



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 13 December 2017** commencing at **1.00 pm**.

Blair King
Chief Executive

Agenda

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

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

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

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

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

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

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

6.	Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business																	
7.	Personal Matters																	
8.	Confirmation of Minutes	5																
	Recommendation																	
	<i>That the minutes of the Council meeting held on 29 November 2017 (as circulated) be confirmed as a true and accurate record of the meeting.</i>																	
9.	Any Matters Arising from the Minutes not otherwise dealt with in the Agenda																	
10.	Reports																	
10.1	Waste Management and Minimisation Plan 2017-2023	15																
10.2	Bylaws Review and Consultation	25																
10.3	Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974	41																
10.4	Staff Report	83																
11.	2018/2028 Long Term Plan (LTP)																	
	The following timetable is recommended to the Council for the purpose of undertaking the 2018/2028 Long Term Plan process next year.																	
	Recommendation																	
	<i>That the timetable for the 2018/2028 Long Term Plan process as follows be confirmed:</i>																	
	<ul style="list-style-type: none"><i>Workshop briefing sessions</i><table><tr><td><i>Tuesday</i></td><td><i>30 January</i></td><td><i>(all day)</i></td></tr><tr><td><i>Wednesday</i></td><td><i>31 January</i></td><td><i>(half day)</i></td></tr><tr><td><i>Wednesday</i></td><td><i>28 February</i></td><td><i>(half day)</i></td></tr><tr><td><i>Wednesday</i></td><td><i>28 March</i></td><td><i>(half day)</i></td></tr></table><i>Council adopts draft LTP for consultation</i><table><tr><td><i>Wednesday</i></td><td><i>28 March</i></td></tr></table><i>Notify draft LTP and commence public consultation</i><table><tr><td><i>Monday</i></td><td><i>9 April</i></td></tr></table>		<i>Tuesday</i>	<i>30 January</i>	<i>(all day)</i>	<i>Wednesday</i>	<i>31 January</i>	<i>(half day)</i>	<i>Wednesday</i>	<i>28 February</i>	<i>(half day)</i>	<i>Wednesday</i>	<i>28 March</i>	<i>(half day)</i>	<i>Wednesday</i>	<i>28 March</i>	<i>Monday</i>	<i>9 April</i>
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- ***Closing date for submissions***

<i>Friday</i>	<i>11 May at 12 noon</i>
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- ***Submissions hearing with debrief to follow***

<i>Tuesday</i>	<i>22 May</i>
<i>Wednesday</i>	<i>23 May (if necessary)</i>
- ***Determination of submissions***

<i>Wednesday</i>	<i>30 May</i>
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- ***Adopt LTP and set rates***

<i>Wednesday</i>	<i>27 June</i>
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12. 2018 Council Meetings Calendar

As the scheduled day for the April 2018 Council meeting falls on Anzac Day it is necessary to change the meeting date for that month. The following recommendation is made for the Council's consideration.

Recommendation

That as the scheduled meeting day in April falls on Anzac Day the meeting date for that month be changed to Tuesday 24 April 2018 (being one day earlier than usual).

13. Portfolio Reports

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

14. Mayoral Matters

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

16. Public Excluded Item of Business

Recommendation

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

Tudor Road property update

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48 (1) for the passing of this resolution</i>
<i>Tudor Road property update</i>	<i>To protect commercial and industrial negotiations</i>	<i>Section (1)(a)(i)</i>

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

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

17. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 29 November 2017 commencing at 1.05 pm.

1. Present

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

In Attendance

Mr B King	- Chief Executive
Mr R Taylor	- Governance Manager
Mr P Wimsett	- Manager Strategy and District Development
Mr R Suppiah	- Chief Financial Officer
Mr C McKay	- Finance Manager
Mr W Labuschagne	- Project/Management Accountant
Mr C Chapman	- Alliance Network Manager
Mr D Watson	- Manager Plant and Property
Mr M Maxwell	- Economic Development and Communications Manager
Ms E Roberts	- Revenue Manager
Mr C Veale	- Community Assets and Property Manager (for item 11.1)
Mr P Sinclair	- Plant and Property Group Contracts Supervisor (for item 12)
Mr C Death	- Eketahuna Community Board Chairperson

- 1.1 The Mayor welcomed Eketahuna Community Board Chairperson Charlie Death to the meeting.

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 J E Crispin for non-attendance at the meeting.*

Mayor Collis/Cr Thompson

Carried

4. Public Forum

- 4.1 Nil

5. Notification of Items Not on the Agenda

- 5.1 Nil

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

6.1 Nil

7. Personal Matters

7.1 Nil

8. Confirmation of Minutes

8.1 *That the minutes of the Council meeting held on 25 October 2017 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Hull/Thompson

Carried

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

9.1 Nil

10. Community Boards and Community Committees Reports

10.1 Dannevirke Community Board

10.1.1 *That the report of the Dannevirke Community Board meeting held on 6 November 2017 (as circulated) be received.*

Crs Johns/Christison

Carried

10.1.2 Mayors Taskforce for Jobs

10.1.2.1 The Mayor has received one nomination for the Mayors Taskforce for Jobs 2018 Outward Bound scholarships that close tomorrow.

10.2 Eketahuna Community Board

10.2.1 *That the report of the Eketahuna Community Board meeting held on 3 November 2017 (as circulated) be received.*

Crs Johns/Christison

Carried

10.2.2 Eketahuna Town Centre Upgrade

10.2.2.1 The Eketahuna Community Board Chairperson acknowledged the success of the Eketahuna town centre upgrade, and thanked the Council for enabling this project to proceed.

10.2.2.2 The Eketahuna Community Board Chairperson conveyed his congratulations to Council on the first twelve months of this term, and acknowledged its performance and the results achieved.

- 10.2.2.3 The Mayor thanked the Eketahuna Community Board Chairperson for his community service, and acknowledged his commitment willingly given to work in the best interests of Eketahuna and the district.
- 10.2.3 **Eketahuna School**
- 10.2.3.1 The Mayor has thanked Nick Beamsly for his nine years of service as Eketahuna School principal, and wished him well for the future as he stepped down from this role.
- 10.2.4 **Customer Request Management System**
- 10.2.4.1 The opportunity is available for Community Boards and Community Committees to receive a presentation on how the Council's Customer Request Management System works in respect of responding to faults, issues and complaints.
- 10.3 **Pahiatua On Track**
- 10.3.1 *That the report of the Pahiatua On Track meeting held on 1 November 2017 (as circulated) be received.*
- Crs Johns/Christison* *Carried*
- 10.3.2 **Pahiatua Wheel Park Project**
- 10.3.2.1 Pahiatua Wheel Park will officially be opened on 17 December 2017.
- 10.4 **Woodville Districts' Vision**
- 10.4.1 *That the report of the Woodville Districts' Vision meeting held on 7 November 2017 (as circulated) be received.*
- Crs Johns/Christison* *Carried*
- 10.4.2 **Mad Hatters Day**
- 10.4.2.1 Congratulations to the organisers of the very successful and enjoyable Mad Hatters Day held on 19 November 2017.
- 10.4.3 **Artist in Residence**
- 10.4.3.1 The request for the Mayor to invite the Czech Consular to visit Woodville is noted for follow up.
- 10.4.4 **Gottfried Lindauer Arts Trail Shared Walkway**
- 10.4.4.1 The Manager Strategy and District Development is requested to pursue with Chris Bone when it is likely he will undertake the surveying and produce the plans for the Gottfried Lindauer arts trail shared walkway.

11. Reports

11.1 Streetscape of Dannevirke Urban Streets (Victoria Avenue, King, Edward and Cole Streets)

11.1.1 *That the report from the Community Assets and Property Manager dated 21 November 2017 concerning streetscape of Dannevirke urban streets (Victoria Avenue, King, Edward and Cole Streets) (as circulated) be received, and*

That to restore the character and ambience of Victoria Avenue and the other streets affected through the removal of London Plane trees the Council provide a maximum budget of \$50,000 in year one of the 2018-2028 Long Term Plan for this purpose, and \$7,500 annually thereafter for subsequent maintenance, and

That prior to proceeding with this project the Dannevirke Community Board be consulted on the basis of the intended plan for implementation to programme this work.

Crs Johns/Benbow

Carried

11.1.2 Cr Christison requested it be noted he had abstained from voting on the motion regarding this item of business.

11.2 2016-2017 Summary Annual Report

11.2.1 *That the report from the Project/Management Accountant dated 22 November 2017 concerning the 2016-2017 Summary Annual Report (as circulated) be received, and*

That the audited Summary Annual Report for the year ended 30 June 2017 be adopted by Council.

Crs Hull/Benbow

Carried

11.3 Treasury Risk Management Policy

11.3.1 *That the report from the Finance Manager dated 23 November 2017 concerning the Treasury Risk Management Policy (as circulated) be received, and*

That the key changes to update and align the policy to the strategic objectives of the 2018-2028 Long Term Plan as outlined in sections 3 and 4 of this report be noted, and

That the Council adopts the Treasury Risk Management Policy attached to this report as recommended by the Audit and Risk Committee.

Crs Benbow/Thompson

Carried

11.4 First Quarter Performance for the Period Ending 30 September 2017

- 11.4.1 The Finance Manager elaborated on the Council's financial position for the first quarter of the 2017-2018 financial year, and spoke on variances noted to the adopted budget and service performance measures.
- 11.4.2 The Finance Manager spoke on progress made to manage and collect rates arrears debts, with legal action commenced on six rating units that may result in rating sales.
- 11.4.3 The Project/Management Accountant spoke on progress with the capital and operational expenditure programmes and the forestry activity.
- 11.4.4 An updated page was tabled concerning the challenges Council is responding to with regard to its operational, capital project and service delivery performance.
- 11.4.5 ***That the report from the Finance Manager dated 23 November 2017 concerning first quarter performance for the period ending 30 September 2017 (as circulated) be received and the contents are noted.***

Crs Johns/Thompson

Carried

12. Draft Waste Management and Minimisation Plan 2017-2023

- 12.1 Togia Lui spoke in support of his written submission on the Council's draft Waste Management and Minimisation Plan 2017-2023.
- 12.2 In addressing the Council Togia Lui emphasised the need to provide education through schools and communities to support the intended initiatives proposed in the Waste Management and Minimisation Plan.
- 12.3 This has the potential to create opportunities to add value through delivering programmes for this purpose, and he could offer his experience in respect of responding to the challenges associated with encouraging waste minimisation.
- 12.4 Togia Lui outlined the work and projects he has been involved in Hastings and Napier districts, and the collaborative approach taken to implement solutions for waste minimisation that are beneficial to the community.

13. Portfolio Reports

13.1 Economic Development/Marketing

- 13.1.1 The Deputy Mayor reported the economic development/marketing portfolio holders held a meeting this month, with the notes from these discussions to be circulated.

13.2 Norsewood

- 13.2.1 The Deputy Mayor reported the proposal is progressing to undertake a small community upgrade project for Norsewood.

13.3 **Connectivity**

13.3.1 Cr Franklin reported the Connect Tararua Governance Group has selected community champions for each area, and further newspaper reports are providing information on progress with this project.

13.3.2 Accelerate 25 programme director Craig Nash is working with the Connect Tararua Governance Group to assist them to develop their business case.

13.4 **Pahiatua On Track**

13.4.1 Cr Franklin thanked the Manager Strategy and District Development for providing computer/software to Pahiatua Information Centre.

13.4.2 Cr Franklin acknowledged the work of Tararua Alliance in promptly fixing the bridge in Wilson Street.

13.4.3 The Manager Strategy and District Development is requested to arrange a meeting with Contact Energy regarding lighting in Wilson Street.

13.5 **Events**

13.5.1 The following councillors reported on various events they had attended:

Cr Franklin	<ul style="list-style-type: none">• Local Government New Zealand Rural and Provincial Sector meeting (also referred to by the Mayor)
Cr Isaacson	<ul style="list-style-type: none">• Sport Manawatu Grassroots Sports Awards• Civil Defence Hawke's Bay tour to learn about keeping residents safe should an earthquake or tsunami occur (also referred to by Cr Hull)
Cr Hull	<ul style="list-style-type: none">• Long service presentation for Governance Manager Richard Taylor (40 years), Committee Secretary Joan Spencer (30 years) and Accounts Payable Officer Robyn Winter (20 years)• Council Christmas dinner at Pukaha Mount Bruce• Armistice Day ceremony in Pahiatua• Ministry of Social Development social housing seminar in Palmerston North
Cr Thompson	<ul style="list-style-type: none">• Armistice Day ceremony in Eketahuna• Ballance School pet day

13.6 **Woodville Districts' Vision**

13.6.1 Cr Johns noted the Woodville Business Enterprise Group operating under Woodville Districts' Vision umbrella does not have many business people involved. Neither have there been any new business members join Woodville Districts' Vision.

