if the group will remain under Pahiatua On Track or become its own society. Louise Powick is going to look into this further. The Pahiatua Business Group has come up with a logo and is having bunting printed to be distributed to local businesses.

Ingrid de Graaf also gave feedback to the committee on the banking meeting. Discussion was held around banking in Pahiatua. There is the potential of a banking hub being set up in Pahiatua. This is currently being trialled in Martinborough, and if successful hopefully this will be replicated in Pahiatua.

### **12.5 Carnival Park**

The Department of Conservation Community Agreement is currently with Tararua Law and awaiting feedback. To undertake this work Peter Lindstrom needs to complete anti-money laundering verification of the committee. All members are to complete this when received.

### **12.6 Explore Christmas**

Fiona Stokes provided an update from the meeting held on 21st July. Fiona expressed the views of the subcommittee that maybe the time and sequence of events need to be altered. Gerry Parker and Cr Raylene Treder reported positive feedback from the community in discussions held about the evening event.

The committee have agreed that the programme is good as it has been planned and is to go ahead with advertising the event.

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

### **13.1 Gumboot Friday**

Fiona Stokes spoke to the committee about the upcoming Gumboot Friday event on 5th November.

Fiona has proposed coordinating a community event for this cause to help raise mental health awareness and money for counselling for children and young people in our community and the rest of New Zealand.

The committee agree to support this event and will fund a portion of the day's activity once confirmed.

### **13.2 Keep New Zealand Beautiful Week**

Louise Powick reminded the committee that this event is approaching. Leeroy Harris will follow up with Tararua College who are now coordinating the community clean up event and report back at the next meeting.

The meeting closed at 8.58pm.

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Chairperson - Louise Powick

## **MINUTES OF THE WOODVILLE DISTRICTS' VISION (WDV) MEETING**

Held on Tuesday 6 July 2021 at 7.00pm, Supper Room, Stadium, Woodville

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### **PRESENT:**

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Chris Archer, Ian Daily, Denise Henman, Merrill Hoare, John Preston, Denise Quinney, Malcolm Stuart, Janice Wiri

### **IN ATTENDANCE:**

Mayor Tracey Collis, Brooke Carter, Department of Internal Affairs

### **APOLOGIES:**

Kari Gray, Bruce Hutton, Kevin McIntyre, Jo Field, Brent Tomlinson, Turia Brackenbury, Stephanie and Peter Bonser

**V Tomlinson moved** the Apologies be accepted

**M Hoare/Carried**

### **ITEMS NOT ON THE AGENDA:**

Nil

### **CONFLICTS OF INTEREST:**

No new conflicts or potential conflicts of interest registered.

### **MINUTES:**

The June meeting minutes were tabled. **V Tomlinson moved** the minutes be taken as read

**J Wiri/Carried**

### **MATTERS ARISING:**

Nil

### **ACTION LIST:** (updated as per the attached)

No. 29: Water tanks: Woodville Art + History have stated that they do not require the tank situated behind the Lindauer Gallery. **V Tomlinson moved** it be re-sited to the "Police" community garden

**C Archer/Carried**

It will be kept on the Asset Register with a note of its location. **Closed**

No. 30: The Anglican Church Vestry has decided not to allow WDV meetings in the Holy Trinity Hall unless another situation similar to Covid Alert Level 2 ensues. **Closed**

### **Executive Report:**

**V Tomlinson** tabled the report and **moved** it be taken as read

**J Preston/Carried**

### **CORRESPONDENCE:**

Nil

### **REPORTS:**

#### **Treasurer:**

Accounts for payment: Previously approved Event Team expenditure and Garden Initiative - reimbursement to V Tomlinson for using her credit card (as WDV does not have one) totalling \$1,198.45; Bush Telegraph advertising (Volunteer Week) \$297.50; community meeting hall hire \$112.00. **G Haglund moved** payment of these accounts

**M Stuart/Carried**

V Tomlinson mentioned that new tables for the stadium have been purchased and named.

G Haglund noted that Café 88 reimbursed WDV \$540.00 for hall hire for the school holiday event.

**G Haglund moved** the report be received

**M Stuart/Carried**

**Chair's Report:** (attached)

V Tomlinson mentioned the success of the inaugural Mid-Winter Matariki/Light Festival, at which the new Woodville slogan prize winner was announced, the slogan being "All Good in the Wood".

V Tomlinson noted she had attended a presentation by Neen Kennedy (of Sustainable Ewe) (via Tararua REAP) on sustainable living.

She noted one great product Neen had created was an affordable Bokashi compost bin (made from buckets that were just heading to the landfill). She noted that this work would link in great with the Community Garden and Beautification team's work.

**V Tomlinson moved** her report be tabled and read

**C Archer/Carried**

**Council:**

With Councillor Peter Johns being absent Mayor Tracey Collis reported and answered questions.

- Council has loaned \$1M for the new Pukaha Mt Bruce Education Centre.
- Council discussed WDV's proposed changes to the discretionary grants and Mayor Collis offered suggestions based on the experiences of other groups.
- Maori wards: The name for this is Tamaki nui-a-Rua, which translates to Tararua District. M Stuart asked why Councillor Johns had not consulted with the community he represents before voting on the Maori wards. Mayor Collis explained that there was insufficient notice, however, there will be a consultation period for communities to have their say.
- This year is the time for reviewing of Council's representation arrangements. Consultation on this will be publicly notified.
- Building consents statistics will be made publicly available every month to provide more accurate information regarding town/regional growth.
- Solid waste: Council's contractor for kerbside recycling/collection has raised its fee so Council has changed the kerbside service to fortnightly instead of weekly. M Hoare stated that she, and others, was not aware that kerbside collection has been available. Mayor Collis asked whether she had received a Welcome Pack, as it is mentioned in that. She said she had not received one. J Hill said that, as a tenant, she had not received one either. V Tomlinson said that welcome packs will be available at the Welcome to Woodville event on 18 July.
- Woodville flats: Council is taking the opportunity to renovate the flats when they are empty. Some occupants are not happy to have this done while they are living there, so they will not be renovated while occupied.
- Rates increases have been struck with an overall average increase of 9.44%. Part of this increase will enable more funding for community development.
- Three Waters: Council will not make a decision until they have consulted with the community. Mayor Collis has written to the Government to express her displeasure at the advertising campaign for the three waters reform, as she feels it is not accurate, and more discussion needs to be entered into.
- M Hoare asked about stormwater, etc. and how Council is planning to meet the needs of growth. Mayor Collis replied that Council is developing a growth strategy, however, stormwater is a new area for Council to consider increasing funding. M Hoare also mentioned that stormwater is not available at her property even though she pays for it. Mayor Collis agreed to look into it.
- M Hoare asked what Council is doing about rodent control, namely rats. Does Council provide rat traps. Mayor Collis advised notifying Council, and she is liaising with a local pest-free group. V Tomlinson suggested that Woodville not rely on Council for funding pest control but look at other funding possibilities.

- J Preston asked whether Council is doing a review of community boards, looking at this as part of the representation review. Mayor Collis replied that WDV is funded per head of population whereas a community board is elected by its community and funded differently, and now is the time to have that discussion with WDV.
- V Tomlinson asked about the attendance of the Mongrel Mob at the last Council meeting. Mayor Collis replied that the Mongrel Mob requested an opportunity to talk to the community about what they are doing within the community. Mayor Collis noted she had repeated her comments to the Mob about intimidation, drugs and fighting connected with gangs bringing stress to others in the community. However, they are "our people" and part of the community.

#### **Woodville Recreation and Play Park (WRAP) Quarterly Report (Verbal Report):**

M Stuart reported that T Brackenbury has been in discussions with various groups including Council personnel, and preparing paperwork for a presentation to Council. She and Malcolm are also attending a seminar this week run by Palmerston North Council on connecting with the community. First aid courses are also being looked into. Full report to come next month.

#### **First Aid Course/Civil Defence:**

V Tomlinson attended the latest Civil Defence meeting at which there was good discussion. One of the main points was the need for a first aid course for leaders of new community groups and key people within Woodville. **V Tomlinson moved** that WDV fund a first aid course (cost to be confirmed)  
**J Preston/Carried**

#### **Woodville Signage:**

The new town/region signs are still under development and waiting for mock-ups to be finished.

D Henman mentioned a problem with the New Zealand Transport Agency (NZTA) electronic sign positioned at the eastern end of Woodville, that it is confusing for people travelling from Hawke's Bay through to Palmerston North. R McMillan brought up the lack of information for locals regarding whether or not Saddle Road is open. V Tomlinson sought confirmation/agreement from the meeting to write to NZTA about these matters. **(New Action Point)**

#### **Community Development Initiatives:**

V Tomlinson reminded members that members of the community do not have to be WDV members to be involved with the Community Initiatives. She noted the main drive was for social connections to be formed and that would then assist with building a resilient community, which would benefit everyone in the long term.

**V Tomlinson moved** that reserved funds that are currently on term deposit No.12 be transferred towards another community initiative, as WDV is required to make a contribution alongside Department of Internal Affairs funding  
**J Preston/Carried**

#### **Reporting Schedule:**

Following on from last month's decision to stagger reporting from the sub-teams, the Executive Committee has reviewed and constructed a reporting schedule so that all sub-team members know when they are due to report to the general meeting. The reporting schedule will be circulated to members.

#### **Discretionary Grant Process:**

The Executive Committee has reviewed the forms for applying for and reporting on discretionary grants. Copies of the amended forms were passed to members for their perusal and a decision to accept and/or make more changes will be made next meeting.

Also, a decision will be made as to how many times per year applications will be invited. Brooke Carter offered a helpful suggestion from her experience working at Palmerston North City Council.

**Beautification Report (Verbal Report):**

The main street and railway gardens teams as well as the walkway team have been combined to become the 'Beautification Team'.

M Hoare briefly reported on the main street gardens and stated that Kelly Christensen has confirmed that funding will be part of what is presented with Council budget approval, and there has been a plan for organising replanting with the contractor to do the work in stages.

M Hoare asked whether progress on the community garden will be reported at WDV general meetings. V Tomlinson replied that this information will be in her Chair's monthly report, along with other community initiatives until they are up and running fully, when there will be regular reporting like the other team.

**Tree Sculpture:**

The Executive is waiting to hear back from Chris Chapman, Group Manager - Infrastructure and also from Ngati Kahungunu regarding storage on their property. However, Mayor Collis said that Council staff do not have time to help with something that is WDV's responsibility. V Tomlinson will discuss with Council staff with a view to taking back responsibility and moving on with the repairs.

The meeting closed at 9.16pm.

**Next meeting: Tuesday 3 August 2021 at 7.00pm**

Signed: .....  
Chair

Signed: .....  
Secretary

Woodville Districts' Vision – ACTION LIST			As at: 6 July		
#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	<del>7/7/2020</del> 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	<del>7/7/2020</del>  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.
9	<del>7/7/2020</del>  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	Mayor to investigate whether Chorus boxes can be painted.	<del>Mayor</del> V Tomlinson		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.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	1/12/20  6/4/21			2021	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. <i>V Tomlinson moved</i> that this item is managed by the Events Team. <i>Second T Brackenbury/Carried</i>
18	4/9/2020  6/10/20 3/11/20  2/3/21  4/5/21	Street Speakers – discussions with Eric Bodell (Radio Woodville) and business owners required.	V Tomlinson    T Brackenbury	29/9/2020  Ongoing  March 2021  Aug 21	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</i> deferring to early 2021 <i>Second: J Preston Carried</i> Item discussed at meeting. (Noted in minutes) V Tomlinson moved that this is now taken up by Events Team. Committee agreed. T Brackenbury volunteered to follow up. T Brackenbury noted that the Events Team has now taken up this action.
21	4/9/2020  6/10/20 3/11/20	Gym Equipment in Square requires maintenance. A Chapman to be approached for assistance.	V Tomlinson	6/10/2020  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>



#	Date of Meeting	Action	Owner	Due Date	Status/Update
24	6/10/20 <del>3/11/20</del> 1/12/20 <del>2/2/21</del> <del>2/3/21</del>  4/5/21	Invitation to Colin Yonge and team to WDV meeting	V Tomlinson	4/12/20  <del>Feb 21</del>  March 21  May 21   TBA	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. Chair advised that C Yonge is now leaving the Council, but also the study was not completed. M Maxwell from Council will present once report is completed, most likely May. 4/5: The Chair noted that the feasibility study has now been put on hold by the Council as Councillors discuss it further. Mark Maxwell will update the Chair in due course.
25	<del>2/2/21</del>  2/3/21   4/5/21 6/7/21	Recycling Centre Woodville: Continued investigations into possible options of either moving it, or reducing the disturbance to visitors using the camping grounds.	V Tomlinson     Mayor Collis	March 21       TBA 6 July 21	The Chair noted that options were still being considered and a possible interim solution, which she will be discussing with Council staff, is signage and or a gate to restrict the hours people can use the glass recycling section. On hold until TDC trial is complete Woodville Recycling Centre: There is some confusion regarding the black glass bins used in a trial. Some were taken away and some were left.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
					Mayor Collis agreed to investigate and provide clarity.
27	4/6/21  1/6/21	Concept Tree Sculpture: With the return of the concept tree sculpture, the Chair asked members to think, over the next month, where an appropriate place is to house it permanently, given it is a WDV asset.	ALL	<del>May 21</del>  Dec 21	4/5: Discussion held. The Chair to approach the Medicine Depot to see if they are happy to display the tree until a permanent/semi permanent home is agreed upon. This venue give members of the public access to view it. 1/6: Tree is now at Medicine Depot till further notice. Review to be done in six months of location.
28	<del>6/4/21</del>  1/6/21  6 July 21	Plaque for Sean Burgess: The Chair to discuss with family and Council regarding a plaque for the seat outside the flat Sean use to live in.	V Tomlinson	<del>May 21</del>          <del>1 June 21</del>  6 July 21	4/5: Mrs Burgess is agreeable to the suggestion but wants the community to decide on it. <i>V Tomlinson moved</i> WDV obtain a quote <i>G Parkes</i> However, it was suggested that a quote is not necessary as the cost should be minimal. <i>V Tomlinson amended her motion</i> to obtain a plaque in memory of Sean Burgess from a local supplier up to the value of \$250 <i>T Brackenbury/Carried</i> 1/6: Chair advised that local Jeweller was happy to make the plaque up. Wording required. The Chair confirmed the plaque would be ready in August for attachment to the bench.
31	4/5/21 (added 1/6/21)	Notice Board: The Events Team to seek quotes for a sign, which will be hung on the fence of Woodville Animal Welfare.	Events Team	July 21	A quote has been received from Potter Interior Systems for a 1.2m x 2m safety glass noticeboard – \$1,100.00 plus GST (not including installation). <i>V Tomlinson moved</i> acceptance of the quote <i>C Archer/Carried</i>

#	Date of Meeting	Action	Owner	Due Date	Status/Update
					Chair to arrange for installation.
32	1/6/21	Review of Discretionary Grant forms and info: The Executive Team to review the Discretionary Grant forms and processes/information and bring back to general meeting.	Exec Team	July 24  Aug 21	On agenda for July mtg. 6/7: The Executive have revised the Discretionary Grant form – tabled at meeting. Members to review and bring back any comments in August meeting.
33	6/7/21	Rose Garden: Discussion regarding watering the rose gardens: B Hutton has been hand-watering the garden and is happy to continue, or WDV to install underground irrigation or a hose. M Hoare mentioned that TDC is responsible for maintaining the rose garden and this has not been kept up to date. M Hoare (Beautification Team) to email Kelly Christenson.	Beatification Team	Aug 21	
34	6/7/21	NZTA Signs: WDV to write to NZTA re their digital signs and lack of clarity and not good positions.	WDV Exec	Aug 21	

**MINUTES OF THE WDV EXECUTIVE COMMITTEE**  
**Held on Tuesday 22 June 2021 at 11.00am**  
**Café 88, Vogel Street, Woodville**

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**PRESENT:**

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

**APOLOGIES:**

Nil

Volunteer Awareness Week:

After email discussion with the Executive, V Tomlinson had placed a quarter-page ad in the Bush Telegraph which was intended mainly to thank volunteers (as it was Volunteer Awareness Week), but also to introduce the new event which will replace Mad Hatters Day. However, it was not printed as outlined (from the Bush Telegraph). Instead, the poster was given a quarter page and the text was printed separately. V Tomlinson will contact Steve Carle (Editor, Bush Telegraph) to discuss the unrequested changes to find out the process to ensure it doesn't happen again.

Woodville Wire:

At the last general meeting members voted to end postal deliveries of the town newsletter and instead distribute them to various Woodville retailers. Almost every retailer was in favour, although some will require small plastic stands to put either on their counter or on the wall of their shop.

Denise Henman, Salvation Army Family Store, contributed five stands from the store in return for a donation to the shop. **V Tomlinson moved** WDV donate \$20 in exchange for the stands

**R McMillan/Carried**

Several more stands will be needed to accommodate some of the other retailers. V Tomlinson to make the purchase online for a total of \$156.24. **J Hill moved** that WDV purchase eight similar plastic stands

**G Haglund/Carried**

Since Paul Tayler has joined the Woodville Wire team, J Hill has produced a Policies and Procedures document. This was presented to the Executive Committee.

Events Payments:

The Executive had a discussion regarding payment for WDV teams (Events Team and Community Garden Initiative etc) and agreed on a process for authorising expenditure. Members of the relevant teams are to sign off on expenditure before coming to an Executive Meeting or general meeting for approval for payment by the Treasurer.

Community Discussion Result:

The initiative that came out of the latest discussion is a "SHIMME" Shed a "She/Him/Me Shed" to provide a venue for many activities, which may include art, crafts, woodworking, social gatherings, etc.

WDV is also waiting on the Ministry of Education regarding plans for the heritage building on the Woodville School grounds, as this would provide the ideal venue for the community.

All the ideas/suggestions/requests will be taken to the July general meeting for discussion.

Discretionary Grants Forms:

J Hill has amended the formatting of the Discretionary Grants application form and the reporting back form. V Tomlinson will make initial draft changes, as per the last general meeting, for the Executive to consider, before taking back to the July meeting.

Monthly Reporting Schedule:

V Tomlinson presented a draft reporting schedule, as per discussions at the last general meeting, to 'stagger' regular reporting from teams. Executive Members to review and discuss at next meeting.

It was discussed and agreed that this would also be a good way of keeping track of report backs from Discretionary Grant applications, that are successful.

The meeting closed at 12.20pm.

**MINUTES OF THE WDV EXECUTIVE COMMITTEE**  
**Held on Tuesday 1 July 2021 at 4.00pm**  
**20 Ross Street, Woodville**

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**PRESENT:**

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

**APOLOGIES:**

Nil

Discretionary Grants Forms:

V Tomlinson thanked J Hill for updating the discretionary grant form format. The team worked through the proposed amendments, which aimed to make the form more easily understood. It was noted that the form, if agreed by a WDV general meeting, will be updated again once the new constitution has been finalised. Agreed changes are as follows:

- 1) The email address for sending in applications should be [wdvdistrictsvision@gmail.com](mailto:wdvdistrictsvision@gmail.com) not the Secretary's personal email address.
- 2) "Event(s)" to be added to broaden the scope of granting funds.
- 3) Remove No. 5. "...applications must be accompanied by a balance sheet...". Replace with: "Please provide evidence of your organisation's principal functions, i.e. printout of your mission statement/vision statement/constitution."
- 4) Add: "Please provide a bank account name and number."
- 5) Add: "How many members/volunteers are in your organisation?"

Amended form to be tabled at July's general meeting.

Reporting Schedule:

The team agreed to present the reporting schedule at July's general meeting.

The meeting closed at 4.50pm.

# WOODVILLE DISTRICTS VISION

Treasurer's report 30 June 2021

<b>Discretionary Fund</b>		<b>Opening Balance</b>		<b>\$ 12,595.28</b>
		<u>Income</u>	<u>Expenditure</u>	
11/06/2021	Girl Guides		3,000.00	
		<b>\$ -</b>	<b>\$ 3,000.00</b>	
	<b>Closing Balance</b>			<b>\$ 9,595.28</b>
<b>General Working A/c</b>		<b>Opening balance</b>		<b>\$ 61,978.48</b>
		<u>Income</u>	<u>Expenditure</u>	
1/06/2021	JMJ Hill	Honorarium	\$150.00	
2/06/2021	Café 88	Hall Hire *	540.00	
4/06/2021	Ann-Marie Hapuku	Kidz Club DIA	\$170.07	
4/06/2021	D. Quinney	WDVL Wire delivery - June**	\$100.00	
4/06/2021	GCV Engineering	Xmas Lights	\$494.50	
18/06/2021	NZME	Advertising	\$163.26	
30/06/2021	V G Tomlinson (R)	Community Garden	\$13.23	
30/06/2021	Salvation Army	Display Stands W.Wire	\$20.00	
30/06/2021	V G Tomlinson (R)	Events - multiple	\$49.98	
30/06/2021	V G Tomlinson (R)	Events - Comm Disc	\$80.00	
30/06/2021	V G Tomlinson (R)	Events - Matariki	\$100.00	
30/06/2021	K. Jennings Jewellers	Plaque	\$130.00	
30/06/2021	V G Tomlinson (R)	Display Stands W.Wire	\$156.24	
30/06/2021	V G Tomlinson (R)	Community Garden	\$200.00	
30/06/2021	C Oosthuizen Girl Guides	Events - Comm Disc	\$500.00	
30/06/2021	V G Tomlinson (R)	Tables for Stadium	\$599.00	
	<b>Closing Balance</b>	<b>\$ 540.00</b>	<b>\$2,926.28</b>	<b>\$ 59,592.20</b>
<b>Committed funds (Including GST)</b>				
ongoing	Secretary	Honorarium	0.00	
10/07/2021	GST to IRD		3,469.25	
ongoing	Delivery - Woodville Wire Approved 1/6/21		100.00	
ongoing	DIA Community Initiative - Kidz Club		11,219.17	
ongoing	DIA Community Initiative - Community Garden		11,262.03	
ongoing	DIA Community Initiative -		11,500.00	
	<b>Total Committed:</b>		<b>\$ 37,550.45</b>	
<b>Approved Projects (Balance)</b>		Date Approved:		
Recreation and Play Park (1000)		2/02/2021	1000	
Website Development (1,200)		4/06/2019	1200	
Events 20/21		4/05/2021	600	
Events 21/22		4/05/2021	4690	
	<b>Total Approved:</b>	<b>\$</b>	<b>7,490.00</b>	
<b>Expected Projects</b>				
Tree sculpture repairs	Verbal Discussion		8336.92	
	<b>Total Expected:</b>	<b>\$</b>	<b>8,336.92</b>	
<b>Accounts to be approved for payment on 6/7/2021</b>				
NZME	Events- 1950's		297.85	
TDC	Hall Hire Garden and community initiative		112.00	
	<b>Total for Payment:</b>	<b>\$</b>	<b>409.85</b>	
<b>TOTAL AMOUNTS Committed / Approved / Expected / Received:</b>				<b>\$ 53,787.22</b>
<b>Potential Available General Funds 2020/21</b>				<b>\$ 5,804.98</b>
<b>Term Deposits</b>				
#008	Grant fr Meridian for	Walkway	\$ 5,764.64	
#011	Funds allocated to	150 Year celebration	\$ 5,578.30	
#012	Reserved Funds from 2019/20		\$ 15,118.36	
	<b>Total funds in reserve</b>		<b>\$ 26,461.30</b>	

## Notes:

\* Items is expected to be reimbursed

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

## Woodville Districts' Vision Chairperson's Report - Up to 6 July 2021

The Chair's report will now focus on key highlights from each month, so more information can be shared (*Note: No report was presented in June as the Chair was away*):

- **Community Garden Initiative:** Sunday 30<sup>th</sup> May / Sat 26<sup>th</sup> and 27<sup>th</sup> June – The Community Garden Initiative continues to gain momentum with great support from our local community and businesses. At the community meeting on the 30<sup>th</sup>, the overarching purpose was agreed – ***Community Gardens allow for the creation of social ties and build a greater feeling of community.*** It was discussed and agreed that everything else that comes from the gardens is a bonus. A working bee was held on 26<sup>th</sup> June to kick off clearing one of our two sites. Another one is scheduled for mid-July.
- **Food Secure Communities:** Over the past few months I have been meeting with Emma Elliott who is contacted by Council to do the initial piece of work around the Food Secure Communities Project. This has been a fantastic opportunity to link into this work, as my request to join the Working Group was denied by Council (there is currently only one representative from Woodville on the working group). With the start of our Community Gardens and building stronger links across the community this is a fantastic time to grow networks, in Food Security, with the wider district, which this project is looking at. Instead of everyone working in silos, for the benefit of the communities, we need to come together. Emma will be coming to the August meeting to discuss this project.

With the above two projects in mind, and for self-knowledge I attended the following two workshops:

**Waste Free Living Workshop and Protect our Whenua (Neem Kennedy):** Wed 9<sup>th</sup> and Thurs 24<sup>th</sup> June. These ideas and principals tie in so nicely with what our projects are trying to achieve and hopefully the wider community. Small steps can make a big change! It would be wonderful to have this work incorporated throughout everything we do, from events to community gardens to beatifying Woodville.

- **Community Discussion/Community Ideas:** Sunday 20<sup>th</sup> June – Woodville Community came together again to discuss possible ideas/initiatives they would like to see happen in our fantastic town. We had a number of suggestions, which will be discussed and hopefully taken further at a WDV general meeting. The new initiative from this round is a 'Shimme Shed', similar to a 'Menz Shed' idea however this one is more inclusive and wider reaching. It will be exciting to see how it takes off and links with our other initiatives.
- **ACC – Sandy Keen:** Fri 25<sup>th</sup> June – I have been meeting with Sandy over the last few months to strengthen the linkage between her work and the work in our community. I am excited to confirm that she is now working with our Kids Clubs Initiative and the 'off shoot' groups that have come from it.
- **Rangitāne Iwi:** Mon 28<sup>th</sup> June – I met with Gloria Hauiti, Programme/Project Manager to have a general discussion. She advised that the shops on Vogel Street will now be opening on 1<sup>st</sup> August (not 1<sup>st</sup> July).
- **Mid-Winter Light and Matariki Festival:** 4<sup>th</sup> July – Woodville Districts Vision, via the Events Team, hosted its inaugural festival this year. The Sports Stadium was decorated with a multitude of lights and decorations. There was face painting and activities for the young people. The highlights of the event were the performance by Whareiti Maori Culture Group and announcing the winner of the Woodville Slogan Competition. Teresa de Vries won with 'All Good in the Wood'. A big thanks to everyone who helped, especially Paul Tayler, Jo Field and Janice Wiri. We have already had some initial discussions with Te Ahu a Turanga Marae regarding a joint 2022 celebration!!



**Woodville Districts' Vision  
Events Team Meeting Report (included for record)  
Wednesday 9<sup>th</sup> June 2021**

In Attendance: Vicky T, Rosie M, Janice W, Turia B, Carole W, Malcolm S, Paul T, Carole W, Kara A, Luke GS, Julie S  
Apologies: Rose K, Merrill H

**Notes/Actions:**

- **20<sup>th</sup> June – Community Discussion:** Turia advised that she had asked Mary to judge the competition. She was honoured to be asked; however she was unavailable. The team discussed and agreed that Turia and Julie will judge the categories.
- **4<sup>th</sup> July – Mid-Winter Light and Matariki Festival:** Luke and Vicky are meeting tomorrow night to review the stadium lights. **AP)** KA are to investigate what is happening to the lights from Lower Hutt light festival (which is no longer going ahead). Kara has experimented with glow in the dark paint. Further work is still required. CW has sought input from Joy Kopa regarding staging, however she has not heard back from her. **AP)** JS to follow up with Joy. Team discussed and agreed that \$20 cash be given to each winner of the colouring competition which will be given out on 20<sup>th</sup> June. **AP)** VT to arrange payment.
- **Street Speakers** (Action from main action list of WDV): With the focus of this meeting being on the larger events, Eric is to be invited to the next meeting.
- **18<sup>th</sup> July – Welcome to Woodville Expo:** **AP)** VT to send Carole a letter template to mail merge for residents.
- **6<sup>th</sup> November – Bobby Socks and Winkle-pickers, a 1950's Festival:** Carole and Vicky are awaiting a quote from Traffic Management for the Traffic Management plan to add to the Council application form. Vicky noted her conversation with Terri Judd from the Bush Rock'n'Roll Club. They are happy to come on 6<sup>th</sup> November and will contact other clubs to seek their interest. Terri also advised of a possible band 'Model A', whom Vicky had spoken with just prior to the meeting. They are available to play. After a discussion about the costs involved the team voted and all agreed to engage them. **AP)** VT to book the band in. The team discussed aspects of the evening and agreed it is a large enough event to create a run sheet/action list. **AP)** VT to draft up and circulate to the team separately. It was agreed that ticket prices would be \$30 per person for the night and that it will be an R18 evening.

**Woodville Districts' Vision**  
**Events Team Meeting Report (included for record)**  
**Wednesday 23<sup>rd</sup> June 2021**

In Attendance: Vicky T, Rosie M, Janice W, Carole W, Paul T, Carole W, Julie S, Merrill H  
Apologies: Rose K, Turia B, Malcolm S, Kara A

Notes/Actions:

- **4<sup>th</sup> July – Mid-Winter Light and Matariki Festival:**  
Vicky advised she and Luke had met and checked out the Sports Stadium lights. She advised of the potential layout to ensure points are not overloaded. Discussion regarding the staging of the hall and all agreed that Joy's expertise wasn't needed for this event as originally thought. Carole suggested that Ron Tekawa is invited to read the Matariki Story **AP)** VT to invite Ron. Discussion on lights. **AP)** Paul to see what lights Ian Thacker has available. **AP)** Team agreed/approved for VT to purchase \$100 worth of glow in the dark lights/sticks/bracelets which will light on the night and be able to be given away to young ones. **AP)** Team agreed/approved for VT to purchase tea light candles (ideally the battery-operated ones) for decorations on the night. Paul mentioned Arena Sound and Light equipment as a possible source as well. **AP)** CW to print out stars for members to cut out and for young ones to colour in on the night. **AP)** PT to source spotlights for the performance area. **AP)** VT to advise group of timing for working bee to set up the hall. The team discussed and agreed if the area goes into COVID Alert Level 2 that the event will be cancelled. **AP)** VT to discuss with Teresa re catering and COVID. There was a discussion held regarding the Town Slogan Competition. **AP)** VT to double check the wording on the entry form. Winner will be advised on the 4<sup>th</sup> and given prize. **AP)** VT to follow up with Jude at Property Brokers. There was a discussion regarding the prizes for the colouring competition and that the certificates/prizes will also be given out on 4<sup>th</sup> July.
- **18<sup>th</sup> July – Welcome to Woodville Expo:**  
Vicky advised that letters had been circulated to groups/organisations inviting them to participate. Agreement again, if COVID level changes – this event will be postponed.
- **6<sup>th</sup> November – Bobby Socks and Winkle-pickers, a 1950's Festival\*:**  
Carole advised that tickets were already being sold, mainly being purchased by out of towners connected with different Rock'n'Roll groups. The team discussed and agreed to purchase yellow wrist bands for ID at the door (this means that ID won't be required at the bar as photo ID will be required to enter the event). **AP)** Team agreed/approved for VT to purchase ID bands. The team discussed and agreed that stalls for the market day can be managed via Tararua I-Site and that an independent email address is established for WDV run market days. Agreement was also gained for the creation of a registration form for stall holders. **AP)** VT/PT/CW to work together to establish email, form, and process. Vicky mentioned that a local person had offered to give rock'n'roll dancing lessons to locals and that Terri Judd is also willing to help. It was discussed and agreed that this should be investigated closer to the time.

*\*Full run-sheet, with more details sits with the Events Team.*

## **MINUTES OF THE WOODVILLE DISTRICTS' VISION (WDV) MEETING**

Held on Tuesday 3 August 2021 at 7.00pm, Supper Room, Stadium, Woodville

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### **PRESENT:**

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Chris Archer, Ian Daily, Marc Kortenhorst, Evan Nattrass, John Preston, Melissa Reiri, Paul Tayler, Carole Wilton, Janice Wiri

### **IN ATTENDANCE:**

Councillor Peter Johns, Brooke Carter, Department of Internal Affairs, Michelle Whale, Emma Elliott (first item only)

### **APOLOGIES:**

Turia Brackenbury, Malcolm Stuart, Denise Quinney, Brent Tomlinson, Peter and Stephanie Bonser, Merril Hoare

**V Tomlinson moved** the Apologies be accepted

**C Archer/Carried**

### **Guest Speaker:**

Emma Elliott re Food Secure Communities project. Emma is currently contracted by Tararua District Council (TDC) to coordinate the initial information.

The goal of this initial piece of work is to research what charity food groups and community gardens there are, and how they are maintained. And what their distribution processes are. Emma presented a diagram which sums up most of her work to date. It shows some linkages, across the district but also highlights the lack of linkages in many cases.

The Chair asked for questions and suggestions from members. She mentioned the importance of this programme in terms of Civil Defence emergencies as well as the day-to-day needs of residents. One of the main issues raised was regular and easy access to water.

The Chair thanked Emma for attending and presenting and noted the importance of the work she is undertaking, not only for Woodville, but the wider district.

### **ITEMS NOT ON THE AGENDA:**

Nil

### **CONFLICTS OF INTEREST:**

No new conflicts or potential conflicts of interest registered. It was noted that from August 2021 Denise Quinney will no longer be delivering the Woodville Wire. The register will be updated to reflect this change.

### **MINUTES:**

The July meeting minutes were tabled. **V Tomlinson moved** the minutes be taken as read

**C Archer/Carried**

### **MATTERS ARISING:**

C Wilton asked what is happening about WDV's domain name and with the Woodville website, which is out of date. V Tomlinson replied that this will be added to the Action List and she has been talking to Mark Maxwell about it, as well as the Executive, as there are currently two websites/domain names.

### **ACTION LIST:** (updated as per the attached)

No. 28. Plaque for Sean Burgess: The plaque is complete. It will be shown to Mrs Burgess before being affixed to the seat. C Archer suggested painting or water blasting the bench. As it belongs to TDC, WDV will lodge a CRM for this to be done. Item now closed.

No .32: Discretionary Grants: As per minutes (below). Item now closed.

- No. 34: Letter Sent to New Zealand Transport Agency (NZTA) (as per correspondence). Item now closed.
- No. 35: Tree Sculpture (new item): WDV is awaiting up-to-date quotes to sandblast/galvanise the sculpture. WDV will also re-apply to Meridian for funding to cover costs.
- No. 36: WDV Website (new item): As per above comments.

**Executive Report:**

**V Tomlinson** tabled the report and **moved** it be taken as read

**R McMillan/Carried**

**CORRESPONDENCE:**

- IN: 15/7/21: Letter from TDC to WDV, in response to WDV's submission to the Long Term Plan.  
26/7/21: Email from T Brackenbury re timing of when minutes are sent out to members, to which the Chair replied explaining WDV's new policy (as agreed by the current Executive) of sending minutes in a "meeting pack" seven days prior to meetings, so everything is received in one email, not several over a month.
- OUT: During July: Retrospective logging of letter invitations to clubs/groups to the Welcome to Woodville Expo (34 groups were invited; see spreadsheet and sample letter in file).  
12/7/21: Letter to NZTA regarding confusing signage and lack of communication regarding closure of Saddle Road.  
2 & 3/8/21 Email exchanges with NZME booking ads in Bush Telegraph 23 and 30 August for WDV Annual General Meeting in September.

**J Hill moved** the correspondence be accepted

**C Archer/Carried**

**REPORTS:**

**Treasurer:**

**G Haglund moved** the financial report be received

**I Daily/Carried**

**Chair's Report:**

**V Tomlinson moved** her report be tabled and read

**R McMillan/Carried**

**Council:**

Councillor Peter Johns presented his report.

- Councillor Johns responded to M Stuart's comments at the last meeting regarding his vote against a Maori ward, explaining that Councillors were not given time to consult with their communities. He also found that 66% of Maori in the district would be disenfranchised with a Maori ward.
- Three Waters Reform: Councillor Johns explained what the Government's aim is and how it might affect residents of Tararua.
- Lindauer Walkway: TDC staff involved with the walkway inspected where the proposed walkway will go, once agreed by Council. Council staff obtained an approximate cost for construction of the walkway.
- Recycling: Council is looking into the possibility of providing food scrap bins to households, but ultimately agreed with members that there are many options that residents can take up themselves, particularly in supporting community gardens.

**Beautification Team Report:**

As M Hoare and T Brackenbury were absent, there was no written report, however, M Hoare had conveyed to the Chair that, being winter, not much can be done at the moment.

### **Review of WDV Structure for Ward:**

The Chair noted the Mayor's comments at last month's meeting. Every six years there is an opportunity for each town/community to review its structure - Community Board or Community Committee - and decide whether or not to continue with their current governing situation or change. V Tomlinson gave a simple explanation of the difference between community boards and community committees.

C Wilton asked whether there will be community consultation. Several members felt that this was necessary, perhaps at a public meeting.

J Wiri, C Wilton and M Reiri volunteered to organise a form of consultation along with information explaining the differences between the two organisations and giving context as to why the original team decided to go with a community committee (as it was outlined by E Natrass) so that people can make an informed decision.

As the outcome of this decision may impact whether or not the new constitution is adopted, the consultation will ideally need to be carried out before the constitution is presented to members, however it is dependent on timeframes. The organising team will source timeframes from Council.

### **Discretionary Grants Process:**

Discussion at last month's meeting brought up a suggestion that funding could be offered more than once per year, and in smaller amounts. After discussion and suggestion from the Treasurer, **V Tomlinson moved** that WDV's new discretionary grants process will consist of 40-40-20 funding, i.e., two rounds of 40% per year and 20% available throughout the year

**Daily/Carried**

Any monies remaining (not applied for) will be carried over.

A new advertisement for the Bush Telegraph will be produced after the Executive Committee decides on dates for publication.

### **Annual General Meeting:**

The Annual General Meeting will be held on Tuesday 7 September at 7.00pm at which time the Secretary's role will be up for election as will the currently unoccupied role of Deputy Chair.

The meeting closed at 8.55pm.

**Next general meeting: Tuesday 7 September 2021 at 7.30pm**

Signed: .....  
Chair

Signed: .....  
Secretary

Woodville Districts' Vision – ACTION LIST	As at: 3 August 2021
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#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	<del>7/7/2020</del> 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	<del>7/7/2020</del>  6/10/20  3/11/20    3/8/21	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	<del>Ongoing</del>          Ongoing          August 21	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. 3/8 – V Tomlinson advised that the new draft constitution was almost complete and that after a discussion with the Executive a Special General Meeting should be called within the next three weeks (for a months time – as per the current constitution).
9	<del>7/7/2020</del>  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.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
16	<del>4/8/2020</del> <del>6/10/20</del> <del>3/11/20</del> 1/12/20  6/4/21	Mayor to investigate whether Chorus boxes can be painted.	<del>Mayor</del> 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. <i>V Tomlinson moved</i> that this item is managed by the Events Team. <i>Second T Brackenbury/Carried</i>
18	<del>4/9/2020</del> <del>6/10/20</del> <del>3/11/20</del>  <del>2/3/21</del>  4/5/21	Street Speakers – discussions with Eric Bodell (Radio Woodville) and business owners required.	V Tomlinson    T Brackenbury	<del>29/9/2020</del>  Ongoing  March 2021  Aug 21	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</i> deferring to early 2021 <i>Second: J Preston Carried</i> Item discussed at meeting. (Noted in minutes) V Tomlinson moved that this is now taken up by Events Team. Committee agreed. T Brackenbury volunteered to follow up. T Brackenbury noted that the Events Team has now taken up this action.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
21	<del>4/9/2020</del>  6/10/20 3/11/20	Gym Equipment in Square requires maintenance. A Chapman to be approached for assistance.	V Tomlinson	<del>6/10/2020</del>  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	<del>6/10/20</del> <del>3/11/20</del> <del>4/12/20</del>  <del>2/2/21</del>  <del>2/3/21</del>  <del>4/5/21</del>  3/8/21	Invitation to Colin Yonge and team to WDV meeting	V Tomlinson	<del>4/12/20</del>  <del>Feb 21</del>  March 21  May 21  TBA  Ongoing	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. Chair advised that C Yonge is now leaving the Council, but also the study was not completed. M Maxwell from Council will present once report is completed, most likely May. 4/5: The Chair noted that the feasibility study has now been put on hold by the Council as Councillors discuss it further. Mark Maxwell will update the Chair in due course. 3/8: Councillor Johns updated the meeting. Please see minutes for full details.
25	<del>2/2/21</del>	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	



#	Date of Meeting	Action	Owner	Due Date	Status/Update
	<del>2/3/21</del>  4/5/21 6/7/21   3/8/21		<del>Mayor Collis</del>	<del>TBA</del> <del>6 July 21</del>   Ongoing	The Chair noted that options were still being considered and a possible interim solution, which she will be discussing with Council staff, is signage and or a gate to restrict the hours people can use the glass recycling section. On hold until TDC trial is complete Woodville Recycling Centre: There is some confusion regarding the black glass bins used in a trial. Some were taken away and some were left. Mayor Collis agreed to investigate and provide clarity. 3/8: V Tomlinson advised update re bins, as per the flyer handed out to those who still had bins. All were collected. Work continues on recycling options.
27	4/6/21    1/6/21	Concept Tree Sculpture: With the return of the concept tree sculpture, the Chair asked members to think, over the next month, where an appropriate place is to house it permanently, given it is a WDV asset.	ALL	<del>May 21</del>    Dec 21	4/5: Discussion held. The Chair to approach the Medicine Depot to see if they are happy to display the tree until a permanent/semi permanent home is agreed upon. This venue give members of the public access to view it. 1/6: Tree is now at Medicine Depot till further notice. Review to be done in six months of location.
31	4/5/21 (added 1/6/21)   3/8/21	Notice Board: The Events Team to seek quotes for a sign, which will be hung on the fence of Woodville Animal Welfare.	Events Team	July 21    Aug 21	A quote has been received from Potter Interior Systems for a 1.2m x 2m safety glass noticeboard – \$1,100.00 plus GST (not including installation). <i>V Tomlinson moved</i> acceptance of the quote <i>C Archer/Carried</i> Chair to arrange for installation. 3/8: On track for installation in August.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
33	6/7/21	<p>Rose Garden: Discussion regarding watering the rose gardens: B Hutton has been hand-watering the garden and is happy to continue, or WDV to install underground irrigation or a hose.</p> <p>M Hoare mentioned that TDC is responsible for maintaining the rose garden and this has not been kept up to date. M Hoare (Beautification Team) to email Kelly Christenson.</p>	Beatification Team	Aug 21	
35	3/8/21	Tree Sculpture: Quotes are being sources, Executive now re-engaging with Meridian.	WDV Exec	Oct 21	
36	3/8/21	WDV Website/s: Work required on WDV website.	WDV Exec	Oct 21	

### 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.
	Currently undertakes business with one of the shortlisted accounting firms.	Yes	6/4/21	Disclosed at meeting, noted/recorded	Geoff abstained from voting on the shortlist of Accountants
Denise Quinney	<del>Receives money from WDV, via the Woodville Wire Sub-Committee, for delivery of newsletter</del> As at Aug 21 Denise no longer delivers the Woodville Wire	Yes	6/10/20  3 Aug 21		<del>Denise will abstain from any votes related to Woodville Wire.</del>
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.

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
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 Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Merril will abstain 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 WDV EXECUTIVE COMMITTEE**  
**Held on Tuesday 21 July 2021 at 3.00pm**  
**20 Ross Street, Woodville**

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**PRESENT:**

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

**APOLOGIES:**

Nil

Tree Sculpture:

The Chair advised that post the last general meeting she has spoken with Chris Chapman, who advised that Tom Dodd was arranging quotes for the tree as a volunteer, not under his role with the Council. The Chair then rang and spoke with Tom Dodd who advised that he thought he was doing it as part of his Council role. He had arranged for someone to pick it up, but that had 'fallen through'. The Chair advised Mr Dodd that the WDV Executive will now take back all work around the Tree Sculpture and thanked him for his work.

The Executive discussed and agreed that an email be sent to Malcolm Stuart to take up his offer with liaising with possible companies who can assist with the tree. The current companies of interest are Ashhurst Engineering and Webforge in Palmerston North, which has a process that doesn't require sandblasting (we understand). A local business owner is also to be approached as he has advised another member that is able to assist. Once WDV has new quotes, they will re-engage with Meridian, who are receptive to WDV making a new grant application.

Lindauer Walkway:

The Chair noted that she had held a brief discussion with Mark Maxwell, from TDC, regarding the walkway/cycleway. He advised that Council is still looking into this project due to the potential high costs involved. The Chair noted that WDV still want to support the project, but are currently focusing on other community projects, especially around youth. Further discussions are required to determine timing of support.

