



## **Notice of Meeting**

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 29 March 2017** commencing at **1.00 pm**.

Blair King  
**Chief Executive**

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## **Agenda**

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

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

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

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

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

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

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

<b>6.</b>	<b>Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business</b>	
<b>7.</b>	<b>Personal Matters</b>	
<b>8.</b>	<b>Confirmation of Minutes</b>	<b>7</b>
	<i>Recommendation</i>	
	<i>That the minutes of the Council meeting held on 1 March 2017 (as circulated) be confirmed as a true and accurate record of the meeting.</i>	
<b>9.</b>	<b>Any Matters Arising from the Minutes not otherwise dealt with in the Agenda</b>	
<b>10.</b>	<b>Community Boards and Community Committees Reports</b>	
<b>10.1</b>	<b>Dannevirke Community Board</b>	<b>17</b>
	<i>Recommendation</i>	
	<i>That the report of the Dannevirke Community Board meeting held on 6 March 2017 (as circulated) be received.</i>	
<b>10.2</b>	<b>Eketahuna Community Board</b>	<b>23</b>
	<i>Recommendation</i>	
	<i>That the report of the Eketahuna Community Board meeting held on 3 March 2017 (as circulated) be received.</i>	
<b>10.3</b>	<b>Pahiatua On Track</b>	<b>31</b>
	<i>Recommendation</i>	
	<i>That the report of the Pahiatua On Track meeting held on 1 March 2017 (as circulated) be received.</i>	
<b>10.4</b>	<b>Woodville Districts' Vision</b>	<b>35</b>
	<i>Recommendation</i>	
	<i>That the report of the Woodville Districts' Vision meeting held on 7 March 2017 (as circulated) be received.</i>	

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

<b>11.</b>	<b>Reports</b>	
<b>11.1</b>	<b>Pensioner Housing</b>	<b>39</b>
<b>11.2</b>	<b>Horizons Regional Council Draft Annual Plan 2017/2018</b>	<b>49</b>
<b>11.3</b>	<b>Adoption of the Council's Draft Annual Plan 2017/2018</b>	<b>55</b>
<b>11.4</b>	<b>Proposed Lease of Makuri Domain Board Land at Domain Road</b>	<b>63</b>
<b>11.5</b>	<b>Carnegie Centre Extension of Lease</b>	<b>77</b>
<b>11.6</b>	<b>Woodville Water Supply Pipeline Bridge and Challies Farm Bridge Replacement at Grass Road, Woodville</b>	<b>81</b>
<b>11.7</b>	<b>Application for Extraordinary Connection to the Council's Water Supply in Woodville</b>	<b>111</b>
<b>11.8</b>	<b>Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974</b>	<b>117</b>
<b>11.9</b>	<b>Staff Report</b>	<b>135</b>
<b>11.10</b>	<b>Audit and Risk Committee Recommendation</b>	<b>199</b>

*That the report of the Audit and Risk Committee meeting held on 13 March 2017 (as circulated) be received.*

## **12. 2017 Local Government New Zealand Conference**

Determine the Council's delegates to attend the 2017 Local Government New Zealand Conference to be held in Auckland from 23 to 25 July 2017. A copy of the conference programme is circulated separately from the agenda for the Council's information and reference.

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

Determine the Council's delegates to vote on its behalf at the Local Government New Zealand Annual General Meeting to be held on 25 July 2017.

**14. Change of Council Meeting Date**

**Recommendation**

*That due to its closeness to the dates when the Local Government New Zealand Conference is held the scheduled Council meeting day in July be moved to 2 August 2017 (being one week later than usual).*

**15. Correspondence**

**205**

**Recommendation**

*That the correspondence as listed be received.*

**(a) Local Government Commission 15 March 2017**

*Re: Draft proposal for the reorganisation of local government in the Wellington region.*

**16. Portfolio Reports**

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

**17. Mayoral Matters**

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

**19. Public Excluded Items of Business**

**Recommendation**

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

*Saddle Road upgrade variation to C04/13 stage 3 project works (Site 4)*

*Petrol Station proposal for Pongaroa*

*Rural Broadband Initiative 2*

*Audit and Risk Committee meeting report*

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



<b><i>General subject matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48 (1) for the passing of this resolution</i></b>
<b><i>Saddle Road upgrade variation to C04/13 stage 3 project works (site 4)</i></b>	<b><i>To protect the commercial position of a third party</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Petrol Station proposal for Pongaroa</i></b>	<b><i>To protect the commercial position of a third party</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Rural Broadband Initiative 2</i></b>	<b><i>To protect commercial and industrial negotiations</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Audit and Risk Committee meeting report</i></b>	<b><i>To protect improper gain or advantage</i></b>	<b><i>Section (1)(a)(i)</i></b>

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

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

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

***s7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).***

***s7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.***

*That the Alliance Network Manager be permitted to remain at this meeting after the public has been excluded because of his knowledge of the Saddle Road upgrade variation to contract. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of his understanding of the information circulated regarding the status and proposed actions concerning that project.*

## **20. Closure**



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 1 March 2017 commencing at 1.00 pm.

## **1. Present**

Her Worship the Mayor - Mrs T H Collis, Crs A L Benbow (Deputy Mayor), E J Christison, A K Franklin, J E Crispin, S A Hull, C J Isaacson and P A Johns.

### **In Attendance**

Mr B King	- Chief Executive
Mr R Taylor	- Governance Manager
Mr P Wimsett	- Manager Strategy and District Development (until item 13.3)
Mr R Suppiah	- Chief Financial Officer
Mr C McKay	- Finance Manager
Mr W Labuschagne	- Management Project Accountant
Ms E Roberts	- Revenue Manager
Mr C Chapman	- Alliance Network Manager (until item 16)

Others as indicated for the Pongaroa fuel installation proposal and unformed paper road between State Highway 2 and 56 Old Coach Road items of business

## **2. Council Prayer**

2.1 The Mayor opened the meeting with the Council Prayer.

## **3. Apologies**

3.1 *That an apology be sustained from Cr A J Thompson for non-attendance at the meeting.*

*Crs Christison/Crispin*

*Carried*

## **4. Declaration Required of New Councillor**

4.1 Cr A K Franklin made and attested her Council member's declaration pursuant to Schedule 7 Clause 14 of the Local Government Act 2002. The Mayor witnessed the making and attesting of the declaration.

## **5. Public Forum**

5.1 Nil

## **6. Pongaroa Fuel Installation Proposal**

- 6.1 David Monk, Mark Wheeler, Noel Murphy and Gowan Greene attended the meeting for this item of business.
- 6.2 The representatives for the Pongaroa community spoke on the need to provide a fuel supply in their area, and the actions they are taking to ensure this service is again available in Pongaroa.
- 6.3 At present fuel cannot be purchased in Pongaroa, and this is a concern as there is no immediate supply in the near vicinity without travelling long distances or travellers relying on the goodwill of local residents.
- 6.4 Recognising the need to rectify this situation the Pongaroa community has formed a social enterprise known as Pongaroa Fuel Stop Incorporated Society to implement a joint venture proposal with Allied Petroleum.
- 6.5 Allied Petroleum provide 25% of the fuel supply in New Zealand, and they are planning to establish an unmanned fuel stop in Pongaroa that is available twenty-four hours a day/seven days a week.
- 6.6 The Pongaroa community will undertake the ground works, excavation and placement of the facility, and they require funding to assist with the costs involved and are seeking a contribution from the Council (as previously occurred in Eketahuna and Norsewood).
- 6.7 There is a difficulty in respect of raising funding for this purpose as the community's social enterprise structure does not fit eligibility criteria to seek financial assistance from some funding providers.
- 6.8 The total cost of the project is \$555,134, with the Pongaroa community share amounting to \$245,000. At this time they have secured funding of \$108,750, leaving a shortfall depending on contingencies of between \$80,000 to \$140,000.
- 6.9 The proposed site for the fuel installation is 10823 Route 52 Pongaroa, and a resource consent application is to be submitted with a view to progressing to the construction stage by the middle of this year.
- 6.10 Through making a fuel supply available in Pongaroa it has potential to strengthen the community's health, economy and wellbeing, and increase opportunities for promoting tourism and attracting visitors to the area.
- 6.11 The Mayor commended the group on their work and commitment to ensure the success of this project in the interests of the Pongaroa community.
- 6.12 The Manager Strategy and District Development is to work with Pongaroa Fuel Stop Incorporated to prepare a report for the Council's next meeting to consider possible assistance to support this initiative.

- 7. Notification of Items Not on the Agenda**
  - 7.1 Nil
- 8. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
  - 8.1 Nil
- 9. Personal Matters**
  - 9.1 Nil
- 10. Confirmation of Minutes**
  - 10.1 *That the minutes of the Council meeting held on 25 January 2017 (as circulated) be confirmed as a true and accurate record of the meeting.*  
*Crs Isaacson/Christison* *Carried*
- 11. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**
  - 11.1 Nil
- 12. Community Boards and Community Committees Reports**
  - 12.1 **Dannevirke Community Board**
    - 12.1.1 *That the report of the Dannevirke Community Board meeting held on 7 February 2017 (as circulated) be received.*  
*Crs Johns/Hull* *Carried*
  - 12.2 **Eketahuna Community Board**
    - 12.2.1 *That the report of the Eketahuna Community Board meeting held on 3 February 2017 (as circulated) be received.*  
*Crs Johns/Hull* *Carried*
  - 12.3 **Pahiatua On Track**
    - 12.3.1 *That the report of the Pahiatua On Track meeting held on 1 February 2017 (as circulated) be received.*  
*Crs Johns/Hull* *Carried*
  - 12.4 **Woodville Districts' Vision**
    - 12.4.1 *That the report of the Woodville Districts' Vision meeting held on 7 February 2017 (as circulated) be received.*  
*Crs Johns/Hull* *Carried*

**12.4.2 Ferry Reserve**

- 12.4.2.1 It is noted that from 14 January to 7 February 1,450 vehicles stayed overnight at Ferry Reserve, and the numbers using this facility will continue to be monitored.

**13. Reports**

**13.1 Application for Extraordinary Connection to the Council's Water Supply in Woodville**

- 13.1.1 *That this item of business be left to lie on the table until the next Council meeting to enable the Mayor, Cr Johns and the Chief Executive to meet with large extraordinary users of the Woodville water supply.*

*Mayor Collis/Cr Christison*

*Carried*

**13.2 Unformed Paper Road Between State Highway 2 and 56 Old Coach Road**

- 13.2.1 The property owner Mrs C A Nagel and her legal advisor Simon Ogilvie attended the meeting for this item of business.

- 13.2.2 The Chief Executive outlined the plan relating to the request on behalf of the property owner for stopping a section of unformed road due to a building encroachment.

- 13.2.3 Mrs Nagel confirmed as a condition of the sale and purchase agreement to sell the property provision will be included to ensure legal right of public access to the Makakahi River off Old Coach Road is maintained via a gate and sign, thereby securing this arrangement in perpetuity.

- 13.2.4 *That the report from the Chief Executive dated 22 February 2017 concerning an unformed paper road between State Highway 2 and 56 Old Coach Road (as circulated) be received, and*

*That the Council approve the application on behalf of the property owner of 56 Old Coach Road to stop an unformed road between their property and State Highway 2 as per the proposed plan that enables public access to the Makakahi River, and*

*That the application is processed under the appropriate legislative process with any of the Council's external costs being met by the applicants, and*

*That a pro-rata rate of land area stopped and merged with the parent property be paid to the Council by the applicants at the external valuation sought once confirmed by survey.*

*Crs Johns/Hull*

*Carried*

**13.3 Six Months Performance Report for the 2016/2017 Year**

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

13.3.2 Overall the outcome is favourable, and progress with the capital budget is being made and a large portion of the programme will be nearing completion by the end of the third quarter.

13.3.3 Progress continues to be made with managing the rates debtors by classifying them to categories based on risk using internal resource and MWLASS debt management services.

13.3.4 Total arrears owing as at 31 September was \$1,565,146, and this amount reduced to \$1,315,844 as at 31 December 2016. For the six months \$507,000 of rates arrears was collected.

13.3.5 ***That the report from the Chief Financial Officer dated 23 February 2017 concerning the six months performance for the 2016/2017 year (as circulated) be received and noted, and***

***That the Council note and approve the capital project budgets variations as outlined in paragraph 5.3 of this report.***

***Crs Crispin/Hull***

***Carried***

**13.4 Staff Report**

**13.4.1 Water Quality CRM's**

13.4.1.1 It is requested that consideration be given to reporting water quality information regarding CRM's received by providing these details for each town's water supply.

**13.4.2 Alliance Trade Site at Dannevirke A and P Show**

13.4.2.1 The Alliance is congratulated on their trade site at Dannevirke A and P Show.

**13.4.3 Renewals**

13.4.3.1 The Alliance is commended on the pavement renewals work undertaken at River Road and Ormondville-Te Uri Road.

**13.4.4 Woodville Swimming Pool**

13.4.4.1 It is noted that the Woodville Swimming Pool Committee has closed the community pool for the season as the trained lifeguards are not available to continue working at the facility.

13.4.5      **Rankers Camping NZ App Statistics for Tararua**

13.4.5.1    Some of the Rankers Camping NZ information for the district needs updating.

13.4.6      ***That the report from the Chief Executive dated 23 February 2017 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

***Crs Christison/Johns***

***Carried***

**14.          Portfolio Reports**

14.1        **Economic Development/Marketing**

14.1.1      The Deputy Mayor reported that the economic development/marketing portfolio holders will be meeting in the future pending the appointment of a new Economic Development and Communications Manager.

14.2        **One Plan**

14.2.1      The Deputy Mayor reported that the Environment Court hearing has been held regarding legal proceedings concerning the Horizons Regional Council One Plan, and the decisions arising from this challenge are awaited.

14.3        **Norsewood/Ormondville**

14.3.1      The Deputy Mayor reported on the following matters relating to Norsewood/Ormondville communities:

- The Ormondville Rail Preservation Group Five Viaducts Tour and Street Festival is held on 4 March 2017.
- Norwegian Day celebrations are held in Norsewood on 21 May 2017.
- Norsewood Promotions Incorporated is considering the feasibility of providing a dump station at Mathews Park Domain to upgrade the facilities for freedom camping.

14.4        **Creative Communities New Zealand**

14.4.1      Cr Isaacson reported there were small attendances at the roadshows held around the district in February to assist groups and individuals to understand the funding available from Tararua District Creative New Zealand Grants Scheme.

14.5        **Works Liaison Committee**

14.5.1      Cr Johns reported that meetings are being arranged with large extraordinary users of the Woodville water supply.



## 14.6 **Akitio/Pongaroa**

- 14.6.1 Cr Christison reported that Akitio Boating Club held a very successful and enjoyable annual fishing competition.

## 14.7 **Youth/Sport**

- 14.7.1 Cr Christison reported that the burnout night for youth held at his property was very successful, with \$800 raised by the Dannevirke Community Crew for the local Relay for Life team.
- 14.7.2 A resource consent application is to be made for this activity to occur on an ongoing basis, and coordinated in liaison with involvement of Dannevirke youth.

## 14.8 **Weber/Wimbledon/Herbertville**

- 14.8.1 Cr Crispin is to submit a CRM to report a safety matter relating to trees in the Wimbledon Valley area needing attention as they are causing concerns relating to encroaching on road visibility.

## 14.9 **Pahiatua Town Centre Upgrade**

- 14.9.1 Cr Hull reported that planning for the Pahiatua town centre upgrade is progressing through discussion on branding.

## 14.10 **Community Relations**

- 14.10.1 Cr Hull and the Mayor attended the Rangitane Tu Mai Ra Trust bus tour on sites of significance and future significance to them relative to their Treaty of Waitangi settlement redress from the Crown.
- 14.10.2 Cr Hull reported she had also attended a community response forum.

## 14.11 **Makuri**

- 14.11.1 The Mayor reported she had attended the Makuri Trail Ride, and this event provided a good opportunity to engage with their community.

## 15. **Mayoral Matters**

### 15.1 **Appointments**

- 15.1.1 *That the following appointments are made arising from a review by the Mayor following the by-election for a further South Ward Councillor:*

- *Economic development/marketing portfolio - add Cr A K Franklin*
- *Youth/sport portfolio - add Cr A K Franklin*
- *Pahiatua On Track liaison representative - change to Cr A K Franklin*
- *Pahiatua town centre upgrade Council liaison representative - Cr S A Hull*

**Mayor Collis/Cr Johns**

**Carried**

- 15.1.2 The youth/sport portfolio holders are to consider appropriate options and opportunities to engage with youth.

## **16. Items not on the Agenda**

16.1 Nil

16.2 The meeting adjourned at 3.25 pm for afternoon tea, and resumed at 3.40 pm.

## **17. Public Excluded Items of Business**

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

*Metered water charge write-off requests*

*Abandoned land properties*

*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 follow:*

<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>Metered water charge write-off requests</i>	<i>To protect the privacy of natural persons</i>	<i>Section (1)(a)(i)</i>
<i>Abandoned land properties</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.*

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

*Crs Christison/Isaacson*

*Carried*

- 17.2      **Metered Water Charge Write-off Requests**
- 17.2.1    *That the report from the Chief Financial Officer dated 22 February 2017 concerning metered water charge write-off requests (as circulated) be received, and*
- That the Council agree to remit 75% of the additional charges as proposed in paragraph 6 of this report relating to invoices for water charges incurred as the result of leaks in the properties water pipelines, and*
- That the Council emphasise to the property owners their responsibility to ensure the water supply lines remain intact, and they must proactively implement steps to prevent and find leaks prior to discovering them.*
- Crs Crispin/Hull* *Carried*
- 17.3      **Abandoned Land Properties**
- 17.3.1    *That the report from the Chief Financial Officer dated 22 February 2017 concerning abandoned land properties (as circulated) be received and noted with regard to the process implemented by staff as part of managing and pursuing this debt.*
- Crs Hull/Christison* *Carried*
- 17.4      *That open meeting be resumed.*
- Crs Benbow/Johns* *Carried*
- 17.5      *That the decisions taken with the public excluded be confirmed in open meeting.*
- Crs Benbow/Johns* *Carried*

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 4.00 pm.

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Mayor





## Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 6 March 2017 commencing at 1.00 pm.

### 1. Present

Board Members W R Macdonald (Chairperson), P F Walshe (Deputy Chairperson), T J Hynes and K P Spooner.

#### In Attendance

Mr R Taylor - Governance Manager  
Mr A Frith - Dannevirke High School

- 1.1 The Chairperson welcomed Dannevirke High School Community Prefect Alex Frith to the meeting.

### 2. Apologies

- 2.1 *That an apology be sustained from Cr C J Isaacson for non-attendance at the meeting.*

*Walshe/Hynes*

*Carried*

### 3. Public Forum

- 3.1 Nil

### 4. Personal Matters

- 4.1 Nil

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

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

- Uninhabited derelict houses

### 6. Confirmation of Minutes

- 6.1 *That the minutes of the Dannevirke Community Board meeting held on 7 February 2017 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Hynes/Spooner*

*Carried*

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

### **7.1 Victoria Avenue Landscaping** (Item 7.1)

- 7.1.1 Residents with concerns or views regarding landscaping in Victoria Avenue (where trees were removed) have been informed the option is available to address the Council and/or the Board to speak on this matter.

### **7.2 Pensioner Housing** (Item 7.2)

- 7.2.1 The Council is to reassess its intention for pensioner housing through the next Long Term Plan, and in the meantime has deferred implementing its previous decision to exit from providing this service.
- 7.2.2 Further details of the approach to be taken next financial year will be outlined in conjunction with the 2017/2018 Draft Annual Plan that Council is to consider at its meeting on 29 March 2017.

### **7.3 Community Cycle/Walkway Project** (Item 15)

- 7.3.1 The Alliance responded to the CRM received to spray and weedeat the community cycle/walkway area, and has arranged to undertake this work.

### **7.4 High Street Trees** (Item 14.3)

- 7.4.1 The trees in High Street have been pruned by Treesmart, and consideration is to be given to establishing a regular cycle to maintain their appearance.

### **7.5 Fireworks** (Item 14.2)

- 7.5.1 It appears that instances of fireworks regularly being let off on the east side of town late at night or in the early hours of the morning have ceased.

### **7.6 Noise Control** (Item 14.1)

- 7.6.1 Details from the CRM system for reporting after-hours complaints relating to excessively loud and noisy stereos use have been provided to the Deputy Chairperson.

### **7.7 Community Boards Conference** (Item 12)

- 7.7.1 The Deputy Chairperson is not attending the biennial Community Boards Conference held in Methven from 11 to 13 May 2017.

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

- 8.1 ***That the report of the Tararua District Council meeting held on 1 March 2017 (as tabled) be received.***

***Spooner/Walshe***

***Carried***

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

### **9.1 Tararua Community Youth Services**

9.1.1 Board Member Hynes reported that Eastern Institute of Technology is running in conjunction with Tararua Community Youth Services a further building and carpentry training course for fourteen students. This involves building a cottage through Tumu Timbers.

9.1.2 Funding is being sought to replace two vehicles in Dannevirke and Pahiatua, with an approach made to Pahiatua On Track to seek financial assistance and an application form obtained for the Board's General Assistance Grants Scheme.

9.1.3 A meeting has been held with the Mayor and Chief Executive to request the lease of the Carnegie Community Centre is rolled over for a further period of twelve months.

### **9.2 Dannevirke Chamber of Commerce**

9.2.1 Board Member Hynes reported that Dannevirke Chamber of Commerce is considering its programme for 2017, and has arranged a business after fives meeting at Amalgamated Packaging.

9.2.2 The appointment of the new Economic Development and Communications Manager is eagerly awaited with interest by Dannevirke Chamber of Commerce.

### **9.3 Dannevirke and Districts A and P Association**

9.3.1 Board Member Spooner reported that Dannevirke and Districts A and P Association is pleased with the outcome of this year's A and P Show.

### **9.4 Dannevirke Brass Band**

9.4.1 Board Member Spooner attended a meeting of Dannevirke Brass Band, and they continue their commitment to performing at community events and marching in parades.

### **9.5 Tararua District Road Safety Group**

9.5.1 The Deputy Chairperson reported on the Tararua District Road Safety Group meeting held on 28 February 2017, and this includes reference to the following matters:

- There were four fatal road traffic accidents on roads in the district.
- Work is progressing well on upgrading the Saddle Road, and driving this route only takes five to eight minutes longer than using the Manawatu Gorge.
- The South School pedestrian crossing may need to be relocated.

- 9.5.2 The Deputy Chairperson requested the Alliance is asked to consider as a courtesy its staff leave a card in residents letter boxes to advise when significant works occur near their property.

## 9.6 **Dannevirke Information Centre Management Committee**

- 9.6.1 The Chairperson reported that the Dannevirke Information Centre Management Committee existing contract with the Council has expired, and they are in the process of considering its further renewal and the annual funding grant they receive.

- 9.6.2 Their financial position relating to the operation of the Dannevirke Information Centre is satisfactory with regard to covering costs.

## 10. **Correspondence**

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

(a) *Dannevirke A and P Association* *9 February 2017*  
*Re: Thanks for financial assistance to support the 2017 A and P Show*

(b) *Mayor Tracey Collis*  
*Re: Invitation to presentation of Tararua civic honour to Bob Dresser*

*Walshe/Hynes*

*Carried*

## 10.2 **Civic Honour Presentation**

- 10.2.1 The Chairperson, Deputy Chairperson and Board Member Hynes will attend the presentation of a Tararua civic honour to Bob Dresser held on 14 March 2017 at 2.00 pm in the Hub.

## 11. **Request for a Pedestrian Crossing on Allardice Street**

- 11.1 The Board agree there is a need to improve safety for pedestrians on both sides of Allardice Street at its intersection with High Street.

- 11.2 Acknowledging this situation the Board in response to the CRM request forwarded by the Alliance for comment recommend the feasibility of providing a pedestrian crossing at the following locations is assessed:

- Allardice Street between Forge Restaurant and Police Museum
- Allardice Street between For Farms For Homes and Arigato Mums Sushi Restaurant



## **12. Chairman's Remarks**

12.1 Nil

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

### **13.1 Uninhabited Derelict Houses**

13.1.1 The Deputy Chairperson expressed concern regarding instances of uninhabited derelict houses in Dannevirke causing a potential hazard to public safety and an environmental eyesore.

13.1.2 The Governance Manager advised the Council is presently undertaking a District Plan change that includes new powers to deal with situations of both derelict buildings and vehicles.

13.1.3 Once the process of considering submissions is complete and the District Plan change is approved the Council will have the ability to improve environmental management relative to this matter.

## **14. Dannevirke Multiuse Venue**

14.1 It is noted that the community driven committee seeking a multiuse sports facility in Dannevirke has considered the feasibility study they commissioned from Opus Consultants.

14.2 The consensus of the committee is that they should look to develop Anderson Park (the present sports centre complex) as a multiuse venue.

## **15. Electric Vehicle Charging Stations**

15.1 Electric vehicle charging stations are being considered for installation in the district during the 2017 calendar year.

## **16. Youth**

16.1 Dannevirke youth are working in conjunction with Cr Christison to oversee and ensure the safe use of the burnout pad at his property.

16.2 A resource consent application is to be made regarding this activity occurring on an ongoing basis, and coordinated through their group (Dannevirke Burnouts Club) formed for this purpose.

## **17. Alliance Group Dannevirke Plant**

17.1 The Alliance Group is investing \$10.6 million to upgrade its Dannevirke plant, and this is very pleasing in terms of their commitment to maintain and develop the presence and contribution of this significant industry.

**18. Dannevirke High School**

- 18.1 Dannevirke High School prefects are directing their attention to work on the truancy issue around town.

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

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Chairperson



## **Eketahuna Community Board**

Minutes of a meeting of the Eketahuna Community Board held in the Eketahuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketahuna on Friday 3 March 2017 commencing at 10.05 am.

### **1. Present**

Board Members C C Death (Chairperson), S E Shannon (Deputy Chairperson), D F Eagle and P Wilson.

#### **In Attendance**

Mrs T H Collis - Her Worship the Mayor (from item 6.7)  
Mr R Taylor - Governance Manager  
Others as indicated for specific items of business

### **2. Apologies**

- 2.1 *That an apology be sustained from Cr A J Thompson for non-attendance at the meeting, and the apology be received from Mayor T H Collis for lateness to the meeting.*

*Eagle/Shannon*

*Carried*

### **3. Personal Matters**

- 3.1 Nil

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

- 4.1 The Chairperson advised that Bridget Wellwood will attend the meeting at 11.00 am regarding the item of business concerning the Eketahuna/Mellemskov Museum makeover.
- 4.2 The Chairperson notified as an item of general business not on the agenda Hamish Adie will attend the meeting at 11.15 am to speak on the Tararua College CACTUS programme.

## **5. Confirmation of Minutes**

- 5.1 *That the minutes of the Eketahuna Community Board meeting held on 3 February 2017 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Eagle/Wilson*

*Carried*

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

### **6.1 Painting of Eketahuna War Memorial Hall (Item 20.2)**

- 6.1.1 The Community Assets and Property Manager has been advised of the preferred colours to paint the Eketahuna War Memorial Hall.

### **6.2 Family Violence is not OK Sign (Item 6.5)**

- 6.2.1 It has been decided not to proceed with the proposal to locate a large family violence is not OK sign in the area of the town cart site.
- 6.2.2 The intention now is to situate smaller signs in appropriate places within the Eketahuna community and undertake a leaflet drop.

### **6.3 Eketahuna War Memorial Remembrance Site (Item 6.1)**

- 6.3.1 *That the Board has requested the road reserve by the Eketahuna War Memorial remembrance site is excluded as a place where election signs could be erected, and it recommend the following alternative location is made available for this purpose at the southern entrance to town:*

- *North of the Kiwi directly left of the driveway, and not within 20 metres of the Kiwi welcome sign*

*Death/Wilson*

*Carried*

### **6.4 Eketahuna Swimming Baths Upgrade 2017/2018 (Item 8)**

- 6.4.1 The Chairperson and Deputy Chairperson are to attend a meeting of the Eketahuna Swimming Baths Committee on 28 March 2017 at 7.00 pm to discuss the proposed position of the entrance to this facility.

### **6.5 Eketahuna Art Group Donation (Item 10)**

- 6.5.1 The Chairperson checked the Eketahuna Community Centre sound system with the Community Assets and Property Manager and found it is fit for purpose.
- 6.5.2 The Chairperson will contact Margaret Parsons to advise the existing sound system arrangement is satisfactory, and suggest the Eketahuna Art Group consider other alternative projects they may wish to support with the donation of funding.

6.6        **Eketahuna Express** (Item 12.1)

6.6.1       The Eketahuna Our Town Committee agree there is an opportunity for the town to capitalise on the annual Eketahuna Express excursion visit, and they will consider this matter at their next meeting.

6.6.2       Mayor T H Collis entered the meeting at 10.20 am.

6.7        **EquiP Training Workshop** (Item 16)

6.7.1       The Deputy Chairperson advised the date of the EquiP training workshop she is attending has changed to 22 May 2017.

6.8        **Consultation with Tangata Whenua** (Item 9.8)

6.8.1       The Mayor is intending to arrange a Council workshop regarding governance and the Treaty of Waitangi, and Community Boards and Community Committees members will be invited to attend.

6.8.2       The proposed date of the workshop is 19 April 2017, with a venue to be determined.

6.8.3       Through this workshop the opportunity is available to ask questions about consultation with Tangata Whenua, and when and who should be contacted in relation to community projects and decision-making.

**7.        Tararua District Council Report**

7.1        ***That the report of the Tararua District Council meeting held on 1 March 2017 (as tabled) be received.***

***Eagle/Death***

***Carried***

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

**8.1       Tararua District Road Safety Group**

8.1.1       The Chairperson reported on the Tararua District Road Safety Group meeting held in Dannevirke on 28 February 2017, and this includes reference to the following matters:

- It is disappointing that the Police and New Zealand Transport Agency representatives did not attend the meeting.
- There was a nose to tail incident at the pedestrian crossing in Eketahuna, and the Chairperson and Regional Road Safety Coordinator intend to observe this locality relative to safety.
- This will assist in collating information to support a request to New Zealand Transport Agency to consider the speed vehicles are travelling approaching the southern entrance to town, and providing a 70 kilometre per hour sign on State Highway 2 prior to reaching the War Memorial Hall.

- Work is progressing well on upgrading the Saddle Road, and driving the route only takes five to eight minutes longer than using the Manawatu Gorge.
- There is a safety issue on Mangaone Valley Road regarding an inadequate culvert by Graham and Julie Moody's property causing drainage concerns, with a satisfactory outcome not achieved through submitting CRM's. The Mayor agreed to refer this matter as a subject on the agenda for discussion at the next Works Liaison Committee meeting.

## 8.2 **St John Ambulance Area Committee**

- 8.2.1 Board Member Eagle reported that a building development committee has been established to progress and implement the plan for a new Pahiatua St John Ambulance Station.

## 9. **Eketahuna/Mellemskov Museum Makeover**

(brought forward on the agenda)

- 9.1 Bridget Wellwood (Eketahuna and Districts Early Settlers Museum Society Chairperson) advised Heritage Rescue (Choice TV) is intending to come to Eketahuna from 20 to 24 March 2017 to produce a one hour documentary on the makeover of the museum.
- 9.2 It is expected there will be a film crew (approximately 15 people) and a team of community volunteers at the museum during that week, with the big project reveal proposed to be held on 24 March 2017. Bridget Gallagher is the presenter (from Time Team - a BBC archaeology show).
- 9.3 The Heritage Rescue team bring museum experts, designers and a crew of helpers to undertake the makeover, with them already visiting this week to provide paint and directions to local volunteers renovating the interior space of the front exhibition room.
- 9.4 The Eketahuna Community Centre Supper Room is booked during the period of the makeover, and will be used to set up a tea and coffee station to show the film crew some country hospitality and provide an office/workroom for all those involved.
- 9.5 This is a wonderful opportunity to showcase the Eketahuna community in a really positive way resulting in an enhanced museum, and the Board is requested to consider granting financial assistance to offset the cost of hiring the Eketahuna Community Centre Supper Room.
- 9.6 ***That the Board grant the sum of \$225.00 from its discretionary funds to cover the cost of hiring the Eketahuna Community Centre Supper Room to support the Eketahuna/Mellemskov Museum makeover project.***

***Eagle/Wilson***

***Carried***

## **10. Tararua College CACTUS Programme**

- 10.1 Hamish Adie (Youth Aid Officer for southern Tararua Police area) spoke on the Tararua College CACTUS programme to be undertaken in term two, and starting on 8 May 2017.
- 10.2 CACTUS (combined adolescent challenge training unit and support) is a programme of physical training and mental development designed to extend a young person's mind and strengthen their capability.
- 10.3 The eight weeks course gets progressively more physically demanding, and finishes at the conclusion of this period with a graduation for those successfully completing the challenge and the longest day.
- 10.4 During the longest day participants will achieve physical goals as an individual and team member with the objective of instilling discipline both of mind and body.
- 10.5 The programme is designed to mentor youth, build team cohesion, spirit and an awareness of their ability to achieve beyond personal expectations.
- 10.6 Its emphasis and intention is directed to developing discipline and teamwork leading to providing life skills for the future, and the programme is available to a maximum of twenty-four youth from the southern part of the district.
- 10.7 CACTUS is run by a group of committed members of the community who have skills that are of value to the programme, and funding is required to support this youth development initiative.
- 10.8 The Board agreed to refer this item of business to be included on its next meeting agenda, and the Chairperson will request Hamish Adie to submit an application with financial details and suggested possible assistance that could be contributed from the Eketahuna community.

## **11. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities (Continued)**

- 11.1 **Chorus Building Project and Eketahuna Swimming Baths Upgrade 2017/2018**
- 11.1.1 The Board agreed to arrange a public meeting on 4 April 2017 at 7.00 pm in the Eketahuna Community Centre Supper Room to discuss the following matters:
- Chorus building project concept plans
  - Eketahuna Swimming Baths upgrade concept plans
  - Colour of the giant Kiwi
- 11.1.2 The Deputy Chairperson will include an item in the community newsletter to provide details of this meeting.

## **12. Correspondence**

12.1 *That the correspondence as listed be received.*

(a) *Kerry and Loreen Cunningham*

*Re: Eketahuna Camping Ground January report*

(b) *Mayor Tracey Collis*

*Re: Invitation to presentation of Tararua civic honour to Bob Dresser*

*Eagle/Wilson*

*Carried*

## **12.2 Eketahuna Camping Ground**

12.2.1 The Deputy Chairperson is to contact the Cunningham's to ascertain what campers are looking for when staying at the Eketahuna Camping Ground.

12.2.2 Through gaining an understanding of this matter there could be potential for opportunities to consider options to offer visitors some country hospitality, thereby providing a further attraction as part of their time in Eketahuna.

## **12.3 Civic Honour Presentation**

12.3.1 The Chairperson will attend the presentation of a Tararua civic honour to Bob Dresser held on 14 March 2017 at 2.00 pm in Dannevirke.

## **13. Anzac Day**

13.1 Board Member Wilson and the Chairperson outlined the intended arrangements for the Anzac Day civic ceremony held in Eketahuna.

13.2 The New Zealand Army 10<sup>th</sup> Transport Company from Linton shall undertake a tree planting ceremony at the Eketahuna War Memorial Hall.

## **14. Eketahuna Town Centre Upgrade**

14.1 Board members note and accept the concept plan for stage 2 Bridge Street intersection corner project by the Eketahuna Service Centre/Library building.

14.2 The Deputy Chairperson is to meet the project team next week to discuss this matter, and the commencement of this work is weather dependent.

14.3 The type of trees to be planted and the placement of seating within that area are to be considered, and board members suggestions are invited.

14.4 Discussion is to occur with the owner of the Keinzley Agvet building to decide what may be done to enhance the appearance of that corner.

14.5 Proposed options noted for consideration could be images of rural scenes depicted on the building and/or creating a water feature.



**15. Chairman's Remarks**

15.1 Nil

**16. Items not on the Agenda**

16.1 Refer to the item set out in section 10 of these minutes.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 12.37 pm.

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Chairperson



## **PAHIATUA ON TRACK INCORPORATED**

**Minutes of the Pahiatua On Track Incorporated meeting held in the Pahiatua Service Centre Chamber, 136 Main Street, Pahiatua on Wednesday 1st March 2017 commencing at 5.30 pm.**

### **1. Present**

Committee Members L Powick (Chair), Michelle Rankin (Secretary), Brett MacDougall (Deputy Chair), John Arends (Treasurer), Rhys Punler and Mayor Tracey Collis, Cr Shirley Hull and Cr Alison Franklin.

### **Members of the Public**

Ann Marie Bengston

### **2. Apologies**

- 2.1 Jared Brock, Gerry Parker, Nigel Shaw

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

- 3.1 Nil

### **4. Personal Matters**

- 4.1 Nil

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

- 5.1 **That the minutes of the Pahiatua On Track meeting held on 1st February 2017 (as circulated) be confirmed as a true and accurate record of the meeting.**

**Louise/Rhys**

**Carried**

### **6. Matters Arising**

- 6.1 Mayor Tracey Collis will speak with Gerry to discuss what support he needs to proceed with the bridge to the brewery walking track. This includes a discussion around a long term plan and to determine what Council resources are needed to help put a strategy in place for all areas intending to put in walkways.
- 6.2 Louise made reference to the ownership of the grant application for CACTUS. As this programme is for Tararua College students the new principal feels this is a college programme run with assistance from Bluelight. There has been a discussion with Hamish Adie to clarify this matter.
- 6.3 Louise has emailed Louise Cooper at Council to request a meeting with Department of Conservation, Council and Pahiatua On Track to discuss the memorandum of understanding presented for Carnival Park bush area. No response has been received to date so this will be followed up.

## 7. Tararua District Council Report

No minutes were circulated before this meeting.

Mayor Tracey Collis gave an overview from the Council meeting held earlier in the day. The following appointments were made arising from a review by the Mayor following the by-election for a further South Ward Councillor:

- Pahiatua On Track liaison representative - change to Cr A K Franklin
- Pahiatua town centre upgrade Council liaison representative - Cr S A Hull

The Mayor also gave an update regarding the current situation and where Council are at with the installation of the Kliptanks.

## 8. Correspondence Inwards

- NZ Post account
- Aon Insurance commercial policy renewal advice
- Council events calendar for 2017
- Email from Cr Shirley Hull regarding the by-election

**That the inwards correspondence be received.**

**Louise/Michelle**

**Carried**

8.1 Cr Shirley Hull is seeking clarification on responsibilities between Community Boards/Community Committees and Council. Mayor Tracey Collis will meet with all groups to discuss and review current contracts in place between both parties.

8.2 All Community Boards and Community Committees are invited to attend a workshop on Wednesday 19th April 2017 on governance and the Treaty of Waitangi.

## 9. Financial Report **John Arends**

### 9.1 Accounts to be passed for payment:

MacDougall's	\$585.24
Blackmores	\$230.00
NZME	\$1275.09
B Dickson	\$9950.38
Crisp Graphics	\$2167.75
NZ Post	\$175.00
Aon Insurance	\$1923.88

**That the financial report be adopted.**

**John/Brett**

**Carried**

## **10. Discretionary Grants**

- 10.1 That Pahiatua On Track approve the application made by Madi Hartley-Brown to represent New Zealand in road cycling in the Oceania Road Cycling Champs held in Canberra, Australia, and that a donation of \$500.00 be granted.**

**Brett/John**

**Carried**

## **11. Portfolio Reports**

### **11.1 Roading Nigel Shaw**

The approval documents from New Zealand Transport Agency and Police to relocate the family violence is not OK sign have been sent with the application to Nicole McPeak.

### **11.2 Wheel Park Jared Brock**

The give a little fund has been started with \$1300 currently in the kitty. An application has been submitted to Trust House, with a response yet to be received. Stage three is under way, with good progress and feedback so far.

### **11.3 Town Centre Upgrade/Main Street**

The Christmas lights are finally down and the flags are up. There is a small amount of maintenance required on lights and flagpoles to finish the job.

I will be attending the Council right track workshop in March. This workshop is an opportunity to collaboratively discuss and identify some of the challenges that might be faced during the project and key risks, and steps needed to proactively manage them. It is also an opportunity to be involved in the planning stage of this important project.

The workshop will consider:

- who the stakeholders are
- what risks might be involved in the project
- what is wanted and needed from doing this project
- what the key steps are to the project
- what success looks like with regard to this project

### **11.4 Explore Pahiatua Louise Powick**

The website is currently under way. Julie Shaw has taken on the administration role for social media. Traci Wheeler has been engaged as editor for the community newsletter.

### **11.5 Harvard Plane John Arends**

The plane is compliant with regulations, but John is now looking at adapting the slide as there are still complaints from the public.