13.6.2 There is a need for more support from this sector as the initiatives being coordinated by Woodville Districts' Vision benefit the business community, e.g. the very successful Mad Hatters Day and other community events and attractions.

13.7 **Youth**

13.7.1 Cr Christison reported he had been working with the Country Women's Institute on a project to provide a seat in the Dannevirke Domain children's park playground.

13.8 **Works Liaison Committee**

13.8.1 Cr Thompson acknowledged the progress made with the emergency works on Route 52 to address damage caused by the significant July storm event.

13.9 **Rental Accommodation**

13.9.1 Cr Thompson noted the pressure on rental accommodation within the district, and currently there is very little available in each town.

14. **Mayoral Matters**

14.1 Nil

15. **Items not on the Agenda**

15.1 Nil

16. **Public Excluded Item of Business**

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

Chief Executive's Performance Appraisal Committee 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.

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Chief Executive's Performance Appraisal Committee report</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.

Crs Hull/Christison

Carried

16.2

That the report of the Chief Executive's Performance Appraisal Committee meeting held on 22 September 2017 (as circulated) be received and noted, and

That having noted the market value analysis of remuneration packages for similar-sized councils, and to acknowledge performance in fully delivering the objectives and requirements of the position, the Council offers to the Chief Executive with effect from 3 November 2017 a total remuneration package of \$236,750 p.a.

Note: This package is inclusive of five weeks annual leave entitlement and a four-wheel drive vehicle available for his full private use assessed at a value of \$10,000 p.a.

In agreeing to provide this package the Council sets the basis of the remuneration at 100% of market benchmark value based on independently sourced data obtained from Strategic Pay.

This approach is considered a fair and reasonable basis to acknowledge the achievements of the Chief Executive, and recognises his overall good performance. It also takes into account there has been no movement to the amount of the package since November 2014, with the value of \$225,000 remaining unchanged for the previous three years.

And that the Council adopt the Chief Executive's Performance Agreement draft objectives applicable to the 2017-2018 financial year and appraisal period of 1 October 2017 to 30 September 2018.

Crs Johns/Hull

Carried

16.3 *That open meeting be resumed.*

Crs Benbow/Thompson

Carried

16.4 *That the decision taken with the public excluded be confirmed in open meeting.*

Crs Benbow/Thompson

Carried

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.05 pm.

Mayor



Report

Date : 7 December 2017

To : Mayor and Councillors
Tararua District Council

From : Malcolm Thomas
Strategy and Policy Adviser

Subject : **Waste Management and Minimisation Plan 2017-2023**

Item No : **10.1**

1. Reason for Report

- 1.1 For Council to adopt the Waste Management and Minimisation Plan 2017-2023 including decisions made on submissions to the draft.

2. Introduction

- 2.1 Council adopted its first Waste Management and Minimisation Plan (WMMP) as required by the Waste Minimisation Act 2008 (the Act) in December 2011. Council is required by this Act to review the WMMP by December 2017. Its purpose is to set out a strategic direction and action plans which will guide the management and minimisation of waste in the Tararua District over the next six years.
- 2.2 This Plan seeks to encourage waste minimisation and a decrease in waste disposal in order to:
- Protect the environment from harm; and
 - Provide environmental, social, economic, and cultural benefits.
- 2.3 This Plan provides the vision, strategies, actions and targets to achieve these outcomes.
- 2.4 Council has made a number of investments and changes to solid waste operations over the last six years. Infrastructure and facilities are now largely in place and this allows Council to focus on waste reduction initiatives and cost efficiencies.

- 2.5 Council has made progress on increasing recycling volumes, but is now seeing increased refuse volumes as a result of population growth and increased economic activity. Overall the targets set in the 2011-17 WMMP have not been achieved. The vision and targets were more aspirational in nature. The draft 2017-23 WMMP proposes a more realistic vision and targets.

The Tararua District will make effective progress towards reducing waste through addressing waste management needs in a sustainable, innovative and affordable manner.

1. *Reduce total waste tonnes being transported to landfill compared to 2016/17 measured on a per capita basis by 10% by 2024.*
2. *Increase the tonnage of recycled materials by 20% by 2024 from 2016/17 baseline levels.*

- 2.6 The draft WMMP 2017-23 proposed the following initiatives:

- Planned closure of the Pongaroa landfill by August 2021 and building of a small transfer station.
- Glass recycling (currently over 600 tonnes a year used as capping for Eketahuna Landfill) to be sorted in Dannevirke and made available to local business for re-use into another product, or transported to Auckland from 2018 for glass recycling into new bottles and jars.
- Expanded education programmes to reduce waste, and to encourage general reuse and recycling now that urban refuse collection is entirely carried out by the private sector.
- Provide fully subsidised composting bins to households, and associated education on how to use, to increase organic composting in urban areas (to reduce significant volumes of waste to landfill).
- Change existing urban kerbside recycling collection to fortnightly.

3. Issues

- 3.1 The draft WMMP was advertised for consultation on 9 October, and submissions closed 10 November. The draft WMMP attracted five submissions, one of whom wished to be heard. That hearing took place as part of the Council meeting on 29 November. The submissions requested a number of additions and changes to the actions contained in the draft WMMP 2017 – 2023. The analysis of these submissions is shown below.

3.2 An overview of the submitters is shown in the following table:

Name of Organisation	Submission Number	Overview of key requested actions
NZ Product Stewardship	1	<ul style="list-style-type: none">• Include a section on product stewardship• Include an action to advocate for product stewardship and support other organisations who are also calling for product stewardship
Glennis McDonald	2	<ul style="list-style-type: none">• Coloured plastic bins in place of plastic bags for kerbside recycling – phasing out of plastic bags a problem
Eketahuna Community Board	3	<ul style="list-style-type: none">• Supports local glass reuse, education and e-waste actions
Margaret Burgess Togia Lui	4	<ul style="list-style-type: none">• Learning from education initiatives in Hawke's Bay• Offer of services to deliver for TDC
Malcolm Stuart Woodville Districts' Vision	5	<ul style="list-style-type: none">• Composting bins etc. mostly already in Woodville• Set up community garden and school garden• Community green waste site

A detailed table of submission points and staff recommendations for each of the issues raised is attached as appendix 1.

Copies of the submissions have previously been made available to the Council.

3.3 It is recommended that the Council make the following changes:

- Include a brief section on product stewardship, and an action to support government and other organisations that advocate / regulate for product stewardship.
- Note that the funding of composting bins / worm farms is a subsidy not totally free.

- Note there are alternative views about the success / need for composting bins and other options include community gardens that Council could consider in the future. More consultation with specific townships may be required to ensure the best use of available funds.
- Note the experience and skills that other specialist organisations have in the education of waste minimisation and that collaboration opportunities exist. Council can explore these opportunities as part of seeking expressions of interest / tender process for expanded education programmes.
- Note the possible upcoming challenge to the kerbside recycling services as supermarket single use plastic bags are phased out.

4. Options

- 4.1 For some of the identified Council actions the actual details of the services to be procured are yet to be agreed in detail. As part of the procurement process Council should request the market to provide options as to the best way to achieve the outcomes sought.
- 4.2 Council decisions on the actions and targets in the WMMP 2017 – 23 will be considered as part of the 2018 Long Term Plan process, and the 2021 Long Term Plan. These actions and targets will form Council policy and have been included in the draft 2018 Long Term Plan budgets. These decisions will impact on the solid waste services provided by Council, the rates set for these services, and the use of the Waste Minimisation Levy reserves (funding from Ministry for the Environment for waste reduction initiatives).
- 4.3 Council is not strictly bound by the WMMP 2017 – 23 in future budget considerations. Variances between the WMMP and the Long Term Plan are legally allowed; however the use of the Waste Minimisation Levy is tied to the actions contained in the WMMP.
- 4.4 Council is legally required to adopt a reviewed WMMP by December 2017, but there are no sanctions for being a few months over this time. The main time constraint is coordination with the 2018 Long Term Plan process, and the desire of Council to progress a number of significant waste minimisation projects. Completing this process by adopting the reviewed WMMP on 13 December 2017 will allow the actions and targets to be integrated into the draft 2018 Long Term Plan.
- 4.5 Overall the impact on rates funding from these initiatives is expected to be minimal. Funding for the new recycling and waste reduction initiatives will come from the Waste Minimisation Levy (reserves and ongoing income from the Ministry for the Environment).

5. Consultation

5.1 The consultation process was carried out meeting the requirements of the Waste Management Act 2008. The process followed has been:

- Council adopted the draft WMMP 2017 - 2023 on 27 September 2017.
- The draft WMMP was advertised for public consultation in the Bush Telegraph and commenced consultation on Monday 9 October 2017.
- Closing date for receiving submissions Friday 10 November 2017 (5 received).
- Submissions hearing on 29 November 2017.
- Council decisions on submissions and adoption 13 December 2017.

6. Recommendation

That the report from the Strategy and Policy Adviser dated 7 December 2017 concerning the Waste Management and Minimisation Plan 2017-2023 (as circulated) be received, and

That the Council note and accept the detailed table setting out the responses to the matters raised in the submissions forwarded through the consultation process, and

That the Council adopt the Waste Management and Minimisation Plan 2017-2023 subject to including the following changes:

- ***Add a section on product stewardship and a further action for advocacy to support other organisations on this issue.***
- ***Provide clarification that the support for composting bins includes a number of possible products, and it is a subsidy and may not be free (it is a set \$45 amount).***
- ***Note there are alternative views about the success/need for composting bins, and other options may include community gardens that Council could consider in the future. This may require more consultation with specific town's to ensure the best use of available funds.***
- ***Include the need for Council to consider a report in 2018-2019 on options for kerbside recycling once supermarket plastic bags are phased out.***
- ***Include text on collaboration and future possibilities with social enterprises and local business initiatives relating to the waste stream.***

Attachments

1. Appendix 1: Submissions and Council response on the Draft Waste Management and Minimisation Plan

Appendix 1 – Submissions in detail and Council response on the Draft Waste Management and Minimisation Plan

Submission	Submission Number	Specific submission point number	Request / submission Topic	Location in WMMP	Specific submission	Officers Recommendation
NZ Product Stewardship	1	1.1	Product Stewardship	Issues 5.5 Page 24	Include a section on Product Stewardship	Accept wording suggested in submission
		1.2	Product Stewardship	6.1 and 6.2 pages 25, 29 and summary	Include an action to support other organisations who are calling for product stewardship	Partly Accept – Council has limited resources and Council will only be able to support the sector as a whole to lobby for these changes. Conceptually Council should support waste reduction at source and costs borne by those creating the cost of collection, recycling and disposal.
Glennis McDonald	2	2.1	Provide coloured plastic bins for different recyclables	Actions	Plastic bags being phased out	Partly accept – phasing out plastic bags by New World may force Council to change the recycling pickup method. Note the issue and options for Council and the need to prepare a report in the next year.
		2.2	Response to submission form questions	Actions	<ul style="list-style-type: none"> • Supports targets • Supports glass recycling • Supports expanded education • Opposes fortnightly recycling collection (weekly) • Opposes free composting bins 	<p>Noted</p> <p>Partly accept wording for composting bins / worm farms. This should read as 'partly subsidised'.</p>

Eketahuna Community Board	3	3.1	Response to submission form questions	Actions	<ul style="list-style-type: none">• Supports local glass recycling• Supports and commends expanded education• Applauds e-waste drop off initiative	Noted
Margaret Burgess Togia Lui	4	4.1	Education	Actions 6.2 page 26	<ul style="list-style-type: none">• Providing education in conjunction with these initiatives increases the likelihood of getting the result you require• Education should reflect the community and the systems being used.• For example, giving compost and worm bins to people without education and a commitment to use them will result in the bins not being used. Options include edible and community gardens• Education programme options for schools	Noted – The programmes and skills of this company should be considered by Council for service delivery.
		4.2	Population	General	Employment and training opportunities for young people locally. Community garden opportunities and problems for older people to use composting. Need to have a system for medical waste.	Noted – Council will need to consider criteria for education programmes as well as outcomes sought.
		4.3	Collaboration	General	Possibility of collaboration with Ngati Kahungunu Local collaboration can lead to social enterprise and local business opportunities Waste audits on local businesses	Noted the possibilities and keen to work with these organisations. Note the possible difficulties in exporting plastics etc for recycling. Note the Chem Collect scheme provided by 3R.