Mid-Year Light/Matariki Festival:

The Chair, on behalf of the Events Team, noted the success of the event and that discussions are already underway for working with Te Ahu A Turanga marae re the 2022 celebrations.

Welcome to Woodville Expo:

The Chair, on behalf of the Events Team, advised that approximately 23 clubs/organisations were represented and there were between 52 and 75 visitors, many who live in rural Woodville. De-briefing with the Events Team will be held next week.

Big events still to come this year:

- Final Community Discussion/DIA Funding Round
- 6 November Fifties Festival
- 11 November Armistice Day
- Christmas Parade/ Christmas Festival

Tararua Business Network:

The Chair noted that Mark Maxwell is developing a Tararua Business Network. A new network was just established in Pahiatua under Pahiatua On Track and Mark Maxwell would like WDV to set one up in Woodville.

The aim is for businesses to support each other. The Treasurer sought clarification regarding this network and the existing Promotions Network. The Chair is to liaise with Mark Maxwell re that question and details, process, etc and report back.

Invoicing for Approval:

Peter Murray: domain name registration; website hosting. **G Haglund moved** WDV make payment **R McMillan/Carried**

Invoice to TDC for annual funding: confirmation was received from Mark Maxwell regarding the new process of when WDV is required to invoice Council and that said invoice has now been sent.

G Haglund has engaged with Ask Away Accounting and delivered to them bank statements and the electronic cash book, which is all that they have asked for at this time.

The Bluebelle Food Truck: catering at Light Festival - \$1000 – signed off by members of the Events Team (within approved budget from General Meeting).

2021 AGM:

7 September 2021 is the date for the AGM. **V Tomlinson moved** WDV advertise the AGM in the Bush Telegraph **R McMillan/Carried**

The meeting closed at 4.15pm.

**WOODVILLE DISTRICTS VISION**  
Treasurer's report 31 July 2021

<b>Discretionary Fund</b>	<b>Opening Balance</b>			<b>\$ 9,595.28</b>
		<u>Income</u>	<u>Expenditure</u>	
		<u>\$ -</u>	<u>\$ -</u>	
	<b>Closing Balance</b>			<b>\$ 9,595.28</b>

<b>General Working A/c</b>	<b>Opening balance</b>			<b>\$ 59,592.20</b>
		<u>Income</u>	<u>Expenditure</u>	
1/07/2021 JMJ Hill	Honorarium		\$150.00	
7/07/2021 IRD	GST		\$3,469.25	
9/07/2021 D. Quinney	WDVL Wire delivery - July**		\$100.00	
13/07/2021 Reid	Rippa	\$10.00		
13/07/2021 Waikato & Johnston	Rippa	\$5.00		
13/07/2021 TD Mature		\$15,178.01		
19/07/2021 TDC	Com Disc + Garden		\$112.00	
19/07/2021 NZME	Advertising 1950's		\$297.85	
26/07/2021 Allen BM	Stall (1950's)	\$30.00		
28/07/2021 Peter Murray	Website Fees		\$220.00	
28/07/2021 Bluebelle Food Truck	Matariki		\$1,000.00	
30/07/2021 V G Tomlinson*	1950's		\$58.65	
31/07/2021 Ann-Marie Hapuku	Kidz Club		\$2,919.30	
31/07/2021 TDC	1950's		\$63.25	
	<b>Closing Balance</b>	<b>\$15,223.01</b>	<b>\$8,390.30</b>	<b>\$ 66,424.91</b>

**Committed funds (Including GST)**

ongoing	Secretary	Honorarium	150.00
10/01/2022	GST to IRD		-605.35
ongoing	DIA Community Initiative - Kidz Club		8,299.87
ongoing	DIA Community Initiative - Community Garden		11,230.03
ongoing	DIA Community Initiative - SHIMME Shed		11,500.00
ongoing	WDV Community Initiative -		11,500.00
reserved	Balance of 2019/20 reserved funds		5,178.01
<b>Total Committed:</b>			<b>\$ 47,252.56</b>

**Approved Projects (Balance)**

	Date Approved:	
Recreation and Play Park (1000)	2/02/2021	1000
Website Development (1,200)	4/06/2019	1200
First Aid course	6/07/2021	3450
Events 20/21	4/05/2021	530.43
Events 21/22	4/05/2021	3481.51
<b>Total Approved:</b>		<b>\$ 9,661.94</b>

**Expected Projects**

Tree sculpture repairs	Verbal Discussion	8336.92
<b>Total Expected:</b>		<b>\$ 8,336.92</b>

**Accounts to be approved for payment on 3/8/2021**

<b>Total for Payment:</b>	<b>\$ -</b>
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<b>TOTAL AMOUNTS Committed / Approved / Expected / Received:</b>	<b>\$ 65,251.42</b>
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<b>Potential Available General Funds 2021/22</b>	<b>\$ 1,173.49</b>
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<b>Term Deposits</b>	#008	Grant fr Meridian for	Walkway	\$ 5,764.64
	#011	Funds allocated to	150 Year celebration	\$ 5,578.30
		<b>Total funds in reserve</b>		<b>\$ 11,342.94</b>

**Notes:**

\* Items is for a reimbursement

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

## Woodville Districts' Vision Chairperson's Report - Up to 3 August 2021

The Chair's report will now focus on key highlights from each month, so more information can be shared:

- **Community Initiatives:** 7<sup>th</sup> July - Met with the leads for the Community Initiatives to discuss progress and timing of finances. 17<sup>th</sup> July – Unfortunately due to bad weather the working bee for July did not take place, however thanks to volunteers on another day, the front fence was built. I also met with the Woodville Lions on 26<sup>th</sup> July to advise them of the Garden Initiative and sought interest with assisting in future working bees. 29<sup>th</sup> July was an exciting day for the Kids Club Initiative with their first shipment of sports equipment arriving. I worked with the initiative Lead, Ann-Mare, to name and sort everything. The first 'official' practice/game for the first sports club (Ripper Rugby) gets underway on Friday 6<sup>th</sup> August; 3.45pm at the Sports Park by the Swimming Pool. It would be great to see everyone there to celebrate this momentous occasion!
- **Welcome to Woodville Expo:** 18<sup>th</sup> July – Due to COVID 19 last year, WDV did not host a 'Welcome to Woodville' evening. The Events team thought that with the two-year gap it would be a great opportunity to make it a bigger event and more interactive. Clubs and groups were invited to attend and showcase their respective clubs/groups. It was held in the Woodville Sports Stadium on Sunday 18<sup>th</sup> July, between 12noon and 4.00pm. The thinking behind the time was so that people could just 'pop' in at any time to see what is available in Woodville. 23 groups/clubs participated in the day and we had somewhere between 52 and 70 people attend. Positive feedback was received from those who attended and the groups. This was our first 'large event' so lessons were taken away from it also. Overall, it was a great afternoon which highlighted the wonderful clubs we have here in Woodville. Big thanks to all who participated.
- **WDV Constitution:** During the past 10 months the WDV Constitution team has been meeting to discuss reforming/rewriting the constitution. The team realise this has taken longer than originally planned, however what this has meant that we have been able to approach it differently than if we had reviewed it within the first two months. The document will be circulated soon with a discussion with the Executive Committee regarding calling a Special General Meeting. It is important to note that once agreed and live on the Companies Office Website, the Executive Committee will be engaging with TDC regarding the Service of Agreement.



**Woodville Districts' Vision  
Events Team Meeting Report  
Tuesday 27<sup>th</sup> July 2021**

In Attendance: Vicky T, Rosie M, Janice W, Carole W, Paul T, Carole W, Turia B, Malcolm S, Merrill H

Apologies: Julie S

Notes/Actions:

- **Street** **Speakers:**  
Turia confirmed that Eric, Malcolm, and Luke will shortly be doing a walk around to investigate options and possible costs re speakers in the main street again. Information will be going to the next WDV meeting.
- **18<sup>th</sup> July – Welcome to Woodville Expo:**  
Vicky noted that the expo had been well received. She advised of some feedback received. The team discussed their views and other feedback. The team discussed and the majority agreed that every second year would be a good approach for this event, and at a warmer time (this would also allow for outdoor activities).
- **Runsheets/Event** **Sheets/Advertising:**  
The team discussed the process to assist with future proofing and capturing lessons learnt from each event. **AP)** TB to pull together information from events already taken place. Once gathered this will be stored with Events Team and Secretary of WDV.
- **Slogan Competition Next Steps:** The team discussed the possible next steps for the Woodville Slogan 'All Good in the Wood'. It was discussed and agreed that a town slogan would be good, along with 'locking in' a style/font for the slogan. **AP)** MH to research Woodville History re coat of arms/crest. **AP)** PT to create a set of files for examples of fonts. Once team agrees on fonts to seek options from a logo creator. It was agreed that linkage into the town signage, via TDC, was important and town colours.
- **6<sup>th</sup> November – Bobby Socks and Winkle-pickers, a 1950's Festival\*:**  
Vicky showed the team the wrist bands that had arrived (as per discussion and approval at the last meeting). Vicky advised that she, Carole and Paul had been working together and created a stall form registration for this event, however very little needs to be changed for it to be used at future markets i.e., Christmas Market. A separate email address has been established to future proof the process – [woodvilletownmarkets@gmx.com](mailto:woodvilletownmarkets@gmx.com) Vicky confirmed that only three people have access to this address at the moment, while the registration process is worked through. The team then worked through the detail run-sheet for this event.  
*\*Full run-sheet with more details sits with the Events Team.*





## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 5 July 2021 commencing at 1.00pm.

### **1. Present**

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

#### **In Attendance**

Mrs T Collis	-	Her Worship the Mayor (from item 9.4.2)
Mr R Taylor	-	Manager - Democracy Services
Ms L Sole	-	Sport Manawatū Tararua Recreation Advisor (for item 3.1)

### **2. Apologies**

2.1 Nil

### **3. Public Forum**

#### **3.1 Sport Manawatū Tararua Recreation Advisor**

3.1.1 Leah Sole introduced herself and outlined her background and role as Sport Manawatū Tararua Recreation Advisor.

3.1.2 The mobile Play Trailer purchased by Council for the district through funding from Tū Manawa Active Aotearoa Fund is noted, and this is booked to be part of the Dannevirke Christmas parade.

### **4. Personal Matters**

4.1 The Board convey its congratulations to Connor Anderson on being successful in his age group at the New Zealand Golden Gloves Boxing Tournament.

### **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 8 June 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Peeti-Webber/Macdonald*

*Carried*

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

### **7.1 Dannevirke 150th Anniversary (Item 7.1)**

- 7.1.1 It is intended the community concert to be held next year will occur as an event to recognise the occasion of Dannevirke's 150th anniversary.

- 7.1.2 This involves musicians Douglas Mews, Robert Ibell and Rowena Simpson who have toured extensively around New Zealand, with the arrangements for that event to be determined.

### **7.2 Wackrow Memorial Youth Award (Item 7.4)**

- 7.2.1 Nominations for this year's Wackrow Memorial Youth Award open today, and can be submitted up until 5.00pm on 30 July 2021.

### **7.3 Dannevirke Spring Festival (Item 11)**

- 7.3.1 Board Member Ross Macdonald is progressing confirming events for inclusion in the calendar of this year's Dannevirke Spring Festival, and will circulate a list to board members regarding the community groups approached to be part of the programme.

## **8. Tararua District Council Report**

- 8.1 *That the report of the Tararua District Council meeting held on 30 June 2021 (as tabled) be received.*

*Hynes/Macdonald*

*Carried*

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

### **9.1 Dannevirke Brass Band**

- 9.1.1 Board Member Kim Spooner-Taylor reported Dannevirke Brass Band has recruited five new members from Woodville, and its Annual General Meeting is held on 4 August 2021 at 7.00pm in the Band Rooms.

### **9.2 Anderson Rally**

- 9.2.1 Board Member Kim Spooner-Taylor reported she attended the Anderson Rally cross-country running event to present the trophies from the Board.

### **9.3 Dannevirke Chamber of Commerce**

9.3.1 Deputy Chairperson Board Member Terry Hynes reported a very successful after five's meeting was held at the Sugar and Salt Café, with eight businesses profiling their operations and activities in the town. Another similar meeting is being planned.

9.3.2 The banking survey undertaken has been completed and forwarded to Mayor Tracey Collis. This indicated the establishment of a banking hub is favoured supported with a person to provide guidance and assistance to access banking services.

### **9.4 Tararua Community Youth Services**

9.4.1 Deputy Chairperson Board Member Terry Hynes reported on the specialised programmes delivered through Tararua Community Youth Services that provide support and advocacy for youth.

9.4.2 The KaiPai food rescue project and driver licence programme continue to operate well, but progress is still to be made regarding the Automobile Association driver and licensing services arrangements in Dannevirke.

9.4.3 Mayor Tracey Collis joined the meeting at 1.38pm during this point of the proceedings.

### **9.5 Three Waters Government Reform**

9.5.1 Mayor Tracey Collis spoke on the release of the proposal by Government regarding its intentions for the operation and management of three waters services provided to communities.

9.5.2 A significant amount of information has been received, and whether Tararua District opts in or out is a big decision for Council and its communities regarding the way these services are delivered in the future.

9.5.3 Council is still to give consideration to that matter, and determine which option is best for ratepayers and residents in respect of its implications and impacts.

### **9.6 Mayors Taskforce for Jobs**

9.6.1 Mayor Tracey Collis advised Fontayne Chase is the new coordinator on contract, and is doing a great job in undertaking that role through funding received for this purpose.

### **9.7 Dannevirke Information Centre**

9.7.1 Board Member Ross Macdonald reported Dannevirke Information Centre Annual General Meeting will be held in early October.

9.7.2 The position of part-time assistant to provide back up for the Dannevirke Information Centre Manager is still vacant, and an appointment to undertake that role needs to be considered.

## **10. Correspondence**

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

#### **a) Tararua REAP**

**12 June 2021**

***Re: Thanks for funding grant to purchase a large screen television and video conferencing facilities for boardroom style meetings***

#### **b) Ormondville Hall and Domain Board**

**16 June 2021**

***Re: Request to carry forward funding grant of \$750 for a further twelve months to paint the hall front***

**Hynes/Spooner-Taylor**

***Carried***

### **10.2 Ormondville Hall and Domain Board**

- 10.2.1 The Board agree to the request from Ormondville Hall and Domain Board to carry forward for a further twelve months its funding of \$750 granted from the General Assistance Grants Scheme to paint the hall front.

## **11. Cole Street Community Walkway**

- 11.1 Deputy Chairperson Board Member Terry Hynes reported the Cole Street community walkway project committee continue to work with Tararua Alliance on a safety issue regarding getting pedestrians safely over the bridge.
- 11.2 It is anticipated a design option will be decided in the next few months to address that concern, with further funding required for additional costs involved.
- 11.3 Given that situation is delaying Dannevirke Rotary Club Charitable Trust in proceeding with this project, the Board agree to carry forward for a further twelve months its funding of \$5,000 granted from the General Assistance Grants Scheme to extend the community walkway down Cole Street.

## **12. Chairperson's Remarks**

### **12.1 Citizenship Ceremony**

- 12.1.1 Chairperson Board Member Pat Walshe attended the ceremony held in the Council Chamber for some Tararua residents from all corners of the world to make their oaths and affirmations to become New Zealand citizens, and welcome them to the district.

### **12.2 Community Forum Coffee Mornings**

- 12.2.1 Chairperson Board Member Pat Walshe noted the Board's coffee morning forums to connect with the community commence tomorrow, and will be held every Tuesday in July from 10.00am at the Black Stump Café.

- 12.2.2 Some board members cannot attend all of the days when the coffee morning forums are held, and their apologies will be conveyed.

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

#### **13.1 Libraries Statistics**

- 13.1.1 The statistics for Dannevirke Library circulation and active users are noted.

#### **13.2 District Planning Consents**

- 13.2.1 The number of building and resource consent applications received by Council continue to increase, reflecting the trend of growth experienced throughout the district.

- 13.2.2 Council's ability to process consents within the statutory timeframe is being challenged in terms of available resources and the ability to recruit staff with the necessary skills and qualifications to undertake that work.

#### **13.3 North Versus South Smallbore Rifle Shooting Competition**

- 13.3.1 Board members received a request from Ruth McNair seeking funding toward travel costs of three and possibly four representatives from Tararua District attending the annual North versus South Smallbore Rifle Shooting Competition held in Christchurch on 21 and 22 August 2021.

- 13.3.2 This request is outside the criteria the Board follows in providing financial assistance directed to community groups and charitable organisations to support their activities and projects

- 13.3.3 Accordingly it is not eligible to be considered for funding as the Board does not provide grants toward costs incurred by individuals to attend such events in New Zealand.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 2.00pm.

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Chairperson







## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 2 August 2021 commencing at 1.00pm.

### **1. Present**

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

#### **In Attendance**

Mrs T Collis	-	Her Worship the Mayor
Mr R Taylor	-	Manager - Democracy Services
Ms E Elliott	-	Contractor - Food Secure Communities Project (for item 3.1)

### **2. Apologies**

2.1 Nil

### **3. Public Forum**

#### **3.1 Food Secure Communities Project**

3.1.1 Emma Elliott in the capacity of a contractor as part of a working group spoke on the Food Secure Communities project.

3.1.2 This involves the Council working with community organisations in their efforts to make sure everyone in the Tararua District has access to affordable and nutritious food.

3.1.3 The Food Secure Communities project resulted from Council successfully securing a grant through the Ministry of Social Development, and was an action taken in light of the welfare response to Covid-19.

3.1.4 Emma Elliott has been contracted to research how organisations across the district currently distribute food to those who need it, both on a day to day basis and in the event of a Civil Defence Emergency Management situation.

3.1.5 She is a member of the Food Secure Communities working group along with Council and representatives from iwi and food distribution organisations. They aim to develop a future proofed plan for food security in the district.

3.1.6 One of the opportunities identified by the working group was to apply to the Food Secure Communities Implementation Fund with a focus on community gardens, an important tool to help combat food insecurity.

3.1.7 Supporting foodbanks and other community food organisations will not only assist with the increased demand for food from people day to day but also in emergency situations.

#### **4. Personal Matters**

4.1 Nil

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

5.1 A late item of correspondence is to be received from Tamai Nicholson regarding funding for this year's Kapa Haka Festival.

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

6.1 *That the minutes of the Dannevirke Community Board meeting held on 5 July 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Spooner-Taylor/Peeti-Webber*

*Carried*

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

7.1 **Wackrow Memorial Youth Award** (Item 7.2)

7.1.1 Five nominations were received for this year's Wackrow Memorial Youth Award, and they have been circulated to the judging panel that will consider them on 16 August 2021 commencing at 10.00am in the Council Chamber.

7.1.2 The award presentation function will be held on 24 August 2021 commencing at 7.00pm in the Hub.

7.2 **Dannevirke Spring Festival** (Item 7.3)

7.2.1 Board Member Ross Macdonald circulated to board members a list of community groups approached to be part of the programme for this year's Dannevirke Spring Festival.

7.2.2 The calendar of events for the Dannevirke Spring Festival will be finalised shortly for printing and delivery to the community.

7.2.3 Planning is to commence regarding arrangements for this year's Dannevirke Market Day held in October on the Friday prior to the public holiday for Labour Day.

7.2.4 Alzheimers Society Manawatu community memory walk is held on 23 September 2021, and the Board has granted funding of \$1,000 to support that event.

### **7.3 Community Forum Coffee Mornings (Item 12.2)**

7.3.1 There was a small attendance at the Board's community forum coffee mornings held every Tuesday in July from 10.00am at the Black Stump Café.

7.3.2 Matters raised with board members for follow up are improving safety on High Street pedestrian crossings and providing disc golf in the Dannevirke Lower Domain.

7.3.3 Chairperson Board Member Pat Walshe will discuss the concern relating to High Street pedestrian crossings at the next Tararua District Road Safety Group meeting.

7.3.4 The possibility of making disc golf equipment available in the Dannevirke Lower Domain is being investigated to consider a trial and the cost involved.

### **7.4 Cole Street Community Walkway (Item 11)**

7.4.1 The Cole Street community walkway project committee is endeavouring to get a design finalised to address the safety issue regarding getting pedestrians safely over the bridge.

7.4.2 This will incur additional costs requiring further fundraising, and it is hoped the project will be completed by the end of this summer.

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

### **8.1 Dannevirke Chamber of Commerce**

8.1.1 Deputy Chairperson Board Member Terry Hynes reported a very successful after five's meeting was held at Tararua Funeral Services.

8.1.2 Other similar meetings are being planned to promote and profile the operations and activities of local businesses in the town.

### **8.2 Tararua Community Youth Services**

8.2.1 Deputy Chairperson Board Member Terry Hynes thanked the Board for the funding granted to install a shade sail at Tararua Community Youth Services, and invited board members to view the pleasing results achieved from undertaking that project.

### **8.3 Dannevirke Information Centre**

8.3.1 Board Member Ross Macdonald reported Dannevirke Information Centre Annual General Meeting will be held next month.

### **8.4 Dannevirke and District A and P Association**

8.4.1 Board Member Ross Macdonald reported Dannevirke and District A and P Association Annual General Meeting will be held on 26 August 2021 commencing at 7.00pm in the A and P Lounge.

## 8.5 **Wheel Park Project**

- 8.5.1 Board Member Cr Erana Peeti-Webber reported the Dannevirke Recreation and Play Committee continue to work on considering the feasibility of options to plan the design and proposed location of the project.

## 8.6 **Road Safety**

- 8.6.1 Chairperson Board Member Pat Walshe reported variable speed boards continue to be located on Umutaoroa Road and Miller Street/Weber Road in the vicinity of the rural and urban boundaries.

## 8.7 **Dannevirke Community Vehicle Trust**

- 8.7.1 Deputy Chairperson Board Member Terry Hynes reported Dannevirke Community Vehicle Trust Annual General Meeting is held on 24 August 2021 at 7.00pm in the Tararua REAP Meeting Room.

## 9. **Correspondence**

- 9.1 *That the correspondence as listed by received.*

a) **Tararua Community Youth Services 27 July 2021**  
**Re: Thanks for funding grant to install a shade sail**

b) **Tamai Nicholson 2 August 2021**  
**Re: Funding for Kapa Haka Festival**

**Macdonald/Hynes**

**Carried**

## 9.2 **Kapa Haka Festival**

- 9.2.1 *That the Board agree to the request from Tamai Nicholson to carry forward to this financial year its funding grant of \$652.18 previously made available to Te Wananga o Tamaki Nui a Rua from the General Assistance Grants Scheme for the 2020 Kapa Haka Festival postponed due to the Covid-19 pandemic, and*

*That this funding now be applied toward the cost of hiring Dannevirke Town Hall for this year's Kapa Haka Festival held on 17 September 2021.*

**Macdonald/Hynes**

**Carried**

## 10. **Chairperson's Remarks**

- 10.1 Nil

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

11.1 Refer to item 9.2 of these minutes.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 1.40pm.

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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 12 July 2021 commencing at 10.00am.

### 1. Present

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

#### In Attendance

Mr R Taylor	-	Manager - Democracy Services
Dr C Matthews	-	Pūkaha National Wildlife Centre (for item 10)
Mr C Skeet	-	Pūkaha National Wildlife Centre (for item 10)
Ms E Court	-	Pūkaha National Wildlife Centre (for item 10)

### 2. Apologies

- 2.1 *That an apology be sustained from Board Member Terry Carew for non-attendance at the meeting.*

*Clifton/Treder*

*Carried*

### 3. Personal Matters

- 3.1 Nil

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

- 4.1 Nil

### 5. Confirmation of Minutes

- 5.1 *That the minutes of the Eketāhuna Community Board meeting held on 14 June 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*McGhie/Treder*

*Carried*

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

### **6.1 General Assistance Grants Scheme (Item 6.1)**

6.1.1 An email is tabled from Craig Carter for the Eketāhuna Community Radio Society regarding the grant it received from the Board's General Assistance Grants Scheme toward the cost of insurance.

6.1.2 They have requested the purpose of the funding granted for insurance (\$767.17) be changed and applied to help pay rent owed to the Council.

6.1.3 The Board agreed to consider this request at its next meeting subject to receiving from Eketāhuna Community Radio Society a copy of their statement of income and expenditure for the recent financial year that has been reviewed independently.

### **6.2 New Residents Welcome Afternoon Tea (Item 6.2)**

6.2.1 The invoice received from Eketāhuna Club for \$600 to provide catering at the new residents welcome afternoon tea has been paid from the Board's discretionary funds.

### **6.3 Eketāhuna Our Town Incorporated (Item 8.2)**

6.3.1 Plans have been made to progress the development of the fitness track through arrangements made to undertake the work involved.

6.3.2 A dinner was arranged on 26 June 2021 to recognise and convey appreciation to the volunteers that willingly give their time and commitment to working at the Eketāhuna Information Centre.

### **6.4 Housing (Item 13.1)**

6.4.1 Council's Strategy and Policy Adviser Malcolm Thomas met with board members to discuss housing needs in the community as part of the work he is undertaking as an assessment for the development of a district housing strategy.

### **6.5 Camellias on State Highway 2 Town Entrance (Item 14.1)**

6.5.1 A working bee will be undertaken by Eketāhuna Our Town Committee in spring to trim and tidy up the appearance of the camellias on State Highway 2 at the town entrance.

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

7.1 ***That the report of the Tararua District Council meeting held on 30 June 2021 (as circulated) be received.***

***McGhie/Treder***

***Carried***



## **7.2 Play Trailer**

- 7.2.1 The availability of the Play Trailer purchased by Council for the district is noted, and it is proposed this could be booked to be part of the Eketāhuna Santa Cruise Christmas parade.

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

- 8.1 Nil

## **9. Correspondence**

- 9.1 Nil

## **10. Pūkaha National Wildlife Centre**

- 10.1 Emily Court, Dr Claire Matthews and Callum Skeet attended the meeting to speak on activities, plans and future developments at Pūkaha National Wildlife Centre.

- 10.2 Emily Court spoke on the long and proud history of Pūkaha National Wildlife Centre as a wildlife reserve and centre for captive breeding, with its achievements including the following:

- Breeds a number of rare and endangered birds for rare species management, and is recognised as having a national and international reputation in undertaking programmes for that purpose.
- Is one of Tararua and Wairarapa's foremost visitor attractions.
- Hosts over 42,000 visitors annually (pre-covid numbers).
- Conducts unique guided cultural hiko through the reserve.
- Has a very close working relationship with Rangitāne o Tamaki Nui-a-Rua.
- Has an annual turnover of \$2 million and employs 38 staff.

- 10.3 The Pūkaha National Wildlife Centre Board has identified environment and ecology education and edu-tourism as very high priorities, leveraging the learning and national assets for the benefit of the community and especially schools.

- 10.4 Following completion of a feasibility study and business case Pūkaha National Wildlife Centre Board commissioned planning an Education and Accommodation Centre built on the reserve.

- 10.5 That project now known as Te Waananga Taiao was designed with significant input from educationalists and Rangitāne to provide accommodation for 40 people. It includes a whare nui that will seat 150 and sleep 50, catering facilities and a whare kai seating 100.

- 10.6 The total cost of the environment and ecology education programme including construction of the new Education and Accommodation Centre is \$5.2 million. The design and construction cost is \$4.6 million.

- 10.7 Approximately half (\$2.5 million) of the total cost of the programme is being met by the Provincial Growth Fund, with the other half provided by Pūkaha National Wildlife Centre Board.

- 10.8 That contribution is planned to come from a number of sources; corporate sponsorship, grants, community fundraising and borrowing.
- 10.9 Pūkaha National Wildlife Centre Board greatly appreciate Council’s decision to support this project through making \$1 million of loan funding available for a term of ten years with principal payments commencing in year five.
- 10.10 Approaches have also been made to councils in the Wairarapa (Masterton, South Wairarapa and Carterton) seeking funding support from them for this project.
- 10.11 The new facility will provide Pūkaha National Wildlife Centre with greater robustness through the creation of multiple revenue streams such as education, corporate hireage (including catering and activities), community groups and events.
- 10.12 Through the new environment and ecology education programme as a whole, including the Education and Accommodation Centre, it is forecast to increase regional GDP by \$7 million within the first five years, in addition to the educational, social recreational and cultural benefits.
- 10.13 Ruud Kleinpaste who is renowned nationally as “the Bug Man” has agreed to support this project through being its ambassador to promote and market the fundraising campaign.
- 10.14 Dr Claire Matthews invited the Community Board to be involved with this project by assisting to facilitate and partner with the community to support the fundraising.
- 10.15 In undertaking that role the Board could help coordinate arrangements and opportunities for the community to contribute to the project through generating fundraising initiatives such as events, sponsorships and donations.
- 10.16 Board members agreed to consider at its next meeting the intended approach to this matter through discussing ideas and suggestions linked to possible options for fundraising from the community to support this project.
- 10.17 Callum Skeet spoke on investigations being undertaken to consider the feasibility of developing walking and cycling areas connecting to Pūkaha National Wildlife Centre.

## **11. Chairperson’s Remarks**

### **11.1 Eketāhuna Civil Defence Response Group**

- 11.1.1 The Eketāhuna Civil Defence Response Group annual catch-up is held tonight at 6.00pm in the Eketāhuna Fire Station.

### **11.2 Nireaha Reserve Board**

- 11.2.1 The Nireaha Reserve Board Annual General Meeting is held on 29 July 2021 at 1.00pm in the Nireaha Hall.

**11.3 Food Secure Communities Project**

- 11.3.1 Emma Elliott is to attend the Board's next meeting to outline the Food Secure Communities project she has been employed as a contractor to collate the data for the plan being developed regarding that matter.

**12. Items Not on the Agenda**

- 12.1 Nil

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

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Chairperson





## 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 9 August 2021 commencing at 10.00am.

### 1. Present

Board Members C C Death (Chairperson), S C McGhie (Deputy Chairperson), T M Carew and D F Clifton.

#### In Attendance

Mrs T Collis	-	Her Worship the Mayor
Mr R Taylor	-	Manager - Democracy Services
Ms E Elliott	-	Contractor - Food Secure Communities Project (for item 8)
Mr K Cunningham	-	Eketāhuna Camping Ground Manager (for item 10)
Mrs L Cunningham	-	Eketāhuna Camping Ground Manager (for item 10)
Ms B Wellwood	-	Eketāhuna Community Radio Society (for item 9)

Two members of the public (for item 10)

### 2. Apologies

2.1 *That an apology be sustained from Board Member Cr Raylene Treder for non-attendance at the meeting.*

*McGhie/Clifton*

*Carried*

### 3. Personal Matters

3.1 The success of the following people from the district competing at the Olympic Games in Tokyo is noted and acknowledged:

- Kerri Gowler - women's rowing
- Megan Hull - women's hockey

3.2 Best wishes are conveyed to Mayor Tracey Collis for her birthday today.

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

4.1 Eketāhuna Camping Ground Managers Kerry and Loreen Cunningham are attending today's meeting at 10.45am to speak to the Board.

## **5. Confirmation of Minutes**

- 5.1 *That the minutes of the Eketāhuna Community Board meeting held on 12 July 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Clifton/McGhie*

*Carried*

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

### **6.1 Eketāhuna Our Town Incorporated (Item 6.3)**

- 6.1.1 It is intended work on the development of the fitness track will commence in September, with its anticipated completion by November this year.

### **6.2 Pūkaha National Wildlife Centre (Item 10)**

- 6.2.1 The Board is to consider facilitating and partnering with the community to undertake the following initiatives to support fundraising for the Pūkaha National Wildlife Centre Te Waananga Taio Education and Accommodation Centre project:

- Promote options to sponsor a hectare, including at the open day held on 17 October 2021
- Arrange a casino night
- Arrange a quiz night

- 6.2.2 *That the Board agree to sponsor a hectare at Pūkaha National Wildlife Centre from its discretionary funds through the Kiwi Territory option of \$200 as annual support contributing towards continued restoration efforts in the reserve.*

*Carew/McGhie*

*Carried*

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

### **7.1 Eketāhuna Civil Defence Response Group**

- 7.1.1 Chairperson Board Member Charlie Death reported on the Eketāhuna Civil Defence Response Group annual catch-up held on 12 July 2021 in the Eketāhuna Fire Station, including reference to the following matters:

- Thirteen people attended, with six apologies received. One member has passed on.
- Training is to be provided to all members of the response group.
- Eketāhuna Chief Fire Officer Max Mayer has been given a key to the Eketāhuna Community Centre (should it be required in an emergency event as the Civil Defence Welfare Centre).
- The flooding event that occurred in late June was discussed.
- Consideration is to be given to arranging a trip away for Council and response group members to gain knowledge on emergency management arrangements and facilities outside the district.

## **7.2 Nireaha Reserve Board**

7.2.1 Chairperson Board Member Charlie Death reported on the Nireaha Reserve Board Annual General Meeting held on 29 July 2021 in the Nireaha Hall, including reference to the following matters:

- Eight people attended, with there being no changes to the existing appointments on the committee.
- Four curtains were replaced in the Nireaha Hall.
- Support was made available to two organisations.
- The current lease of the reserve land expires on 31 August 2023.
- The Nireaha Hall and grounds look great.
- Funding is to be considered to upgrade the toilets.

## **8. Food Secure Communities Project**

8.1 Emma Elliott in the capacity of a contractor as part of a working group spoke on the Food Secure Communities project.

8.2 This involves the Council working with community organisations in their efforts to make sure everyone in the Tararua District has access to affordable and nutritious food.

8.3 The Food Secure Communities project resulted from Council successfully securing a grant through the Ministry of Social Development, and was an action taken in light of the welfare response to Covid-19.

8.4 Emma Elliott has been contracted to research how organisations across the district currently distribute food to those who need it, both on a day to day basis and in the event of a Civil Defence Emergency Management situation.

8.5 She is a member of the Food Secure Communities working group along with Council and representatives from iwi and food distribution organisations. They aim to develop a future proofed plan for food security in the district.

8.6 One of the opportunities identified by the working group was to apply to the Food Secure Communities Implementation Fund with a focus on community gardens, an important tool to help combat food insecurity.

8.7 Supporting foodbanks and other community food organisations will not only assist with the increased demand for food from people day to day but also in emergency situations.

## **9. Eketāhuna Community Radio Society**

9.1 Bridget Wellwood speaking on behalf of Eketāhuna Community Radio Society outlined intentions to progress strategic planning to ensure the ongoing viability of Radio Eketāhuna is sustainable.

- 9.2 Their current financial position needs strengthening from the current poor situation of being in deficit with outstanding debts due for payment.
- 9.3 A long-term business case and financial statement for the period from August 2020 to July 2021 are in draft form, and in the process of being finalised to guide the way forward for the future continuation of Radio Eketāhuna.
- 9.4 It is noted the lease of a Council building used by Radio Eketāhuna has expired, and the availability of these premises is to be advertised.
- 9.5 The Manager - Facilities Jessica McKenzie is to be updated regarding the approach Radio Eketāhuna is taking to implement a plan to ensure they can maintain providing their community radio station service.
- 9.6 The Board is still to make a decision on the request from Craig Carter to change the purpose of the \$767.17 grant it made available toward the cost of insurance (that has not been renewed).
- 9.7 They have asked the Board to agree that funding could be applied as part payment to help offset rent owed to the Council.

## **10. Eketāhuna Camping Ground**

- 10.1 A copy of the Eketāhuna Camping Ground May and June 2021 reports are tabled for the Board's information.
- 10.2 Kerry and Loreen Cunningham (Eketāhuna Camping Ground Managers) informed the Board of their decision to end their contract with Council on 31 October 2021 to manage and run this facility.
- 10.3 The majority of the ten years they have been undertaking that role has been enjoyable, but in the last year a small group of locals have been very critical of how the camping ground is being managed and run.
- 10.4 That situation has become totally unacceptable and unpleasant for them, and as a consequence they have agreed to terminate their contract with Council through informing the Manager - Facilities Jessica McKenzie of this intention.
- 10.5 Over the ten years of running the camping ground high visitor numbers have been consistently achieved, with many compliments and recognition conveyed through outstanding reviews both nationally and internationally. Both Kerry and Loreen Cunningham are proud of these results, with tribute to their commitment expressed by two members of the public attending the meeting.
- 10.6 The meeting adjourned at 11.45am, and resumed at 12noon.

## **11. Chairperson's Remarks**

### **11.1 Covid-19 Vaccination**

- 11.1.1 More than 300 people received their first Covid-19 vaccination through arrangements for that purpose provided in the Eketāhuna Community Centre on 24 July 2021 (that was shown on national television).



- 11.1.2 It is intended these arrangements will again be available through a further clinic held on 21 August 2021 to provide the second dose, and for anyone that missed the first clinic.

**11.2 Pahiatua Town Centre Upgrade**

- 11.2.1 An opening event for the Pahiatua town centre project launch will be held on 13 August 2021 at 11.00am in the newly constructed community stage centre strip of the upgrade.

**12. Items Not on the Agenda**

- 12.1 Refer to item 10 of these minutes.

**13. Local Government New Zealand Conference**

- 13.1 Mayor Tracey Collis spoke on the Local Government New Zealand conference held in Blenheim from 15 to 17 July 2021.
- 13.2 The theme for the conference was “reimagining Aotearoa from community up”, and included various speakers and discussions regarding the Government’s three waters reform and its review on the future for local government.
- 13.3 Following the Annual General Meeting held on the last day severe heavy rainfall occurred in Marlborough resulting in a Civil Defence emergency event and widespread damage from flooding.
- 13.4 Consequently the Mayor was stranded in Blenheim along with other local authority representatives until it was safe to travel and return home.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 12.07pm.

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Chairperson



## Report

Date : 28 July 2021  
To : Mayor and Councillors  
Tararua District Council  
From : Craig Lunn  
Manager Regulatory Services  
Subject : **Delegations to Staff Performing Regulatory Functions**  
Item No : **11.1**

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### 1. Recommendation

- 1.1 *That the report from the Manager Regulatory Services dated 28 July 2021 concerning delegations to staff performing regulatory functions (as circulated) be received, and*
- 1.2 *That Council approve the proposed delegations detailed in this report to enable staff to deliver and fulfil the statutory responsibilities of the legislation relating to the regulatory functions specified.*

### 2. Reason for the Report

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

### 3. Background

- 3.1 The Council has certain statutory powers it can exercise and duties it must fulfil. Various statutes recognise that it is not efficient or practical for elected members to have to deal with every aspect of their functions, duties and powers and therefore provide Council with the legal authority to delegate to officers.
- 3.2 Delegated authority enables the Chief Executive and officers to perform their roles. It also enables administrative efficiency and ensures timely conduct of Council's day to day business activities.

3.3 Whilst delegations enable the Chief Executive and officers to act, discretion is applied. The Chief Executive can choose to refer any matter to Council or a relevant Committee for decision. Officers can choose to refer any matter to the Chief Executive for decision.

3.4 From time-to-time a review occurs as required to ensure delegations remain appropriate to the legislation to which they relate, and the staff appointed to the associated responsibilities.

## **4. Description**

4.1 The specific details for each delegation relating to the respective legislation has been located on Dashboard for Council members' reference.

### **Group Manager - Operations**

4.2 It is proposed to add the position title "Group Manager - Operations" to the general schedule of delegations. The proposed delegations will be the same as those listed for the Chief Executive (for simplicity).

### **Team Leader Planning Services**

4.3 It is proposed to provide a general delegation for the Team Leader Planning Services under 'Resource Management Act 1991' to be able to determine non-notified applications and approve certificates. The proposed delegation will be the same as those listed for the Manager Regulatory Services (for simplicity).

### **Planning Technician**

4.4 It is proposed to add the position title "Planning Technician" to the schedule of delegations for the Resource Management Act 1991. The proposed delegations will be the same as those listed for the Planning Officer (for simplicity).

### **Sub Delegations**

4.5 It is proposed to include a provision for sub delegations to enable staff to temporarily perform additional duties in an 'acting' capacity when required. These temporary delegations are to be recorded as a memo and kept on the delegation file.

## **5. Significance Assessment**

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

## **6. Conclusion**

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

# Report

Date : 30 July 2021

To : Mayor and Councillors  
Tararua District Council

From : Craig Lunn  
Manager Regulatory Services

Subject : **Annual Dog Control Act Report to the Secretary of Local Government**

Item No : **11.2**

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## **1. Recommendation**

- 1.1 *That the report from the Manager Regulatory Services dated 30 July 2021 concerning the Annual Dog Control Act Report to the Secretary of Local Government (as circulated) be received and adopted.*

## **2. Reason for the Report**

- 2.1 To obtain the Council's adoption of this annual report on the administration of dog control necessary to comply with the requirements of the Dog Control Act 1996.

## **3. Background**

- 3.1 The Council is required to report each financial year on its dog control policies and practices, and statistical information under Section 10A of the Dog Control Act 1996.
- 3.2 A copy of the report must be sent to the Secretary for Local Government within one month of the report being adopted by Council.

## **4. Policy on Dogs**

- 4.1 The Council adopted its Dog Control Policy and Bylaw on 5 November 2018.
- 4.2 A review of the Council's Dog Control Policy and Bylaw is due by 5 November 2023.

## **5. Accommodation**

- 5.1 The Council operates one dog pound located at Easton Street in Dannevirke. This facility has the capacity to kennel up to eighteen dogs with an administrative area and exercise yards.

## **6. Personnel**

- 6.1 The animal control team is based within the Regulatory Services Department and reports to the Manager Regulatory Services. The team comprises one Team Leader, two Animal Control Officers, with one Animal Control Support Officer for support.

- 6.2 The animal control team duties include:

- Investigating and resolving dog complaints and attacks
- Enforcement of dog control policy and law
- Education programmes around dog safety
- Cleaning the pound facility to prevent disease spread
- Feeding and providing care for impounded dogs
- Returning, rehoming or euthanising impounded dogs
- Maintenance of Council's dog registration and dog impounding databases
- Other duties also include roaming stock

## **7. Operating Hours**

- 7.1 Officers are on duty from 8am to 5pm during weekdays.
- 7.2 Council has contracted a security company to provide its afterhours animal control services.
- 7.3 Afterhours services include responding to dog attacks, secured/restrained dogs and roaming dogs on state highways (Priority 1). Also included are barking dogs (Priority 2).
- 7.4 The contractor also feeds impounded dogs and cleans the pound facility outside of business hours.

## **8. Dog Registration**

- 8.1 3,271 people (previously registered) were known to own dogs in the district. The number of owners has increased by 1.9% compared to the previous year (3,209).

8.2 6,953 dogs (previously registered) were known to be in the district. The number of dogs has increased by 1.2% compared to the previous year (6,873).

8.3 73 dogs (previously registered) remained unregistered at the end of the year. The number of unregistered dogs has decreased by 7.6% compared to the previous year (79).

## **9. Fees**

9.1 Council's Revenue and Financing Policy requires the activity be 85% funded by dog registration and pound fees with the balance funded from general rates.

9.2 Fees and charges under the Impounding Act 1955 and Dog Control Act 1996 are reviewed annually. The table below compares the dog registration fee categories.

Category	2016/17	2017/18	2018/19	2019/20	2020/21
Urban Domestic Dog	\$82.00	\$84.00	\$95.00	\$95.00	<b>\$115.00</b>
Preferred Owner Dog	\$45.00	\$45.00	\$50.00	\$50.00	<b>\$65.00</b>
Rural Domestic Dog	\$36.00	\$32.00	\$40.00	\$40.00	<b>\$50.00</b>
Working Dog	\$30.00	\$32.00	\$40.00	\$40.00	<b>\$50.00</b>
Disability Assist Dog	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>

9.3 All dogs are required to be registered by 1 August. A 50% penalty fee is applied for late registration after this date. After three months, the owners of any unregistered dogs are served with infringement notices, which are referred to the district court for collection if unpaid.

## **10. Preferred Owners**

10.1 There is a financial incentive with reduced fees by being classified as a 'Preferred Owner'. A Preferred Owner must have an adequately fenced property to confine their dogs, adequate accommodation for their dogs, and demonstrate good dog management practices.

10.2 617 dogs were classified as preferred owner. These dogs are considered a lower risk to public safety. The number of these dogs has increased by 24.1% compared to the previous year (497).

## **11. Dog Education**

11.1 18 articles were published to provide dog education. Articles covered dog registration, dog safety, nuisance barking, microchips and preferred ownership.

## **12. Complaints**

12.1 738 complaints were received about dogs. Complaints have decreased by 15% compared to the previous year (874).

12.2 83 of the complaints were received about dogs attacking/biting or rushing people or other animals. These complaints have decreased compared to the previous year (86).

12.3 The majority of the complaints (606) were in relation to barking and roaming. The number of these complaints have decreased by 18.4% from the previous year (743).

### **13. Impounded Dogs**

13.1 207 dogs were impounded during the year.

13.2 Of the 204 impounded dogs that were resolved during the year 157 (77%) were collected by their owner, 24 (12%) were rehomed, and 22 (11%) were euthanised.