### **11.6 Swimming Pool** **Louise Powick**

This project has been taken off the Council's Annual Plan 2017/2018. This will give members of this committee more time to continue with their investigations. The new principal at Tararua College would like to discuss all options regarding their swimming pool. Mayor Tracey Collis will meet with Jon.

### **11.7 Civil Defence**

There is a meeting on Monday 6th March 2017 at 6.30 pm. All are welcome to attend.

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

### **12.1 Heritage Rescue**

Top Shelf Productions are coming to Pahiatua to do a makeover of the Polish/Military Room at Pahiatua Museum. They are here for the week, and there will be a reveal on Friday 3rd March 2017 from 2.00 pm to 4.00 pm and all are welcome to attend. There is a bus load of Polish people coming from Wellington including the Polish ambassador. Michelle will organise finger food and refreshments for Friday.

### **12.2 Youth Centre**

There are a few jobs required to be done at the Youth Centre. Vinyl needs replacing in the hallway and toilet where alterations have been completed. There has been an ongoing issue with a leak in the storage room. A price is required to fix the internal guttering and repair the ceiling. John and Louise will talk to contractors concerning this matter.

The meeting closed at 7.25 pm.

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Chairperson

## **Minutes of a meeting of Woodville Districts' Vision held in the Woodville Sports Stadium Supper Room on Tuesday 7 March 2017 commencing at 7.00 pm.**

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### **PRESENT**

G Murray, P McCool, A Devonshire, K McIntyre, D Pretty, Cr P Johns, C Archer, M M Oulaghan (Secretary), R Winter (Chair)

### **APOLOGIES**

S McLeod, B Hutton

### **PREVIOUS MEETING**

*That the minutes of the Woodville Districts' Vision meeting held on 7 February 2017 be accepted as a true and accurate record.*

*K McIntyre/G Murray*

*Carried*

### **MATTERS ARISING**

Nil

### **CORRESPONDENCE**

#### **Inwards**

- Letter of thanks from Dannevirke Brass Band Inc. for the donation of \$100 for playing at the Christmas parade

#### **Outwards**

- Letter of thanks to Woodville Lions Club regarding Picnic in the Park support
- Letter of thanks to Joy Kopa for Christmas decorations
- Letter of thanks to Philip Hartridge for children's train at the Christmas parade
- Letter to Ferry Reserve Domain Board regarding flooding signage/additional toilet
- Letter to Horizons Regional Council regarding Ferry Reserve flooding signage

*That the correspondence be accepted.*

*M M Oulaghan/K McIntyre*

*Carried*

### **REPORTS**

#### **Treasurer's Report**

The February financial report is tabled. All-inclusive the total funds held are \$59k.

*That the Treasurer's report be accepted.*

*P McCool/P Johns*

*Carried*

**Water**

Communication is continuing with extraordinary water users on the town supply to let them know restrictors will be installed to limit their daily usage. There has been a positive response.

**Ferry Reserve**

Council are looking at options to install an additional toilet at Ferry Reserve.

**Swimming Pool**

The swimming pool was late opening this season due to the delay with installing the new filtration equipment and treating the water. Several people have indicated an expression of interest for operating the pool next season.

Options will continue to be explored for adults swimming, possibly using the Woodville School swimming pool. A survey is needed to ascertain what is required by the community. Woodville Lions Club donated a significant amount of money when the Woodville School pool was covered, and this contribution needs to be noted when considering community use.

**Library and Service Centre/i-Site Building**

Renovations are continuing in the new building, with the shift anticipated in May. Potentially work is on target to achieve completion by this date. The vacant building may still need strengthening; however there is currently debate as to the rules for this. The community is still charged with putting a business case to the Council.

**Events and Promotions****Picnic in the Park**

The date for next year's event is still unable to be confirmed.

**Christmas Parade**

The next parade will be held on 9 December 2017.

**Anzac Day**

This matter is to be further discussed at the April meeting.

**Gottfried Lindauer Arts Trail (Walkway)**

A meeting is still to be confirmed with the New Zealand Transport Agency, KiwiRail and the Council.

**Lindauer Report**

The Lindauer report is tabled.

**APPLICATIONS**

Nil



## **GENERAL BUSINESS**

### **Events Centre**

Cr Johns tabled plans for the Events Centre. Its capacity is approximately 250 people, and this will be partitioned so that there can be several meeting areas. There will be French doors going out to a patio area looking at the park with paving and tables, so that when that part is used in the future there will be in/out flow. Currently this project is out for pricing with Quantity Surveyors, and all associated costings can then be included to seek the required funding. Confident the necessary funding will be attained.

### **Tararua District Road Safety Group**

A meeting was held in February, with five issues discussed.

1. One space outside Four Square has not been painted out properly and is still being used.
2. The Alliance coordinator of the Road Safety Group has left, and consequently some key people were not at the meeting.
3. There are issues with trucks turning at the intersection of Vogel and McLean Streets.
4. Road west to the gorge.
5. Papatawa School give way sign.

Speed zones west of town were discussed. In the rural buffer zone explore options such as speed cameras and visual barriers to clearly identify speed zones (large pink area on road at the 50km mark). Explore the option of making Ormond Street south one way and providing additional parks. Possibly erect 'P' signs. This would be good for businesses to be more supportive.

### **Signs**

Welcome to Woodville signs are still with Council regarding resource consent. It is disappointing thus far there has been no action or support from Council for erecting these signs.

### **Ferry Reserve**

Numbers previously reported were not accurate. From 1 January through to 7 March there have been 438 certified camper vehicles and 800 non certified camper vehicles.

As there is no further business the meeting closed at 8.24 pm.

Date of next meeting is Tuesday 4 April 2017.



## Report

Date : 21 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Malcolm Thomas  
Strategy and Policy Adviser

Subject : **Pensioner Housing**

Item No : **11.1**

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### 1. Reason for the Report

- 1.1 To seek Council approval to include the following decisions in the 2017/18 Annual Plan:
- defer selling the units that was resolved as part of the 2015 Long Term Plan and signal further consultation on this matter in the 2018 Long Term Plan,
  - increasing the rents for pensioner housing and tenancy contribution flats,
  - fund the installation of heat pumps to all units and upgrade some of the oldest units in Eketahuna and Woodville as tenancies are vacated,
  - provision for a 0.5 FTE position in the 2017/18 Annual Plan budgets to properly administer the portfolio and support the tenants, and
  - change the policy for rentals to remove the maximum limit of 80% of market rent.

### 2. Background

- 2.1 Council owns 67 one-bedroom housing units for the purpose of providing affordable, safe and well maintained housing for older residents who have limited income. In recent years Council has sold units in Ormondville, Norsewood and Dannevirke in response to a lack of demand, and/or a need for expensive renewals.

2.2 The units have a rateable value of:

	<b>Pensioner 1 bed units</b>	<b>2 Bed Tenant Contribution flats</b>
Number	67	12
Age	1960's to 1980's	1980's
Capital Value (2014)	\$3.83 million	\$1.08 million
Land Value (2014)	\$0.67 million	

- 2.3 Council has owned these units for many years, with some built in the 1960's (the Hovding Court units recently sold were 1950's). Council has always struggled to receive sufficient rental income to cover maintenance costs and depreciation for future renewals. As a result, the units are tidy, but in some cases need significant upgrades to meet current needs.
- 2.4 In the 2015 Long Term Plan (LTP) process Council consulted on the options for pensioner housing, with a preferred option to sell the units to a registered Community Housing Provider (CHP). Submissions were evenly split on the options.
- 2.5 Council revised this decision to include any reputable social housing provider in 2016. During 2015/16 little progress was made on the sale process due to staff changes and continued uncertainties with government policy.
- 2.6 In addition, there are 12 tenancy contribution two bedroom units that were intended to help low income residents seeking to downsize their housing to stay in the district. Under Council's adopted fees and charges, a tenant would pay Council 75 per cent of the capital value (refundable on ending the tenancy), and a weekly rental of \$51. Council pays rates, insurance, lawn mowing and maintenance (inside and outside), as well as carries out all renewals. Council receives interest income on the capital contribution.
- 2.7 The tenant contribution scheme historically has provided a small return to Council, especially when interest rates were high.
- 2.8 In recent years units have remained vacant for some time after tenancies were ended. In September 2013 Council agreed to rent out two units to pensioners and not seek another tenancy contribution. Council set a rent of \$134/week for renting these units in 2013/14. The rental level has remained the same since then in Council's fees and charges. Council resolved in 2013:

***That the Council authorises the Manager Assets Group to approve a long-term tenancy agreement with a tenant for this vacant tenancy contribution unit based on rental fees set in the Council's 2013/2014 fees and charges.***

- 2.9 Recently there were two more tenancy contribution units vacated. Council considered a report on the issue at the Council meeting of 25 January 2017. Council resolved:

***That the Council authorises the Community Assets and Property Manager to approve long-term tenancy agreements with pensioner tenants for the vacant tenant contribution units based on rental fees to be set in conjunction with the work being undertaken by the portfolio holders.***

### **3. Options and Discussion**

- 3.1 Council based the current decision to sell to a reputable social housing provider on a series of assumptions that were current in 2014/15 in the lead-up to adopting the 2015 Long Term Plan.

- Government policy – Accommodation Supplement and Social Housing funding.
- Newly announced funding from Ministry of Social Development to Community Housing Providers that would directly subsidise rents similar to the Housing Corporation NZ policy.
- High vacancy in pensioner units.
- Low private sector rental levels and good availability.
- Rental levels not meeting operating expenses and renewal needs over time.
- Difficulty and high costs to build new units.
- Tararua social housing need assessed for funding by Ministry of Social Development (MSD) as very low demand.

- 3.2 Since then a number of these funding assumptions have changed, while the rental market in Tararua (and across New Zealand) has experienced very strong demand.**

- 3.2.1 Funding for Community Housing Providers has a number of difficulties:

- Funding for rental subsidies is not available for existing tenants, and
- Demand for social housing is assessed as very low so very little funding for units would be provided anyway.

- 3.2.2 The likely result is that the ability of Community Housing Providers or other social housing providers to pay anywhere near market value for the units is severely constrained.

- 3.2.3 The demand for lower priced rental units in Palmerston North and Manawatu has increased over the last two years. There has been a sharp increase in the waiting list for urgent social housing in Palmerston North. Market rents across the region have spiked upwards and Tararua has seen demand spill over from higher priced housing markets. This has been further pressured by increases in net migration. The market rent in Tararua for one bedroom units has increased by as much as \$20 a week over the last two years. The actual market value is hard to determine as there is now virtually no rental units available in the market.

- 3.2.4 The availability of housing in general, and affordable community housing in particular, is now a key national issue. It is likely that a higher proportion of the community would now favour retaining ownership of the pensioner units.
- 3.2.5 The sale of 13 Hovding Court units has increased the housing funding reserve to \$1.2 million, and removed the most pressing needs for expensive renewals. As a result the ongoing ability of the housing portfolio to remain self-funding has been greatly increased.
- 3.2.6 Council had lengthy vacancies in some units in 2015/16. In recent years Council has loosened the criteria for residents to be eligible for renting the units in an attempt to increase occupancy. During 2016/17 these vacancies have reduced so that there is only one unit vacant (Eketahuna). There has been a vacancy in Woodville and another in Dannevirke in the last month, but there are suitable people on the waiting list for both these units. Occupancy is currently at 98.5% and the rental income will be above budget for 2016/17.

### **3.3 Continue Process to Sell, Rescind or Defer**

- 3.3.1 Changes in the assumptions have fundamentally changed the financial situation for the housing activity. The increase in market rents give Council the option to increase rents substantially while still providing below market rents. This could put the activity in a position of long term sustainable funding.
- 3.3.2 Council has a resolution and a Long Term Plan project to sell the units. If Council wishes to reconsider the future of pensioner housing this would best be done as part of the 2018 Long Term Plan process. The issue is of community interest and the activity is a significant asset as defined in the Local Government Act 2002. If Council decided to rescind the decision to sell immediately then that would require consultation and result in an amendment to the Long Term Plan. This triggers a number of costs and processes. There is insufficient time to meet these legal process requirements as part of the 2017/18 Annual Plan process.
- 3.3.3 Council can resolve to place the current project to sell on hold and consult again with the community as a specific issue in the consultation document. This will minimise costs, and give Council more time to see if government policy and market demand changes again. Council effectively would defer any decision until 2018.
- 3.3.4 Council budgeted to receive \$3 million income from the sale of the housing units over the next two years. This capital payment was budgeted to increase general reserves for the purpose of funding infrastructure investments district wide. Deferring any sale process has a minor impact on funding costs as interest rates are currently low. Council has a large credit balance in general reserves that are not currently allocated to any specific project funding.

### **3.4 Rental Policy**

- 3.4.1 Council policy is that rents should not be above 80% of market, while also not exceeding 25% of the national superannuation amount. Staff is assuming this means the gross single payment. The policy was last reviewed prior to 2009.
- 3.4.2 Limiting rents to 25% of income is relatively common for councils, and is based on historical government policies and rents set for Housing Corporation tenants. Further restricting rents to 80% of market rents places considerable barriers to meeting Council's Revenue and Financing Policy targets that the activity is self-funding. Even with increased market rents this implies rents cannot be raised to a level that covers operating costs including depreciation.
- 3.4.3 If Council decides to retain the activity and the current policy settings then additional rates funding would be required to fund sustainably.
- 3.4.4 It is not clear why Council has set the 80% of market rent limit - a search of policies and previous Long Term Plans has not revealed any details. The outcome Council is seeking is to provide appropriate and affordable housing to low income older residents. The cap of 25% of super achieves this. The only other requirement would be that Council rents are not above market rents.
- 3.4.5 Council only states this policy in the fees and charges. The Revenue and Financing Policy is silent on this restriction. Council can remove the 80% of market rent limit as part of the 2017/18 Annual Plan.
- 3.4.6 There are currently no operational policies around how Council staff manages tenancies, the income of potential tenants or the checks required before tenancies are signed. This creates uncertainties for staff and could lead to tenants that do not have low incomes. If Council decides to retain the housing activity a new policy should be developed. The policy around rental levels can be reviewed as part of this process.

### **3.5 Rental Levels**

- 3.5.1 Council rents were increased by \$10 a week in 2015/16 to around \$90 a week after many years of small increases that left rents very low compared to market. As a result of the Council decision to sell the units in the 2015 Long Term Plan, and minimal inflation, Council did not increase rents in 2016/17.
- 3.5.2 Current rentals range from \$86 a week for the three units in Eketahuna to \$93 for units in Dannevirke. 25% of the gross single payment is currently \$110.86 a week.
- 3.5.3 Market rents for one bed units is extremely difficult to determine, as there are no units currently advertised for rent. A rough estimate is in the \$110 a week range. Council units also receive rubbish collection and lawn mowing services that add to the comparable market value (this varies due to the size of grassed areas but would be over \$10 a week).

- 3.5.4 The latest data for Tararua District from the tenancy bond database of Tenancy Services (Ministry of Business Innovation and Employment) tracks the rental levels of all new tenancies let from 1 September 2016 to 28 February 2017. There were insufficient new one bed tenancies - the data only shows two bed flats median rentals at \$165 a week.
- 3.5.5 Trade Me has one rental property (as at 13 March), which is a two bed unit for \$175 a week. Realestate.co.nz has 10 properties, including two 2 bed units at \$140 a week. There is no one bed units available. There is one 1 bed separate dwelling in Woodville at \$160 a week.
- 3.5.6 Market rents for one bed units are estimated at around \$110 a week, plus the value of rubbish and gardens / mowing equating to at least \$120 a week. Council also has a proactive approach to maintenance and renewal of appliances.
- 3.5.7 Given the existing Council policy this implies rents of at least \$96 week. If Council removes the policy limit of 80% of market rent then rents should increase to at least \$110 a week. Any increase of this magnitude should be phased in over the next three years, at around \$6 a week each year.
- 3.5.8 Rents of \$110 a week would result in rental income of \$485,000 (including tenancy contribution flats as discussed below). Costs are currently \$359,000 a year (including overheads), plus depreciation that is currently calculated at \$130,000. Costs will increase by \$25,000 if Council approves the recommendation to provide a 0.5 FTE staff person to administer the activity and support the tenants. This gives Council sufficient income to fund a large proportion of depreciation expense, including the ability to upgrade units as required. The housing reserve also accrues interest income (currently \$39,000 a year).
- 3.5.9 It is recommended that Council increases rents by \$6 a week for 2017/18, and signal an expectation that rents will also increase by at least \$6 a week in 2018/19 and 2019/20 if Council retains ownership. This would bring rents up to \$110 a week. Rents will then be assessed against 25% of superannuation, or whatever policy Council has set if ownership is retained.
- 3.5.10 As rental levels increase there are opportunities for tenants who qualify to apply for the accommodation supplement. This is a complicated process that would pay tenants for 70% of the increases (up to a maximum benefit of \$45 a week) above the rent threshold (currently \$96 a week for a single person). Council could assist tenants through this process.

### **3.6 Upgrades and Heat Pumps**

- 3.6.1 Council has a responsibility to be a responsible landlord and to provide housing that is fit for purpose. Council currently has a proactive maintenance schedule, and promptly replaces any asset that has failed such as plumbing, windows, carpets, stoves and heaters. The units are tidy and well maintained.



- 3.6.2 Some of the units are around 60 years old and little has been done in terms of upgrading them over the years. This relates more to the design and type of fittings and is not covered by renewals. Council has often deferred proposals to address these issues as the reserve funds were not sufficient to cover the costs, and in recent years the review and decision to sell the units meant no upgrades were approved.
- 3.6.3 There are nine units that require some upgrading to improve the suitability to current tenant needs. These are the Ruahine units in Woodville (still fully tenanted), and the three Eketahuna units (one vacant). The issues relate mainly to kitchens, bathrooms and windows, while the Ruahine units may need additional insulation to comply with the new minimum standards for rental housing (set by government for ceilings and underfloor, by 1 July 2019).
- 3.6.4 The units needing the most work are currently tenanted (except for one) and there is no need to overly disrupt existing tenants. As these units become vacant over time Council should carry out modest upgrades before re-letting them. To do this Council needs to budget for the work. This would be funded from the housing reserve, and carried forward until the work can be done. An estimate for the work on the Ruahine flats a few years ago, priced the work at \$30,000 a unit. To give staff flexibility to respond to vacancy opportunities, Council should budget for two renovations, or \$60,000. Staff need to do some design work to finalise possible upgrades, and the cost of the proposed upgrades can be circulated to Council before any works proceed.
- 3.6.5 Landlords are required to provide tenants with a safe and healthy home. This includes the need for some form of heating. Council supplies a heater for each unit, but these are often old and very inefficient. There are currently 6 heat pumps installed that have been paid for by tenants (or their families) over the years. Council should provide some leadership and install basic heat pumps to all units. As well as improving the health and comfort of our tenants, in many cases this will reduce their power bills.
- 3.6.6 The cost of this should be no more than \$2,500 per unit. A total project cost of \$150,000, funded by the housing reserve. The reserve has a healthy balance of \$1.2 million. The project will give some visible benefits as Council increases rental levels.
- 3.6.7 While Council may still sell the units, the heat pumps and any upgrades will increase the value of the housing stock. While being a responsible landlord the majority of investment should be reflected in increased values.
- 3.6.8 The housing reserve will be receiving an increased credit from rental income, increasing significantly in 2018/19 and 2019/20 if Council continues to own and rents are increased to \$110 a week. Transfers to the housing reserve for 2016/17 are estimated at \$20,000. This increases to \$35,000 in 2017/18 and \$55,000 in 2019/20 based on rents increasing \$6 a week each year (and including the additional 0.5 staff support).

### **3.7 Staff Support**

- 3.7.1 Council previously had an administration officer in the Community Assets and Property Group that dedicated over 0.5 FTE to administer the housing activity and ensure the tenants were well supported. After a resignation in 2015/16 the position was not filled as Council planned to sell the units. Since then basic administration has been continued, with a reduction in service around tenant support and proactively seeking tenants. Tenancy tasks have been done by other staff on a temporary basis, but there are insufficient staff resources for this to continue.
- 3.7.2 If Council agrees to defer the decision to sell there is a need to provide additional staff resources to administer the service properly. Initially the position should be on a temporary contract until Council has adopted the 2018 Long Term Plan. The role would include:
- managing the waiting lists and changes in tenancies,
  - tenancy bond requirements,
  - responding to tenants questions and requests, including rental payments,
  - developing operational policies, and
  - visiting tenants on a regular basis to check that tenants are well supported, including supplying information and contacts for benefit processes.
- 3.7.3 The costs of this additional position will be funded by rental income and would not impact on rates.

### **3.8 Tenant Contribution Flats Rental Levels**

- 3.8.1 Council has 12 two bed units that were built as tenancy contribution flats in the 1980's. Tenants pay a basic rental of \$51 a week to cover rates, insurance, lawn mowing and rubbish collection. Council receives 75 per cent of the capital value (refundable on ending the tenancy), where the interest income is supposed to fund renewals. With low interest rates this is currently not the case and Council is effectively subsidising the current tenants.
- 3.8.2 On the operating costs side rates, insurance and renewal costs have risen substantially. This leaves Council covering direct costs only, with no available income for longer term renewals. At a rent of \$51 a week the income is simply too low and Council is not covering long term costs.
- 3.8.3 The contracts for tenancy contribution flats state that the rental will cover rates, insurance, lawn mowing and maintenance (inside and outside). Rents have barely increased over the last decade and costs have increased significantly. Currently these costs are around \$63 week, with rates and insurance alone being \$32 a week. These costs include the current costs for rates, insurance, mowing and rubbish collection. Maintenance costs are the average over the last four years for the 12 units, with painting costs averaged over 10 years.

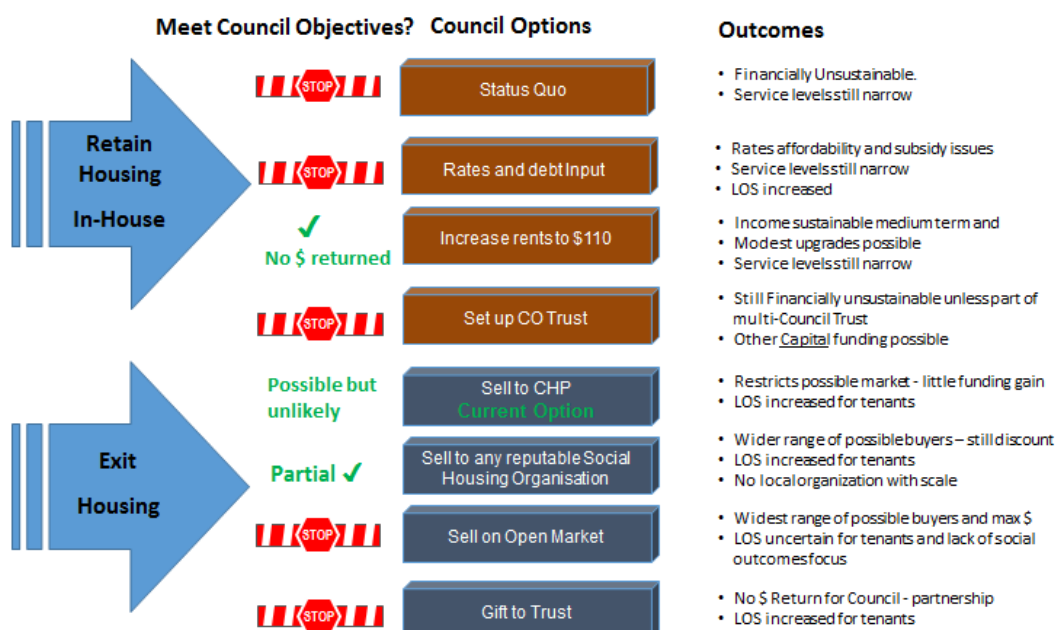
- 3.8.4 Rents should be increased in line with those recommended for pensioner units with \$6 a week increases for 2017/18 and 2018/19.
- 3.8.5 Attracting new tenants under this scheme has often been difficult, and the original purpose is no longer an issue. Council in 2013/14 approved renting out two of the units to pensioners at \$134 a week. These rents have not changed since then. In January 2017 Council approved another two vacant units to be rented to pensioners at the current rent of \$134 a week. Council staff advised these tenants that rents were expected to increase to around \$150 a week in July 2017.
- 3.8.6 Market rents for good two bed units are estimated at around \$165 a week plus mowing and rubbish collection. As an interim step, it is recommended that the rent for the five 2 bed units be increased to \$150 a week in 2017/18. Two of these tenants were informed that this was to be expected (in the last two months), while two others have had no rent increases since they moved in over three years ago (at \$134 week). The other unit is currently rented to a Council staff officer.
- 3.9 At the present time renting out the flats provides the best return to Council, and meets the growing need for affordable housing for pensioners. Council will consider the future use of the seven two bedroom flats still being used as tenant contribution flats as part of the 2018 Long Term Plan process. However, if another of these flats is vacated over the next year staff recommends that it is also rented out as a pensioner unit.

#### **4. Consultation**

- 4.1 If Council wishes to retain ownership of the housing units a consultation process is required. This is best done through the 2018 Long Term Plan process.
- 4.2 Deferring the project to sell the units does not require any consultation. Council is also able to change rents without consulting the community as this is implementing the current Revenue and Financing Policy. Council will need to inform the tenants of the outcome of this report, and ensure that tenants can receive answers to any questions they might have.

#### **5. Overview of Options**

- 5.1 Council cannot continue with the activity as it is currently funded indefinitely. An update of the options facing Council can be summarised in the graphic below. This analysis can form the basis of further consultation in the 2018 Long Term Plan process.



## 6. Recommendations

- 6.1 *That the report from the Strategy and Policy Adviser dated 21 March 2017 concerning Pensioner Housing (as circulated) be received and noted, and*
- 6.2 *That the Council defer selling the pensioner housing units as was resolved through part of the 2015 Long Term Plan, and it signal further consultation on this matter shall be undertaken in the 2018 Long Term Plan, and*
- 6.3 *That the Council change the policy for housing rental levels as set out in the fees and charges schedule by deleting the limit of 80% of market rent, and*
- 6.4 *That the Council increase rents for pensioner units and tenant contribution flats by \$6 a week for 2017/2018, and signal the intention to increase rents if Council retains ownership by another \$6 a week in 2018/2019 (including tenant contribution flats) and 2019/2020 (for pensioner units), and*
- 6.5 *That the Council approve the budget of \$150,000 funded from the Housing Reserve in 2017/2018 for the installation of 61 heat pumps for Council pensioner units, and*
- 6.6 *That the Council approve the provision of \$60,000 funded from the Housing Reserve as a provision to carry out upgrades to the Ruahine flats in Woodville and the Eketahuna flats as tenancies are vacated, and*
- 6.7 *That the Council approve the provision of a 0.5 FTE temporary position in the 2017/2018 Annual Plan budgets to properly administer the portfolio and support the tenants, with the position becoming permanent if the Council retains ownership.*

Attachments

Nil.



## Report

Date : 22 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Malcolm Thomas  
Strategy and Policy Adviser

Subject : **Horizons Regional Council Draft Annual Plan 2017/2018**

Item No : **11.2**

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

- 1.1 For Council to agree on the content of a submission to Horizons Regional Council's Draft Annual Plan 2017/18.

### **2. Introduction**

- 2.1 Horizons have released its Draft Annual Plan 2017/18 with submissions closing on Thursday 13 April 2017. The Draft Annual Plan 2017/18 sets out the proposed levels of service and costs for the next year.
- 2.2 Horizons are a key strategic stakeholder and partner of the Council. The two councils have been collaborating in a range of projects for a number of years. Continued good relationships, both at the governance and management levels, will help both councils achieve strategic goals and deliver ongoing efficiencies.

### 3. Issues

#### 3.1 Rates Increases

- 3.1.1 The proposed average rates increase for Tararua is 0.7% for the 2017/18 year. This low increase reflects that there are no major new projects in the Tararua area.

Tararua District	2016/17 Rates	Draft 2017/18 Rates	Change	% Change
Common Rates	2,657,020	2,679,955	22,935	0.9%
Individual Rates	1,891,942	1,899,406	7,464	0.4%
Total Rates	4,548,962	4,579,361	30,399	0.7%
<b>Horizons Region</b>				
Common Rates	26,042,656	26,953,144	910,488	3.5%
Individual Rates	14,045,202	14,888,594	843,392	6.0%
Total Rates	40,087,859	41,841,738	1,753,879	4.4%

#### Council Response

Support the proposed low rates increases as many rural ratepayers have experienced low and volatile farm incomes over the last two years.

#### 3.2 Water Quality and Quantity

- 3.2.1 Horizons expect the demand for water resources will continue to grow and foresee managing the quality and quantity of water as a top priority going forward. Additional resources are being proposed for monitoring and resource consent processes, including defending appeals on decisions at the Environment Court. Horizons specifically notes that many municipal wastewater treatment plants that will need re-consenting in the next 1-5 years.
- 3.2.2 Implementation of the One Plan also requires more resources in the consents and compliance team, particularly around intensive agriculture use.
- 3.2.3 The 2017/18 Annual Plan continues to expand the research and monitoring programme of the regional water (quality and quantity) at a cost of \$4.642 million for 2017-18. The increase in funding will allow Horizons to continue the summer swim spot monitoring programme. Of the total research budget, the Region's ratepayers will pay \$3.21 million and water consent holders \$1.42 million for 2017-18. There is continued funding for the Manawatu River Accord and improvement projects.

### Council response

Council is committed to the Manawatu River Accord and continues to budget for significant capital works to improve wastewater point discharges into the tributaries of the Manawatu River. Significant progress has been made but there is still much to be done. Council is conscious of rates affordability, and wishes to work closely with Horizons to deliver infrastructure upgrades that meet required outcomes in the most efficient way. Council aims to meet Horizons requirements and community expectations, and to solve issues through discussion rather than through legal appeal processes.

Council continues to look forward to working with Horizons to significantly improve the quality of point source discharges through improved treatment and / or discharging to land during river low-flow periods.

Council supports the expansion of monitoring and information on freshwater quality. Monitoring changes in water quality will support an evidence based approach to discharge upgrades, and the benefits delivered from public investment.

## **3.3 Sustainable Land Management**

3.3.1 Horizons propose to continue with the Sustainable Land Use Initiative, reducing hill-country erosion and helping to improve water quality. Supporting funding from central government continues in 2017/18. Horizons have successfully contested for funding from Central Government's Hill Country Erosion Fund (HCEF) and will receive \$4.76 million in funding through until June 2019 (\$1.15 million in 2017-18).

3.3.2 For the 2017-18 Annual Plan Horizons propose to bring 20,000 ha of land under a Whole Farm Plan and treat (plant or mitigate issues) over 2,900 ha of highly erodible land (land at risk of accelerated erosion). This is a modest increase in area over 2016-2017.

### Council response

Council supports the SLUI project and is keen to support any applications for further government funding in the future.

## **3.4 Biosecurity and Biodiversity**

3.4.1 Working alongside local councils, Department of Conservation, iwi and landowners, Horizons is a member of the Te Apiti Gorge Governance Group alongside Council, Department of Conservation, iwi and landowners.

3.4.2 Horizons is proposing an additional \$65,000 in 2017-18 towards building the project's capacity and helping to implement a 10-year vision for the Region's unique and iconic scenic reserve. Around half of this extra budget has been redirected from other biodiversity projects, resulting in a minimal rating impact of 32 cents per ratepayer across the Region.

- 3.4.3 Horizons are also proposing to increase the budget for Pest Plant management to provide for an additional staff member to respond to enquiries, to enhance surveillance for plant pests and to increase public awareness. A further component of the increase is to provide for an increase in the amount of biological control work by Horizons including releasing more of the available agents, investing in researching other potential agents and to monitor the success of the agents that have been released.

Council response

Council supports building on the success of the Te Apiti Gorge partnership and the increase in funding. Council sees this will also generate additional opportunities for economic development, with the increase in visitors over the last few years already having a positive impact on Woodville businesses. Council will continue to be an active partner in this key project.

Council supports further investment in plant pest management, and ongoing funding for animal pest management. Invasive pests have the potential to severely impact on native forests and animals, as well as threatening farming viability. Increased capability while keeping rates increases low is welcomed by the Council.

**3.5 Strategic Management**

- 3.5.1 The One Plan became fully operative in December 2014. All rules have been implemented and work is continuing to implement non-regulatory methods laid out in the One Plan. The focus during 2017-18 will continue to be on monitoring progress of implementation of the One Plan and evaluating policy effectiveness.
- 3.5.2 Horizons are now focussed on their role in the Accelerate25 programme, which is implementing the regional growth study. This programme's purpose is to realise opportunities in the region around key business areas including: tourism and visitor services, sheep and beef production and processing, fresh vegetables, and Manuka honey.
- 3.5.3 Government has highlighted the importance of councils collaborating with each other and with industry and iwi to facilitate growth. Horizons contribution to achieving sustainable growth in the region may include finding ways to better use the information it holds on the region's resources, bringing key parties together, and utilising Horizons existing connection with Central Government.

Council response

Council supports collaboration and plans to remain an active member of the Accelerate25 programme.

Council recognises the efforts Horizons has made to implement the One Plan in a practical and staged manner. Council urges Horizons to consider the impacts on the financial viability of landowners when setting consent conditions, and the need for phasing in the more challenging conditions over time. Improvements are being made to our waterways and are welcomed by residents.



### 3.6 Transport

- 3.6.1 Horizons provide support for the Dannevirke and Pahiatua health shuttles, which bring outpatients and visitors to Palmerston North Hospital and other health related destinations. Horizons also provide some support for the Dannevirke and Pahiatua Community Vehicle Trusts.

#### Council response

Council appreciates the continued support funding for Dannevirke and Pahiatua Health Shuttles to Palmerston North and the Dannevirke and Pahiatua Community Vehicle Trusts.

## 4. Consultation

- 4.1 The Horizons Draft Annual Plan 2017-18 submissions close on Thursday, 13 April 2017. Horizons have set aside the 8, 10 and 11 May 2017 to hear submissions on the proposed plan, usually in Palmerston North.

## 5. Recommendation

- 5.1 *That the report from the Strategy and Policy Adviser dated 22 March 2017 concerning the Horizons Regional Council Draft Annual Plan 2017/2018 (as circulated) be received, and*
- 5.2 *That the Council make a submission on the Horizons Regional Council Draft Annual Plan 2017/2018 covering the following points:*

#### Financials

- *Support the low average rates increase for the Tararua district.*

#### Water Quality and Quantity

- *Council is committed to the Manawatu River Accord and continues to budget for significant capital works to improve wastewater point discharges into the tributaries of the Manawatu River. Significant progress has been made but there is still much to be done. Council is conscious of rates affordability, and wishes to work closely with Horizons to deliver infrastructure upgrades that meet required outcomes in the most efficient way. Council aims to meet Horizons requirements and community expectations, and to solve issues through discussion rather than through legal appeal processes.*
- *Council continue to look forward to working with Horizons to significantly improve the quality of point source discharges through improved treatment and/or discharging to land during low river flow periods.*
- *Council support the expansion of monitoring and information on freshwater quality. Monitoring changes in water quality will support an evidence based approach to discharge upgrades, and the benefits delivered from public investment.*

### **Sustainable Land Management**

- *Council support the sustainable land use initiative project and is keen to support any applications for further government funding in the future.*

### **Biosecurity and Biodiversity**

- *Council support building on the success of the Te Apiti Gorge partnership and the increase in funding. Council sees this will also generate additional opportunities for economic development, with the increase in visitors over the last few years already having a positive impact on Woodville businesses. Council will continue to be an active partner in this key project.*
- *Council support further investment in plant pest management, and ongoing funding for animal pest management. Invasive pests have the potential to severely impact on native forests and animals, as well as threatening farming viability. Increased capability while keeping rates increases low is welcomed by the community.*

### **Strategic Management**

- *Council support regional collaboration and plans to remain an active member of the Accelerate25 programme.*
- *Council recognise the efforts Horizons has made to implement the One Plan in a practical and staged manner. Council urges Horizons to consider the impacts on the financial viability of landowners when setting consent conditions, and the need for phasing in the more challenging conditions over time. Improvements are being made to our waterways and are welcomed by residents.*

### **Transport**

- *Council appreciate the continued support funding for Dannevirke and Pahiatua Health Shuttles to Palmerston North Hospital and other health related destinations, and to the Dannevirke and Pahiatua Community Vehicle Trusts.*

### **Attachments**

Nil.

## Report

Date : 22 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Raj Suppiah  
Chief Financial Officer

Subject : **Adoption of the Council's Draft Annual Plan 2017/2018**

Item No : **11.3**

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

- 1.1 To adopt the Draft Annual Plan 2017/18 and the Draft Fees and Charges being year three of the 2015-25 Long Term Plan (Long Term Plan).
- 1.2 Council resolves to allow the Forestry and Pensioner Reserves (Pensioner Housing and the Tenant Contribution Reserves), as with the Depreciation Reserves, to be made available for internal borrowing.

### **2. Background**

- 2.1 Council must prepare an Annual Plan for each financial year as required by Section 95 of the Local Government Act 2002.
- 2.2 The Annual Plan, is defined by sections 95(5) and (6) of the Local Government Act and requires that Council present a full account of changes from the Long Term Plan for the year in which the Annual Plan is being developed and include all relevant financial and funding impact statements for the year in which the Annual Plan is being prepared. The Act also states, that clear reference needs to be made to the relevant parts of the Long Term Plan.
- 2.3 Council held a series of workshops in January, February and March 2017 to determine the service levels, capital programme, fees and charges, activity expenditure and rates requirement for the Draft Annual Plan 2017/18.

### **3. Engagement with the Community**

- 3.1 Council, like last year, will not be formally consulting on this Annual Plan as there are no significant changes from year 3 of the adopted Long Term Plan. There are changes to the timing and costs of some projects and these are highlighted in the "Our Annual Plan 2017/18 at a glance" and in the "Group of Activity" sections of this plan.

- 3.2 Hence, there will not be any formal submission process or hearings but Council still welcomes any views or ideas the community has on Council services and policies. Comments that require any changes to policies or service levels will be considered as part of the preparation of the 2018-2028 Long Term Plan.

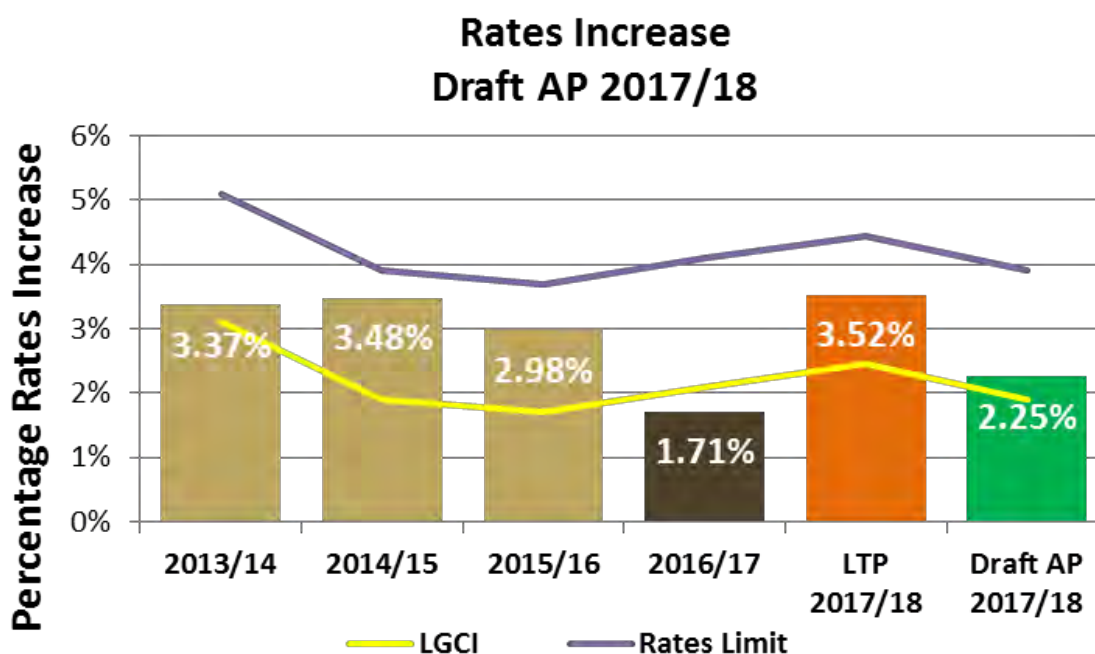
#### 4. Significance Assessment

- 4.1 The Draft Annual Plan 2017/18 continues the priorities of efficient local infrastructure, public services and regulatory functions as consulted on through the Long Term Plan.
- 4.2 The proposed changes recommended are not considered significant in terms of the Council's Significance and Engagement Policy.

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

##### 5.1 Rates Increase

- 5.1.1 The overall proposed rates increase for 2017/18 is 2.25%. This is significantly less than the 3.52% increase forecast in the Long Term Plan and is consistent with the key outcomes in our Financial Strategy – 'affordability' and "financial sustainability".