Malcolm Stuart Woodville Districts' Vision	5	5.1	Response to submission form questions	Actions	<ul style="list-style-type: none"> support the proposed use of worm farms and compost bins, with education - but <ul style="list-style-type: none"> Community composting and green waste better Set up community garden and school garden 	Partly accept. Council is open to alternative solutions for reducing compostable waste. Additional consultation with community groups may be required in some townships.
		5.2	Volume of Waste		Questioned volume of waste being sent out of district by private contractors, and whether this reduced options locally.	Agree this is an issue and is partly a consequence of Council exiting kerbside waste collection.



Report

Date : 7 December 2017

To : Mayor and Councillors
Tararua District Council

From : Peter Wimsett
Manager Strategy & District Development

Subject : **Bylaws Review and Consultation**

Item No : **10.2**

1. Reason for the Report

- 1.1 For Council to approve the draft bylaws in accordance with Section 155 of the Local Government Act 2002 (LGA) and to initiate full public consultation, commencing February/March 2018

2. Discussion

- 2.1 Most Council bylaws must be updated by September 2018.
- 2.2 The Tararua District Council bylaws were reviewed and approved by the Council on 10 September 2008 with some amendments. However, the review followed the New Zealand Standards for Model Bylaws which were largely developed under the Local Government Act 1974.
- 2.3 Fourteen bylaws are due for review. The Council has identified three bylaws that are no longer required and proposes to revoke them. Two bylaws have minor amendments and the remaining seven bylaws all have important changes.
- 2.4 The current review has made appropriate changes to reflect recent legislation, changing practices in local government and local conditions. The reasons for doing a review are:
- Section 158 LGA: First review of bylaws must be completed within 5 years of the bylaw being made (or for those made under the LGA 1974, by 2008).
 - Section 159 Second and subsequent reviews of bylaws every 10 years.
 - Review cycle for TDC could be amended to align reviews over time to a consistent cycle.

3. Matters for Determination

3.1 Council is satisfied that the draft bylaws, amendments and removal are appropriate having due regard for the following matters:

- The bylaws are a reasonable limitation of people's rights and freedoms (Bill of Rights), and, with regard to specific bylaw issues.
- That the level of crime and disorder (being crime and disorder caused by the consumption of alcohol) experienced before the liquor control bylaw was introduced is likely to return if that bylaw were repealed, and
- The liquor control bylaw is appropriate and proportionate in light of the crime and disorder that was previously experienced.
- In addition, the Council proposes to make changes to the dog control policy that is reflected in the draft dog control bylaw. The Council has determined that the bylaw is necessary for the following reasons:
 - i. The need to minimise danger, distress and nuisance.
 - ii. The need to avoid the inherent danger to children where dogs are allowed uncontrolled access to public places.
 - iii. The importance of allowing the public, where practicable, to use streets and public amenities without fear of intimidation or attack by dogs, and
 - iv. The exercise and recreational needs of dogs and owners.

4. Draft Bylaws (and Policy) to Adopt for Consultation

- Introductory Bylaw
- Public Places Bylaw
- Trading in Public Places Bylaw
- Solid Waste Bylaw
- Water Supply Bylaw
- Dog Control Bylaw
- Keeping Animals, Poultry and Bees Bylaw
- Cemeteries Bylaw
- Waste Water Drainage Bylaw
- Trade Waste Bylaw
- Traffic and Road Use Bylaw
- Dog Control Policy
- Dog Control Bylaw

5. Bylaws to Revoke for Consultation

- Fires in the Open Air Bylaw
- Hostels Bylaw
- Cultural and Recreational Facilities Bylaw

6. Consultation

6.1 Each draft bylaw has an introductory consultation changes section indicating what has changed in each bylaw. The consultation period is proposed to occur over February/March 2018, including targeted consultation with affected groups and wider consultation. This will enable separation from the LTP consultation that will commence in April 2018.

6.2 Council must consult the public using:

- The special consultative procedure under section 83 if:
 - a) A bylaw must be amended, revoked, or revoked and replaced (unless the amendment is minor, e.g. editorial),
 - b) The bylaw is of significant interest under the policy (section 76AA) or it will have or is likely to have significant impact due to the continuation of the bylaw, or
 - c) The bylaw is for dog control.
- If the conditions of point a do not apply, the usual consultation process set out in section 82 (ensuring that those people affected or interested have an opportunity to present their views) be heard and advised of the Council's decision.
- The trade waste bylaw will be sent to the Ministry of Health and the Minister will have two months in which to make comments.

6.3 After the consultation period is over, all views submitted to the Council must be considered and, if requested, the Council must hold a hearing for those submitters who wish to be heard.

6.4 The Council must make decisions about the matters raised in the submissions.

6.5 In response to any matters raised or instructions given to staff through the consultation by Council, the bylaws and associated policies are then finalised and brought to the Council for approval.

7. Process to approve or revoke Bylaws

7.1 Following consultation and due consideration the Council must approve the bylaws.

7.2 Bylaws will then be published in the following way:

- Hard copy
- Website
- Sent to appropriate agencies, e.g. trade waste bylaw sent to Ministry of Health, bylaw relating to alcohol sent to Police as they have enforcement responsibilities for that bylaw.

Recommendation

That the report from the Manager Strategy and District Development dated 7 December 2017 concerning the bylaws review and consultation (as circulated) be received, and

That the Council adopts the draft dog control policy attached to this report, and

That the Council adopts the draft bylaws for consultation in accordance with Section 155 of the Local Government Act 2002 attached and listed in item 4 and those to be revoked attached and listed in item 5 of this report, and confirming that:

- ***The bylaws are a reasonable limitation of people's rights and freedoms (Bill of Rights), and with regard to specific bylaw issues.***
- ***That the level of crime and disorder (being crime and disorder caused by the consumption of alcohol) experienced before the liquor control bylaw was introduced is likely to return if that bylaw were repealed, and***
- ***The liquor control bylaw is appropriate and proportionate in light of the crime and disorder that was previously experienced.***
- ***In addition, the Council proposes to make changes to the dog control policy that is reflected in the draft dog control bylaw. The Council has determined that the bylaw is necessary for the following reasons:***
 - i. The need to minimise danger, distress and nuisance.***
 - ii. The need to avoid the inherent danger to children where dogs are allowed uncontrolled access to public places.***
 - iii. The importance of allowing the public, where practicable, to use streets and public amenities without fear of intimidation or attack by dogs, and***
 - iv. The exercise and recreational needs of dogs and owners.***

And that the Council approve the Summary of Information for consultation and notes the Communications Plan for the bylaws review.

Appendix 1

Bylaw Making Powers

Legislation	Action
Decision Making	Preliminary work and research Investigate effectiveness of existing bylaws; engage with staff and stakeholders, Councillors, Community Boards & Community Committees. (See bylaw making powers below)
	Propose necessary changes based on best practice
s 155 LGA	Report to TDC TDC to determine: Bylaw is most appropriate way to address the problem; Bylaw is in the most appropriate form; Bylaw does not affect rights under NZ Bill of Rights Act 1990, and:
s 160 LGA	Either: Propose to amend, revoke or revoke and replace bylaw; and Undertake consultation under sections 83 & 86 (special consultation process taking into account matters in section 76AA (significant interest to the public) &/or significant impact to the public)
s 86, 76AA, 83, & 82	Consultation Consultation documents to be made publicly available and reasonably accessible to members of the public in each community, including: Copy of each bylaw and the report which will contain: Reasons for any changes Assessment of significance and public impact Determinations of Council under section 155 (above)
S 83	Hearings of comments from members of the public
	Councillors consider submissions and direct changes, if any, based on information received at hearings.
	Final versions of the bylaws presented to TDC for approval
S 157 & Bylaws Act 1910	Bylaws sealed, publicly notified and made publicly available

Specific Bylaw Legislative References

Nuisance (s 145 LGA)

Public health and safety (s 145 LGA)

Public nuisance (s 145 LGA)

Waste water (s 146 LGA)

Waste management (s 146 LGA)

Trade waste* (s 146, 148 LGA)

Solid waste* (s 146 LGA)

Animals (except dogs) - bees, horses, pigs, poultry etc. (s 146 LGA, s 106 Reserves Act)

Trading in a public place (s 146 LGA)

Managing / regulating / protecting land and facilities from damage etc. (s 146 LGA)

Water races

Water supply

Waste water, drainage and sanitation

Land drainage

Cemeteries

Reserves (also access to and use of – s 106 Reserves Act), recreation grounds or other land under control of TLA

Prevention of fires (subject to Forest and Rural Fires Act 1977) s 146 LGA

Alcohol in public places (s 147, 147A, B, & C LGA); see also enforcement powers of Police s 169 – 170 LGA

Fees imposed by bylaw (s 150 LGA)

Power of entry to ascertain breach of bylaw s 172 LGA

Removal of works (s 163 LGA)

Process for seizure of property (s 164-8 LGA)

General Powers: s 151 LGA (can make a bylaw requiring anything to be done, timing, fees, licensing (of people or property), recovery of costs, regulating controlling etc., etc.)

Local Boards can propose a bylaw; procedure: (LGA: s 150 B); amend a bylaw (s 150 D); must consult (s 150 C); propose revocation (s 150 E); propose bylaw jointly (s 150 F))

NB: There is no bylaw making power for psychoactive substances. TLAs may make a policy (ss 66-69 Psychoactive Substances Act 2013)

Bylaws cannot be used to add/amend the Building Act or Code (s 152 LGA)

Crown is bound by these bylaws and bylaws re stormwater and any bylaw where non-compliance affects public health and safety (s 153 LGA) however the Minister may exempt the Crown (s 154 LGA)

Attachments

Appendix 2. Statement of Proposal Bylaws - 2018

Appendix 3. Draft Communication Plan for Bylaws Consultation

Statement of Proposal

Bylaws Review

Council is required to review its bylaws periodically. A new bylaw must be reviewed after 5 years and bylaws are reviewed every ten years thereafter. Failure to review in accordance with the provisions of the Local Government Act 2002 may render the bylaws invalid.

Council needs bylaws, as appropriate, to give Council additional powers to manage Council activities; address nuisance, health and safety and offensive behaviour; and to give the Council various powers, such as, power to impose fees, allow access to property, and set notice provisions for required actions.

Fourteen bylaws are due for review. The Council has identified three bylaws that are no longer required and proposes to revoke them. Two bylaws have minor amendments and the remaining seven bylaws all have important changes.

The bylaws are attached to this Proposal. There is a list of the changes to each bylaw at the beginning of that bylaw. Here is a summary of the main changes:

1. **Introductory Bylaw –**

This bylaw provides administrative guidance and definitions for all the bylaws. Some definitions are amended or added to the bylaw, service of notices is clarified and a new process is added to allow objections to decisions. Objections will be heard by the Hearings Committee.

2. **Public Places Bylaw –**

This bylaw covers a wide range of topics to deal with activities that occur in public places. Amendments are proposed to take account of Psychoactive Substances Act, Civil Aviation Rules, the Freedom Camping Act, existing powers under the Litter Act 1979 and New Zealand Bill of Rights Act 1990 (NZBORA). Clauses that are more relevant to traffic have been removed to the Traffic and Road Use Bylaw. Clauses that breach NZBORA will be revoked.

3. **Hostels Bylaw –**

To be revoked because the Residential Tenancies Act 1986 has been amended to covers this area.

4. **Trading in Public Places Bylaw –**

The existing bylaw creates an application and licence process for selling goods in a public place. It is proposed to add provisions to bring hawkers and mobile shops within the bylaw to provide a more equitable trading environment. The provisions will restrict them from operating outside business hours or within 100 metres of similar premises (except supermarkets) and require compliance with bylaws, health and traffic regulations. Hawkers and mobile shops will be required to self-manage litter and will not be allowed to place tables and chairs in public places.

5. **Solid Waste Bylaw –**

The bylaw has been re-written to take into account the Waste Minimisation Act and to link it to the Tararua Waste Management and Minimisation Plan. Provisions have also been introduced to clarify the responsibilities of owners/occupiers, and to empower a licensing system, should that be required in future to deal with the identified problem of overloading existing infrastructure.