### **14. Dangerous and Menacing Dogs**

14.1 All owners of dangerous and menacing dogs are recorded on the Council's dog database. Owners are written to at the time of the dangerous or menacing classification being applied, advising them of their legal responsibilities as the owner.

14.2 10 dogs were classified as dangerous and 128 dogs were classified as menacing during the year. All of these dogs were classified because of observed or reported behaviour of the dog. These breeds or types were mainly American Pit Bull Terriers.

### **15. Infringements**

15.1 During the year, 33 infringement notices were issued. This is a decrease from the previous year (43).

### **16. Prosecutions**

16.1 5 prosecutions were initiated during the year for dog attacks.

### **17. Probationary and Disqualified Owners**

17.1 There were no probationary and 8 disqualified dog owners during the year.

### **18. Dog Parks**

18.1 The Council operates one dog exercise area at Mangatera in Dannevirke, which is well used by dog owners. No additional dog exercise areas were established during the year.



## 19. Statistical Information

- 19.1 The table below is a comparative summary of dog control statistics, including a breakdown of types of dog related complaints.

Category	2016/17	2017/18	2018/19	2019/20	2020/21
No. of Dogs (Previously Registered)	6,143	6,838	6,923	6,873	<b>6,953</b>
No. of Owners	3,100	3,155	3,195	3,209	<b>3,271</b>
No. of Probationary Owners	0	0	0	0	<b>0</b>
No. of Disqualified owners	0	4	2	3	<b>8</b>
No. of Dogs Classified Dangerous (s31)	10	12	11	11	<b>10</b>
No. of Dogs Classified Menacing (s33A) – Behaviour or Characteristics	26	25	32	34	<b>42</b>
No. of Dogs Classified Menacing (s33C) – Breed	94	97	91	79	<b>86</b>
No. of Dog Complaints	1,056	1,127	1,010	874	<b>738</b>
<i>Dog Attacking/Biting</i>	43	42	49	62	65
<i>Rushing Dog</i>	31	26	18	24	18
<i>Aggressive Behaviour Dog</i>	31	46	35	33	35
<i>Wandering / Roaming / Secured / Restrained Dog</i>	453	533	459	363	378
<i>Barking Dog</i>	465	452	440	380	228
<i>Dog Welfare Concern</i>	33	28	9	12	14
No. of Infringements	82	74	16	43	<b>33</b>
No. of Prosecutions	0	3	2	5	<b>5</b>

## 20. Significance Assessment

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

## 21. Conclusion

- 21.1 The Council consider and adopt this annual report on the administration of dog control policies and practices and statistical information.

## Attachments

Nil.



## Report

Date : 9 August 2021

To : Mayor and Councillors  
Tararua District Council

From : Craig Lunn  
Secretary of the Tararua District Licensing Committee

Subject : **Annual Sale and Supply of Alcohol Act Report to the Alcohol Regulatory and Licensing Authority**

Item No : **11.3**

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### **1. Recommendation**

- 1.1 *That the report from the Secretary of the Tararua District Licensing Committee dated 9 August 2021 concerning the Annual Sale and Supply of Alcohol Act Report to the Alcohol Regulatory and Licensing Authority (as circulated) be received and adopted, and*
- 1.2 *That the report be posted on the Tararua District Council website, and*
- 1.3 *That the report be sent to the Secretary for the Alcohol Regulatory and Licensing Authority by 30 September 2021.*

### **2. Reason for the Report**

- 2.1 To obtain Council's adoption of this annual report on the administration of alcohol licensing for the period 1 July 2020 to 30 June 2021 necessary to comply with the requirements of the Sale and Supply of Alcohol Act 2012.

### **3. Background**

- 3.1 The Council is required to report each financial year on the proceedings and operations of its District Licensing Committee (DLC), and statistical information under Section 199 of the Sale and Supply of Alcohol Act 2012.

- 3.2 A copy of the report must be sent to the Alcohol Regulatory and Licensing Authority (ARLA) within three months of the end of the financial year.

#### **4. District Licensing Committee Structure and Personnel**

##### **4.1 Chairperson:**

David Lea

##### **Members:**

Kerry Sutherland  
Maureen Reynolds  
Nick Perry

##### **Secretarial and Support Staff:**

Craig Lunn	District Licensing Committee Secretary
Graham Howse	Licensing Inspector
Lizz Jenkins	Council Committee Secretary

#### **5. Licensing Applications**

- 5.1 An alcohol licence is required to sell or supply alcohol, either as a business, club or at a special event. There are four types of alcohol licence – ‘on licence’, ‘off licence’, ‘club licence’ and ‘special licence’. Initial licences are issued for 12 months and 3 years on renewal.
- 5.2 All on licence, off licence, and club licence premises must appoint a manager who holds a ‘manager’s certificate’. Initial certificates are issued for 12 months and 3 years on renewal.
- 5.3 Alcohol licences are issued to particular persons and premises. The new owner of a licenced premise can apply for a ‘temporary authority’ to trade on an existing licence, while they apply for their own licence. Temporary authorities are issued for up to 3 months.
- 5.4 In the reporting period, Tararua DLC received a total of 180 licensing applications for processing, a breakdown of which is as follows:

Category	2017/18	2018/19	2019/20	2020/21
On/Off/Club new applications	1	13	16	4
On/Off/Club renewal applications	25	10	20	26
Special Licence applications	44	52	54	56
Managers Certificates (new and renewal)	75	58	67	89
Temporary Authority	0	15	5	5
<b>Total applications</b>	<b>145</b>	<b>148</b>	<b>162</b>	<b>180</b>

## **6. DLC Meetings and Hearings**

- 6.1 The DLC Chairperson alone decides on uncontested applications for new or renewed licences, manager's certificates, temporary authorities and special licences.
- 6.2 The DLC Chairperson and members convene meetings as required to decide on contested applications and applications which require hearings.
- 6.3 The DLC Chairperson and members convened twice during the 2020/21 year to discuss progress, changes in legislation, ARLA decisions, and training needs.
- 6.4 A Hearing was held for an off-licence application at 14 Miller Street, Dannevirke in November 2020. The licence was issued by the DLC and appealed to ARLA. The applicant surrendered their licence, which ended the appeal proceedings. This was the first DLC Hearing in at least 4 years.

## **7. Changes, Trends and Initiatives**

- 7.1 There has been an increase in the Committee's workload due to applications compared to the previous year.
- 7.2 Anecdotally, there appears to be a continuing trend of declining sales at on licence premises compared to off licence premises.
- 7.3 Covid-19 has not had any significant impact on the Committee's operations. This has been managed well through a continuation of remote working.
- 7.4 The DLC initiated a review of application and hearing processes, in particular the process for considering objector standing prior to hearings. Improvements were identified and new processes have been drafted. These processes will be finalised and implemented by the DLC Secretary during 2021/22.

## **8. Legislation**

- 8.1 The objective of the Sale and Supply of Alcohol Act 2012 is that:
  - a. The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
  - b. The harm caused by the excessive inappropriate consumption of alcohol should be minimised.
- 8.2 The DLC have no comments on the ways in which the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objective.
- 8.3 The DLC have no comments for changes to practices and procedures under the Act. The Act appears to be working well for the Tararua District.

8.4 The Tararua District changed from Covid-19 Alert Level 1 to 2 and back again, during August-September 2020 and February-March 2021.

8.5 There may have been a slight reduction in alcohol consumption during Covid-19 Alert Level 2, minimising harm in accordance with the objective of the Act. However, no licenced premises closed during those times.

## **9. Statistical and Financial Information**

9.1 Statistical and financial information for the reporting period is attached.

## **10. Significance Assessment**

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

## **11. Conclusion**

11.1 Council consider and adopt this annual report to the Alcohol Regulatory and Licensing Authority.

## **Attachments**

1 [↓](#). Annual Licensing and Statistical and Financial Information 2020-21

### Licensing Statistics – Licence and Certificate Applications Determined

New Licences				
Category	Issued	Refused	Withdrawn	Total
On Licence	1	0	0	1
Off Licence	3	0	0	3
Club Licence	0	0	0	0
Special Licence	55	0	0	55
<b>Total</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>59</b>
Licence Renewals				
Category	Issued	Refused	Withdrawn	Total
On Licence	3	0	0	3
Off Licence	1	0	0	1
Club Licence	1	0	0	1
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
Temporary Authorities				
Category	Issued	Refused	Withdrawn	Total
Temporary Authority	3	0	0	3
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
New Manager Certificates				
Category	Issued	Refused	Withdrawn	Total
Manager Certificate	31	0	0	31
<b>Total</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>31</b>
Manager Certificate Renewals				
Category	Issued	Refused	Withdrawn	Total
Manager Certificate	10	0	0	10
<b>Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>

Total Number of Licences Issued (New & Existing)	
Category	Issued
On-Licences	22
Off-Licences	22
Club Licences	21
<b>Total</b>	<b>65</b>

## Fees Return to ARLA – Applications and Payments Received

On-Licence, Off-Licence and Club Licences	Number Received in Fee Categories					Total
	Very Low	Low	Medium	High	Very High	
On Licence New	0	0	1	0	0	1
On Licence Variation	0	0	0	0	0	0
On Licence Renewal	1	4	5	0	0	10
Off Licence New	0	0	3	0	0	3
Off Licence Variation	0	0	0	0	0	0
Off Licence Renewal	0	1	8	0	0	9
Club Licence New	0	0	0	0	0	0
Club Licence Variation	0	0	0	0	0	0
Club Licence Renewal	5	1	1	0	0	7
<b>Total</b>	<b>6</b>	<b>6</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>Total fees payable (GST incl)</b>	\$103.50	\$207.00	\$931.50	\$0.00	\$0.00	\$1,242.00
<b>Total fee paid (GST incl)</b>	\$103.50	\$207.00	\$931.50	\$0.00	\$0.00	\$1,242.00
<b>Balance payable</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Annual Fees for Existing Licences	Number Received in Fee Categories					Total
	Very Low	Low	Medium	High	Very High	
On Licence	2	5	14	1	0	22
Off Licence	0	1	20	1	0	22
Club Licence	17	3	1	0	0	21
<b>Total</b>	<b>19</b>	<b>9</b>	<b>35</b>	<b>2</b>	<b>0</b>	<b>65</b>
<b>Total fees payable (GST incl)</b>	\$327.75	\$310.50	\$1,811.25	\$172.50	\$0.00	\$2,622.00
<b>Total fee paid (GST incl)</b>	\$327.75	\$310.50	\$1,811.25	\$172.50	\$0.00	\$2,622.00
<b>Balance payable</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Applications for Manager Certificates	Total
Manager Certificate New	32
Manager Certificate Renewal	57
<b>Total</b>	<b>89</b>
<b>Total fees payable (GST incl)</b>	\$2,588.75
<b>Total fee paid (GST incl)</b>	\$2,588.75
<b>Balance payable</b>	\$0.00



Applications for Special Licences	Fee Categories			
	Class 1	Class 2	Class 3	Total
Special Licence	1	16	39	56
<b>Total</b>	<b>1</b>	<b>16</b>	<b>39</b>	<b>56</b>

Applications for Temporary Authorities	Total
Temporary Authority	5
<b>Total</b>	<b>5</b>

Payments for Permanent Club Charter	Total
Club Charter	0
<b>Total</b>	<b>0</b>
Total fees payable (GST incl)	\$0.00
Total fee paid (GST incl)	\$0.00
Balance payable	\$0.00

Total Payments to ARLA	Total
On, Off, Club Licences	\$1,242.00
Annual Fees for Existing Licences	\$2,622.00
Applications for Manager Certificates	\$2,588.75
Payments for Permanent Club Charter	\$0.00
<b>Total fee paid (GST incl)</b>	<b>\$6,452.75</b>

### Summary Table of Revenue vs Costs

<b>Total Revenue from Fees</b>	<b>Total</b>
On-licence and club licence application and annual fees	\$25,685.00
Off-licence application and annual fees	\$27,294.00
Special licences	\$6,354.00
Managers Certificates	\$26,508.00
Other	\$1,780.00
<b>Total (GST incl)</b>	<b>\$84,620.00</b>
<b>Total (GST excl)</b>	<b>\$73,583.00</b>
<b>Total Costs</b>	<b>Total</b>
Disbursements to ARLA	\$7,358.00
DLC / licence decision making functions	\$7,718.00
Inspection and enforcement functions	\$85,403.00
Estimate of overhead costs	\$50,460.00
<b>Total (GST excl)</b>	<b>\$150,939.00</b>
<b>Rates Funding</b>	<b>Total</b>
<b>Total (excludes increase / decreases in reserves)</b>	<b>\$77,356.00</b>

## Report

Date : 13 August 2021

To : Mayor and Councillors  
Tararua District Council

From : Craig Lunn  
Manager Regulatory Services

Subject : **Appointment of an Independent Commissioner for the Puketoi Windfarm Application to Extend the Resource Consent Lapse Date**

Item No : **11.4**

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### 1. Recommendation

- 1.1 *That the report from the Manager Regulatory Services dated 13 August 2021 concerning the appointment of an Independent Commissioner for the Puketoi Windfarm application to extend the resource consent lapse date (as circulated) be received, and*
- 1.2 *That pursuant to Sections 34A and 125 of the Resource Management Act 1991, Council delegate to Certified Independent Commissioner Paul Rogers the necessary functions, powers, and duties to consider and determine the application from Mercury Energy to extend the lapse period for the resource consent for the Puketoi Windfarm.*

### 2. Reason for the Report

- 2.1 The purpose this report is to seek the appointment of an independent commissioner to determine this application and to delegate to them the necessary authority.

### 3. Background

- 3.1 In May 2013 consent was granted by independent commissioners for a 53-turbine windfarm on the Puketoi Range and a 37km 220kV transmission line connecting Puketoi to the Turitea Windfarm. A ten-year lapse date was granted for all the consents.

- 3.2 Mercury has taken numerous actions to give effect to the consents. However, construction works have not yet commenced. The main cause is market dynamics that impacts the timing of construction opportunities.

#### **4. The Application**

- 4.1 Council has received an application from Mercury Energy to extend the lapse date of their resource consent for the Puketoi Windfarm. Applications have also been lodged concurrently with Palmerston North City Council and Manawatu-Whanganui (Horizons) Regional Council.
- 4.2 Mercury Energy has applied to extend the lapse date by a period of eight (8) years, until 20 May 2031. No other changes are proposed.

#### **5. Determining the Application**

- 5.1 Palmerston North City Council and Manawatu-Whanganui Regional Council (Horizons) have appointed an independent commissioner to determine their applications.
- 5.2 It makes sense to use one commissioner to determine the applications to each local authority, given they all relate to the same wind farm consent. That will ensure a smooth consenting process and consistent decision-making.
- 5.3 Paul Rogers, a well-known resource management lawyer from Adderley Head, is an experienced commissioner, and has previously been appointed by Tararua District Council to determine the Puketoi Wind Farm consent application. He was also previously appointed by Palmerston North City Council to determine the Te Rere Hau Wind Farm consent application.

#### **6. Significance Assessment**

- 6.1 This matter is not considered to be significant with regard to the policy on significance and engagement and is within Council's discretion to determine with regard to the recommendation made above for its consideration.

#### **Attachments**

Nil.

## Report

Date : 13 August 2021  
To : Mayor and Councillors  
Tararua District Council  
From : Marco Alben  
Project Manager  
Subject : **Section 17A Review of Solid Waste Services**  
Item No : **11.5**

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### 1. Recommendation

- 1.1 *That the report from the Project Manager dated 13 August 2021 concerning the Section 17A review of solid waste services (as circulated) be received, and*
- 1.2 *That Council adopt the following recommendations arising from the review of its solid waste services activity undertaken in accordance with Section 17A of the Local Government Act 2002:*
- *Governance for solid waste services continue to be undertaken by the Council.*
  - *Funding for solid waste services continue to be determined by the Council.*
  - *Delivery of all Council solid waste services (new and existing) be done via a Council contract with another person or agency.*

## Executive Summary

To have the Council formally adopt the outcome of the section 17A review conducted on the Tararua District Council's solid waste services.

Tararua District Council (TDC) have recently conducted a solid waste services review, under S17A of the Local Government Act (2002). A 17A review is conducted every six years or when significant changes to service levels are proposed. 17a reviews cover infrastructure, service, or regulatory functions, and must consider options for governance, funding, and delivery.

On the 16<sup>th</sup> of June 2021, a workshop was conducted to introduce the draft S17A review and increase the level of service.

The outcome of the workshop was the report being supported in principle, with formal adoption of the recommendations to be ratified in the August 2021 Council meeting.

The following recommendations are proposed:

- Governance for solid waste services should be by the Tararua District Council.
- Funding for solid waste services should be by the Tararua District Council.
- Delivery of all Council solid waste services (new and existing) is done via a Tararua District Council contract with another person or agency.

## **2. Options**

### **2.1 Governance and Delivery for All Solid Waste Services**

Section 17A requires that a review of the governance function must consider the relative advantages of (i) governance by a local authority, (ii) governance by a joint committee, or (iii) governance by another type of shared governance arrangement, such as Council owned CCO's.

Governance is about who has the right to (a) make binding decisions on the overall objectives for the provision of the service, and (b) set the strategic framework in which the service operates under.

There are opportunities to provide joint services by another local authority to collect and dispose of organic and green waste, however at this stage joint services will not be feasible for transfer station operations and kerbside services. There are no opportunities to explore CCO's (**Council-controlled organisation**) as these do not yet exist in the Tararua District.

The recommendation is that governance for solid waste services should be by the Tararua District Council.

## Analysis of services

Governance Options	Advantages	Disadvantages
<b>Governance by the Council (status quo)</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Council has statutory obligations for solid waste management, both in service provision and in strategic planning; Council will have direct governance control over delivery of waste services to the district, data collection for future decisions will also be easily accessible and faster turnaround times for issue resolution and adaption to future WMMP'S will be easier.</li> </ul>	<ul style="list-style-type: none"> <li>Governance on a wider scale may enable access to more options and reduced cost through economies of scale; Council elected members may have restricted capacity (time and understanding) to provide effective governance.</li> <li>The cost of time and effort is significantly higher than any other proposed governance strategy.</li> </ul>
<b>Governance by a joint committee</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Could be more effective and efficient for governance to be provided by a joint committee with another council, for example with CHB; particularly if there were to be shared service provision through contracting or similar arrangements.</li> <li>The ability to share the risk could prove to be beneficial when joint decision-making is spread across a larger knowledge base.</li> </ul>	<ul style="list-style-type: none"> <li>The joint committee will need to consider the needs and requirements of the joint governance area, which may result in decisions being made which, while in the best interests generally, are not in the best interests of Tararua District.</li> <li>While joint decision-making could be seen to provide advantages, it could have a negative impact due to the different outlooks and culture of partnerships with another district council.</li> </ul>
<b>Governance by shared arrangement CCO or other.</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Council could govern in partnership with (for example) a community representative group. This could enable a wider range of preferences and options for service delivery being considered. More input from the community could help drive and steer the levels of service for more effective service performance management.</li> </ul>	<ul style="list-style-type: none"> <li>Shared governance arrangements for waste services are uncommon. Where these exist, they are usually a partnership between Council and a well-established community group, which is not currently the situation</li> <li>In the Tararua District, although these organisations do exist a relationship of this nature could take years to operate as a performing unit and not in silos.</li> </ul>

## 2.2 Funding Options for all Solid Waste Service Delivery

17A requires that a review of funding must consider the relative advantages of:

1. funding by the local authority,
2. funding by a joint committee,
3. funding by another type of shared arrangement.

Funding arrangements involve the way financial resources are garnered and distributed to support the levels of service. With a large percent of waste services in the Tararua District provided by the private sector, these services are currently funded through payments from customers directly to their chosen service provider.

It is important to note that the Council offers a waste drop off facility at the transfer station which in most cases prove to be financially viable for consumers.

The recommendation is that funding for solid waste services should be by the Tararua District Council.

Funding Options	Advantages	Disadvantages
<b>Kerbside collections funded through user-pays charges and private arrangements between householders and industry. Other services funded by Council through rates.</b>  <b>(Status quo)</b>	<ul style="list-style-type: none"> <li>• Council has a clear ability to distinguish between its responsibilities and those of private operators. This encourages individuals to find solutions for their own waste.</li> <li>• Users can factor the financial impact of getting private collection services versus a drop off charge at a Council managed facility into their financial planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Council has no control over the type and extent of services offered to householders, nor any changes made to these services higher than average household costs.</li> <li>• Lack of clarity for the public on service responsibilities.</li> <li>• Council has no control of what passes through the waste stream and the monopoly type funding is controlled by private organisations, Council could be offering the same or more adequate services at a lower cost to the consumer.</li> </ul>
<b>Kerbside collection of waste and or Recycling</b>  <b>(Funding by the Council)</b>	<ul style="list-style-type: none"> <li>• Council has statutory obligations for solid waste management, both in service provision and in strategic planning. Funding waste services through Council enables economies of scale to be achieved and is often the cheapest way to provide waste services to a community. Services funded through Council should ideally also be governed through Council. This ensures that the agency which is responsible for charging members of the community for solid waste services is also making decisions as to what those services would be (in consultation with the community).</li> </ul>	<ul style="list-style-type: none"> <li>• Funding solid waste services by Council will usually mean that the costs of the services need to be recovered through rates charges, targeted rates charges, or some method of service user charge. In a community that is particularly sensitive to increases in charges by Council, this could result in some negative public perception.</li> <li>• Recovering costs through targeted rates or user charges would result in increased administration needs to ensure individual customers are being charged correctly.</li> </ul>



<p><b>Transfer station (Funding by the Council)</b></p> <p>[Status Quo]</p>	<ul style="list-style-type: none"> <li>• Council's obligations for solid waste management, in service provision and in strategic planning can be managed, controlled, and reported on while maintaining strict adherence to service performance measures and levels of service.</li> <li>• Funding waste services through Council enables economies of scale to be achieved and is often the cheapest way to provide waste services to a community. Services funded through Council should ideally also be governed through Council. This ensures that the agency which is responsible for charging members of the community for solid waste services is also making decisions as to what those services would be (in consultation with the community).</li> </ul>	<ul style="list-style-type: none"> <li>• Funding solid waste services by Council will usually mean that the costs of the services need to be recovered through rates charges, targeted rates charges, or some method of service user charge. In a community that is particularly sensitive to increases in charges by Council, this could result in some negative public perception.</li> <li>• Recovering costs through targeted rates or user charges would result in increased administration needs to ensure individual customers are being charged correctly.</li> <li>• The possibility exists that in order to maintain future growth, Council may incur more operational charges.</li> </ul>
<p><b>Funding by a joint committee</b></p> <p>(All services offered by Council)</p>	<ul style="list-style-type: none"> <li>• Where services are governed by a joint committee (such as with another council) the services could also be funded in a similar way. This would ensure that funds are recovered consistently. Governing and funding services jointly usually requires that the services are reasonably consistent across the area. This could result in cost savings through economies of scale, and cross subsidisation between highly populated areas and less densely populated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding services jointly usually involves consistent charges being applied. This can mean that some customers may end up paying more for the service than if it were funded directly through Council. Funding services jointly is only feasible where the services are reasonably consistent across the area where costs are being recovered. This may mean that services are provided which are not the ideal option for Tararua District ratepayers.</li> </ul>

<p><b>Funding by another type of shared arrangement such as a CCO.</b></p> <p><b>(All services offered by Council)</b></p>	<ul style="list-style-type: none"> <li>• Council could provide services in partnership with the private sector and community groups, with the private sector continuing to charge a portion to householders, and Council recovering costs for a fixed portion. This could result in some reduction in cost to the householder although to an unknown extent.</li> <li>• A possibility could be to have the private sectors supply bins to the community at a rate subsidised by Council and have the operational costs subsidised while maintain a transfer station drop off facility for the private contractors to be used at a discounted rate in which both parties could benefit from an alliance type model.</li> <li>• No funding arrangements have been identified in a CCO setting as these groups do not exist.</li> </ul>	<ul style="list-style-type: none"> <li>• Council would need to hold a significant level of control over service provision, which would require an agreement being reached with the private sector and community groups. It is likely that the private sector would still like to retain some control over services that are provided, however. There would be increased administrative costs for Council, and possibly also for the private sector. This may also cause confusion to householders with respect to who they are paying, for what service.</li> </ul>
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## 2.3 Delivery Options for Solid Waste Kerbside Services

Section 17A requires that a review of the method of delivery must consider the relative advantages of service delivery by:

- In-house
- Council CCO
- Multi-party CCO
- Another local authority
- Another person or agency

The existing services, and what alternative types of service could be preferable for the Tararua region, have been audited and described in detail in supporting service review work carried out for Council by Waste Not Consulting Ltd.

This section considers the method by which the services would be delivered, rather than what the services would be. All service provision options assume that the same service packages are being considered.

The alternative service provision scenarios were developed in consultation with staff.

There are two dimensions to cost in respect of kerbside waste and recycling services: the cost of Council service provision, and the cost to the householder. These are different because households can sign up to private rubbish collection services (as they currently do in the Tararua District's more densely populated towns) in addition to whatever services Council provides. Even where Council provides rubbish services, some households may choose to subscribe to a private service (for example if it provides more capacity, is more frequent, offers on-property collection etc.).

It is recommended that the delivery of all Council solid waste services new and existing is done via a Tararua District Council contract with another person or agency.

Delivery Options	Advantages	Disadvantages
<b>Private delivery of all services</b>  <b>(Another person or agency)</b>	<ul style="list-style-type: none"> <li>Customers can choose to utilise Council drop off facilities to dispose of general waste at a potentially lesser cost.</li> <li>Customers currently have a range of choices, both for the type of service provided and the service provider itself. This is the case to a greater extent for the more urban households.</li> <li>Private companies carry most risks pertaining to contamination of waste and have contingencies in place to manage accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>In most cases users cannot cancel a service before contractual term ends, without incurring penalties.</li> <li>Not all areas able to access services.</li> <li>Does not address peak periods (e.g., summer holiday).</li> <li>Consistent district-wide education is difficult. Limited availability of data.</li> <li>Implementing national initiatives (such as consistent container/bin colours) is difficult.</li> <li>The total community cost of the service is higher than a standard Council provided service package would be expected to cost.</li> <li>Private institutions do not provide household recycling services.</li> </ul>
<b>Another person or agency to manage solid waste services</b>  <b>Council contract with another person or agency)</b>	<ul style="list-style-type: none"> <li>Internal analysis and investigation have led to the idea that a Council-provided service of some kind (as opposed to a private sector provided service) would achieve better waste management and minimisation outcomes, while also resulting in lower overall cost for householders.</li> <li>Data would be readily available to make quick informed decisions around future waste initiatives.</li> <li>Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>The level of choice available to householders may reduce.</li> <li>It is likely that Council would require specialist advice and support in the short-term to carry out an effective procurement process.</li> <li>Council might have to extend its operational capability by recruiting additional solid waste fte's to run such an operation which may add additional costs.</li> </ul>

<p><b>In-house management of solid waste services</b></p> <p>(by Council)</p>	<ul style="list-style-type: none"> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> <li>• The main advantage of an in-house service delivery is that the service can be more responsive to changes, as decisions can be made within Council and implemented without requiring any contract negotiations or retendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Prevents shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive recruitment and ongoing staff management required and increased staffing risk. It would not necessarily be incentivised to find efficiencies or innovate or easily learn from other areas. Increased risks sit solely with Council (such as commodity price variation and health and safety management).</li> <li>• A high capital cost combined with a higher operational cost might prove too expensive.</li> </ul>
<p><b>Delivery of Solid waste services</b></p> <p>Council CCO</p>	<ul style="list-style-type: none"> <li>• The advantages of a CCO are like that of an in-house service; in that the service can be more responsive to changes, as decisions can be made within Council or within the CCO (without the need to go to Council) and implemented with reduced need for contract negotiations or retendering.</li> <li>• Other potential advantages include a level of insulation for Council from financial variables (such as commodity prices). CCOs operate at arms' length from the political arena, and so are less vulnerable to political decisions that may not take operational considerations fully into account.</li> </ul>	<ul style="list-style-type: none"> <li>• May prevent any shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive initial recruitment required including appointment of directors, and significant start-up costs establishing the organisation.</li> <li>• Ongoing management and governance required for monitoring and to ensure accountability and quality service provision. Possible tensions between the objectives of delivering a quality service, while also maintaining commercial viability (this also applies to a contractor relationship).</li> <li>• Reduced ability to manage risk.</li> <li>• It would take time to set this up as a Council Controlled organisation does not exist at this stage.</li> </ul>
<p><b>Delivery of solid waste services</b></p> <p>Multi-party CCO</p>	<ul style="list-style-type: none"> <li>• As per above</li> </ul>	<ul style="list-style-type: none"> <li>• As per above, however there would be increased complications due to the multi-party nature which may require two Council's to agree to decisions.</li> </ul>

<p><b>Delivery of solid waste services</b></p> <p>Another local authority</p>	<ul style="list-style-type: none"> <li>It may be very feasible for two local authorities to manage the delivery of services across a joint area, with an appropriate fee being levied on the Tararua District. However, this option is not currently considered beneficial given that there are no local authorities nearby that could extend waste services to include the Tararua District. Such an arrangement could limit the ability for Council to ensure the services provided are fit for purpose for the district.</li> </ul>
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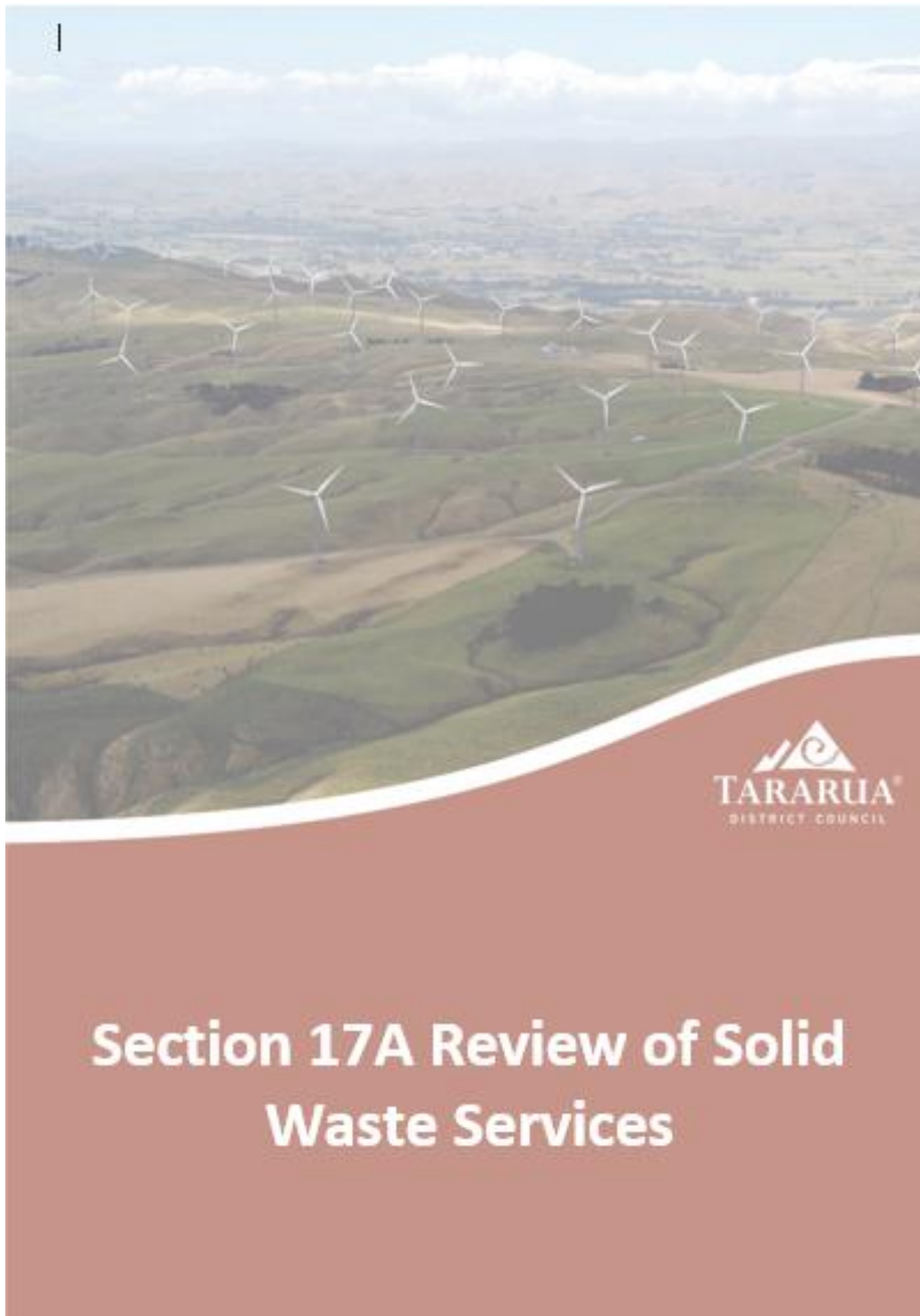
Analysis of the Strengths, Weaknesses, opportunities, and threats of the proposed recommendations.

### SWOT Analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>Council controls solid waste stream and can target education</li> <li>Council controls collection frequency</li> <li>Collection and disposal risks remain with private contractors</li> <li>Ease of service for ageing community members</li> <li>Council can increase or decrease service levels to meet community demand</li> <li>Cost effective for ratepayers</li> <li>Higher community satisfaction</li> <li>WMMP outcomes could be realised</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>Possibility of increased CRM's</li> <li>More time spent on education</li> <li>More funds spent on education</li> <li>Limited staff resources in-house to manage activity</li> <li>Reluctance to change by community</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>Remove monopoly driven service from private sector to provide a cheaper service for the community</li> <li>Opportunity to collect data for Business Intelligence to drive key decisions</li> <li>Opportunity to work closer with smaller contractors and empower their businesses</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>Unpredictability of solid waste regulations</li> <li>More waste tonnages flowing through our transfer stations</li> </ul>

### Attachments

1. Final Report - Section 17A Review of Solid Waste Services





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## 2. Introduction

The Waste Minimisation Act 2008 requires territorial authorities to promote effective and efficient waste management and minimisation within their districts. As part of fulfilling these responsibilities, Tararua District Council (Council) provides a range of waste management and minimisation services to residents. These services include kerbside recycling collections, refuse transfer stations (RTS), and community recycling centres.

Section 43 of the Act requires territorial authorities to adopt a waste management and minimisation plan (WMMP) that provides objectives, policies, and methods for achieving effective and efficient waste management and minimisation. In accordance with these requirements, in 2017 Tararua District Council adopted a new WMMP - *Waste Management and Minimisation Plan 2017-2023*.

To enable reporting on specific targets in the action plan, the 2017 WMMP includes a target that “By 2021 Council will repeat a landfill SWAP analysis (including a sort and weigh of domestic kerbside rubbish)”. “SWAP” refers to the Ministry for the Environment’s Solid Waste Analysis Protocol 2002, which includes standard methodologies designed to ensure waste is measured nationally in a consistent manner.

Council’s waste contracts are due to expire in October 2020. As part of its review of its services, to report on targets in the action plan, and to prepare for the next WMMP, Council engaged Waste Not Consulting to undertake SWAP compositional analyses of kerbside rubbish and waste disposed of at the two main RTS.

Council withdrew from the provision of kerbside rubbish collections in 2017. Since that time, all kerbside rubbish collections in the District have been provided by private waste operators. Council has provided a kerbside recycling service which includes the collection of plastic, paper, cardboard, and tin however no glass recycling services are being offered at kerbside. Council has outsourced the transfer station services which makes provision for the drop off services of recycling paper, cardboard, tin, and glass while allowing for waste to be dropped off.

A Section 17A Review should consider whether the recycling/waste service should be provided in-house, contracted out, through a shared service or by council opting out and leaving the private sector to provide the service.

## 3. Executive Summary

Tararua District Council (TDC) have conducted a review under S17A of the Local Government Act (2002). The review is required to be conducted under certain circumstances (e.g. where significant changes to service levels are proposed) and must be done at six-yearly intervals. A copy of the relevant legislative provision is included as Attachment 1.

The reviews cover infrastructure, service, or regulatory functions. The review must cover options for governance, funding, and delivery. The process currently has the terms of reference for the review to be approved by the council.

This specific review has covered the services currently provided by Council and proposes an increased level of service specifically at kerbside, to assist in stopping contamination at its source and provide opportunities for non-waste diversion at the collection source. The need to meet targets set in the waste minimisation plan (WMMP) 2017-2023 is driving an increased level of service that is affordable, sustainable and delivers on the expected outcomes.

#### **4. What must a service delivery review include?**

- Refer to Addendum 5 attached.

#### **5. Overall Goal**

To meet the overall vision of the District for the management of solid waste resources from generation to disposal in a way that:

- Encourages reduction of waste sent to landfill.
- Is environmentally sound and sustainable.
- Focuses on limiting or diversion of reusable, recyclable, and recoverable waste resources from the waste stream.
- Ensures adequate facilities for the District.
- Incorporates the diversity of community views.
- Recognises the community's aspirations and needs.
- Is fair, efficient, and cost effective.
- Protects and enhances people's health and wellbeing.
- Is affordable and can provide valuable service at a lesser rate than market allows.

#### **6. Current Facilities and Management**

- A system of transfer stations with collection and final disposal to landfill is likely to continue for the foreseeable future.
- The need to spend time and costs on facilities to ensure compliance is embedded into the new LTP.
- Compliance is required with environmental, health and safety requirements.
- This is addressed by providing at least the minimum levels of service required, implementing compliance requirements, monitoring, and reporting, and the planning for, and selection of, new recycling streams for environmentally sound disposal.

Breakdown of solid waste services offered by TDC include:

- Transfer stations in the four more densely populated towns which provides a drop off facility for general waste, electronic waste, and recycling.
  - Dannevirke Transfer station
  - Pahiatua Transfer station
  - Woodville Transfer station
  - Eketahuna Transfer station
- Refuse collection drop off facility
  - Herbertville
- Green Waste and Wood waste collection
- Bulk Recycling Bins- Pahiatua
- Recycling kerbside collection
  - Woodville
  - Dannevirke
  - Pahiatua
  - Eketahuna
- Pongaroa Landfill- **In the process of being closed**
- Pongaroa Recycling drop off facility
- Herbertville Beach Bins
- Bulk Recycling Bins
  - Weber
  - Akitio

## 7. Refuse and Recycling services

- Council does not provide a kerbside refuse service as of 2017.
- Drop off facility for refuse at transfer stations- User paid

- Existing kerbside services include co-mingled recycling of plastics 1,2 and 5, cardboard and tin – In a “user” provided container.
  - All recycling collected at kerbside belongs to the contractor who on sells it and retains the profit – This model ensures that we are charged low discounted rates for the collection of recycling materials.
- Drop off facilities for co-mingled recycling of plastics 1,2 and 5, cardboard and tin.
  - All recycling collected at kerbside belongs to the contractor who on sells it and retains the profit – This model ensures that we are charged low discounted rates for the collection of recycling materials.
- Drop off facilities for glass recycling at some transfer stations and most recycling centres
  - All glass gets transported to OI glass recyclers in Auckland who in turn pays TDC directly, the service provides a breakeven return which means a lower spend to recycle glass and allows TDC to recycle glass correctly.

## **8. Current Additional Services**

### **I. Electronic waste**

Council currently provides a full electronic waste service at drop off facilities Dannevirke, Pahiatua and Eketahuna RTS, the waste gets sent to Remark -IT Solutions Ltd in Wellington when there is enough E-waste to fill at least 12 pallets which is about 2-3 times per year.

Further investigation will be done around what other councils are doing in this space and the costs associated, the best possible outcome at this stage will look at keeping the existing service as is and not combine it into a new contract as it provides an income to local transport businesses 2-3 times per year.

The waste audit has also revealed that little to no electronics made it to landfill during the duration of the audit, this however begs the question as to where the electronic devices are going?

### **II. Green waste**

Green waste is currently accepted at the Dannevirke, Pahiatua and Eketahuna transfer stations. TDC has contracted Composting NZ to mulch the green waste and dispose of it approximately every 3 months at Dannevirke and Pahiatua and twice a year in Eketahuna.

The current contracts will remain in place as it might be too costly to bundle into the main solid waste contract.

### **III. Food waste**

At this stage we do not accept food scraps and it is currently going to landfill. In order to maximise waste minimisation efforts TDC would need to follow a similar methodology to Hamilton City council in providing food scraps bins at Kerbside and at each RTS which is then sent away and composted for resale to various communities in NZ, However the setup costs and operational costs are unknown, but some opportunities remain to be explored in a CSI initiative which will assist in empowering members of the community with the skills and capital to setup an operation that is sustainable and profitable to manage.

### **IV. Paint waste**

We have a drop off facility for paint waste at the Dannevirke RTS only. The current contractor managing operations at the Dannevirke RTS is responsible for the disposal of Paint. The contractor allows the community to collect disposed paint for reuse when it is disposed of at no cost.

### **V. Construction waste**

Small quantities of construction waste around 1m<sup>3</sup> is accepted at Dannevirke, Pahiatua and Eketahuna transfer stations. Larger amounts are not accepted, contractors/customers are directed to CHB landfill for disposal. All non-recyclable timber is chipped by Composting NZ and sent to CHB landfill. Wood chipping is usually done at the same time as Composting NZ mulches the green waste. Any non-recyclable construction waste goes with the general waste to landfill 2-3 times a week, in Dannevirke Smart environment transports the construction waste to landfill and in Pahiatua and Eketahuna Greensky waste solutions transport the construction waste to landfill.

### **VI. Chemical waste**

Chemical waste is not accepted at any of the transfer stations.

Agrecovery – (a rural chemical recycling programme) do organised events every couple of years or so for the collection of unwanted or expired Agricultural chemicals.

CHB has a container which they do not pay for which once it is filled is collected by Agrecovery who recycles the contaminated plastic containers. We will be looking to replicate this service.

## **9. Tararua District Council services review**

### **Waste management services in Tararua District**

A range of kerbside collections and other waste management services are available to the residential and commercial sectors in Tararua District.

## **Services for the residential sector**

In 2017, Council withdrew its kerbside rubbish bag collection service, leaving private waste operators to provide kerbside rubbish collections. Four operators offer rubbish wheelie bin collections to residents - EnviroWaste Services Ltd, Smart Environmental Ltd, Waste Management NZ Ltd, and Murray Contractors.

Council provides a kerbside recycling collection of paper, cardboard, plastics, and tins in all larger urban areas. There is no kerbside collection of glass. The recycling collection does not use a standardised, Council-issued container. Residents are instructed to set recycling out in securely tied plastic bags.

Residents may also use the Council's community recycling facilities in: Akitio, Dannevirke, Eketahuna, Herbertville, Norsewood, Ormondville, Pahiatua, Pongaroa, Weber, and Woodville. Glass is accepted at the community recycling facilities. Based on data in the WMMP, the community recycling facilities collect more than three times the weight of recycling collected by the kerbside service.

Residents can dispose of rubbish, green waste, and recyclable materials at three Council-owned RTS in the District, in Dannevirke, Eketahuna, and Pahiatua. Rubbish may also be disposed of at a private facility in Woodville. For the occasional removal of large quantities of waste, residents have the option of transporting the waste to one of the RTS or hiring a skip bin from a private waste operator.

## **Services for the commercial/industrial sector**

Most trade waste generated by the commercial/industrial sector is removed by private waste operators or transported to a transfer station by the business itself. Private waste operators offer a range of collection systems to meet the requirements of each business. Wheelie bins and skip bins are both available. No front-loader vehicles service businesses in the District.

## **Waste disposal**

All waste from the Council-owned RTS is disposed of at Waipukurau Landfill, in Central Hawke's Bay District. A small amount of kerbside rubbish is disposed of at another landfill.