## 5.2 Uniform Annual General Charge and Rates by Sector

5.2.1 The Uniform Annual General Charge (UAGC) is set at 28.88% of total rates. The resulting draft rates by sector and the UAGC for the 2017/18 year are as follows:

**MODEL : Draft v4 ; Model 1319**

**Draft 1 Annual Plan 2017/18**

**UAGC at \$507.52**

Rates cap is at 28.73%

**Workshop Model**

Draft AP 2017/18					
Sector	Annual Plan 2016/17	Rates by Sector	\$ change from current year	% Change from Current year	LTP
Rural	12,977,959	13,234,620	-256,661	1.98%	2.09%
Urban	9,419,824	9,651,156	-231,332	2.46%	5.32%
Industrial/Commercial	1,608,743	1,654,729	-45,986	2.86%	4.53%
Windfarms	168,948	177,337	-8,389	4.97%	1.89%
<b>TOTAL RATES</b>	<b>24,175,474</b>	<b>24,717,842</b>	<b>-542,368</b>	<b>2.24%</b>	<b>3.52%</b>

Sector	2015/16	2016/17	2017/18	Total	Average
Rural	2.02%	0.96%	1.98%	4.96%	1.65%
Urban	3.01%	2.57%	2.46%	8.03%	2.68%
Industrial/Commercial	3.42%	3.78%	2.86%	10.06%	3.35%
Windfarms	171.65%	-6.93%	4.97%	169.68%	56.56%

**MODEL : Draft v5 ; Model 1321**

**Final Draft Annual Plan 2017/18**

**UAGC at \$507.48**

Rates cap is at 28.88%

**Final Draft**

Draft AP 2017/18					
Sector	Annual Plan 2016/17	Rates by Sector	\$ change from current year	% Change from Current year	LTP
Rural	12,977,959	13,234,045	-256,086	1.97%	2.09%
Urban	9,419,824	9,653,841	-234,017	2.48%	5.32%
Industrial/Commercial	1,608,743	1,653,965	-45,222	2.81%	4.53%
Windfarms	168,948	176,911	-7,963	4.71%	1.89%
<b>TOTAL RATES</b>	<b>24,175,474</b>	<b>24,718,762</b>	<b>-543,288</b>	<b>2.25%</b>	<b>3.52%</b>

Sector	2015/16	2016/17	2017/18	Total	Average
Rural	2.02%	0.96%	1.97%	4.96%	1.65%
Urban	3.01%	2.57%	2.48%	8.06%	2.69%
Industrial/Commercial	3.42%	3.78%	2.81%	10.02%	3.34%
Windfarms	171.65%	-6.93%	4.71%	169.43%	56.48%

5.2.2 The main driver for the change from the model presented in the Council workshop to the final model in the Draft Annual Plan is mainly due to the amalgamation of rural properties. This is a process the Revenue Team is undertaking to ensure we are compliant with the Valuer General's rating valuation rules.

5.2.3 Rates increases need to be looked at over the 3 years of the current Long Term Plan. The average rates increase over the 3 years is 2.29% compared to the average Local Government Cost Index of 2.08%. The sector rates distribution is different but that reflects the significant investment over the last 5 years on the urban infrastructure.

## 5.3 Rates Incidence

5.3.1 Refer to the "Summary of Rates by Charges" in pages 78 and 79 for the detailed rates in the dollar for each rate type. The significant changes when compared to the current year are:

- The Uniform Annual General Charge is reduced from \$511.70 (current year) to \$507.48. These can be attributed to two factors. Increase in targeted rates impacting the Urban and Industrial/Commercial sectors, for example water targeted rates.

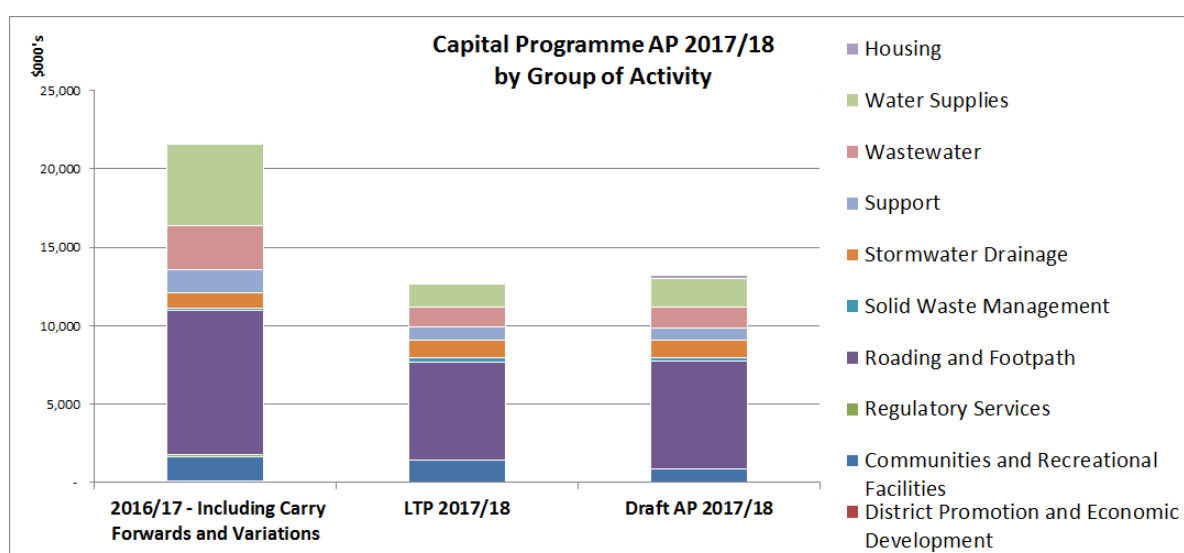
The other reason is the significant increase in cost for activities funded from general rates. For example, Long Term Plan, District Plan and policy reviews, maintenance of Public Conveniences and Parks and Reserves, Building Control and reallocation of cost from targeted rates to general rates (cost associated with Rural Fire, now allocated to Civil Defence given Rural Fire will be under FENZ).

- Lower roading rates due to the increase in New Zealand Transport Agency subsidies and reclassification of a portion of emergency reclassification of expenses from operational to capital.
- Significant increase to district water as a result of the rates impact from capital investment and ongoing operational impact of new treatment plants and sampling regime.
- Increase in urban stormwater rates due to increase in maintenance cost in the interim as the Alliance complete the stormwater modelling.

## 5.4 Capital Programme

5.4.1 The total capital works programme for 2017/18 is estimated to be \$13.2 million compared to the \$12.7 million for year 3 of the Long Term Plan. This is largely the result of the Pahiatua Treatment Plant project (new project) and deferring projects from current year (for example the Eketahuna Wastewater Treatment Plant). The increases were offset by bringing forward the Woodville Impounded water supply project to the current year.

5.4.2 There have been some reductions in estimated capital costs due to lower inflation impacts than originally forecast.



## 5.5 Treasury and Risk Management Policy compliance

5.5.1 The borrowing limits are determined in the Treasury and Risk Management Policy.

5.5.2 The following table illustrates that the Council is operating well within the guidelines contained in the Treasury and Risk Management Policy.

Benchmark	Quantified Maximum Limit	Planned Limit	Met
Rates affordability benchmark			
- Income	\$21,842,000	\$ 21,496,000	Yes
- Increases	3.90%	2.25%	Yes
Debt Affordability:			
Net Debt as a percentage of total revenue	<50%	13%	Yes
Net interest as a percentage of total revenue	<7%	1.04%	Yes
Net interest as a percentage of annual rates income (debt secured under debenture)	<10%	1.59%	Yes
Liquidity (External, term debt + committed loan facilities + available liquid investments to existing external debt)	>110%	189%	Yes
Balanced Budget Benchmark	>100%	97.39%	No
Essential Services Benchmark	>100%	115.69%	Yes
Debt Servicing Benchmark	<10%	1.57%	Yes

5.5.3 The projected debt level for the 2017/18 Annual Plan is \$11.2 million compared to \$13.5 million in the Long Term Plan. The lower projected debt levels are due to the use of Council's other reserves for internal borrowings as indicated in paragraph 5.7.

5.5.4 Total loans including internal loans are projected to be \$27.1 million compared to an opening balance of \$24.5 million. In the 2017/18 Annual Plan, we have planned to complete \$4.4 million of growth and level of service projects that will be funded from loans compared to \$10.9 million in the current year.

5.5.5 The Council's balance sheet can prudently sustain the level of debt.

## 5.6 Use of Reserves for Internal Loan

5.6.1 Council's policy allows the use of specific reserves as an alternate funding option. The use of such reserves will require a specific resolution of Council before expenditure is committed. The exception to this is the use of depreciation reserves (for internal borrowing) used to fund capital expenditure instead of borrowing from external sources (banks and financial institutions).

5.6.2 In the Annual Plan workshops this year, Council supported extending the use of the specific reserves for internal borrowing, to offset the need to borrow externally, to the Forestry and Pensioner Reserves (Pensioner Housing and the Tenant Contribution Reserves). The change in policy is reflected in "Note 2: Statement of Reserves and Special Funds".

- 5.6.3 The net impact on the overall rates requirement by using these reserves as an alternate to external borrowing is \$32,500 which is about 0.15% rates decrease.

## 6. Balance Budget Requirement

### Balanced Budget

Operating Revenues = Operating Expenditures

- 6.1 The Council is required under the Local Government Act 2002 to ensure that each year's projected operating revenues are set at a level sufficient to meet that year's projected operating expenses.
- 6.2 The Council may set projected operating revenues at a different level from that required, if the Council resolves that it is financially prudent to do so.
- 6.3 In addition to ensuring Council meets the balanced budget requirement, it has to consider the resulting financial position for future years. In particular, that it has maintained the level of borrowings and investments at a sustainable level to leave capacity for future generations.
- 6.4 For the 10 years in the Long Term Plan, Council had resolved not to balance the budgets (from year 3 onwards) mainly due to the un-funding of depreciation.
- 6.5 The Draft Annual Plan 2017/18 is consistent with Year 3 of the Long Term Plan. The reasons for not balancing the budget for the year is detailed in the table below:

	<b>Annual Plan 2017/2018</b>
<b>Net Deficit</b>	<b>(879,000)</b>
Made up of:	
<b>Depreciation unfunded</b>	
Comm   Cemeteries   Cemeteries	(30,457)
Comm   Comm Bldgs   Comm Bldgs	(112,114)
Comm   Parks   Parks	(123,889)
Road   Roading   Sub	(276,366)
S Waste   S Waste   Transfer	(4,167)
Water   Water   Pongaroa	(130,557)
Comm   Housing   Housing	(186,000)
Rural Fire	(25,000)
Water Supplies	10,000
<b>Self Funding Activities</b>	
Housing Loss	(3,443)
Investment Properties Loss	(108,186)
<b>Rate Funding Applied to Equity</b>	
Special Fund Reserve funding	111,179
<b>Balance Remaining</b>	<b>0</b>



## 7. Compliance with the Revenue and Financing Policy

- 7.1 The Council has complied with the limits set in its Revenue and Financing Policy except for two activities:

Activity	Rates		Fees & Charges		Grants and Other Revenue	
	Policy	Actual	Policy	Actual	Policy	Actual
Animal Control	0%-10%	13%	90%-100%	87%	-	-
Emergency Management	95%-100%	52%	0%-5%	48%	0%-5%	1%

- 7.2 Animal Control does not comply due to employing the third Animal Control Officer (ACO) earlier than expected. In the Long Term Plan, Council planned to gradually increase the Animal Control activity's fees and charges (dog registration, impounding) to fund the new dog pound and a third ACO. However, it was critical that we address quickly the risk to the public arising from unregistered and roaming dogs.
- 7.3 Emergency Management does not comply due to the reimbursement of Rural Fire from FENZ. The policy limits will need revisiting in the Long Term Plan.

## 8. Conclusion

- 8.1 The Draft Annual Plan and Fees and Charges Schedule 2016/17 are presented to the Council for adoption.
- 8.2 Council resolves to allow the Forestry and Pensioner Reserves (Pensioner Housing and the Tenant Contribution Reserves), as with the Depreciation Reserves, to be made available for internal borrowing.

## **9. Recommendation**

- 9.1** *That the report from the Chief Financial Officer dated 22 March 2017 concerning the Adoption of the Council's Draft Annual Plan 2017/2018 (as circulated) be received, and*
- 9.2** *That the Council adopt the Draft Annual Plan 2017/2018 and the proposed schedule of fees and charges, and*
- 9.3** *That the Draft Annual Plan be distributed as follows:*
- *Copies available for reading/viewing at all of the Council's Service Centres and its Libraries throughout the district*
  - *Through the Council's website [www.tararua.govt.nz](http://www.tararua.govt.nz)*
- And that each ratepayer be sent a mock invoice detailing the proposed rates for their property and a feedback form, and*
- 9.4** *That the Council consider any written submissions or suggestions it receives by 11 May 2017 in a workshop prior to the adoption of the 2017/2018 Annual Plan, and*
- 9.5** *That the Council allow the Forestry and Pensioner Reserves (Pensioner Housing and Tenant Contribution Reserves), as with the Depreciation Reserves, to be made available for internal borrowing.*

## **Attachments**

Nil.



## Report

Date : 21 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Colin Veale  
Community Assets and Property Manager

Subject : **Proposed Lease of Makuri Domain Board Land at Domain Road**

Item No : **11.4**

---

### 1. Reason for the Report

- 1.1 This report is in respect of a request from the Makuri Country Club Inc. to renew the lease of the land situated at Domain Road, Makuri. This is Crown land that is administered by the Tararua District Council through the Committee of the Makuri Domain Board.

### 2. Background

- 2.1 The Makuri Domain Board administers an area of 11.5985 hectares that includes the Makuri Hall and recreation reserve areas.
- 2.2 Sited on part of Section 162 are the Clubrooms of the Makuri Country Club Inc. The Makuri Country Club Inc. has been leasing this 0.2 hectares area of Domain Board Land at Domain Road, Makuri since 1 April 1984 at a rate of \$2.00 per annum. This lease was for a term of 33 years and expires on 31 March 2017. The original Lease was issued by the Minister of Lands and was issued under Section 54(1) b of the Reserves Act 1977.
- 2.3 The Makuri Country Club provides a hub for the community for both social and sporting events. The area is used as a golf course and as a camping ground as well as other sporting events. The Country Club looks after and maintains the toilet block, which is used by both campers and the general public at no cost to the Domain Board. They also maintain the driveway and carpark for the area.

### **3. Description of Area**

#### **3.1** The area of land is described below:

Situated on Domain Road, Makuri comprising of approximately 0.2 hectares, being part of section 162 in the Makuri Land District. The land is classified as Recreation Reserve and is the property of the Crown.

### **4. Relevant Statutory Provisions**

#### **4.1** The original Lease was for a term of 33 years and did not have a right of renewal clause.

#### **4.2** Administration of the above land has been delegated to the Tararua District Council (Instrument of Delegation for Territorial Authorities – Dated 12 June 2013, section 10 of the Reserves Act 1977).

### **5. Renewal Process**

#### **5.1** The Makuri Country Club Inc. has applied to renew the lease for a further thirty three (33) years from 1 April 2017 until 31 March 2050.

#### **5.2** The Makuri Domain Board has written to Council requesting it use their delegation via a resolution to grant a new lease of thirty three (33) years to the Makuri Country Club Inc.

#### **5.3** Council have publicly notified that it is considering a proposal to issue a lease to the Makuri Country Club Inc. for a term of thirty three (33) years. Any objections to issuing the lease were given an opportunity to make a submission before 8 March 2017.

#### **5.4** The Department of Conservation has advised that under Section 59A (1) of the Conservation Act 1987, Council has the delegation to grant a concession to issue a new lease for the term of 33 years.

#### **5.5** Attached are letters of support from the Makuri Domain Board and members of the public in support of renewing the lease.

#### **5.6** Both Iwi have been advised of the application to renew the lease.

#### **5.7** No objections have been received to the renewal of the lease.

### **6. Options**

#### **6.1** Option 1: Go with the recommendation of the Makuri Domain Board and renew the lease for thirty three (33) years.

#### **6.2** Option 2: Renew the lease for Council's standard lease term of five (5) years plus the right of renewal for a further five (5) years.

#### **6.3** Option 3: Do not renew the lease.

## **7. Discussion of Options**

- 7.1 Option 1: The Domain Board and the community want the lease renewed for the thirty three (33) year term to give them surety of their clubrooms and use of the facilities.
- 7.2 Option 2: Reducing the term of the lease to a five (5) plus five (5) years lease will alienate the Domain Board and the community.
- 7.3 Option 3: The Makuri Country Club Inc. provides a facility that is the hub of the community and the refusal to renew the lease would cause a major rift with the Domain Board and the community.

## **8. Preferred Option**

- 8.1 Option 1: This option is in line with the views of the Domain Board, who administer the Domain on behalf of Council.

## **9. Significance Assessment**

- 9.1 This matter is not considered to be significant in terms of Council policy on significance and engagement, and the Reserves Act 1977 details the process to be followed with regard to leasing the land involved.

## **10. Conclusion**

- 10.1 To formalise the lease of the Makuri Domain Board land at Domain Road, Makuri, to the Makuri Country Club Inc., the following recommendation is made for Council's consideration.

## **11. Recommendation**

- 11.1 ***That the report from the Community Assets and Property Manager dated 21 March 2017 concerning the Proposed Lease of Makuri Domain Board Land at Domain Road (as circulated) be received, and***
- 11.2 ***That a lease agreement for this property is entered by the Council with Makuri Country Club Incorporated for a further term of thirty-three years.***

## **Attachments**

- 1. Letters of Support
- 2. Photo of Makuri Country Clubrooms

Makuri Country Club Inc.  
c/o 278 Coonoor Rd  
RD. 5  
Makuri  
Pahiatua 4985

Our Ref: TDC/ltr/acp

17 January 2017

Taranaki District Council,  
P.O.Box 115,  
Dannevirke 4942.

Attn: Colin Veale

Dear Colin,

**Re: Makuri Counrty Club/Makuri Domain Board - land Lease.**

We acknowledge that the Tararua District Council is the administering body of the Makuri Recreation Reserve which falls under the Reserves Act Legislation.

As such, the Makuri Country Club (Inc.) wishes to request that a new 33 year lease be entered into regarding its buildings being situated on Recreation Reserve land, specifically being 0.2ha of part section 162, in the Land District of Makuri.

This lease will serve to replace the current lease which is due to expire on 31.03.2017

Should you wish to contact me for any reason use the following e-mail address: [louise.andrew@xtra.co.nz](mailto:louise.andrew@xtra.co.nz)

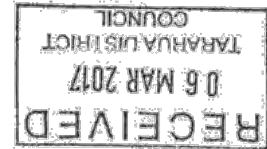
Yours faithfully,

Hubert

AC Poulton  
Treasurer  
Makuri Country Club Incorporated.

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71 Old Ford Road  
RD 9  
Makuri  
Pahiatua 4989



2 March 2017

Tararua District Council,  
P.O. Box 115,  
Dannevirke 4942.

Attn: Community Assets and Property Manager

Dear Sir,

Re: Lease of Reserve Land - Makuri Country Club

I wish to make a submission supporting the lease of the Makuri Domain land (0.2ha) to the Makuri Country Club.

This facility is an integral community asset providing a hub for both social and sporting occasions. Significant investment has been made in the facility over a long period of time to provide a facility that can cater for a range of occasions but not limited to:

Sporting events including trail rides and cricket and golf tournaments

Meetings and farm extension activities put on by vet practices and meat companies

Meet the Candidate evenings in the lead up to local body elections

With a strong and dedicated committee running the Country Club, I hope this important asset can continue to add to the social fabric of our tight-knit community.

Yours Sincerely  
Sam Benoit  
President Makuri Country Club

A handwritten signature in blue ink, appearing to read 'Sam Benoit'.

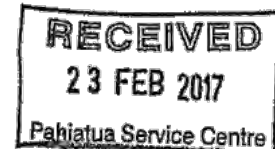
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Makuri Domain Board.  
c/o 278 Coonoor Rd  
RD. 5  
Makuri  
Pahiatua 4985

Our Ref: 054/ltr/acp

22 February 2017

Tararua District Council,  
P.O.Box 115,  
Dannevirke 4942.



Attn: Community Assets and Property Manager

Dear Sir,

**Re: Lease of Reserve Land - Makuri Country Club**

This letter serves as a submission with respect to the granting of a 33 year lease by the Tararua District Council to the Makuri Country Club

The Makuri Domain Board fully supports the Council, as administering body, to grant the lease to the Makuri Country Club for the following reasons:

The Makuri Country Club over the previous lease term, has developed a fully functioning recreational facility to serve the wider Makuri Community as a family orientated social gathering hub.

The Makuri Country Club Committee is totally committed to the upkeep and maintenance of the buildings and ablution block, furthermore they attend to a tremendous amount of general maintenance and tidying of the Makuri Domain in general.

The Makuri Country Club provides not only a social gathering point for the Community but is also a comfortable venue available for meetings and functions that would other-wise not be held in the district. These include and are not limited to:

- Business functions held with Mighty River Power (*now Mercury*) over the last 10 years.
- A host of Federated Farmers/Beef and Lamb meetings.
- Several *Meet the Councilors* meetings during local body election campaigns of recent years.
- NZ Land Search and Rescue National Courses
- Local private functions.
- Golf and other social sporting annual fixtures

In light of the above, the Makuri Domain Board, has the support and fully endorses the Tararua District Council in approving the lease of the land described as:



~~Excluded~~ 27/02/1

- 0.2 Ha more or less situated in the Makuri Land District being part of Section 162 located on Makuri Domain Road, Makuri, to the Makuri Country Club.

I would like to have the opportunity to present comments in person to the Council's Tribunal and Hearings committee at a meeting held for such purpose.

Should you wish to contact me for any reason use the following e-mail address: [louise.andrew@xtra.co.nz](mailto:louise.andrew@xtra.co.nz)

Yours faithfully,

AC Poulton  
Secretary/Treasurer  
Makuri Domain Board.

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278 Coonoor Rd  
RD. 5  
Makuri  
Pahiatua 4985

22 February 2017

Tararua District Council,  
P.O.Box 115,  
Dannevirke 4942.

Attn: Community Assets and Property Manager

Dear Sir,

**Re: Lease of Reserve Land - Makuri Country Club**

This letter serves as a submission with respect to the granting of a 33 year lease by the Tararua District Council to the Makuri Country Club

As a Makuri Community member I fully support the Council, as administrating body, to grant the lease to the Makuri Country Club for the following reasons:

The Makuri Country Club is the gathering place for community members to enjoy catching up with one-another in serene conditions. The Country Club committee have worked very hard over the years to ensure the upkeep of the building and grounds so that it remains an attractive and safe place for young and old to enjoy. The Makuri Country Club committee actively plan events throughout the year for the community members to enjoy. For example, Mid-year and end of year Christmas functions, Easter Egg hunts, Guy Fawkes, and other social activities are organised to ensure the community members have many opportunities to get together throughout the year.

The Makuri Country Club is used by community members for a variety of activities. The School hosts annual Trail Rides and when it is based at the Makuri Domain the kitchen facilities of the Makuri Country Club are able to be used to cater for the event. Similarly when the NZ Land SAR group hold training courses at the Makuri Country Club the school again uses the kitchen facilities to cater for the course attendees. There have been many other such fundraising catering opportunities undertaken at the Makuri Country Club by the school and other groups.

My husband and I recently hosted a celebratory function at the Makuri Country Club for 60 of our family and friends. The facility was the perfect place to host that number of people with ease and because of the high standard of facilities our guests were very impressed that such a venue was available in our district. Other

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community members have also used the venue for similar functions. We are indeed very fortunate to have such a facility in our community and I am quite sure it would be a tragedy for the community if the Lease of Reserve Land was not approved.

For the above reasons I fully endorse the Tararua District Council in approving the lease of the land described as:

- *0.2 Ha more or less situated in the Makuri Land District being part of Section 162 located on Makuri Domain Road, Makuri, to the Makuri Country Club.*

I would like to have the opportunity to present comments in person to the Council's Tribunal and Hearings committee at a meeting held for such purpose.

Should you wish to contact me for any reason use the following e-mail address:

[l.poulton@xtra.co.nz](mailto:l.poulton@xtra.co.nz)

Yours faithfully,



Louise Poulton

~~Sealed 01/03/17~~

Waitio Farm  
791 Coonoor rd  
R.D.5  
PAHIATUA 4985  
27/02/17



Community Assets and Property Manager  
Taranua District Council  
P.O. Box 115  
Dannevirke 4924

I wish to make a submission that the Makuri Country Club is able to renew it's lease of the Makuri Domain of 0.2 Hectares being part of section 162 located on Domain road for the next 33 years.

The Makuri Country Club is a real asset to this community for functions, meetings and our community events which are held regularly through out the year over and above our regular Friday night opening. The country Club also looks after and maintains the toilet block on the domain which are used by campers and passers by at no cost and also looks after the driveway and parking area.

Makuri Community needs this lease renewed and I am prepared to present my comments at the Councils Tribunal and hearings committee

John Blathwayt Makuri Country club Committee member

A handwritten signature in dark ink, appearing to read "John Blathwayt".

Signed 03/03/2017



Makuri Board of Trustees  
Makuri School  
Titoki Road  
RD 9  
PAHIATUA 4989

Community Assets and Property Manager  
Taranua District Council  
Po Box 115  
Dannevirke  
4942.

03/03/2017.

Re; Makuri Country Club Application for lease renewal  
pursuant to section 54(1)(b) of the Reserves Act 1977,  
0.2 hectares situated in the Makuri land District being part of section 162 located on Domain  
Road Makuri

Submission in favor of the Makuri Country Club renewing there lease:

To Whom it may Concern.

On Behalf of the Makuri School Board of Trustees we would like to lodge this submission in  
favor of the Makuri Country Club retaining there lease.

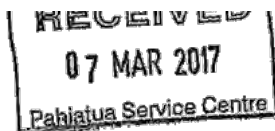
The Makuri Country Club have always been avid supporters of Makuri School and over the  
years have never hesitated to assist Makuri School with it fund raising efforts kindly donating  
the use of its facilities to Makuri school for our Trail ride and many catering opportunities.  
The Country Club is our small communities social hub and offers many wonderful  
opportunities for our local children providing an annual fire works display and Easter egg  
hunt and Christmas party events that many of our children would miss out on if the Country  
club did not provide them.

Makuri School value our relationship with the Makuri Country Club and feel that our small  
community would be hugely disadvantaged without it.

The Board fully support Makuri Counrty Club retaining their lease.

Yours Faithfully  
Debbie Blathwayt

Chair person  
Makuri School Board of Trustees



Customer Services  
Taranua District Council

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27 Old Ford Road  
Makuri  
Pahiatua 4989

6th March 2017

Taranua District Council,  
P.O.Box 115,  
Dannevirke 4942.

Attn: Community Assets and Property Manager

Dear Sir,

**Re: Lease of Reserve Land - Makuri Country Club**

This letter serves as a submission with respect to the granting of a 33 year lease by the Taranua District Council to the Makuri Country Club

I have been a member of the Makuri Community for the last 25 years and would like to support the Makuri Country Club and its bid to be granted a 33 year lease.

The Makuri Country Club is a community gathering place for everyone. The Country Club committee have looked after the area along with the Makuri Domain Board and over the years have kept the grounds and buildings in a good condition. People in Makuri take pride in their Country Club and Domain.

Makuri Country Club hold many functions throughout the year for the community, Easter egg hunts, quiz nights, Christmas meals, where all families join together for relaxation and conversation. The children in the district enjoy going to the Makuri Country Club as much as their parents. This keeps our community together and is a good base for farmers to discuss/share ideas and problems. We all look after one another in everyday life, celebrations and crises.

The Makuri Country Club is used as a base for many school fundraising events, like the annual trail ride, SARS training days, catering for 4 wheel drive. The Makuri Country Club is an ideal place for hosting these events.

As the Makuri River is a popular fishing spot there are often people parked at the Makuri Country Club using the deck area out the front and generally enjoying the quiet space. The visitors are very impressed with the facility we have in our district. I have accommodation available [www.makurihideaway.com](http://www.makurihideaway.com) for people to come and stay and they too enjoy the facilities that are on offer.

Received 03/03/2017

I am concerned if there was no Makuri Country Club the Makuri Community would be fragmented and the mental health of the people in the district would be severely affected. We are very conscience about the welfare of our farming community of which is the main occupation of the district.

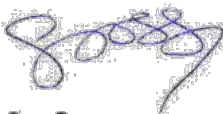
I am also an advocate of the saying "it takes a community to raise a child". This is certainly true in the Makuri community where a sense of belonging is brought about by the Makuri Country Club.

For the above reasons I fully endorse the Tararua District Council in approving the lease of the land described as:

- 0.2 Ha more or less situated in the Makuri Land District being part of Section 162 located on Makuri Domain Road, Makuri, to the Makuri Country Club.

My email address is [makurisue@gmail.com](mailto:makurisue@gmail.com) if you wish to contact me.

Yours faithfully,



Sue Ross







## Report

Date : 22 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Peter Wimsett  
Manager Strategy & District Development

Subject : **Carnegie Centre Extension of Lease**

Item No : **11.5**

---

### 1. Reason for report

- 1.1 Council has received a request from Tararua Community Youth Services (TCYS) for an extension of one year of the lease that expires on 30 June 2017. The lease is currently in the name of Carnegie Community Centre Incorporated who last year dissolved and assigned the lease to TCYS.

### 2. Background

- 2.1 On 28 May 2014, as part of the Annual Plan deliberations, Council passed the following resolution.

***“That the Council progress the option of establishing a charitable community trust to acquire the Dannevirke Carnegie Centre building for a pepper corn amount and to undertake its preservaton and operation concerning its possible uses, and***

***That the Council notes from the 16 submissions received concerning this matter the majority of the views expressed (1)) acknowledge its heritage value and strategic importance to the community”***

- 2.2 TCYS has served the young people of this district since August 1998 through a diverse range of creative initiatives (including the development of three Youth Centres) to meet the need of the Tararua district. The Carnegie building is used by TCYS for its centre of operations and is used daily by staff and many young people.

- 2.3 The Carnegie building has received an Initial Structural Assessment (ISA) by a nationally recognised earthquake engineering firm of 7% of the new building standard. Council is waiting for the Ministry of Business, Innovation and Employment to complete their work to define regulations that deal with earthquake-prone buildings under the Building Act. Only after these regulations are in place, will Council know the appropriate actions and time frames to manage Council's earthquake-prone buildings. Nothing we have seen to date would indicate a change to the rating of the Carnegie building. However, it may result in changes to the engineering specifications required to remedy buildings.
- 2.4 There are various community views of the future of the Carnegie building and how strengthening (if any) may occur and be funded.

### **3. Options**

#### **3.1 Option 1: Decline**

- 3.1.1 Council would have to indicate early to decline an extension of the lease to give TCYS the opportunity to find alternative accommodation. It is believed that there are sites currently available in Dannevirke that may be suitable but rental costs are not able to be met by TCYS. The advantage of declining the request is to avoid any risk to the tenant regarding the potential earthquake risk. However, without tenants the property may fall into disrepair and be targeted for vandalism to the detriment of the surrounding environment. The problem of ownership remains with the Council.

#### **3.2 Option 2: Approve**

- 3.3 This can be considered as either a one or more year extension of the lease or on a casual basis on a month by month basis, with reasonable notice to cancel.
- 3.4 The advantage of approval is to give more certainty to TCYS while they consider their options and funding. Council will continue to have the site occupied while the needs of young people will continue to be serviced by TCYS as a community service supported by Council with a peppercorn rent.
- 3.5 This would maintain the status quo while acknowledging the now identified risks that may be able to be somewhat mitigated by health and safety training of the users of the facility.

### **4. Significance Assessment**

- 4.1 The matter of considering the request received is within the Council's discretion to determine, and it is not considered to be significant with regard to the policy on significance and engagement.

## **5. Recommendation**

- 5.1 *That the report from the Manager Strategy & District Development dated 22 March 2017 concerning the Carnegie Centre Extension of Lease (as circulated) be received, and*
- 5.2 *That the Council approve a lease extension of the Carnegie Centre to Tararua Community Youth Services on a casual month-by-month basis with a minimum three months cancellation period, and also subject to any future safety issues or government determinations.*

## **Attachments**

Nil.



## Report

Date : 22 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Blair King  
Chief Executive

Subject : **Woodville Water Supply Pipeline Bridge and Challies Farm Bridge Replacement at Grass Road, Woodville**

Item No : **11.6**

---

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

- 1.1 For Council to consider a request from the landowners adjacent to a Council water supply pipeline bridge, to remove that pipeline bridge, or contribute to a new bridge suitable for farming operations that the pipe can be connected to.

### **2. Background**

- 2.1 The Woodville raw water supply consists of a single pipeline running from a headworks intake in the Mangapapa Stream through to a treatment plant, and impounded supply by McLean Street in Woodville.
- 2.2 This pipeline is contained within a legally defined property corridor that Council owns, and spans multiple private sections of land.
- 2.3 One of the sections of land crossed is that farmed by the Challies. The Challies dairy farm involves stock movement across the Mangapapa Stream, which is captured under the Clean Streams Accord that requires a bridge or similar to achieve the goal below:

***Dairy companies will:***

*Implement measures to exclude dairy cattle from waterways\* and drains\* greater than one metre in width and deeper than 30 cm and significant wetlands on dairy farms according to the following phase-in timetable:*

*For waterways and drains*

- 90% exclusion of the length present on dairy farms by 31 May 2014; and*
- 100% of the length present on dairy farms by 31 May 2017.*

- 2.4 The Regional Council One Plan also sets similar requirements to meet the National Policy Statement for Freshwater.
- 2.5 Council uses a pipe bridge to span this stream that consists of concrete columns in the stream bed, with the pipeline laid on top. The Challies some years ago had placed a rail-wagon on concrete blocks immediately downstream of Council's pipeline bridge to be their stock crossing point. Due to the stream being significantly wider than the length of the rail wagon they placed additional cubical shaped concrete blocks as abutments either end, which artificially narrowed the stream.
- 2.6 In one storm during either 2014 or 2015 the cubical blocks supporting this rail wagon were dislodged by the flow of water, resulting in the Challies railwagon structure falling into the stream.
- 2.7 Since that time they have requested Council financial support to either remove our pipe bridge, or contribute to a new bridge that our pipeline would be attached to. Initial discussions on site with the landowners, and members of the previous Council (Crs Collis and Johns), local concrete bridge experts (Morris and Bailey Limited), agreed to look at the new bridge option, if that required the same contribution from Council as undergrounding.
- 2.8 The Challies engaged an external engineer to support their case (David Smart) whose report is attached. They copied this report to the regional council
- 2.9 The analysis of bridge options shows that if the pipeline is attached, then the design of the bridge is more complex. Specifically, any new bridge would need to be built to survive a higher flood event, and this means longer "between abutments spans". The Challies have stated that even without the pipeline, the regional council would need a new bridge to avoid any columns within the stream bed, which again makes it more expensive than our pipe bridge.
- 2.10 I have advised the engineer who wrote the report that his recommendation we have an obligation to significantly contribute to a new bridge is flawed. Overall, we disagree with his conclusions, and declined the request on the basis the water pipeline is not programmed for replacement within the Council's 10 year plan, and it has survived every storm event since being installed around 1944.

### **3. Issues**

- 3.1 In comparing the conclusions reached by the Challies engineer compared to the knowledge of pipe bridge performance by long serving staff familiar with this water supply highlights:
- Council's pipe bridge was installed around 1944, and except for flood debris clearance as expected, has required no extraordinary maintenance that would indicate it has reached the end of its functional life.

- The Challies are seeking a cost-share as any new permanent structure in the bed of the stream would trigger Building Act and Resource Management Act requirements, which add significantly to the costs of the structure and design complexity.
- Use of a short railway wagon base and mounting that on concrete blocks within the stream nestled behind the pipe bridge is, in our view, more likely to cause obstruction and subsequent aggregate build-up than the conclusion reached by Mr Smart.
- The storm, which did not affect the pipe bridge, but pushed away the blocks supporting their railway bridge structure, was not high enough to flow over the bridge based on the grass shown in the decking in their photos. These photos do show a large amount of scour being caused with the stream effectively choked off with their bridge lying in the bed
- Our Asset Management Plan does not require or forecast replacement of the pipe bridge in the current Long Term Plan.

### 3.2 Points of agreement are:

- Having the pipe under the stream bed is our long term goal.
- For them to put a bridge in that our pipe is installed to means any new bridge has to be lifted and lengthened to handle the greater storm return period – as the water pipe is considered a critical lifeline.
- They can't put a simple low cost bridge in downstream when we already have the pipe bridge there.

## 4. Options

1. Council could bring forward the replacement of that section of water pipeline – and either place under the stream bed (likely to be \$75,000 construction costs, at least \$10,000 resource consent, and \$10,000 to also remove the existing bridge columns if required), or relay back on the pipe bridge (estimated \$34,500 excluding any consents if triggered). That section of line though is not considered critical in terms of failure, relative to other works.
2. We can cost share on a new bridge, which based on an early cost-estimate they are seeking a contribution from Council of over \$100,000 for a bridge that could be \$200,000. This has some legal implications and risks, as to whose land the bridge will be on, who is responsible for the resource consent and building consent obligations, what happens with the stock effluent created, and is this the optimum use of funding for the Woodville Water Scheme.
3. We can decline.

## **5. Discussion**

- 5.1 Overall, the pipeline and pipe bridge remain fit for purpose. To renew or replace now, would require Council to approve bringing renewal funding forward or new capital funding. In terms of overall benefit to ratepayers for this project it would have a low priority for the capital programme in the current or next Annual Plan.
- 5.2 Council could bring the undergrounding forward to assist the Challies, but the design requirements and challenges of gaining the required consents mean it is not recommended.

## **6. Significance Assessment**

- 6.1. Overall, choosing to decline or bring forward the renewal of the pipe bridge is not significant. However, if Council determined that it wished to undertake a partnership agreement with the Challies and place the pipeline on a new, purpose designed bridge, this may trigger the Significance and Engagement Policy dependent on the level of contribution.