6. **Water Supply Bylaw –**

There are significant supply and management problems. To address these it is proposed to amend the bylaw to:

- Allow a graduated, seasonally adjusted scale of charges for extraordinary users.
- Clarify the existing provisions to ensure that use of reticulated water by extraordinary users is for domestic use only.
- Require residents in Akitio and Norsewood to increase storage tank capacity to 20,000 litres within a year of the adoption of the bylaw (this will also enhance fire-fighting capability in those areas).

7. **Fires in the Open Air Bylaw –**

Fire and Emergency New Zealand took over responsibility for this on 1 July 2017 and proposes to have its own bylaws in place by 1 July 2018. It is proposed to revoke this bylaw with effect from 1 July 2018. Nuisance created by fires such as smoky or smelly fires can be dealt with under Resource Management provisions by either Tararua or Horizons.

8. **Dog Control Bylaw –**

See Dog Control Policy below.

9. **Keeping Animals, Cats, Poultry and Bees Bylaw –**

A number of problems have arisen in administering the bylaw with regard to general standards of care, bee-keeping, keeping pigs in town and slaughter of animals. Amendments are proposed to introduce standards of care, introducing permits to keep pigs in town, restricting the slaughter stock or poultry in town, and requiring bee keepers to notify their hives to Council.

Controls are introduced on keeping of more than 3 cats where complaints are received, or they are offensive to the occupier of a neighbouring property, a threat to public health, or an endangerment to neighbouring animals or may become a nuisance, injurious, or hazardous.

10. **Cemeteries Bylaw –**

Changes are proposed to require approval of the headstone and its wording or images (to manage problems of offensive wording or images, provided efforts are made to find an agreement (to facilitate reasonable freedom of expression under NZBORA)), to manage tributes placed on plots, to prevent misconduct, and to revoke the clause requiring Council burial of a poor person.

11. **Cultural and Recreational Facilities Bylaw –**

Proposed for revocation. This is a small bylaw of four clauses which are transferred to the Public Places Bylaw. This puts all the clauses dealing with Council facilities together.

12. **Waste Water Drainage Bylaw –**

No changes other than updating of references and correction of minor errors.

13. **Trade Waste Bylaw –**

No changes other than updating of references and correction of minor errors.

14. **Traffic and Road Use Bylaw –**

Amended to add “road use” to the title, to include provisions for electric vehicle charging stations and to address stock crossings as well incorporating and amending clauses from the Public Places Bylaw that deal with repair of vehicles in the road and abandoned vehicles.

The Council is also consulting on the Dog Control Policy which must be in place prior to adoption of changes for the Dog Control Bylaw. The Policy introduces important changes:

Dog Control Policy

Changes proposed in the Policy:

- Improve alignment between the policy and the Dog Control Act
- Introduce remedies the Council can take when dealing with dogs causing a nuisance or affecting health or damaging property.
- Introduce rules for re-homing dogs (dogs must be neutered, and must be re-homed to suitable owners).
- Introduce rules for boarding and breeding kennels (kennels no closer than 10 metres from boundary, fenced exercise area, annual registration of the facility).
- Introducing new power of Council to declare a temporary “dog prohibited area” for a specified period of time (for example, for use during an event).
- Allowing owners classified as “probationary” to have the classification removed if they have attended an appropriate course.

- Requiring signage where dangerous dogs are kept.
- Dogs caught (and not destroyed) running at large amongst stock or poultry must be classified as dangerous.
- Clarifying and expanding the dog control activities for which Council can charge fees.

As part of the review the Council is required to consider whether bylaws are the most appropriate way of addressing the problems and whether the bylaw is in the most appropriate form. It must also consider whether the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA). NZBORA protects civil and political rights such as freedom of expression and freedom of assembly. The Council considered these matters on [date]. A copy of that report and the Council's decisions is attached.

You are encouraged to participate in this important consultation process.

Consultation opens on 1 February 2018 and closes on 31 March 2018.

There are several ways you can have your say. A submission form is provided with this document or you can fill in your submission online.

How to get your submission to us:

Mail to: Draft Bylaws
Tararua District Council
PO Box 115
Dannevirke 4942

Fax to: 06 374 4137

Email to: info@tararua.govt.nz

Deliver to: Council offices in Eketahuna, Pahiatua, Woodville or Dannevirke

Online: www.tararua.govt.nz

This Statement of Proposal is issued pursuant to section 155 of the Local Government Act 2002 (LGA) and in compliance with sections 76AA, 82, 83 and 148 of the LGA.

Signed by Blair King

Chief Executive

Attachments:

Bylaws reviewed

Dog Control Policy

Report to Council on section 155 and a copy of Council resolutions from that report

Communications Plan – Bylaws Review

Prior to consultation: meeting with relevant staff including customer services.

Consultation documents include all 14 bylaws under review and the Dog Control Bylaw.

Consultation will run for two months.

Submissions can be made by [*to be completed*]. Submitters should indicate if they wish to speak at a hearing of submitters (date to be advised after submissions close).

Consultation documents will be made available in the following ways:

Public notices to be placed in the Hawkes Bay Today, Bush Telegraph, Wairarapa Times

Libraries / Service Centres hard copies of the consultation documents available at Dannevirke, Woodville, Pahiatua and Eketahuna libraries

Community Boards/Committees – hard copy of consultation documents to Dannevirke and Eketahuna Community Boards, and Pahiatua on Track, Woodville District Vision,

Web: notices placed on TDC website, Dannevirke.net.nz, facebook.com/Woodville,

Public meetings to be organised as required (see table below)

Letters to stakeholders and communities of interest

Name of Bylaw / Policy	Public Notice	Libraries	Web and Social media	Community Boards	Public Meetings	Letters to stakeholders and communities of interest informing them of review and where to find consultation documents
All	✓	✓	✓	✓	✓ To coincide with Community Board meetings?	Police Horizons Regional Council MidCentral Health Chamber of Commerce / Tararua Business Network Central Districts Cancer Society

Appendix 3

Introductory						
Public Places						Chamber of Commerce / Tararua Business Network Sports organisations
Hostels*						
Trading in Public Places						Chamber of Commerce / Tararua Business Network
Solid Waste						
Water Supply				✓	✓	Residents of Norsewood and Akitio; Residents on extraordinary supply
Fires in the Open Air*						FENZ
Dog Control Policy & Bylaw				✓	✓	Dog owners (registered), boarding & breeding kennels. Also advise date of public meeting/s
Keeping Animals, Cats, Poultry & Bees						Bee Keepers if known
Cemeteries						Monumental masons
Cultural and Recreational Facilities*						
Waste Water Drainage						
Trade Waste						Trade waste clients
Traffic & Road Use (new title)						NZTA Federated Farmers

Note: Council proposes to revoke bylaws marked with *

Letters

Letter for general stakeholders

Salutation

Bylaws Review

The Council invites you to make a submission about its Bylaws Review. Local authorities are required to review their bylaws and associated dog control policy periodically. Tararua District Council has reviewed fourteen of its bylaws and seeks your comments on proposed changes as part of the consultation process. The bylaws under review are:

Introductory Bylaw
Public Places Bylaw
Hostels Bylaw
Trading in Public Places Bylaw
Solid Waste Bylaw
Water Supply Bylaw
Fires in the Open Air Bylaw
Dog Control Bylaw
Keeping of Animals, Poultry and Bees Bylaw
Cemeteries Bylaw
Cultural and Recreational Facilities Bylaw
Waste Water Drainage Bylaw
Trade Waste Bylaw
Traffic and Road Use Bylaw.

The Dog Control Policy also forms part of this consultation.

You can find copies of the Bylaws Review on [*web address*] or hard copies are available at the Council service centres:

26 Gordon Street, Dannevirke, or
136 Main Street, Pahiatua, or
42 Vogel Street, Woodville, or
31 Main Street, Ekatahuna

Submissions may be made by [*insert usual practice*].
Submissions close at [*insert date and time*]

[signed]
Blair King
Chief Executive

Letter for specific communities of interest – Example: Public Places (see table above)

Salutation

Bylaws Review – Public Places Bylaw

The Council invites you to make a submission about its Bylaws Review. Local authorities are required to review their bylaws and associated dog control policy periodically. Tararua District Council has reviewed fourteen of its bylaws and seeks your comments on proposed changes as part of the consultation process. The Council draws your attention to the Public Places Bylaw which deals with the amenity values of public places and access to recreational and cultural facilities. The bylaws under review are:

Introductory Bylaw
Public Places Bylaw
Hostels Bylaw
Trading in Public Places Bylaw
Solid Waste Bylaw
Water Supply Bylaw
Fires in the Open Air Bylaw
Dog Control Bylaw
Keeping of Animals, Poultry and Bees Bylaw
Cemeteries Bylaw
Cultural and Recreational Facilities Bylaw
Waste Water Drainage Bylaw
Trade Waste Bylaw
Traffic and Road Use Bylaw.

The Dog Control Policy also forms part of this consultation.

You can find copies of the Bylaws Review on [*web address*] or hard copies are available at the Council service centres:

26 Gordon Street, Dannevirke, or
136 Main Street, Pahiatua, or
42 Vogel Street, Woodville, or
31 Main Street, Ekatahuna

Submissions may be made by [*insert usual practice*].

Submissions close at [*insert date and time*]

[signed]
Blair King
Chief Executive



Report

Date : 5 December 2017

To : Mayor and Councillors
Tararua District Council

From : Chris Chapman
Tararua Alliance: Network Manager

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

Item No : **10.3**

1. Reason for the Report

- 1.1 The Bush Cycle Tour has made application for a road closure of Kohinui Road on Sunday 11 March 2018. This closure has been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 13 November 2017.

2. Recommendation

That the report from the Alliance Network Manager dated 5 December 2017 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council closes the following road for the purpose of allowing the Bush Cycle Tour event to be held.

Road name: Kohinui Road

Date of closure: Sunday 11 March 2018

Period of closure: 10.00 am to 2.00 pm

Conditions Applied to the Granting of this Road Closure

- 2.1 That the Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.***
- 2.2 That if the Tararua Alliance identify the road as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw the road from the route of this event.***
- 2.3 That shortly after the event has been held the Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.***

Advisory Note

That should 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. The Bush Cycle Tour - Road Closure Requested



RECEIVED 25 OCT 2017

APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance
P O Box 7
DANNEVIRKE 4942

Phone (06) 374-5431
E-Mail info@tararua.govt.nz
Website www.tararua.govt.nz

Application made under Tenth Schedule of the
Local Government Act 1974

Date Received 25-10-17
Application Fee: \$100.00
Receipt No: Please Invoice.

THE APPLICANT

All contact details must be in New Zealand

Name of
Applicant:
e.g. Club or
Organisation

THE BUSH CYCLE TOUR.

Contact Person:

Kevin Lawkey

Mailing Address:

Lawkey's auto 191 Main Street Pahiatua.

Contact:

Daytime: 06 376-7502 Mobile: 021-803-238.

After Hours: As Above. Fax:

Email Address:

lawkeyauto@xtra.co.nz

Tararua District Council · Dannevirke · Wellington · Christchurch · Auckland
26 Gordon Street PO Box 115 Dannevirke 4942 Tararua Tel: 06 374 4030 Fax: 06 374 4137 email: info@tararua.govt.nz

APPROVED

CAR E468691
Basil Wharehoka
STMS Number 58246
Tararua District Council

05 December 2017

(Attach a separate sheet if required)



ATTACHMENTS

The following documents are attached to this application: (tick all enclosed)

- ☒ Map/s of locations where road closure is requested
- ☒ Traffic Management Plan (including safety plan and emergency access arrangements)
- ☒ Copies of relevant insurance documentation
- ☒ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☒ Details of how your application will benefit the Tararua District
- ☒ Other documentation in support of your application

(specify) The Bush Cycle Tour is run as an annual event with all the proceeds being donated back to the Pahiatua and Bush communities. The Cycle Tour is an excellent event that promotes cycling in the Tararua Districts.

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.

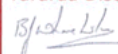
Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

We complete a mail drop to every letter box within the race circuit notifying them of the upcoming event. This is completed the week before the cycle tour. This is so farmers can plan stock movements and use of the road.

Many Thanks,
Bush Cycle Group Committee.