# **10. Governance**

Section 17A requires that a review of the governance function must consider the relative advantages of (i) governance by a local authority, (ii) governance by a joint committee, or (iii) governance by another type of shared governance arrangement. Governance is about who has the right to (a) make binding decisions on the overall objectives for the provision of the service and (b) set the strategic framework in which the service operates. Waste management and minimisation issues are currently dealt with at full Council; supported by a policy staff and various operational staff with external specialist advice where necessary. This appears to work effectively within the constraints of the current private sector-based system. There are, however, management and governance issues with the current situation, with Council having responsibility for ensuring waste is managed and minimised effectively

and efficiently within the district but having little control over the services provided by the private sector. Based on the requirements of a section 17A review the following options have been investigated

**I. Table 1: Governance Options for Solid Waste Services**

Governance Options	Advantages	Disadvantages
<b>Governance by the Council (status quo)</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Council has statutory obligations for solid waste management, both in service provision and in strategic planning; Council will have direct governance control over delivery of waste services to the district, data collection for future decisions will also be easily accessible and faster turnaround times for issue resolution and adaption to future WMMP'S will be easier.</li> </ul>	<ul style="list-style-type: none"> <li>Governance on a wider scale may enable access to more options and reduced cost through economies of scale; Council elected members may have restricted capacity (time and understanding) to provide effective governance.</li> <li>The cost to time and effort is significantly higher than any other proposed governance strategy.</li> </ul>
<b>Governance by a joint committee</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Could be more effective and efficient for governance to be provided by a joint committee with another council, for example with Hastings; particularly if there were to be shared service provision through contracting or similar arrangements.</li> <li>The ability to share the risk could prove to be beneficial when joint decision making is spread across a larger knowledge base.</li> </ul>	<ul style="list-style-type: none"> <li>The joint committee will need to consider the needs and requirements of the joint governance area, which may result in decisions being made which, while in the best interests generally, are not in the best interests of Tararua District.</li> <li>While joint decision making could be seen advantages, it could have a negative impact due to the different outlooks and culture of partnerships with another district council.</li> </ul>
<b>Governance by another type of shared governance arrangement</b>  [Waste Collection, Transfer station, kerbside collection, and recycling]	<ul style="list-style-type: none"> <li>Council could govern in partnership with (for example) a community representative group. This could enable a wider range of preferences and options for service delivery being considered. More input from the community could help drive and steer the levels of service for more effective service performance management.</li> </ul>	<ul style="list-style-type: none"> <li>Shared governance arrangements for waste services are uncommon. Where these exist, they are usually a partnership between Council and a well-established community group, which is not currently the situation</li> <li>In the Tararua District, although these organisations do exist a relationship of this nature could take years to operate as a performing unit and not in silos.</li> </ul>

At this stage, it is considered that providing Council governance (by full Council) of solid waste service provision is likely to be the most effective and efficient way to make decisions regarding these services. If, in future, solid waste services are aligned closely with another council (such as Hastings or Central Hawkes Bay) then governance on an ongoing basis could be effectively carried out by a joint governance committee. However, given that the considerations at this stage involve significant decisions around what service is to be delivered at the transfer stations and at kerbside whether it be glass, recycling or waste, and to which households, continued Council governance will ensure that the best interests of the Tararua community are served during this process.

## **11. Funding**

17A requires that a review of funding must consider the relative advantages of

- (i) funding by the local authority,
- (ii) (ii) funding by a joint committee,
- (iii) (iii) funding by another type of shared arrangement.

Funding arrangements involve the way financial resources are garnered and distributed to support the levels of service. With a large percent of waste services in the Tararua District provided by the private sector, these services are currently funded through payments from customers directly to their chosen service provider.

It is important to note that the council offers a waste drop off facility at the transfer station which in most cases prove to be financially viable for consumers.

This section explores alternative options for funding services, particularly should Council choose to intervene in the waste services market to a greater extent. Based on the requirements of a section 17A service review the following options have been investigated:



## II. Table 2: Funding Options for Solid Waste Services

Funding Options	Advantages	Disadvantages
<p><b>Kerbside collections funded through user-pays charges and private arrangements between householders and industry. Other services funded by Council through rates.</b></p> <p><b>(Status quo)</b></p>	<ul style="list-style-type: none"> <li>• Council has a clear ability to distinguish between its responsibilities and those of private operators. This encourages individuals to find solutions for their own waste.</li> <li>• Users can factor the financial impact of getting private collection services versus a drop off charge at a council managed facility into their financial planning</li> </ul>	<ul style="list-style-type: none"> <li>• Council has no control over the type and extent of services offered to householders, nor any changes made to these services higher than average household costs.</li> <li>• Lack of clarity for the public on service responsibilities.</li> <li>• Council has no control of what passes through the waste stream and the monopoly type funding is controlled by private organisations, council could be offering the same or more adequate services at a lower cost to the consumer</li> </ul>
<p><b>Kerbside collection of waste and or Recycling</b></p> <p><b>(Funding by the Council)</b></p>	<ul style="list-style-type: none"> <li>• Council has statutory obligations for solid waste management, both in service provision and in strategic planning. Funding waste services through Council enables economies of scale to be achieved and is often the cheapest way to provide waste services to a community. Services funded through Council should ideally also be governed through Council. This ensures that the agency which is responsible for charging members of the community for solid waste services is also making decisions as to what those services would be (in consultation with the community).</li> </ul>	<ul style="list-style-type: none"> <li>• Funding solid waste services by Council will usually mean that the costs of the services need to be recovered through rates charges, targeted rates charges, or some method of service user charge. In a community that is particularly sensitive to increases in charges by Council, this could result in some negative public perception.</li> <li>• Recovering costs through targeted rates or user charges would result in increased administration needs to ensure individual customers are being charged correctly.</li> </ul>

<p><b>Transfer station (Funding by the Council)</b></p> <p>[Status Quo]</p>	<ul style="list-style-type: none"> <li>• Councils obligations for solid waste management, in service provision and in strategic planning can be managed, controlled, and reported on while maintaining strict adherence to service performance measures and levels of service.</li> <li>• Funding waste services through Council enables economies of scale to be achieved and is often the cheapest way to provide waste services to a community. Services funded through Council should ideally also be governed through Council. This ensures that the agency which is responsible for charging members of the community for solid waste services is also making decisions as to what those services would be (in consultation with the community).</li> </ul>	<ul style="list-style-type: none"> <li>• Funding solid waste services by Council will usually mean that the costs of the services need to be recovered through rates charges, targeted rates charges, or some method of service user charge. In a community that is particularly sensitive to increases in charges by Council, this could result in some negative public perception.</li> <li>• Recovering costs through targeted rates or user charges would result in increased administration needs to ensure individual customers are being charged correctly.</li> <li>• The possibility exists that in order to maintain future growth, council may incur more operational charges</li> </ul>
<p><b>Funding by a joint committee</b></p> <p>(All services offered by council)</p>	<ul style="list-style-type: none"> <li>• Where services are governed by a joint committee (such as with another council) the services could also be funded in a similar way. This would ensure that funds are recovered consistently. Governing and funding services jointly usually requires that the services are reasonably consistent across the area. This could result in cost savings through economies of scale, and cross subsidisation between highly populated areas and less densely populated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding services jointly usually involves consistent charges being applied. This can mean that some customers may end up paying more for the service than if it were funded directly through Council. Funding services jointly is only feasible where the services are reasonably consistent across the area where costs are being recovered. This may mean that services are provided which are not the ideal option for Tararua District rate payers.</li> </ul>

<p><b>Funding by another type of shared arrangement such as a CCO.</b></p> <p><b>(All services offered by council)</b></p>	<ul style="list-style-type: none"> <li>• Council could provide services in partnership with the private sector and community groups, with the private sector continuing to charge a portion to householders, and Council recovering costs for a fixed portion. This could result in some reduction in cost to the householder although to an unknown extent.</li> <li>• A possibility could be to have the private sectors supply bins to the community at a rate subsidised by council and have the operational costs subsidised while maintain a transfer station drop off facility for the private contractors to be used at a discounted rate in which both parties could benefit from an alliance type model.</li> <li>• No funding arrangements have been identified in a CCO setting as these groups do not exist.</li> </ul>	<ul style="list-style-type: none"> <li>• Council would need to hold a significant level of control over service provision, which would require an agreement being reached with the private sector and community groups. It is likely that the private sector would still like to retain some control over services that are provided, however. There would be increased administrative costs for Council, and possibly also for the private sector. This may also cause confusion to householders with respect to who they are paying, for what service.</li> </ul>
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## Summary

With services as they currently are, it makes little sense to change the current funding arrangement in the immediate future. Should Council decide to take a greater role in the provision of waste services, then funding by the Council would be a better option, with Council recovering costs from service users through a combination of rates and user charges.

It may also be in Council's interest to conduct a feasibility on an alliance model with the private sector for waste services at kerbside which could prove to be mutually beneficial to the private sector, council and rate payers by means of service delivery. This could stretch across transfer stations, composting, recycling, and kerbside services.

As most surrounding districts have recently undergone a procurement drive and a review of their levels of service, many have opted to increase their service offering which ultimately leaves limited availability for a joint governance or funding model, however. The invitation remains open to discussion and it is agreed that if a mutually beneficial model can be reached that consideration would be given.

## 12. Delivery

Section 17A requires that a review of the method of delivery must consider the relative advantages of delivery by:

- In-house
- Council CCO
- Multi-party CCO
- Another local authority
- Another person or agency.

The existing services, and what alternative types of service could be preferable for the Tararua region, have been audited and described in detail in supporting service review work carried out for Council by Waste Not Consulting Ltd

This section considers the method by which the services would be delivered, rather than what the services would be. All service provision options assume that the same service packages are being considered.

The alternative service provision scenarios were developed in consultation with staff.

There are two dimensions to cost in respect of kerbside waste and recycling services: the cost of Council service provision, and the cost to the householder. These are different because households can sign up to private rubbish collection services (as they currently do in the Tararua Districts more densely populated Towns) in addition to whatever services Council provides. Even where Council provides rubbish services, some households may choose to subscribe to a private service (for example if it provides more capacity, is more frequent, offers on-property collection etc.).

### III. Table 3: Delivery Options for kerbside waste services

Delivery Options	Advantages	Disadvantages
<b>Private delivery of kerbside waste services</b> <b>(status quo)</b>	<ul style="list-style-type: none"> <li>Customers can choose to utilise council drop off facilities to dispose of general waste at a potentially lesser cost.</li> <li>Customers currently have a range of choices, both for the type of service provided and the service provider itself. This is the case to a greater extent for the more urban households.</li> <li>Private companies carry most risks pertaining to contamination of waste and have contingencies in place to manage accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>In most cases users cannot cancel a service before contractual term ends, without incurring penalties.</li> <li>Not all areas able to access services.</li> <li>Does not address peak periods (e.g. summer holiday).</li> <li>Consistent district wide education is difficult. Limited availability of data.</li> <li>Implementing national initiatives (such as consistent container/bin colours) is difficult.</li> <li>The total community cost of the service, is higher than a standard council provided service package would be expected to cost.</li> </ul>
<b>Another person or agency to manage kerbside waste services</b> <b>(Council contracted)</b>	<ul style="list-style-type: none"> <li>Internal analysis and investigation have led to the idea that a Council-provided service of some kind (as opposed to a private sector provided service) would achieve better waste management and minimisation outcomes, while also resulting in lower overall cost for householders.</li> <li>Data would be readily available to make quick informed decisions around future waste initiatives.</li> <li>Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>The level of choice available to householders may reduce.</li> <li>It is likely that Council would require specialist advice and support in the short term to carry out an effective procurement process.</li> <li>Council might have to extend its operational capability by recruiting a dedicated solid waste division along with all the resources required to run such an operation which may prove to be expensive.</li> </ul>

<p><b>In-house management of kerbside waste services</b> <b>(by Council)</b></p>	<ul style="list-style-type: none"> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> <li>• The main advantage of an in-house service delivery is that the service can be more responsive to changes, as decisions can be made within Council and implemented without requiring any contract negotiations or retendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Prevents shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive recruitment and ongoing staff management required and increased staffing risk. It would not necessarily be incentivised to find efficiencies or innovate or easily learn from other areas. Increased risks sit solely with Council (such as commodity price variation and health and safety management).</li> </ul>
<p><b>kerbside waste services</b> <b>Council CCO</b></p>	<ul style="list-style-type: none"> <li>• The advantages of a CCO are similar to that of an inhouse service; in that the service can be more responsive to changes, as decisions can be made within Council or within the CCO (without the need to go to Council) and implemented with reduced need for contract negotiations or retendering.</li> <li>• Other potential advantages include a level of insulation for Council from financial variables (such as commodity prices). CCOs operate at arms' length from the political arena, and so are less vulnerable to political decisions that may not take operational considerations fully into account.</li> </ul>	<ul style="list-style-type: none"> <li>• May prevent any shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive initial recruitment required including appointment of directors, and significant start-up costs establishing the organisation.</li> <li>• Ongoing management and governance required for monitoring and to ensure accountability and quality service provision. Possible tensions between the objectives of delivering a quality service, while also maintaining commercial viability (this also applies to a contractor relationship).</li> <li>• Reduced ability to manage risk.</li> <li>• It would take time to set this up as a Council Controlled organisation does not exist at this stage.</li> </ul>
<p><b>kerbside waste services</b> <b>Multi-party CCO</b></p>	<ul style="list-style-type: none"> <li>• As per above</li> </ul>	<ul style="list-style-type: none"> <li>• As per above, however there would be increased complications due to the multi-party nature which may require two Council's to agree to</li> </ul>

		decisions.
<b>kerbside waste services</b> <b>Another local authority</b>	<ul style="list-style-type: none"> <li>It may be very feasible for two local authorities to manage the delivery of services across a joint area, with an appropriate fee being levied on the Tararua District. However, this option is not currently considered beneficial given that there are no local authorities nearby that could extend waste services to include the Tararua District. Such an arrangement could limit the ability for Council to ensure the services provided are fit for purpose for the district.</li> </ul>	

### Private Wheelie bin annual cost to rate payer (Refuse)

As at December 2020 (Increase in accordance with waste levy increases expected in Q1 2021.

		Per month (incl GST)		If Council collects (incl GST)
		Weekly Collection	Fortnightly Collection	Fortnightly Collection
Private Wheelie Bin Collections	80 litres	\$24,00	\$12,00	\$7,00
	120 Litres	\$30,46	\$15,23	
	240 litres	\$73,70	\$21,82	

		Per Year		If Council collects (incl GST)
		Weekly Collection	Fortnightly Collection	
What residents spend on private waste collectors.	80 litres	\$288.00	\$144.00	\$84,00
	120 Litres	\$365.52	\$182.76	
	240 litres	\$884.40	\$261.84	

\*This does not consider disposal of waste at transfer stations

## SWOT Analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Council controls waste stream by limiting bin capacity</li> <li>• Council controls waste stream by limiting collection frequency</li> <li>• Collection and disposal risks remain with private contractors</li> <li>• Ease of service for ageing community members</li> <li>• Full service at kerbside if recycling and glass bins are rolled out</li> <li>• Cost effective for rate payers</li> <li>• Higher community satisfaction</li> <li>• WMMP outcomes could be realised</li> <li>• Ability to drive education outcomes</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Possibility of increased CRM's</li> <li>• More time spent on education</li> <li>• More funds spent on education</li> <li>• Limited staff resources in-house to manage activity</li> <li>• Reluctance to change by community</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Remove monopoly driven service from private sector to provide a cheaper service for the community</li> <li>• Opportunity to collect data for Business Intelligence to drive key decisions</li> <li>• Opportunity to work closer with smaller contractors and empower their businesses</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Council urging community entrepreneurship but removes the ability for small businesses to capitalise in the refuse collection sector</li> <li>• More waste tonnages flowing through our transfer stations</li> </ul>

Delivery of any new kerbside services is best done through another person or agency through a Council contract. This is preferable to the status quo of private provision as it allows an increased level of service to be provided at a more favourable household cost. Contracting out the service also allows suitable expertise and experience to oversee the service delivery, without increasing Council risk substantially.

It therefore leaves an opportunity to investigate an alliance model for waste services or ultimately maintain the status quo.



#### IV. Table 4: Delivery Options for Transfer station services

Delivery Options	Advantages	Disadvantages
<b>transfer station management</b>  <b>Private delivery</b>	<ul style="list-style-type: none"> <li>Such a model would exempt council completely from the risks associated with compliance waste contamination.</li> </ul>	<ul style="list-style-type: none"> <li>It is extremely rare for such a model to exist, however the cost implication to the community could prove to be severe and impractical.</li> <li>May not address peak periods (e.g. summer holiday).</li> <li>Consistent district wide education is difficult. Limited availability of data.</li> <li>Aligning to a Districts WMMP might prove to be difficult for a private organisation.</li> <li>It is expected that the total community cost of the service, is higher than a standard council provided service package would be expected to cost.</li> </ul>
<b>Another person or agency to manage transfer stations</b>  <b>(Council contracted)</b>  <b>(Status Quo)</b>	<ul style="list-style-type: none"> <li>Internal analysis and investigation have led to the idea that a Council-provided service of some kind (as opposed to a private sector provided service) would achieve better waste management and minimisation outcomes, while also resulting in lower overall cost for householders.</li> <li>Data would be readily available to make quick informed decisions around future waste initiatives and to provide targeted community education.</li> </ul>	<ul style="list-style-type: none"> <li>There are still private organisations dropping off waste collected at kerbside.</li> <li>It is likely that Council would require specialist advice and support in the short term to carry out an effective procurement process.</li> <li>Council might have to extend its operational capability by recruiting a dedicated solid waste division along with all the resources required to run such an operation dependent on district expansion in the form of a population increase which may prove to be expensive.</li> </ul>

	<ul style="list-style-type: none"> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> </ul>	
<b>In-house management of transfer stations</b>  <b>(by Council)</b>	<ul style="list-style-type: none"> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> <li>• The main advantage of an in-house service delivery is that the service can be more responsive to changes, as decisions can be made within Council and implemented without requiring any contract negotiations or retendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Prevents shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive recruitment and ongoing staff management required and increased staffing risk. It would not necessarily be incentivised to find efficiencies or innovate or easily learn from other areas. Increased risks sit solely with Council (such as commodity price variation and health and safety management).</li> </ul>
<b>Transfer stations</b>  <b>Council CCO</b>	<ul style="list-style-type: none"> <li>• The advantages of a CCO are similar to that of an inhouse service; in that the service can be more responsive to changes, as decisions can be made within Council or within the CCO (without the need to go to Council) and implemented with reduced need for contract negotiations or retendering.</li> <li>• Other potential advantages include a level of insulation for Council from financial variables (such as commodity prices). CCOs operate at arms' length from the political arena, and so are less vulnerable to political decisions that may not take operational considerations fully into account.</li> </ul>	<ul style="list-style-type: none"> <li>• May prevent any shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive initial recruitment required including appointment of directors, and significant start-up costs establishing the organisation.</li> <li>• Ongoing management and governance required for monitoring and to ensure accountability and quality service provision. Possible tensions between the objectives of delivering a quality service, while also maintaining commercial viability (this also applies to a contractor relationship).</li> <li>• Reduced ability to manage risk.</li> </ul>

<b>Transfer stations</b>  <b>Multi-party CCO</b>	<ul style="list-style-type: none"> <li>As per above</li> </ul>	<ul style="list-style-type: none"> <li>As per above, however there would be increased complications due to the multi-party nature which may require two Council's to agree to decisions.</li> </ul>
<b>Transfer stations</b>  <b>Another local authority</b>	<ul style="list-style-type: none"> <li>It may be very feasible for a local authority to manage the delivery of services across a joint area, with an appropriate fee being levied on Tararua District. However, this option is not considered currently feasible given that there are no local authorities nearby that provide waste services on the scale that we would require and that may be able to extend this service provision to the Tararua region. Such an arrangement could limit the ability for Council to ensure the services provided are fit for purpose for the district.</li> </ul>	

Transfer station services are best managed through “another person or agency through a Council contract” as per the current model. This is preferable to all other provisions as it allows an increased level of service to be provided at a more favourable household cost.

It also assists in collecting data around various avenues of waste habits and assist in informing how best to approach issues that are identified, most importantly the data allows us to identify the level of waste education in the community and how best to address the districts education needs.

Contracting out the service also allows suitable expertise and experience to oversee the service delivery, without increasing Council risk substantially.

## V. Table 5: Delivery Options for kerbside recycling services

Delivery Options	Advantages	Disadvantages
<b>Recycling at kerbside</b> <b>Private Organisation</b>	<ul style="list-style-type: none"> <li>Private companies carry most risks pertaining to contamination of waste and have contingencies in place to manage accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>Potential loss of revenue to Council</li> <li>May not address peak periods (e.g. summer holiday).</li> <li>Consistent district wide education is difficult. Limited availability of data.</li> <li>Aligning to a Districts WMMP might prove to be difficult for a private organisation.</li> <li>It is expected that the total community cost of the service, is higher than a standard council provided service package would be expected to cost.</li> </ul>

<p><b>Another person or agency to manage Recycling at kerbside</b></p> <p><b>(Council contracted)</b></p> <p><b>(Status Quo)</b></p>	<ul style="list-style-type: none"> <li>• Internal analysis and investigation have led to the idea that a Council-provided service of some kind (as opposed to a private sector provided service) would achieve better waste management and minimisation outcomes, while also resulting in lower overall cost for rate payers.</li> <li>• Data would be readily available to make quick informed decisions around future waste initiatives and to provide targeted community education.</li> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> <li>• Customers will be able to utilise wheelie bins for recycling and glass bins at kerbside as this service does not exist and would be the preferred option for rate payers</li> </ul>	<ul style="list-style-type: none"> <li>• It is likely that Council would require specialist advice and support in the short term to carry out an effective procurement process.</li> <li>• Council might have to extend its operational capability by recruiting a dedicated solid waste division along with all the resources required to run such an operation dependent on district expansion in the form of a population increase which may prove to be expensive.</li> </ul>
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<p><b>In-house management of recycling at kerbside</b></p> <p><b>(by Council)</b></p>	<ul style="list-style-type: none"> <li>• Council will be able to control the levels of service through monitoring, controlling, and reporting.</li> <li>• The main advantage of an in-house service delivery is that the service can be more responsive to changes, as decisions can be made within Council and implemented without requiring any contract negotiations or retendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Prevents shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive recruitment and ongoing staff management required and increased staffing risk. It would not necessarily be incentivised to find efficiencies or innovate or easily learn from other areas. Increased risks sit solely with Council (such as commodity price variation and health and safety management).</li> <li>• Would prove to be an extremely costly exercise based on the need of the district versus the revenue we would be able to secure to pay for the service, an example will be purchasing trucks at +- \$ 1 000 000 each and recruiting and training operators and the added cost of health and safety measures.</li> </ul>
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<p><b>Recycling at kerbside</b></p> <p><b>Council CCO</b></p>	<ul style="list-style-type: none"> <li>• The advantages of a CCO are similar to that of an inhouse service; in that the service can be more responsive to changes, as decisions can be made within Council or within the CCO (without the need to go to Council) and implemented with reduced need for contract negotiations or retendering.</li> <li>• Other potential advantages include a level of insulation for Council from financial variables (such as commodity prices). CCOs operate at arms' length from the political arena, and so are less vulnerable to political decisions that may not take operational considerations fully into account.</li> </ul>	<ul style="list-style-type: none"> <li>• May prevent any shared procurement process (and any potential cost-savings that might have arisen).</li> <li>• Extensive initial recruitment required including appointment of directors, and significant start-up costs establishing the organisation obtaining resources to have an operationally sound model would be extremely expensive.</li> <li>• Ongoing management and governance required for monitoring and to ensure accountability and quality service provision. Possible tensions between the objectives of delivering a quality service, while also maintaining commercial viability (this also applies to a contractor relationship).</li> <li>• Reduced ability to manage risk.</li> </ul>
<p><b>Recycling at kerbside</b></p> <p><b>Multi-party CCO</b></p>	<ul style="list-style-type: none"> <li>• As per above</li> </ul>	<ul style="list-style-type: none"> <li>• As per above, however there would be increased complications due to the multi-party nature which may require two Council's to agree to decisions.</li> </ul>
<p><b>Recycling at kerbside</b></p> <p><b>Another local authority</b></p>	<ul style="list-style-type: none"> <li>• It may be possible for a local authority to manage the delivery of services across a joint area, with an appropriate fee being levied on Tararua District. However, this option is not considered currently feasible given that there are no local authorities nearby that provide recycling services on the scale that we would require and that may be able to extend this service provision to the Tararua region. Such an arrangement could limit the ability for Council to ensure the services provided are fit for purpose for the district.</li> </ul>	

Kerbside recycling services could be better managed through “another person or agency through a Council contract” as per the current model, However Council should consider adding glass recycling at kerbside and the addition of wheelie bins for recycling. It has become clear that the community would prefer this option.

In order to provide a better service at kerbside we need to consider a large scale community education drive, this has been included in the solid waste strategy for the near future and should be a whole life operational task imbedded into all community initiatives around solid waste.

This is preferable to all other provisions as it allows an increased level of service to be provided at a potentially more favourable household cost.

It also assists in collecting data around various avenues of waste habits and assist in informing how best to approach issues that are identified, most importantly the data allows us to identify the level of waste education in the community and how best to address the districts education needs.

Contracting out the service also allows suitable expertise and experience to oversee the service delivery, without increasing Council risk substantially.

There is an opportunity to fine tune the level of service by potentially going to market in search of a vendor who can assist in the operationality of the service, our current vendor has showed interest in the service and we are investigating the operational costs associated with this service.

## **Recommendations based on the review of services**

- At this stage, it is considered that providing Council governance of services (by full Council) of solid waste service provision is likely to be the most effective and efficient way to make decisions regarding these services.
- Kerbside collections funded by the Council through user-pays charges, targeted rating, and the Waste levy. Would prove to be more effective in managing TDC's waste streams.
- Delivery of any new or existing kerbside refuse services is best done through another person or agency through a Council contract. This is preferable to the status quo of private provision as it allows an increased level of service to be provided at a more favourable household cost. Contracting out the service also allows suitable expertise and experience to oversee the service delivery, without increasing Council risk substantially.
- Transfer station services are best managed through “another person or agency through a Council contract” as per the current model. This is preferable to all other provisions as it allows an increased level of service to be provided at a more favourable household cost.



- Kerbside recycling services could be better managed through “another person or agency through a Council contract” as per the current model, However Council should consider adding glass recycling at kerbside and the addition of wheelie bins for recycling. It has become clear that the community would prefer this option.

### **Additional recommendations based on a service level increase**

- It is recommended that although any increased level of service at kerbside will prove to be costly to set up, the community will experience a higher quality of service. Council ownership of these services will create the opportunity to proactively manage the waste stream. Council should enter a wheelie bin service for refuse and recycling; the start-up can be partly funded through the waste levy.
- It is recommended that council enter a glass recycling at kerbside service via approved council crates- Can be part purchased through the waste levy
- The intention to combine the management of council owned RTS and recycling centres with the Kerbside recycling collection into one contract instead of many as is current provides an opportunity for inefficiencies to be recognised early and proactively managed.
- It is also recommended that with the cost to dispose of rubbish at the council owned RTS and with the private sector holding the monopoly for kerbside rubbish collection it would prove to be more cost effective for the community to have these services managed by council, rubbish collection and its costs will be placed in the RFI to get a better indication of this. The community will have the opportunity to comment on this approach in the LTP consultation scheduled for early 2021. Waste Minimisation and targeted education can be an effective tool to manage what gets sent to landfill if council has a view of what residents are throwing in their bins, this can only be achieved by doing a regular waste audit which could prove to be costly or if council owns the service and conduct regular in-house audits.- A kerbside small 80-120 litre wheelie bin can be partly funded through the waste levy.
- A further recommendation is to set regular KPI's for the solid waste department and the future contractor to be met quarterly to ensure the effectiveness of the system and hold to account any shortfalls.

### **Benefits of additional recommendations**

- Council managed recycling services at kerbside 240litre wheelie bin and glass crate
  - Know what is being recycled
  - Targeted education around recycling
  - Targeted rates to prevent inequalities in charges
- Bundle all RTS and recycling services into one contract

- One view of facilities and management there-of
- Consistent In-house audits of what gets sent to landfill
- These services will be used less frequently so cost savings can be achieved by limiting the operational duration of these services
- Consistencies around end user experience
- Consistent price of disposal
- Council re-entering/ rendering refuse collection at kerbside 120litre wheelie bin
  - Consistent view of what gets sent to landfill
  - Targeted education around waste minimisation
  - Cost saving initiative for communities
  - Cost saving as less refuse will be sent to landfill
  - Targeted rates to prevent inequalities in charges
  - Ability to actively manage waste minimisation
  - TDC produced emissions are lowered

### **13. Next Steps/Options and Recommendations**

The review of services have led to various options being investigated to achieve the most efficient outcome for the community these options look at the feasibility of delivering an increased level of service with a concentration on both quality of service and cost saving efficiencies with a larger concentration on meeting targets set out in the council adopted Waste Minimisation Plan (WMMP)

Next steps:

- Extend current contracts where possible.
- Start procurement planning immediately for a LTP Year 2 start of Glass crate and wheelie bin recycling for Dannevirke, Pahiatua, Woodville and Eketahuna.
- Bundle all contracts into one big contract
- Investigate a possible LTP year 3 refuse at kerbside service.
- Procure the services of a contractor for LTP Y2 onwards – Starting immediately.
- Investigate options for food waste disposal

## 14. Summary

Analysis and research obtained in the waste audit completed by Waste Not Consulting, indicates that community education should be a top priority in introducing any new services. There is concern around the amount of recycling and green waste material making its way to landfill, but analysis has shown that education along with the introduction of new methods and tools would assist in bringing a change to community waste habits.

With the lack of extensive experience and resources within the council, it is suggested that in most services be it transfer stations, rubbish collection or kerbside recycling a “another person or agency through a Council contract” approach would be the ideal preferred method of operation. Introducing any new service with an in-house capability would prove too costly and although it might increase the level of service the practicality of the operation does not exist within the council at this stage. The same applies to CCO’s or Multi party CCO’s and the use of another local authority.

It might be in the best interest of council to look at contracting an additional resource to manage solid waste services as the workload seems to be increasing and will in the future become a full time position to monitor and control, This will need to lead to a proactive approach rather than being reactive as data collection will become an annual requirement to move forward and stay abreast of industry best practise.

Council will also need to look at a collaborative approach with other councils for the disposal of chemical waste. It is recommended that allocating 1 day annually for the free drop off of electronic waste to ensure it is not being sent to landfill or being dumped, as we see limited e-waste at the transfer stations and almost nothing in the landfill tip we need to start wondering where these are actually going.

In conclusion we need to focus more efforts on meeting the targets set out in the WMMP and increase the level of service offering.

## 15. Key Decisions based on this S17A review

- Does TDC continue providing Council governance of services (by full Council) of solid waste service provision as is the status quo and recommended through the 17A review?
- Does TDC continue to fund kerbside collections and RTS operations through user-pays charges, targeted rating as is current and adding additional services when required will be part funded by the Waste levy?
- Does TDC expect delivery of any new or existing kerbside services to be done through another person or agency through a Council contract, As is recommended through this review?
- Does TDC continue managing transfer station services through “another person or agency through a Council contract” as per the current model as is recommended in this review?

## 16. Actual cost of the current waste stream services [3-year cycle]

Task	Vendor	2017/2018	2018/2019	2019/2020
Refuse Collection - Herbertville	Appleton	\$ 4,322.90	\$ 3,797.33	\$ 3,788.00
Disposal Costs	CHB Dist Council	354,854.93	\$ 447,665.73	\$ 467,113.19
Green Waste and Wood Waste Collection	Composting NZ	\$ 31,513.50	\$ 36,275.50	\$ 31,011.00
Pongaroa Property Maintenance	Crosshill Contracts	\$ 3,376.08	\$ 3,576.08	\$ 3,483.40
District Streetbin Cleaning	Downer	\$ 191,601.49	\$ 187,755.23	\$ 206,198.97
Operate Pahiatua Transfer Station	Greensky	\$ 114,674.11	\$ 154,381.82	\$ 132,200.09
Operate Eketahuna Transfer Station			\$ 16,400.00	\$ 14,873.18
Akitio Property Maintenance	Henderson	\$ 13,108.23	\$ 8,005.73	\$ 8,612.99
Operate Bulk Recycling Bins - Akitio	Ranford	\$ 3,676.52	\$ 3,333.39	\$ 4,076.00
Recycling Collection - Woodville	Taylor	\$ 36,624.00	\$ 38,482.35	\$ 42,806.00
Eketahuna Recycling	Parsons	\$ 63,058.00	\$ 76,723.20	\$ 79,338.00
Herbertville Recycling	Murphy	\$ 1,685.35	\$ 1,830.22	\$ 1,925.22
Operate Bulk Recycling Bins - Weber	Harris	\$ 1,307.34	\$ 1,459.57	\$ 1,740.00
Hebertville Beach Bins	Wright	\$ 1,100.87	\$ 520.00	
Hebertville Beach Bins	Treacy		\$ 300.00	\$ 795.66
Woodville Transfer Station	Murray Contractors	\$ 30,573.75	\$ 27,745.66	\$ 28,156.77
Pongaroa Recycling	Pongaroa Akitio Mail	\$ 7,807.50	\$ 8,427.47	\$ 9,725.50
Operation of Pongaroa Landfill	Duxfield	\$ 3,255.65	\$ 2,984.35	\$ 3,384.00
Digger Hireage at Pongaroa Landfill	Ruahine Contractos	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
District Wide Kerbside Recycling Collection	Solid Waste Services/Smart Environmental	\$ 86,325.70	\$ 88,555.89	\$ 87,753.24
Operation of Pahiatua Recycling Centre	Smart Environmental	\$ 55,905.20	\$ 51,517.57	\$ 52,892.50
District Glass Collection			\$ 51,480.66	\$ 76,398.08
Operate Dannevirke Transfer Station	Smart Environmental	\$ 302,017.91	\$ 310,789.42	\$ 309,856.80
Norsewood/Ormondville Kerbside Recycling Collection	Vivid Investments	\$ 34,459.13	\$ 45,298.13	\$ 45,622.36
		<b>1,353,248.16</b>	<b>1,579,305.30</b>	<b>1,623,750.95</b>

## 17. Cost to bring the services In-House

Start-up Cost	Cost	Opex Own	Opex Lease
<b>Purchase Trucks</b>			
EV Recycling Truck- New	\$736,000		
EV Rubbish Truck-New	\$736,000		
Trailer Purchase for site use	\$10,000	\$1,000	
If leasing older trucks			\$50,000
Buy Skid Loader- Tractor	\$26,950		
Lease Skid Loader- Tractor			\$20,000
Purchase of Bins for Rubbish	\$350,000	\$10,000	\$10,000
Purchase of Bins for Recycling	\$350,000	\$10,000	\$10,000
Purchase of Compost Bins	\$350,000	\$10,000	\$10,000
Purchase of food waste kerbside Bins	\$20,000	\$5,000	\$5,000
Green waste processing at RTS	\$150,000	\$20,000	\$20,000
Purchase of Glass Crates	\$10,000	\$3,000	\$3,000
Vehicle service and Maintenance		\$5,000	\$5,000
Skid Loader- Tractor Service and Maintenance		\$3,000	\$3,000
Purchase of land at Woodville RTS			
<b>Upgrades to Transfer station- DVK?</b>			
Tipper Truck drop off facility Upgrade			
Upgrade for Recycling Drop-off	\$100,000	\$10,000	\$10,000
Upgrade for Rubbish Drop-off	\$100,000	\$10,000	\$10,000
Upgrade for Green waste and Compost	\$100,000	\$10,000	\$10,000
Sorting and storage Facility Recycling	\$50,000	\$10,000	\$10,000
Sorting and storing Facility Glass	\$50,000	\$10,000	\$10,000
Sorting & Storing Green waste and Compost	\$50,000	\$10,000	\$10,000
<b>Operational</b>			
<b>Staff/HR</b>			
Transfer Station Administrator	\$55,000	\$55,000	\$55,000
Tractor Operator	\$72,000	\$72,000	\$72,000
2x Truck Drivers	\$62,500	\$125,000	\$125,000
2x Rubbish Collectors	\$55,000	\$110,000	\$110,000
2x Recycling Collectors	\$55,000	\$110,000	\$110,000
2x Food waste and Green sorters	\$50,000	\$100,000	\$100,000
Weigh Bridge Administrator	\$42,000	\$42,000	\$42,000

3x Recycling Sorters	\$50,000	\$150,000	\$150,000
Weekend shift work	\$1,200	\$28,800	\$28,800
<b>Additional HR</b>			
After hours/callout allowance	50	\$2,000	\$2,000
Cover for sickness, holidays, and training (normally +20%)			
* ACC			
* Kiwisaver	\$13,245	\$13,245	\$13,245
* Training (H&S specialist certification requirements, general training)	\$10,000	\$10,000	\$10,000
Additional processes for collection management		\$2,000	\$2,000
Link to CRM system for complaints or missed collections.		\$1,000	\$1,000
<b>Support costs</b>			
Workwear & PPE	\$5,000	\$5,000	\$5,000
HR recruitment costs	\$15,000	\$2,000	\$2,000
Reception cost overhead	\$400	\$4,800	\$4,800
Disposal of Waste to Landfill	\$524,254	\$524,254	\$524,254
Recycling drop off costs	\$51,382	\$51,382	\$51,382
Glass recycling drop off costs	\$2,400	\$2,400	\$2,400
Green waste disposal		\$17,084	\$17,084
Food waste disposal			
Electronic waste disposal			
Paint disposal			
Timber Disposal			
Construction Disposal			
Chemical Disposal			
<b>IT Costs</b>			
2x Desktop Including 4x monitors Keyboard/Mouse and UPS	\$5,800		
1x Laptop Including 2x monitors Keyboard/Mouse and UPS	\$4,350		
9x Cellphones	\$8,820		
Plan per month		\$297	\$297
4x Desks	\$4,800		
4x Chairs	\$1,600		
1x Printer	\$6,000		
Internet, Network, Wireless		\$500	\$500
Software		\$3,850	\$3,850
Staff facilities/furniture/amenities/smoko (cost associated to develop and maintain	\$5,000	\$400	\$400
Advertising and promotion	\$0	\$0	\$0
Basic office supplies and other 'stuff'	\$200	\$2,400	\$2,400
<b>Equipment costs</b>			
Determine staff teams - (Dannevirke, Pahiatua, Woodville and Eketahuna- Or one team operating from Dannevirke?			
Potential need for Ute as a backup for missed collections.	\$40,000	\$2,000	\$15,000

Tools	\$5,000	\$500	\$500
Cleaning and servicing actual depot	\$3,000	\$36,000	\$0
Fuel Cots if leasing			\$100,000
EV Charging Facility at Transfer stations	\$90,000	\$3,000	\$3,000
Building Repairs and maintenance		\$5,000	\$5,000
Ongoing depreciation expenses for equipment/facilities		\$10,000	\$10,000
Interest if borrowing to buy equipment		\$10,000	\$10,000
Insurance costs - public liability, equipment costs		\$3,000	\$3,000
Additional Depot equipment and signage	\$70,000	\$10,000	\$10,000
<b>Depot costs</b>			
Covered and secure sites (Dannevirke, Pahiatua, Woodville and Eketahuna)			
Additional facilities to house equipment (by location to be stored)	\$100,000	\$2,000	\$2,000
Insurance	\$1,000	\$1,000	\$1,000
Rates	\$2,500	\$2,500	\$2,500
Shower and toilets	\$20,000	\$2,000	\$2,000
Security	\$333	\$4,000	\$4,000
Electricity			
EFTPOS	\$162	\$162	\$162
Carbon Credits	\$16,783	\$16,783	\$16,783
Maintenance		\$13,000	\$13,000
Cleaning office area	\$2,000	\$48,000	<u>\$48,000</u>
Overhead allocation costs - Would increase			
Policy development - H & S, various staff operational policies, incl chemicals			
<b>Start-up and Total</b>	\$4,640,730	\$1,731,358	\$1,877,358
<b>With ECE funding</b>	\$4,290,730		

**These costs of indicative estimates based on a study done in 2019. We suspect a 15-35% increase to the depicted operational and capital costs.**

## 18. Estimate of a Gold standard Council owned but contracted out service

Service	Estimated Cost	Comments
Collections (Recycling & Refuse) wheelie bins and glass crate	\$533,790.31	
Collections (Food waste)	\$182,395.22	<i>(Does not include transport of food waste to the disposal facility and associated disposal cost)</i>
Dannevirke Transfer station Management	\$255,440.66	
Pahiatua Transfer station Management	\$57,755.00	
Eketahuna Transfer station Management	\$20,000.00	
Woodville Transfer station Management	\$30,000.00	
Transport to Landfill	\$149,822.09	<i>(Assuming Council continues to cover disposal cost at landfill as per current arrangement)</i>
Recycling Commodities (Transport and Processing net of revenue)	\$404,142.74	<i>(Assumes glass revenue and transport continues to be kept by TDC as per current arrangements)</i>
Glass/Recycle Hook bin drop off Centre servicing	\$62,690.26	
General Overheads	\$211,672.80	
<b>Indicative Estimate of total Cost to Council per Annum</b>	<b>\$1,907,709.08</b>	

These costs are indicative estimates of what the gold standard services would look like for TDC by estimate we would probably require a significant targeted rate rise, of 3-4% for solid waste services which would allow Council to better manage its waste streams and drive performance to meet the current WMMP targets, The waste diversion services offered by an increased level of service would also contribute to lowering landfill emissions created by the Tararua District due to less refuse being sent to landfill.

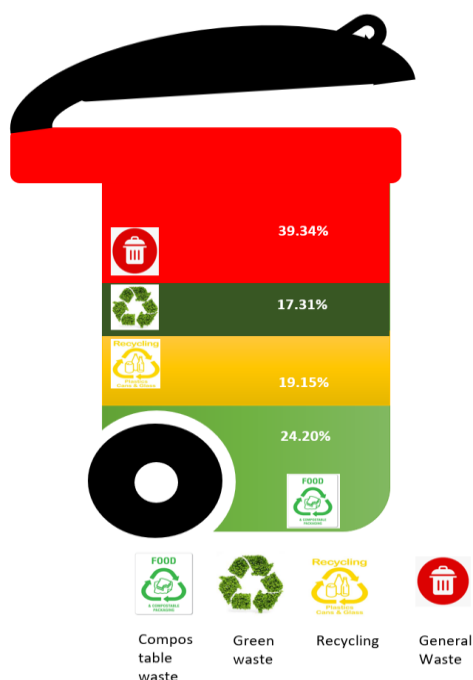
**The following addendums provide data which presents an opportunity for Council to make key decisions for the future management of increased levels of service.**



## 19. ADDENDUM 1- Waste Audit

A waste audit was conducted in 2020 to identify what is being sent through TDC's waste streams which will enable us to direct education and initiatives towards our targets set out in the adopted Waste Management and Minimisation plan 2017-2023.

Waste not consulting was selected to conduct the audit and a summary of the findings is shown below.



The pictorial demonstrates that only 39,34% of waste being transported to landfill is actual "general waste" which means that an opportunity to divert 60% of organic, green waste and recyclable materials exists.

### WMMP targets for the 2017-2023

1. Reduce total waste tonnes being transported to landfill compared to 2016/17 measured on a per capita basis by 10% by 2023.
2. Increase the tonnage of recycled materials by 20% by 2023 from 2016/17 baseline levels.

Trial initiatives to meet these targets were identified and TDC embarked on the journey of collecting and collating data to provide measurable options to meet WMMP targets.

It also provided us with an opportunity to direct waste education towards high areas of concern.

## 20. ADDENDUM 2- Glass trial data (1000 bins at Kerbside)

April 2021 (Dannevirke and Woodville)

Glass makes up 7% of the districts landfill volumes, an initiative to trial a diversion strategy was needed to investigate the effectiveness in the Tararua District.

A trial was initiated between Dannevirke and Woodville to evaluate whether contamination can be stopped at the source and whether a kerbside glass service could assist Council in meeting WMMP targets.

The trial was well received by most residents, although we have received feedback from a few residents with reluctance for a new service. This is common in all aspects of change and can be managed through a robust change management plan.

### Overview

Today	Yesterday	This Week	Last Week	This Month	Last Month
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### Collections

Unit	Glass	Total
T503	674	674
<b>Total</b>	<b>674</b>	<b>674</b>

### Service Exceptions

Exception	Total
Bin Not Out	2180
Broken Glass	5
Incorrectly mixed Recyclables	30
Non Recyclables	8
Overfull	8
Unwashed/Cleaned Recyclables	1
<b>Total</b>	<b>2232</b>

Waste Track

Date	Run	Vehicles	Service Type	Drivers	Total Weight
14/04/2021	Dannevirke	T503	Glass	T503 - Glass LRF897	910
15/04/2021	Woodville	T503	Glass	T503 - Glass LRF897	700
21/04/2021	Dannevirke	T503	Glass	T503 - Glass LRF897	520
22/04/2021	Woodville	T503	Glass	T503 - Glass LRF897	320
28/04/2021	Dannevirke	T503	Glass	T503 - Glass LRF897	480
29/04/2021	Woodville	T503	Glass	T503 - Glass LRF897	400
					3330 <b>3,3 Tonnes</b>

The data for April 2021 shows an overall usage rate of 30%.

## Impacts and considerations:

- The trial was conducted using a weekly collection
  - The data proves that a fortnightly collection will lead to a higher usage rate as most people do not accumulate enough glass for a weekly collection.
  - Easter and ANZAC holidays were considered, and many people were away on holiday during this period
- Change Management
  - Not many people have accepted the kerbside collection as it is a new way of recycling glass.
    - This can be managed through limiting recycling centre operating hours, which in turn lessens costs and forces behaviour change to adapt to kerbside initiatives.
  - The participants selected was a small percent of the urban district and held a specific age demographic, we suspect higher usage for a younger age demographic.
  - More communication and letter drops can assist the change initiative
- Contamination
  - Only 2% contamination which proves lower than the 7% currently making its way to landfill
- Glass weight
  - 3.3 tonnes were collected using 1000 households across Woodville and Dannevirke with a usage rate of 30%.