## **7. Recommendation**

- 7.1 ***That the report from the Chief Executive dated 22 March 2017 concerning the Woodville Water Supply Pipeline Bridge and Challies Farm Bridge Replacement at Grass Road, Woodville (as circulated) be received, and***
- 7.2 ***That the Council decline the request to contribute to a new bridge on the basis it is not the lowest cost long term maintenance option for the Woodville Water Supply headworks, and***
- 7.3 ***That the Council include an option to underground the water pipeline as one of the projects in the upcoming 2018/2028 Long Term Plan.***

## **Attachments**

- 1. Challies Farm Bridge Design



*Challies Farm Bridge Report – Rev 1*

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**Design Report:**

**for**

**Challies Farm Bridge  
Replacement**

**at**

**Grass Road  
Woodville**

**October 2016**

---

Prepared for Morris & Bailey

By David Smart

Status: Rev 1



**DAVID SMART  
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Civil, Fire & Structural Engineers

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## Scope of Report

- 1 The intent of this report is to outline the design parameters that need to be taken into consideration for the replacement of the farm bridge for David Challies on the farm property at Grass Road, Woodville. The intended bridge site is at the site of the former farm bridge that was washed out late in 2015 during a flood event, located immediately downstream of the Woodville Water Supply Pipe Bridge over the Mangapapa Stream,

## Executive Summary

- 2 With recent washout of the Challies farm bridge at Grass Road, Woodville located immediately downstream of the Woodville water supply pipe bridge over the Mangapapa Stream we have concluded that;
  - Flood scour erosion caused by the pipe bridge is a significant contributory factor in the old bridge being washed out
  - A bridge replacement at the site is not considered to be viable without removal of the pipe bridge that is a major obstruction in the waterway and unlikely to gain Resource Consent approval without this consideration
  - The existing pipe bridge is not in a good state of repair and requires attention to maintain long term integrity
  - Due to aggradation of the streambed, resulting in frequent overtopping of the pipe bridge and build up of debris in flood flow, the existing pipe bridge (including the exposed pipe line) is exposed to increased risk of failure or damage from flood events
  - As a result of the streambed erosion that has occurred due to the presence of the pipe bridge, the streambed has widened out in the vicinity of the pipe bridge to the point that it is not confined within a well defined channel and poses some threat to the streambed in the vicinity of Challies House downstream of the bridge site located adjacent to the stream
  - Extensive repairs and rock protection work is now required to stabilise the streambed against ongoing flood scour erosion of the streambed and the extent of work and cost to replace the farm bridge is complicated by the presence of the pipe bridge
  - The most cost effective solution to replace the washed out bridge and solve streambed erosion is to construct a new longer span bridge at the site with removal of the pipe bridge and the Woodville water supply pipe being fixed to the new bridge as described below

## Description of Site and Design Issues

- 3 As noted above, the bridge site is at the site of the former 12m span farm bridge that was washed out late in 2015 during a flood event, located immediately downstream of the Woodville Water Supply Pipe Bridge over the Mangapapa Stream.
- 4 The site is also located on a gentle left hand turn bend in the stream. This places more flood flow pressure on the true right bank (looking downstream) being on the outer side of the bend.
- 5 Following original construction of the existing pipe bridge, aggradation of the streambed over time has occurred to the point that the pipe bridge has now become a major obstruction to high flood flow in the stream. When the pipe bridge becomes submerged in high flood flows, it partially dams the flood flow, either forcing flood flow under the pipe bridge with increased velocity or over the top as a wier. This puts significant pressure on the stream bed and banks immediately upstream and downstream of the pipe bridge.
- 6 Because the pipe bridge dams the flood flow in high flood, it also acts as a debris collector whereby a debris raft often forms against the pipe bridge (being more pronounced in the middle of the channel from the main flow). The build up of debris in the middle of the channel pushes more water to the sides and puts even more pressure on the side banks to contain the flow with increased risk of bank erosion.
- 7 It is noted that the more frequent overtopping of the pipe bridge and build up of debris in flood flow against the existing pipe bridge (including the exposed pipe line) also exposes the pipe bridge and pipeline to increased risk of failure or damage from flood events. This is a risk for the Tararua District Council to assess.
- 8 The obstruction to flood flow from the pipe bridge is considered to be the primary cause of significant flood scour erosion that has occurred to the stream banks resulting in significant widening of the streambed immediately upstream of the pipe bridge and for some distance downstream of the pipe bridge. Furthermore, it is reported that with a debris raft having formed against the pipe bridge, the spilling of water over the top of the pipe bridge onto the approaches of the former farm bridge each side is the cause for the farm bridge to have been washed away in the first place.
- 9 It should also be noted that the downstream widening of the streambed also poses some threat to the true right hand side of the streambed and banks in the vicinity of Challies House downstream of the bridge site located adjacent to the stream.
- 10 As a result of this flood scour erosion caused by the pipe bridge, the cost and extent of work required to replace the farm bridge at the site has significantly increased, involving the construction of more extensive bridge abutments with significant rock protection to safeguard against the ongoing risk of flood scour erosion in the widened streambed.
- 11 Resource Consent for a replacement bridge is unlikely to be granted with the pipe bridge being left as is, unless the new bridge was to have a span of 30m or more and be constructed with appropriate bridge approach & abutment scour protection to clear the exposed length of the pipe bridge in the widened streambed and be relatively unaffected by flood flow overtopping the pipe bridge. Such an option is cost prohibitive or neither cost effective and does not help to alleviate the current risk of streambed and bank erosion that is likely to continue if left unattended.
- 12 With the pipe bridge being left as is, there is continued ongoing high risk of further streambed and bank erosion from the pipe bridge damming the flood flow (with a debris raft forming immediately in front of the bridge) forcing water out to the sides and over the top of the pipe bridge that also puts pressure on any downstream bridge approaches and abutments in the flood path. In this regard, and with consideration to flood flow hydraulics, the option of building a shorter span bridge immediately downstream of the pipe bridge (with the pipe bridge being left in place) is not considered to be viable.

## Flood Flow Hydraulics

- 13 David Veale of Wai-Waste Consultants has undertaken a hydraulic flood flow analysis of the site to estimate flood flows and required waterway capacity as outlined below.
- 14 For a  $Q_{20}$  flood event the estimated flood flow at the site is in the order of 60 cumecs, and for  $Q_{100}$  increases to 90 cumecs.
- 15 Applying the 20% global warming allowance increases the  $Q_{20+20}$  flood discharge estimate to 72 cumecs for a  $Q_{20}$  and 108 cumecs for a  $Q_{100+20}$ .
- 16 For a 14m span bridge clearance with vertical wingwall abutments, a bridge clearance of 2.4m (including 700mm freeboard) is required to accommodate the  $Q_{20+20}$ , and a bridge clearance of 2.8m (including 700mm freeboard) is required to accommodate the  $Q_{100+20}$ .
- 17 The respective velocities would be 4.2m/s for a  $Q_{20+20}$  and 4.3m/s for a  $Q_{100+20}$  flow.
- 18 For comparison with a 16m span bridge clearance with vertical wingwall abutments, the bridge clearance height can be reduced by 200mm.
- 19 It is noted that the bridge clearances stated above are those required with a clear waterway in front of the bridge without the pipe bridge obstructing the flow. The top of the pipe bridge is only in the order of 1.4m above the average effective bed level of the streambed with water height being in the order of 1.7 m at  $Q_{20+20}$ . For this purpose it is also noted that the average effective bed level across the full width of the streambed for flow hydraulics is in the order of 0.4m higher than the deepest part of the bed of the main channel defined at low water flow.

## Bridge Replacement Options

- 20 The only options considered here being feasible for replacing the farm bridge at the site involves removal of the pipe bridge to provide unimpeded flow in front of the bridge and remove the risk of scour from the pipe bridge to any downstream bridge approaches. With this consideration, the Woodville water supply can either be rerouted as a fixture to the new bridge or be installed underground in the streambed. Given that the cost to underground the pipe is likely to cost more than a new bridge it would appear sensible to try and relocate the water pipe fixed to the underside of the new farm bridge.
- 21 Work will involve filling in of upstream scour holes that have formed upstream of the pipe bridge and redefining the stream channel back to its former alignment lined with extensive rock protection to safeguard against future scour. Furthermore, significant earthworks are required to form the bridge approaches out over the now widened streambed created from the erosion caused by the pipe bridge.
- 22 Refer to attached plans. Two bridge replacement options have been considered at this stage. The first is to construct a 14m span bridge (being the minimum length considered to be viable at the site to pass the required flood flow) and the second is to construct a longer span bridge in the order of 19 to 20m.
- 23 Construction of the 14m span bridge option will require extensive concrete abutment walls built up off the streambed to contain the flood flow. The cost and extent of these abutment walls can be avoided with the benefit provided from a longer span bridge to reduce the size of abutments that are otherwise required for the shorter span bridge option. The preferred option is to construct the longer span bridge as it also provides better flood flow hydraulics with no net cost differential.
- 24 Otherwise, the only remaining option is to establish an alternative bridge site upstream to the pipe bridge along a stable section of the stream with well formed banks unaffected by scour erosion that will allow the construction of a 14m span bridge without the need of extensive abutment wall protection. The downside of this option is that the farmer is faced with considerable extra cost to reroute farm access tracks and races to suit a new bridge-crossing site. Furthermore, the problem of scour erosion created by the pipe bridge remains unresolved which is still an ongoing concern.



*Challies Farm Bridge Report – Rev 1*

- 25** In this regard the preferred option is still to construct a replacement bridge at the existing bridge site and deal with the streambed erosion at the same time. In all of these options it must be recognised that the erosion that has been caused by the pipe bridge is a considerable cost factor. And whereby, a shared cost between the Council and the farmer to resolve the issues would appear to be the most sensible option for all parties.

### Condition of Pipe Bridge

- 26** From inspection it is noted that the pipe bridge is not in a good state of repair. The steel water pipe is badly corroded and will need to be replaced in due course and the concrete structure is showing significant signs of concrete decay where the concrete cover over reinforcing steel is cracked and starting to spall away from rusting of the main reinforcing steel along the underneath side of the bridge. To retain long term integrity of the structure extensive repairs to the concrete will be required to replace the spalled concrete and treat the rusting reinforcing steel. Refer to attached photos.
- 27** The economics of retaining the pipe bridge structure and undertaking repairs are questionable given that the pipe bridge is also now a major obstruction to flood flow in the waterway and the cause of significant streambed and bank scour erosion. This adds weight to the argument to reroute the water supply pipe to the new farm bridge as being a cost effective measure.

### Conclusion & Recommendation

- 28** With recent washout of the Challies farm bridge at Grass Road, Woodville located immediately downstream of the Woodville water supply pipe bridge we have concluded that;
- Flood scour erosion caused by the pipe bridge is a significant contributory factor in the old bridge being washed out
  - A bridge replacement at the site is not considered to be viable without removal of the pipe bridge that is a major obstruction in the waterway
  - The existing pipe bridge is not in a good state of repair and requires attention to maintain long term integrity
  - The most cost effective solution to replace the washed out bridge and solve streambed erosion is to construct a new longer span bridge at the site with removal of the pipe bridge and the Woodville water supply pipe being fixed to the new bridge as described above

David Smart  
Structural & Civil Engineering Consultant

Challies Farm Bridge Report – Rev 1

## APPENDICES

Aerial Site Plan

Site Photos

Site Plan showing change to streambed erosion over time  
(taken from aerial photography)

Conceptual Upgrade Plans

Challies Farm Bridge Report – Rev 1

### Aerial Site Plan



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Site Photos



General View of Pipe Bridge with old bridge site downstream of pipebridge on RHS of photo  
Now used as a ford crossing following washout of the old bridge in 2015



Photo looking downstream showing a well defined channel upstream of the pipe bridge and  
general widening of the streambed from flood scour in the immediate vicinity of the pipe bridge  
continuing on downstream



Challies Farm Bridge Report – Rev 1



General View looking upstream from pipe bridge  
showing streambed contained in well defined and stable channel



Photo showing old bridge after being washed out in 2015

Challies Farm Bridge Report – Rev 1



Photo looking downstream showing a well defined channel upstream of the pipe bridge



Photo looking downstream showing general widening of the streambed from flood scour  
in the immediate vicinity upstream of the pipe bridge



Challies Farm Bridge Report – Rev 1



Photo looking upstream showing general widening of the streambed from flood scour in the immediate vicinity downstream of the pipe bridge



Photo looking downstream from pipe bridge showing general widening of the streambed from flood scour downstream of the pipe bridge



Challies Farm Bridge Report – Rev 1



Flood scour erosion of the true right abutment upstream of the pipe bridge



Flood scour erosion of the true right abutment and streambed at the pipe bridge



Challies Farm Bridge Report – Rev 1



Flood scour erosion of the true left abutment and streambed upstream of the pipe bridge



Flood scour erosion of the true left abutment and streambed looking upstream from the downstream side of the pipe bridge. -Notice large hole eaten into bank upstream of pipe bridge



Challies Farm Bridge Report – Rev 1



Spalling of concrete along side of pipe bridge beam from decay of concrete and rusting of reinforcing steel - need repair if to be retained



Spalling of concrete along side of pipe bridge beam from decay of concrete and rusting of reinforcing steel - need repair if to be retained

Challies Farm Bridge Report – Rev 1



Spalling of concrete along underside of pipe bridge beam from decay of concrete and rusting of reinforcing steel - need repair if to be retained



Photo showing corrosion of steel water pipe getting quite thin in parts

Challies Farm Bridge Report – Rev 1

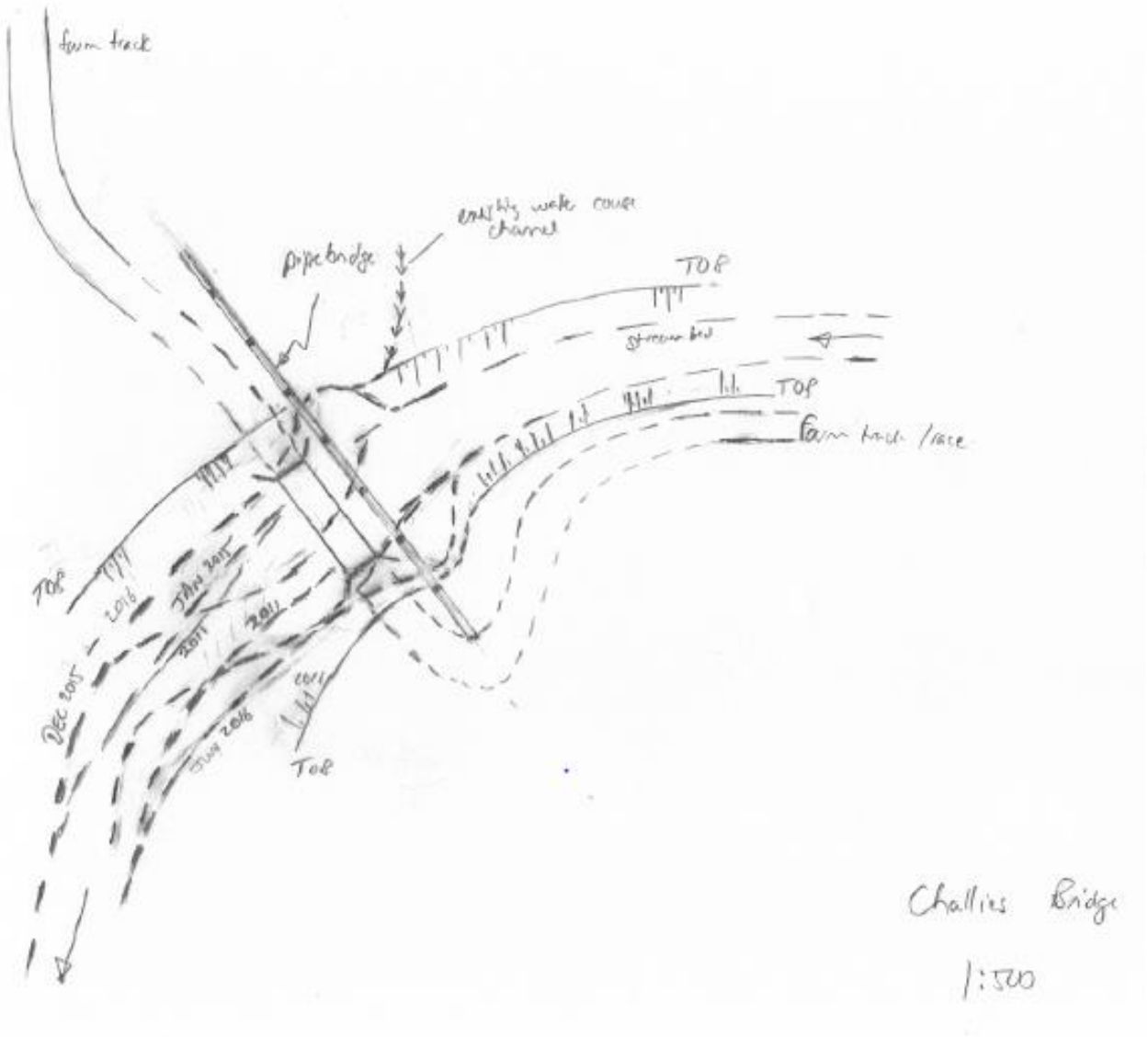
Site Plan showing change to streambed erosion over time  
(taken from aerial photography)

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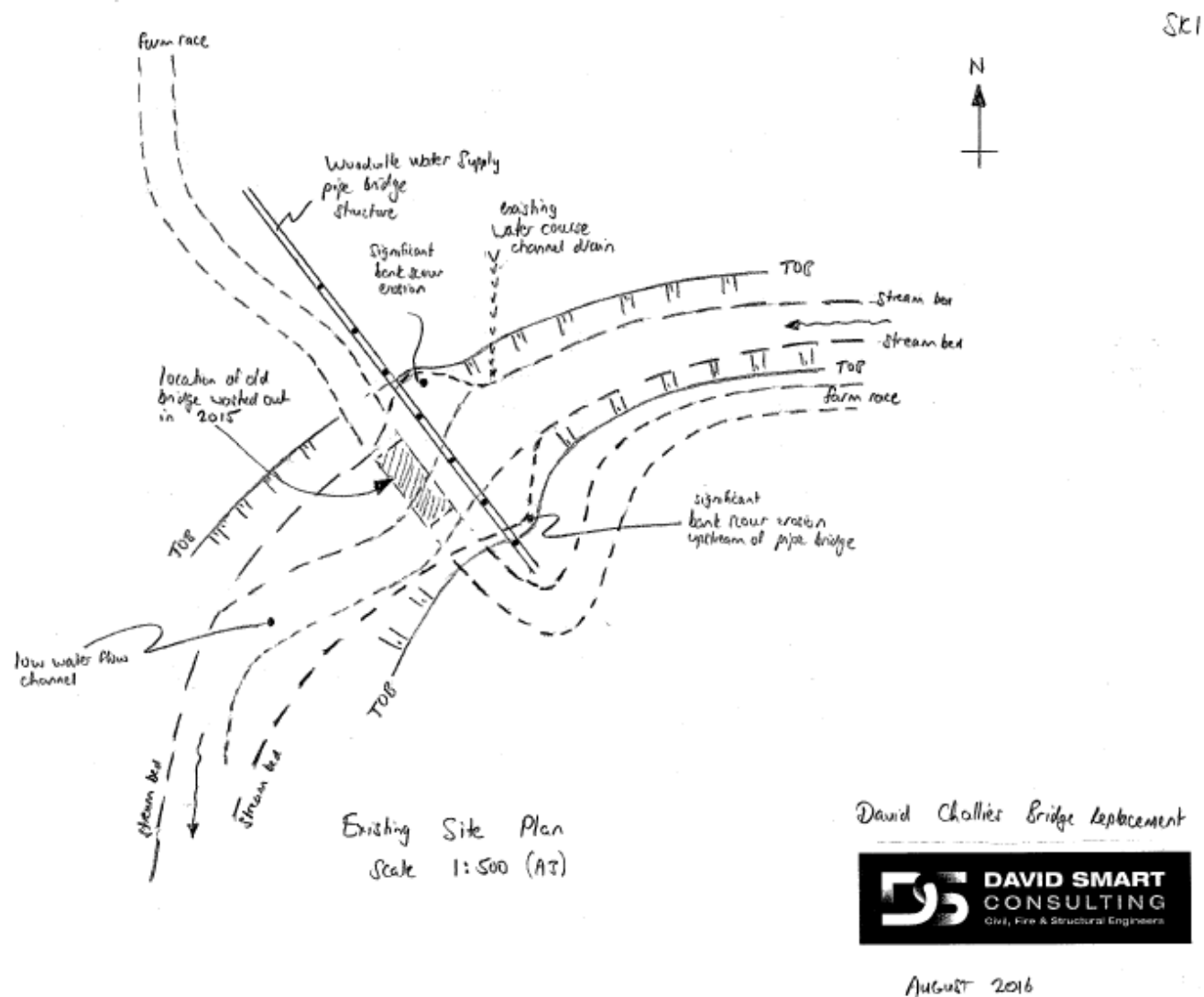
Challies Farm Bridge Report – Rev 1

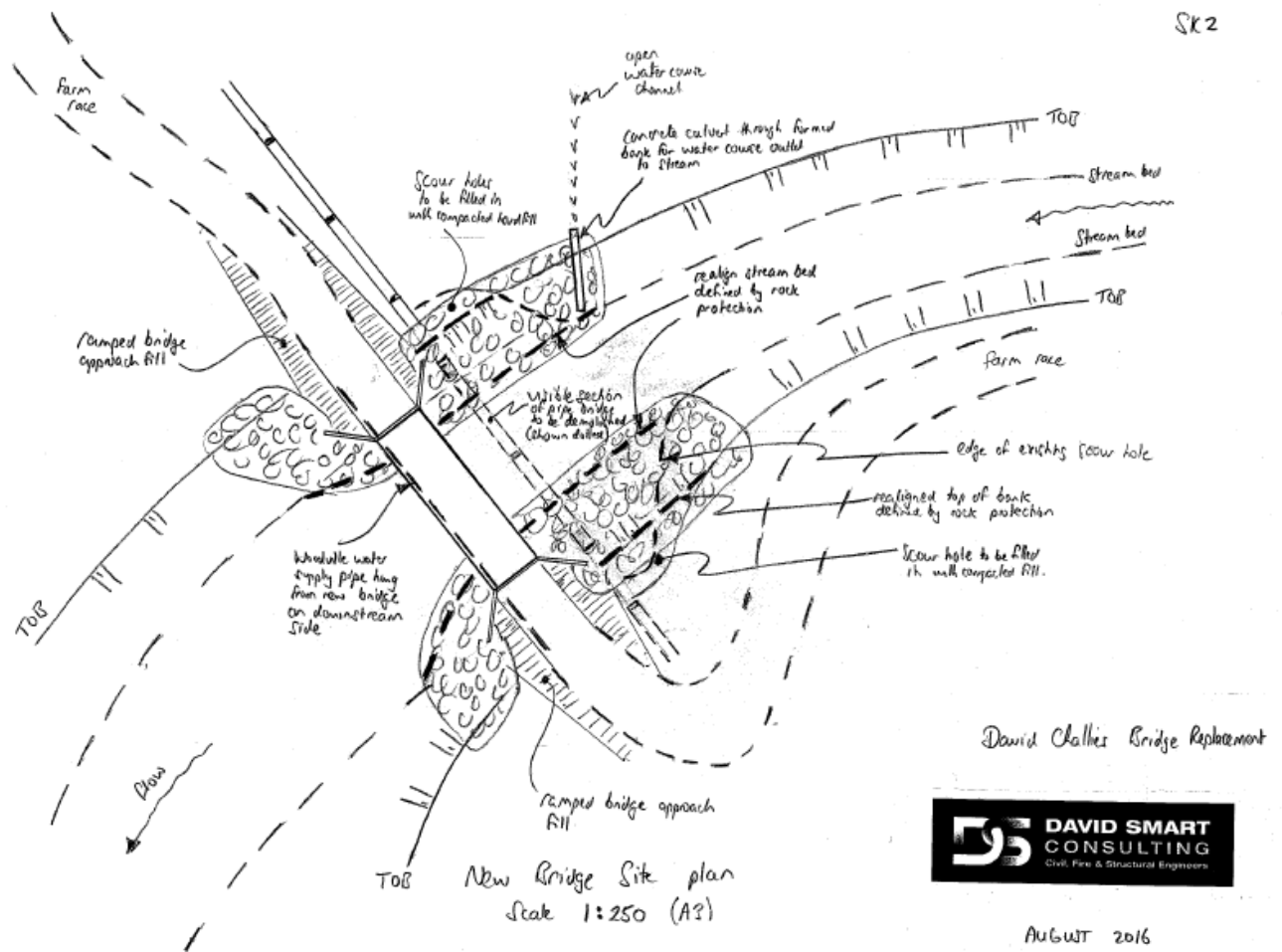
## Conceptual Upgrade Plan Options

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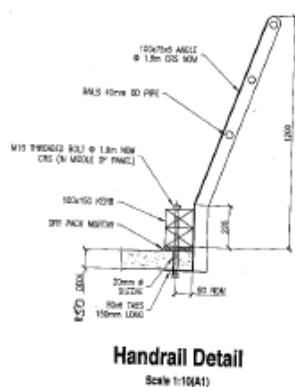
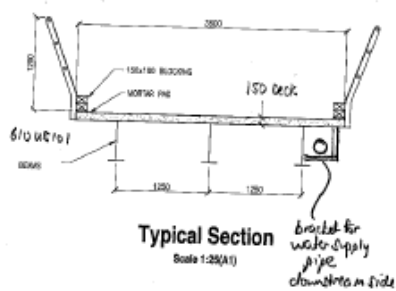
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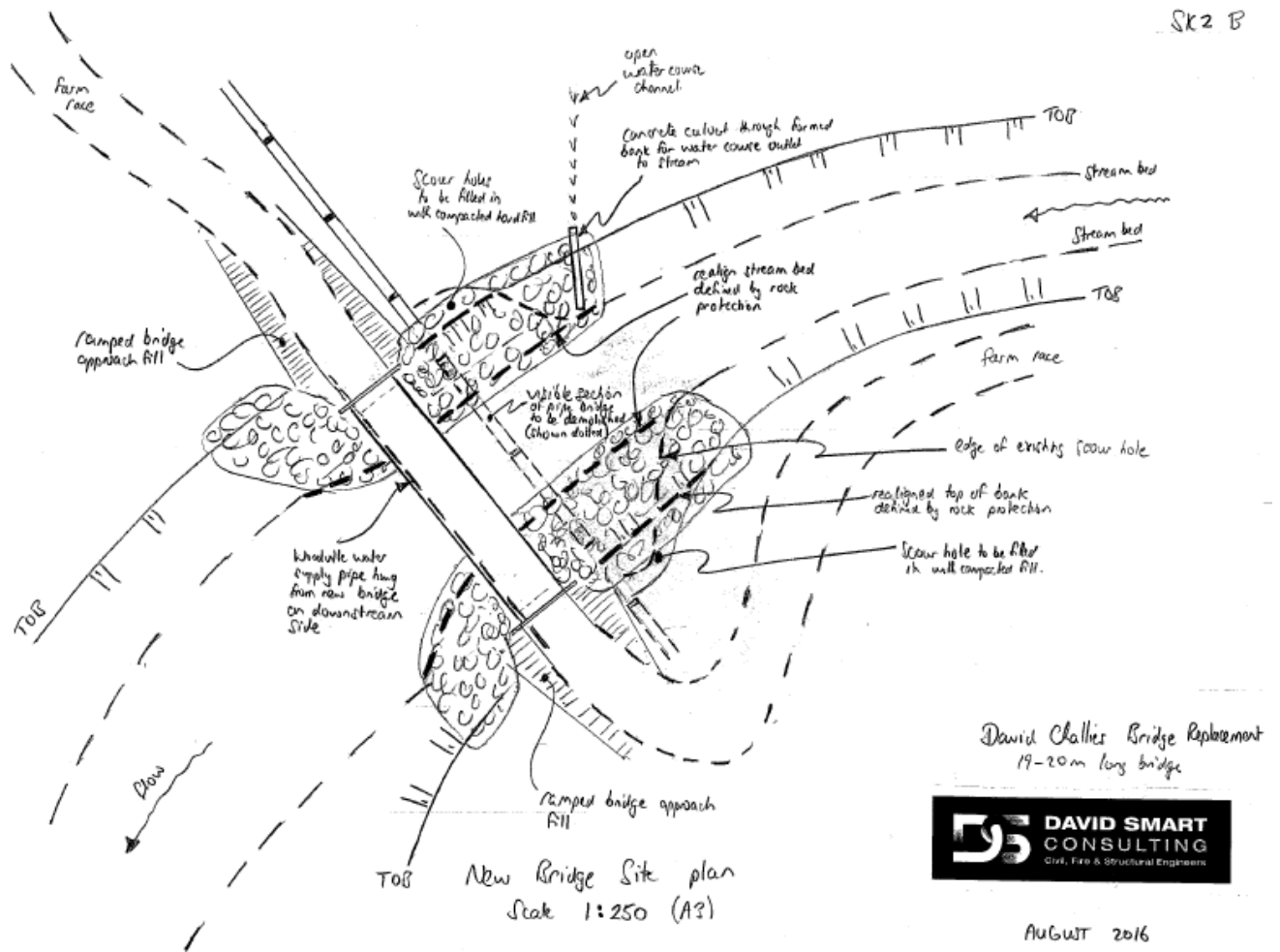




David Chaffin Bridge Replacement



AUGUST 2016











## Report

Date : 22 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Blair King  
Chief Executive

Subject : **Application for Extraordinary Connection to the Council's Water Supply in Woodville**

Item No : **11.7**

---

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

- 1.1 For Council to consider the attached application to connect three houses and one dairy plant to the Woodville water supply on a “restricted usage” basis.

### **2. Background**

- 2.1 One of the goals the Council has in the Chief Executive's performance agreement is to reduce the impacts of high use extraordinary users connected to Council's water mains.
- 2.2 To deliver this goal, those rural users who consistently required over 1m<sup>3</sup> per day, were advised by letter (attached) and invited to meet with us on how their connections will go from “on-demand” to “restricted flow”. The meeting highlighted Council was seeking to manage the impacts of peak demand, and also avoid the problem of rural users exacerbating water restriction requirements. It was not intended to cut the supplies off, instead we had to manage the demand through restricting flows, noting that when the river source was below resource consent limits, supplying stock water from the town supply was not justifiable.

### **3. Application Being Considered**

- 3.1 Following a Works Liaison Committee briefing where staff was asked about progress with Woodville water, it was agreed that the Chief Executive and Councillor Peter Johns would meet the Compton's who farm multiple titles at 303 Woodlands Road.

- 3.2 On 7 February we met the Compton's, and whilst they had the 2015 letter regarding extraordinary supplies they wanted to know if the township was restricted or on the Kliptank at the racecourse, and would their farm still get water.
- 3.3 It became clear during the discussion that although the sole connection to Council's main was shown for the farmland and house at 318 Oxford Road, additional private reticulation from this single meter also supplied two other farm properties they had, along with their dairy shed platform on Woodlands Road by the Transpower site.
- 3.4 We advised that their main farm property at 303 Woodlands Road and their dairy platform on a separate title don't show as being metered. To receive water they will be using internal farm reticulation, and do not have approval to be on the town supply. If Council restricted the township due to being at the resource consent limit for our water take, our next step will be to shut all farms off, which is why we are encouraging farms to have an alternate supply and storage.
- 3.5 Mr Compton discussed how they have a stream take as of right, but don't use it for the houses or milking platform cleaning due to turbidity. They also have their own bore for the cowshed, but that only works until summer arrives.
- 3.6 They have ordered additional water tanks and are presently disconnecting the town supply from the shed wash-down, with the intent that the town supply only does milking plant washing.

#### **4. Options**

- 4.1 The challenge is how to deal with the other farm properties that are jointly owned, but have unauthorised connections to the rear of the meter for 318 Woodlands Road. Additional connections on the farm side of the meter or additional properties onto the same meter is not permitted under Council's Water Bylaw.
- 4.2 I suggested two options at the meeting with the Compton's:
1. They remove the reticulation that interconnects other farm properties to the approved meter for 318 Woodlands Road, which was originally feeding a grazing block and single house, or
  2. They apply to Council for new extraordinary connections serving their properties which will be restricted solely for residential or dairy plant cleaning (not wash-down), and harvest water in off-peak periods. This is the recommended option subject to conditions as discussed below.
- 4.3 As per the attached letter, the Compton's have requested option 2, and accept it means meters for each house or dairy plant, and quarterly charges per meter.

## **5. Discussion**

- 5.1 Moving the farm extraordinary connection already in place for 318 Woodlands Road, from serving farmland to just the house, is of benefit to the Council. Whilst the house will be restricted to 3000 litres maximum, this volume is ample without need for the householder to install a separate tank and pressure pump system, as most householders can manage within the 100m<sup>3</sup>/quarter allowed before additional charges are applied for any extraordinary connection.
- 5.2 If option 2 is agreed to by councillors it would be recommended that Council also consider extending its water main in Woodlands Road, from outside the Transpower Substation, up to 303 Woodlands Road. It is an offence under Council's bylaw for anyone to tap into Council's main without approval, which prevents illegal interconnections being made to service farmland in the future if the property sells and new owners claim ignorance of the rules relating to extraordinary supplies.
- 5.3 Although it might be seen as controversial keeping the dairy platform connected by allowing a new specific extraordinary connection, if used only for plant cleaning, and fed into a backflow prevented storage tank from our connection, this also can fit inside the 3000 litres/day allowed. The Compton's written advice is they presently have 34 sets of cups, and milk 240-250 cows. We already have other dairy platforms connected as extraordinary supplies, but not subject to the restrictions on usage recommended here.
- 5.4 Obtaining additional revenue for the Woodville water supply via flow-restricted meters, by allowing these new connections, and confining the usage to houses or plant cleaning, is considered prudent against the purpose statement in the Local Government Act 2002.
- 5.5 Depending on ground conditions, the price to extend the water main (420m of 63mm pipe) between Transpower and 303 Woodlands Road (at Council's cost), would range from \$19,000 to \$25,000. That includes a direct connection to the existing 100mm water main complete with 100mm isolation valve, and a standard water connection with one meter (25mm). Installation of new meters and laterals is at the applicant's cost.
- 5.6 It is feasible to provide the additional extraordinary connections, but at the Transpower site on Woodlands Road, rather than outside the property being supplied. This means the reticulation serving other buildings as part of the Compton Farm would be serviced by private reticulation. In the past this has been the cause of leakages being undetected, although with a restrictor the expected loss per day is significantly less than the previous "on-demand" supply. This was an additional option sought by the Works Liaison Committee meeting of 22 March 2017. If the Compton connections were as part of a subdivision, then the cost of the new main could be imposed as a condition, which is not feasible in this case.

## **6. Significance Assessment**

- 6.1 Adding and altering the water connections as proposed in the report would not trigger the Council's Significance and Engagement Policy, and is consistent with its 2015/2025 Long Term Plan.

## **7. Recommendation**

- 7.1 *That the report from the Chief Executive dated 22 March 2017 concerning an Application for Extraordinary Connection to the Council's Water Supply in Woodville (as circulated) be received, and*
- 7.2 *That the Council approve the application made by the Compton's to enable separate extraordinary water connections solely for their houses and dairy plant cleaning (not wash-down) within their property titles that form Woodlands Road Farm Limited, and*
- 7.3 *That these connections are restricted flow that enable a maximum of 3000 litres/day, and*
- 7.4 *That the Council do not extend the public water main in Woodlands Road from Transpower's substation site and up to 303 Woodlands Road to enable new meters and laterals to be connected to this main, and instead the additional extraordinary connections and meters are installed by the Transpower Substation site.*

## **Attachments**

1. Letter from Woodlands Farm Limited

Woodlands Road Farm Ltd  
303 Woodlands Road  
RD3  
Woodville 4999

The CEO  
Taranua District Council  
26 Gordon Street  
Dannevirke 4942

Dear Blair,

Following discussions today we would like to apply for permits to supply metered water to the following:

- Cowshed – Supply No. 47035 – water for plant cleaning
- 224 Woodlands Road – residential
- 303 Woodlands Road – residential

We already have a permit for 318 Oxford Road. This permit will only supply the residential house.

We have already increased our number of tanks to help with water storage and are in the process of finding alternative water to supply all livestock and cowshed cleaning and cooling. This supply will not be suitable to enable plant cleaning to the required standard of milk quality.

Thank you

Don Compton  
Director





## Report

Date : 21 March 2017

To : Mayor and Councillors  
Tararua District Council

From : Chris Chapman  
Tararua Alliance: Network Manager

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

Item No : **11.8**

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

- 1.1 Pahiatua Railcar Society has made application for road closures on Tuesday 25 April 2017. 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. Approval is sought subject to no objections being received in response to advertising placed in the Bush Telegraph on Monday 20 March 2017.
- 1.3 As the closure includes a State Highway, approval is also being sought for this from the New Zealand Transport Agency. There is no reason to expect such approval will be withheld.

### **2. Recommendation**

***That the report from the Alliance Network Manager dated 21 March 2017 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, the Council closes the following roads for the purpose of allowing the Pahiatua Railcar Society to hold an Anzac Day parade and ceremony event.***

***Date of Closures: Tuesday 25 April 2017***

***Time of Closures: 5.30 am to 7.00 am***

***Road name: Main Street***

***Road name: Tui Street from Albert Street to Main Street***

***Road name: Tararua Street from Albert Street to Main Street***

***Road name: Wakeman Street from Sedcole Street to Main Street***

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

- 2.1 That the 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.***
- 2.2 That if the 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.***
- 2.3 That shortly after the event has been held the Tararua Alliance shall carry out a drive over of the roads that were closed for this event to assess their condition.***
- 2.4 That should any objections or submissions be received to the proposed road closures within the notification period (closing at 4.00pm on 30 March 2017) the Alliance is authorised to consider and resolve any such matters relative to the application and the intended event.***

***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. Application from Pahiatua Railcar Society for Road Closure - 25 April 2017



## 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: \$100.00

Receipt No: .....

## THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
e.g. Club or  
Organisation

PAHIATUA RAILCAR SOCIETY

Contact Person:

DON SELBY

Mailing Address:

Contact:

Daytime:

Mobile:

0274388472

After Hours:

063767432

Fax:

Email Address:

d.selby@actrix.co.nz

### DETAILS OF REQUESTED CLOSURE(S)

[illegible]

(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)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

## 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 \$100 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 \$100 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:

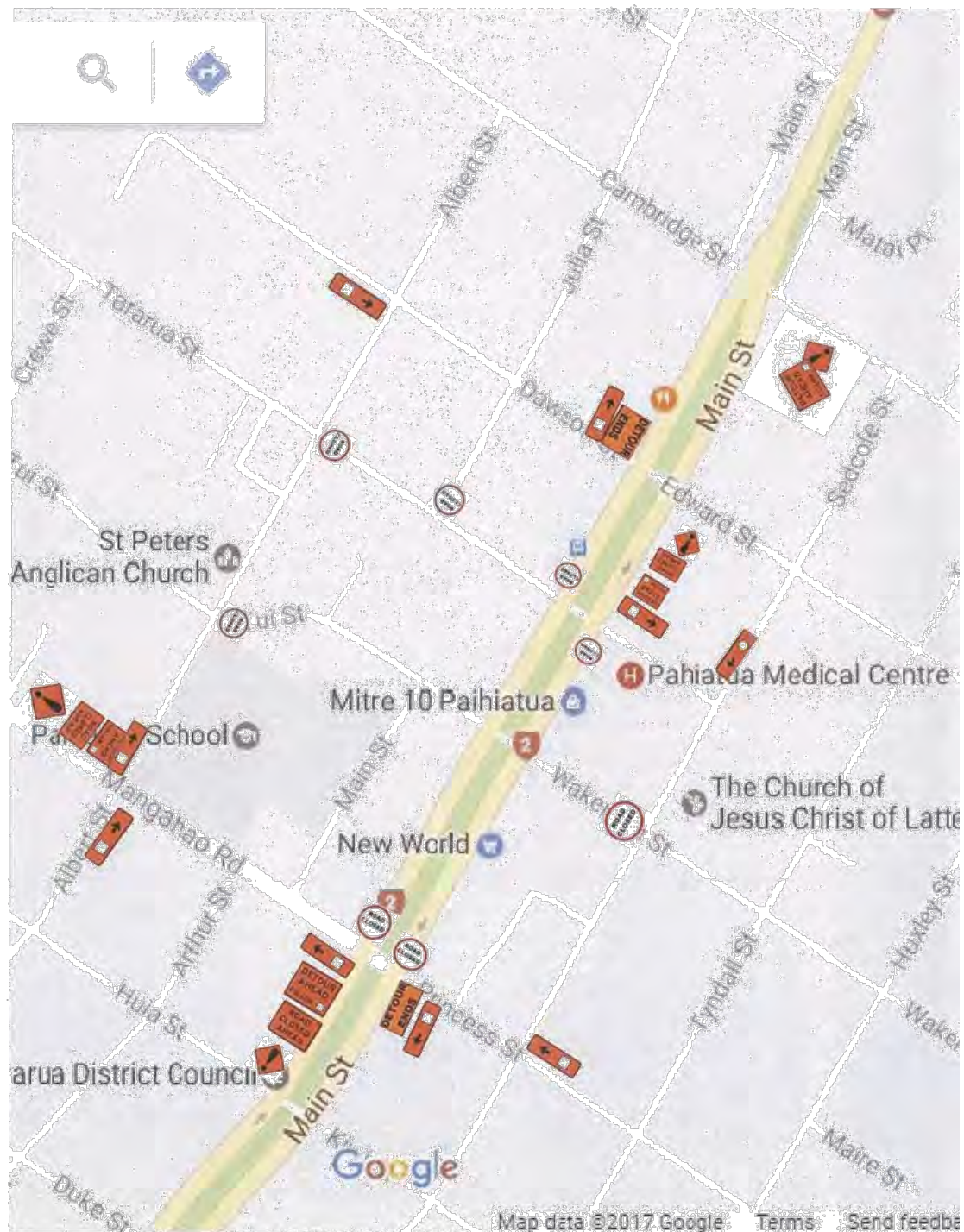
- Puketoi Road
- Bartons Line
- Whenuahou Road
- Saunders Road
- Pori Road
- Haunui Road
- Bowen Road
- Central Mangaone Road
- Mangaone Valley Road
- Central East Road
- Tawataia Road
- Pukehoi Road
- Kopikopiko Road

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.