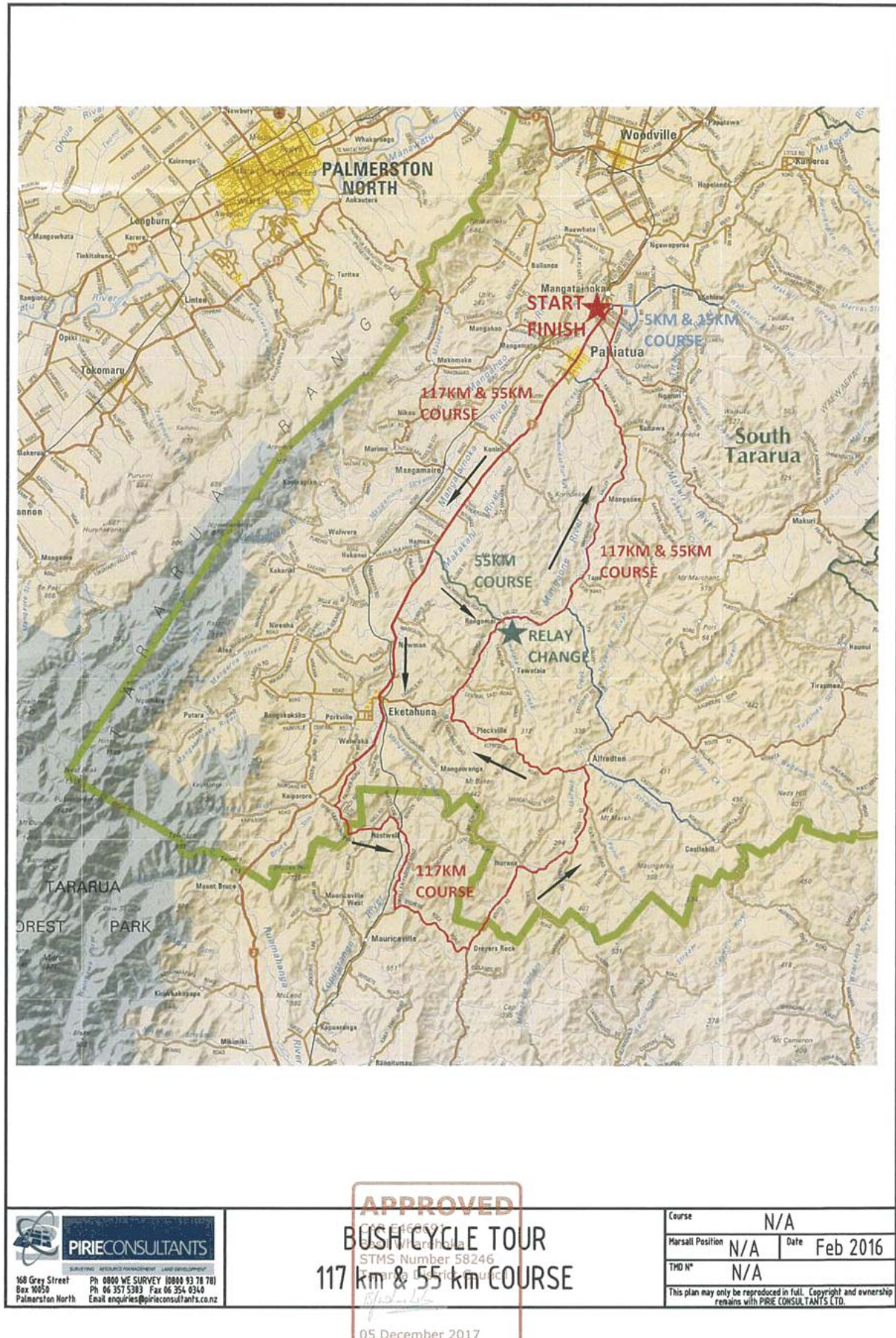
APPROVED

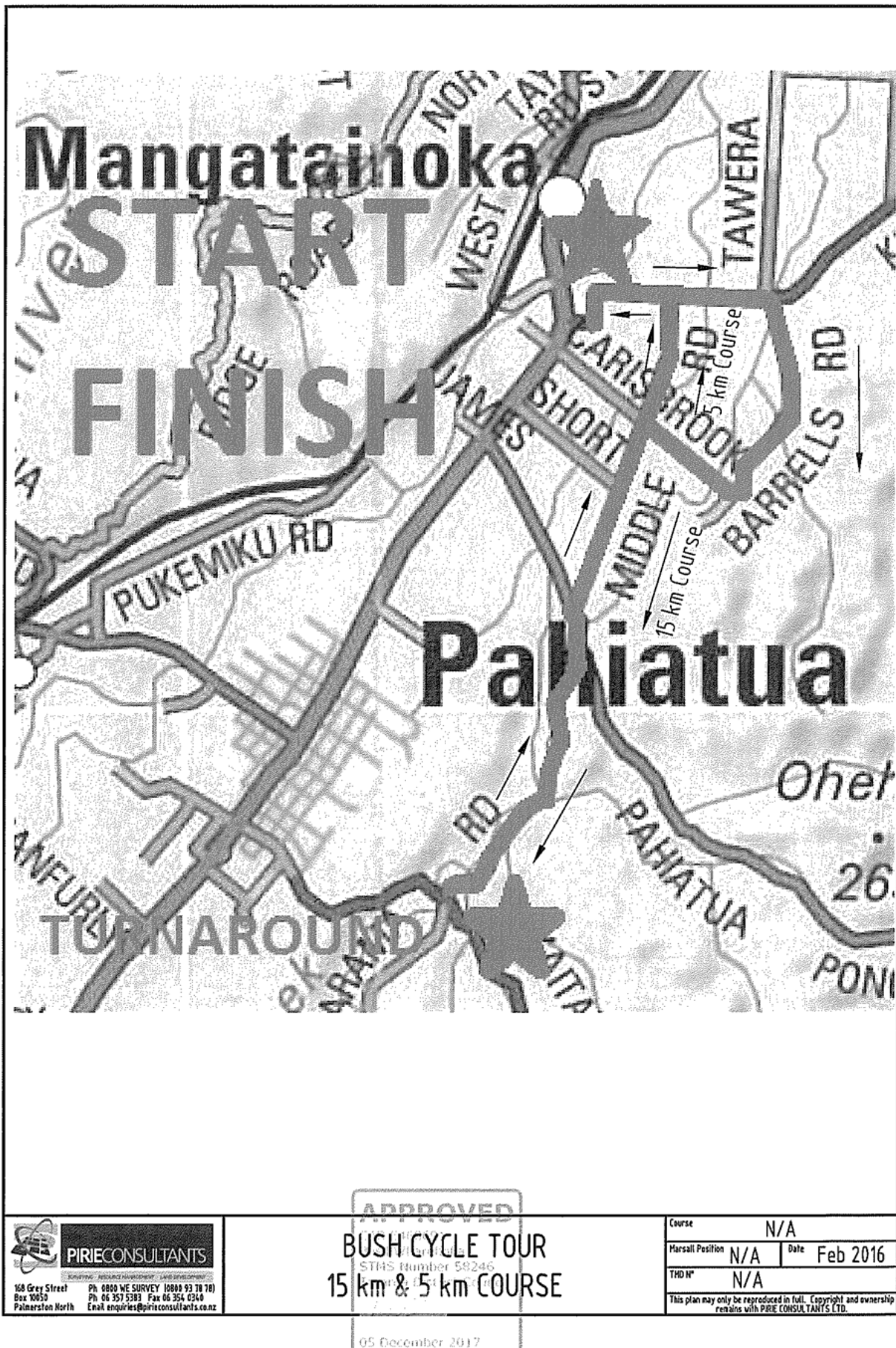
CAR E468691
Basil Wharehoka
STMS Number 58246
Tararua District Council



05 December 2017

Page 3 of 5





10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg GAR/WAP) and/or RCA contract reference					
TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM					
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.					
Organisations /TMP reference	TMP reference:	Contractor (Working space): Bush Lions		Principal (Client): Bush Lions	
		Contractor (TTM): Bush Lions		RCA: NZTA, TDC	
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed
	SH 2		Mangatainoka to Eketahuna	L1	50, 70, 100
Location details and road characteristics	Falkner Road Opaki Kaiparoro Road Dryers Roack Road Route 52 Alfredton Road Mangaone Valley Road Kaitawa Road Mangaramarama Road Pongoroa Pahiatua Road Middle Road Carrisbrook Road Barrells Road Kohinui Road			LV	100
	AADT <10000		Peak flows <1000		
Description of work activity					
<p>Annual community cycle race providing races of 5 km, 15 km, 55 km, 117 km and a two person 55 km relay Race Headquarters is Tui HQ. All races start at the visitor's centre and finish at rear of Tui Brewery on Kohinui Road between the rear entrance and Middle Road.</p> <p>Race start times are:</p> <ul style="list-style-type: none"> • 117 km 9am • 55 km and Relay 9.45am • 15 km 10am • 5 km 10.02am 					
Planned work programme					
Start date	11 March 2018	Time	7am	End date	11 March 2018
					Time 3pm



10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg CAR/WAP) and/or RCA contract reference					
Consider significant stages, for example: <ul style="list-style-type: none"> road closures detours no activity periods. 		Course setout from 7am and all signs removed by 3pm. Setup at Race Headquarters completed first. Races neutralized from start, along SH 2 through Pahiatua at a speed of approximately 40 km/hr with racing beginning at southern end of Pahiatua. Kohinui Road is closed from rear entrance of Tui Brewery to intersection with Middle Road from 7.30 am – 3 pm. Traffic to detour using Middle Road and Carisbrook Road. Advanced warning of road closure on Kohinui Road at intersection with SH 2. Closure affects little if any traffic. Nearly all traffic using road is associated with event.			
Alternative dates if activity delayed		No alternative date. If weather conditions unsuitable event will be cancelled.			
Road aspects affected (delete either Yes or No to show which aspects are affected)					
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	No
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	No
Proposed traffic management methods					
Installation (includes parking of plant and materials storage)		First area to be setout is SH 2 Mangatainoka which has Race Headquarters at Tui HQ. Signage for Finish, 5 km and 15 km course to be set up before other signage is progressively installed along course. All signs etc are to be set up from side of the road with vehicle parked clear of live lane. Vehicle to be in live lane with room for other vehicles to pass on left when setting out and removing cones on centerline.			
Attended (day)		Signs and cones checked by marshals.			
Attended (night)		Not applicable			
Unattended (day)		For unmarshalled positions signs and cones are to be regularly checked by STMS and official vehicles.			
Unattended (night)		Not applicable			

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10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
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RCA consent (eg CAR/WAP) and/or RCA contract reference													
Detour route	Traffic for Kohinui Road to detour along Middle Road and Carisbrook Road. Kohinui Road at Tui Brewery only open for event traffic. All affected residents and Fonterra have been notified.												
	Does detour route go into another RCA's roading network? No (delete either Yes or No) If Yes, has confirmation of acceptance been requested from that RCA? Yes No (delete either Yes or No) Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.												
Removal	Signs and cones are to be removed following last rider from side of the road with vehicle parked clear of live lane. Vehicle to be in live lane with room for other vehicles to pass on left when removing cones on centerline at SH 2 Mangatainoka. SH 2 Kohinui setup to be removed as soon as possible after races finish using intersection i.e. once all races have started, but advanced warning signs are to remain until end of event												
Proposed TSLs (see TSL decision matrix for guidance)													
	<table border="1"> <thead> <tr> <th>TSL details as required 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)</th> <th>Times (From and to)</th> <th>Dates (Start and finish)</th> <th>Diagram ref. no.s (Layout drawings or traffic management diagrams)</th> </tr> </thead> <tbody> <tr> <td>Attended day/night A temporary maximum speed limit of 30 km/h is hereby fixed for motor vehicles travelling over the length of 400m situated between Mangatainoka River Bridge and end of right turn bay on SH 2, Mangatainoka</td> <td>7 am – 3 pm</td> <td>12 March 2017</td> <td>TMD 1</td> </tr> <tr> <td>Unattended day/night A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	TSL details as required 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)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)	Attended day/night A temporary maximum speed limit of 30 km/h is hereby fixed for motor vehicles travelling over the length of 400m situated between Mangatainoka River Bridge and end of right turn bay on SH 2, Mangatainoka	7 am – 3 pm	12 March 2017	TMD 1	Unattended day/night A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)			
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Attended day/night A temporary maximum speed limit of 30 km/h is hereby fixed for motor vehicles travelling over the length of 400m situated between Mangatainoka River Bridge and end of right turn bay on SH 2, Mangatainoka	7 am – 3 pm	12 March 2017	TMD 1										
Unattended day/night A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)													
Positive traffic management measures													
Cone thresholds each end of speed restriction on SH 2.													
Contingency plans													



RCA consent (eg CAR/WAP) and/or RCA contract reference	
Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site.
	Incident An incident is described as: <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road.
	Detour 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: <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. 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. The detour and route must be designed including: <ul style="list-style-type: none"> pre- approval from the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed.
	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.