In summary the data proves that glass recycling diversion using the same methodology as in the trial, will assist in driving and meeting WMMP targets.

## 21. ADDENDUM 3- Full kerbside trial data (10 Households in the 4 larger urban Towns)

The trial initiative was driven by WMMP targets not being met; the outcome of the waste audit proved that more could be done to divert recyclable material away from landfill.

TDC has assessed initiatives implemented across New Zealand which has proven to assist in waste diversion, this included providing kerbside services which we do not fully offer and services which we do not offer at all.

The trial consisted of 10 households in each town Dannevirke, Woodville (**Both completed**), Pahiatua (**In-Progress**) and Eketahuna (**To be completed**), the data presented below at the time of this report was only available for Dannevirke and Woodville.

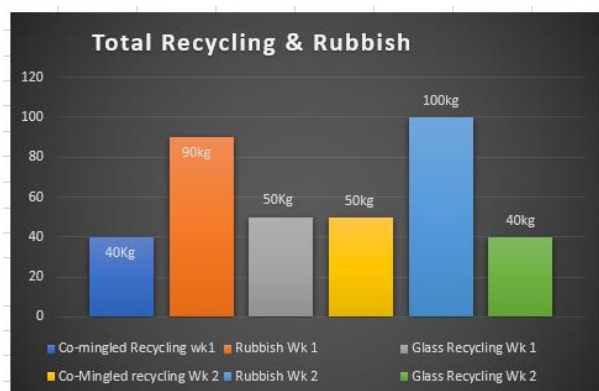
The trial consisted of providing:

- 120 litre wheelie bins for co-mingled recycling of plastics 1,2,5, cardboard, and Tin.
- 80 Litre wheelie bins for rubbish collection
- 10 litre buckets for food scraps
- 45 Lire glass crate



The trial has yielded data that we were unable to collect previously:

## Dannevirke



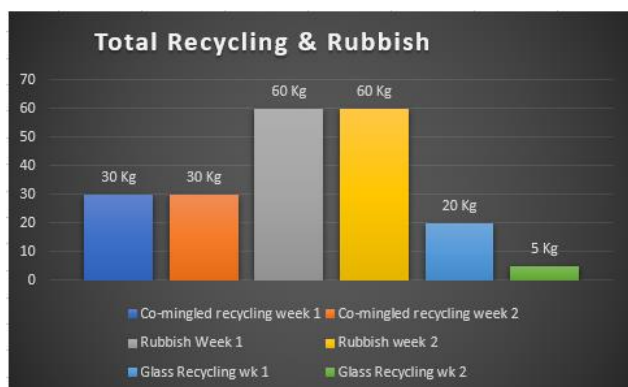
Total combined KG Collected	
495.05	KG
Total Kg Diverted from Landfill	
305.05	KG

Actual refuse to landfill	
190.00	KG

## What this means is:

- If the service is provided at kerbside, we can divert 61% of non-refuse material from landfill in Dannevirke alone.
- If we could upscale this figure to meet urban Dannevirke then the WMMP target of reducing tonnes transported to landfill by 10% on a per capita basis will be achieved.
- If we could upscale this figure to meet urban Dannevirke then the WMMP target of increasing the tonnage of recyclable material by 20% by 2023 will be achieved.

## Woodville



Total combined KG Collected		Actual refuse to landfill			
329.60	KG	120.00	KG		
Total Kg Diverted from Landfill					
209.60	KG				

### What this means is:

- If the service is provided at kerbside, we can divert 63% of non-refuse material from landfill in Woodville alone.
- If we could upscale this figure to meet urban Woodville, then the WMMP target of reducing tonnes transported to landfill by 10% on a per capita basis will be achieved.
- If we could upscale this figure to meet urban Woodville, then the WMMP target of increasing the tonnage of recyclable material by 20% by 2023 will be achieved.

## 22. Key decisions for future considerations

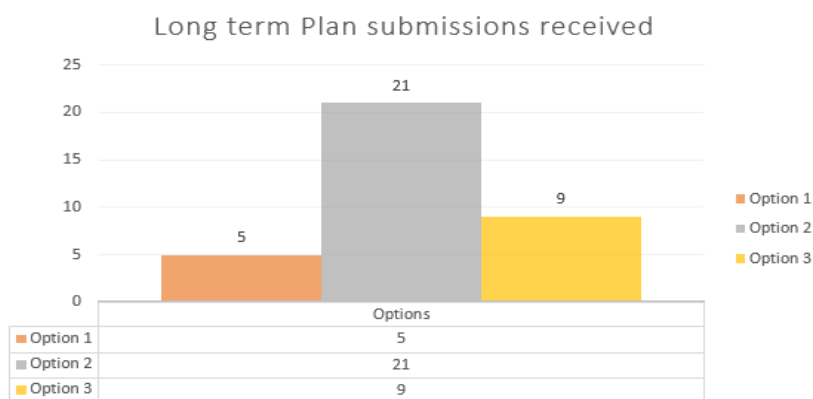
- Do we move to a kerbside wheelie bin service for Recycling for cardboard, Tin, and plastics levels 1,2 and 5 with the flexibility to add or decrease accepted levels of plastics based on market availability for these materials for Pahiatua, Eketahuna, Dannevirke and Woodville?
- Do we move to a full glass at kerbside service to meet WMMP targets for Pahiatua, Eketahuna, Dannevirke and Woodville?
- Do Council re-enter into refuse collection via a wheelie bin service for Pahiatua, Eketahuna, Dannevirke and Woodville, understanding that the benefits realised outweigh the capital cost which has been included in the currently consulted LTP budget.
  - Knowing that this could have an impact on one of our local businesses.
- Do Council invest in further exploring and setting up a food waste stream which has proven to be the most effective method in waste diversion.

These will act as additions to our current service and a “long-lead” procurement approach will need to be considered to bundle all Councils current contracts and ensure enough time has been set aside to go to market to procure the bins and services of a contractor.

## 23. ADDENDUM 4- Recycling Draft Long term plan submissions

35 submissions were received concerning options for recycling to either not undertake any new waste minimisation initiatives, introduce a staged approach to kerbside recycling in the four main towns (glass, wheelie bin service for plastic, cardboard and tin recycling or implement option 2 and add a collection service of either a wheelie bin or bag for refuse and bin for organic waste (food scraps and green waste) at kerbside, with the views expressed as follows:

- 5 submissions support option 1 to not undertake any new waste minimisation initiatives.
- 21 submissions support preferred option 2 to introduce a staged approach to kerbside recycling in the four main towns
- 9 submissions support preferred option 3 to introduce option 2 with an enhanced level of collection service of either a wheelie bin or bag for refuse and bin for organic waste at kerbside.





## 24. ADDENDUM 5-Local Government Act 2002

Reprinted as at  
7 August 2020

Local Government Act 2002

Part 2 s 17A

Section 17(8): replaced, on 22 October 2019, by section 7(3) of the Local Government Act 2002 Amendment Act 2019 (2019 No 54).

### 17A Delivery of services

- (1) A local authority must review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions.
- (2) Subject to subsection (3), a review under subsection (1) must be undertaken—
  - (a) in conjunction with consideration of any significant change to relevant service levels; and
  - (b) within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service, or regulatory function; and
  - (c) at such other times as the local authority considers desirable, but not later than 6 years following the last review under subsection (1).
- (3) Despite subsection (2)(c), a local authority is not required to undertake a review under subsection (1) in relation to the governance, funding, and delivery of any infrastructure, service, or regulatory function—
  - (a) to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years; or
  - (b) if the local authority is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.
- (4) A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions, including, but not limited to, the following options:
  - (a) responsibility for governance, funding, and delivery is exercised by the local authority;
  - (b) responsibility for governance and funding is exercised by the local authority, and responsibility for delivery is exercised by—
    - (i) a council-controlled organisation of the local authority; or
    - (ii) a council-controlled organisation in which the local authority is one of several shareholders; or
    - (iii) another local authority; or
    - (iv) another person or agency;
  - (c) responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement, and responsibility for delivery is exercised by an entity or a person listed in paragraph (b)(i) to (iv).



- (5) If responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance must ensure that there is a contract or other binding agreement that clearly specifies—
- (a) the required service levels; and
  - (b) the performance measures and targets to be used to assess compliance with the required service levels; and
  - (c) how performance is to be assessed and reported; and
  - (d) how the costs of delivery are to be met; and
  - (e) how any risks are to be managed; and
  - (f) what penalties for non-performance may be applied; and
  - (g) how accountability is to be enforced.
- (6) Subsection (5) does not apply to an arrangement to the extent that any of the matters specified in paragraphs (a) to (g) are—
- (a) governed by any provision in an enactment; or
  - (b) specified in the constitution or statement of intent of a council-controlled organisation.
- (7) Subsection (5) does not apply to an arrangement if the entity that is responsible for governance is satisfied that—
- (a) the entity responsible for delivery is a community group or a not-for-profit organisation; and
  - (b) the arrangement does not involve significant cost or risk to any local authority.
- (8) The entity that is responsible for governance must ensure that any agreement under subsection (5) is made publicly available.
- (9) Nothing in this section requires the entity that is responsible for governance to make publicly accessible any information that may be properly withheld if a request for that information were made under the Local Government Official Information and Meetings Act 1987.

Section 17A: inserted, on 8 August 2014, by section 12 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).



## Report

Date : 16 August 2021

To : Mayor and Councillors  
Tararua District Council

From : David Te Maro-Geary  
Director

Subject : **Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974**

Item No : **11.6**

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

- 1.1 Eketahuna Our Town Inc. has made application for a road closure for Main Street (SH2) on Saturday 27 November 2021. This closure has been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 26 July 2021.

### **2. Recommendation**

*That the report from the Alliance Director dated 16 August 2021 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and*

*That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following road for the purpose of allowing Eketahuna Our Town Incorporated to hold a Christmas parade community event.*

*Road name: Main Street (State Highway 2) from Macara Street to Church Street*

*Date of closure: Saturday 27 November 2021*

*Period of closure: 10.00am to 12.30pm*

*Conditions Applied to the Granting of this Road Closure*

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.*

2. *That if Tararua Alliance identify the road as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw the road from the route of this event.*
3. *That shortly after the event has been held Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.*

#### **Advisory Note**

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

#### **Attachments**

- 1 [!\[\]\(cdf2842d82858164c68c92720a337fb9\_img.jpg\)](#). Application for Temporary Road Closure

Hannah Hughes  
Customer Services  
Taranua District Council



SCANNED

RECEIVED  
-9 JUL 2021

Pahiatua Service Centre

### APPLICATION FOR TEMPORARY ROAD CLOSURE

To Taranua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail info@tararuaadc.govt.nz  
Website www.tararuaadc.govt.nz

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received 9/7/2021  
Application Fee: \$150.00  
Receipt No: 1479504

### THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
e.g. Club or  
Organisation

Contact Person:

Mailing Address:

Contact:

Email Address:

Eketahuna Our Town Inc.

Cerinna Carew

103 Newman Road Eketahuna

Daytime:

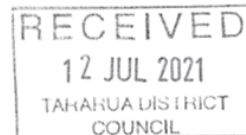
After Hours: 0212147039

Mobile:

0212147039

Fax:

eketahuna@hotmail.co.uk



## ATTACHMENTS

The following documents are attached to this application: *(tick all enclosed)*

- ☒ Map/s of locations where road closure is requested
- ☐ Traffic Management Plan (including safety plan and emergency access arrangements)
- ☐ Copies of relevant insurance documentation
- ☐ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☐ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

*(specify)* \_\_\_\_\_  
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Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

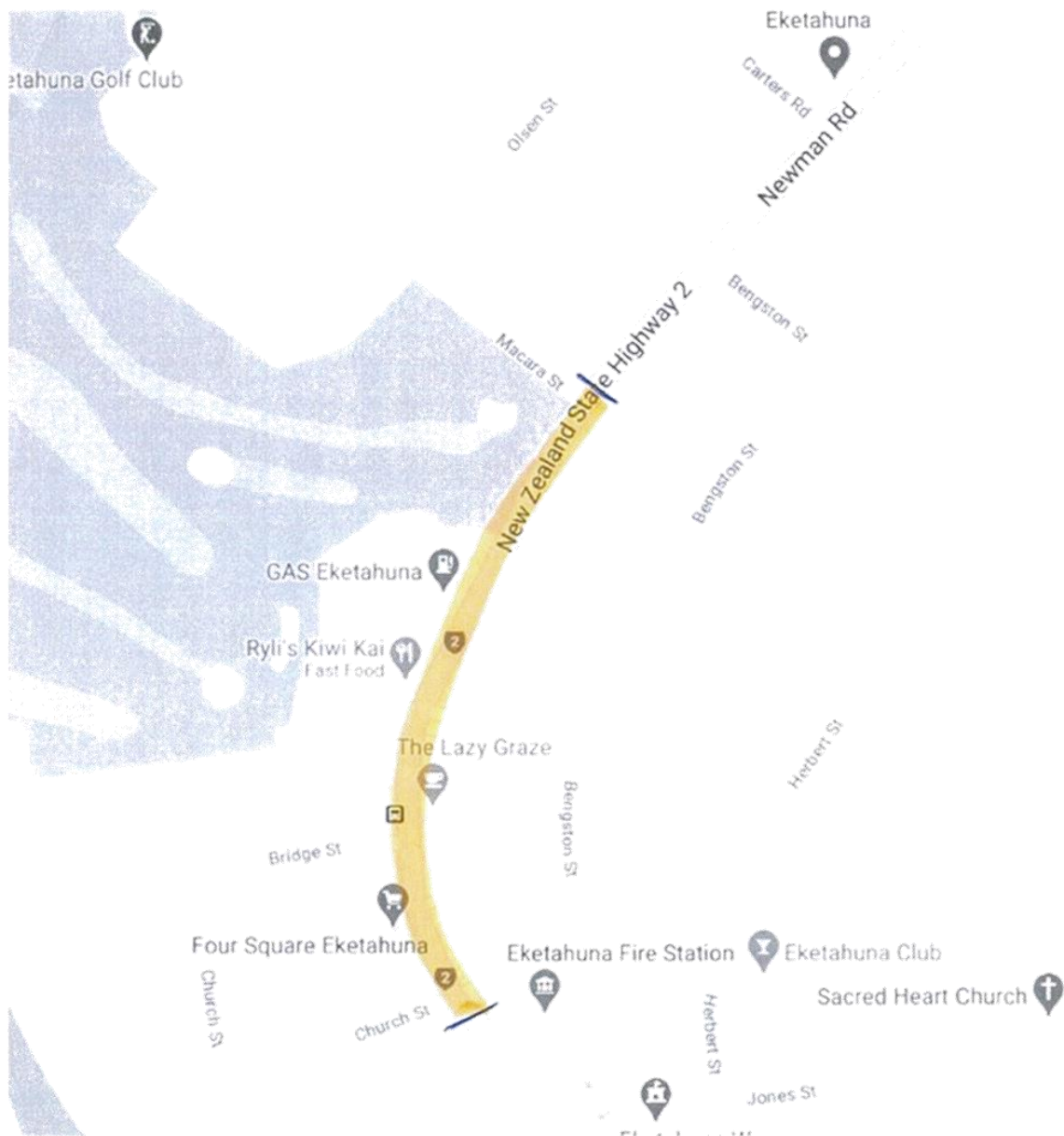
The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

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[illegible]

(Attach a separate sheet if required)



Parade will go from Macara Street onto Main Street/ SH2 and turn back around by Church Street, going back to towards Macara Street. There will be two circuits of this route.

Bridge Street and Haswell Street will be closed at the junction of Main Street /SH2 for the duration of the parade.

Traffic will bypass the Main street by going along Bengston Street, north and south and East and Church Street to go West.



## CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received not less than 16 weeks prior to the date of the proposed closure. An application fee of \$150 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
  - 1) That the Council's Alliance Manager or (nominee) in conjunction with the event organiser will assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
  - 2) That if the Alliance Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
  - 3) That within 48 hours after the event has been held, the Alliance Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
  - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.



## Report

Date : 16 August 2021

To : Mayor and Councillors  
Tararua District Council

From : David Te Maro-Geary  
Director

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

Item No : **11.7**

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### 1. Reason for the Report

- 1.1 Dannevirke Chamber of Commerce has made application for road closures on Saturday 4 December 2021. These closures have been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 26 July 2021.

### 2. Recommendation

*That the report from the Alliance Director dated 16 August 2021 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and*

*That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following roads for the purpose of allowing Dannevirke Chamber of Commerce to hold a Christmas parade community event.*

**Road name: Stanley Street from London Street to Miller Street**

**Date of closure: Saturday 4 December 2021**

**Period of closure: 12noon to 1.00pm**

**Road name: High Street (State Highway 2) from Miller Street to Swinburn Street**

**Date of closure: Saturday 4 December 2021**

**Period of closure: 12noon to 1.00pm**

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

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

### ***Advisory Note***

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

### **Attachments**

- 1 [!\[\]\(4c660a3c4ce1da3313488b7854f55083\_img.jpg\)](#). Application for Temporary Road Closure



RECEIVED  
08 JUL 2021  
DANNEVIRKE

### APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail info@tararuaadc.govt.nz  
Website www.tararuaadc.govt.nz

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received .....

Application Fee: **\$150.00**

Receipt No: .....

### THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
e.g. Club or  
Organisation

Dannevirke Chamber of Commerce

Contact Person:

Ros Watson

Mailing Address:

4 Claudius Street Dannevirke

Contact:

Daytime:

Mobile:

After Hours:

Fax:

Email Address:

rosWatson930@hotmail.com

DETAILS OF REQUESTED CLOSURE(S)

Date/s of Closure/s:	Saturday 4 <sup>th</sup> December 2021 (12 noon)			
Road Name	Start Point:	End Point:	Affected Intersection/s	Time of Closure
Stanley St	London St	Millers Road	Streets as stated	12 noon to 1:00 pm
High St	Millers Road	Swinburn St	Barraud St	
			Gordon St	
			Allardice St	
			McPhee St	
			Stairs St	
			Station St	
			Ward St	
The Parade will turn off into McPhee Street.				
The Parade will not do a return trip through High Street.				

(Attach a separate sheet if required)

## ATTACHMENTS

The following documents are attached to this application: (tick all enclosed)

- ☐ Map/s of locations where road closure is requested
- ☐ Traffic Management Plan (including safety plan and emergency access arrangements)
- ☐ Copies of relevant insurance documentation
- ☐ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☐ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

(specify) \_\_\_\_\_

The Dannevirke Christmas Parade is an annual  
free community event which brings together all  
our diverse communities to celebrate Christmas  
and its associated festivities

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

- \* TMP will be provided by Traffic Management  
Palmerston North
- \* The Chamber is covered under the Tararua  
District Council Liability Insurance
- \* Letters will be sent to: Dannevirke Community Board  
Dannevirke Host Lions  
Dannevirke Police  
Dannevirke Fire Service  
Dannevirke St. John Ambulance  
NZ Land Transport Association  
Automobile Association (A.A.)

## CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received **not less than 16 weeks prior** to the date of the proposed closure. An application fee of \$150 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
  - 1) That the Council's Alliance Manager or (nominee) in conjunction with the event organiser will assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
  - 2) That if the Alliance Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
  - 3) That within 48 hours after the event has been held, the Alliance Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
  - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.



## SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS

The following additional special conditions attached to this application for road closure **apply to motor sport events** within the Tararua District:

- ☐ Applications must be received **not less than 26 weeks prior** to the date of the proposed closure for motor sport events. The application fee of \$150 still applies.
- ☐ This Council has excluded or restricted the frequency of use for future motor sport events on certain roads in our District.

The following roads are **excluded from use for motorsport events**:

- Puketoi Road
- Bartons Line
- Whenuahou Road
- Saunders Road
- Pori Road
- Haunui Road
- Bowen Road
- Central Mangaone Road
- Mangaone Valley Road
- Central East Road
- Tawataia Road
- Pukehoi Road
- Kopikopiko Road

The following roads are restricted to use for motor sport events every three years at the discretion of this Council:

- Mangahei Road
- Blairgowrie Road

- ☐ The Council will charge a bond of up to \$2,000.00 per event to the organisers that is refundable provided no damage is caused to the roads used. The Alliance Manager (or his nominee) has been authorised to use their discretion to determine the amount of the payment required for this purpose, taking into account the size of the event and the extent of the routes included in the application seeking the proposed road closures.
- ☐ **No motor sport road closures will be considered** over the months of July, August, September and October inclusive.
- ☐ Organisers of events are advised that a charge for the inspections by Tararua Alliance may be made to cover the hours and kilometres involved with processing applications, and overseeing the event.
- ☐ Event Organisers must outline the potential tangible benefits to the District as part of their application.
- ☐ All residents/property owners on roads being the subject of applications for closure must be contacted by the applicant to inform them of the proposed event, and to obtain their agreement if they are satisfied that the intended closure is approved. A survey schedule containing these details will form part of any road closure application presented to the Council for its consideration. Where any person contacted by the applicant indicates their opposition to the closure sought, the applicant shall inform them of their right to forward a written objection to the Council that it will consider prior to deciding whether to grant the application.



## Report

Date : 18 August 2021

To : Mayor and Councillors  
Tararua District Council

From : Raj Suppiah  
Group Manager - Corporate

Subject : **Loan Agreement between Council and Pukaha National Wildlife Centre for the Te Waananga Taiao (Education and Accommodation Centre) Project**

Item No : **11.8**

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### 1. Recommendation

- 1.1 *That the report from the Group Manager - Corporate dated 18 August 2021 concerning a loan agreement between Council and Pukaha National Wildlife Centre for the Te Waananga Taiao (Education and Accommodation Centre) Project (as circulated) be received, and*
- 1.2 *That the loan agreement be approved, and delegation is given to the Chief Executive to finalise the agreement, and*
- 1.3 *That the Mayor and Chief Executive are authorised to sign the agreement on behalf of Council.*

## Executive Summary

Council on 30 June resolved to extend a one-million-dollar loan to Pūkaha National Wildlife Centre for support toward the cost of developing the Te Waananga Taio (Education and Accommodation Centre) project.

Staff have worked with Pūkaha, obtained legal advice and drafted the loan agreement. In the 30 June report staff indicated the desire to partner with Pūkaha will be reflected in the grants programme – in the language that we use, the processes we design, and the relationships we enter with grant recipients.

Hence, staff attempted to use language in the loan agreement that reflects the Council's intent to partner with Pūkaha to support through this loan a community led project.



## 2. Reason for the Report

- 2.1 To review and approve the Loan Agreement to Pūkaha National Wildlife Centre for support toward the cost of developing the Te Waananga Taio (Education and Accommodation Centre) project.

## 3. Significance Assessment

- 3.1 This matter is not considered significant regarding the Council's policy on significance and engagement, and its discretion applies in terms of the recommendation presented for consideration.

## 4. Options

- 4.1 The Key conditions in the Loan Agreement are:

Key conditions/Council's Resolution	Para in loan report
Purpose/Use of loan	Para 2.2
Partnership principles	Para 2.3 to 2.5
Pre- conditions	Para 3.1
Borrowing and Repayment Terms	Para 6
Interest payments	Para 5
Risk Management and accountability (reporting)	Para 7 – Representations and Warranties Para 8 – Financial Information
Council provides a grant in year one equivalent to the interest cost	Para 5.2
Management be requested to consider making funding provisions for a grant in the Annual Plans for years two and three of the loan periods to assist with the interest cost.	Para 5.1 (a)

## 5. Conclusion

- 5.1 The Loan Agreement to Pūkaha National Wildlife Centre for support toward the cost of developing the Te Waananga Taio (Education and Accommodation Centre) project be approved, and the Chief executive be given the delegation to finalise the document for signing.

## Attachments

1↓. Draft Loan Agreement for Pukaha National Wildlife Centre

## Loan Agreement

between  
Tararua District Council  
and  
Pūkaha Mount Bruce Board

## Loan Agreement

Date: "Date" "Month" 2021

### Parties

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**Tararua District Council (Lender)**

**Pūkaha Mount Bruce Board (Borrower)**

### Background

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The Lender has agreed at the request of the Borrower to provide the Borrower with a term loan facility in the maximum aggregate amount of one million dollars (\$1,000,000) on the terms set out in this agreement.

### Agreement

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#### 1. Interpretation

##### Definitions

1.1 In this agreement unless the context otherwise requires:

**Drawing** means the one million dollars (\$1,000,000) drawing made, to be made or deemed to be made by the Borrower under the Facility;

**Event of Default** means any of the events set out in clause 90;

**Expiry Date** means [date];

**Facility** means the term loan facility whereby, on the terms set out in this agreement, the Lender agrees to make the Drawing available to the Borrower;

**Drawdown Date** means the date this agreement is executed.

**Interest Payment Date** means the last day of the Interest Period;

**Interest Period** means, in relation to the Outstanding Amount, the 3-month period beginning on the day after the immediately preceding Interest Period provided that:

- (a) an Interest Period which commences on a day for which there is no numerically corresponding day in the month when that Interest Period expires is to end on the last Working Day of that month; and
- (b) if an Interest Period would extend beyond the Expiry Date it will be shortened so that it ends on the Expiry Date;

**Interest Rate** means a variable interest rate based on a weighted average of the Lender's borrowing rates with the NZ Local Government Funding Agency as notified by the Lender to the Borrower from time to time.

**Outstanding Amount** means, at any time, the aggregate principal amount of the outstanding Drawing;

**Outstanding Moneys** means, at any time, the sum of the Outstanding Amount and all interest (including default interest), fees, other costs and expenses and all other moneys owing by the Borrower to the Lender under the Transaction Documents;

**Potential Event of Default** means any event or circumstance which, with the giving of notice or lapse of time, the making of a determination or the fulfilment of any other requirement (or any combination of any of those things), in the Lender's opinion may become an Event of Default;

**Repayments** in respect of a period of time, means all repayments made against the Outstanding Amount in that period of time;

**Repayment Date** means each date listed in the repayment schedule set out in clause 0;

**Term** means the term of the Facility beginning on the Drawdown Date and ending on the Expiry Date; and

**Working Day** means any day other than a Saturday, Sunday, or statutory public holiday on which trading banks in New Zealand are open for business. A Working Day is deemed to commence at 9.00 am and terminate at 5.00 pm.

#### **Reference to terms**

1.2 Unless the context otherwise requires, a reference in this agreement to:

- (a) a **law** includes common or customary law and any constitution, decree, judgment, legislation, order, ordinance, regulation, bylaw, statute, treaty, permit, authorisation or other legislative measure, in each case of any jurisdiction whatever and includes any future law, and **lawful** and **unlawful** will be construed accordingly; and
- (b) a **security interest** includes a "security interest" (as defined in section 17 of the Personal Property Securities Act 1999), a mortgage, encumbrance, lien, pledge, charge, lien, finance lease, deferred purchase, sale and repurchase, flawed asset, sale and leaseback, title retention, assignment by way of security, trust, hypothecation, and any other security agreement or arrangement of whatsoever nature (however described) that in effect is, or has the commercial effect of, a security.

#### **Interpretation**

1.3 In this agreement unless the context otherwise requires:

- (a) A reference to a person includes any other entity or association recognised by law and vice versa.
- (b) Words referring to the singular include the plural and vice versa.

- (c) Any reference to a party includes:
  - (i) that party's executors, administrators, or permitted assigns; or
  - (ii) if a company, limited partnership, or any other body corporate, its successors or permitted assigns or both.
- (d) Where a party is made up of more than one person, the liability of each of those persons is joint and several.
- (e) Words importing any gender will include all other genders.
- (f) Clause headings are for reference only.
- (g) References to clauses are references to clauses of this agreement.
- (h) Reference to any document includes reference to that document as amended, novated, supplemented, or replaced from time to time.
- (i) References to money will be New Zealand currency, unless specified otherwise.
- (j) Expressions referring to **writing** will be construed as including references to words printed, typewritten or otherwise visibly represented, copied or reproduced (including by fax or email).
- (k) References to statutory provisions will be construed as references to those provisions as amended or re-enacted or as their application is modified by other provisions from time to time.

## 2. Facility and Purpose

### Grant of Facility

- 2.1 The Lender agrees to make the Facility available to the Borrower, on the terms set out in this agreement.

### Purpose

- 2.2 The Facility must be used for the development of the Borrower's Te Waananga Taiao (Education & Accommodation Centre) project in accordance with any plans and specifications supplied by the Borrower to the Lender.

### Partnership Principles

- 2.3 The Partnering Principles means:
  - (a) a business relationship between the parties based on mutual trust;
  - (b) openness, promptness, consistency and fairness in all dealings and communications between the parties, their agents, and Representatives;
  - (c) an early warning system in respect of any issue or concern that is developing, including the timely supply of information as and when due, raising such issue or concern at the earliest possible opportunity;



- (d) non-adversarial dealings between the parties and constructive mutual steps to avoid differences and to identify solutions; and
  - (e) open, prompt and fair notification and resolution between the parties of any differences or disputes which may arise or be apprehended.
- 2.4 The parties agree to conduct themselves in a manner which is consistent with the Partnering Principles in their day-to-day interaction and in performing their obligations under this agreement.
- 2.5 The Partnering Principles is a non-binding statement of intent.

### 3. Condition

#### Pre-conditions

- 3.1 The Facility is not available until the Lender has received each of the following, in form and substance reasonably satisfactory to it:
- (a) an executed copy of this agreement;
  - (b) such other documents and evidence (including legal opinions) as the Lender or its solicitors may require

and there being no material adverse changes in relation to the Borrower before drawdown is made.

### 4. Drawings

- 4.1 Subject to clause 0, the Borrower will drawdown One Million dollars for the purpose set out in clause 0 provided that:
- (a) **Representations:** all the representations and warranties set out in clause 0 are true and correct in all material respects on the proposed Drawdown Date by reference to the circumstances then existing;
  - (b) **No Default:** no Event of Default or Potential Event of Default is continuing or is likely to occur as a result of the making of drawing down the Facility;
  - (c) **Material Adverse Change:** there has been no material adverse change in relation to the Borrower; and
  - (d) **No Illegality:** it is not unlawful or contrary to any directive to make the Facility available.

### 5. Interest

#### Interest Payment

- 5.1 Interest payments are to be made as follows:
- (a) For the first 36 calendar months from the Drawdown Date, the Lender may charge interest at a rate not to exceed the Interest Rate.

The Lender will consider the financial position of the Borrower when considering whether to charge Interest and if so at what Interest Rate. However, the Borrower acknowledges that the matter is entirely at the discretion of the Lender.

- (b) After 36 calendar months Interest will be payable at the applicable Interest Rate.

5.2 During the first 12 calendar months from the Drawdown Date, the Lender will make a grant to the Borrower equal to the Borrower's interest obligations under clause 5.1 subject to the Borrower complying with its obligations under this agreement. The grant will be effected by way of a set-off so that the Lender will not be required to make any cash payment to the Borrower.

5.3 Any Interest payable under this agreement will be payable on each Interest Date for the Interest Period immediately preceding that Interest Date.

#### **Calculation**

5.4 Interest will:

- (a) accrue on the Outstanding Amount daily from the first day of the relevant Interest Period to the last day of that period; and
- (b) be calculated on the basis of a year of 365 days and the actual number of days elapsed.

### **6. Repayment**

#### **Repayment of Drawings**

6.1 The Borrower will make scheduled amortisation repayments in permanent reduction of the Outstanding Amount in accordance with the schedule of payments set out below:

- (a) Provided it meets all its other obligations under this agreement, the Borrower will not be obliged to make any repayment until the fifth anniversary of the Drawdown Date. This is subject to clause 6.6 below.
- (b) After the fifth anniversary of the Drawdown Date, the Borrower must make principal repayments of at least two hundred thousand dollars (\$200,000) before each subsequent anniversary of the Drawdown Date.

#### **Final Repayment**

6.2 The Borrower will repay any Outstanding Moneys on the Expiry Date.

6.3 In the event that the Borrower wishes to extend the Expiry Date (or defer or reduce any part of the Outstanding Amount then the Borrower may request that the Lender enter into discussions on the matter). The Lender will consider the request in good faith but will not be obliged to agree to any proposal or request and the Borrower acknowledges that as a public body the Lender will be required to protect its interest in the Amount Outstanding.

### **Re-borrowing**

- 6.4 Any amounts repaid or prepaid may not be re-borrowed.

### **Voluntary repayment**

- 6.5 The Borrower may prepay the Outstanding Amount (in whole or in part and if in part) before the Expiry Date. Any prepayment in full under this agreement will be made together with accrued interest on the amount prepaid.
- 6.6 Despite the provisions of clause 6.1, the Borrower agrees that it will use all reasonable endeavours to prepay all or some of the Outstanding Amount in advance of the required payment dates where this is reasonably practicable. The Borrower must take positive steps to obtain alternative sources of financing that will enable it to repay the Outstanding Amount as soon as it is able to do so.

## **7. Representations and warranties**

### **Representations and warranties**

- 7.1 The Borrower represents and warrants to the Lender that:
- (a) **Duly formed:** It is duly incorporated and validly existing under the laws of New Zealand capable of suing and being sued and has the power and authority to own its assets and to carry on its business;
  - (b) **Properly authorised:** it has the power and has taken all necessary action to execute and deliver and to exercise its rights and perform its obligations under the Transaction Documents to which it is a party;
  - (c) **Valid and binding:** its obligations under the Transaction Documents to which it is a party are legal, valid and binding obligations enforceable against it and all acts, conditions and things required by any relevant law to be done, fulfilled and performed in order to:
    - (i) enable it lawfully to enter into, exercise its rights and perform its obligations under the Transaction Documents to which it is a party;
    - (ii) ensure that its obligations under the Transaction Documents to which it is a party are legal, valid, binding and enforceable against it; and
    - (iii) make the Transaction Documents admissible in evidence,have been done, fulfilled and performed;
  - (d) **No Event of Default:** no Event of Default or Potential Event of Default has occurred and is continuing;
  - (e) **No contravention:** its entry into, and exercise of its rights and performance of its obligations under, the Transaction Documents to which it is a party does not and will not conflict with, violate or contravene:
    - (i) any applicable law;
    - (ii) its constitutive documents; or

- (iii) any document which is binding on it or any of its assets,  
or cause any limit on its powers or the powers of its directors to be exceeded;
- (f) **Information:** all information provided to the Lender (including, to avoid doubt, information provided to satisfy a condition in clause 0) was true complete and accurate (or in the case of prospective financial information, based on reasonable assumptions arrived at after due and reasonable enquiry) in all material respects and not misleading in any material respect at the time it was provided, by reference to the circumstances then existing and no material adverse change has taken place in respect of it since the information was provided to the Lender;
- (g) **Full disclosure:** it is not aware of any material facts or circumstances that have not been disclosed and that would, if disclosed, materially adversely affect the decision of a person considering whether or not to provide finance to it;
- (h) **No default:** it is not in default of any agreement relating to indebtedness, or any other agreement with the Lender or any financial institution and no event has occurred or circumstance exists which with the giving of notice or the expiration of time, the making of a determination or the fulfilment of any other requirement (or any combination of any of these things) would constitute such a default;
- (i) **Solvency:** it is solvent and is able to pay its debts as they become due in the normal course of business;
- (j) **Compliance with law:** it has complied with all laws, breach of which could on its own or when taken with any other such breaches have a material adverse effect on it;
- (k) **No security interests:** no security interest exists over all or any of its present or future revenues, assets or other property (other than any security interests permitted by the Lender); and
- (l) **No immunity:** neither it, nor any of its assets, has any immunity from suit or from distress, execution or attachment.

## Reliance

- 7.2 The Borrower acknowledges that the Lender has relied on the representations and warranties set out in clause 0 in agreeing to provide the Facility to the Borrower.

## 8. Financial Information

### Deliver Information

- 8.1 The Borrower will deliver to the Lender (in each case in form and substance satisfactory to the Lender):
- (a) on each Interest Payment Date copies of its quarterly unaudited management accounts (which must be accompanied by a project report(s) on such matters as the Lender directs); and

- (b) promptly on request from time to time such other information related to the business, affairs, financial condition or operations of the Borrower as the Lender may reasonably request from time to time.

## 9. Events of default

### Events

9.1 If at any time and for any reason (whether or not in the control of the Borrower) any of the following events occur then the Lender may declare that an Event of Default has occurred:

- (a) **Failure to Pay:** the Borrower fails to pay any amount payable by it under this agreement on the due date;
- (b) **Other Obligations:** the Borrower fails to observe or perform any of its other undertakings, obligations or agreements under any Transaction Document and such failure, if capable of remedy, is not remedied to the satisfaction of the Lender within 5 Working Days of its occurrence;
- (c) **Misrepresentations:** any representation, warranty or statement made or deemed to have been made by or on behalf of the Borrower at any time (including, without limitation, in any Transaction Document or any certificate or notice) is or becomes untrue, inaccurate or incorrect in any material respect when made or deemed to have been made or repeated;
- (d) **Material Adverse Change:** there is a material adverse change in relation to the Borrower or circumstances exist or events occur that can reasonably be expected to result in a material adverse effect on it;
- (e) **Insolvency:** The Borrower becomes insolvent;
- (f) **Litigation:** any litigation arbitration or administrative proceeding or claim is pending or threatened against the Borrower which, if adversely determined, is likely to have a material adverse effect on it; or
- (g) **Change in Control:** there is a change of control of the Borrower without the Lender's prior written consent;
- (h) **Unlawfulness:** it is or will become unlawful for the Borrower to perform any of its obligations under a Transaction Document;
- (i) **Invalidity:** any Transaction Document becomes or is claimed to be void, illegal, invalid, unenforceable or of limited force and effect (in whole or in part).

### Remedies

9.2 At any time after making a declaration under clause 0, and while the Event of Default is continuing, the Lender may exercise all or any of its rights, powers and remedies under this agreement and at law.

## **10. Default Interest and Indemnities**

### **Default Interest**

- 10.1 The Borrower will pay to the Lender default interest on each amount (including interest) which is not paid when it is due if demanded by the Lender. The period beginning on the due date for payment of any sum due and payable under this agreement and ending on the date on which the relevant obligation to pay such sum is discharged will be divided into successive periods, each of which (other than the first) will start on the last day of the preceding such period and the duration of each of which (being not less than one month) will be selected by the Lender. During each such period (after as well as before judgment) the outstanding balance of the unpaid sum will incur default interest at the rate per annum which is the sum of the Interest Rate plus a margin not to exceed 10 per cent per annum as notified by the Lender.

### **Payment of Default Interest**

- 10.2 Interest accruing under clause 0 will be due and payable, without the need for demand, at the end of each period by reference to which it is calculated and if not paid will compound as from the last day of each such period.

## **11. Payments**

### **Payment to Lender**

- 11.1 Any payment to the Lender is to be made:
- (a) in New Zealand dollars in immediately available funds at the time specified in the relevant Transaction Document (or, if no time is specified, during normal banking hours on the due date to the account previously notified by the Lender);
  - (b) free and clear of any restriction or condition;
  - (c) free and clear of and (except to the extent required by law) without any deduction or withholding on account of any tax or directive; and
  - (d) without any deduction or withholding (except to the extent required by law) on account of any other amount, whether by way of set-off or otherwise.

### **Working Day Payments**

- 11.2 If any sum falls due for payment on a day which is not a Working Day, that payment must (unless otherwise provided in this agreement) be made on the next Working Day, unless the result of such extension would be to carry the payment over into another calendar month, in which event such payment must be made on the immediately preceding Working Day and interest will be adjusted accordingly.

## **12. Severance**

- 12.1 If any provision of this agreement is held to be unenforceable, illegal, or invalid by any court or tribunal:
- (a) the rest of this agreement will remain in full force and effect;

- (b) the parties will co-operate to ensure that the spirit and intention of this agreement is carried out as far as is reasonably possible; and
- (c) the parties will, if necessary, amend this agreement accordingly.

### 13. Notices

13.1 Any notice or other communication (**Notice**) given under this agreement must be in writing.

13.2 A Notice may be served personally or sent to the relevant party's following communication points:

**Lender:** [confirm]

Address: [confirm]

Email: [confirm]

Attention: [confirm]

**Borrower:** Pūkaha Mount Bruce Board

Address: Mount Bruce, 85379 State Highway 2, Masterton / Tararua

Email: [confirm]

Attention: [confirm]

13.3 Each party will notify the other in writing of any changes to the communication points.

13.4 Notices are deemed served at these times when:

- (a) given personally, on delivery; and
- (b) sent by email, when acknowledged by the party, orally, by return email or otherwise in writing, but return emails generated automatically will not constitute an acknowledgement.

13.5 Any Notice served on a Saturday, Sunday, or public holiday is deemed served on the first working day after that day.

13.6 If the party is a:

- (a) natural person the Notice may be given to that person or the Representative named above, if any;
- (b) partnership the Notice may be given to any partner or the Representative named above, if any; or
- (c) company or limited partnership the Notice may be given to a director of that party or a director of the general partner of that party or the Representative named above, if any.

If a person refuses to accept the Notice, it may be brought to their attention and left in a place accessible to them.

13.7 Each party receiving a notice (or any documents relating to it):

- (a) will be entitled to rely on, without the need to carry out any investigation or make further enquiry, such notice (or such other documents) which purports to have been given by any other party under this agreement (or such other documents);

and, provided they have acted in good faith,

- (b) will not be liable to that other party in any way should any such notice subsequently be proven not to have been authorised by that other party or to have been made, given, or signed by someone other than that other party or an authorised officer of that other party.

14. **Assignment**

**No assignment**

- 14.1 The Borrower may not assign or transfer any of its rights, benefits or obligations under or in relation to this agreement without the Lender's prior written consent.

15. **General**

**No implied waiver**

- 15.1 Time will be of the essence but no failure or delay by the Lender to exercise (in whole or in part) any right, power or remedy under this agreement will operate as a waiver of that right, power or remedy. The single or partial exercise of any right, power or remedy under this agreement does not preclude the exercise of any other right, power or remedy, or its further exercise.

**Amendment, Waivers and Consents**

- 15.2 Any provision of this agreement may not be amended unless it is in writing signed by all of the parties and any Event of Default may be waived before or after it occurs only if the Lender so agrees in writing. Any such waiver and any consent under any provision of this agreement may be given subject to any conditions thought fit by the person giving that waiver or consent. Any waiver or consent given by a party in accordance with this clause will be effective only in the specific instance and for the specific purpose for which it is given.

**Governing law and jurisdiction**

- 15.3 This agreement is governed by and construed according to the laws of New Zealand and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand in respect of any dispute or proceeding arising out of this agreement.

**Further assurance**

- 15.4 The Borrower will execute all documents and do all other acts and things required by the Lender to enable the Lender to fully protect its interests under this agreement and any Security.



**Counterpart copies**

- 15.5 This agreement may be executed by each signatory in separate counterpart copies, whether originals, photocopies, fax, or electronic copies. When each signatory has executed at least one copy, the separately signed documents when brought together will form a binding legal document.

**Signed by Tararua District Council**

---

1

2

\_\_\_\_\_  
Mayor signature

3

Tracey Colis

Mayor's full name

\_\_\_\_\_  
Chief Executive signature

4

Bryan Nicholson

Chief Executive's full name

5 Signed by **Pūkaha Mount Bruce  
Board :**

6

7

\_\_\_\_\_  
Director's signature

8

\_\_\_\_\_  
Director's full name

\_\_\_\_\_  
Director's signature

9

\_\_\_\_\_  
Director's full name



## Report

Date : 18 August 2021

To : Mayor and Councillors  
Tararua District Council

From : Sarah Walshe  
Senior Financial Accountant

Subject : **Council Performance for the Twelve Months Financial Year  
Ending on 30 June 2021**

Item No : **11.9**

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### 1. Recommendation

- 1.1 *That the report from the Senior Financial Accountant dated 18 August 2021 concerning Council performance for the twelve months of the financial year ending on 30 June 2021 (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. Explanation of Significant Operating 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

## 1. Reason for the Report

1.1 The desired outcomes are:








- For the Council to receive and comment on the Performance Report for the 12 months to 30 June 2021, noting it has been received and noted by the Audit and Risk Committee at its meeting held on 17 August 2021.
- To provide an indication of the year end result.
- Update and where required, seek variations for capital expenditure projects for 2020/21.

## 2. Background

This report is for the twelve months of 2020/21 financial year which covers the period 1 July 2020 to 30 June 2021.

The structure and content of this report is consistent with the other quarterly reports. The purpose is to inform the committee of the financial and non-financial performance and indicate expected year end results.