Pahiatua Anzac 2017 – Traffic Control





RCA consent (eg CAR/WAP) and/or RCA contract reference							
<b>TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM</b>							
<i>Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.</i>							
Organisations /TMP reference	TMP reference:	Contractor (Working space):		Principal (Client): Tararua District Council			
		Contractor (TTM): Pahiatua Railcar Society (Inc)		RCA: NZ Transport Authority			
Location details and road characteristics	Road names and suburb			House no./RPs (from and to)	Road level	Permanent speed	
	State Highway 2			RP808/8.74 To RP808/9.73	1	50	
Traffic details (main route)	AADT 4398 (2010)			Peak flows VPH per lane Not known			
Description of work activity							
PAHIATUA ANZAC DAY PARADE AND CEREMONY							
Planned work programme							
Start date	25 04 2017	Time		End date	25 04 2017	Time	7.00 HRS
Consider significant stages, for example: • road closures • detours • no activity periods.	TTM SETUP 05.00 HRS - REMOVAL BY 07.30 HRS ROAD CLOSED 05.30 HRS - ROAD REOPENED BY 07.00 HRS TTM – SEE ATTACHED TRAFFIC MANAGEMENT PLAN						
Alternative dates if activity delayed	NO ALTERNATIVE DATE						
Road aspects affected (delete either Yes or No to show which aspects are affected)							
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	Yes		

RCA consent (eg CAR/WAP) and/or RCA contract reference					
Cyclists affected?	Yes	Restricted parking affected?	No	Delays or queuing likely?	No
<b>Proposed traffic management methods</b>					
<b>Installation</b> (includes parking of plant and materials storage)	<p>On bi directional carriageways, signs should be erected by travelling around the road network in a clockwise direction taking in each side road as they are passed. In this way all turns in and out will be to the left which is easier and safer.</p> <ol style="list-style-type: none"> <li>1. The first sign erected must be the advanced warning sign (NB all roads are bi directional carriageways)</li> <li>2. Remaining signs are placed in order from the advanced warning sign until the works end sign is reached. The vehicle then simply turns around on a bi directional carriageway to make the next run. This process is repeated until the sign network is complete.</li> <li>3. A drive through check of all detours must be made in all directions including all side roads once the activation is completed.</li> </ol> <p>This check must confirm that the worksite is;</p> <ol style="list-style-type: none"> <li>1. Safe</li> <li>2. To the minimum standard shown in the TMP and that</li> <li>3. The restriction to traffic flow is reasonable</li> <li>4. The signs and delineation devices give clear messages to road users and</li> <li>5. The signs and delineations are securely erected and will remain in their correct position under the</li> <li>6. Expected traffic volumes and weather conditions.</li> </ol>				
<b>Attended (day)</b>	<p>Site is attended whilst Parade are in progress.</p> <p>05.00 HRS Traffic Management will begin to install required signage</p> <p>05.30HRS Roads will be closed to allow traffic to 'clear out'.</p> <p>05.30HRS Parade begins</p> <p>07.00 HRS approx. Parade ends.</p> <p>07.30 HRS Roads reopened to normal traffic.</p> <p>07.30 HRS All signage removed.</p>				
<b>Attended (night)</b>	Event during daylight hours only				
<b>Unattended (day)</b>	Event will not be unattended				
<b>Unattended (night)</b>	All TTM will be removed and Road returned to normal				

RCA consent (eg CAR/WAP) and/or RCA contract reference				
Detour route	Refer to attached Traffic Management Plan			
	Does detour route go into another RCA's roading network?    Yes If Yes, has confirmation of acceptance been requested from that RCA?    Yes <b>Note:</b> Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.			
Removal	The removal of TTM measures must be in the reverse order of establishment, i.e. reverse order for removal per 5. (b). (a). As per NZTA COPTM Section C11 - Immediately after the Event.			
Proposed TSLs (see TSL decision matrix for guidance)				
	<b>TSL details as required</b> Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	<b>Times</b> (From and to)	<b>Dates</b> (Start and finish)	<b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)
Attended day/night	Not required	Not required	Not required	Not required
Unattended day/night	Not required	Not required	Not required	Not required
Positive traffic management measures				
<ul style="list-style-type: none"> <li>• Road closure points manned by PRS staff</li> <li>• Parade</li> <li>• The use of Detour signage and detour arrows</li> <li>• Marshals at points of conflict to help reduce congestion and confusion.</li> </ul>				
Contingency plans				

RCA consent (eg CAR/WAP) and/or RCA contract reference	
<p><b>Generic contingencies for:</b></p> <ul style="list-style-type: none"> <li>major incidents</li> <li>incidents</li> <li>pre planned detours.</li> </ul> <p><i>Remove any options which do not apply to your job</i></p>	<p><b>Major Incident</b></p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> <li>Fatality or notifiable injury - real or potential</li> <li>Significant property damage, or</li> <li>Emergency services (police, fire, etc) require access or control of the site.</li> </ul>
	<p><b>Incident</b></p> <p>An incident is described as:</p> <ul style="list-style-type: none"> <li>excessive delays - real or potential</li> <li>minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>structural failure of the road.</li> </ul>
	<p><b>Detour</b></p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> <li>excessive delays when using an alternating flow design for TTM</li> <li>redirecting one direction of flow and / or</li> <li>total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared.</li> </ul> <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> <li>pre- approval from the RCA's whose roads will be used or affected by the detour route</li> <li>ensure that TTM equipment for the detour - signs etc. are on site and pre-installed.</li> </ul>

**Actions**

The STMS must immediately conduct the following:

- stop all activity and traffic movement
- secure the site to prevent (further) injury or damage
- contact the appropriate emergency authorities
- render first aid if competent and able to do so
- notify the RCA representative and / or the engineer
- under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so
- re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so
- Comply with any obligation to notify WorkSafe.

**Actions**

The STMS must immediately conduct the following:

- stop all activity and traffic movement if required
- secure the site to prevent the prospect of injury or further damage
- notify the RCA representative and / or the engineer
- STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so
- re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.

**Actions**


When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:

- Notify the RCA and / or the engineer when the detour is to be established
- Drive through the detour in both directions to check that it is stable and safe
- Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared
- Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

RCA consent (eg CAR/WAP) and/or RCA contract reference			
	<p><b>Note also the requirements for no interference at an accident scene:</b></p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> <li>• save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>• make the site safe or to minimise the risk of a further accident; or</li> <li>• maintain the access of the general public to an essential service or utility, or</li> <li>• prevent serious damage to or serious loss of property, or</li> <li>• follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>		
Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)	Emergency vehicles must have access at all times when required		
<b>Authorisations</b>			
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	No	Has approval been granted?
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes	Has approval been granted?
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?
Authorisation to use portable traffic signals	Make, model and description/number	Not Applicable	
	NZTA compliant?	No	
<b>EED</b>			
Is an EED applicable?	No	EED attached?	No
<b>Delay calculations/trial plan to determine potential extent of delays</b>			
Expected delays to be less than 5 minutes			
<b>Public notification plan</b>			

RCA consent (eg CAR/WAP) and/or RCA contract reference					
In Bush Telegraph					
Public notification plan attached?		No			
On-site monitoring plan					
Attended (day and/or night)	Continuous monitoring during event				
Unattended (day and/or night)	Event not unattended				
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
The COPTTM site record will be used to record site TTM activity.					
Site safety measures					
STMS to carry out site briefing including safety measures. Requirement to wear Hi Viz jackets and safety boots Marshals to remain at their sites during road closure.					
Other information					
Not required					
Site specific layout diagrams					
Number	Title				
OVDR	Pahiatua ANZAC Parade and Detour route – overview March 2017				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Tararua District Council	063744080			

11.8 Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974  
Attachment 1 Application from Pahiatua Railcar Society for Road Closure - 25 April 2017

RCA consent (eg CAR/WAP) and/or RCA contract reference						
TMC	Rik Morris (for NZTA) Email <a href="mailto:Rik.morris@higgins.co.nz">Rik.morris@higgins.co.nz</a>	027 4420139	36611	L2/3NP		
	Tararua District Council Jack Steed	0277426192	28407	L1STMS	15/10/18	
Engineers' representative						
Contractor	Pahiatua Railcar Society (inc) T D Selby Email <a href="mailto:d.selby@actrix.co.nz">d.selby@actrix.co.nz</a>	027 4388472	28413	L1/STMS	15/10/2018	
STMS	T D Selby	0274388472	28413	L1/STMS	15/10/2018	
	G L Parker	0273768881	15143	L1/STMS	15/10/18	
TC						
Others as required						
TMP preparation						
Preparation	T D Selby	30.08.16		28413	L1/STMS	15/10/18
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTM requirements			Number of diagrams attached		1	
TMP returned for correction (if required)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						

RCA consent (eg CAR/WAP) and/or RCA contract reference			
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> <li>1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.</li> <li>2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.</li> <li>3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.</li> <li>4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.</li> </ol>			
Notification to TMC prior to occupying worksite/Notification completed			
Type of notification to TMC required		Notification completed	Date <input type="text"/> Time <input type="text"/>



TMP or generic plan reference						
<b>ON-SITE RECORD</b> On-site record must be retained with TMP for 12 months.					Today's date	
Location details	Road name(s):	House number/RPs:	Suburb:			
<b>Working space</b>						
Person responsible for working space	Name		Signature			
Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below						
<b>TTM</b>						
STMS in charge of TTM	Name	TTM ID Number	Warrant expiry date	Signature	Time	
Worksite handover accepted by replacement STMS	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm handover briefing completed					
<b>Delegation</b>						
Worksite control accepted by TC/STMS-NP	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm briefing completed					
<b>Temporary speed limit</b>						
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				
Street/road name (RPs or street numbers):		TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:		TSL installed				
		TSL remains in place				
		TSL removed				

Worksite monitoring							
TTM to be monitored and 2 hourly inspections documented below.							
Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Add others as required							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

## Report

Date : 23 March 2017  
To : Mayor and Councillors  
Tararua District Council  
From : Blair King  
Chief Executive  
Subject : **Staff Report**  
Item No : **11.9**

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### 1. Reason for the Report

This report is to update Councillors on key projects and items of interest for the period from 23 February to 22 March 2017.

## Key Points

### 2. Health and Safety

Worksafe issued a prohibition notice to a contractor working on a Council project relating to unsafe working at heights. Whilst the contractor acknowledged to Worksafe that they had been instructed by staff to wear a harness, that safety control was not in place when Worksafe met with the contractor. Prior to the prohibition notice being lifted, we will meet with the contractor to ensure the remaining parts of the contracted work will be done as per their documented safety procedures.

A near miss occurred with a Swimming Pool Staff member relating to water treatment. Additional training is taking place to avoid that risk in the future.

### 3. Dannevirke and Pahiatua CACTUS Programmes

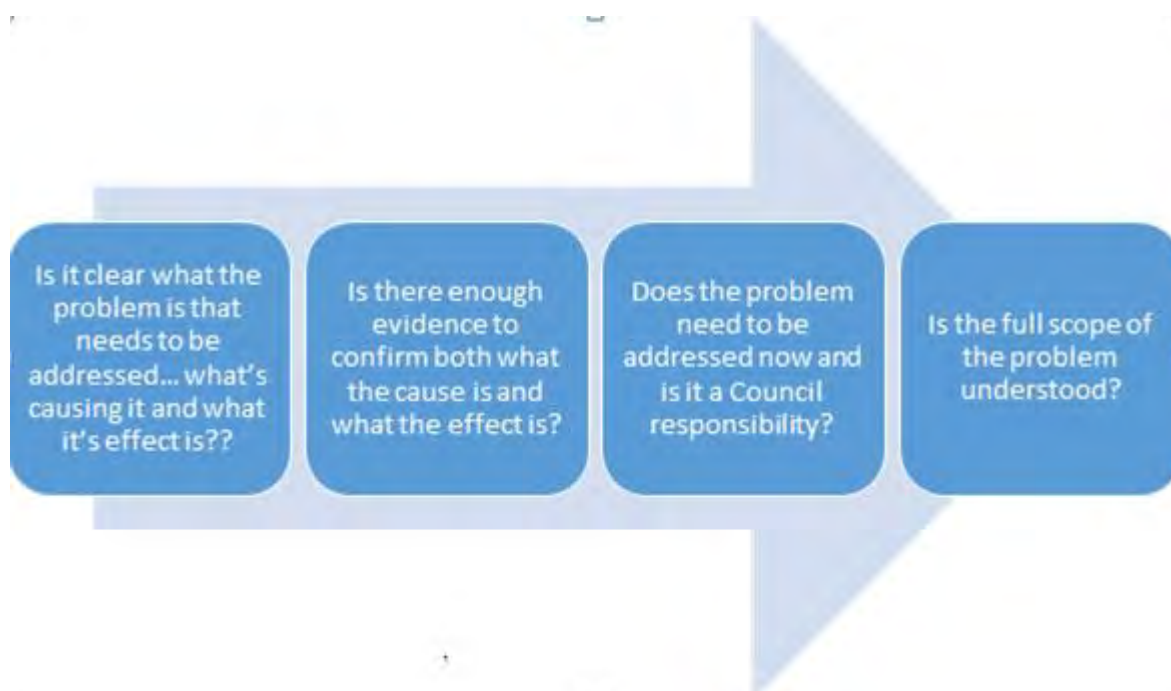
This Police led initiative to help develop leadership and practical skills for selected High School students for Dannevirke is running during March and April 2017. Council is one of the supporters of this programme, both through its rural fire and Civil Defence resources, and a small funding contribution to buy equipment used by the students. Last year, Paddy Driver provided unit standard training in radios and fire equipment use in addition to the CACTUS programme. Pahiatua Police will be doing a similar programme mid-year.

#### 4. **Resourcing of Capital Programme versus Service Requests**

At Wednesday's Works Liaison workshop briefing, Blair King noted the more frequent requests by elected members for detailed investigation and design options stemming from service requests, is now affecting Council's agreed Capital Programme. The Works Liaison Committee has agreed with a process as below that will help avoid this impact.

##### **Does Tararua District Council have a problem?**

The following questions need to be answered first...



If the answer to any of these questions is no, then we need to seriously consider whether it is in Council's best interest (and that of the wider ratepayers) to spend resource time and money on investigating and rectifying.

## **Health and Safety**

### **5. Software**

We have heard from providers of 'Safehold' and 'PeopleSafe' in the last two weeks. Over the next month we will be focussing on a needs analysis for the software. Currently we are considering tying this review in with the Human Resources software review to see if it is appropriate to combine these two areas into one software system.

### **6. Training**

No Health and Safety training has occurred since the last report. Health and Safety Representative Training Stage Two has been booked to take place on 29 & 30 March for all Health and Safety Representatives. Health and Safety Representatives - Stage two builds on the foundation knowledge gained in Stage one. The course introduces important principles and concepts, and includes practical skills to take back to the workplace. Trainees who complete this course will have knowledge and practical skills in the following areas:

- A broad understanding of hazards and harm,
- the legal requirements relating to hazard identification and control,
- identifying hazards and assessing risk,
- hazard control options,
- monitoring and review,
- purpose of investigating incidents and legislative requirements,
- barriers to reporting and how to overcome them,
- concepts of multiple causation and root cause analysis,
- Swiss cheese model used to identify and explain causes of incidents,
- how to conduct an incident investigation,
- how to write an incident investigation report.

This will achieve unit standards [US 17602 \(Level 3, 4 credits\)](#) & [US 17601 \(Level 4, 6 credits\)](#).

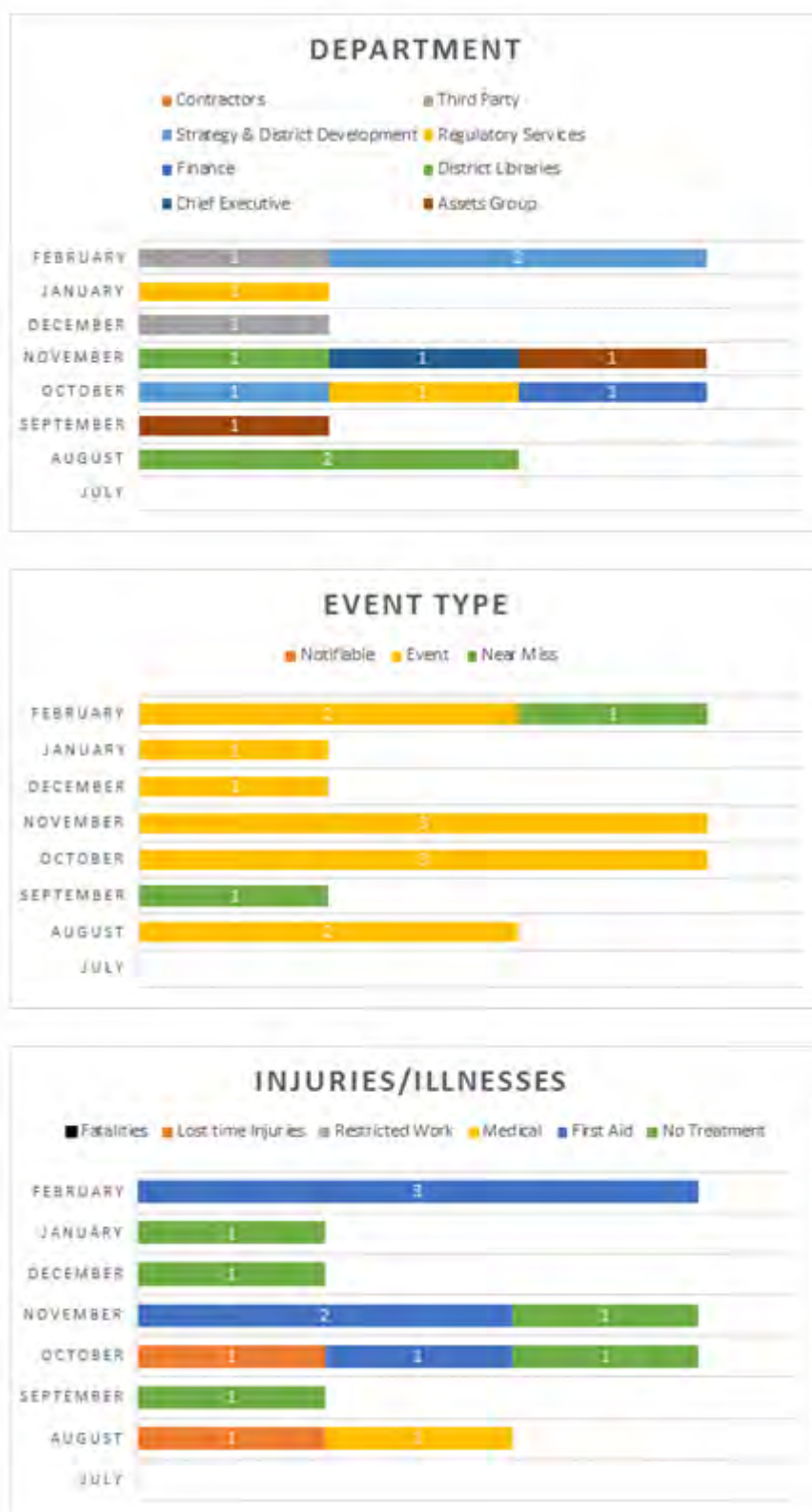
### **7. Resourcing**

The Stage Two training will tie in with the implementation of Health & Safety Workgroups later this month. Each department will be allocated a representative from the committee to discuss their individual health and safety requirements, hazards, potential controls or issues that they experience. Groups have been determined and role descriptions are being worked on currently. This will provide staff clear direction on who to go to with Health & Safety matters, and also empower representatives to take action.

## 8. Progress Calendar

Task	Month	Traffic Light	Comment
Committee meetings	Monthly		Ongoing
Report to CE	Monthly		Ongoing
Hazard and Control departmental training with staff	October 2016 - ongoing		Completed for; Assets, IT, Regulatory Services Also to be completed at staff induction time.
First Aid Kit Checks	Quarterly		Last completed January 2017. Due April 2017.
Stand in the Gap Presentation	February 2017		2 February 2017 – All Staff Meeting
Health & Safety Representative Training Stage 2	March 2017		
Formalise Work Groups	March 2017		
Site Audit Update	March 2017		Follow up scheduled improvements calendar for improvements to Water & Wastewater and Treatment Facilities
Sam from WorkSafe to attend H&S Committee meeting	April 2017		WorkSafe NZ are invited to present to the Committee on their role and build our relationship
Site Audit Training for Contract Managers	May 2017		
Implement Site Audit Calendar & Processes	May 2017		
Process Review Health monitoring – inoculations	June 2017		
PIN Process & Templates	July 2017		
Contractor Management	November 2017		Ongoing process throughout the year with a goal of assisting 25 contractors through the process
Hazard Register Reviews	December 2017		Ongoing process to be completed for work area by workgroup leader throughout the year

## 9. Incident Investigation (Including Near Miss) and Reporting





## Tararua Alliance

### 10. Executive Summary

February has been another busy month, with significant progress made on the pavement rehabilitation and resurfacing programmes. Planning for the 2017/18 financial year and 2018-21 Land Transport Programme is becoming more and more of a key focus.

The NZ Transport Agency has recently released the draft Investment Assessment Framework (IAF) for the 2018-21 National Land Transport Programme (NLTP). As part of the IAF the Agency has reviewed the investment assessment criteria for road maintenance programmes, to ensure the framework and criteria support the embedding of the One Network Road Classification (ONRC) framework and customer levels of service considerations. A key component of this is have the Agency's business case requirements embedded within the Roothing Activity Management Plan, demonstrating the application of and commitment to;

- Sound activity management principles and processes to develop road maintenance proposals, and
- Smart procurement practices that optimise efficient delivery of customer focussed maintenance activities in the most effective manner.

This needs to be supported by a documented asset management approach developed in accordance with best practice for asset management, including fit for purpose network inventory and condition information, a regular network condition inspection programme, and a robust treatment selection process. These are all items we have been implementing since the start of the Tararua Alliance, putting us in a great position going forward.



*Image from draft Investment Assessment Framework guidance note*



The initial run of Downer's pavement deterioration model has recently been carried out for the Tararua District Council network. Tararua is the first local authority network to be modelled using the Downer model, although it has been used for the state highway networks, with good correlation to the commercial "D-Tim's" model. The results of the model, a draft pavement and renewals forward works programme, is being validated and corrected in the field and will be fed back into the model to improve its accuracy and enable us to carry out robust budget vs. road condition scenario analysis.

We have also been working with Dannevirke High School with regards to potential career pathways. A Year 13 student starts the gateway programme with the Alliance shortly and will visit one day a week gaining work experience for the next 30 weeks. Our team have initiated contact with Tararua Collage and hope to involve them as well. As part of the pilot programme, we are in discussions with NZIHT (NZ Institute of Highway Technology) to provide support in the schools, potentially resulting in students achieving a Level 2 NZ Certificate in Infrastructure Works. This will result in increased career opportunities following their school years, within the Tararua Alliance and wider public works / civil engineering industry.

## Roads

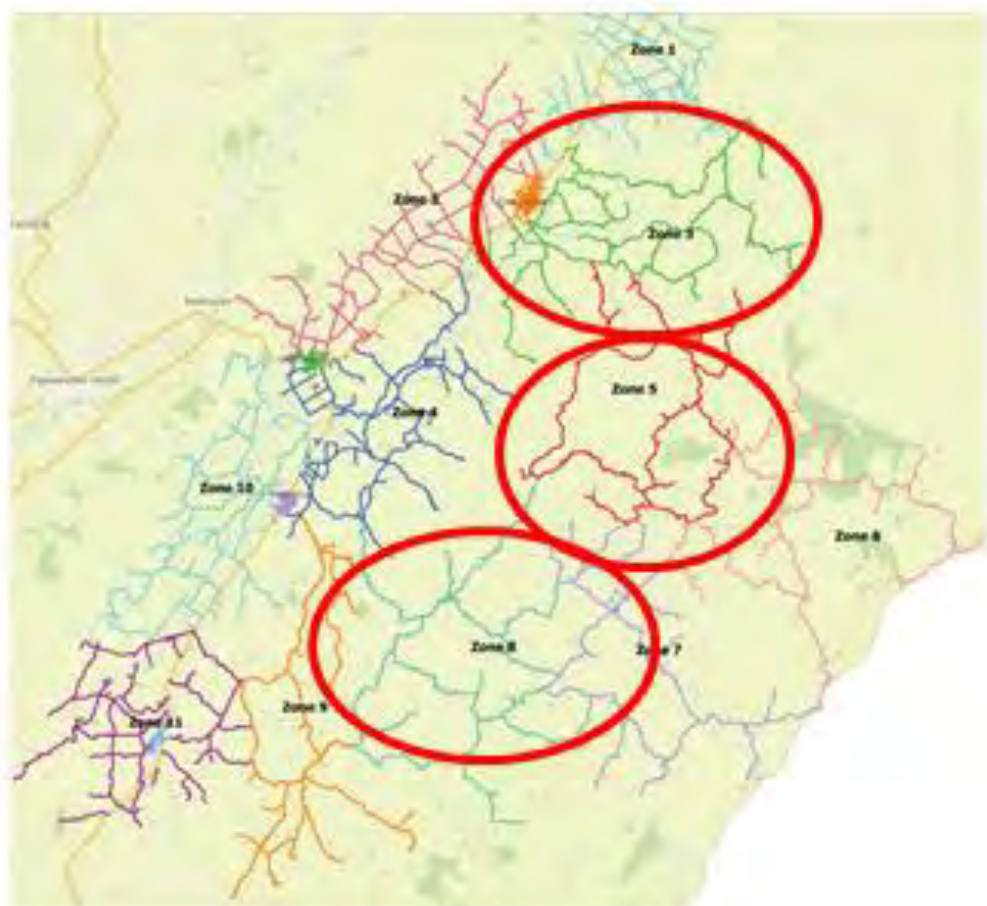
### 11. Maintenance

February focussed on cyclic patrols and ensuring a safe level of service for our community. Our crews were also kept busy with activities such as isolated pavement repairs, sign maintenance and replacements, drainage maintenance, unsealed road grading, spot metaling and, due to the unseasonable weather, response to some minor slips, fallen trees/branches and minor dropouts.

Our subcontractor has established in the district and is about to begin the high vegetation cut on maintenance zones 3, 5 and 8 (circled adjacent) in response to the increased vegetation growth over summer and resultant potential safety issues.

Heavy drainage maintenance is being carried out, currently focussed on Route 52 then moving to Pahiatua-Pongaroa Road.

The 2016/17 bridge maintenance and footpath maintenance programmes are currently being validated and physical works will begin in coming months.



*Map of TDC Roads and Maintenance Zones*

## 12. Renewals

Pavement renewals are progressing really well. The Pukemiku Road site in Pahiatua and Tataramoa Road site were the most complex sites on the programme and have now been completed. The remainder of the sites will be cement stabilised which, due to the wet weather across the country, has been delayed by approximately three weeks. These sites are planned for completion in early April when the mill arrives.



*Surfacing Pukemiku Road rehab site*

The 2016/17 reseal season has progressed reasonably well throughout February, especially considering the rather poor weather conditions. 98% of the sites have now been completed. The remaining sites are close to the rail corridor, which require a Rail Protection Officer (RPO) supervision. An RPO has been booked to undertake this remaining work.

Road Name	Location	Planned Start	Planned Finish	Current Status
Maunga Road	2160-2340m	September 2016	December 2016	Complete
River Road	10071-10743m	September 2016	December 2016	Complete
River Road	8563-9011m	October 2016	December 2016	Complete
Ormondville – Te Uri Road	12780-14100m	October 2016	December 2016	Complete
Pukemiku Road	0-145m	January 2017	January 2017	Complete
Weber Road	19684-19929m	January 2017	March 2017	Complete
Weber Road	15000-15560	January 2017	March 2017	Start April 2017
Weber Road	30255-30884m	January 2017	March 2017	Deferred to 2017/18
Tataramoa Road	2600-4050m	January 2017	March 2017	Complete
Carlson Street	186-300m	March 2017	April 2017	Start April 2017

Looking ahead, initial pavement deterioration modelling has now been completed to assist with the development of long term pavement and surfacing forward works programmes. A sealed network validation drive over is currently being completed to confirm the network's renewals needs, before the model is rerun to assess long term road condition and budget requirement scenarios.

## Projects

### 13. Emergency Works

Design of the remaining flood damage sites continues, including the Akitio rock wall project. Procurement of the rock supply for this project is also underway and we are working with Horizons to ensure their specifications provide value for money. Physical works at Akitio is expected between April and June 2017, following completion of the pavement rehabilitation programme.

### 14. Saddle Road

Poor weather is continuing to make process slow on the Saddle Road. Site 2 sealing was completed the week prior to the wet weekend. Signage is currently being installed with road marking and fencing to follow. Trees are in the process of being removed on Site 4 with final approval to continue yet to come from Council. An update meeting between road controlling authorities has been scheduled for the end of the week.



### 15. Route 52

Our Patrolman and Network Inspectors continue to regularly monitor the condition of Route 52 and significant drainage maintenance is currently being carried out. FOMS, Council's Forestry Management Supplier, is struggling with subcontractors to establish in the district and begin the roadside tree harvesting programme. Alternative contractors are now being assessed, resulting in significant delays to the project.

## **16. Pahiatua Main Street Upgrade**

We recently arranged a Right Track Workshop for the planning of this project. The workshop, which was facilitated by Frank Aldridge, included Tararua Alliance staff, wider Council staff (Finance, Strategy, Planning, Assets, etc.), Councillor representatives, and a representative from Pahiatua On Track (the community committee). Immediate future actions following this meeting include completion of the 3Waters reticulation assets and confirmation of the renewals needs to be completed as part of the wider project, which is currently progressing, and also confirmation of Pahiatua On Track 'needs and wants' for upgrade and beautification of Pahiatua's main street.

## **3WATERS**

### **17. Maintenance**

3Waters maintenance callouts were reasonably quiet during February, with 9 toby replacements, 10 water lateral leaks, 3 flushing requests, 21 minor water related attendances, 2 sewer blockages and 1 minor sewer attendance.

### **18. Renewals**

Renewals completed during February include;

- King Street wastewater renewal, between Wright Street and Cole Street.
- New service connections for three properties in Burns Street, Dannevirke. This included water, wastewater and stormwater.
- One new water lateral replacement in High Street, Eketahuna.

Planned renewals include the wastewater main in London Street, Dannevirke, between Denmark Street and McCallum Street. We plan to use the pipe bursting unit for this site, reducing reinstatement requirements (and cost) and disruption to residents.

Looking ahead to future years, we have developed a criticality framework using guidance from the International Infrastructure Management Manual (IIMM) and other local authority and private sector examples, to assess the reticulation network assets within the district. This framework incorporates a range of factors in HSE, social and cultural impacts, loss of service and difficulty and cost to repair to gauge failure consequences while assessing against structural condition, material type, age and historic failures to gauge the likelihood of any failure. The framework is currently in the process of being reviewed by those interested parties within Council before being applied in practice to our networks. This will be a key tool for developing robust renewals programmes and their justification for such choices.

## 19. New Inspection Technology

The SL-RAT, or Sewer Line Rapid Assessment Tool, is currently being used in Pahiatua to very quickly assess the rough condition of the entire network in order to focus efforts in full CCTV inspections. The results of the SL-RAT assessment mean we can coordinate our more detailed inspections efforts to where the network is clearly in need of inspection or in very poor condition. This inspection takes between 3 and 5 minutes per length of pipe and returns a value of between 1 and 10.



## Projects

### 20. Asset Inventory Data Improvement

Our focus for validation of asset inventory data has moved to stormwater assets, due to its importance for the stormwater modelling project. This will reduce the time taken to progress the modelling project and is expected to deliver results in this area sooner than expected. Following completion of the stormwater assets, we will continue to the remaining waste water and water assets in Woodville, Pahiatua, Eketahuna, Pongaroa and Akitio.

### 21. Storm water Model

As recommended in the Opus report, further development of the stormwater model has been placed on hold until completion of the asset inventory validation and update. This will enable far greater accuracy in the modelling and the outputs delivered. As mentioned above, this project is awaiting outputs from the asset inventory validation project and will progress once complete.

### 22. Water Meter Reading

We have recently completed a full water meter reading cycle using the new mobile app based recording tool, GoMeter. The project is a joint venture between TDC IT (and MBS), Finance and Revenue and the Alliance. With the implementation of the new tool, significant improvements have been made to the asset data, specifically with respect to the location and attribute information of water meters and also improved efficiencies in reading time and cost. We encountered a few issues along the way but this was to be expected as is in any tool implementation of this nature. This round of water meter reading was considered a success from all involved with a number of improvements identified to action before the next round in June this year.



## PERFORMANCE

### 23. Customer Management

Customer request response times during February were up slightly for roading, with road requests responded to in 1.7 days on average. 3Waters average response time for requests was 0.3 days. Both well within the required five days.

Feedback scores continue to trend well, with results of 4.36 out of 5 for February, indicating a high level of satisfaction from those lodging requests.

### 24. Corridor Access Requests








Over the month of February 48 BeforeUdig requests were lodged. The year has started with a high number of requests with a lot of work being undertaken on services within the Pahiatua area. 30 corridor access requests were also received and approved.

### 25. Traffic Management

During the month of February, 6 traffic management sites were audited, 5 of these were Alliance sites with 1 a subcontractor. All of these sites were compliant and were well set out.

### 26. Performance Framework

The results for January are as follows

	KRA	Name	Frequency	Comments	
RESULTS	1. PEOPLE RESULTS	Alliance Team Safety	Monthly	34 SBO's undertaken in February Goal = 58 per month	
		Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 2 Environmental incidents 0	
	2. CUSTOMER RESULTS	Timely Communications	Monthly	99% of all CRMs received were responded to on time during February	
		Effective Communication	Monthly	Average feedback score was 4.4 out of 5 for the months of February	
		Minimise Operational Impacts	3 Monthly	0 Complaints received YTD 6 Compliments have been received over the past three months	
	3. SOCIETY RESULTS	Compliance with TMP	Monthly	TMP compliance undertaken monthly with results published.	
		Zero Harm – Environment	Monthly	Site safety audits results have all been to an acceptable high standard.	

## 27. Key Performance Framework Results - Non-Financial

Description	Detail	Unit	Feb-17
<b>Alliance Team Safety</b>	Medical Treated Injuries (MTI)	No.	0
	Loss Time Injuries (LTI)	No.	0
	1st Aid Treatments	No.	0
	Near Miss Reports	No.	0
	Site Observations	No.	34
<b>TMP Compliance - Alliance Sites</b>	Total Audit Score	No.	35
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	4
	Total No. Sites Audited	No.	5
<b>TMP Compliance - Non-Alliance Sites</b>	Total Audit Score	No.	5
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	1
	Total No. Sites Audited	No.	1
<b>Overall Standard</b>	Total of All Sites Audited		6
	Total Non-Compliant Sites		0
<b>Effective Communication</b>	Total Number of Customer Surveys	No.	27
	Overall Feedback Score	Index	4.4
	No. Scoring Below 3	No.	1
<b>Timely Communication - 3Waters</b>	Total Number of Three Waters CRM Received	No.	46
	Average Completion Time	Days	0.3
	Total Number of CRM open	No.	0
	Number completed within target	No	46
	% Target	%	100
	%carried to following month	%	0
	% Completed on Time	%	100
<b>Timely Communication -Roading</b>	Total Number of Roading CRM Received	No.	215
	Average Completion Time	Days	1.7
	Total Number of CRM open	No.	0
	Number completed within target	No	212
	% Target	%	98
	%carried to following month	%	0
	% Completed on Time	%	99



## Assets Group

### Solid Waste

#### 28. Exit of Kerbside Refuse Collection

As part of ensuring a smooth transition of Council's withdrawal of Contracted Kerbside Refuse Collection on 30 September 2017, Council will stop selling Council Refuse Labels to retailers in Dannevirke, Pongaroa, Akitio and Herbertville for re-sale on 7 April. This is the third stage of Council's exit of Kerbside Refuse Collection. Letters have been sent to retailers in these areas along with a poster explaining commonly asked questions. Council will also put an article in the Bush Telegraph as well as updating Council's website and Facebook page explaining this stage. Council has already been through this process in Eketahuna and Woodville and has received no recent issues.



**What is happening to kerbside refuse collection?**

As of 7 April 2017, Council will no longer sell stickers for refuse collection at the Dannevirke Service Centre, or supply refuse labels to retailers for resale in Dannevirke, Pongaroa, Akitio and Herbertville.

**What does that mean?**

Kerbside refuse collection will continue as normal. The difference is, instead of purchasing the Council stickers for refuse collection, you will now need to either purchase yellow Budget Waste bags, or organise for a wheelie bin.

**Do I need to organise for a wheelie bin?**

Only if you want to! The refuse truck will continue to perform weekly collections, so if you don't want a wheelie bin then you can continue to put your rubbish out for collection as normal (using the yellow Budget Waste bags).

**What if I have Council stickers leftover, can I still use these?**

The short answer is yes, you can. The Council stickers can be used until 30 September 2017. After this date, the stickers will no longer be valid and you will need to swap to the yellow Budget Waste bags or organise a wheelie bin.

**Why is this happening?**

On 27 May 2015, through considering submissions following consultation on the Draft Long Term Plan 2015/2025, Council made the decision to exit the provision of kerbside refuse collection and leave it to the private sector, who can provide this service to the community more cost effectively than Council.

**What about collection for kerbside recycling?**

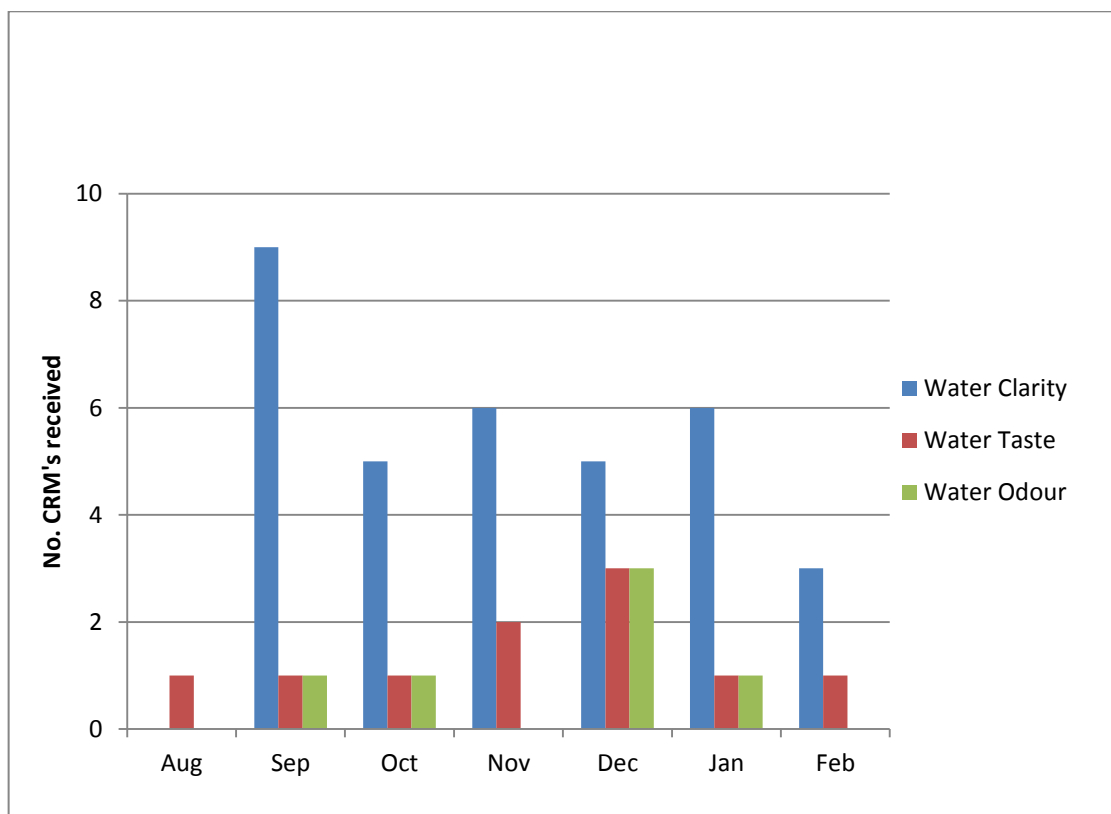
Council has no plans to exit the kerbside recycling collection service. Council will continue to provide recycling and transfer stations/landfills regardless of the decisions made for kerbside refuse collection.