10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg CAR/WAP) and/or RCA contract reference			
		<p>Note also the requirements for no interference at an accident scene: 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"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 	
Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)	Emergency services have right of way. Traffic to be directed to enable unobstructed access for emergency vehicles. Marshals to monitor traffic and stop riders to enable traffic to flow.		
Authorisations			
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted? Yes No
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? Yes No
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes	Has approval been granted? Yes
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted? Yes No
Authorisation to use portable traffic signals	Make, model and description/number	Not applicable	
	NZTA compliant?	Yes No (delete either Yes or No)	
EED			
Is an EED applicable?	No (delete either Yes or No)	EED attached?	Not applicable
Delay calculations/trial plan to determine potential extent of delays			
Kohinui Road is a LV road with very little traffic. Delays will not occur as detour available.			
Public notification plan			

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10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg CAR/WAP) and/or RCA contract reference					
Event publicised in media and on signage in area. Fonterra has been advised of event and Kohinui Road closure					
Public notification plan attached?		Yes No (delete either Yes or No)			
On-site monitoring plan					
Attended (day and/or night)	Hourly. Course to be checked by STMS before and during event. Marshals and officials to check signs etc and advise STMS of any issues				
Unattended (day and/or night)	Course to be checked by STMS before and during event. Officials to check signs etc and advise STMS of any issues				
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
On site record					
Site safety measures					
All marshals to wear hi viz. Marshals briefed of their duties					
All vehicles to have flashing lights.					
Lead vehicle for races with flashing light. SAG Wagon to follow last rider in 117 km and 55 km/Relay race. All drivers briefed of their duties.					
Other information					
Site specific layout diagrams					
Number	Title				
2 of	Course maps				
TMDs 1 – 17	Various locations				
	Marshal briefings				
	Lead vehicle and SAG wagon briefing				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Police Officer Shane Brown Shane.Brown@police.govt.nz	021 191 4578			
	Kevin Laskey laskeysauto@xtra.co.nz				

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10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg CAR/WAP) and/or RCA contract reference						
TMC	Jack Steed TDC Tararua Alliance Jack.Steed@tararuaalliance.co.nz Rick Morris Higgins	027 742 6192				
Engineers' representative						
Contractor	Bush Lions					
STMS	PH Pirie Other STMSs may be used but yet to be confirmed	02074412253	1731	STMS L1	22/3/19	
TC	None					
Others as required						
TMP preparation						
Preparation	PH Pirie	4/12/17		1731	STMS L1	22/3/19
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTM requirements			Number of diagrams attached			
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						
<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"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTM. 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. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 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. 						

Traffic control devices manual part 8 CoPTM Section 4, Appendix A: Traffic management plans Edition 4, May 2016

10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

RCA consent (eg CAR/WAP) and/or RCA contract reference			
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"/>



10.3 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974
Attachment 1 The Bush Cycle Tour - Road Closure Requested

TMP or generic plan reference						
ON-SITE RECORD On-site record must be retained with TMP for 12 months.					Today's date	
Location details	Road names(s):	House number/RPs:	Suburb:			
Person in charge (PIC) of working space	Name	Signature	Responsibility for working space and TTM clearly defined and agreed	Signature: STMS	Signature: PIC working space	
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					
Delegation						
Worksite control accepted by TC/STMS-NP	Name	ID Number	Warrant expiry date	Signature	Time	
	Tick to confirm briefing completed					
Temporary speed limit						
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				

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TMP or generic plan reference							
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						

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05 December 2017

CONDITIONS

Special Conditions

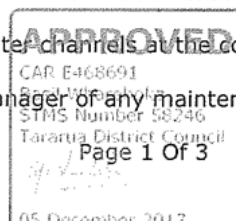
(1) Approval is subject to Tararua District Council Road Closure approval.

General Conditions

1. The Utility Operator must:

- (a) carry out all Work in Transport Corridors in accordance with the Code and KiwiRail's Specifications for Working in Railway Corridors;
- (b) undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted;
- (c) install assets more or less in the location shown on the attached plans, and agree the exact location and position with the Road Corridor Manager before Work commences;
- (d) locate any Utility Structures in the Road Corridor in the agreed position shown on the drawings and clear of the Carriageway, Road Corridor furniture and kerbs, drains, manholes, etc. Utility Structures agreed to be within the trafficable part of the Road are to be flush with the surface and designed to withstand full heavy Traffic loading (NZTA's HN-HO-72 Traffic Loading);
- (e) provide a full description of the construction methodology, reinstatement, resurfacing and compaction and agree this with the Road Corridor Manager prior to Work commencing;
- (f) make the Works available at all times for inspection by any person representing the Road Corridor Manager;
- (g) if requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works;
- (h) keep a full copy of the Works Access Permit/ Permit to Enter and Reasonable Conditions on the Work Site at all times during the Works;
- (i) undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable;
- (j) gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost;
- (k) keep plans of the installed Work and make them available to the Railway Corridor Manager (in all cases) and Road Corridor Manager (on request);
- (l) compensate the Road Corridor Manager for any damage or costs incurred to the Road Corridor due to the Work or for costs resulting from the removal of abandoned installations, Utility Structures, components and equipment that belong to the Utility Operator;
- (m) repair all Road Corridor assets damaged as a result of the Works, should the Road Corridor Manager determine these are necessary prior to the end of the Warranty period;
- (n) restore to their original condition any surface or Utility Structure that was damaged or removed as a result of the Works;
- (o) control the surface water channels so as to cause minimal interference to existing flows;
- (p) fully restore the surface water channels at the completion of the Works;
- (q) notify the Road Corridor Manager of any maintenance Work it proposes to undertake

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Page 1 Of 3

within the two-year Warranty period;

(r) have in place an approved TMP for Roads and Motorways at least two days prior to Work commencing on the Work Site;

(s) provide the Road Corridor Manager with two Working Days' notice before commencement of Work on the Work Site;

(t) ensure that the Work is carried out under the control of a warranted supervisor as required by the Code of Practice for Temporary Traffic Management and ensure that there are sufficient people on site specifically to control the flow of Traffic through the site in accordance with the TMP;

(u) comply with instructions from an officer of the NZ Police Traffic Safety Branch or a duly authorised agent of the Road Corridor Manager in respect of Traffic management and safety;

(v) complete Works in the Road Corridor in one continuous operation (suspension of Works over five continuous days requires the prior written permission of the Road Corridor Manager);

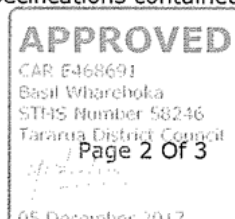
(w) protect and maintain all Road Corridor signs, markers, signals, barriers and associated marking and replace them to the appropriate industry standard where they have been damaged by the Works;

(x) complete and submit a Works Completion Notice form when the Works are complete; and

(y) stop Work as necessary to meet the requirements of section 42 of the Heritage New Zealand Pouhere Taonga Act 2014.

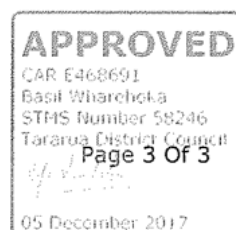
2. Work must not take place on or near a State highway during and one day either side of a public holiday or public holiday weekend.
3. Where otherwise required due to Traffic volumes or specific residential or Central Business District requirements, the hours of Work must be as specified in the Local Conditions and Special Conditions.
4. The Warranty period starts from the date the Road Corridor Manager has given signed acceptance that the Work is complete.
5. Unless the Works stated in the WAP have started on the Work Site, the agreement relating to the Works will only remain valid for six months from the date of approval on the Works Access Permit.
6. The Road Corridor Manager must manage all applications relating to Road Corridor access in accordance with the timeframes and processes in the Code.
7. The Corridor Manager may:
 - (a) assess the suitability of any action proposed by the Utility Operator during the Warranty period and impose Reasonable Conditions that will maintain the integrity of the Road assets;
 - (b) arrange for remedial Work to be done and recover the costs incurred from the Utility Operator, if the Utility Operator fails to take action within the agreed timeframe; and
 - (c) instruct the Utility Operator to stop Work and leave the Work Site (having made the site safe) if the Works are not complying with the relevant Reasonable Conditions including any plans, relevant conditions or specifications contained in the Code, or permission requirements.

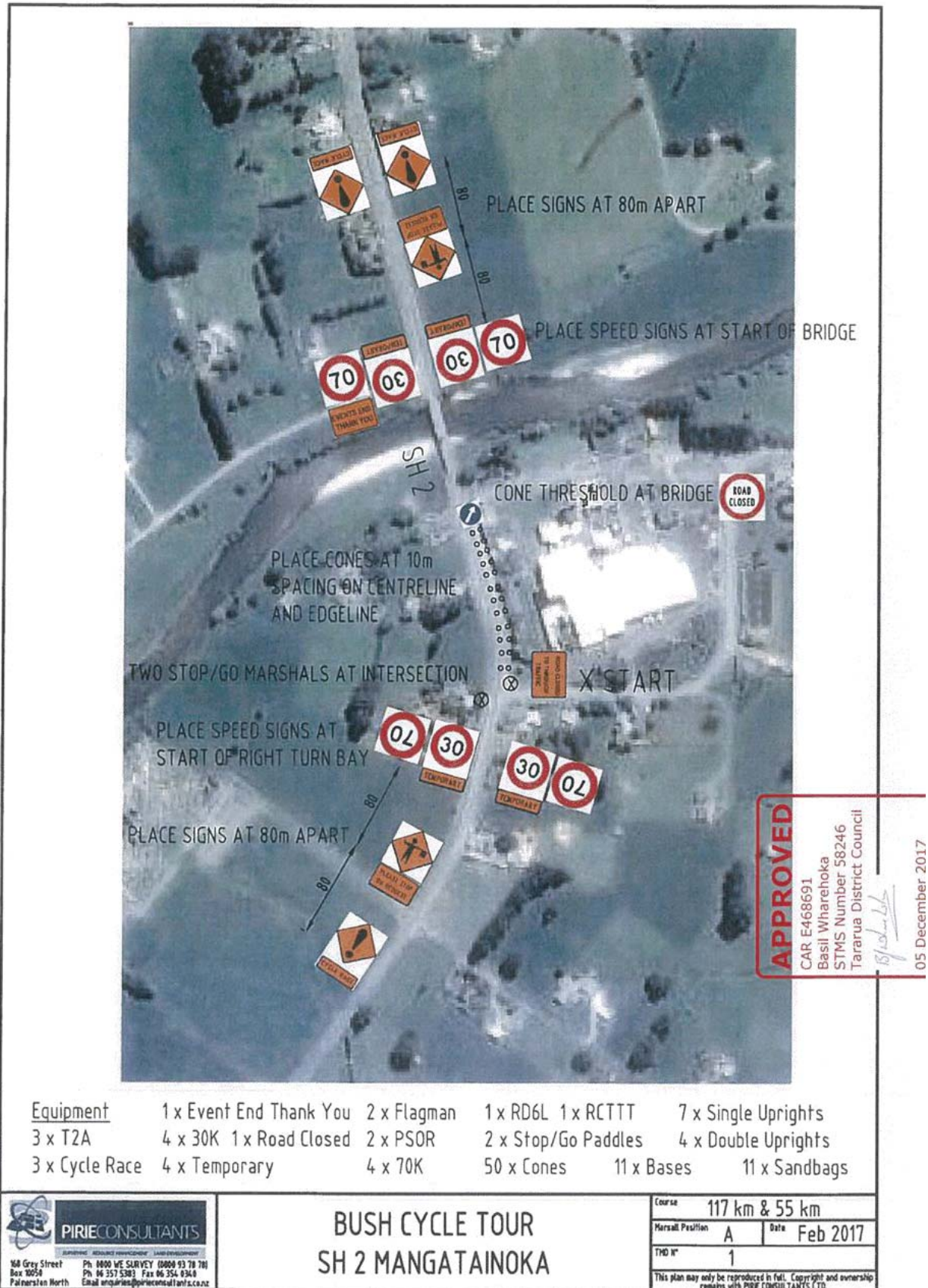
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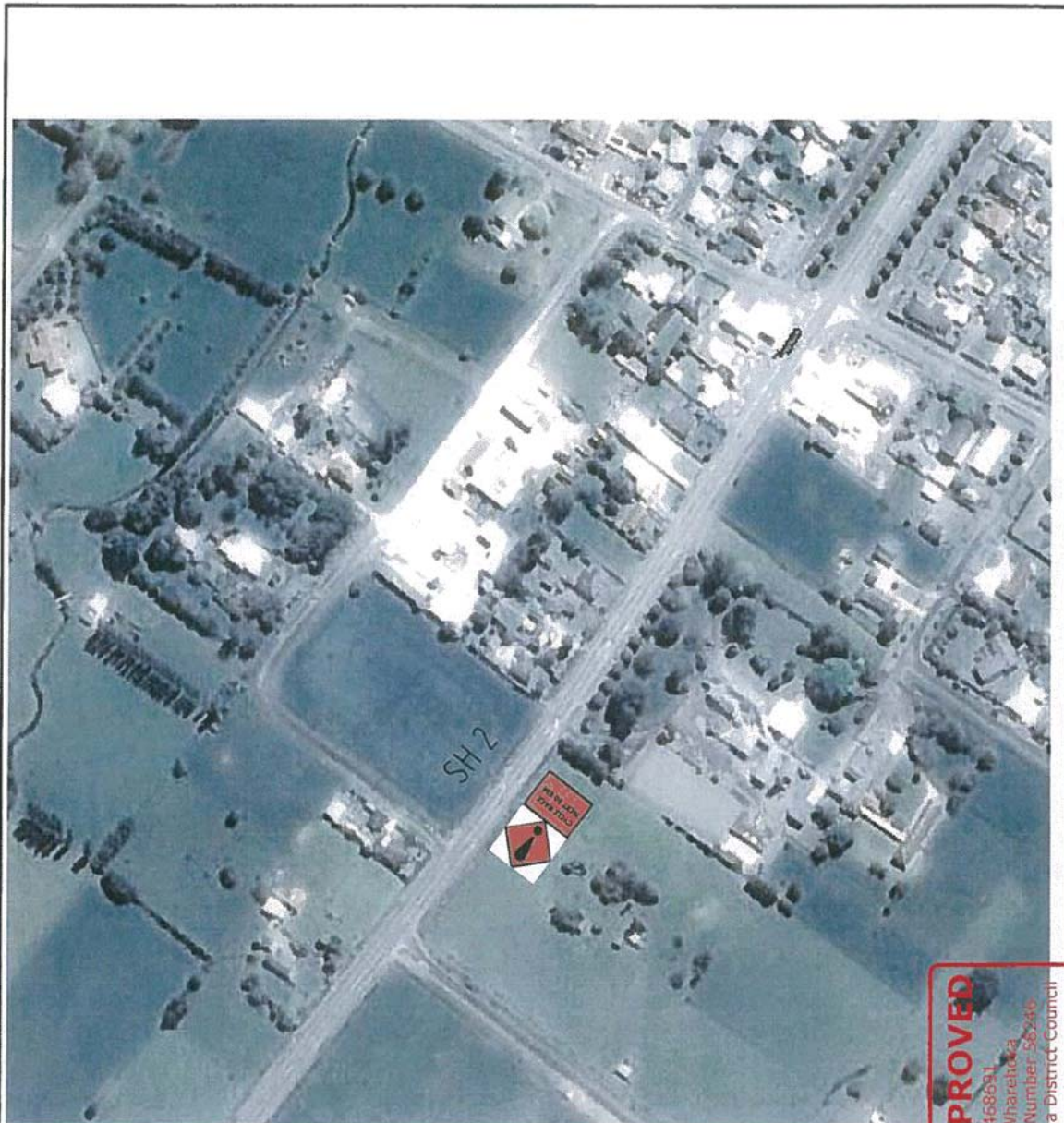