## 3. 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	

## 2021 Full Year Performance Report

### TIVE SUMMARY (Dashboard)

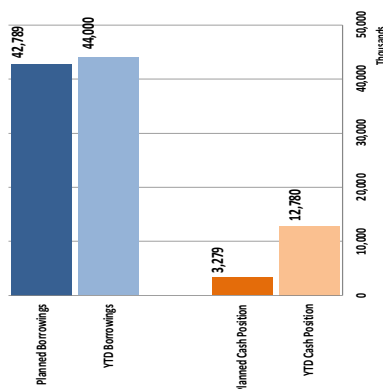
#### Operating Performance

Summary Operating Performance (000s)					Trend from previous quarter
	2019/20 YTD	YTD Actual	YTD Budget	Variance	
OPERATING REVENUE	\$ 42,056	\$ 53,553	\$ 50,242	3,311	↑
OPERATING COSTS	\$ 42,805	\$ 41,982	\$ 40,335	(1,646)	↓
OPERATING RESULT	\$ (750)	\$ 11,572	\$ 9,907	1,665	↑

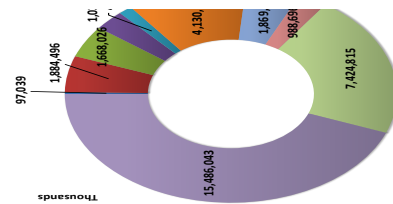
#### Treasury Performance

Summary Treasury Performance (000s)					Tier
	YTD Actual	YTD Budget	Variance		
FINANCE COSTS	\$ 1,019	\$ 1,070	(50)		
TOTAL EXTERNAL DEBT	\$ 44,000	\$ 42,789	1,211		
NET DEBT POSITION	\$ 31,220	\$ 39,509	(8,289)		

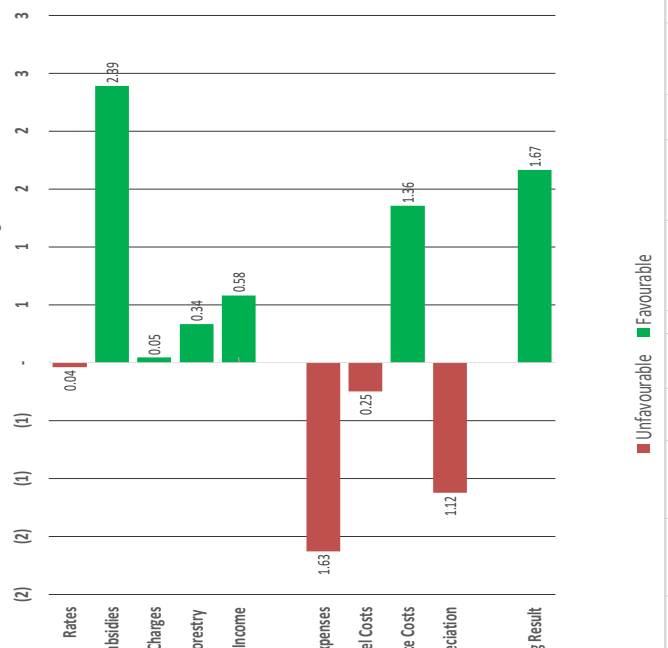
#### TREASURY POSITION



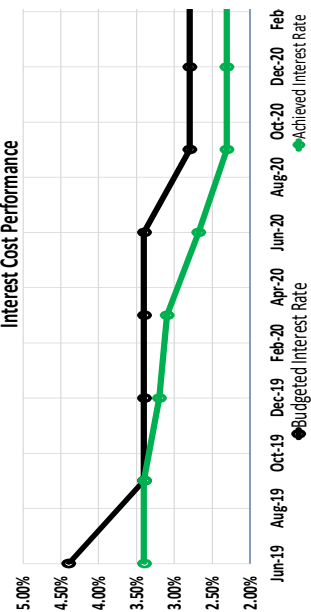
#### Loan by Act

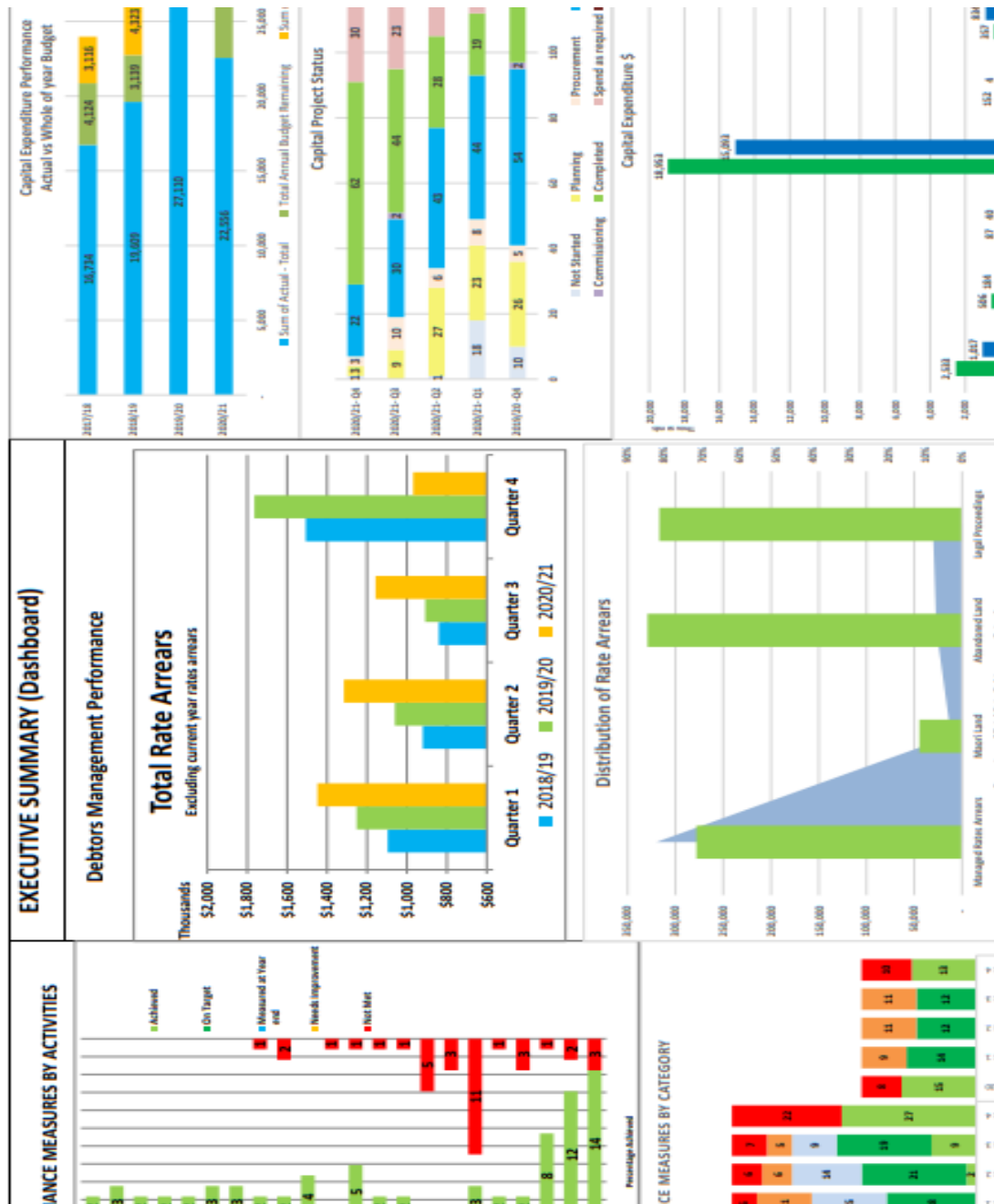


#### Financial Performance Actual vs Budget Variance



#### Interest Cost Performance





	Operating Revenue					Operating Expense					Overall Result	
	Budget	Actual	Variance	Prev result	Year end	Budget	Actual	Variance	Prev result	Year end	Net Variance	Report Item #
<b>Building Communities &amp; Leadership</b>												
Community Support	594	678	85	➡	▶	384	534	(150)	↓	!	(65)	1
Representation	1,497	1,477	(20)	↓	!	857	845	12	↑	✓	(8)	
<b>Community &amp; Recreation Facilities</b>												
Cemeteries	393	353	(40)	↓	✗	332	300	32	↑	▶	(8)	
Community Buildings	846	820	(26)	↓	!	413	366	46	↑	▶	20	
Housing	470	468	(2)	↑	!	267	274	(7)	↓	!	(9)	
Libraries	1,343	1,440	97	↑	▶	708	732	(24)	↓	!	73	2
Parks & Reserves	1,755	1,797	42	↑	▶	1,134	966	168	↑	✓	210	3
Public Conveniences	351	351	-	➡	✓	262	268	(7)	↑	!	(7)	
Service Centres	656	656	-	➡	✓	332	367	(35)	➡	✗	(35)	
Swimming Pools	723	723	-	➡	✓	492	488	4	↑	✓	4	
<b>District Promotion &amp; Economic Development</b>												
Commercial Property	46	928	882	↑	▶	92	929	(837)	↓	✗	45	4
District Promotion & Development	1,096	1,315	219	↓	▶	722	760	(39)	↓	✗	180	5
<b>Regulatory Services</b>												
Animal Control	497	471	(26)	↓	!	420	468	(48)	↓	✗	(74)	6
Emergency Management	239	592	353	↑	▶	172	134	38	↑	!	391	7
Health & Safety	1,449	1,500	52	↑	▶	1,092	1,175	(83)	↓	✗	(31)	8
Resource Management	435	471	36	↑	▶	451	444	7	↓	✓	43	8
<b>Roading &amp; Footpaths</b>												
Footpaths	2,915	1,517	(1,398)	↑	✗	200	192	8	↓	✓	(1,390)	9
Roading	21,552	25,329	3,777	↑	▶	7,037	7,259	(222)	↑	!	3,555	9
Solid Waste Management	2,444	2,379	(65)	↓	✗	2,003	2,048	(45)	↓	▶	(110)	10
Stormwater Drainage	716	1,119	404	↑	▶	146	191	(44)	↓	!	360	11
Sewerage	2,829	2,912	82	↑	▶	1,150	1,284	(135)	↓	✗	(53)	12
Water Supplies	6,718	5,559	(1,159)	↑	✗	1,287	1,516	(229)	↓	✗	(1,388)	13
Support Activities	1,161	1,096	(65)	↓	✗	5,746	5,981	(236)	↑	✗	(301)	14
<b>Activity totals</b>	50,725	53,953	3,228			25,699	27,524	(1,825)			1,403	
<b>Corporate (not controllable by managers)</b>												
Finance Income	23	105	82			-	-	-			82	
Finance Costs	-	-	-			1,070	(285)	1,355			1,355	
Depreciation	-	-	-			13,619	14,743	(1,125)			(1,125)	
Other Asset (Gains)/Losses	-	-	-			-	-	-			-	
Rates Discounts	(505)	(524)	(19)					-			(19)	
	50,242	53,533	3,291			40,387	41,982	(1,595)			1,696	

#### 4. Explanation of Significant Operating Variances

The following table explains the significant operating variances in the Activity Dashboard above.

Report item # (refer activity dashboard)	Activity	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
9	Roading & Footpaths	<p>Overall, between these two activities we see a net favourable variance of \$2.2 million.</p> <p>The funding Council received from the Provincial Growth Fund to 31 December for the Route 52 upgrade was \$633,000 higher than expected in the Annual Plan.</p> <p>Council received \$1.4m from Waka Kotahi in January 2021 because of a correction to the funding assistance rates (FARs) for the 2018/19 – 2020/21 financial years, with Council now receiving a FAR rate of 70% compare to 66%. This will be put into the Roothing Emergency Reserve for funding of future emergency works.</p> <p>Council was also successful in securing an additional \$1.6m of funding for the significant weather event in November 2020. This will be a combination of capital and operational costs.</p> <p>This is the last year of the 3-year block funding from Waka Kotahi.</p>	✓	N/A
11	Stormwater	<p>The favourable revenue variance is largely due to Council receiving unplanned funding for the Three Waters Service Delivery Reform, of which \$400,000 is currently allocated to stormwater for data collection.</p> <p>This has been slightly offset by additional contract drain maintenance that has been carried as resources have permitted.</p> <p>As anticipated there is a favourable variance in this activity at year end.</p>	✓	N/A
13	Water Supplies	<p>Overall, this activity has an unfavourable net variance of \$1.39 million. Council budgeted for external funding of \$3.8m a Shovel-Ready project application from the Crown Infrastructure Partners for the upgrade of asbestos cement pipes. This application was unsuccessful, meaning the associated capital project did not proceed.</p> <p>The Government has since launched the Three Waters Reform Programme and Council has signed the Memorandum of Understanding (MoU) to receive \$5.02 million across its three waters services delivery. Council has received \$2.59 million to date allocated across the 3 waters activities.</p> <p>Council received \$529,000 budgeted in the previous financial year from the Ministry of Health as part of their Drinking Water Assistance Programme for the Pahiatua water treatment plant.</p> <p>Extraordinary maintenance costs incurred to date are currently \$202,000 higher than budgeted mainly due to unplanned repair work undertaken at the Pahiatua weir.</p>	✓	✓



Report item # (refer activity dashboard)	Activity	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
		<p>We have received an additional \$79,000 in revenue from metered water charges. Year to date consumption is higher compared to the same period last year (2021: 612,511m3   2020: 568,647m3).</p> <p>As anticipated this activity has an unfavourable variance at year end due to the timing and allocation of the Three Waters stimulus funding, not being successful in receiving funding for AC pipe replacements, and unbudgeted extraordinary maintenance cost.</p> <p>Increased water meter revenue, and increased maintenance has been reflected in the Long Term Plan.</p>		
4	Commercial Property	<p>Overall, there is currently a net favourable variance of \$45,000.</p> <p>Council was successful in achieving funding as part of the Provincial Growth Fund shovel ready projects of \$500,000 for roadside tree harvesting. The aim of this funding was to provide opportunities to local people. Any proceeds made from the sale of roadside trees was expected to be reinvested into further tree removals.</p> <p>Council received higher than expected honey income of \$65,000. As a result, there is a favourable variance at year end.</p>	✓	N/A
5	District Promotions & Development	<p>Overall, there is a net favourable variance of \$180,000.</p> <p>Council has been successful in obtaining significant unplanned external funding, with \$100,000 of funding from the Provincial Growth Fund for the Right Tree Right Place project. Expenditure of \$80,000 has been incurred to date for this research project as a result.</p> <p>Council also received \$175,000 of funding for the Regional Digital Hub. Council had only budgeted to receive \$48,000 this year for this project. This is offset by the operating costs for the new Digital Hub in Woodville.</p> <p>As expected there is a significantly favourable budget at year end.</p>	✓	N/A
6	Community Support	<p>Overall, this activity shows a net favourable variance of \$65,000.</p> <p>Council received \$250,000 of unbudgeted funding from the Mayors Taskforce for Jobs, offset by associated costs of \$191,000.</p> <p>This has been offset by funding that has been budgeted for the Pahiatua verandah lighting of \$160,000. Council will receive this upon completion of the works.</p> <p>In addition, there is a favourable variance in the community grants area where Council is in the process of contacting some of the of the community groups where they pay quarterly grants and have not put in a claim for the 4<sup>th</sup> quarter and there is to be a carryover of some grants issued by the community boards but not able to be processed with project delays.</p>	✓	N/A

Report item # (refer activity dashboard)	Activity	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
7	Libraries	<p>This activity shows a net favourable variance of \$73,000.</p> <p>Council received \$77k external funding from the National Library of NZ for a community Outreach Library Programme. Offsetting this is additional staff cost to operate the programme.</p> <p>Council was also successful in securing \$20k from the Eastern and Central Community Trust for the running of the school holiday programmes in the 2021/2022 financial – we will look to transfer this to the new financial year as part of the Annual Report process.</p> <p>Council also incurred costs relating to the Library branding project with unplanned funding being received from the National Library of NZ in April 2021.</p>	✓	N/A
8	Parks & Reserves	<p>Overall, there is a net favourable variance of \$210,000.</p> <p>The timing of accounting for Domain Board revenue and expenditure makes up about \$241,000 of variances to both revenue and expense.</p> <p>Council had budgeted to receive \$48,500 in July from Tourism Infrastructure Funding for the Mangatainoka Toilet Block; however this funding had already been paid out in a prior year. A further \$50,000 of funding was expected to be received prior to the end of the 2021 financial year, however as no further works have progressed to date a claim is not anticipated to be submitted until after year end.</p> <p>This has been offset by the \$29,000 funding Council received for the Responsible Camping Funding Agreement, as well as \$14,000 received from Sports Manawatu for the Tu Manawa Active Aotearoa Play Trailer.</p> <p>Insurance proceeds resulting from the fire at the Mangatainoka Grandstand of \$199k was received in May.</p>	✓	✓
9	Health & Safety  Resource Management	<p>Overall, there is a net unfavourable variance of \$31,000 for the health and safety activity.</p> <p>Although we are seeing an increase in demand (2021: 469   2020: 401 – excluding amendments) which sees the revenue for this activity higher than budgeted by \$52k these are offset by the following one-off issues requiring legal advice totalling \$84,000. The issues requiring advice were:</p> <ul style="list-style-type: none"> <li>• earthquake-prone buildings,</li> <li>• Code of Compliance Certificate issue,</li> <li>• advice in relation to a boundary encroachment,</li> <li>• advice on freedom camping, and</li> <li>• Legal costs incurred for a liquor licence objection hearing.</li> </ul> <p>Resource management is also experiencing an increase in demand of which has resulted in a favourable variance for that activity at yearend of \$43k (2021: 8 land use, 103 subdivision consents   2020: 18 land use, 73 subdivision consents).</p>	✓	N/A

Report item # (refer activity dashboard)	Activity	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
10	Animal Control	<p>Overall, there is a net unfavourable variance of \$74,000</p> <p>Council received lower than budgeted pound fees and infringements totalling \$23,000.</p> <p>Advice sought for sixteen dog prosecutions and five barking dogs has resulted in an additional \$33,000 unbudgeted legal expenses. These are being pursued to enforce the right dog ownership behaviours.</p>	✓	✓
11	Emergency Management	<p>A favourable net variance of \$391,000 has been achieved at year end.</p> <p>Council received unplanned one-off contribution from the National Emergency Management Agency for the Covid-19 response - \$39,000, and also \$15,000 funding from Ministry of Social Development for Food Secure Communities project grant.</p> <p>The remainder of this favourable variance is a result of Council lodging a claim with National Emergency Management Agency totalling \$299,000 for costs relating to the water crisis in the 2020 financial year. It is unsure if we will be successful with the claim and will assess the claim as part of the doubtful debts provision during the Annual Report process.</p>	✓	N/A
12	Solid Waste Management	<p>Overall, there is a net unfavourable variance of \$110,000 at year end.</p> <p>Unfavourable variance is made up of \$46,000 less than budgeted trade waste levy (with the final quarter yet to be submitted for the 2021 financial year), and \$18,000 less than budgeted dumping fees. Tonnage has remained relatively consistent (2021: 4856t   2020: 4993t).</p> <p>The remainder of the unfavourable variance relates to costs associated around the completion of the Section 17a review and investigation into recycling services consulted on as part of the Long Term Plan.</p>	✗	N/A
13	Support	<p>This activity shows a net unfavourable variance of \$300,000.</p> <p>Council received the final funding instalment (\$42,000) for the Dannevirke Rail Hub Feasibility Study in November.</p> <p>In addition, Council also received unbudgeted revenue from Waka Kotahi NZTA for the temporary rental of land in Woodville for the Manawatu-Tararua Highway project, as well as revenue collected from permit fees (permits to exceed mass limits on bridges) totalling \$20,000.</p> <p>This is offset by a combination of:</p> <ul style="list-style-type: none"> <li>• An additional \$30,000 required to deliver the Long Term Plan.</li> <li>• Additional staff resources and the implementation of the new staff structure (\$240,000).</li> </ul>	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	Signalled in Previous Quarter Report	Reflected in Long Term Plan
		<ul style="list-style-type: none"> <li>Software licensing costs higher than budget (\$35,000)</li> <li>Rates penalty revenue \$70,000 under budget due to not applying penalties in the first 6 months in response to Covid-19</li> </ul>		

## 5. Summary of Service Performance Results

### 5.1 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 year ended June:

Category	2020/21 measures			% (out of 112 measures)	Last Year Results
	Council	Survey	Mandatory		
Achieved	27	13	36	68%	70%
Not achieved	22	10	4	32%	25%

**Table 2: Service Performance Measures Results**

Council met 68% of its service performance measures, compared to 70% last year.

Please refer to the Activities Section of the 12 Months Financial Report for the complete service performance measures results.

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

In the 2019/20 Annual Report, an issue was raised with how Council was 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.

As a result, two measures were not achieved due to multiple complaints received for the same issue.

These were sewage odour where 20 complaints received related to the Pahiatua Wastewater Ponds, and continuity of water supply where multiple complaints were received for water shutdown events.

### 5.3 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 (DIA) 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 Woodville due for renewal. These 3 schemes are expected to be approved in the 2021/22 financial year with upgrades planned to comply with new consent conditions.
- 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 three waters stimulus funding programme.
- Of the 11 measures not met in roading, 8 are highly technical and in most cases the result is influenced by factors out of Council's control, such as weather events. During the Long Term Plan 2021 process, all 8 measures were removed.
- The regulatory department continues to experience a significant increase in demand by way of enquiries and consent applications.

The number of building consent applications has increased 20% (466 applications compared to 393). Of the 466 issued, 124 applications did not meet the 20-working day deadline.

- Demand for subdivision consents has increased by 42% compared to last year (121 compared to 85).
- Council entered into a contracting arrangement for excess building consent processing to help improve processing timeframes. However, due to national demand on consent processing, this has not had a material impact on the timeliness result.
- 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.

#### 5.4 **Community Survey Scorecard**

5.4.1 Three surveys were completed over the prior 12 months, surveying 451 residents. The results of the 23 service performance measures agreed in the Long Term Plan are as follows.

Year	Met	Not Met
2021	13	10
2020	15	8
2019	19	4

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

- 77% Satisfied with Vision and Leadership
- 80% Satisfied with Overall Reputation
- 87% Satisfied with staff
- 85% Satisfied with the helpfulness of regulatory staff overall in handling enquires and service
- 82% Feel safe from dogs
- 74% Satisfied with managing and issuing building consents
- 79% Satisfied with the provision of dedicated walkways/cycleways

5.4.3 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. Notable findings are:

- 79% of residents use the recycling drop off
- 15% using regular kerbside recycling
- 30% use composting/worm farming

- 5.4.4      Roothing continues to be an area of low satisfaction, with rural roads in particular recording 50%, compared to 65% satisfaction for urban roads. The challenges Council have is compounded by the Gorge closure, severe weather events, funding allocations, rates affordability and New Zealand Transport Agency (NZTA) priorities. The most common reason given for dissatisfaction is potholes (26%)

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:

- 25% Saddle Road (Under NZTA management)
- 17% Pahiatua Track (Under NZTA management)
- 10% Pahiatua Main Street due to the main street upgrade

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 due to its deterioration and increased logging trucks using this section of the network.

- 5.4.5      The two areas where satisfaction has fallen slightly, moving the result from on target to not achieved are recycling services (79% vs target of 80%) and footpaths (74% vs 75% target). Improvements to the recycling services are being consulted on as part of the Draft Long Term Plan consultation. Footpaths are being impacted by the Chorus roll-out of fibre internet currently under way in Dannevirke.

- 5.4.6      For information on the full results of the community survey, The Residents' Opinion Survey Report 2021 by Key Research is attached as reference material to the Council Dashboard.

## **6. Capital Programme**

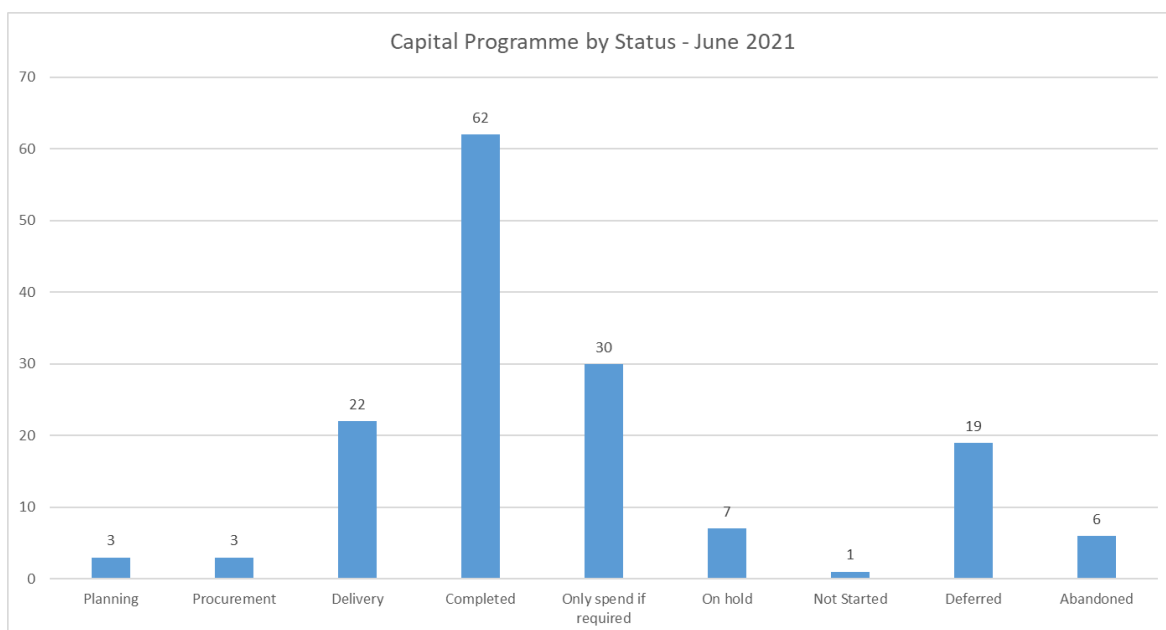
### **6.1 Summary**

As at the end of June 2021, and from a total budget of \$34.1 million for the financial year 20/21, the sum of \$24.03 million was spent on the capital programme.

As previously indicated, overall Council spent less than the Annual Plan budget as indicated below. The majority of the overspend in section 7.2 is attributed to unplanned spending that is funded by external subsidy.

Of the 153 individual projects identified within the Annual Plan, there have been 62 projects completed. A total of 66 projects remains to be completed (30 of these are only spend if required projects). This is predominantly made up of roading and footpaths which we are in the process of finalising as part of the Annual Report process.

Status	# Projects	20/21 Budget	Total Spend	\$ Remaining
Abandoned	6	\$3,890,000.00	\$0.00	\$3,890,000.00
Completed	62	\$8,891,240.00	\$10,177,978.35	-\$1,286,738.35
Deferred	19	\$975,000.00	\$1,014,456.62	-\$39,456.62
Delivery	22	\$14,708,000.00	\$9,296,369.99	\$5,411,630.01
Procurement	3	\$1,215,000.00	\$294,954.11	\$920,045.89
On hold	7	\$171,000.00	\$215,381.53	-\$44,381.53
Not Started	1	\$422,000.00	\$838,141.81	-\$416,141.81
Only spend if required	30	\$3,137,000.00	\$1,956,322.18	\$1,180,677.82
Planning	3	\$734,000.00	\$209,264.54	\$524,735.46
<b>Grand Total</b>	<b>153</b>	<b>\$34,143,240.00</b>	<b>\$24,002,869.13</b>	<b>\$10,140,370.87</b>



### 6.1.1 Not started

The Dannevirke Town Centre Pavers renewal project which had the status of not started last quarter report has now been set to deferred and will be carried over into financial year 21/22 under the Alliance programme of works.

### 6.1.2 Abandoned

A total of 6 projects have been abandoned with a total budget totalling \$4.0 million. This means that the allocated funding will not be spent this financial year, nor will it be carried forward into the new financial year. This includes the crown funded AC pipe renewals which was not successful in securing funding.



### **6.1.3 Deferred**

19 projects have been deferred and are included in the Long Term Plan. These are predominantly centred around consent renewals, wetlands and connectivity.

### **6.1.4 On Hold**

There are currently 7 projects on hold, all are around the housing growth strategy, Council fibre extensions and mobile black spot projects where options are being considered and these projects will likely be deferred to the 2022 financial year.

### **6.1.5 Procurement**

3 projects are in the procurement stage of the project cycle which is in the final stages of contract sign off, these are our earthquake strengthening projects.

### **6.1.6 Planning**

A total of 3 projects are still in the planning phase which include Akitio wastewater options, Pahiatua pool replacement which will have a balance carried over into the new financial year and also the Mangatainoka toilet upgrade which will also carry over into the new financial year.

### **6.1.7 Delivery**

22 projects have the status of delivery and are currently underway. The majority of the Tararua Alliance projects in roading will be completed as part of the Annual Report process.

### **6.1.8 Only Spend if Required**

Council currently has 30 projects that carry the status of *only spend if required*, these are renewals or development that do not currently have scope or planned delivery but are required for reactive works and will be used on an as needed basis. If these projects are initiated, the status will change accordingly.

## **6.2 Overspend**

There has been an overspend of \$5.78 million in capital projects compared to the Annual Plan budget. This includes projects that have been added due to external funded becoming available. Excluding fully subsidised projects indicated in the first table below, the overspend reduces to \$1.7 million as indicated in the 2<sup>nd</sup> table and is offset by underspends in section 7.3 below.

Project	2020/21 Approved Budget (000's)	Unplanned Subsidy (000's)	Actual Spend Year to Date (000's)	Actual Spend less Programme Budget less Subsidy	Comments
Emergency Reinstatement	900	970	2347	-477	Subsidised by NZTA. Flood damage – emergency works. Approved variation through NZTA
Saddle Road		21	21	0	Costs associated with the Saddle Road Upgrade 100% funded by NZTA
Pahiatua Water Membrane treatment plant		529	946	-417	MOH freshwater funding of \$529,389 that was expected last year has been received. This plant was completed in October
Dannevirke Water Treatment Plant Upgrade		1,550	515	1,035	DIA 3 waters reform funding of \$1.55M. Project underway
Woodville Water Treatment Plant Upgrade		634	178	456	DIA 3 waters reform funding of \$634k. Project underway
Eketahuna Water Treatment Plant Upgrade		970	6	964	DIA 3 waters reform funding of \$970k. Project only just initiated
<b>Total</b>	<b>900</b>	<b>4,674</b>	<b>4013</b>	<b>1,561</b>	

Project	2020/21 Approved Budget (000's)	Actual Spend Year to Date (000's)	Actual Spend less Programme Budget	Comments
Eketahuna Discharge consent renewal		397	- 397	Includes Eketahuna, Pahiatua and Woodville consenting costs
Woodville Wetland Design	30	338	- 308	Consists of land purchase not budgeted for
Housing - Growth Options Dev		197	- 197	Budgeted for Year 1 of LTP
Wastewater Reticulation Renewals	676	791	- 115	Additional renewals required during the year
Pensioner Housing Unplanned Renewals		114	- 114	Additional refurbishment work completed due to vacancies in unit(s).
Leak Detection		67	- 67	Increased effort prior and during the summer months to assess and fix leaks within the district
Dannevirke Soda Ash Conversion		61	- 61	Includes work completed on the Dannevirke Impounded Supply
Water Reticulation Renewals	720	775	- 55	Additional renewals required during the year
Portable dewatering plant	20	71	- 51	Trial costs
Hardware development		45	- 45	Digital Hub Setup, funded from PGF Funding
Water Supplies - 67 Wakeman Street Property Dev		41	- 41	Exterior paint of house and other minor repairs in preparation for resale. These costs will be funded from the sale of the property currently listed for sale
Dannevirke Recreation Facility Business Case		37	- 37	Budgeted for Year 1 of LTP
Pahiatua Wetland Development		37	- 37	Costs toward consenting
Lindauer Walkway		36	- 36	Budgeted for Year 1 of LTP
Pahiatua Water Storage		35	- 35	Inflow and outflow meter installs on water supply
Telephones renewal	-	33	- 33	Telephone upgrade component
Dannevirke Wastewater Dose pumps		32	- 32	Pump replacements
District wide Town CCTV Renewals	67	91	- 24	Minor overspend
Dannevirke Civic Centre renewals	10	34	- 24	
Akitio Upgrade		20	- 20	Additional maintenance on Akitio Water Treatment Plant
Library Furniture & Fittings	10	27	- 17	Additional furniture required due to breakages
Animal Control Renewals		15	- 15	General animal control renewals and developments
Dannevirke Wastewater Treatment Plant		13	- 13	Minor capital renewals/upgrades
<b>Total</b>	<b>1,533</b>	<b>3,306</b>	<b>-1,773</b>	

### 6.3 Underspend

The table below highlights projects with significant underspends. The reasons for these underspends are:

- Projects completed under budget,
- Multiyear projects that are partly completed and will continue into the next financial year,
- “Spend as required” budgets not fully consumed,
- Projects that have been abandoned or deferred.

Project	Total Approved Budget (000's)	Actual Spend Year to Date (000's)	Underspend amount (000's)	Comments
Route 52 renewal	5,367	2,194	3,173	Multiyear project not expected to complete until 2024
CIP Funded AC Pipe Renewals	3,834		3,834	This project was abandoned as funding request was unsuccessful. This has been replaced by Three Water Reform Stimulus funding
Woodville Water Storage	650	40	610	Used for backwash project for Woodville Water Treatment Plant.
Pahiatua Service Centre Building	900	76	824	Engineering and civil procurement under way. Construction not expected to start until the new financial year
Aften Court New Units	900	106	794	Construction underway. Expected to complete early FY 20/21
Pahiatua Pool Replacement	500	156	344	In planning and investigation phase
Pump station	165	18	147	Reactive works with budget
Pongaroa Treatment Plant Stage 2	100	13	87	Project to be re-scoped in the next Annual Plan as more complex than first planned
Woodville Toilet Resurface	30		30	
Mangatera new area	30	14	16	
Vehicle Renewals	255	21	234	Fleet renewals were placed on hold this year to review Councils fleet strategy
<b>Total</b>	<b>12,731</b>	<b>2,639</b>	<b>10,092</b>	

#### **6.4 Carry Forwards**

As Council is in the process of completing the end of the financial year, a separate report on carry forwards will be tabled to Council as part of the completion of the Annual Report process once numbers have been finalised.

### **7. Treasury Report**

#### **7.1 Treasury Strategy**

The Long Term Plan (LTP) forecasts significantly increased debt levels peaking just around \$76 million. It is likely that interest rates will soon be moving upwards towards pre Covid-19 levels, meaning an end to record low floating interest rates.

Complicating our approach to managing interest rate risk is Three Water Reform. This has the potential for significantly lower debt levels than forecast in the Long Term Plan, meaning caution is required when considering fixed rate hedging for managing interest rate risk to avoid being in a position of having more fixed rate hedging than debt. See section 8.3 below on how we are considering this risk.

The Treasury Risk Management Policy allows Council to pre-fund maturing debt within 18 months of maturity. This provides certainty and ensures Council is not exposed to credit margin volatility on the day of the maturing debt. Council has \$2 million of debt maturing on 14 April 2022 that we have pre-funded for.

#### **7.2 Economic Update**

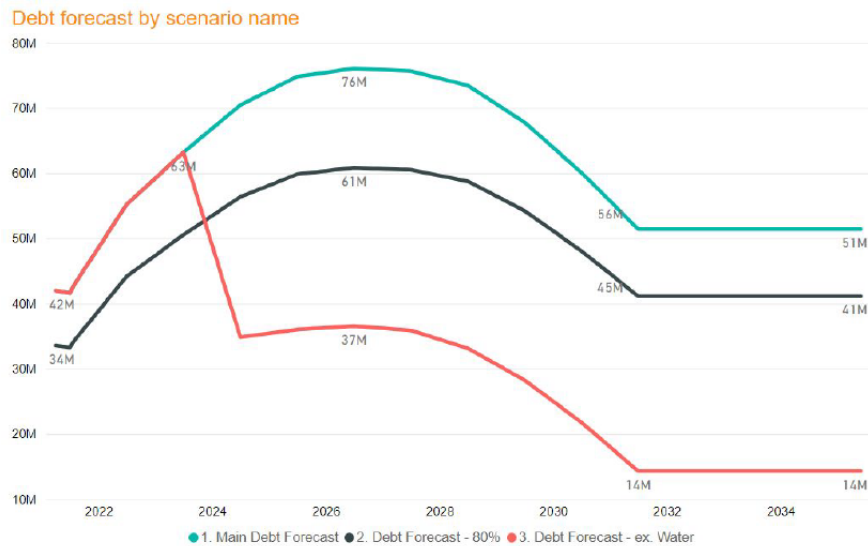
The Official Cash Rate (OCR) is currently at 0.25% in response to Covid-19. Recent economic indicators show that the NZ economy is performing strongly, and it is almost certain that the OCR which has a direct impact on interest rates will begin increasing early in the 2021/22 financial year. Some economists predict the OCR will gradually increase to 1.50% by the end of 2022.

Council has interest rate risk management strategies (fixed rate swaps) in place that protects it from sudden increases in interest rates. The newly adopted debt repayment programme ensures external debt and its associated interest costs are maintained at affordable levels.

#### **7.3 Potential Three Waters Reform Impact on Debt forecasts and Interest Rate Management Decisions**

The Three Waters Reform Programme proposes removing drinking water, wastewater and stormwater assets from Council's balance sheet and transferring these assets to a new operating entity(s). If this proposal proceeds, water related debt would be transferred to the new entity. Council has invested heavily in water and wastewater over the past decade, meaning that a significant portion of current Council debt relates to three waters.

Under the proposal, management estimates that gross external debt could be \$28.3 million lower from 30 June 2024 (assumed transfer date) when compared to the current, draft 2021 LTP debt forecast, with peak debt being lower by \$39 million in 2026/27. The relevant debt forecasts are set out in the chart below:



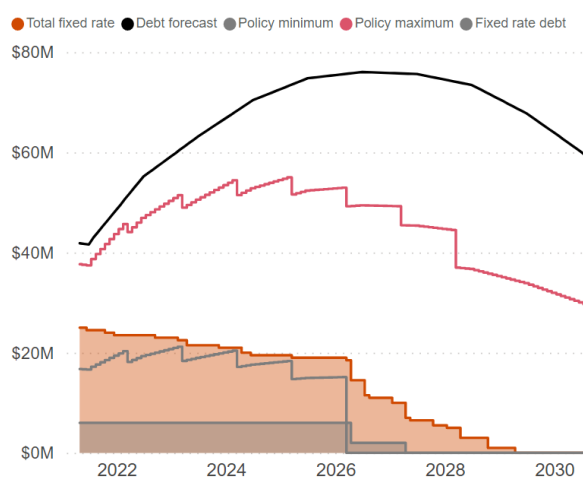
Management conducted high level scenario to ensure that decisions made in relation to Council's interest rate management strategy does not cause future inflexibilities in the event of a significant change to debt forecasts. This modelling does not factor the impact of the recent \$2 billion Government funding announcement on Council's treasury position. Under the LTP forecasts, Council sits at policy minimums and would need to increase fixed rate borrowing as debt projections increase. However, under the model excluding three waters, interest rate fixing would for a part be between medium and maximum fixing limits. These are shown in the graphs below:

#### LTP Forecast Scenario:

##### Interest rate summary

#	Bucket	Min	Max	Actual
1	0 - 1	40%	90%	60%
2	1 - 12	40%	90%	53%
3	12 - 24	35%	85%	41%
4	24 - 36	30%	80%	33%
5	36 - 48	25%	75%	28%
6	48 - 60	20%	70%	25%
7	60 - 72	0%	65%	16%
8	72 - 84	0%	60%	8%
9	84 - 96	0%	50%	3%
10	96 - 108	0%	50%	0%
11	108 - 120	0%	50%	0%
12	120 - 132	0%	25%	0%
13	132 - 144	0%	25%	0%
14	144 - 156	0%	25%	0%
15	156 - 168	0%	25%	0%
16	168 - 180	0%	25%	0%

##### Interest rate risk timeline

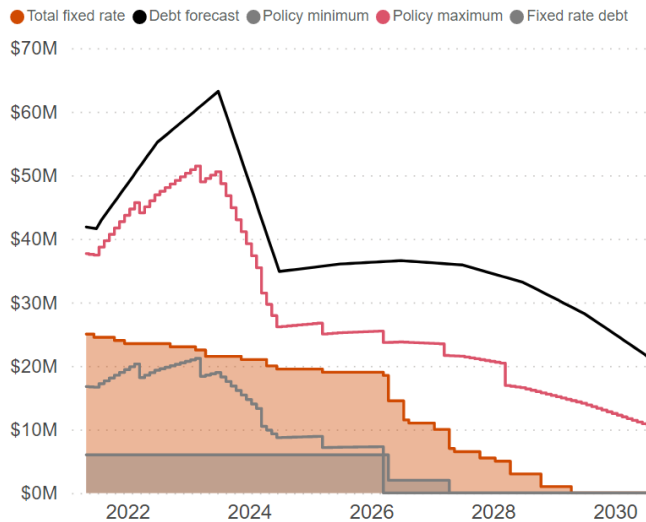


## Excluding Three Waters Scenario:

### Interest rate summary

#	Bucket	Min	Max	Actual
1	0 - 1	40%	90%	60%
2	1 - 12	40%	90%	53%
3	12 - 24	35%	85%	41%
4	24 - 36	30%	80%	38%
5	36 - 48	25%	75%	54%
6	48 - 60	20%	70%	53%
7	60 - 72	0%	65%	34%
8	72 - 84	0%	60%	18%
9	84 - 96	0%	50%	7%
10	96 - 108	0%	50%	0%
11	108 - 120	0%	50%	0%
12	120 - 132	0%	25%	0%
13	132 - 144	0%	25%	0%
14	144 - 156	0%	25%	0%
15	156 - 168	0%	25%	0%
16	168 - 180	0%	25%	0%

### Interest rate risk timeline



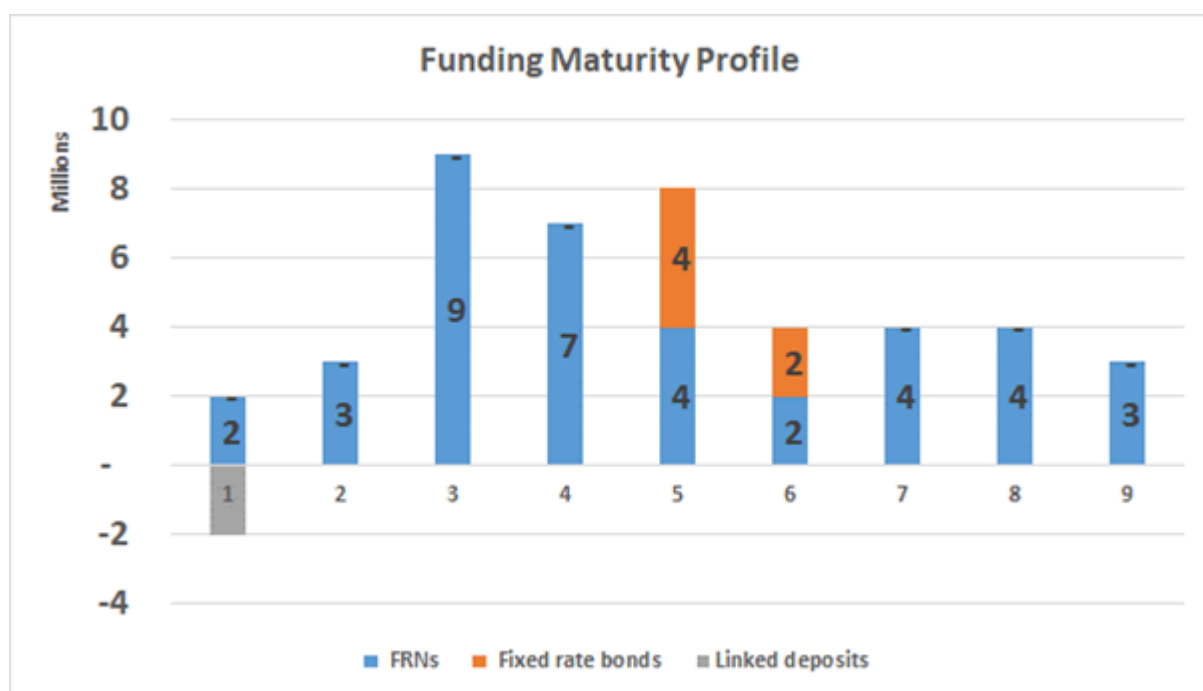
Management is mindful of increasing interest rates in the future and the impact this would have on funding increased interest expense. Consideration is being given to moving from policy minimums for fixed interest borrowing, to mid-range levels of fixing, whilst also considering the impact three waters reform could have on Council's debt levels.