**feeling confused about refuse?**

**TARARUA**  
DISTRICT COUNCIL

## Utilities

### 29. Water Quality CRM's



#### 14 February to 14 March 2017

Water Clarity x 3 CRM's

1 x Pahiatua

2 x Norsewood

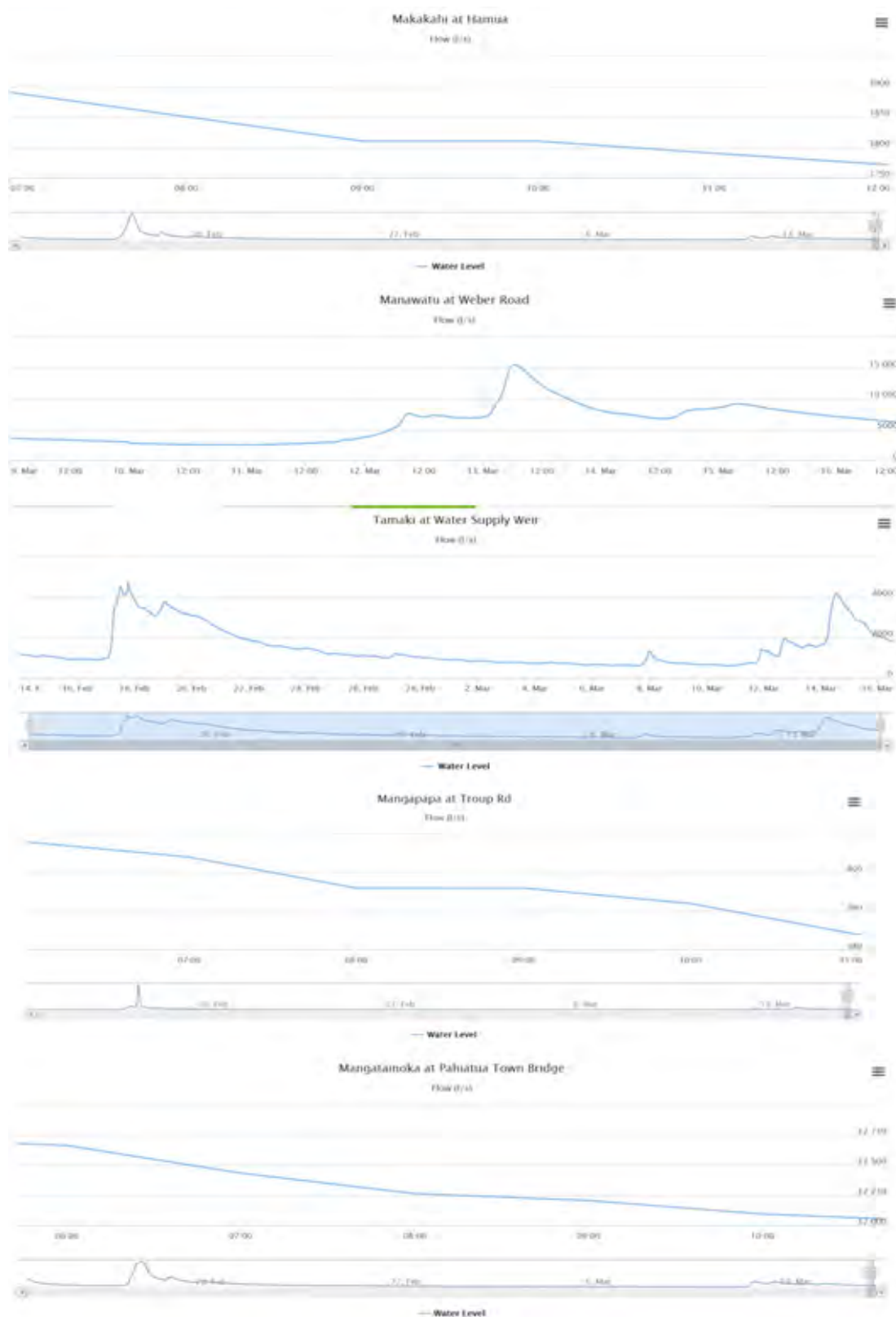
Water Odour x 0 CRM's

Water Taste x 1

1 x Woodville

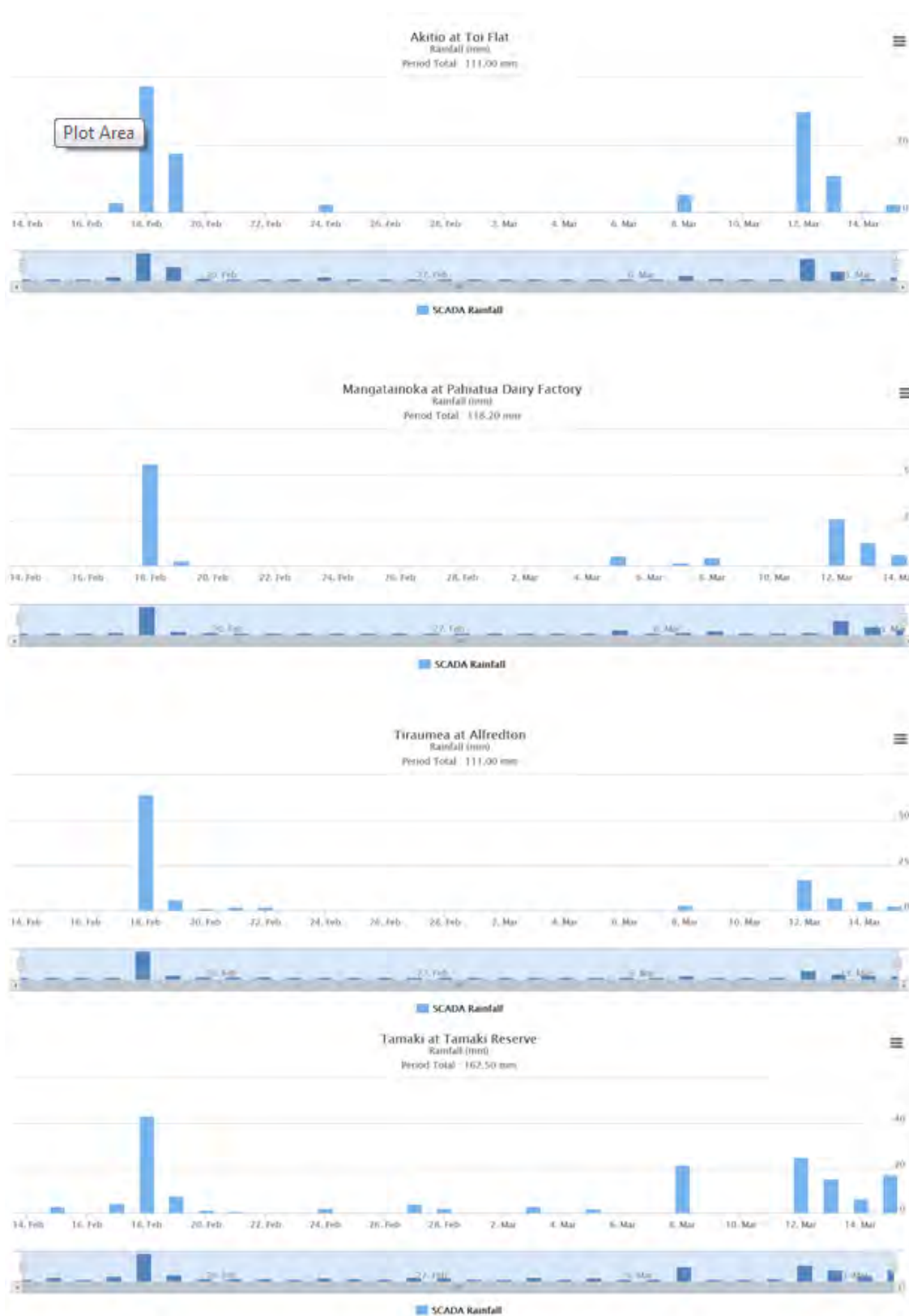
### 30. District River Flows

The weather has continued to be very changeable with some very hot and some decent rainfall throughout the District. Flow levels in the catchment have been at an above average for this time of year.



### 31. District Rainfall

District Rainfall shown below from the week of 14 February through to 14 March 2017



## 32. District Water Usage

### February

Month	Dannevirke Reservoir 2 Export	Pahiatua Bore Intake	Eketahuna Plant Export	Woodville Plant Production
1/02/17	4150	1013	609	919.4
2/02/17	3658	1011	631	381.8
3/02/17	4009	1165	650	649.9
4/02/17	2975	1060	621	1245.6
5/02/17	3408	1203	673	1318.1
6/02/17	3394	1025	657	1279.8
7/02/17	3597	1101	586	816.6
8/02/17	3645	985	566	765.6
9/02/17	3700	1018	553	1142.3
10/02/17	3748	1214	581	1042.8
11/02/17	3212	1066	631	944.1
12/02/17	2877	1232	568	1014.6
13/02/17	3722	1227	546	952.3
14/02/17	3787	1008	547	882.1
15/02/17	4090	1020	563	1198.6
16/02/17	3894	1045	575	1035.1
17/02/17	3555	1054	522	527.3
18/02/17	2926	1178	540	891.9
19/02/17	2565	1142	549	1353.2
20/02/17	3473	926	561	1339.0
21/02/17	4101	953	597	1080.0
22/02/17	3981	1003	600	793.1
23/02/17	4030	1018	632	1243.8
24/02/17	4103	1020	637	1329.1
25/02/17	3438	1010	658	1317.8
26/02/17	3218	1222	652	911.0
27/02/17	3762	1189	621	1237.6
28/02/17	4218	1219	664	1260.7

## 33. Pahiatua Treatment Plant

The site work has commenced with the exposure of the two mains pipes - one from the bore and one from the river supply, ready for shut down, and connecting in tees and valves ready for pipework. UV installation in the 20 foot container is nearing completion ready to send to the Boundary Road site.

## 34. Pahiatua Reservoir Site, Wakeman Street

We are working through with the next door neighbour on some of the implications they see at the new reservoir site. Waiting for Southgate Valuers to give us a price on the piece of land we need to acquire off Mr Brown for the actual reservoir site.

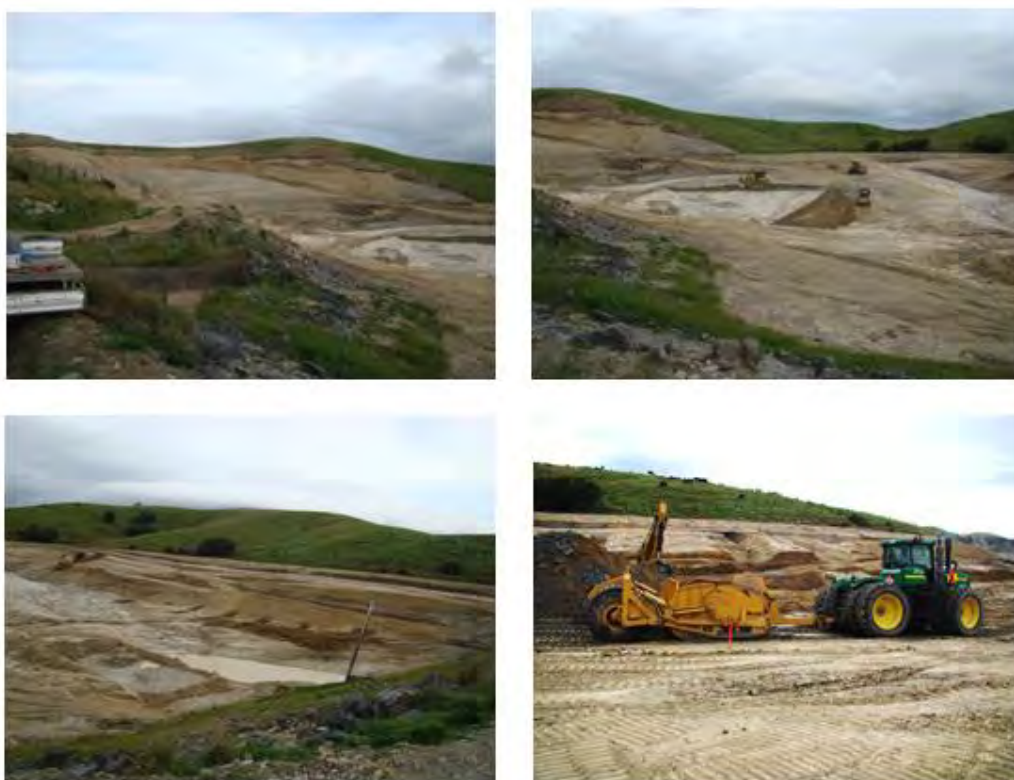
### **35. Woodville Water**

The Impounded Water supply earthworks have been progressing well. Almost 50% of the excavation work has been completed. Weather interference put us behind last week due to the heavy rainfall over the weekend.

Approval from the engineer to construct the internal wall has been granted. The excavated material onsite has passed the compaction and shear test required for work to proceed.

The Kliptank pumps have arrived, and are at the engineer's site getting fitted together with the pipework into a 20 ft container. This will then be delivered to the McLean Street site ready for installation. The Alliance staff have connected the tees and valves ready for the pump to be installed.

The weather/rainfall has been kind to us while all the work has been going on as the Mangapapa Stream has had an above normal water flow, which in turn has allowed us to maintain water supply to the town without any water restrictions.



### **36. Akitio Water**

Ecoli was present in a water sample taken on 22 February 2017. Three consecutive samples taken on the 24, 25, and 26 February were all clear. The first sample indicated a very low chlorine residual so we investigated and found the chlorine dose pump was faulty and not working efficiently. We have replaced the dose pump.



## Wastewater

### 37. Resource Consents

The hearing dates for Eketahuna and Pahiatua have been swapped by the Commissioners. The Eketahuna hearing is now scheduled for 5,6,7 April and the Pahiatua hearing is scheduled for late May.

The possibility of a wetland on a lower terrace owned by the Golf Club is being considered and initial discussions have been held with golf club administrators.

Dave is taking Ngati Kahungunu Iwi for a site visit on Friday 17 March 2017 to Eketahuna, Pahiatua, Woodville and Dannevirke wastewater sites, and also possibly to the Woodville and Dannevirke water Impounded supply sites as well.

### 38. Dannevirke Waste Water

The No. 1 Pond is two-thirds relined with the final excavation of metal almost complete; the 2 x 20,000 cu m<sup>3</sup> additional ponds are having the final touches ready to be lined. The Viking relining team is due back this Wednesday, 22 March, to finish the relining process.



### 39. MfE - Dannevirke

Council staff attended a second meeting at Horizons with other local authorities, Iwi groups, Federated Farmers and Horizons staff to discuss the district projects that may be forwarded to MfE for consideration for funding. Council needs to work through the Eketahuna Wastewater Upgrade components and pricing for a funding application.

## Property

### 40. Housing for the Elderly

77 flats are presently occupied; there are currently 2 vacant flats, which are:

Aften Court Dannevirke	1 flat vacant
Eketahuna Flats	1 flat vacant

### 41. Camping Grounds

	February 2017	February 2016
Dannevirke	795	736
Pahiatua	546	363
Woodville	190	90
Eketahuna	649	720

### 42. Eketahuna Camping Ground Additional Toilets

The first stage of this process has now been completed. This involved the laying of a new sewer pipe from the current septic tank up to the existing sewer main in Stanly Street to pump the effluent from the camping ground into the Eketahuna sewer system. This will alleviate recent problems of the septic tank not coping with demand.

As all the district builders are extremely busy, Council is still waiting on quotes to build the additional 2 toilets. Once these quotes are in Council can then evaluate the quotes and book a time for the build to start.

### 43. Cemeteries

February	Burials	Ashes
Mangatera	2	2
Mangatainoka		1
Eketahuna	1	
Alfredton	1	
Norsewood		2
Ormondville	1	

### 44. Mangatainoka Cemetery

The drainage for the stillborn area has been completed. The sealing of the pathway is the only area left to finish.



## Community Buildings

### **45. Dannevirke Town Hall**

The roof of the Town Hall has been sprayed for lichen. Because of the height of the building a crane was brought in to do the spraying safely. At the same time repairs were carried out on the leaks in the roof and an old obsolete aerial was removed.

### **46. Eketahuna Medical Centre**

The fire in the old lounge area needs replacing. To remedy this two heat pumps are being installed. One in the old lounge area and one in the physio room.

Power is also going to be installed to the garage that is used as a Menz Shed.

The Old lounge is also going to be used as an exercise area.

### **47. Woodville Sports Stadium**

Quotes are being sought to provide heating in the supper room and the main hall.

## Parks and Reserves

### **48. Grass Growth**

Grass growth has increased within the district. However, all our Park and Reserves contractors are keeping up with this growth and the weeds in the garden areas.

## General

### **49. Asset Management Plans**

Quality Property Inspections Limited has been employed to do a condition assessment of our buildings, and they are also doing the Domain Boards buildings. They intend to have this completed by the end of March.

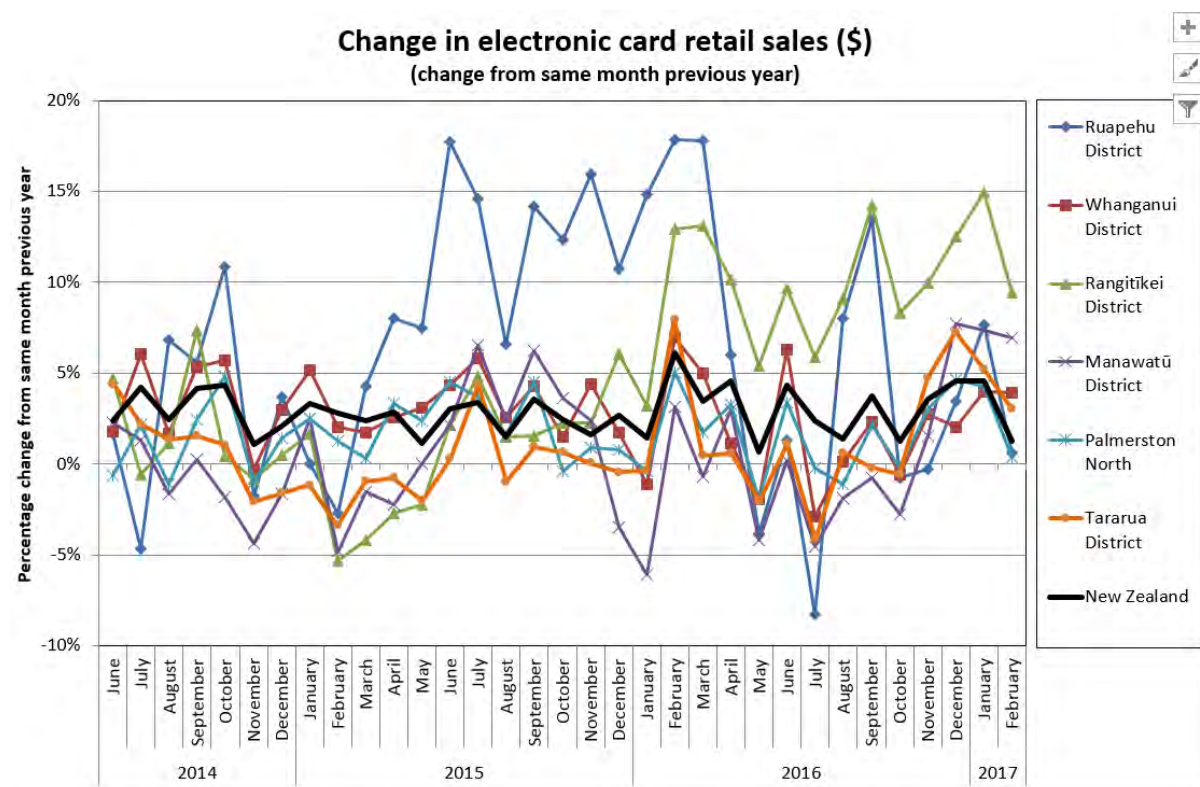
### **50. Makuri Domain Board**

The Makuri Country Club has applied to renew the lease of the land that their clubrooms stand on. A report has been sent to the Council meeting of 29 March 2017 for consideration of the application.

## Strategy and District Development

### 51. Paymark Data

Tararua has been improving over the past six months for Eftpos transactions. This is reflecting greater restaurant and drive-through activity offset by reduced clothing retail.



Tararua District	
	Monthly Change
Accommodation	- 10.4%
Apparel	-40.8%
Bars/Cafes/Restaurants	16.0%
Food Retailing	1.0%
Fuel	16.5%
Hardware/Homeware	24.3%
Majors	11.5%
Other Retail	-15.9%
Takeaways	12.4%
<b>Total</b>	<b>3.1%</b>

## **52. Tararua Aquatic Community Trust**

Council's Audit and Risk Committee discussed the Tararua Aquatic Centre Trust (TACT) Annual Report at their meeting of 13 March 2016. The Auditors have issued a qualified opinion, due to where risks lie following operational changes that occurred when the Pool Management moved from a contracted resource, to hiring their own staffing resources. The TACT Trustees are improving the internal control environment to address these risks over the year.

## **53. Electric Vehicle Charging Stations**

We have confirmed that the Energy Efficiency Conservation Authority will be able to consider providing funding towards making Pahiatua Town Centre "electric vehicle (EV) friendly".

Sites in Woodville, Dannevirke and Eketahuna are being identified for the installation of EV charging stations this calendar year.

## **54. LED Street Lights**

NZTA have advised that approved LED street lighting projects may attract up to 85% subsidy rates for the 2017/18 year. Ray Cannon recently represented Council at a street lighting conference that identified significant advances in the technology and management of street lights and associated services. We will report on options and the business case for Council over the next few months as we prepare our NZTA network programme and our next long term plan.

## Economic Development and Communications

Please see below a condensed report from the Economic Development, Marketing and Communications team. The team will return to full reporting once the new Manager is on board.

### Key messages from Marketing and Communications Administrator

#### 55. Dannevirke A & P Show

Council attended the Dannevirke A&P Show with a focus on the “Great Outdoors” – promoting local outdoor activities, as well as promoting the Council’s new digital newsletter, Talking Tararua.

The Council stand was well received and a number of public stopped throughout the day, although this number was lower than in previous years.

The team noted that a different approach could be explored for next year’s show, and that a broader focus could attract a wider range of public to the stand.



#### 56. GoShift

The Communications team is working alongside the Building Services team to implement the GoShift initiative. Work completed to date includes reviewing and updating the information provided on our website, under the Building, Planning & LIM’s section, as well as reviewing the “Communications Toolkit” provided by the GoShift Project Manager.

GoShift is a partnership between Central Government (Ministry of Business, Innovation & Employment) and Local Government (local councils) to improve performance, consistency and service delivery across the building consent system. You can find out more about the GoShift initiative by visiting the website: [www.goshift.co.nz](http://www.goshift.co.nz)

Tararua District Council is transitioning to the GoShift application forms and guidelines on Monday, 27 March 2017. On this date, the updates made to the Building section of our website will go live to reflect this change in process.

## 57. Kerbside Refuse Collection

The Communications team is working alongside the Assets team in order to provide a communications programme for the exit from provision of kerbside refuse collection.

An article was published in the Bush Telegraph on 20 March 2017 to advise that Dannevirke and coastal areas will transition on 7 April 2017, with refuse labels being accepted for collection until 30 September 2017.

## 58. Talking Tararua Digital Newsletter

February's issue of Talking Tararua was launched on Monday, 27 February 2017 and included articles such as:

- Plans On Track for Ormondville Five Viaducts Tour
- Saigon Restaurant Expands With Bakery and Café
- Council and You... Taking Care of Our Communities
- Region Welcomes Ultra-fast Broadband Announcement
- "Pahiatua feels like home" says Former Aucklander
- Move to Pahiatua Could Benefit Tararua
- Building or Renovating? Know the Limits...
- Council Snippets and Reminders
- Get Out and About

To read this issue of Talking Tararua, go to:

<http://talkingtararua.buzzit.co.nz>

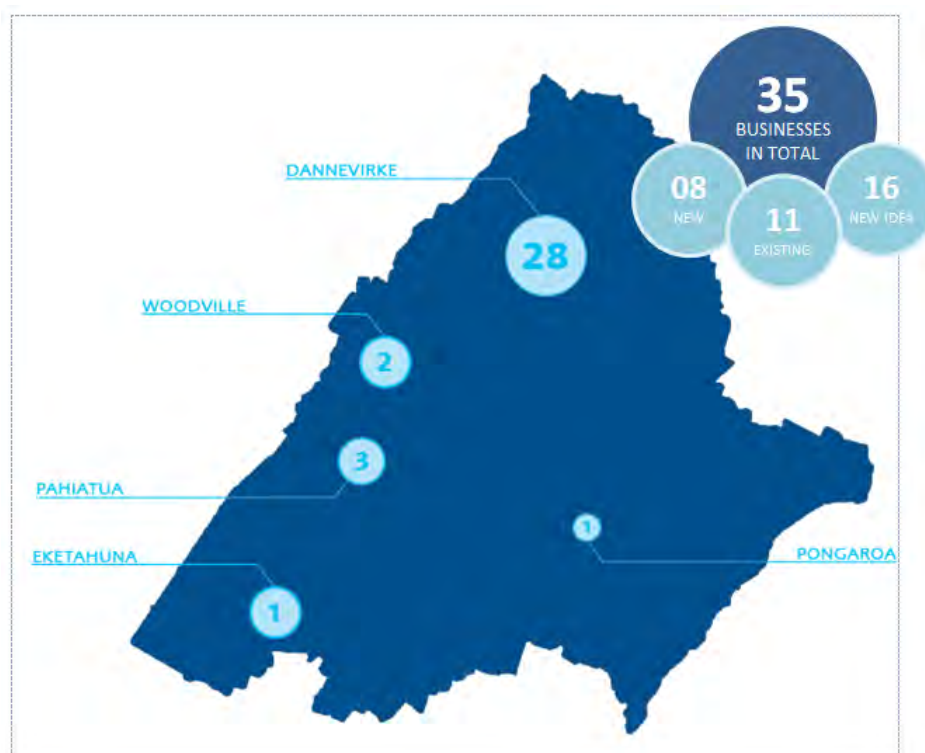
To receive Talking Tararua directly to your inbox, go to:

<http://talkingtararua.buzzit.co.nz/subscribe>

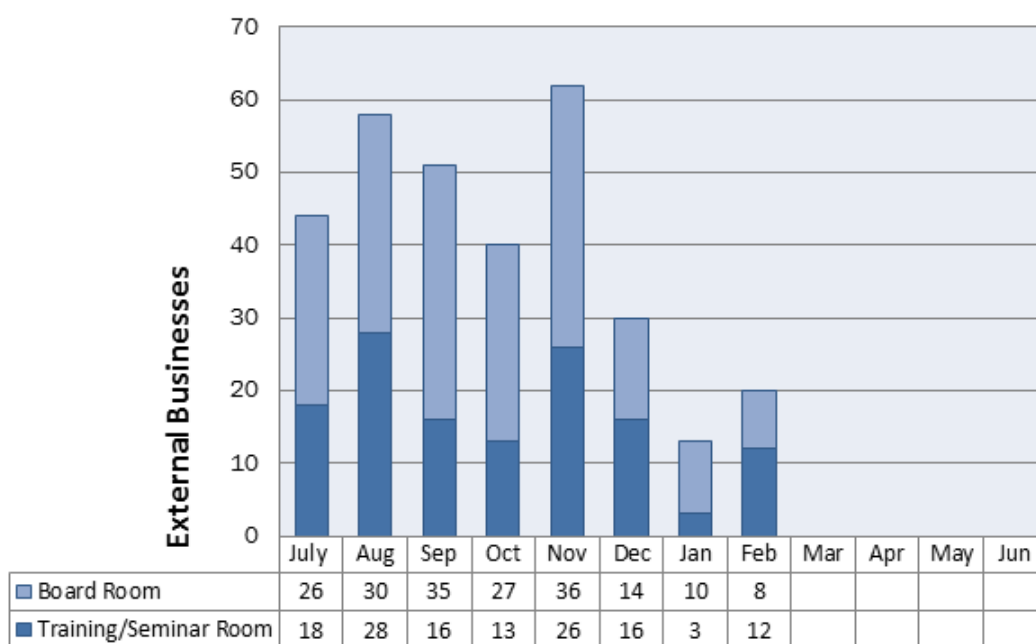


## Key statistics from the Tararua Business Network:

### 59. Geographical Statistics



### 60. Use of Facilities (1 July 2016 – 30 June 2017)





## Key messages from Business and Communications Administrator

### 61. Business Support

We continue to provide support to local entrepreneurs, linking them to our business support networks at CEDA (Central Economic Development Agency, formerly Vision Manawatu) and Building Clever Companies (BCC). These agencies are providing assistance with growth and development plans, as well as exploring and validating new ideas.

A programme of employer focussed workshops is being developed that will be rolled out throughout the year.

The IRD workshops have been held regularly at the Main Office in Dannevirke for over two years now and they continue to be well attended. The next GST workshop is on 22 March, followed by the Introduction to Business Seminar in Pahiatua in May.

All workshops and seminars are advertised in the Bush Telegraph and on our Google+ page ([www.tararuabusinessnetwork.co.nz](http://www.tararuabusinessnetwork.co.nz)).

### 62. Young Enterprise Scheme (YES)

Through our partnership with BCC, we attended the Young Enterprise Scheme Mentoring Day in Palmerston North. It was great to see the programme in action and we are looking to work with BCC to bring the Scheme to Tararua College and Dannevirke High School.

*"Thanks heaps for spending some time with our YES students on Tuesday. Each and every year we try our best to make the day different than a normal school day and from the feedback we have received, this was our best year yet. And, once again, the students and teachers have all told us the best part of the day was spending time with you and the rest of our mentors."*

*I really appreciate that you took time out of your busy day to help. It's people like you that continue to make an impact on our students which they will remember for a lifetime."*

*- Dave Craig, Building Clever Companies (BCC)*

### 63. Community Support: Ormondville Five Viaducts Tour and Street Festival

The Tararua Business Network staff were heavily involved in assisting the Ormondville Rail Preservation Group (ORPG) to organise and co-ordinate the Ormondville Five Viaducts Tour and Street Festival, held on Saturday 4 March.

Throughout January and February, the team worked with the ORPG and local community volunteers to develop an event of national appeal.

Work included developing an itinerary for the day; co-ordinating with the various attractions and the railcar tours provided by the Pahiatua Railcar Society; gathering support from local volunteers; engaging with local businesses; ensuring licensing requirements for the sale of food and drink were met and assisting the businesses through the process; developing a street plan for all stallholders and activities; and co-ordinating all parties leading up to the event, as well as on the day.

Additionally, the Business Network assisted with advertising for the event on regional radio stations, through the NZMCA (NZ Motor Caravan Association), on social media and Eventfinda – as well as a variety of media releases that were distributed regionally.

Some pre-sale tickets for the railcar tours were sold through the i-SITE in Woodville, with the remainder being sold on the day. Tickets sold out very quickly, but to alleviate any disappointment, short bus tours were organised from the main street to a couple of private properties near the Ormondville and Makotuku Viaducts for exceptional views of the viaducts and the railcar. The Tararua Business Network Staff co-ordinated the bus tours to match the railcar tour schedule and the feedback from public was very positive.

*Feedback from President of the Ormondville Rail Preservation Group, Tom Williamson:*

*“Although the original idea for the festival came from ORPG, this event would never have got off the ground without input from the Tararua District Council and ORPG acknowledges with much appreciation the financial and help-in-kind that the Tararua District Council has given.*

*Moreover the Festival could never have happened, and might have been a disaster, if it wasn't for the integrity, tenacity and sheer hard work of Louise Cooper and her team.”*

A debrief will take place in April for event organisers and community volunteers.

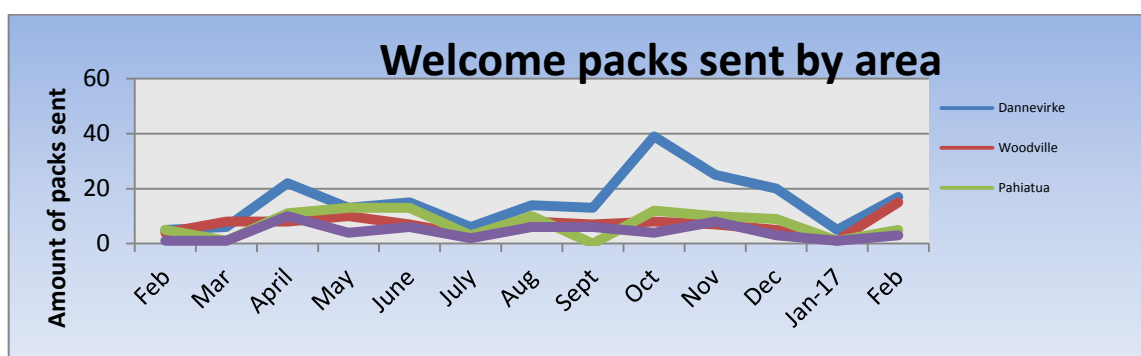




## Tararua I-SITE

### 64. Welcome Packs

A total of 40 Welcome packs were sent during February 2017, 8 of these were sent outside of the district.



### 65. Creative Communities NZ

Four workshops were held around the district to enable groups or individuals to come along and find out if their project was eligible for funding and get assistance with the application forms. These were poorly supported. Eketahuna – 3, Pahiatua – 1, Dannevirke – 1, Woodville 2.

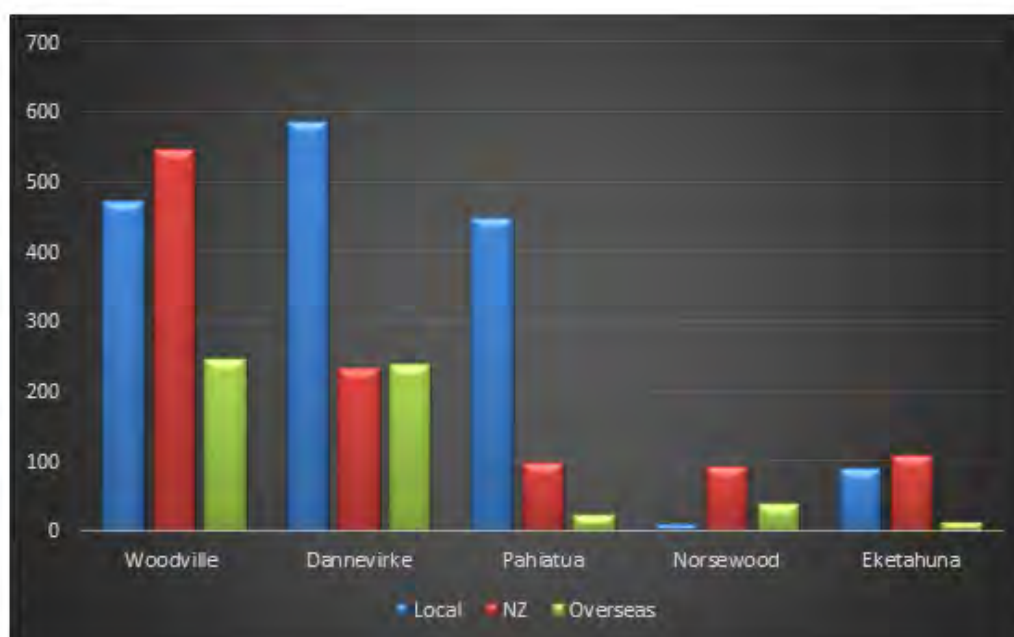
### 66. Five Viaducts Tour at Ormondville

The i-SITE were allocated 192 tickets to sell for the train trips. These sold out well in advance and there has been huge interest in the day. This event is sure to grow into a major event in the district.

### 67. New Staff Member

Sarah Foster from Dannevirke has joined the team. Sarah has a background with Inland Revenue and Ballantynes. Sarah has commenced training at the i-SITE.

## 68. Tararua i-SITE and Information Centre Statistics



	Local	NZ	Overseas
February 2017	1607	1082	560
February 2016	1552	1127	721

## 69. Accommodation & Travel Sales– Tararua i-SITE

February 2017

### Company sales

**Start date:** Wednesday, 1 February 2017

Note: All amounts in this report include GST

**End date:** Tuesday, 28 February 2017

**Selected by:** Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
<b>Sale type:</b> Agent all								
Ormondville Rail	65	179	\$3435.00	\$343.50	10.0%	\$5.28	3,091.50	\$3435.00
Bookit Online Accommodat	7	7	\$1058.24	\$126.98	12.0%	\$18.14	931.26	\$1058.24
Intercity Coachlines	23	23	\$675.00	\$94.50	14.0%	\$4.11	580.50	\$675.00
Interislander	2	2	\$482.00	\$48.20	10.0%	\$24.10	433.80	\$482.00
Blue Bridge	2	2	\$423.00	\$42.30	10.0%	\$21.15	380.70	\$423.00
Tranzit Coachlines	7	10	\$132.00	\$13.20	10.0%	\$1.89	118.80	\$132.00
Gannet Beach Adventure	1	2	\$88.00	\$8.80	10.0%	\$8.80	79.20	\$88.00
<b>Subtotal</b>	<b>107</b>	<b>225</b>	<b>\$6293.24</b>	<b>\$677.48</b>	<b>10.8%</b>	<b>6.33</b>	<b>\$5615.76</b>	<b>\$6293.24</b>
<b>Total</b>	<b>107</b>	<b>225</b>	<b>\$6293.24</b>	<b>\$677.48</b>	<b>10.8%</b>	<b>6.33</b>	<b>5,615.76</b>	<b>\$6293.24</b>

Interislander and Intercity & Tranzit sales are up on last January, whilst other ticketing agencies have decreased.