8. In granting this WAP, no vested right is created.
9. This WAP is not transferable without the written permission of the Road Corridor Manager.

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05 December 2017

PLACE SIGN AT SPEED SIGNS AT EGDE OF TOWN

Equipment

- 1 x T2A
- 1 x Cycle Race Next 30 Km
- 1 x Single Upright
- 1 x Base
- 1 x Sandbag

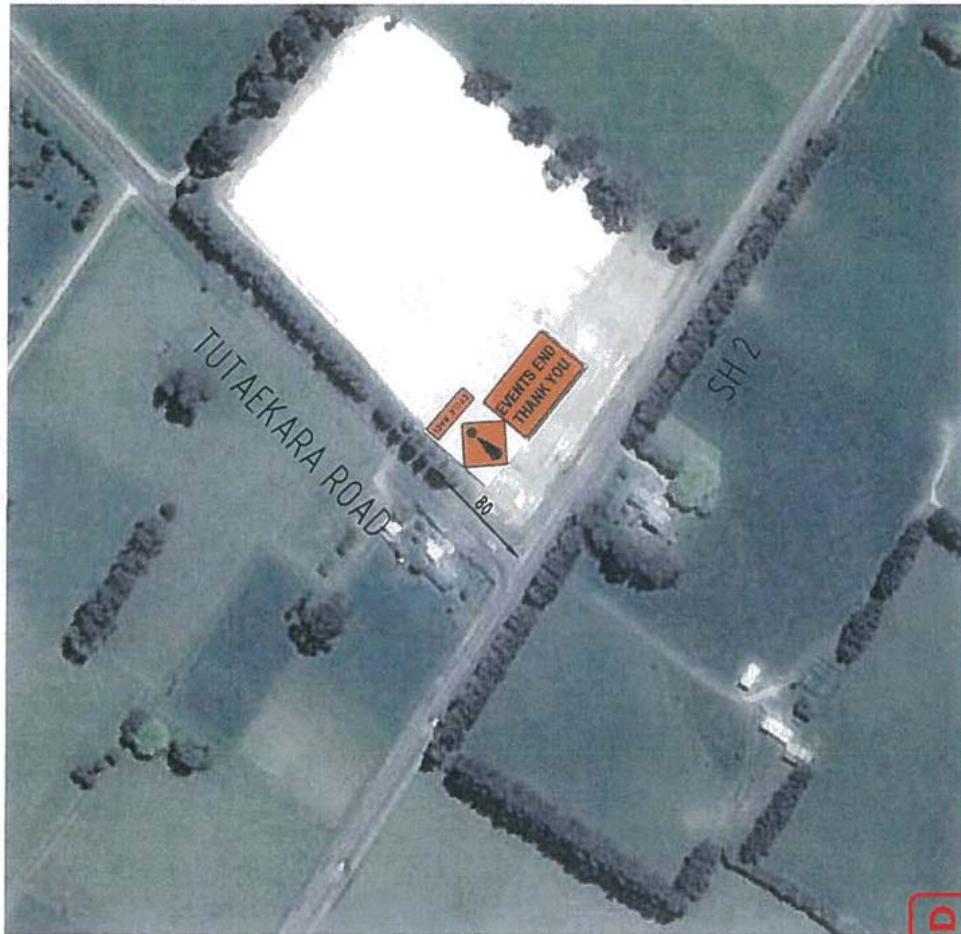


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160 Grey Street
Box 1050
Palmerston North
Ph 06 357 5383 Fax 06 354 4340
Email enquiries@piriconsultants.co.nz

BUSH CYCLE TOUR SH 2 PAHIATUA

Course	117 km & 55 km	
Marshall Position	N/A	Date Feb 2016
TMD N°	2	
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PLACE SIGN ON TUTAEKARA ROAD 80m FROM INTERSECTION

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Taranaki District Council
15/12/2016
15 December 2017

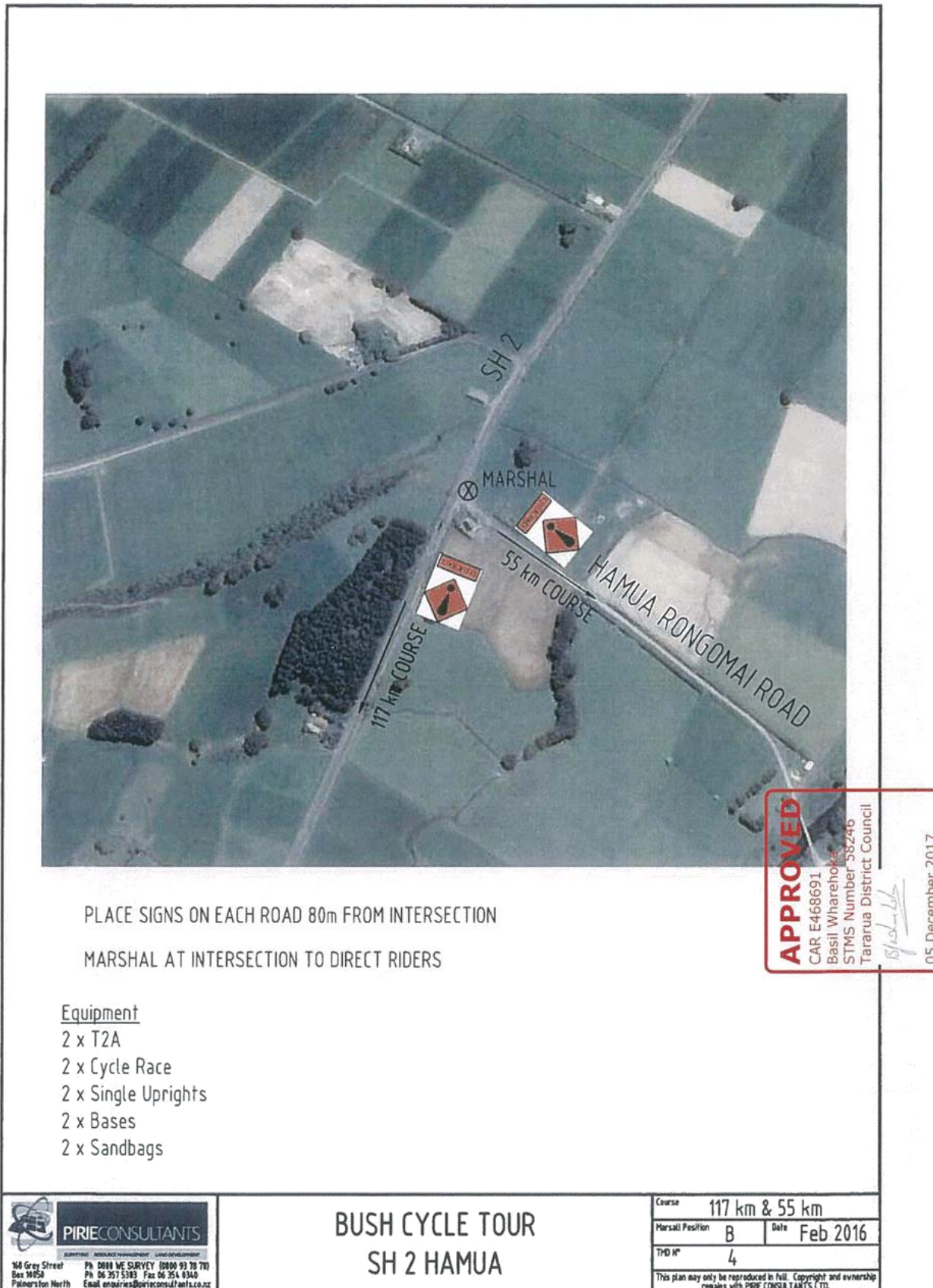
Equipment

- 1 x T2A
- 1 x Cycle Race
- 1 X Events End Thank You
- 1 x Double Upright
- 1 x Base
- 1 x Sandbag

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SURVEYING, RESOURCE MANAGEMENT, LAND DEVELOPMENT
168 Grey Street
Box 100
Palmerston North
Ph 04 357 5383 Fax 04 354 4344
Email enquiries@pirieconsultants.co.nz

BUSH CYCLE TOUR SH 2 TUTAEKARA ROAD

Course	117 km & 55 km
Marshall Position	N/A
Date	Feb 2016
THD N°	3
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PLACE SIGN AT SPEED SIGNS AT EDGE OF TOWN