## 7.4 Current External Debt Position

The following table summarises Council's external debt position for the year ending June (all held with Local Government Agency):

	Opening 1 March 2021 (\$)	Drawn/ (Repaid) (\$)	Closing 30 June 2021 (\$)
Core Borrowing	42,000,000	-	42,000,000
Short Term Borrowing (Commercial Paper/MOCL)	-	-	-
Pre-funding	3,000,000	(1,000,000)	2,000,000
<b>Total</b>	<b>45,000,000</b>	<b>(1,000,000)</b>	<b>44,000,000</b>

The following chart show Council's current funding profile:

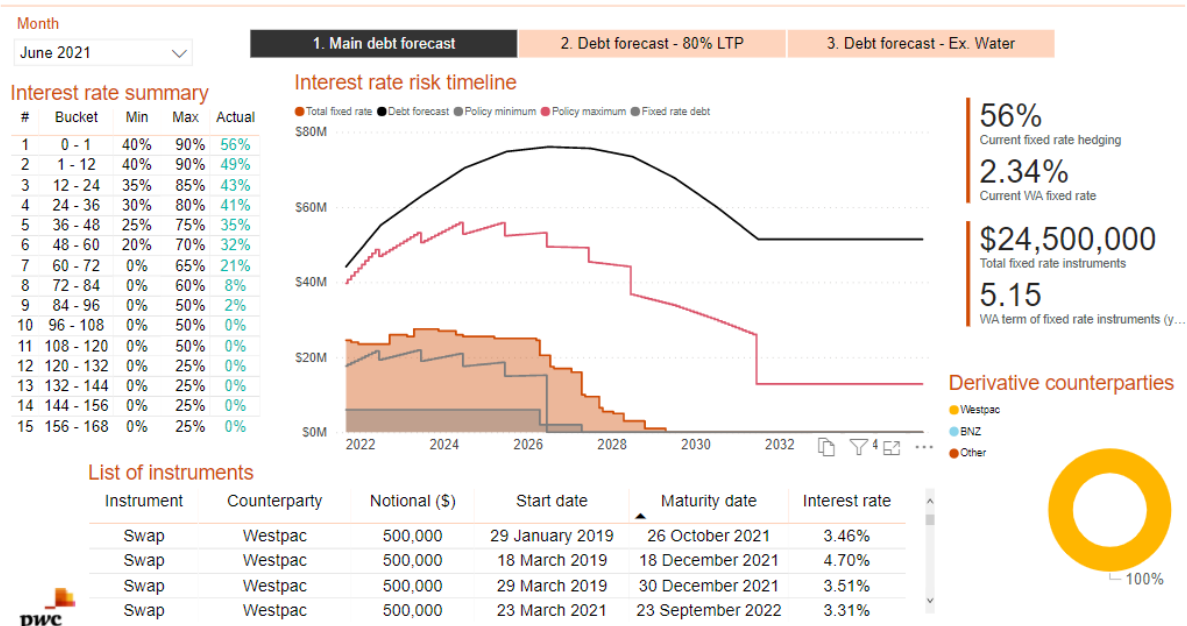


## 7.5 Interest Rate Risk Management Strategy

Based on the current Long Term Plan debt profile, Council complies with policy limits on interest rate risk management as shown below. However, further fixing was required to maintain policy compliance against these limits due to the forecast debt increases adopted in the Long Term Plan, and the three swap instruments below maturing.

On 30 June Council transacted a \$3 million forward start fixed rate swap starting April 2023 and maturing April 2027 to replace the three maturing swaps below. The interest rate achieved was 1.85%, a significant improvement on the rates of the maturing instruments which range between 3.5% and 4.7%.





## 7.6 Debt Financing Cost

Interest expense is slightly lower than budget, being \$50,000 lower than budget. This is due to Council's effective interest rate of 2.3%, being lower than the budgeted rate of 2.8%.

## 7.7 Annual Swap Valuation

Each year Council is required to revalue its fixed rate swap portfolio, resulting in a non-cash impact on Council's Revenue and Expense Statement. The purpose of the swaps is to provide protection against future unfavourable interest rate movements and maintain a minimum level of fixing as per Council's Treasury Policy.

The fair value movement on Council's fixed rate swaps was an unfavourable valuation of -\$2,274,000 in 2020/21. This year's valuation resulted in a significant improvement to -\$970,000, a favourable gain of \$1,304,000. This has been achieved as the higher fixed rate swaps approach maturity and have been replaced with swaps at significantly lower rates (see above for an example).

With the OCR expected to increase moving forward, the Council's swap portfolio will increase in value as it mitigates risk against rising floating interest rates.

## 7.8 Compliance with Financial Prudence Debt Limits

Item	Borrowing Limit	Actual
Net external debt as a percentage of total revenue	<150%	62.14%

Net interest on external debt as a percentage of total revenue	<7%	1.71%
Net interest on external debt as a percentage of annual rates income (debt secured under debenture)	<10%	3.80%
Liquidity (external term debt+ committed loan facilities +cash and cash equivalents to existing external debt)	>110%	136%

## 7.9 Cash Flow Management and Liquidity

Cash and cash investments for the year ending June was \$12.8 million, being higher than budget by \$9.5 million. This is mostly due to:

- the \$2 million pre-funding outlined above,
- Received \$6 million in February 2021 from MBIE for the first phase of the Route 52 project.

## 8. Debtors Report

8.1 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 MWLASS Debt Management Central Services (DMC) to manage/collect rates debtors in arrears.

### 8.2 Arrears Debtors

Council had 1,783 rating units in arrears at 1 July 2020 with 1,629 clearing their arrears at 30 June 2021 leaving 154 with an arrears balance. Total collected and approved write-off from 1 July 2020 to 30 June 2021 was \$795,440.

#### Debtor Arrears Collected to 30 June 2021

Date	No of Rating units Arrears	Total Rate Arrears Owing	Total Arrears Penalty Owing	Total Rates Arrears & Penalty Owing	Total Arrears Collected
1/07/2020	1,783			\$ 1,764,242	
30/09/2020	411	\$ 946,764	\$ 501,395	\$ 1,448,159	\$ 316,082
31/12/2020	276	\$ 824,409	\$ 491,377	\$ 1,315,786	\$ 132,373
31/03/2021	205	\$ 704,139	\$ 452,773	\$ 1,156,912	\$ 158,875
30/06/2021	154	\$ 592,318	\$ 376,484	\$ 968,802	\$ 188,110
<b>Total collected and approved write-offs 1 July 2020 to 30 June 2021</b>					<b>\$ 795,440</b>

Table 1.1

### Debtors by \$ Value as at 30 June 2021

Category	No of Rating Units 1/07/2020	Brought Forward Balance as at 1/07/2020	No of Rating Units 30/06/2021	Arrears & Penalty Balance as at 30/06/2021
(\$ 6,000) - \$ 0	1,564	(\$ 15,853)	1,628	(\$ 9,578)
\$ 0 - \$ 500	33	\$ 6,256	37	\$ 6,471
\$ 501 - \$ 1,000	18	\$ 13,102	16	\$ 11,996
\$ 1,001 - \$ 2,000	18	\$ 30,069	22	\$ 33,885
\$ 2,001 - \$ 5,000	14	\$ 41,055	37	\$ 111,073
\$ 5,001 - \$ 10,000	9	\$ 64,941	6	\$ 41,644
\$ 10,001 - \$ 25,000	3	\$ 54,988	2	\$ 38,842
> \$ 25,000	3	\$ 94,264	1	\$ 34,149
<b>Sub-total</b>	<b>98</b>	<b>\$ 304,674</b>	<b>121</b>	<b>\$ 278,060</b>
Maori Land	6	\$ 34,162	6	\$ 44,693
Legal Proceedings	9	\$ 281,360	12	\$ 329,197
Abandoned Land	11	\$ 246,734	15	\$ 316,851
<b>Sub-total</b>	<b>26</b>	<b>\$ 562,256</b>	<b>33</b>	<b>\$ 690,741</b>
<b>Total</b>	<b>124</b>	<b>\$ 866,930</b>	<b>154</b>	<b>\$ 968,802</b>

1.  
2.

Table 1.2

Summary Rates Arrears 2020/2021											
as at 30 June 2021											
Debtors Managed by Categories - Arrears and Current											
Arrears Managed by	No of Ratepayers 1/07/2020	Opening Balance as at 1/07/2020	No of Rating units Arrears 30/06/2021	Total Rate Arrears Owing 30/06/2021	Total Arrears Penalty Owing 30/06/2021	Total Rates Arrears & Penalty Owing as at 30/06/2021	No of Rating Units Current 30/06/2021	Current 2020/2021 Instalments 1-4 Owing 30/06/2021	Penalty applied 2020/2021 Owing 30/06/2021	Total Current & Penalty to 30/06/2021	Total Arrears, Current Rates & Penalties Owing 2020/2021
Arrears Paid	748	\$ 313,976	1,629	\$ -		\$ -	973	\$ 280,783	\$ -	\$ 280,783	\$ 280,783
Irregular Payments	31	\$ 72,985	88	\$ 122,819	\$ 19,448	\$ 142,267	88	\$ 169,416	\$ -	\$ 169,416	\$ 311,682
Agreements	31	\$ 165,656	24	\$ 63,628	\$ 22,126	\$ 85,755	24	\$ 58,383	\$ -	\$ 58,383	\$ 144,138
DMC Management	36	\$ 326,658	9	\$ 32,222	\$ 17,817	\$ 50,039	9	\$ 16,323	\$ -	\$ 16,323	\$ 66,362
Following Up - Dispute	-	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -
Maori Land	6	\$ 44,693	6	\$ 20,046	\$ 24,647	\$ 44,693	6	\$ 3,673	\$ -	\$ 3,673	\$ 48,366
Legal Rating Sales	9	\$ 353,047	12	\$ 118,731	\$ 210,467	\$ 329,197	12	\$ 24,100	\$ -	\$ 24,100	\$ 353,297
Abandoned Land	11	\$ 264,991	15	\$ 234,872	\$ 81,979	\$ 316,851	15	\$ 24,395	\$ -	\$ 24,395	\$ 341,246
Current Inst not paid	911	\$ 222,236	-	\$ -	\$ -	\$ -	961	\$ 172,601	\$ -	\$ 172,601	\$ 172,601
	<b>1,783</b>	<b>\$ 1,764,242</b>	<b>154</b>	<b>\$ 592,318</b>	<b>\$ 376,484</b>	<b>\$ 968,802</b>	<b>2,088</b>	<b>\$ 749,673</b>	<b>\$ -</b>	<b>\$ 749,673</b>	<b>\$ 1,718,474</b>

### 8.3 **How Council Manages the Debtors**

Direct debits are 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 has 4,510 of the 9,960 rateable rating units (45%) on direct debits currently.

#### 8.3.1 Rates Rebates

In 2019/2020 staff processed 742 rates 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 771 rebates with \$441,340 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.

### 8.4 **Managing by Risk Categories**

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

#### 8.4.1 COVID-19

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 the first friendly reminder letter in December 2020 after COVID-19 following the Instalment 2 due date.

Council had applied penalty to those who have not paid any portion of Instalments 3 and 4 in 2020/2021.

Since Covid, Debt Management Central (DMC) 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 Council. Council resumed its debt management and advised DMC in December 2020 to continue to make the formal demand.

#### 8.4.2 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 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.

#### 8.4.3 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 us prior to sending the arrears to DMC to manage.

As at 30 June, DMC has collected \$191,300 (\$278,400 last year) and the number of files held is 264 compared to 431 as at 30 June 2020.

#### 8.4.4 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 includes 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 rate 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 continues to apply penalty throughout the agreement period. Those on agreement when completed or if the agreement is going well after two years will have their penalty remitted.

#### 8.4.5 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. Council has completed 7 of these with \$29,000 in rates collected and 2 of these now on agreement.

#### 8.4.6 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.

#### 8.4.7 Maori Land

Council has 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 and Council's remissions policy.

#### 8.4.8 Legal Proceedings

Debt Management Central have been progressing 11 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 eleven rating sales four have now been resolved through the rating sale process, judgement has been obtained for 3 and legal action for the remaining four has commenced.

Staff identified 4 further properties;

- One rating property had been sold by the property owner and rates owing \$53,000 was paid.
- One rate property has been refinanced by the property owner and rates owing of \$40,000 was paid.
- Another 2 rating units for rating sale will be transferred to DMC for action.

#### 8.4.9 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.

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

Staff have now identified 3 more rating units to go through this process.

- 1 rating unit in Norsewood
- 1 rating unit in Woodville
- 1 rating unit in Eketahuna

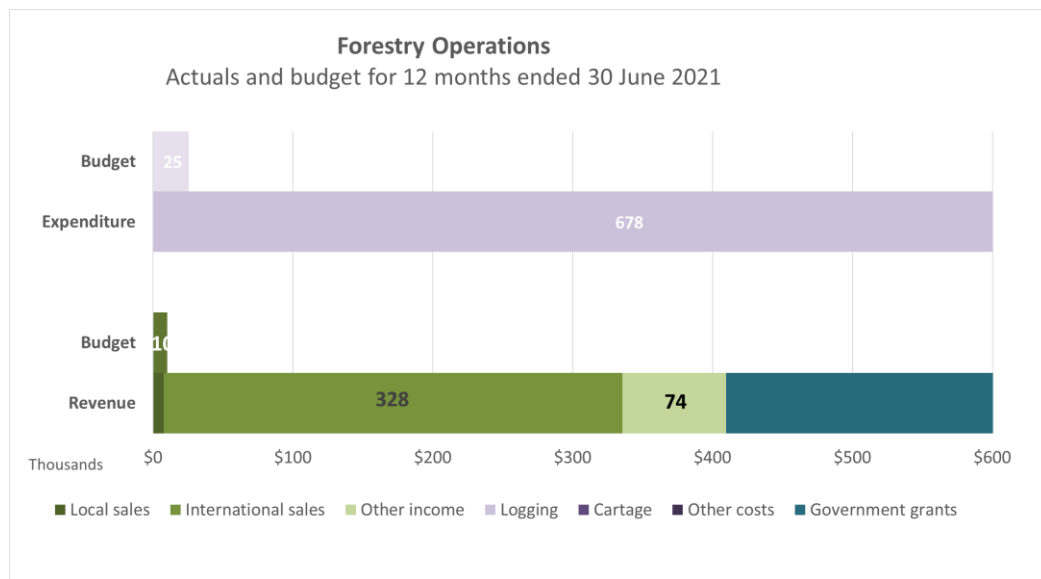
Due to projects staff were working on with the Long Term Plan 2021/2031, subdivisions, revaluation, notice of sales, year-end roll and 1<sup>st</sup> rates notice, staff have not been able to progress the Abandoned Land as outlined in the third quarter report. Staff will update Council in the 1<sup>st</sup> quarter report in the new year.

## 9. Self-Funded Activities

### 9.1 Forestry - Summary for the 12 months ending 30 June 2021

The forestry activity has made a profit of \$31,000 for the 12 months ending 30 June 2021. This is predominately a result of honey income received of \$74,000 offset by rates and insurance for the year. Our roadside trees project funded from the Provincial Growth Fund was completed at the end of March with the funding received for this project and the reinvestment of funds from proceeds for the sale of trees removed meant Council was able to spend a total \$825,000 on this project.

Forestry Reserve balance at 30 June was \$828,000



### 9.2 Pensioner Housing - Summary for the 12 Months Ending 30 June 2021

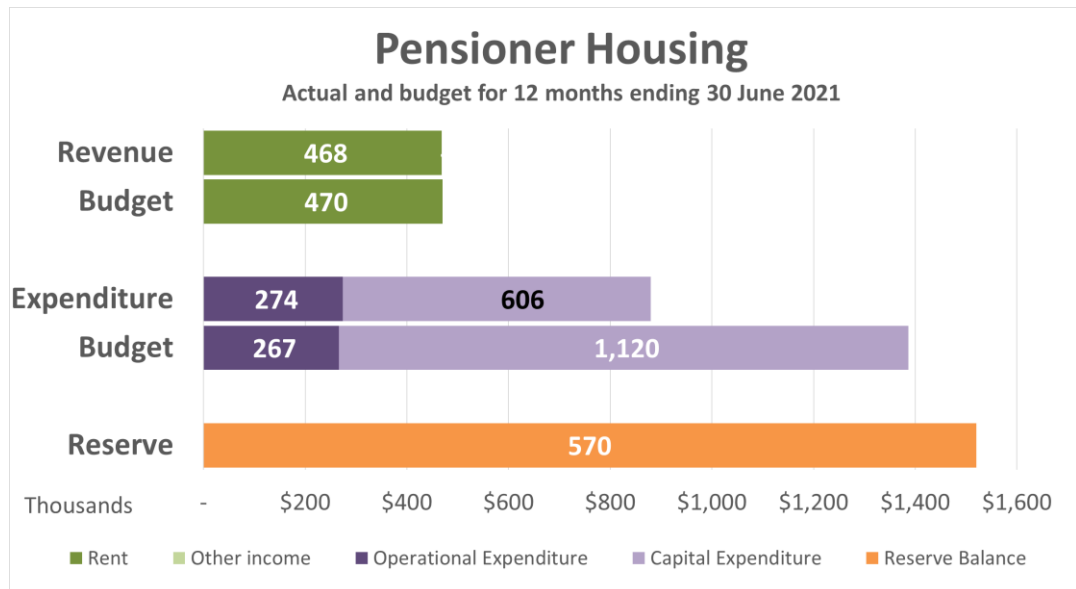
The pensioner housing activity is currently operating at a surplus of \$194,000 for the 12 Months ended 30 June 2021. Although the surplus for the period is slightly less than Council had budgeted (\$203,000). This has partially been driven from the budgeted rent increase unable to be implemented until January 2021 with the Government putting a freeze on rental properties increases as part of its recovery plan for Covid-19 and slightly higher costs than insurance costs being slightly higher than budgeted.

Total revenue was \$468,000 against a budget of \$470,000. 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. As anticipated revenue is slightly less than budgeted at year end.

Total operating expenses of \$274,000 was slightly higher than the full year budget of \$267,000. 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 30 June 2021 is \$570,000



## 10. Compliance Exception Report

### 10.1 Financial Prudence Benchmarks

No non-compliance noted.

### 10.2 Investment Policy

No non-compliance noted.

### 10.3 Liability Management Policy

No non-compliance noted.

### 10.4 Accounting Standards

No non-compliance noted.

### 10.5 Rating Remissions Policy

All remissions provided were compliant with policy.

### 10.6 Specific Policy on Giving Security

Council has not provided any guarantees to date.



## 10.7 **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).

## 10.8 **Audit New Zealand – Final Audit Date**

Audit New Zealand have indicated they are facing resourcing issues which has had an impact on the proposed date of Council's final audit. Council was anticipating its final audit to take place mid-September. However, as a result of the resourcing issues this has been moved to mid-November. The final audit process generally consists of the auditors being on-site for 3 weeks, followed by a further week off-site for the work to be reviewed, then final changes made the week after with audit clearance provided at this stage (4-5 weeks process all things going well).

Council's last meeting in December 2021 is scheduled for 8<sup>th</sup> December. To adopt on this day, the Audit and Risk Committee meeting needs to be held the week prior and agenda items due a week before that. Based on the current proposed dates Council is not anticipating receiving audit clearance prior to the final Council meeting scheduled for December.

Given this timeline and the new audit date provided means that there is a possibility that Council will not be able to meet the statutory deadline of 31 December for the adoption of the 2020/2021 Annual Report. Consequences of not adopting the Annual Report by the statutory deadline are that Council will be required to include a disclosure in the Annual Report stating the deadline has not been met, and Council will be named in the Officer of the Auditor-General (OAG) report to cabinet that they failed to meet the statutory deadline. There is no impact on the opinion that the auditors will provide Council for the Annual Report.

At the Audit and Risk Committee meeting held on 17th August 2021 it was agreed to re-evaluate the possibility of breaching the statutory deadline for discussion at its next meeting in October, however in the meantime management would discuss options with Audit NZ and OAG.

### **Attachments**

Nil.



## Report

Date : 13 August 2021  
To : Mayor and Councillors  
Tararua District Council  
From : Bryan Nicholson  
Chief Executive  
Subject : **Staff Report**  
Item No : **11.10**

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### 1. Recommendation

- 1.1 *That the report from the Chief Executive dated 13 August 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 the Mayor and Councillors on key projects and items of interest over the period 23 June 2021 to 16 August 2021.

## Infrastructure Group

### General

Managing, or at least staying on top of, change while continuing to deliver business as usual services continues to be an ongoing challenge for Infrastructure Group staff. The new financial year, and three-year National Land Transport Programme (NLTP) for roads, has now begun and the impacts of winter are here.

External change from Central Government is slowly becoming clearer, with major announcements made regarding the 3Waters reform programme in recent months. The number, extent and structure of the proposed service entities is now confirmed, with Tararua within the boundaries of “entity C” which also includes Gisborne, the Hawke’s Bay region, lower parts of the Manawātū Whanganui region (Horowhenua, Manawatu and Palmerston North), the Greater Wellington region, and the local authorities at the top of the South Island (Tasman, Nelson and Marlborough). Outputs from WICS’ (Water Industry Commission for Scotland) analysis of the information provided by the local government sector in January have also been released, albeit with some significant assumptions made. Information released indicates Tararua’s future (2051) cost of 3waters will be more than \$10,000 per household per year without reform, or \$1,260 per household per year under Government’s proposed reform – very compelling figures. A formal decision regarding reform is not expected to be required by Council until the end of 2021, enabling time for community consultation. Government have provided two months (August and September) for all local authorities to:

- engage with and understand the large amount of information that has been released on the nature of the challenges facing the sector, the case for change, and the proposed package of reforms, including the recently announced support package;
- take advantage of the range of engagement opportunities to fully understand the proposal and how it affects your local authority and your community; and
- identify issues of local concern and provide feedback to Local Government New Zealand on what these are and suggestions for how the proposal could be strengthened.



*Government's 3Waters Reform Advertising*

Waka Kotahi funding for the 2021-24 National Land Transport Programme is yet to be confirmed. This is causing some concern; especially as recent discussions have suggested that funding for the Low-Cost Low Risk (or minor improvements) programme may be minimal. Planning, including design, of 2021/22 pavement rehabilitation sites is underway and a lack of funding may necessitate complete redesign, delaying the works programme.

Staff are working to identify what is causing an unexplained loss in water at the Dannevirke water storage dam. The immediate priority is to confirm the source and cause of the leak so that efficient and effective repair works can be planned and undertaken as soon as possible. Experts with a remotely operated underwater vehicle have recently conducted comprehensive inspections of the dam's floor area, including liner fittings at the bottom part of the dam. The inspections have shown that leakage from the floor is highly unlikely. Other potential causes of the water reduction are now being investigated. The suspected water leakage became apparent in mid-July; however, it cannot yet be confirmed if the leakage started earlier. Repairs may require the dam to be emptied, so planning the repairs will include carefully considering the impacts on supplying water to Dannevirke and ensuring that water supply disruptions are minimised.

The impacts of a strained supply market are increasing. Recruitment of staff to fill vacant roles is a large challenge, for both Council and for many contractors. This is especially evident in the 3Waters sector, likely due to the significant increase in investment across the country and possibly the angst caused by Government's reform programme. The cost of materials seems to be regularly increasing, beyond what was predicted, and is likely to be impacting works programmes and service levels. Staff are actively looking for opportunities to find efficiencies, through improvements to systems, processes, planning, tools, procurement, etc, although capacity to implement these is currently somewhat limited.

Although various changes are presenting challenges, there are also opportunities with it. Projects associated with the Department of Internal Affairs 3waters stimulus fund have been a challenge to resource although are now progressing well.

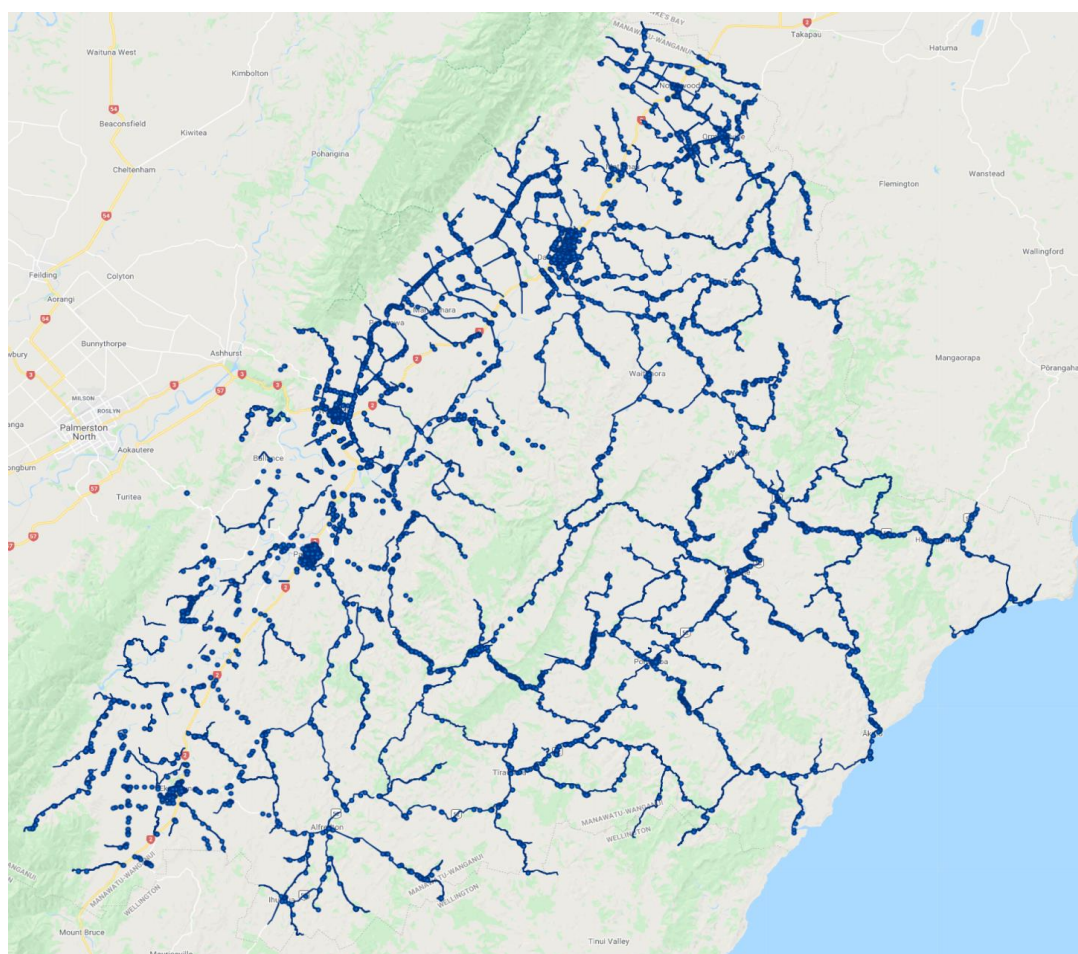
Government's Infrastructure Growth Fund is an exciting prospect, and it is hoped funding will be secured through this to develop the core infrastructure needed to support further housing development. As part of the 3waters reform programme, Government has also indicated Tararua will be granted \$15.2M to invest in the future of local government and community wellbeing, while also meeting priorities for government investment (the "better off" funding).

## Transportation

### 2020/21 Financial Year End

The 2020/21 financial year has now ended, as has the 3-year 2018-21 National Land Transport Programme. Works completed on the road network is recorded in Council's asset management database, to improve staff understanding of the road network and inform decision-making on where investment is best justified. The below table and map summarise the quantity and extent of work completed around the Tararua District during 2020/21.

Some of the work completed:	which is:
49,825 km of road inspection and patrols	Over 1 trip around the whole world
6,838 potholes filled	About 30 potholes a day
1,886 km of unsealed roads graded	More than the length of NZ
58,435 m <sup>2</sup> of footpath treated for lichen	Larger area than the bush surrounding Pūkaha
47,100 m <sup>2</sup> of defective pavement repaired	4.7 hectares or 6.7 rugby pitches
245.6 km of surface channel renewed	From Dannevirke to Mt Taranaki
12,755 m <sup>3</sup> of metal applied to unsealed roads	5 Olympic swimming pools worth
352,401 m <sup>2</sup> of sealed roads resurfaced	Similar to area of two Auckland Airport runways
219.9 km of road shoulder repaired	From Dannevirke to Wellington Airport





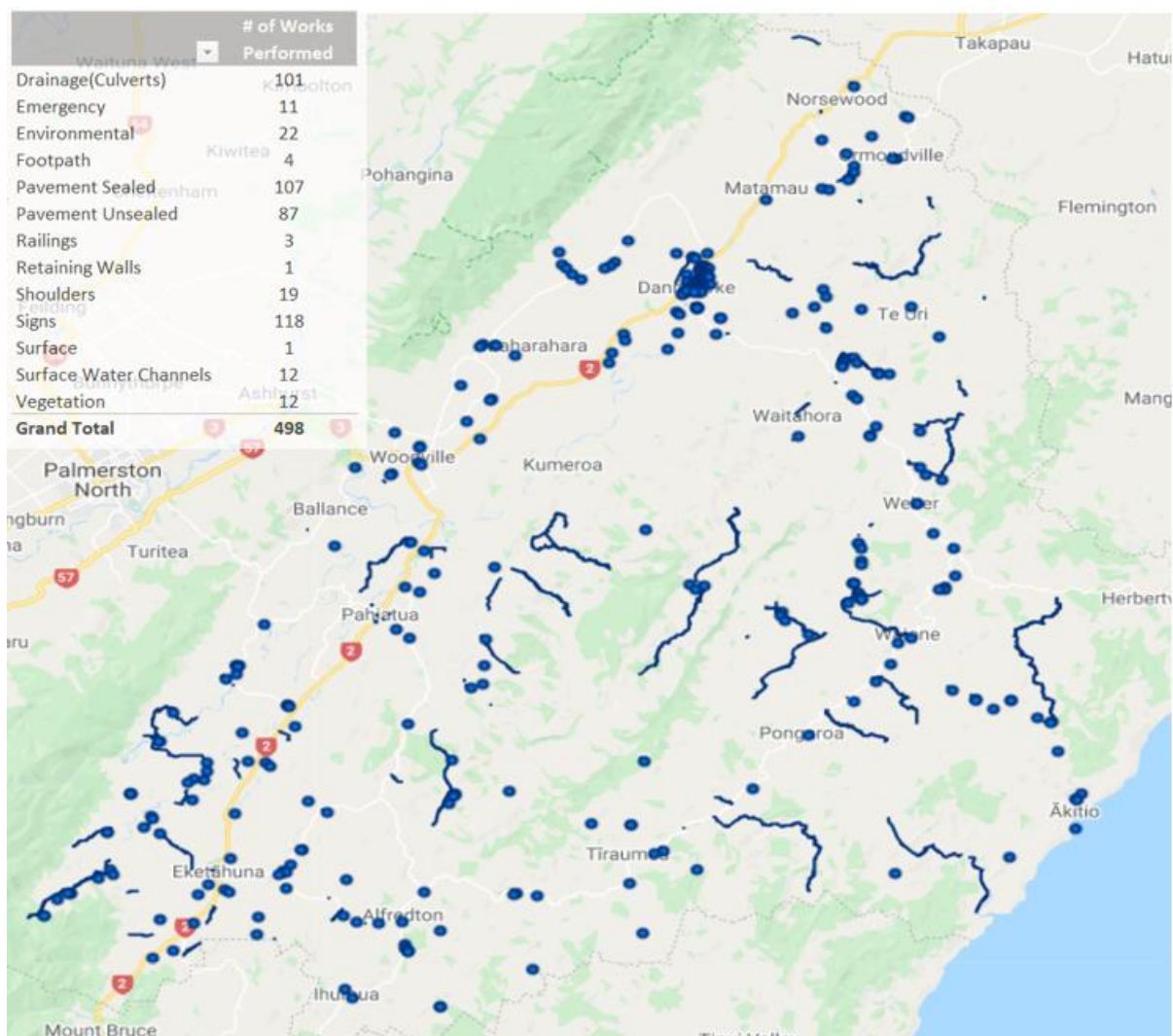
## Operations and Maintenance

The new financial year has started and has kept crews relatively busy. Some reasonably disruptive weather has resulted in areas of urban surface flooding, fallen trees and some slips around the district.

During July, Network Inspectors and Patrolmen covered 3,771km of road, updating road data and repairing faults. The frequency of these activities differs by road classification, with some travelled on a weekly basis and low volume roads travelled every 3 months.

The clearing of around 800 drainage sumps across the district is currently underway. Rubbish and detritus will be removed to ensure the drainage system is functioning effectively, minimising the risk of ponding or surface flooding.

A summary of works completed during July is shown below.





### Emergency works

Physical works continue at some emergency works sites. This includes construction of a large retaining wall on Ormondville Te Uri Road and a large retreat on Rimu Road.

A significant washout on Pukemiku Road occurred during recent heavy rain. Rising river levels resulted in a deceased cow being washed away from a paddock and into the road culvert. The large, blocked culvert resulted in a complete loss of the road, as shown in the adjacent photo. This was repaired with minimal impact to road users.



## 3Waters

### 2020/21 Financial Year End

Work completed on water and wastewater reticulation networks during the 2020/21 financial year includes:

- 180 water leaks repaired
- Replacement of 301 water tobies, 7 fire hydrants, and 82 laterals
- Renewal of 1,100 metres of watermain, and 960 metres of wastewater pipes

### Reticulation Operation and Maintenance

Quarterly flushing of dead-end watermains has been completed in Eketahuna, Pahiatua and Woodville. Dannevirke has been deferred due to the current water restrictions. This work ensures that potentially stagnant water is removed from the reticulation network.

Davies Waste Solutions Ltd completed CCTV inspection of two sections of sewer main in Dannevirke. High flows within the mains meant Council's CCTV unit was inappropriate and external expertise and equipment was required. Information from the inspection will support development of the wastewater renewal programme. While in town, Davies also cleaned out the Dannevirke stone trap and the trunk sewer main in Easton Street.

### Reticulation Renewals

Watermains are being renewed in Swinburn Street and Waterloo Street in Dannevirke, as indicated in the below map. These renewals will take approximately four months to complete and consist of the installation of 500 metres of new main pipe, 25 laterals and tobies, 4 fire hydrants and associated valving. The current pipes are around 100 years old and only approximately 600mm deep. These sections of road are programmed for reconstruction in the near future and, as part of the planning for both road and pipe renewal, it was decided to deepen the pipes.

The final programmed renewal of the wastewater pump station control cabinets was completed at Coast Road in Pongaroa.



### Water Take Resource Consents

Staff are working through a second information request and further stakeholder consultation for Woodville and Eketahuna consent renewals.

The consent for Pahiatua expires in January 2022, with work to commence in the near future for preparation of Council's resource consent application. This needs to be lodged in October 2021.

### Water Compliance

The Ministry of Health are currently completing their annual water compliance audit. This includes verification of all monitoring and water sampling data against the NZ Drinking Water Standards, for all seven of the Council's water supplies.

### Wastewater Discharge Resource Consents

The Environment Court has issued its final decision for the Wastewater Discharge Resource Consents for Eketahuna and Pahiatua, accepting the last set of conditions that was filed with Horizons Regional Council. The consents will commence on Wednesday 18 August 2021, the day after the appeal period is over. Staff are working through the consent requirements and associated timelines to ensure compliance is achieved.

For Woodville, the panel have closed the hearing process and a decision is expected in the near future.

For Norsewood, staff are working on a further information request response from Horizons Regional Council and are completing further consultation with stakeholders.

### Wastewater Consent Compliance

Annual wastewater discharge compliance reports for Eketahuna, Woodville, Pongaroa and Norsewood have been completed and submitted to Horizons Regional Council's regulatory team.

## Facilities

### Solid Waste

Management of the Pahiatua and Eketahuna transfer stations has now changed to Smart Environmental. As part of their site establishment, staff identified a large pile of partially covered refuse thought to be asbestos fibre cement boards.

Testing was quickly organised which confirmed the presence of asbestos and so a suitably qualified contractor was arranged to have it appropriately removed from the site. To ensure the safety of transfer station users while waiting for test results and until the boards could be removed, access to the transfer station was restricted to the public. During opening hours bins were placed at the entrance gate for the public to dispose of their rubbish, while any large trailer loads were diverted to the Pahiatua Transfer Station.

Clearing of the site, which included removal of some contaminated soil, was completed over three days. All contaminated material was placed in large bags to be transported to a Dangerous Goods Landfill near Wellington. An independent assessor then inspected the site and final clearance was given to fully reopen the transfer station to the public.



*Asbestos Boards*



*Asbestos Pile*



*Asbestos bagged*

*Asbestos cleared from site*

Annual landfill compliance reports for the Pongaroa, Eketahuna, Pahiatua, Woodville, Ormondville and Dannevirke landfills has been completed and forwarded to Horizons Regional Council regulatory team.

The Pongaroa landfill consent renewal application has been submitted to Horizons. An updated Landfill Management Plan has also been completed for their consideration. Staff are working through the additional information request.

The move to fortnightly kerbside recycling collection has now been implemented. As requested, communications went out to the community to support the change.



## Community Facilities

Roller blinds have been installed in the Supper Room of the Dannevirke Sports Centre. Positive comments were received from a Dannevirke Indoor Bowls member to Dannevirke Customer Services Staff. "It has transformed the room" and the individual noted he felt it had "improved his bowling result!"



*Dannevirke Sports Centre Supper Room – before blind installation*



*Dannevirke Sports Centre Supper Room – after blind installation*

Broken furniture and unclaimed items have recently been removed from the Pahiatua Town Hall stage area. This will allow greater access to the chairs regularly hired for large events by the community.

## Parks & Reserves

Council's contractors continue to maintain appearance standards throughout the district. The focus is now on the winter mow schedule, garden maintenance and winter pruning.

A handover of the new gardens constructed as part of the Pahiatua Main Street upgrade to parks and reserves contractors has been arranged. This will support effective ongoing maintenance of these new community assets.

NZ Sports Turf Institute Ltd were engaged to conduct site assessments of the district sports fields and develop a field/turf management plan.

This will then inform development of maintenance programmes and forward planning. Discussions have already proven valuable, in terms of effective insect pest management.

Standard monthly audits of the Fountaine Square playground identified some potentially dangerous defects. A pair of older style tyre swings with exposed wire threads were found and have been decommissioned. Additional youth and toddler swings are still present in the playground.

### Campgrounds

With winter now here campgrounds are in their quiet season, although some long-term stayers have recently been identified.

Trees and shrubs had a general cut back and tidy up from the Dannevirke Campground hardstand areas to allow space for larger motorhomes.

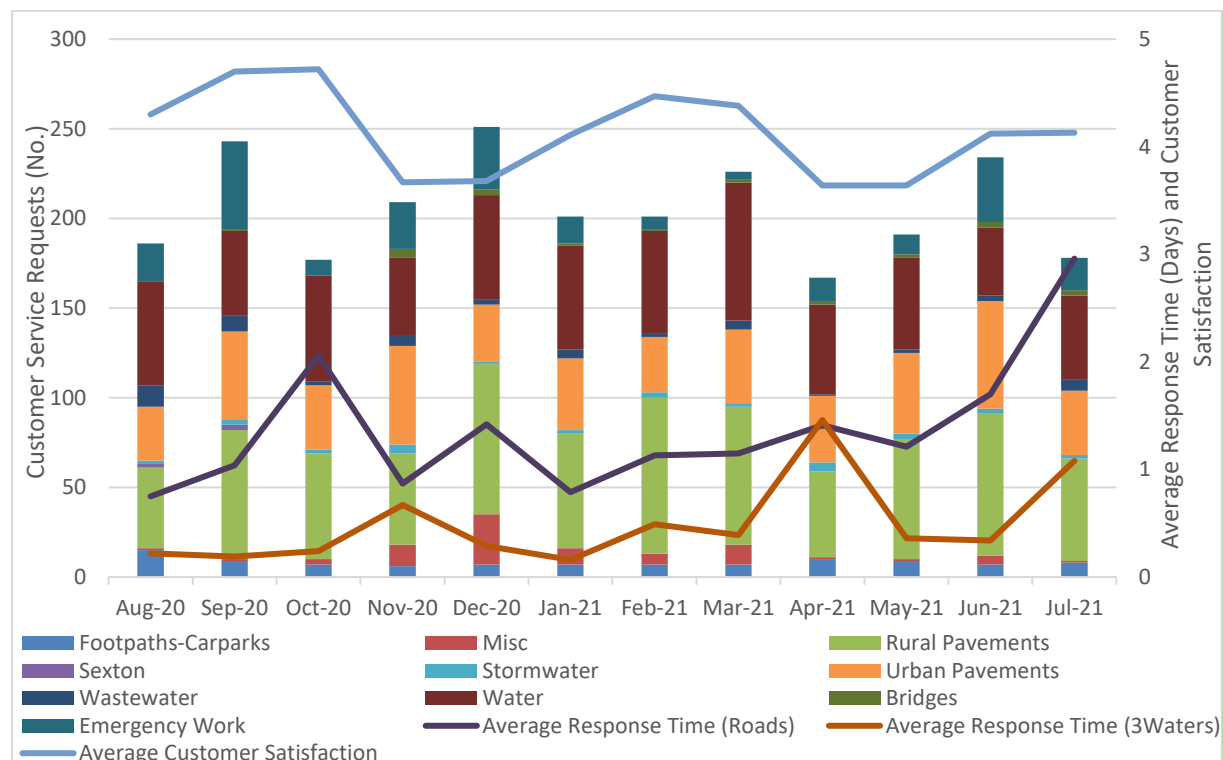
### Cemeteries

The fence surrounding the stillborn area at the Mangatera Cemetery has recently been repainted, as shown below.










## Tararua Alliance

### Customer Management





## Performance Dashboard

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	Results for July total number of SBOs reported this month was 61	
	Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0 Near Miss Reported 7 A Total of 14 Traffic Management Audits were completed for July of both Internal and External Worksites . All sites were compliant.	
CUSTOMER RESULTS	Timely Communications	Monthly	Monthly Response for Roothing being 88% and 3 Waters 100%. Roothing response slightly down due to staff changeover	
	Effective Communication	Monthly	A good response for Customer callbacks with a score of 4.13 out of 5	
	Minimise Operational Impacts	3 Monthly	No correspondence recieved received for July 2021.	
SOCIETY RESULTS	Compliance with TMP	Monthly	<ul style="list-style-type: none"> <li>92 Before-U-Digs were received and processed during July.</li> <li>During July 14 traffic management sites were audited with all being of a high standard. Six of these sites are other contractors that were working on the network, the other eight were Tararua Alliance sites.</li> <li>35 CAR applications were received and approved, the applications that are being received are of a lot higher standard than six months ago, with this less are put on hold requesting further information. This is a reflection of contractors using traffic management companies that have staff trained to the new standard.</li> <li>UFB has almost come to an end in Dannevirke, just a few minor reinstatements left to tidy up.</li> </ul>	
	Zero Harm – Environment	Monthly	No environmental issues to report.	

## Economic and Community Development

### Town Signage

Toni is working with Anthony Chiappin to prepare the mock-ups of the town signs and is identifying all the locations for the signs. Consideration is given to distance to town, other signage in the vicinity, sites where both sides of the signs can be easily seen, etc. She will co-ordinate with Tararua Alliance and Waka Kotahi.

### Food Secure Communities Plan

Angela and Emma submitted an application to Ministry of Social Development's Food Secure Communities Implementation Plan for community garden water tanks and pataka kai, as requested by community groups and Iwi.

### Responsible Camping Fund

Carole, Angela and Jessi met to discuss what we could apply for in the expected upcoming funding round. Carole and Angela carried out an 'audit' on signage at freedom camping sites around the district over two days. The teams will work together on options such as cleaning existing signs and where we want to replace a sign (if funding is awarded), the design and content of the sign. This was a great opportunity for Sport Manawatu Tararua Recreation Advisor Leah Sole to join us and see the district.

### Business Support

Angela met with two entrepreneurs. One with qualifications in IT/website development/social media, looking to start her own business. And one who is looking at the opportunity for landscape design.

### Mayors Taskforce for Jobs

The first annual report was submitted for the year ended 30 June 2021. A total of 73 employment placements were made. 38/38 "total sustainable (30hrs/week) employment placements" remained engaged in their appointment, and 34/35 "total part-time/casual/seasonal employment placements" are still engaged in their positions. The highest number of employees at one business was 15. The businesses ranged from manufacturing, decorating, construction, electrician, nursery and forestry, and others.

## Communications

### Key Projects

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

The communications team is preparing a full district mail out which is well underway with information on the LTP, decisions made in the LTP and projects residents will see over the coming year.

This is expected in residents' letterboxes between 6 – 16 September.

#### Recycling Services Switching to Fortnightly

Communications team is promoting the change of recycling services to fortnightly. A downloadable calendar is available on Council's website and Facebook.

#### District Strategy

The communications team is preparing to consult the district on the "District Strategy". We have created a draft consultation plan and it will be presented to the Executive Leadership Team over the coming weeks.