February 2016

### Company sales

**Start date:** Monday, 1 February 2016

Note: All amounts in this report include GST

**End date:** Monday, 29 February 2016

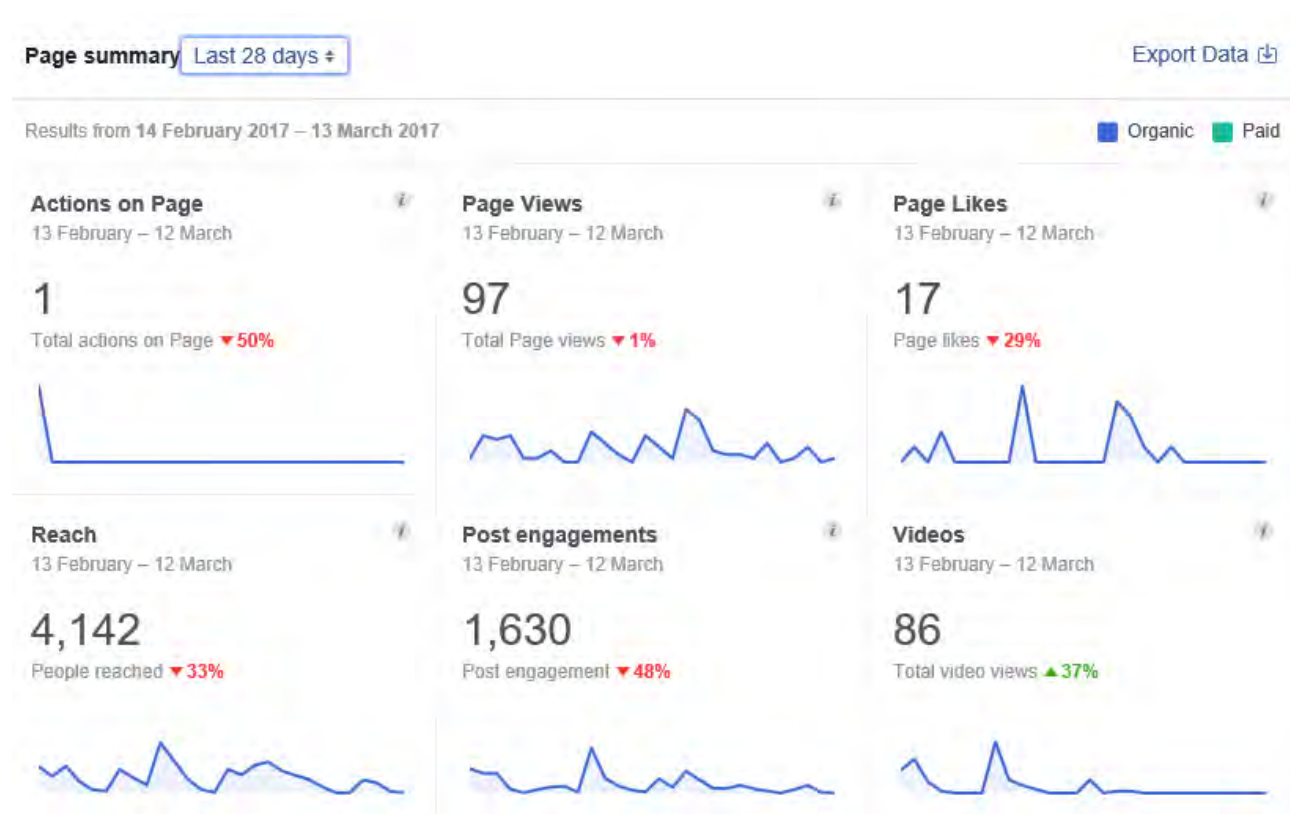
**Selected by:** Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
<b>Sale type:</b> Agent all								
Bookit Online Accommodat	16	16	\$2238.00	\$251.16	11.2%	\$15.70	1,986.84	\$2238.00
Blue Bridge	6	6	\$1222.00	\$122.20	10.0%	\$20.37	1,099.80	\$1222.00
Intercity Coachlines	28	28	\$913.00	\$91.30	10.0%	\$3.26	821.70	\$913.00
Interislander	6	6	\$873.60	\$87.36	10.0%	\$14.56	786.24	\$873.60
Tranzscenic	2	2	\$477.00	\$47.70	10.0%	\$23.85	429.30	\$477.00
Discover Waitomo	1	2	\$470.00	\$47.00	10.0%	\$47.00	423.00	\$470.00
Te Puia	1	2	\$232.00	\$23.20	10.0%	\$23.20	208.80	\$232.00
Rapids Jet	1	2	\$210.00	\$21.00	10.0%	\$21.00	189.00	\$210.00
Tranzit Coachlines	9	11	\$138.00	\$13.80	10.0%	\$1.53	124.20	\$138.00
Naked Bus	4	4	\$80.98	\$8.10	10.0%	\$2.03	72.88	\$80.98
Tui Brewery Hq	1	1	\$25.00	\$2.50	10.0%	\$2.50	22.50	\$25.00
<b>Subtotal</b>	<b>75</b>	<b>80</b>	<b>\$6879.58</b>	<b>\$715.32</b>	<b>10.4%</b>	<b>9.54</b>	<b>\$6164.26</b>	<b>\$6879.58</b>

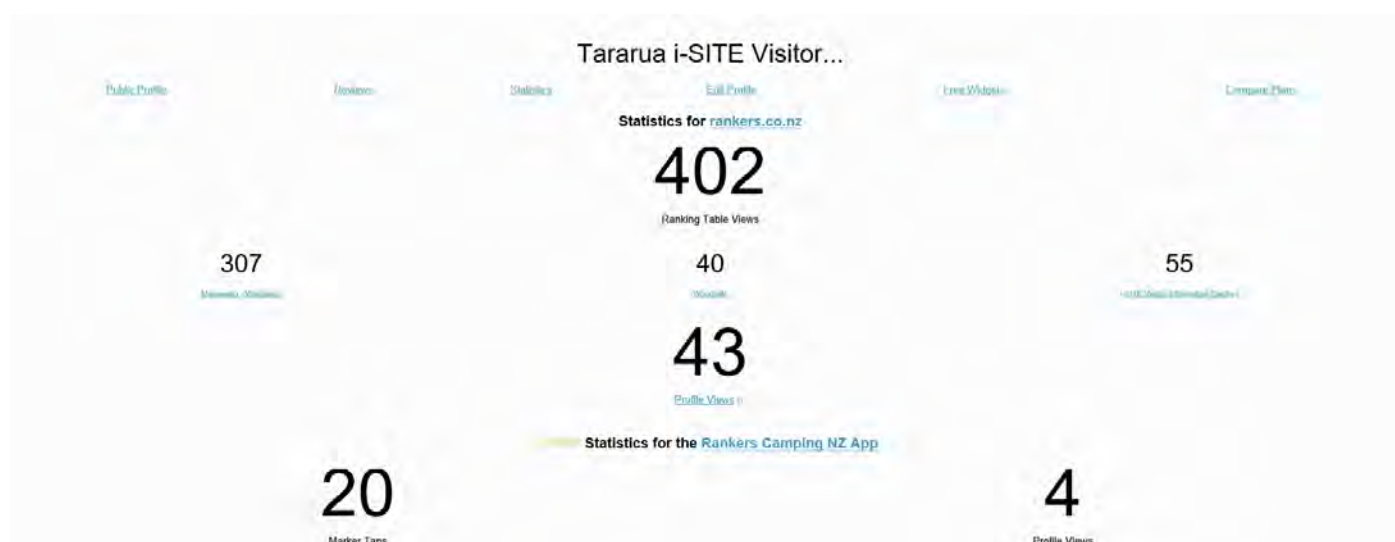
## 70. Social Media Google my Business



## 71. Facebook

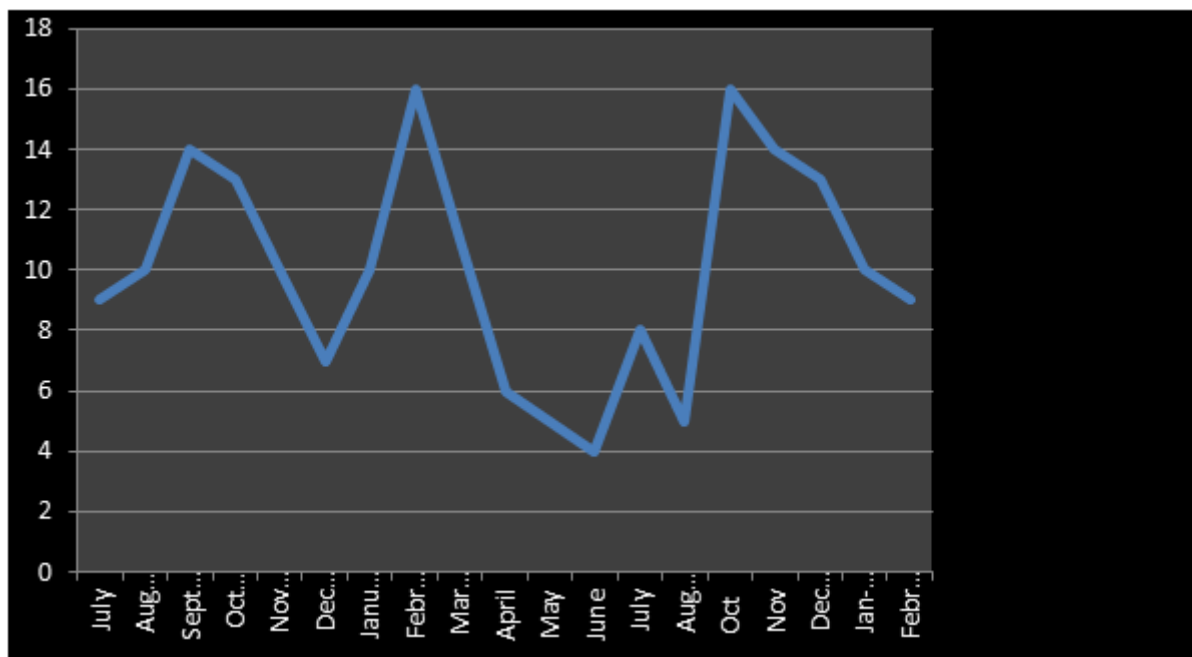


## 72. Rankers Camping NZ App statistics for Tararua – February 2017

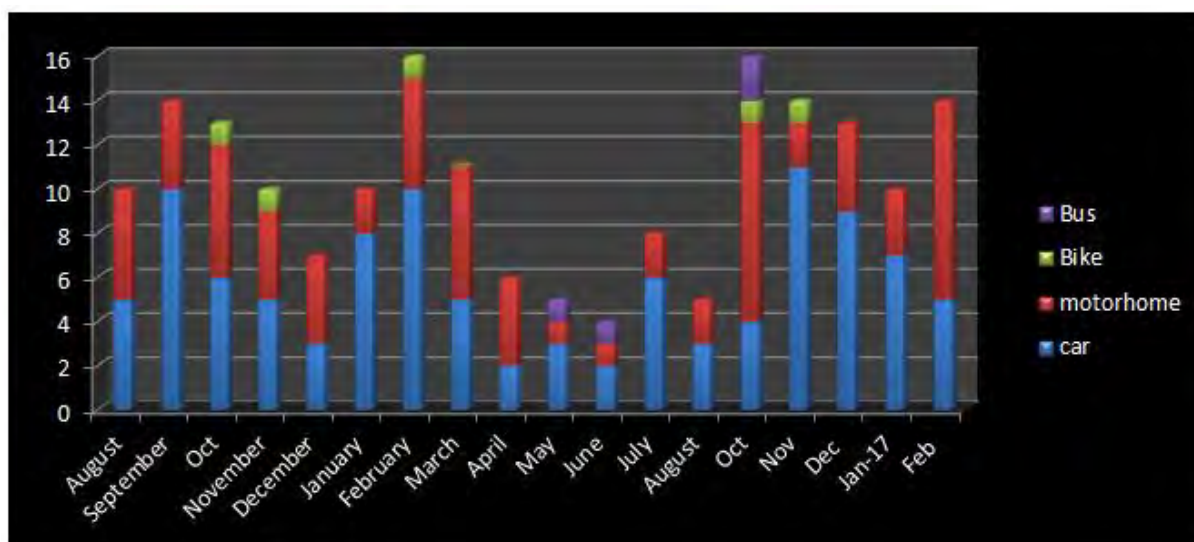


## 73. Visitor Surveys

### Surveys completed

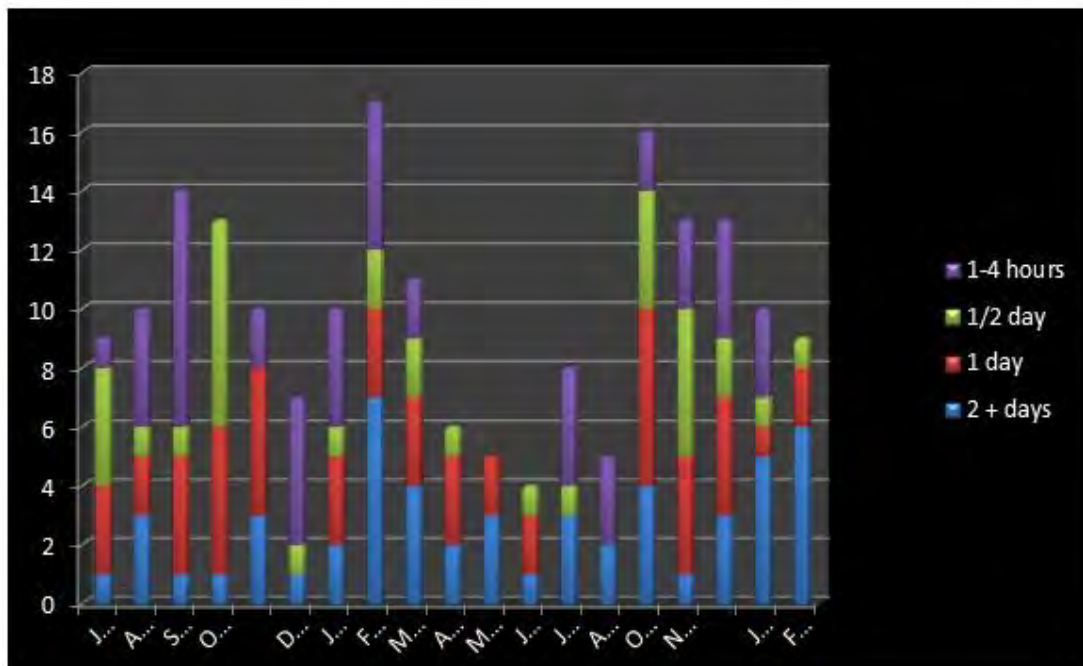


### How are they travelling?

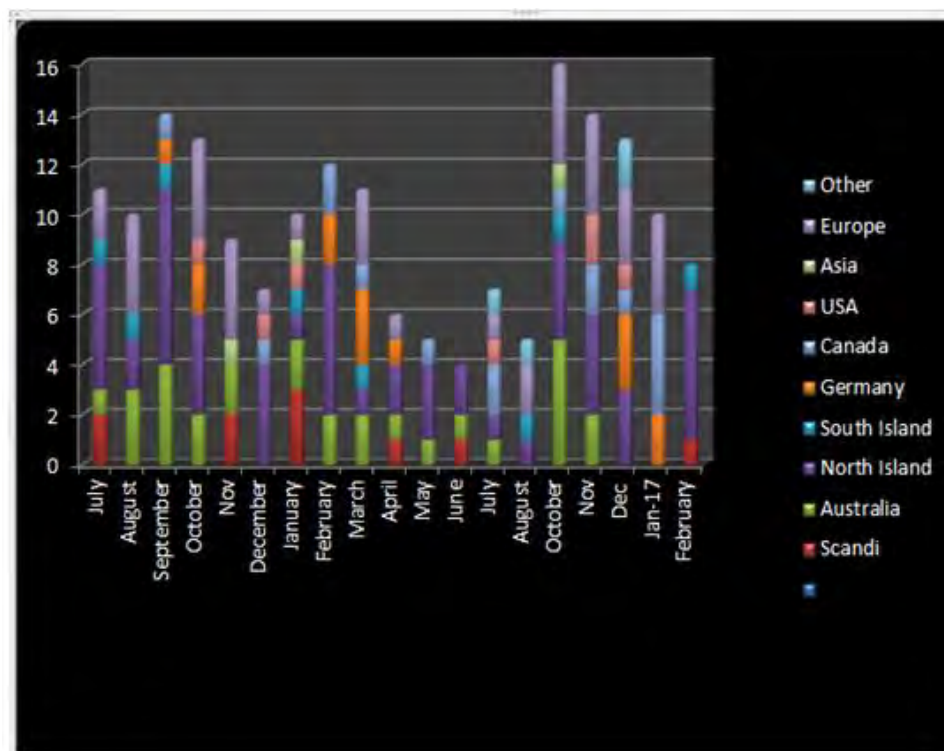




### How long did they stay?

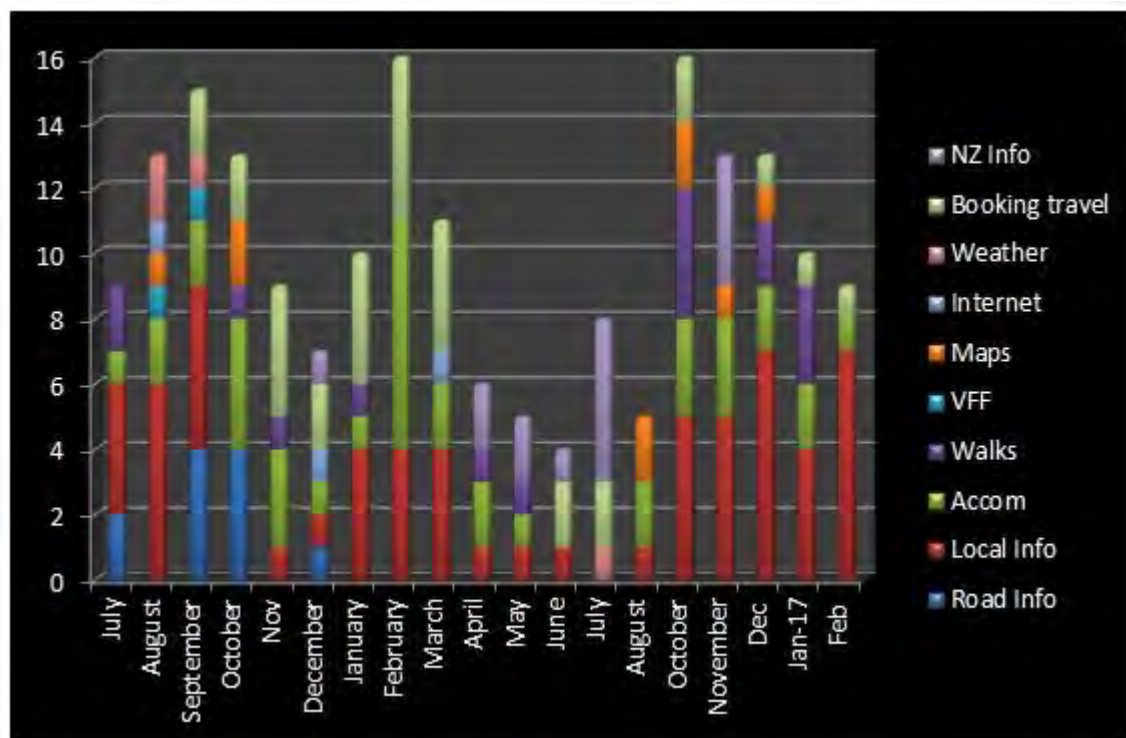


### Where do they come from?

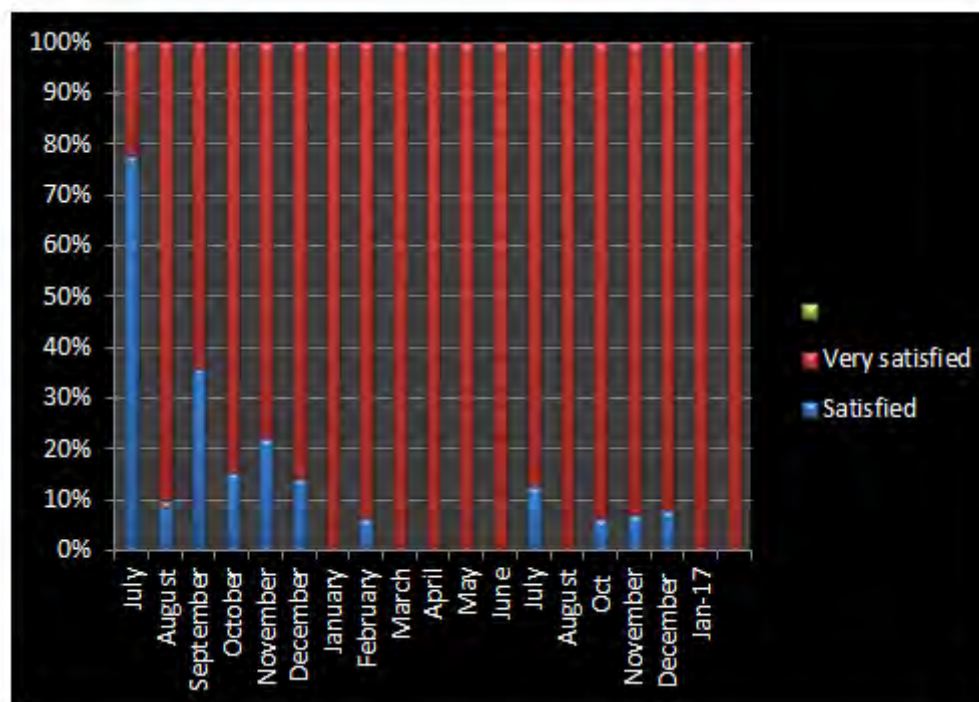




### What did they ask for?



### How satisfied were they?



## Regulatory

### Alcohol Licensing

#### 74. District Licensing Committee Activity

Application Type	Applications Received	Applications Granted	Applications Refused
On Licence - New	1	0	0
On Licence - Renewal	2	2	0
Off Licence - New	0	1	0
Off Licence - Renewal	0	3	0
Club Licence - New	0	0	0
Club Licence - Renewal	0	1	0
Manager Certificate - New	3	0	0
Manager Certificate - Renewal	3	3	0
Special Licence	8	11	0
Temporary Authority - On	0	0	0
Temporary Authority - Off	0	0	0
<b>TOTAL</b>	<b>17</b>	<b>21</b>	<b>0</b>

#### 75. Non-Financial Performance Measures For Year (from 1 July)

Performance Measures - Alcohol Licensing					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Health	Protect Public Health by regulating the sale of alcohol	Percentage of licensed premises inspected annually for compliance	Achieved 100% Target 100%	95%	42% On Target

## Animal Control

### 76. General Matters

The Palmerston North SPCA has been very helpful in rehoming the suitable dogs unclaimed from the pound. Wellington SPCA has requested that we vaccinate dogs for Parvovirus before they take them, however this will not happen because of the cost to ratepayers.

There has been some adverse media attention for some councils receiving a high-risk menacing dog neutering subsidy from the Department of Internal Affairs. Owners who have paid to neuter their high risk dogs consider it unfair that irresponsible owners are being subsidised. The SPCA has supported this stance.

### 77. Short Course, Workshop or Conference Attendance

All staff have attended the Dealing with Difficult Customers Course. The course has provided the Animal Control Team with additional tools to use when dealing with high stress situations.

### 78. Legislation Changes or Legislation Comments

There has been no development on the so called menacing dog legislation.

### 79. Dog Pound Statistics

Reason for Impounding	Total for Month	Total for Year (from 1 July)
Roaming	17	106
Unregistered		29
Roaming and known to be unregistered	1	54
Rushing	2	5
Barking		3
Failure to comply with classification - Menacing		0
Failure to comply with classification -Dangerous		0
Failure to comply with Bylaw		0
Attacking - Person		7
Attacking – Stock		3
Attacking - Domestic Animal		3
Attacking - Protected Wildlife		0
Released to Council	2	10
Welfare		14
<b>TOTAL</b>	<b>22</b>	<b>234</b>
Resolution of Impounding	Total for Month	Total for Year (from 1 July)
Returned to Owner	20	138
New Owner/Rehomed	8	65
Destroyed	4	33
<b>TOTAL</b>	<b>32</b>	<b>236</b>

## 80. Registration Statistics

Classification	Registered	Unregistered	Total
Dangerous Dog	6	3	9
Preferred Dog Status	351	4	355
Rural Domestic Dog	1766	97	1863
Urban Domestic Dog	924	140	1064
Working Dog	3294	177	3471
<b>TOTAL</b>	<b>6341 (93.7%)</b>	<b>421</b>	<b>6762</b>

## 81. Infringements Issued under the Dog Control Act 1996

Section	Offence	Total for Month	Total for Year (from 1 July)
18	Wilful obstruction of Dog Control Officer or Ranger	0	1
19(2)	Failure or refusal to supply information or wilfully providing false particulars	0	0
19A(2)	Failure to supply information or wilfully providing false particulars about dog	0	0
20(5)	Failure to comply with any bylaw authorised by the section	0	0
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	0	0
24	Failure to comply with obligations of probationary owner	0	0
28(5)	Failure to comply with effects of disqualification	0	0
32(2)	Failure to comply with effects of classification of dog as dangerous dog	0	0
32(4)	Fraudulent sale or transfer of dangerous dog	0	0
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	0	0
33F(3)	Failure to advise person of muzzle and leashing requirements	0	0
36A(6)	Failure to implant microchip transponder in dog	0	0
41	False statement relating to dog registration	0	0
41A	Falsely notifying death of dog	0	0
42	Failure to register dog	1	77
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	0	0
48(3)	Failure to advise change of dog ownership	0	0
49(4)	Failure to advise change of address	0	0
51(1)	Removal, swapping, or counterfeiting of registration label or disc	0	0
52A	Failure to keep dog controlled or confined	0	4
53(1)	Failure to keep dog under control	0	2
54(2)	54(2) Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	0	0
54A	Failure to carry leash in public	0	0
55(7)	Failure to comply with barking dog abatement notice	0	0
<b>TOTAL</b>		<b>1</b>	<b>84</b>

## 82. Classified Menacing Dogs

Menacing Classification Type	Total
33A(1)BII - Characteristics typical of Dogs Breed/Type	1
S33C(1) - Dog of Breed / Type in Schedule 4	84
33A(1)(BI) - Observed or Reported Behaviour of Dog	21
<b>TOTAL</b>	<b>106</b>

## 83. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not Known	Urban Nth Ward	Urban Sth Ward	Monthly Total	Total for Year (from 1 July)
Aggressive Dog										0	16
Barking Dog - First Call - Record Only					15		2	11	9	37	227
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED					6		3	5	2	16	119
Dead Dog							1			1	9
Dog Attack					1	1		1	2	5	24
Dog Bylaw Breach							1			1	2
Dog Other					3		20	12	12	47	383
Dog Welfare Concern		1					1		3	5	25
Roaming/ Uncontrolled/ Secured Dog		1				3	8	6	5	23	300
Roaming Stock							3		1	4	120
Rushing Dog							1	2	1	4	22
<b>TOTAL</b>		<b>2</b>			<b>25</b>	<b>4</b>	<b>40</b>	<b>37</b>	<b>35</b>	<b>143</b>	<b>1247</b>

## 84. Non-Financial Performance Measures for Year (from 1 July)

Performance Measures – Animal Control					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Safety	Animal Control complaints and issues are resolved in a timely manner	Percentage of residents rate Dog Control as “Fairly Satisfactory” or “Very Satisfactory” in the Community Survey to be conducted in 2017, 2020 and 2023	Not Measured	N/A	N/A
		Percentage of calls that involve dog attacks responded to within 2 hours	89% Needs Improvement Target 100%	100%	100% Achieved
	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	5 Needs Improvement 2 Needs Improvement	Minimum of 6 articles per year Minimum of 4 educational presentations per year	6 Achieved 2

## 85. Comments on CRMS

Aggressive dogs – One of these dogs was released to Council the other has gone missing. One dog owner has been put on notice awaiting further evidence. A lamb was killed, no dog found for this, unsure whether the lamb had in fact been killed by the dog. The other dog was classified as Dangerous with the possibility of being appealed.

Barking dogs – Barking dog complaints have levelled out, however, complaints have started again at Makotuku.

## 86. Non Financial Performance Measures for Month – Dog Attacks

Month	TOTAL CRM's	Responded to within 2 hours
July	1	100%
August	1	100%
September	5	100%
October	4	100%
November	3	100%
December	1	100%
January	5	100%
February	4	100%
March		%
April		%
May		%
June		%



## Building

### 87. General Matters

The BCA is starting to receive an increase in applications for building consents with 2 new dwellings to be built in the Pahiatua area. A friendly reminder in the Bush Telegraph for people to lodge their building consents early, for the installation of new fires. The BCA is hoping to alleviate the problem of people of leaving the application for a fire consent before the onset of winter, that in the past has caused a bow-wave of building consents to be processed by the BCA.

### 88. Short Course, Workshop or Conference Attendance

The Building Officers are receiving in house training for GoGet and Trapeze systems. The Building team has attended a training seminar on dealing with difficult people and situations. This will provide the team with additional tools when dealing with compliance matters.

### 89. Legislation Changes or Legislation Comments

New amendments to the Accreditation Regulation which comes in to force 1 July 2017 will impose changes to how the BCA accreditation will be conducted by IANZ in November this year. The key changes are the notification requirements (pushing responsibilities up to the CEO), the required qualification for the Building Officers to have or must obtain and the fee-for-service framework.

### 90. Building Consents Statistics

Consent Time Frames	Total for Month	Total for Year (from 1 July)
Code Compliance Certificate issued	20	206
10 days or Less	28	119
11 - 15 Days		54
16 - 17 Days		24
18 – 19 Days	1	10
20 Days		4
>20 Days		0
<b>TOTAL</b>	<b>29</b>	<b>211</b>
<b>Percentage processed within 20 day limit</b>	100%	100%
Total Value	\$1,136,756	\$11,347,944
Average Value	\$39,198.48	\$53,781.76

Inspection Results Report –	Total for Month	Total for Year (from 1 July)
No of passed inspections	97	783
No of failed inspection	9	101
<b>TOTAL</b>	<b>106</b>	<b>884</b>

## 91. Non-Financial Performance Measures for Year (from 1 July)

Performance Measures – Building					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Safety	Ensure that the district's built environment is safe and healthy	All swimming pool and/or spa fencing inspected once every 5 years	New Measure	100%	100% Achieved
Customer Services	Building safe communities through cost effective and streamlined processes	Consents issued within statutory timeframes	Not Achieved 98% Target 100%	100%	100% Achieved

**NOTE 1:** Swimming pool inspections are generally undertaken in the summer months.

## 92. Swimming Pool Inspections

	Inspected	Passed	Failed	Removed*
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	2	0	1	1
November	3	1	2	0
December	1	1	0	0
January	1	0	1	0
February	0	0	0	0
March				
April				
May				
June				
TOTAL /270				

***\*-on inspections the pools are not there ie have been removed by owners***

The owners of the pools that have failed have been sent a letter asking that repairs and/or modifications be made.

Next pools due to be inspected are in May 2017 . Two in Woodville and 11 in Pahiatua.

## General Inspection

### 93. Illegal Dumping Collection

	Tonnage	Transfer Station Cost (\$)
July	0.340	45.35
August	0.710	187.06
September	0.980	107.56
October	0.570	100.01
November	1.030	189.96
December	0.540	99.95
January	1.000	122.95
February	0.660	208.27
March		
April		
May		
June		
<b>Total for Year (from 1 July)</b>	<b>5.830</b>	<b>1061.11</b>

## 94. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not known	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Abandoned Vehicle		2					4	1	1	8	39
Fire Hazards									2	2	29
Illicit Dumping				1		1	8	2		12	113
Noise - Stereo/ Drums/ Party - First Call - Record Only	1						18	13	11	43	185
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED	1						19	13	12	45	205
Machinery / Vehicle Noise on Private Property - First Call - Record Only											4
Machinery / Vehicle Noise on Private Property - SECOND CALL / ATTENDANCE REQUIRED											6
Noise Other - First Call - Record Only									1	1	3
Noise Other - SECOND CALL / ATTENDANCE REQUIRED											1
Overhanging Trees or Projections from Private Property	1							1	1	3	8
Stock Crossings							1			1	3
Wasp & other Pests Complaints											0
<b>TOTAL</b>	3	2		1		1	50	30	28	115	596

## 95. Non-Financial Performance Measures for Year (from 1 July)

Performance Measures – General Inspection					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
<b>Liveable Communities</b>	Excessive noise complaints will be attended to by council to minimise disturbance to others	Percentage of noise complaints responded to within an hour	95.9% On Target	95%	96.% Achieved
<b>Attractive Communities</b>	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	100% On Target	90%	100% Achieved

## 96. Non-Financial Performance Measures for Year (from 1 July) - Noise

Month	TOTAL CRM's	Responded to within 1 hour
July	10	100%
August	14	100%
September	6	83.3%
October	31	93.5%
November	33	100%
December	31	100%
January	36	94.4%
February	44	95.5%
March		%
April		%
May		%
June		%

### **97. General Matters**

31 March is the final date for businesses with an On Licence to transition to the Food Act 2014. Contact has been made with these businesses to invite them to a targeted workshop at the Business Hub on 27 March 2017. A reminder letter has also been sent to those that have attended a workshop in 2016 but are yet to register under the new Act.

Food Stall permits for the Ormondville Railway preservation – Five Viaducts tour permits were also issued to all organisations and individuals that applied.

### **98. Short Course, Workshop or Conference Attendance**

Attended two of the three day Annual Conference for the New Zealand Institute of Environmental Health in Palmerston North.

Day two was the date scheduled for the Ministry of Primary Industries workshops that outlined a number of areas relating to Recognised Agency applications, competency and enforcement. Some of the key learnings included the procedures that MPI have implemented when dealing with complaints that are received for businesses registered with the Ministry.

The other area of interest was what an assessor is looking for in a QMS and for the onsite technical review of a verification. I have now reviewed the current process, and implemented some of these changes in future verifications to be more consistent with Ministry expectations.

### **99. Legislation Changes or Legislation Comments**

A new “Safe and Simple” food control plan template is due to be released by the Ministry in early March. An overview of this template was covered at the conference. It is designed to be in a more user friendly format and inform the registered business operator what to look for and what records are required. Once these have been released the Tararua District Council will be able to provide these to transitioning food businesses.

### **100. Non-Compliance Issues and/or Breaches of the Act**

No non compliances or breaches reported for the month of February 2017.

## 101. CRMs

February	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Dead Animal/s - Private Property								1		1	4
Hazards Environmental Spill											3
Health Complaint Miscellaneous											13
Industrial Noise Complaint											0
Offensive Odour							1			1	5
Poultry Noise											4
Rodent Infestation											6
Smoke Nuisance						1	4	3	1	9	23
<b>Total</b>						1	5	4	1	11	58

## 102. Non-Financial Performance Measures for Year (from 1 July)

Performance Measures – Health					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
<b>Public Safety</b>	Protect public health by regulating the sale of food, funeral parlours, offensive trades, hairdressing salons and camping grounds	Percentage of registered premises inspected for compliance	90% Target  93% Achieved	90%	62% On target

	Total for Month	Total for year (from 1 July)
<b>High Risk Food Inspections</b>	4	45
<b>Low Risk Food Inspections</b>	8	17
<b>Food Control Plan Audits</b>	5	29
<b>New Business Enquiry</b>	1	12
<b>New Food Business Registered</b>	1	7
<b>Business Closed</b>	0	6



## Planning

### 103. General Matters

Business as usual, reasonably quiet month for resource consents, however have received a number of enquiries and complaints.

### 104. Short Course, Workshop or Conference Attendance

Planning Officer and Manager of Regulatory Services attended the TLA Planning Practice Meeting for Territorial Authorities in Wellington, hosted by Ministry for the Environment (MfE). The purpose of the meeting was identify significant issues and preferred options for improving engagement between the MfE and councils.

The MfE updated councils that their Resource Management directorate was going through a 'rejig'. They have outlined that the 'rejig' will enable them to invest more time in system thinking and in working effectively with our partners and stakeholders.

MfE have appointed Rachel Ward as liaison officer for Tararua and neighbouring district councils.

### 105. Legislation Changes or Legislation Comments

The Resource Legislation Amendment Bill (RLAB) making its way through Parliament reaching the select committee on the 6<sup>th</sup> March 2017 and now in the process of its second reading.

### 106. CRM's

Chart Area	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Advertising Signs, Unlawful, Unsightly, Hazardous		1					1			2	5
Environmental Amenity - Derelict Vehicles, Unsightly Odour/Storage on Private Land											0
Noise Explosion or Vibration											1
Windfarm Noise Complaint						1				1	43
<b>Total</b>		1				1	1			3	49

## 107. Monthly Resource Consents Statistics - 2016/17

Application Type	Applications Received	Applications Granted	Applications Refused
Subdivision Consents	0	1	
Land Use Consents	1	0	
<b>TOTAL</b>	<b>1</b>	<b>1</b>	
<b>TOTAL FOR YEAR (FROM 1 JULY)</b>		<b>29</b>	

## 108. Non-Financial Performance Measures for Year (from 1 July)

Performance Measures – Planning/ Resource Management					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
<b>Resource Management</b>	Advice to customer is of good quality (fit for purpose)	Survey of customer rate advice was helpful	83% Agree 85% Target	85% Target	100%
	Resource consents are administered effectively and efficiently	Percentage of resource consents processed within the statutory time frame. • Non-notified 20 working days • Notified 70 working days • Notified and Limited Notified not requiring a hearing -50 working days	98.11% Achieved 100% Target	100%	100% Achieved
	Council responds effectively to complaints about non-compliances	Non-compliances are resolved within 3 months of customer complaint.	100% Achieved 100% Target	100%	100% Achieved

## Emergency Management



### Rural Fire

#### 109. Fire Season

The fire season is over and it was a reasonably quiet one. The only significant fire was the recent fire at Tower Street, Ormondville. It was caused by a controlled burn that went out of control due to some poor decisions by the local farmer who lit it. It will probably cost him between \$8k to \$13k for fire suppression costs. A helicopter was used and all personnel and equipment worked well including a crew from the Tararua Alliance who assisted with the mop up. A debrief was held at the Ormondville Fire Station on Tuesday, 14 March 2017.

#### 110. Incident Reports (to 23 March 2017)

<i>NRFA Classification Type</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Total</i>
Power Lines	0	1	0	0	1	2	1	1					6
Vehicle - Car, Truck etc.	2	0	0	1	0	0	2	4					9
Farm/Forest Machinery	0	0	0	0	0	0	1	0					1
Camp fires/bonfires/rubbish fires	0	0	0	0	1	1	0	0					2
Smokers	0	0	0	0	0	0	0	0					0
Land clearing escaped - Open Fire Season	0	0	0	0	0	1	1	1					3
Land clearing escaped - Restricted/ Prohibited Fire Season (no Fire Permit)	0	0	0	0	0	0	0	0					0
Structural - House/Shed	2	1	0	1	1	1	4	3					13
Pyrotechnics Fireworks	0	0	0	0	0	0	0	0					0
False Alarm	1	3	3	2	3	2	3	9					26
Medical Assist	0	1	1	0	1	1	2	0					6
Motor Vehicle Accident	0	0	0	0	0	0	2	2					4
Miscellaneous	0	0	0	0	2	1	0	1					4
<b>Total</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>9</b>	<b>16</b>	<b>21</b>					<b>74</b>

## **111. FENZ**

Paddy attended a “Leading Through Change” seminar in Wellington on 28 February 2017. This was an opportunity to meet with senior management of the NZ Fire Service and Rural Fire. It was great to see the positive attitude displayed by both services and it bodes well for the transition. Paddy also attended the two day National PRFO’s and Chairs meeting in Wellington on 14/15 February 2017. The meetings included workshops on the new FENZ branding, Command and Control and other transition issues.

## **Civil Defence**



## **112. Training**

A training programme has been finalised and presented to our Civil Defence volunteers. A total of 12 courses will be rolled out over the period April/May with further courses being provided during June and July. There has been a strong interest in these courses from volunteers in our Civil Defence Centres.

As part of course development Paddy attended two sessions run by the Wellington Regional Emergency Management Office (WREMO) in Carterton and Masterton. WREMO have two full time community training providers and information gained from these courses helped towards our training programme development.

Paddy conducted a Radio Course for the senior students at Weber School on 20 February and discussed Civil Defence arrangements with the new Principal.

Pennie Smith, our CD Welfare Manager attended Exercise Rauora in Palmerston North on Thursday, 16 March 2017. The exercise was run by the Police and the scenario involved a major passenger liner being shipwrecked on the west coast. Pennie’s part of the exercise involved setting up a Welfare Centre and registering survivors in EMIS.

## **113. Meetings**

Paddy attended an East Coast LAB meeting in Napier on 9 March 2017. One of the major issues discussed was the arrival of the JOIDES Resolution, a floating laboratory equipped with a drill rig, which will drill in the vicinity of the Hikurangi Trench off the coast of Gisborne. The drilling will be conducted as part of a \$10m - \$20m project to study slow-slip earthquakes off the East Coast of New Zealand. There is a perception that the public will see this as an oil research ship looking for oil, which is a contentious issue in New Zealand at the moment, particularly among Iwi. East Coast LAB will look at a PR programme to provide factual information for the public. The drilling will be conducted in 2018.

An Emergency Management Committee (EMC) was held in the Council Chamber on 9 March 2017. The meeting was well attended by local response organisations and the local Community Civil Defence Response Group representatives. A demonstration of a building impact assessment application was given, with our building inspectors present. Nigel Hall (NZ Fire Service) gave a presentation on the recent Hastings fires and the new training programme was presented. It was pleasing to see the Dannevirke Community Patrol rep and the SPCA rep in attendance.

#### **114. Community Resilience**

Paddy attended Community Civil Defence meetings at Pahiatua on 6 March 2017 and Norsewood on 13 March 2017. The main topic for these meetings was the new training programme, which was well received.

The Woodville Community CD Response Group managed to obtain a new 5000ltr water storage tank from the Horizons Regional Council for the Community Civil Defence Centre. Tararua District Council paid for the installation and tank stand. The tank will be used as a back-up to provide fresh water during an emergency should the town's reticulated supply be affected.

Paddy provided Civil Defence readiness presentations to the Dannevirke Presbyterian Ladies Committee on 13 February 2017 and the Dannevirke North Women's Institute on 14 March 2017.

#### **115. Data Capture of Volunteer Records**

All of the Rural Fire Volunteer Fire Force personal information and training records have been captured and authenticated. This was completed by student Jack Borrie. Jack has done an excellent job as part of his holiday work experience. He even wrote an excellent TDC specific information manual on the programme. We are currently adding the Civil Defence Volunteer personal information and training records into the system, including the courses completed with the new Civil Defence Training programme.

#### **116. Civil Defence Centre Guide**

This guide has been written and the graphics required were provided gratis by the Wellington Regional Emergency Management Office. The guide will be used as a basis for the course "Civil Defence Centre Operation", which is part of our new CD training programme.

## **Library**

### **117. General Matters**

Schools throughout the district continue to utilise the resources at their local public library to supplement their own. With the closure of the National Library in Palmerston North and the changes to how teachers can access National resources, it is becoming more prevalent for teachers to use the local public library as their first port of call for resourcing their information needs. The biggest challenge around this for the libraries is often multiple schools will run the same projects at the same time, and rural public libraries are not able to supply thirty or more books on the same subject to multiple schools. Those schools and teachers who have approached library staff are aware that as a public library, we must supply information for the whole community and are not curriculum based.

The closure of the National Library's Palmerston North branch has allowed closer relationships to be forged between each library and school. The running of our Winter Warmers reading programme in schools prior to the closure has helped to facilitate these relationships.

Most of the branches hosted pre-school or primary school class visits during February.

### **118. 118. Mama/Pepe Ropu**

The Mama/Pepe Ropu being run at Pahiatua and Eketahuna libraries has not yet had any participants, however the facilitator of this programme will continue to promote it.

### **119. Stepping Up Computer Classes**

Wairarapa REAP's Stepping Up computer classes are underway again for Term One. There is a full class being run at Pahiatua. Unfortunately there was a lack of registrations for the Eketahuna class for this term so it is not being run. Registrations will open again for term two at both sites.

### **120. Heritage Rescue**

Heritage Rescue, a television programme has contacted the staff at the Pahiatua branch seeking historical information in the Pahiatua area.

### **121. Te Aho o Te Kura Ponamu**

Te Aho o Te Kura Ponamu utilised the Dannevirke Library in February to meet their students. This proved to be successful and the tutors were appreciative of the library space.

## 122. Refresher Training

Refresher Kotui training for staff has been mostly completed now.

## 123. Reallocation of Bookstock

The annual reallocation and weeding of bookstock will be completed by the end of March. Due to the changeover of Library systems, this has been done in a different way. Moving forward, Kotui will allow a much better way to identify and move stock that is not being utilised at a branch. This will allow stock to be refreshed across the four libraries in a much more efficient manner.