### Items of Interest

#### Website

The new website is well underway with the communications team meeting with different departments and draft pages under the approval process.

The new website is expected to go live around September.

#### Infographic

Development of a comprehensive infographic which provides a user-friendly overview of Tararua's socio-economic data profile.

#### Writing

A range of articles (9) has been produced which provide information on project updates, achievements, and other affairs. This includes an article about the refurbishment of the Woodville pensioner flats and the construction of pensioner flats on Swinburn Street, Dannevirke.

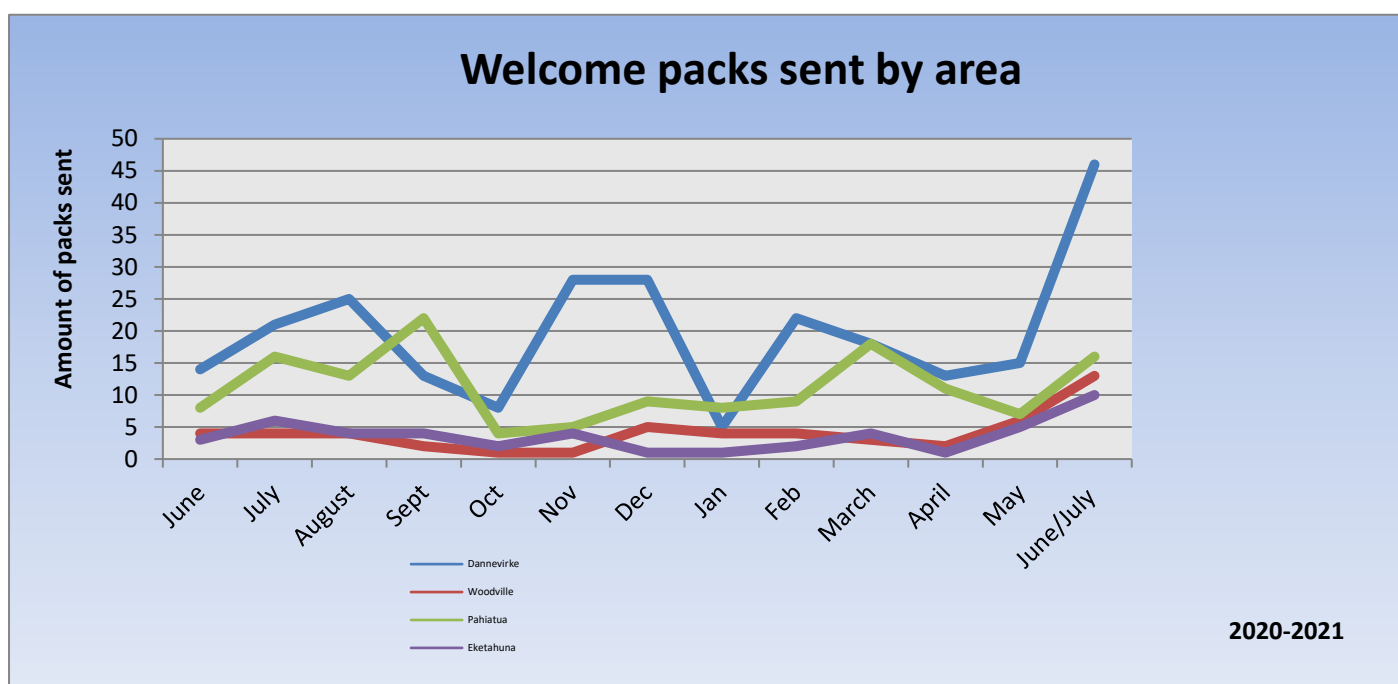
In addition, the communications team has been involved in writing the Annual Report.

## Tararua i-SITE Visitor Information Centre

### TARARUA I-SITE REPORT – June/July 2021

#### Welcome Packs

There were 85 packs sent out during June/July 2021, 32 of these were sent to purchasers outside the Tararua District.



#### Railcar Trip through the Manawatu Gorge

The i-SITE is selling tickets for this popular trip that will be held on 4 September 2021.

#### Famils (familiarisation tour)

Both trips have been completed, this was invaluable so that staff can experience attractions and accommodation first-hand.

#### Training

Belinda and Toni have commenced their i-SITE training which will take them approximately 10 months to complete.

#### Post COVID -19 Arts Strategy

Our application was successful and TDC has received \$25,400 for the development of a post COVID-19 Arts Strategy. Bridget Wellwood has been given the contract.

## Responsible Camping Fund

Assisted Angela Rule in identifying areas at Council's camping grounds and reserves that may need improved signage so that a funding application may be done to the Responsible Camping Fund.

## i-SITE NZ Future Strategy

This proposal was delivered to members at the end of July and members are asked to give feedback on the proposal.

## Funding

At a national level, VIN Inc will continue to be funded by membership (or license) fees and by Tourism NZ, along with any commissions generated via national sales channels, national sponsorships and service level agreements with national organisations.

VIN Inc will seek government funding to cover the cost of brand and in-store design and development as well as rebranding all stores externally. It would also cover an expected 50% of costs for Tier 1 store fit-outs with individual owners to fund the balance. This is likely to occur over a period of up to three years as member funding becomes available.

Individual locations will continue to be self-funded and responsible for their own financial performance. Changes to the way the network will operate will affect traditional income streams. The aim is not to create a greater need for owner contributions however each centers income is determined by a number of localised market forces with some requiring greater subsidisation than others.

## The future network in practice

The future network work would involve communities, tourism operators, the Tiaki governance group, RTOs, iwi/hapu and DOC. It would provide integrated delivery of destination management strategies and incorporate safety, emergency management, product development, event support and placemaking. It would work to engage communities in the benefit and value of tourism, connecting them to their tourism offering and its role in enabling regional economic growth. It would provide a consistent physical network, with enhanced digital/online support and local experts sharing their expertise. It would include a comprehensive local, regional and national information and booking service. There would be a strong focus on sustainability strategy and commitment, Qualmark products and services and New Zealand products and merchandise. It would enable integration of local Māori stories into the physical network and benchmarks for operator partnerships around sustainability and Tiaki. A Business Development Manager would be appointed to enable income streams for members, licensees and VIN Inc. and a co-ordinated Tiaki Ambassador programme would be made available to support national and local initiatives.

## How the future two tier network would look

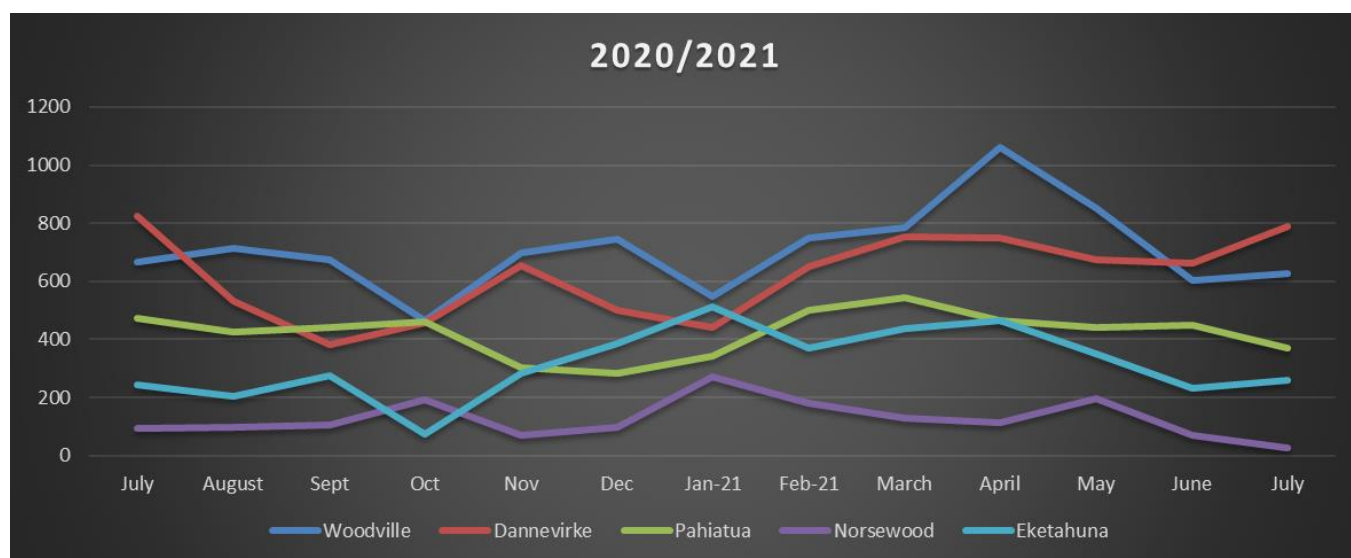
The proposal for the Future Network is for there to be a similar number of locations as today but operating in a two-tier structure. Tourism NZ would look to continue to support the network via its role in VIN Inc.

- Tier 1 locations would be concept stores in key locations. These would choose to meet higher membership requirements under an amended VIN Inc constitution and co-invest with government in an internal upgrade to provide an enhanced visitor experience. They would continue to be members of VIN Inc.
- Tier 2 locations would operate under a secondary brand, with lower membership commitments to reflect their ongoing investment. They would not be members of VIN Inc. but would operate under a license agreement.

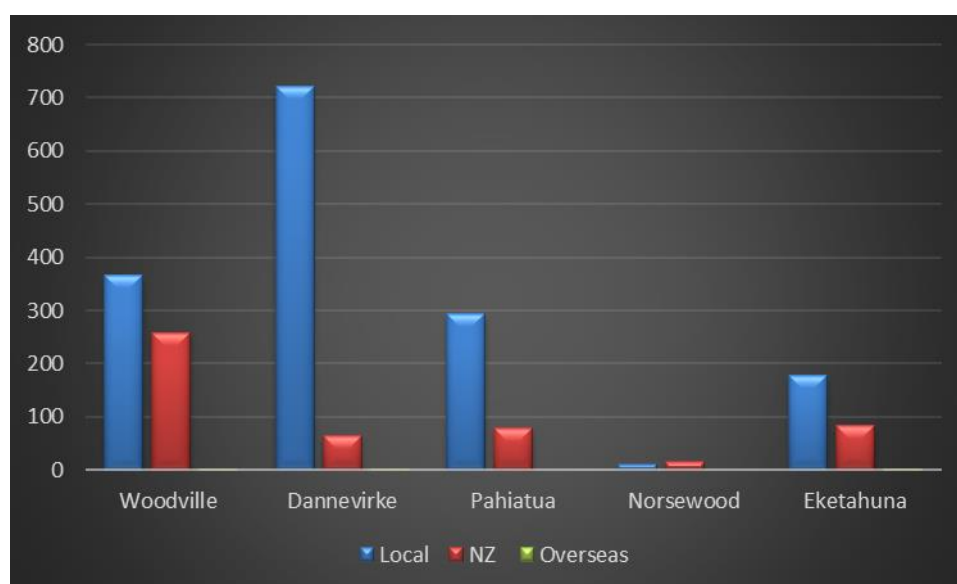
The two Tiers would work in partnership and be closely aligned. Tier 1 concept stores would be the hubs which would work closely with the Tier 2 locations, with each promoting each other to customers. The new network would need a good geographic spread of both Tiers to be viable and relevant to customers and owners alike.

There has been a steady move towards situating i-SITES in buildings that provide other services to customers under the control of the i-SITE owners – such as libraries, museums and council service centres. Co-locations would become more common under the new model as it would provide a more overt level of service and support for local government, making such clusters more complementary. Each site would continue to be independently owned and operated, with owners being financially responsible for the viability of their location, including building, operational and staff costs. Both tiers would be required to meet VIN Inc. minimum staff training requirements. VIN Inc would refocus training and support to meet the needs of the Future Network and would continue to act as national marketer of the entire network.

## Tararua i-SITE and Information Centre statistics July 2021



## July 2021



## People & Capability Group

### Human Resource Management

#### Staff Movements from 1 July.

##### Recent Appointments

Name	Role	Contract Type	Effective Date
Laura Friel	Project Assistant	Permanent	5 July 2021
Alanis Peacock	Project Coordinator	Permanent	26 July 2021
Vicki Priday	Customer Services Representative	Fixed term – 12 months	2 August 2021
Joanne McAlister	Customer Services Representative	Permanent	2 August 2021
Colin Yonge	Economic & Community Development Advisor	Permanent	23 August 2021
Tom Dodd	Civil Engineer/Project Manager	Casual	29 July 2021

##### Internal Appointments

Name	Role	Contract Type	Effective Date
Caitlyn Smyth	HR Administrator	Permanent	2 August 2021
Joanne Passey	Planning Technician	Permanent	30 August 2021
Samantha McIntosh	Planning Administrator	Permanent	30 August 2021

##### Resignations

Name	Role	Effective Date
Tom Dodd	Site Engineer	5 July 2021
Amiria Bristowe	Library Assistant	22 July 2021
Craig Lunn	Regulatory Services Manager	13 August 2021
Malia Hema	Records Administrator	13 August 2021
Debra Mumby	Cleaner	19 August 2021

Mercedes Waitere-McCallum	Events Coordinator & Emergency Management Officer	20 August 2021
Nicole McPeak	Senior Planning Officer	20 August 2021

#### Current Vacancies

Role	Recruitment Stage
Risk & Assurance Advisor	Advertised
Wastewater Treatment Team Leader	Unsuccessful
Wastewater Treatment Operator	Interview Stage
Assistant Accountant	Interview Stage
Regulatory Services Manager	Interview Stage
Manager – Utilities	Advertised
Senior Administrator	Advertised
Senior Building Officer	Unsuccessful

#### Other Staff Matters

Anna Howell has returned from Maternity Leave effective 2 August 2021.

#### Career Development

In response to feedback in a recent staff survey, a performance appraisal system is being developed with rollout of this process expected from October. A performance appraisal system will allow for better management of employee performance and provide the ability to align individual actions with achievement of Council's strategic objectives. Staff will see benefits in clarity of direction, future planning and training and development opportunities.

#### Ministry of Social Development (MSD)

Council has been working with MSD in the employment of four fixed term workers with the Tararua Alliance. This programme is providing benefit to the individuals participating, in growing their knowledge, skills and experience as well as providing great benefit to the district's communities in the work they are completing. This programme has been extended for an additional 12 weeks, fully funded through MSD.



## Operations Group

### Regulatory

#### Building Services

##### Quality Management System

The building team held their monthly Building Consent Authority (BCA) Operational Meeting with Quality Manager, Steve Mazey. No significant changes have been made to the quality management system.

##### Building Consents

This month, Council received 31 building consent applications. Of those applications, 4 were for new dwellings. The total value of building work for consents issued was \$4.3m.

**Table – Applications for Dwellings by Location**

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<b>Dannevirke</b>	<b>18</b>	<b>24</b>	<b>27</b>	<b>43</b>	<b>5</b>
<i>Rural</i>	<i>12</i>	<i>16</i>	<i>15</i>	<i>25</i>	<i>4</i>
<i>Urban</i>	<i>6</i>	<i>8</i>	<i>12</i>	<i>18</i>	<i>1</i>
<b>Woodville</b>	<b>12</b>	<b>7</b>	<b>13</b>	<b>12</b>	<b>1</b>
<i>Rural</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>6</i>	<i>0</i>
<i>Urban</i>	<i>8</i>	<i>3</i>	<i>9</i>	<i>6</i>	<i>1</i>
<b>Pahiatua</b>	<b>13</b>	<b>8</b>	<b>23</b>	<b>31</b>	<b>4</b>
<i>Rural</i>	<i>11</i>	<i>3</i>	<i>10</i>	<i>16</i>	<i>0</i>
<i>Urban</i>	<i>2</i>	<i>5</i>	<i>13</i>	<i>15</i>	<i>4</i>
<b>Eketahuna</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>13</b>	<b>0</b>
<i>Rural</i>	<i>3</i>	<i>2</i>	<i>0</i>	<i>7</i>	<i>0</i>
<i>Urban</i>	<i>0</i>	<i>3</i>	<i>1</i>	<i>6</i>	<i>0</i>
<b>TOTAL</b>	<b>46</b>	<b>44</b>	<b>64</b>	<b>99</b>	<b>10</b>

**Table – Building Consent and Inspection Statistics**

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	393	401	<b>479</b>	<b>31</b>
No. of Applications Processed	381	377	<b>465</b>	<b>30</b>
% Processed within Time	86.6%	92.3%	<b>73.5%</b>	<b>80%</b>
Total Value	15.8M	\$27.8M	<b>\$38.7M</b>	<b>\$4.3M</b>
No. of Inspections Requested	978	1,137	<b>1,608</b>	<b>140</b>
No. of Inspections Performed	1,375	1,715	<b>2,104</b>	<b>209</b>

#### Staffing

Council is advertising again for a Senior Building Officer role, to fill an anticipated retirement vacancy in the team. Unfortunately, previous recruitment efforts have been unsuccessful. We are now advertising the role on the BOINZ job board which has recently been created as another advertising medium.

#### Animal Control

##### Public Education and Information

During the month, two articles were published in the Bush Telegraph. Both articles reminded dog owners to register their dogs by 1 August.

##### Annual Dog Re-registration

To date, 5,653 dogs have registered in the district with 1,039 dogs (15.5%) remaining unregistered.

#### Dog Attacks

**Table – Reported Dog Attacks by Type and Location**

Location	Dogs	Poultry	Stock	People	Total
<i>Ind/Com Nth Ward</i>	0	0	0	0	<b>0</b>
<i>Ind/Com Sth Ward</i>	0	0	0	0	<b>0</b>
<i>Non Rateable</i>	0	0	0	0	<b>0</b>
<i>Rural North Ward</i>	0	1	1	0	<b>2</b>
<i>Rural South Ward</i>	1	0	0	0	<b>1</b>
<i>Road or No Property Address</i>	0	0	0	1	<b>1</b>
<i>Urban North Ward</i>	0	0	0	1	<b>1</b>
<i>Urban South Ward</i>	0	0	0	1	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>6</b>

## Environmental Health and Licensing

### Alcohol Licenses

No licensing applications have required a public hearing. There have been no appeals to the Alcohol Regulatory and Licensing Authority.

### Environmental Health

Environmental Health staff have audited 2 food safety plans for compliance. No inspections were undertaken for compliance with Health regulations.

### Illicit Dumping

**Table – Reported Illicit Dumping by Location**

Location	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<i>Ind/Com Nth Ward</i>	10	16	11	1
<i>Ind/Com Sth Ward</i>	6	9	2	2
<i>Non Rateable</i>	6	6	20	1
<i>Rural North Ward</i>	3	5	3	2
<i>Rural South Ward</i>	6	2	1	1
<i>Road or No Property Address</i>	91	105	74	5
<i>Urban North Ward</i>	4	6	7	0
<i>Urban South Ward</i>	8	3	5	1
<b>TOTAL</b>	<b>134</b>	<b>152</b>	<b>123</b>	<b>13</b>

## District Planning

### Resource Consents

This month, Council received 18 resource consent applications. Of those applications, 16 were for subdivision and 2 were for land use.

**Table – Applications for Subdivision by Location**

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<b>Dannevirke</b>	<b>22</b>	<b>18</b>	<b>44</b>	<b>48</b>	<b>9</b>
<i>Rural</i>	19	16	34	37	7
<i>Urban</i>	3	2	10	11	2
<b>Woodville</b>	<b>7</b>	<b>9</b>	<b>13</b>	<b>25</b>	<b>3</b>
<i>Rural</i>	4	2	6	15	3
<i>Urban</i>	3	7	7	10	0
<b>Pahiatua</b>	<b>13</b>	<b>15</b>	<b>22</b>	<b>35</b>	<b>2</b>

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<i>Rural</i>	10	10	13	26	1
<i>Urban</i>	3	5	9	9	1
<b>Eketahuna</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>13</b>	<b>2</b>
<i>Rural</i>	4	6	7	11	1
<i>Urban</i>	1	0	1	2	1
<b>TOTAL</b>	<b>47</b>	<b>48</b>	<b>86</b>	<b>121</b>	<b>16</b>

**Table – Resource Consent Statistics**

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	72	101	135	18
<i>Subdivision</i>	49	85	121	16
<i>Land Use</i>	23	16	14	2
No. of Applications Processed	73	91	112	9
<i>Subdivision</i>	52	73	104	9
<i>Land Use</i>	21	18	8	0
% Processed within Time	98.6%	93.4%	91.1%	100%

#### Staffing

Council has successfully recruited internally for a Planning Technician and Planning Administrator into the team.

### Programmes and Projects

Work is continuing to develop and implement the Tararua District Council Project Management Guidelines and support documents. These will be shared and advocated across the organisation. There will be an internal workshop with Council teams to present the guidelines and workshop integration.

The Project Management Office (PMO) greatly anticipated enjoyed connecting with both Ngati Kahungunu and Rangitane. We look forward to the continuing partnership to align and enable capital projects across the district.

At present 102 projects are receiving capital funding, with 44 already completed. Thirty projects are currently under delivery with ten more at procurement stage. The PMO continues to lead projects and support other business units to deliver projects across the organisation.

Capital projects remain the priority including three water treatment plants, three earthquake strengthening projects, pensioner housing development and dog pound improvements/developments.

A range of corporate projects have recently increased. Examples include investigation of a digitised sign in system for the Dannevirke administration building, SiteWise implementation for efficient contractor health and safety management, and a refresh of the records digitisation requirements.

#### **Pahiatua Town Centre Upgrade**

- Opening of town centre upgrade was held on 13 August 2021. Photos and videos will be shared on social media channels with a final feature appearing in the Bush Telegraph.

#### **Aften Court Pensioner Units**

- Completion date has been amended to September 2021. This delay was a result of land use resource consents, procurement sign off, legal contract discussions.
- Senior Responsible Officer, and Project Manager has been revised and is now Jessica McKenzie and Laura Friel.
- Additional cost has been identified due to supply chain delays and price increases; however, the revised quote still sits within the allocated budget.

#### **Dannevirke Dog Pound**

- Quotes have been collected, and Best Value Approach will be completed in order to determine contractors. Once completed the projected timeline will be finalised.
- Request for quotes process has determined a projected cost. The remaining total of the approved budget will be allocated to the remaining dog pound development projects.
- Further plans to be developed upon confirmation of contractors.

#### **Dannevirke Water Treatment Plant Upgrade**

- Civil works have been completed, and the upgrade and installation of new pumps began on 5<sup>th</sup> August 2021.
- The project currently remains under the \$1,550,000 allocated budget, and projected timeline with no expected disparities.
- Communications due to be released 31<sup>st</sup> August, providing an update to the public.

#### **Woodville Water Treatment Plant Upgrade**

- Civil works on the Water Treatment Plant are due to be completed by 31<sup>st</sup> August 2021 (weather dependant).

- Upgraded equipment installation scheduled for early October 2021.
- Project completion is dependent on contractor availability (identified risk) however, a possible completion date has been identified.

#### **Eketahuna Water Treatment Plant Upgrade**

- Awaiting revision of the water treatment plant design. Current design does not meet compliance, in the event of long-term rain event, for national drinking water standards. The Principals Group will make the final decision on available options.
- There is an immediate risk to timelines due to the delay in design approval. However, this cannot be determined until the design is approved, but it is not expected to exceed the 3Waters Reform timelines of March 2022.
- The allocated budget to be finalised upon design approval.

#### **Growth Management Strategy – Phase 1 - Assessment**

- A draft liquefaction report is completed and due to be finalised in November 2021.
- GNS science consulting has completed a fault mapping and fault avoidance zone for the district.
- Project Plan is progressing towards finalisation, and product descriptions have been defined (land capacity and suitability assessment, growth forecasts, data modelling).
- This phase is projected to be completed by June 2022 (dependant on resource and key stakeholders).

#### **Huarahi Tūhono – Weber to Wimbledon (Route 52 Upgrade)**

- Engagement, regarding concept proposals, with landowners affected by realignments have commenced. At this stage all are in favour.
- The earthworks consent application has been submitted to Horizons Regional Council. This involves consents for impacted waterways, including cultural assessments.
- Final pavement preparation / sealing in the Wimbledon area is scheduled to re-commence in September.
- Tests are underway specific application rates for each additive for the Angora Road rock. Use of this material is dependent on earthwork's consent application outcome.
- Development and Design – Our design team have been heavily focussed on the development of concept designs for the larger works planned for the project. Having developed the concept plans, we can better engage with the landowners and discuss how the works may affect their properties. Given the terrain the project is located on, gaining feedback from those who know the area is a valuable part of plan development.

- Delivery of works – Work is continuing in the Wimbledon area, with most of the length between Wimbledon Gorge and the Central Hawke’s Bay boundary widened in preparation for the final tidy-up and surfacing scheduled to commence in October. With large lengths of this section having a road width of 5.5m (which is below the minimum width required for 2 trucks to pass) the work to date has transformed this area, and although not complete, has made significant improvements to safe travel.
- The crew are now starting on safety works on the Weber side of the Wimbledon Gorge, with one of the hazardous blind corners (similar to below) cut back and widened.
- Engagement, site visit occurred with Kanoa representative.
- Project information sheets have been completed.



Corner Realignment near CHB Boundary

### Dannevirke Service Centre Earthquake Strengthening

- Response to building consent request for information (RFI) have concluded, and building consent is being finalised.
- Request for price (RFP) document for works is currently being developed and expected to be posted mid- August. This has been aligned with Pahiatua Service Centre to save costs and attract potential contractors.
- The allocated budget is currently under review due to an increase in material cost, and supply chain disruptions due to COVID-19.
- Communications to the public regarding service centre disruption, and open market tender is to be released.

### **Pahiatua Service Centre Earthquake Strengthening**

- The RFP documents are currently under review and will be posted on the open market tender by mid-August. These have been aligned with Dannevirke Service Centre to save costs and attract potential contractors.
- An RFI to assess the needs for project management and construction monitoring and control is in progress.
- COVID-19 remains the biggest risk to this project regarding time and budget. This is due to the increase in labour and material costs, and supply chain disruptions.

### **Pahiatua Town Hall Library**

- The seismic strengthening rating assessment was completed. It has been rated at 10% of the National Building Standard (NBS). It has been advised this needs to increase to 67% NBS to ensure staff and public safety. (The % NBS rating evaluates the performance of a building compares with a similar new building in terms of protecting life).
- The Architectural and Structural upgrade design expected to be completed by 21<sup>st</sup> September 2021. The strengthening work is then required to be completed within the next 7 years.
- The need to increase the allocated budget is expected due to COVID-19. The upgrade design will provide more clarity re: actual costs which will be tabled with Council once known.

## **Libraries**

### **Events and Programmes**

All Library branches were kept busy delivering the School Holiday Programme. Lots of creativity was shown by those who attended as they painted rocks and made Gods Eyes. Those branches with TVs showed G Rated movies complete with popcorn.

The final week of July saw the start of the Chill Out and Read Children's Winter Reading Programme. Team members visited the schools involved to deliver additional reading material. 150 Woodville school children are involved in this programme. The Senior Librarian and Library Assistant with Serials Responsibility visited the printer to collect the "Chill Out and Read" booklets for this year's programme. The printing has been made possible through the Eastern and Central Community Trust grant of \$20,000. Six local Dannevirke schools have a total of 649 children registered for the programme.

This week was also the opportunity for Eketahuna Library to take part in the LIANZA Books Alive promotion. Claire invited Eketahuna School's 'Writer's Group' along to take part in a Zoom session with an author who spoke about the process of writing a book and having it published. Some insightful questions were asked by the group.



For Woodville and Eketahuna, July is a particularly busy time as it is also dog registration month. Being sole charge at these branches means the holiday programme needs to be manageable for them. It also needs to be relatively hands-off so that the community can be served whenever they come in to pay for their dog registration.

The Adult Reading Challenge has been running over the month of July. Weekly prizes have gone to people in Dannevirke, Woodville, and Pahiatua so far. There is one more week to run – in August – before the Grand Prize is drawn from everyone who has completed the 5 challenges required to go in the draw. Last year, the Grand Prize went to Pahiatua.

The Outreach Librarian and the Woodville Community Librarian attended the 'Welcome to Woodville' event mid-July. 51 people stopped to chat and find out more about the Library as well as having a turn on the Oculus VR headset. The Outreach Librarian also attended the Ormondville Sustainable Living – Living Simply event where 90 people visited. There was time for some people to make hedgehogs from books while others browsed the titles the library holds about living a more sustainable life.

### Health and Safety

The front counter at Eketahuna Library has been identified as a potential hazard to the Library team as it is too high for both Eketahuna team members who currently hold the role of Community Librarian. An ergonomic assessment will be carried out and recommendations made to ameliorate the situation. We have been advised by the Building Team Leader that while there is no need for a consent, any changes must incorporate the ability for someone in a wheelchair to make payments. We are also looking at solutions to storage of all the items that need to be accessible for the team. It appears that there are multiple places that items are stored rather than having one easily accessible spot. This has an impact on the day-to-day movement of the team.

### Planning

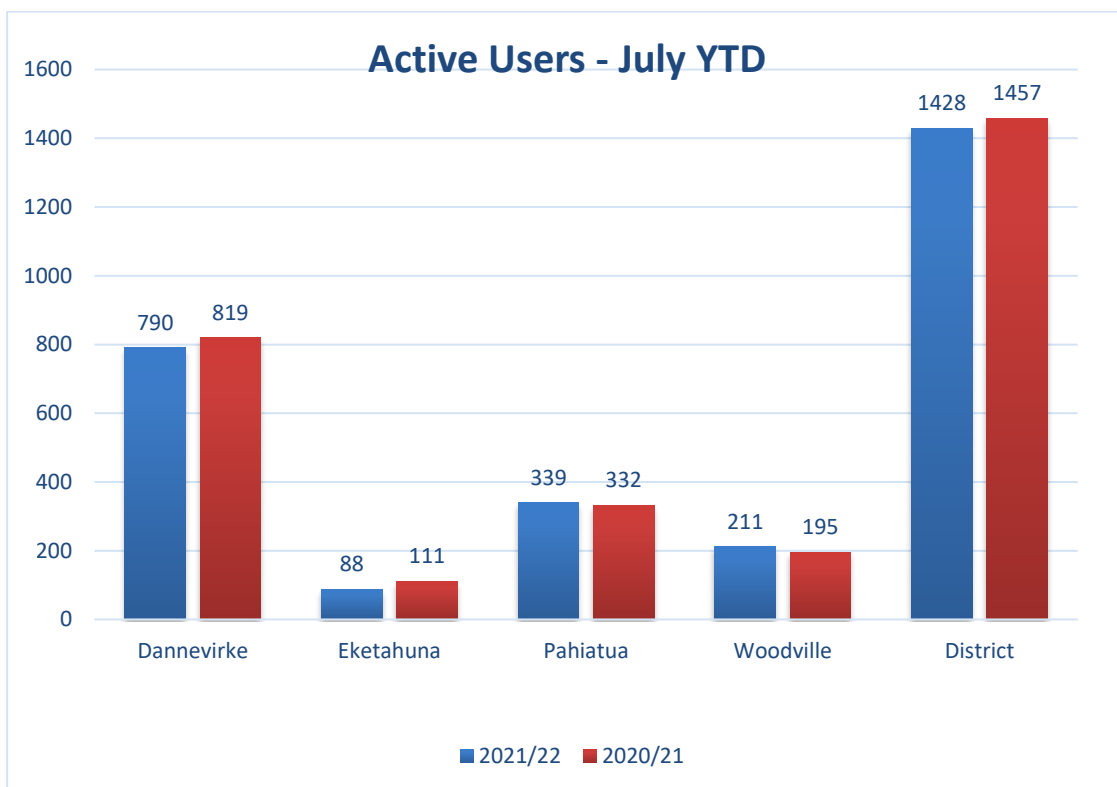
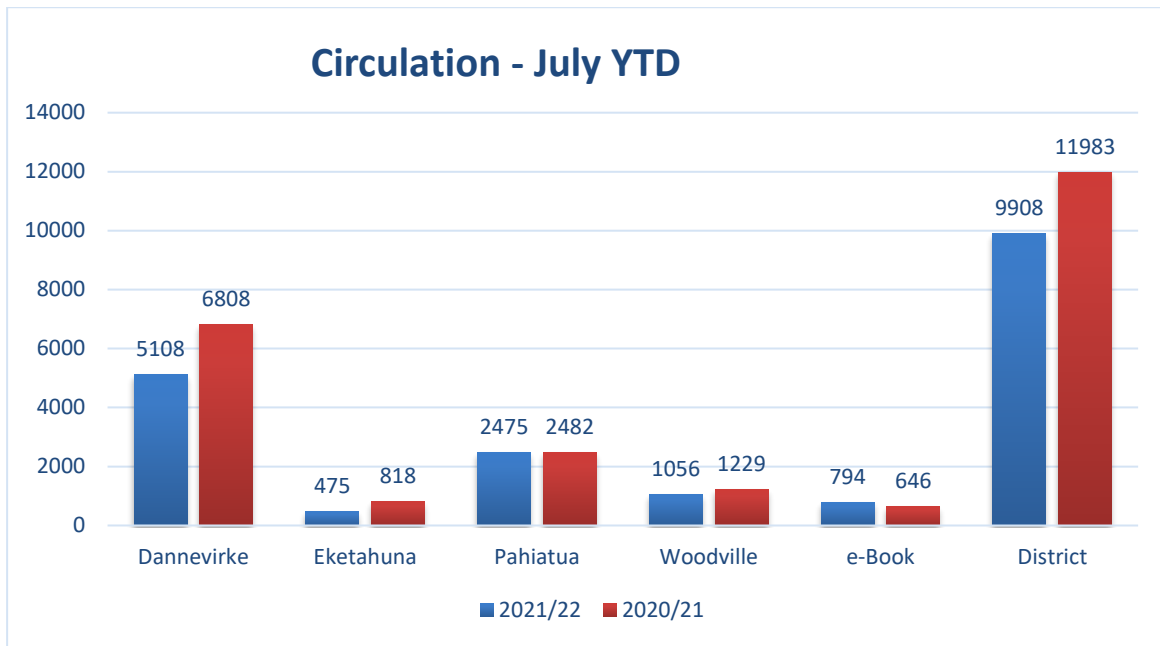
The Annual Poetry writing competition kicks off in August. The Tararua District Library has been lucky to secure Laurice Gilbert as the judge. She is a past president of the NZ Poetry Society. There is an evening event being planned for Woodville and Eketahuna Libraries. A new event this year is a visit to the Rahiri Rest Home in Dannevirke.

Planning has begun for the Home Delivery Service launch. Executive Leadership Team approval has been given, a project plan has been developed, a new patron category has been created, a report for the initial phase has been run identifying possible recipients, and an introductory letter is being developed. The next step is to send out the letter to a targeted group before putting the first deliveries together. The second phase is to widen the group of recipients to those under 65 who meet the criteria.

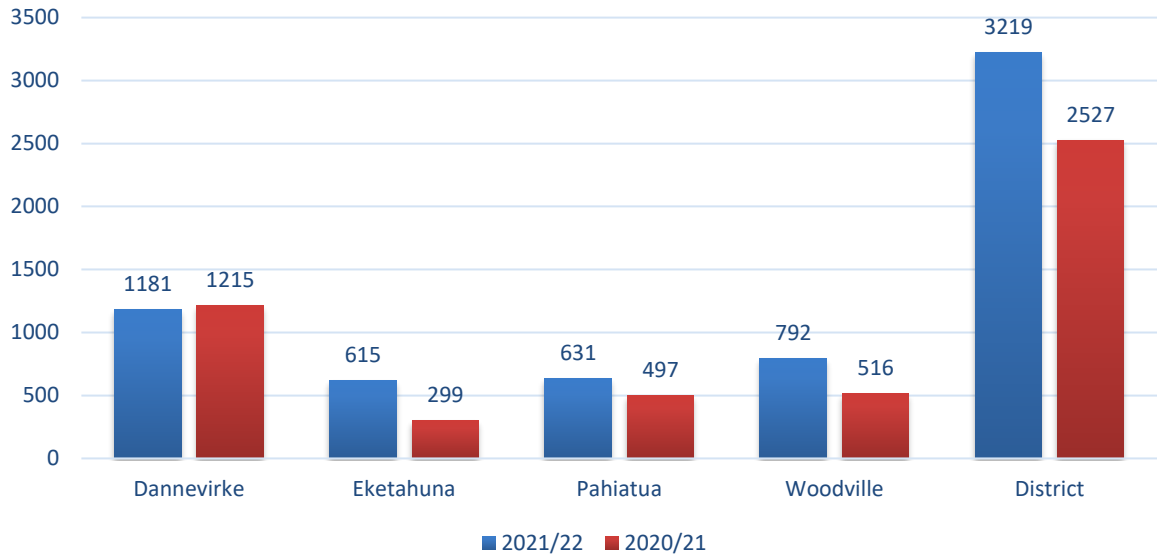
Year 7/8 classes from the district's schools have been invited to take part in the Annual Children's Book Awards quiz. Team members are busy reading the books nominated in order to create the questions. Pahiatua School are the reigning champions.

Planning is underway for the Term 3 Holiday programme, "Escape rooms".

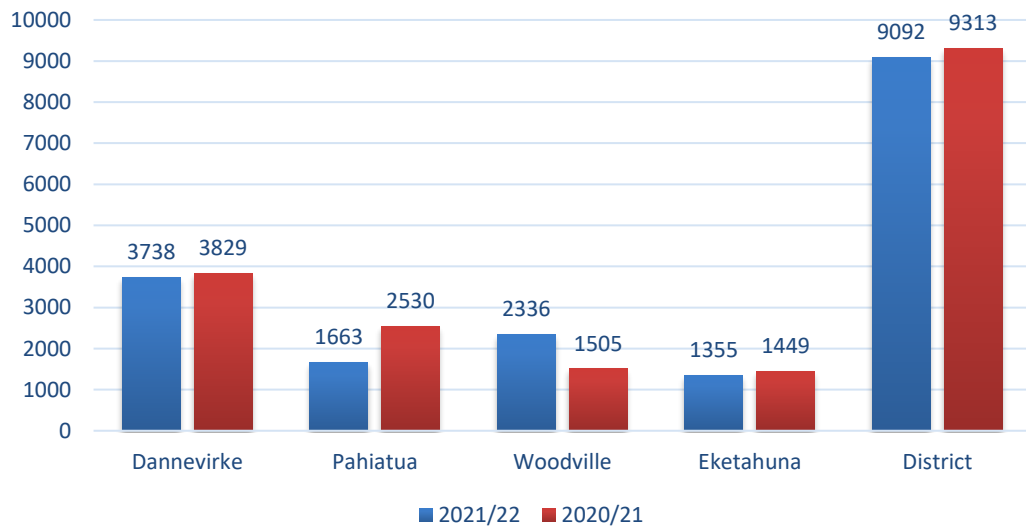
Statistics as at 31 July 2021

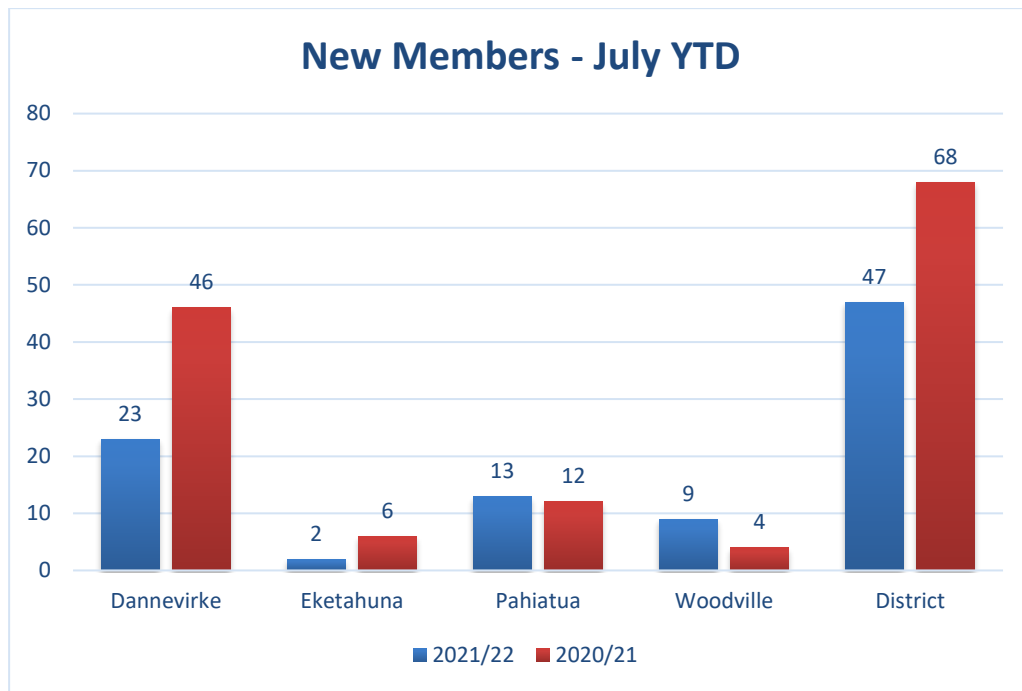


### APNK Use (Sessions) - July YTD



### Pedestrians July YTD





# Civil Defence Emergency Management



**August 2021**

## **Civil Defence Emergency Management**

Focus is on Council capability, staff training, connecting with community groups and Community Resilience. This includes updating Council's Emergency Operations Centre (EOC) staff list and assigning function managers to roles within the EOC. Council has the services of Ross Brannigan from Emergency Management Services. Ross has been involved in Emergency Management for many years and is contracted to provide an overview of Emergency Management within Council and identify any gaps that we may have. Ross will also provide assistance to Pete in getting his feet under the desk along with a personal development plan.

## **Staff Training**

Three staff attended Integrated Training Framework (ITF) Foundation course, with another 12 staff booked onto one to be held in Dannevirke, 2 attended an ITF Intermediate course, 2 attended a welfare function specific course, staff are also attending Public Information Management courses.

## **Digital Radio Project**

The first roll out of digital radios have been installed. There have been 10 radios installed into the Water, Wastewater, Animal Control, General Inspector and Emergency Management vehicles. These radios all have GPS units attached and have an emergency alert feature on the system. This enables staff to press the emergency alert if help is needed. This will send an alert to the afterhours who will receive a phone call and an E-Mail showing a link to a map that will show the exact location of the radio. There will then be an escalation process that after hours will follow. This system will be also be linked to Council's Get Home Safe application. The afterhours call centre will monitor this 24/7.

## **Tararua Emergency Management Committee (EMC)**

Maureen Reynolds chaired a well-attended meeting at Dannevirke Council Chamber on 12 August. At this it was announced that Council will trial splitting the EMC into two group committees, being response and welfare. This is so going forward some constructive planning for any future events may be achieved easier with small groups. These types of committees have been established in neighbouring districts and have to date proved successful. It is envisaged that the two committees will come together for a combined hui once a year.

## **Manawatū Whanganui Rural Coordination Group (RCG)**

Council's Emergency Management Officer attended a meeting with this group on 5 May. This was well attended by many representatives from around the region.

It was mentioned that farming conditions are favourable on the western side of the region, however, the eastern part is still very dry with soil moisture content, dams, and creeks lower than normal. A talk was also given by a representative from the Horizons Regional Council river team.

### **Life at the Boundary Roadshow**

East Coast Labs provided a roadshow outlining the Hikurangi trench, the research being done, and scientific evidence already found and the impact if there was a major earthquake in this area. This included the intensity of the shaking and of course the tsunami that would follow such an event. This was attended by about 50 people from within the community. If you are interested in viewing the presentation, please look up <https://arcg.is/WD1Kj>

### **Community Welfare Group Engagement - Civil Defence Centres (CDC's)**

Council's Emergency Management Officers, along with Manawatu-Whanganui Emergency Management Group's Emergency Management Coordinator-Resilience, Steve Dunn attended Community Welfare Group meetings in Pahiatua, Woodville and Eketahuna. It was stated in Woodville that there are 49 residents on the groups email list for support to the group. Discussions were held at Woodville around group first aid training, community resilience, promoting and providing information on Civil Defence at the upcoming Welcome to Woodville event that was held on 18 July where CDC members distributed Civil Defence information to members of the public. A tabletop exercise was also held in Pahiatua and Woodville which brought up some great discussions and ideas on what the groups could do to enhance their preparedness for a major event.

### **Westport Deployment**

Both Pete Sinclair and Mercedes Waitere-McCullum were deployed for 6 days to the recent flooding event down in Westport which involved working six 12 -13-hour shifts. This had a devastating impact on the town of approximately 4600 people with 826 homes and 2065 people evacuated on the West Coast. 72 houses were red carded, meaning they were not habitable due to safety reasons and another 365 yellow stickered meaning they had some improvements to do before the occupants could move back in. The Manawatu-Whanganui Regional Emergency Management Group had a total of 12 personnel deployed from the 7 councils within the group.



The Manawatu-Whanganui Team

### **Attachments**

Nil.