## Planning

## 124. Hell Pizza Reading Challenge

Registrations open for the HELL Pizza Reading Challenge on 1 March. Our four Community Libraries will be participating again this year encouraging children to not only register individually but participate through the Winter Warmers Reading Programme.



The Reading Challenge rewards primary school aged children who read seven library books with a voucher for a free 333 HELL Pizza.

## 125. Tararua REAP Early Childhood

Tararua REAP is organising a puppeteer and storyteller session at the Dannevirke Library in March. Each year this event occurs and is used to encourage parents of pre-schoolers to be aware of the services at their local library.

## 126. School Holiday Programme

Planning and training for the Term 1 digital literacy programme will commence this month. The library has purchased OGOBILD Animation Kits and library staff will be trained in their use. Advertising in the Bush Telegraph and promotion to schools for this programme will be organised.

## 127. Online Registration

During March the library will move to online registrations for new members. This will streamline the process of joining the library and allow potential new members to join remotely. New members will then need to visit their local library with their identification to activate their full membership.

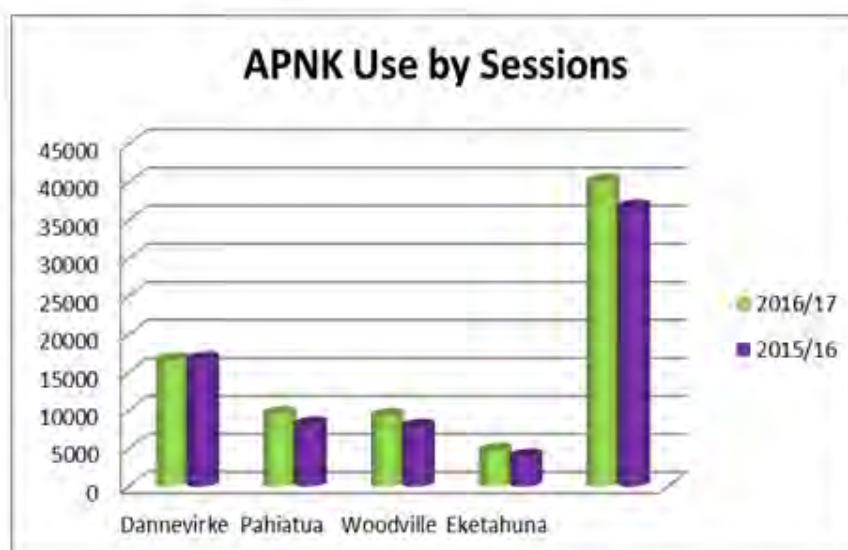
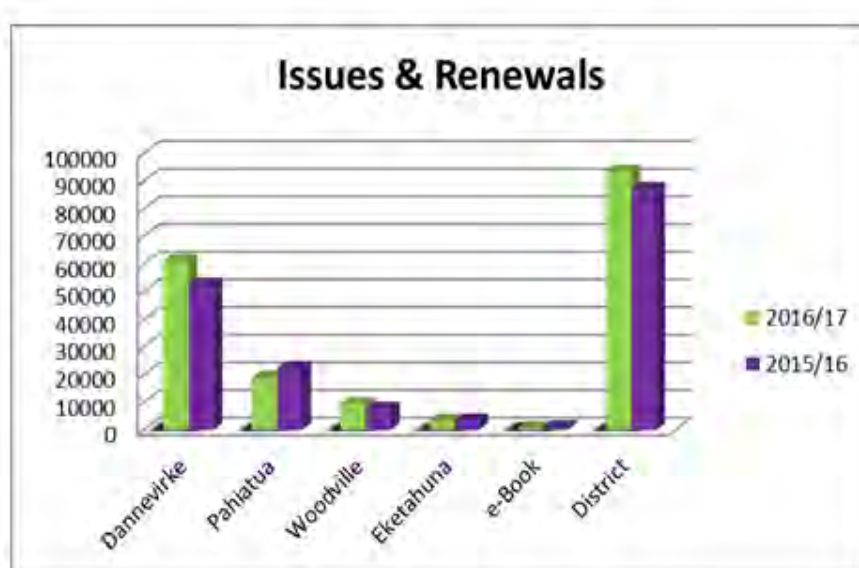
## 128. Radio Frequency Identification Project

A vendor for this project has been selected. An initial meeting will be held during May to finalise the contract and to finalise the work programme for this project. Tagging will get underway shortly afterwards.

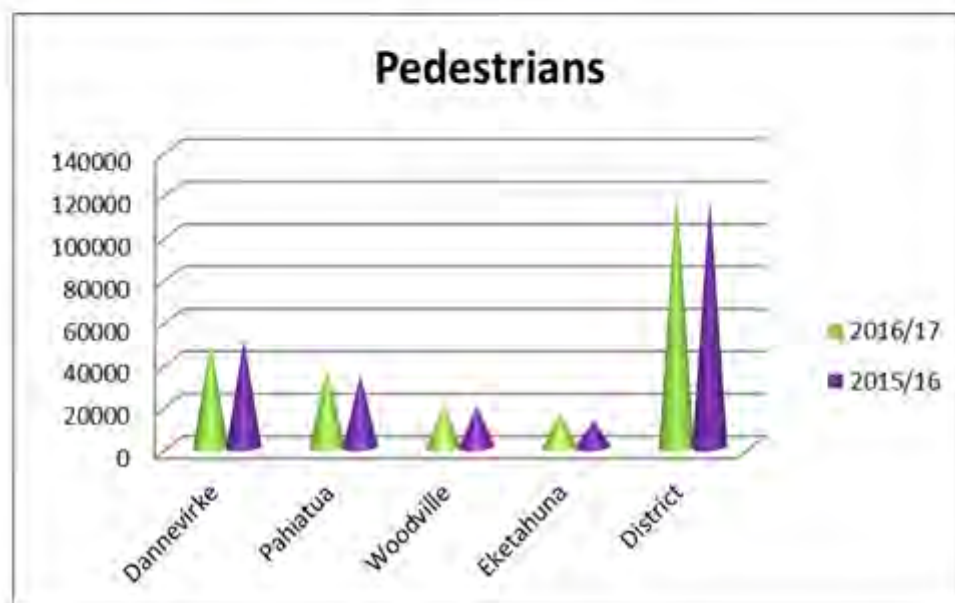
## 129. Woodville Project

Furnishing and fittings for the Woodville building will be ordered during March. The staff at the Woodville branch have been involved in the colour palette selected and style of the furniture. Planning for the move is underway.

## 130. Statistics – as at 28 February 2017

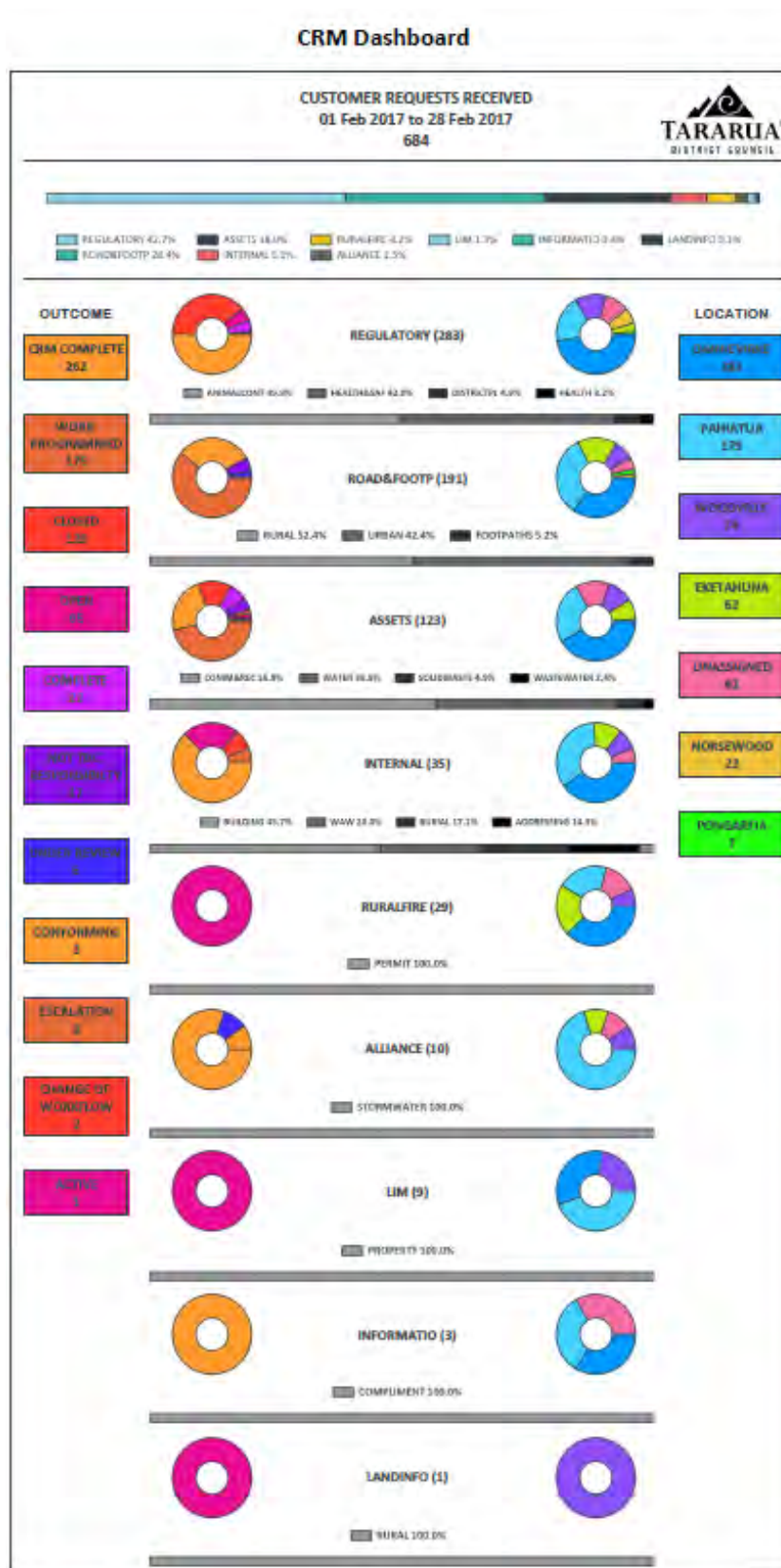






## Customer Services

### 131. Customer Service Requests -1-28 February 2017



## Recreation and Sports Report



### 132. Tararua District Council

- The Tararua Recreation Advisor attended the Dannevirke Multisport Complex Incorporated AGM on Tuesday 7 February. Lina Castles and Kelly Gillard were re-appointed as Chairperson and Secretary respectively. Aaron Karena is the newly appointed Treasurer for the committee.
- The Tararua Recreation Advisor attended the Dannevirke Netball Centre AGM on Monday 27 February. The primary school competition will start on Saturday 6 May and the senior competition will start on Wednesday 10 May.

The Netball Administrator position is currently vacant. The position will be advertised and a panel will be brought together to interview potential candidates.

- The Tararua Recreation Advisor attended the Dannevirke Tigers AGM on Thursday 2 March.

The Dannevirke Tigers Rugby League Club has recently come out of recession with a new committee formed to lead the revitalisation of the club.

The club introduced an U11 rugby league team in 2016 and an U12 touch team that is currently competing in a 2016/17 Touch competition in Palmerston North.

The club held a Rugby League Muster Day at the end of 2016. The day was a great success with 126 new junior members registering for the 2017 junior rugby league competition. There are currently two U7s and an U9, U11, U13, U15 and U17 teams.

The Tiger's club also welcomes a senior women's netball team in addition to a senior women's rugby league team and a men's rugby league team.

- Sport Manawatu is currently providing advice around the process involved with creating a new basketball club to local basketball enthusiast Eruera Rautahi. Eruera alongside the Tararua Recreation Advisor was involved in the delivery of the successful Basketball Summer League Competition held in Dannevirke from November to December 2016.
- The Tararua Recreation Advisor is planning "learn to ride" cycle lessons with Eketahuna and Huia Range Schools.

- Representatives from Dannevirke Tigers Rugby League Club, Dannevirke Sports Club, BAMS Boxing Club, St Joseph's School and Totara College attended the Kiwisport Fund Workshop hosted by the Sport Manawatu Regional Workforce Development Advisor.
- The Sport Manawatu Regional Talent and Coach Development Advisor hosted a Managing a Team Workshop. This was attended by eight managers of the Dannevirke Tigers Rugby League Club.
- The International Representatives Schemes budget is fully expended for this financial year (1 July 2016-30 June 2017). No further applications can be considered until the new financial period.
- The Sport New Zealand Tararua Rural Travel Fund closes on 31 March 2017. Applications are on the Tararua District Council website and are available from Council service centres.
- The Secondary School Sport Advisor along with the Regional Workforce Development Advisor held a forum to establish a Secondary School Sport Council with year 10 students from a wide range of schools, including Tararua College. The aim is to equip students with leadership skills and utilise student voice for our secondary school events.
- The Secondary School Sports Advisor facilitated a Principals Group Meeting attended by Jon Ward, Principal of Tararua College. Garry Carnachan from the New Zealand Secondary School Sport Council spoke to the group, outlining current trends and the implications of Health and Safety on Secondary School sport.
- The Secondary School Sports Advisor facilitated a Secondary Schools Sport Coordinator Meeting that Bridget Bailey and the Sports Coordinator from Tararua College attended.
- The Secondary School Sports Advisor facilitated a meeting at Waiopahu College to discuss Manawatu Inter-Secondary School Athletics.
- The Regional Sport Facilities Plan has had its final facility check off with Tararua District Council. There were several facilities that were added into the plan which were not included in the master facility list. The project is currently delayed, however the next stage of the project is expected to run as scheduled.
- Tararua Go by Bike Day was a great success with over 550 children taking part.

- The Ki-o-Rahi Secondary School Regionals were held at Dannevirke High School on 2 March. A total of 13 Manawatu Secondary Schools were involved on the day with Dannevirke High School winning the tournament and securing their place to compete at the nationals in Auckland later this year.

The final results were:

- |                 |  |
|-----------------|--|
| 1 <sup>s</sup>  | Dannevirke High School                   |
| 2 <sup>nd</sup> | Feilding High School                     |
| 3 <sup>rd</sup> | Te Kura Kaupapa Maori o Tamaki nui a Rua |
| 4 <sup>th</sup> | Tu Toa Tai Wananga                       |
| 5 <sup>th</sup> | Waiopahu College                         |

### **133. Upcoming events (that we deliver or directly impact on)**

- The Te Apiti Whānau Challenge event is scheduled for 23 April with a postponement date scheduled 30 April 2017.
- The Tararua Recreation Advisor will be assisting Constable Maxine Walshe with her cycle lessons scheduled with Pongaroa School from Monday 13 March - Wednesday 15 March.
- In collaboration with Netball Manawatu, Sport Manawatu staff will host a Generic Coaching Clinic at the Dannevirke Netball Centre on Thursday 16 March from 5.30pm- 7pm. The clinic is open to anyone interested in taking part.
- Sport Manawatu has taken on the project leadership of the Tararua Primary Schools Seven-a-Side Tournament. Planning is underway with the event scheduled for Wednesday 14 June (postponement date is Friday 16 June).

### **134 Recommendation**

***That the report from the Chief Executive dated 22 March 2017 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

### **Attachments**

Nil.

## **Audit and Risk Committee**

Minutes of an Audit and Risk Committee meeting held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 13 March 2017 commencing at 2.00 pm.

### **1. Present**

Mr K Ross (Chairperson), Her Worship the Mayor - Mrs T H Collis, Crs A L Benbow (Deputy Mayor), J E Crispin and S A Hull.

#### **In Attendance**

Mr B King	-	Chief Executive (until item 6.4)
Mr R Taylor	-	Governance Manager
Mr R Suppiah	-	Chief Financial Officer
Mr P Wimsett	-	Manager Strategy and District Development
Mr C Lunn	-	Manager Regulatory Services
Ms S Lowe	-	Health and Safety Coordinator (until item 4.4)
Ms J Kopa	-	Records and Information Manager (until item 4.2)
Mr C McKay	-	Finance Manager

### **2. Apologies**

2.1 Nil

### **3. Audit and Risk Committee Focus**

3.1 The Chairperson spoke on the following key areas for the Audit and Risk Committee to focus in considering and managing risks from a governance perspective, and recognising the need for the Council to take a holistic approach that takes potential impacts into account:

- Look at long term bigger issues.
- Do not get bogged down with day-to-day operational matters and minor details.
- Establish strong relationships with key organisations and government departments such as New Zealand Transport Agency, Horizons Regional Council, Ministry of Health, MidCentral Health, Ministry for the Environment, Iwi et al.
- Maintain an overview of significant critical issues for the district and their wider consequences.
- Develop a quality Long Term Plan that is robust and achievable.

3.2 No additional items were notified for the agenda of today's meeting.

## **4. Reports**

### **4.1 Conflict of Interest Policy**

4.1.1 The Chief Financial Officer presented the draft Conflict of Interest Policy applicable to elected members, tender evaluation teams, regulatory services and general staff.

4.1.2 It is noted a current situation exists with Cr Christison regarding the Local Authority (Members Interests) Act 1968 relative to payments from the Council exceeding \$25,000 (GST inclusive) this financial year.

4.1.3 That matter is the subject of an application to the Office of the Auditor General to seek retrospective approval for contractual payments made to this councillor exceeding the annual limit.

4.1.4 It is agreed that the Mayor and Chief Executive need to clarify the Council's position in respect of this situation prior to the next Council meeting.

4.1.5 ***That the report from the Chief Financial Officer dated 6 March 2017 concerning the Conflict of Interest Policy (as circulated) be received, and***

***That the Audit and Risk Committee is satisfied that the proposed policy is robust, and it be presented to the Senior Leadership Team as a final draft for approval subject to making the following amendments:***

- ***Specify what will occur when a potential situation eventuates regarding a conflict of interest breach.***
- ***Clarify that declarations by elected members relating to beneficial interests in land do not apply to circumstances where that interest is in common with the general public.***
- ***Change the wording in the policy statement on general staff to read "It is expected that all staff shall perform their duties honestly and impartially".***
- ***Add wording appointed members to make clear the reference is to elected and appointed members as part of identifying their obligations to declare any potential conflict of interest.***
- ***Strengthen the procedures and guidelines applicable to councillors to emphasise an elected member is disqualified from office, or from election to office if they participate in any Council discussion or vote on any matter in which they have a pecuniary interest without obtaining prior consent from the Office of the Auditor General through it granting them an exemption to this requirement.***
- ***Ensure it is explicitly clear within the policy statement, procedures and guidelines applicable to elected and appointed members it is the responsibility of the member to determine whether or not to declare any conflict of interest.***

**Ross/Hull**

**Carried**

## 4.2 Risk Management and Monitoring

4.2.1 The Manager Regulatory Services made a visual presentation on risk management frameworks and Audit and Risk Committees, and this includes reference to the following matters:

- Context
- What do Audit and Risk Committees do
- What should management focus on
- What should the Audit and Risk Committee focus on
- What outcomes define success
- What makes one successful
- Responsibilities of the committee
- Key components of a framework
- Assuring the framework
- Where to from here

4.2.2 ***That the report from the Manager Regulatory Services dated 6 March 2017 concerning risk management and monitoring (as circulated) be received, and***

***That the Audit and Risk Committee agree to schedule a workshop in May to consider a draft risk management framework and make recommendations to the Council for the adoption of such a policy.***

***Ross/Benbow***

***Carried***

## 4.3 WorkSafe (Health and Safety) Update

4.3.1 It is noted that MWLASS appointed Michelle Hunt as their replacement Health and Safety Project Leader, and she will commence this role on 28 March 2017.

4.3.2 The possibility of appointing an elected Council member to the Health and Safety Committee is suggested for consideration as an additional representative.

4.3.3 ***That the report from the Health and Safety Coordinator dated 6 March 2017 concerning a WorkSafe (Health and Safety) update (as circulated) be received and noted.***

***Ross/Crispin***

***Carried***

## 4.4 Council Policy Management

4.4.1 Councillors can identify particular policies they consider are a priority for review, otherwise many such issues linked to them will be considered through discussions with Council on developing the Long Term Plan.



- 4.4.2 ***That the report from the Manager Strategy and District Development dated 6 March 2017 concerning Council policy management (as circulated) be received and noted.***

***Crispin/Hull***

***Carried***

#### **4.5 Audit New Zealand Management Report**

- 4.5.1 The Chief Financial Officer spoke on recommendations from Audit New Zealand management reporting of its key findings, and actions taken by management in response to the following matters raised:

- Messaging within the Annual Report, and ensuring the document made available to the public is readable, understandable, informative and summarised in simplistic form.
- Progress is being made in managing and pursuing the recovery of outstanding rates debtors.
- Emphasis on strengthening project management is improving the completion of capital projects, thereby reducing the carry forward of budgets relating to that programme of work.

- 4.5.2 ***That the report from the Chief Financial Officer dated 7 March 2017 concerning the Audit New Zealand Management Report (as circulated) be received, and***

***That progress made by management in implementing the audit recommendations is noted.***

***Ross/Benbow***

***Carried***

#### **5. Meetings Schedule - 2017 to 2019**

- 5.1 ***That the Audit and Risk Committee meetings schedule for 2017 to 2019 be confirmed.***

***Collis/Ross***

***Carried***

#### **6. Public Excluded Items of Business**

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

***Tararua Alliance Audit Report***

***Tararua Aquatic Community Trust Audit Report for year ended 30 June 2016***

***Management Review - Finance***

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

<b><i>General subject matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of this resolution</i></b>
<b><i>Tararua Alliance Audit Report</i></b>	<b><i>To protect commercial activities</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Tararua Aquatic Community Trust Audit Report for year ended 30 June 2016</i></b>	<b><i>To protect improper gain or advantage</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Management Review - Finance</i></b>	<b><i>To protect improper gain or advantage</i></b>	<b><i>Section (1)(a)(i)</i></b>

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

- s7(2)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.***
- s7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.***
- s7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.***

***Hull/Collis***

***Carried***

**6.5 That open meeting be resumed.**

***Ross/Benbow***

***Carried***

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 4.30 pm.

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Chairperson

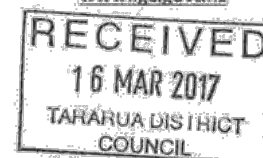




15 March 2017

Local Government Commission  
 Mana Kāwanatanga ā Rohe  
 PO Box 5362, Wellington 6140, New Zealand  
 P +64 4 460 2228 F +64 4 494 0501  
[info@lgc.govt.nz](mailto:info@lgc.govt.nz)  
[www.lgc.govt.nz](http://www.lgc.govt.nz)

Blair King  
 Chief Executive  
 Tararua District Council  
 PO Box 115  
 DANNEVIRKE 4942



Dear Blair King

#### **DRAFT PROPOSAL: LOCAL GOVERNMENT REORGANISATION WELLINGTON REGION**

The Local Government Commission has issued a new draft proposal for the reorganisation of local government in the Wellington region. The draft proposal is for the creation of a single district in the Wairarapa, with a single territorial authority to be called the Wairarapa District Council. This combines the current Masterton, Carterton and South Wairarapa districts.

The proposed new Wairarapa district would remain part of the Wellington region. The Greater Wellington Regional Council would continue to undertake its current range of roles and responsibilities in the Wairarapa. The draft proposal does not include any change to local government arrangements for the districts of the Wellington region outside the Wairarapa.

The content of the proposal was informed by community consultation undertaken during 2016, in conjunction with the three current Wairarapa district councils and the Greater Wellington Regional Council. The Commission's decision to issue the new draft proposal reflects evidence of a significant level of community support for a combined district council in the Wairarapa.

I have enclosed copies of the proposal and public notice which include details of how to make a submission. Submissions close 3 May 2017. We will be holding public information days in the Wairarapa on Friday 31 March-Sunday 2 April and Friday 7 April-Sunday 9 April to answer queries from the public on the draft proposal. Locations and times will be notified on [www.lgc.govt.nz](http://www.lgc.govt.nz) and publicised in local media.

The Local Government Commissioners will be hearing from submitters on the draft proposal in late May. Members of the public are welcome to attend and observe proceedings. Dates, venues and times will be publicised closer to the time at [www.lgc.govt.nz](http://www.lgc.govt.nz) and in local media.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Suzanne Doig".

Dr Suzanne Doig  
 Chief Executive Officer

## Public Notice



### LOCAL GOVERNMENT COMMISSION

#### MANA KĀWANATANGA Ā ROHE

#### *Draft Proposal for Wairarapa District Council: Call for public submissions*

The Local Government Commission is calling for submissions on a Draft Proposal to change the structure of councils in the Wairarapa.

A new council is proposed, called Wairarapa District Council. It would replace the existing three district councils: South Wairarapa District Council, Carterton District Council and Masterton District Council.

The new council would have a mayor, 12 councillors, and 21 community board members. The mayor would be elected by voters across the Wairarapa district and councillors would be elected by voters in each of seven wards, including two rural wards. There would be five community boards, one centred around each Wairarapa town: Featherston, Martinborough, Greytown, Carterton and Masterton.

The Wairarapa would remain part of the Wellington region and the roles and responsibilities of the Greater Wellington Regional Council would be unchanged. However, for at least its first term, the Wairarapa District Council would have representation on a new Wairarapa Committee of the regional council.

Copies of the draft proposal are available at the three Wairarapa council offices and at libraries in the district; or it can be viewed at [www.lgc.govt.nz](http://www.lgc.govt.nz)

Submissions are now invited, with a deadline of 3 May 2017. An online submission form is available on the Commission's website, a freepost pamphlet form is at council offices or libraries, or submissions can be made in writing in a format of the submitter's choice. (Once received by the Commission, these are considered public documents and may be published or released, minus personal information such as addresses and contact numbers.)

The Commission will hold a series of public submission hearings in the Wairarapa in late May. After considering submissions, the Commission will consider whether to proceed to a final proposal. If there is a final proposal, electors can petition for a poll which would determine whether the proposal proceeded.

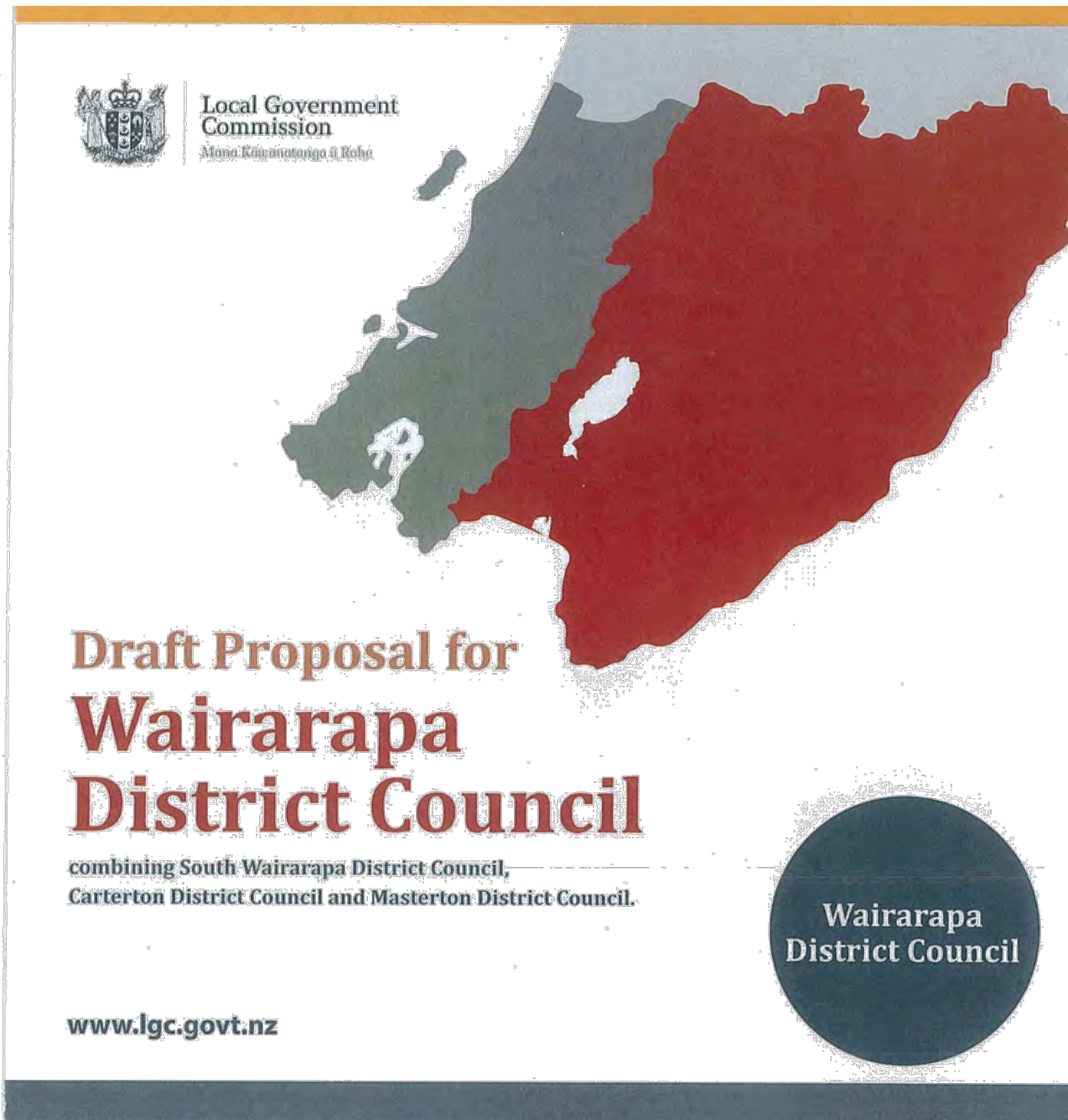
#### Send submissions to:

Post: Local Government Commission

PO Box 5362

Wellington 6140

Email: [submissions@lgc.govt.nz](mailto:submissions@lgc.govt.nz)





## The draft proposal at a glance

The Local Government Commission is proposing\* a combined district council for the Wairarapa to be called the Wairarapa District Council. This would replace the existing Masterton District Council, the Carterton District Council and the South Wairarapa District Council.

The new council would be a territorial authority. The Wairarapa would remain part of the Wellington region with the Greater Wellington Regional Council (GWRC) continuing its current roles and responsibilities. There would be a new Wairarapa Committee of the GWRC to strengthen Wairarapa input into regional council issues affecting the district.

If the proposal proceeds, the first elections would be held in October 2018 at the earliest and the new council would come into existence on 1 November 2018 (at the earliest). In this case, the council would have an initial four-year term, realigning with the three-yearly local body elections in 2022.

## Mayor, councillors and community boards

The new Wairarapa District Council would have a mayor and 12 councillors. The mayor would be elected by voters from across the new combined district. The councillors would be elected from seven wards. There would also be five community boards, one centred around each Wairarapa town, with a total of 21 elected community board members.

## Additional representation

There would be a Māori Standing Committee and a Rural Standing Committee of the district council, and a Wairarapa Committee of the Greater Wellington Regional Council.

## Area offices

The Wairarapa District Council would retain area offices in Masterton, Carterton and Martinborough for at least five years. It is proposed that the principal public office\*\* of Wairarapa District Council would be in Masterton.

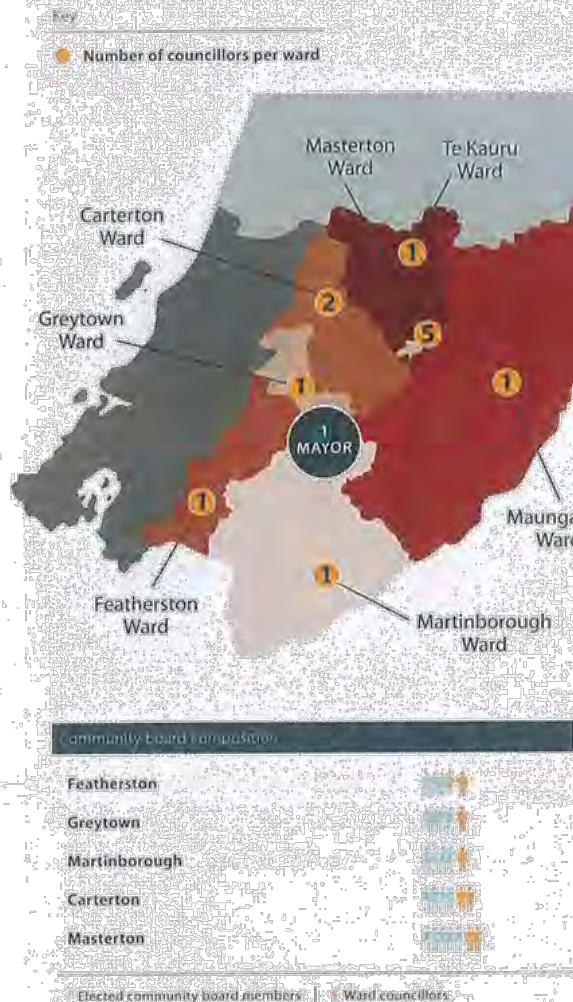
## Transition measures

The Commission recommends that current rating arrangements remain in place until the new council and the community have had the opportunity to consider any changes. If there are any rates changes due to the proposed amalgamation, they would be capped at five per cent up or down per year. This cap would not apply to rates changes due to normal council activities, such as changes to services or revised rating valuations. Wastewater rates would be ring-fenced so people only pay for the wastewater scheme they are currently part of. These transition measures would remain in force until 30 June 2024.

\*The full draft proposal can be read at [www.lgc.govt.nz](http://www.lgc.govt.nz); copies are also available at council offices and libraries in the Wairarapa.

\*\*A principal public office is an address for service; it can be changed in future if the community and the new council wish to do so.

## Proposed new ward structure and representation arrangements





## Why has the Commission decided on a Wairarapa District Council option?

### Options

The Commission is required by the law to consider specific tests to identify its preferred option. After considering a range of options for the Wairarapa, the Commission has settled on two: the existing local government arrangements (no change), and a Wairarapa District Council.

### Working together

The Wairarapa community lives and works across three council administrative areas. The three councils already work together, collaborating to provide some council services including roading maintenance and a combined district plan. However, like other rural and provincial districts, the Wairarapa faces a range of future challenges that will put pressure on rates, such as difficulty recruiting and retaining specialist council staff, an increasing proportion of residents on fixed incomes and the need for infrastructure to be upgraded to meet changing requirements.

### Good local government

After considering many factors, the Commission concluded that, on balance, the Wairarapa District Council option is the option that best promotes good local government in the area. Merging the three Wairarapa councils would build on the councils' shared services work and create a council more resilient to future challenges. The Commission also has sound evidence of community support in the Wairarapa for a combined Wairarapa District Council.

## Advantages and disadvantages of a Wairarapa District Council\*

A Wairarapa District Council would provide:

- only one district council in the Wairarapa with the advantages of
  - › advocating more strongly for the Wairarapa community as a whole
  - › one set of council rules, processes and fees
  - › easier and cheaper for companies, and sporting and community groups that work across the Wairarapa to do business
  - › simplified council decision-making
- a combined, moderately-sized council that would have
  - › better financial resilience to cope with unexpected change and big challenges
  - › more effective delivery of infrastructure
  - › better ability to manage changes in regulations or requirements set by central government
  - › more scope for specialist staff and staff spread less thinly
  - › ability to provide a more diverse range of community facilities
- modest financial savings from amalgamating, which are estimated at about \$31 million, less \$21 million in transition costs, resulting in about \$10 million in net savings over 10 years.

However, there are some disadvantages of joining the existing three Wairarapa councils together, including

- fewer councillors per resident than now – although the ratio would be similar to other similar sized councils on a per population and geographic coverage basis
- reduced Wairarapa representation on regional committees and forums (e.g. the Regional Transport Committee) with membership on a per council basis
- the change process could be unsettling for some council staff. Rather than face a period of uncertainty, staff with important local knowledge might seek employment elsewhere
- the transition costs would outweigh the cost savings from merging for the first two years
- the transition period could impact on council productivity

\*A full description of advantages and disadvantages of a Wairarapa District Council and how it would promote the purpose of local government is contained in the draft proposal and the Commission's decision paper. Both are available on the Commission's website: [www.lgc.govt.nz](http://www.lgc.govt.nz)



## The process so far

### May 2013

Application for unitary council for the Wairarapa from Wairarapa councils

### June 2013

Application for unitary council for the Wellington region from the Greater Wellington Regional Council

### December 2014

Commission publishes draft proposal for unitary council for the Wellington region including Wairarapa

### June 2015

Commission decides not to proceed with the proposal for a unitary council for the Wellington region, but to return to communities to discuss other options for change

### February 2016

Public engagement – Commission holds public meetings to develop six options for local government change in the Wairarapa

### June 2016

Wairarapa Councils, Greater Wellington Regional Council and the Commission obtain an independent assessment of the six options

### June-July 2016

Public engagement in the Wairarapa – drop-in sessions, public meetings and surveys to gauge public views on the six options

### July 2016

Publication of summary of public feedback – a majority of people prefer a combined Wairarapa District Council

### August 2016-March 2017

Further work on detail of possible combined Wairarapa District Council

### 15 March 2017

Commission releases draft proposal and calls for submissions

## What happens next?

### 3 May 2017

Closing date for submissions

### 23 May 2017

Hearings begin (submitters can ask to appear at a hearing)

### July – November 2017

Commission makes decision whether or not to release a final proposal. Timing will depend on the number and complexity of submissions. If there is a final proposal electors may petition to require that a poll is held

### November 2017 – April 2018

If there is a final proposal and a poll is sought, the poll would be held about three months after the validation of a poll petition

### Early 2018, at the earliest

If a poll endorses any such final proposal (or a poll is not called for), a Transition Board would be formed. This would include representatives of the three current Wairarapa councils

### October 2018 – October 2019

Election of the new council. If the new council were elected in October 2018, it would have a four-year term to bring it back into line with the three-yearly election cycle

### October 2022

Council election as part of the usual three-yearly election cycle

### Public poll on a final proposal

If the Commission were to issue a final proposal, the electors of the affected local authorities could call for a poll on the proposal. This is done by presenting the Commission with a petition that is signed by 10 per cent or more of the electors of one of the affected local authorities (South Wairarapa, Carterton or Masterton District Councils) within 60 working days of the public notice of the final proposal.

Attachment 1 Local Government Commission - Draft proposal for the reorganisation of local government in the Wellington region



**Local Government  
Commission**  
Mana Raukawaatanga a Rohe

## Submission form

### Draft proposal for a new Wairarapa District Council

The Local Government Commission welcomes your feedback on the draft proposal for a new Wairarapa District Council.

#### How to make a submission

Fill in this form and post or email it to us

OR Download this form from our website, fill it in, and then post or email it to us

OR Write your own submission, then post or email it to us

OR Fill in our online submission form from our website

Note: Once your submission has been received, it becomes a public document. This means it may be made available on our website and to anyone who requests it. Personal information (address, contact numbers, emails) will be removed before it is released or published.

#### Do you:

(Please tick only one)

Support the draft proposal

☐

Oppose the draft proposal

☐

Support the draft proposal but with some amendments

☐

Oppose the draft proposal but want some other form of local government change (please provide details below)

☐

If you support the draft proposal, what are your main reasons for doing so?

(Please tick as many as you wish)

There would only be one council to deal with

☐

I am happy with my council as it is now

☐

Staff would be spread less thinly and a bigger council will be able to attract more specialist staff

☐

There is no reason to change

☐

The new council would have a stronger financial base

☐

I think another model would be better (please specify below)

☐

It would create a stronger mandate for the council to advocate for the Wairarapa as a whole

☐

There are other ways to improve efficiency under the current model

☐

Other (please provide details below)

☐

Other (please provide details below)

☐

Please write any additional comments here:

**Post**  
Local Government Commission  
PO Box 5362  
Wellington 6140

**Email**  
submissions@lgc.govt.nz

**Web**  
www.lgc.govt.nz

The closing date for submissions is  
Wednesday 3 May 2017 at 4.00pm

Your name:

Your organisation (if applicable):

Your email address:


Your residential or postal address:

Signed:

Date:


If you wish to speak to your written submission at the Commission's hearings, please call 0800 816 400 before 4pm on Wednesday 3 May 2017 to make a time. The hearings will be held in late May 2017 and will be open to the public.





**Free**

Freepost number: 78872



**Local Government Commission**  
 Mana Kaitiaki o te Kaitiaki

**Local Government Commission**  
 PO Box 5362  
 Wellington 6140

## Further information

The full draft proposal document can be found at [www.lgc.govt.nz](http://www.lgc.govt.nz)

Hard copies have been placed with councils and libraries in the Wairarapa.

If you would like a copy posted to you, email [submissions@lgc.govt.nz](mailto:submissions@lgc.govt.nz); or phone 0800 816 400

**Public information days**

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