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Equipment

- 1 x T2A
- 1 x Cycle Race
- 1 x Single Upright
- 1 x Base
- 1 x Sandbag

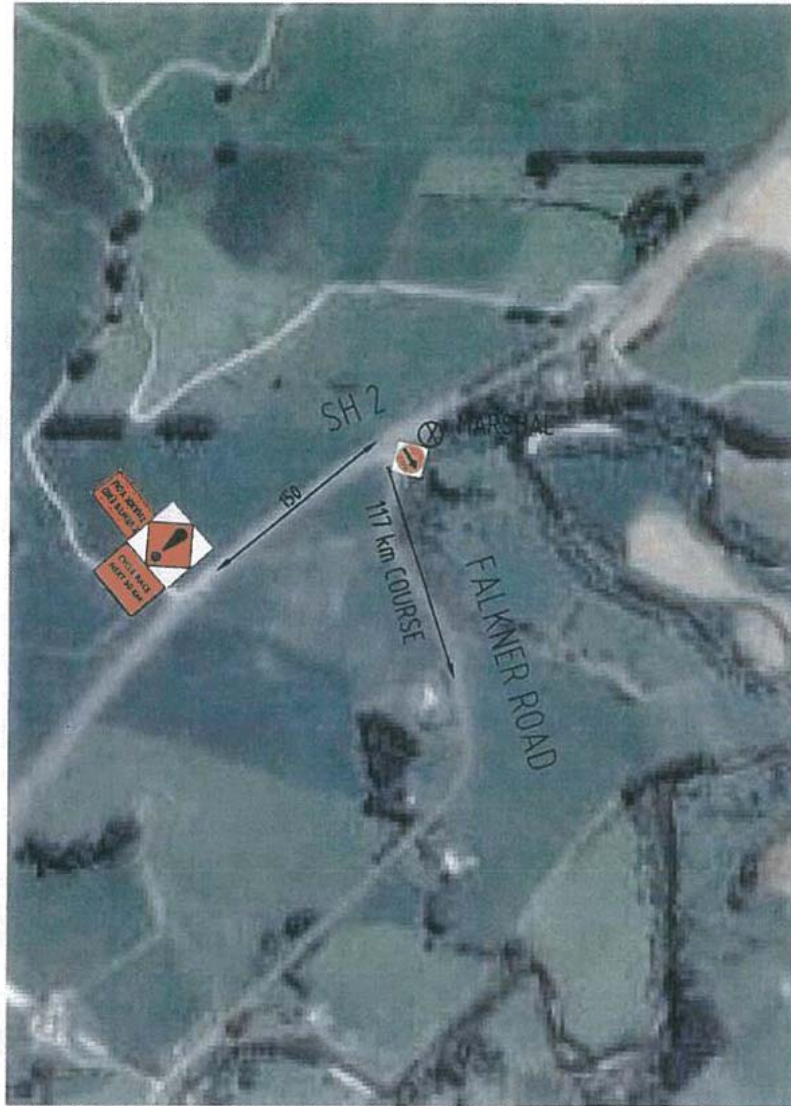


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Palmerston North
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**BUSH CYCLE TOUR
SH 2 EKETAHUNA**

Course	117 km
Marshall Position	N/A
Date	Feb 2016
THD N°	5
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PLACE SIGN 150m FROM INTERSECTION

MARSHAL AT INTERSECTION TO DIRECT RIDERS

Equipment

- 1 x T2A
- 1 x Cycle Race Next 30 km
- 1 X Events End Thank You
- 1 x Race Direction
- 2 x Cones
- 1 x Double Upright
- 1 x Base
- 1 x Sandbag

PLACE RACE DIRECTION SIGN ON TWO CONES

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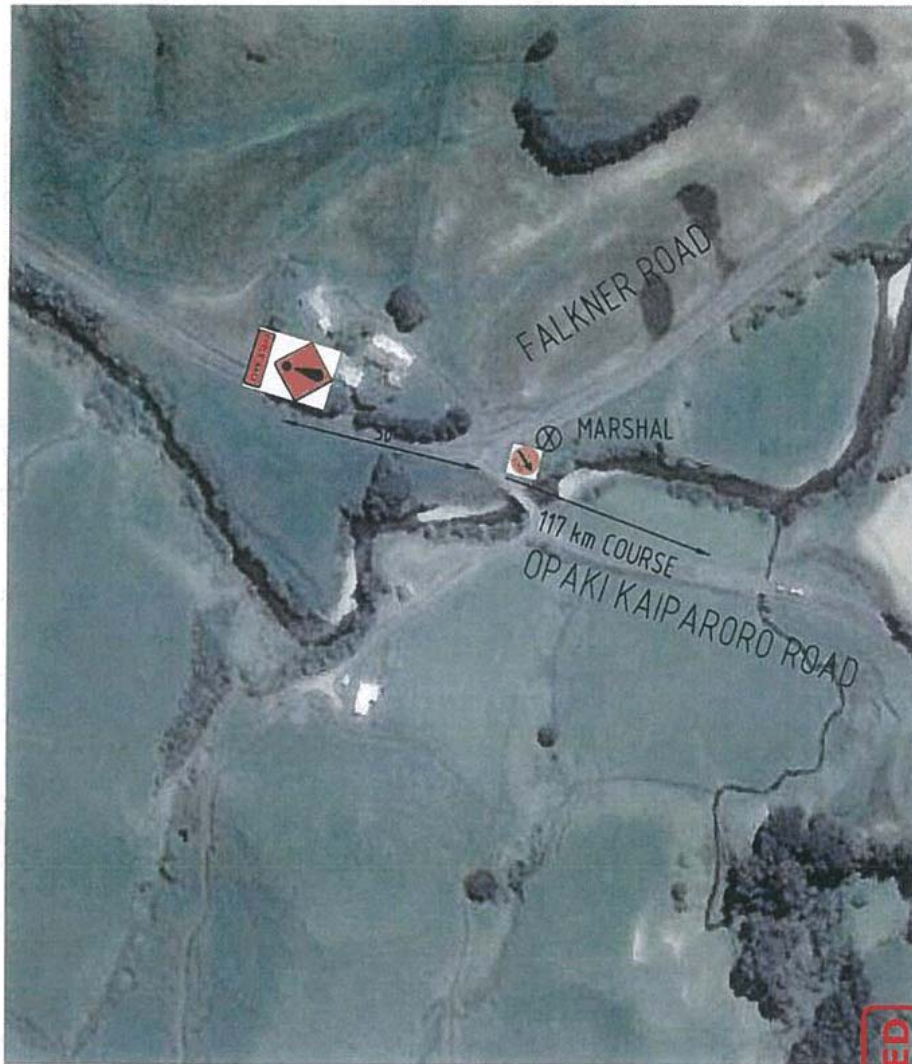
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160 Grey Street
Box 10050
Palmerston North
Ph 06 357 5313 Fax 06 354 0340
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**BUSH CYCLE TOUR
SH 2 FALKNER ROAD**

Course	117 km
Marshal Position	C
Date	Feb 2016
TRD N°	6
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PLACE SIGN 50m FROM INTERSECTION
MARSHAL AT INTERSECTION TO DIRECT RIDERS

Equipment

- 1 x T2A
- 1 x Cycle Race
- 1 x Race Direction
- 2 x Cones
- 1 x Single Upright
- 1 x Base
- 1 x Sandbag

PLACE RACE DIRECTION SIGN ON TWO CONES

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BUSH CYCLE TOUR FALKNER & OPAKI KAIPARORO ROADS

Course	117 km
Marshal Position	D
Date	Feb 2016
TWO M	7
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PLACE SIGN 50m FROM INTERSECTION
MARSHAL AT INTERSECTION TO DIRECT RIDERS

Equipment

- 1 x T2A
- 1 x Cycle Race
- 1 x Race Direction
- 2 x Cones
- 1 x Single Upright
- 1 x Base
- 1 x Sandbag

PLACE RACE DIRECTION SIGN ON TWO CONES

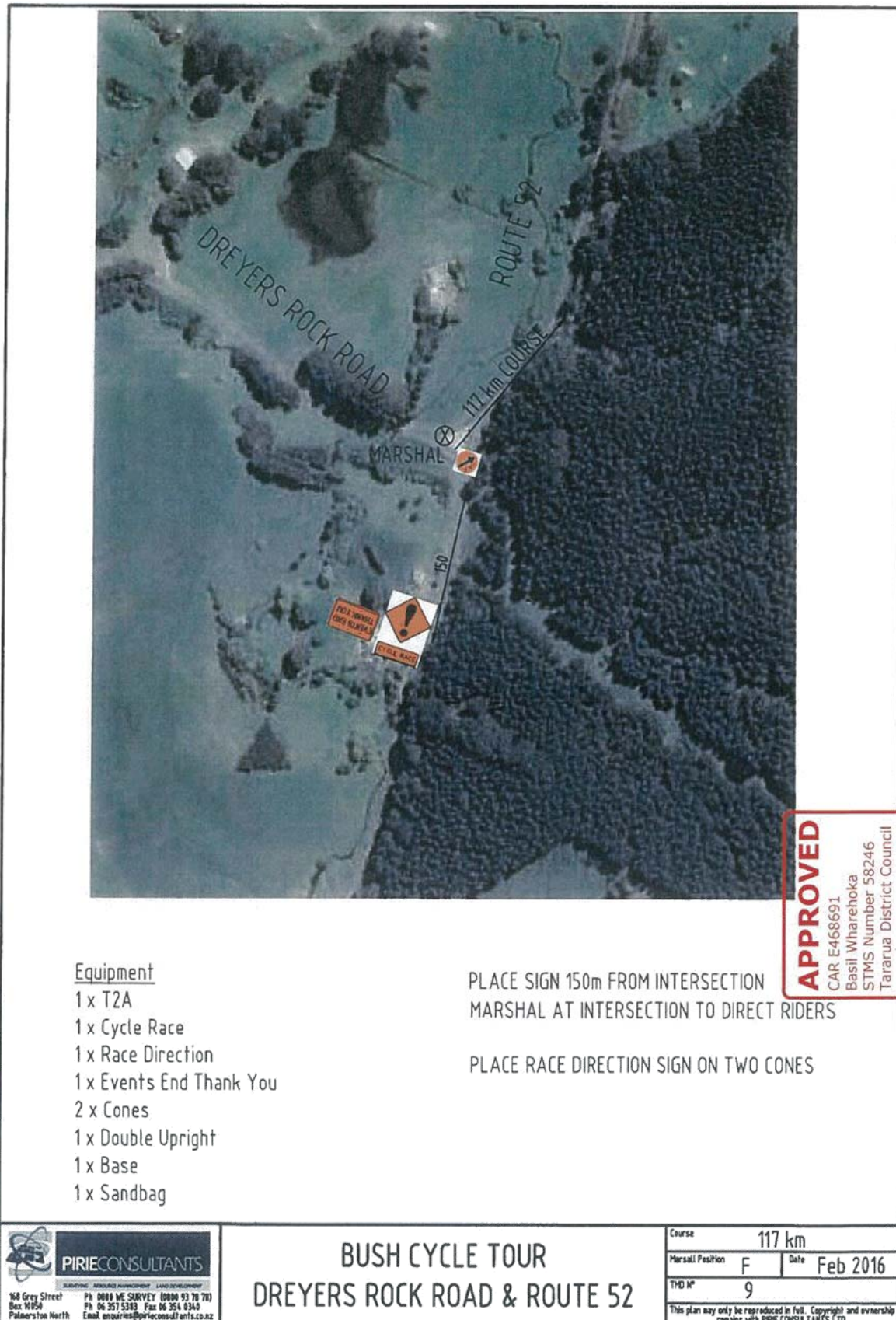
APPROVED


CAR E468691
Basil Wharehoka
STMS Number 58246
Taranaki District Council

B/Robert Loh

05 December 2017

 PIRIE CONSULTANTS <small>ENVIRONMENTAL CONSULTANTS ENGINEERS</small>	BUSH CYCLE TOUR OPAKI KAIPARARO & DREYERS ROCK ROADS		Course 117 km Marsall Position E Date Feb 2016 TPD No 8 <small>This plan may only be reproduced in full. Copyright and ownership remains with PIRIE CONSULTANTS LTD.</small>
	168 Grey Street Box 10950 Palmerston North		
	Ph 06 357 5383 Fax 06 354 0340 Email enquiries@pirieconsultants.co.nz		
	Ph 0800 WE SURVEY (0800 93 78 78) Ph 06 357 5383 Fax 06 354 0340 Email enquiries@pirieconsultants.co.nz		





Equipment

- 1 x T2A
- 1 x Cycle Race
- 1 x Race Direction
- 1 x Events End Thank You
- 2 x Cones
- 1 x Double Upright
- 1 x Base
- 1 x Sandbag

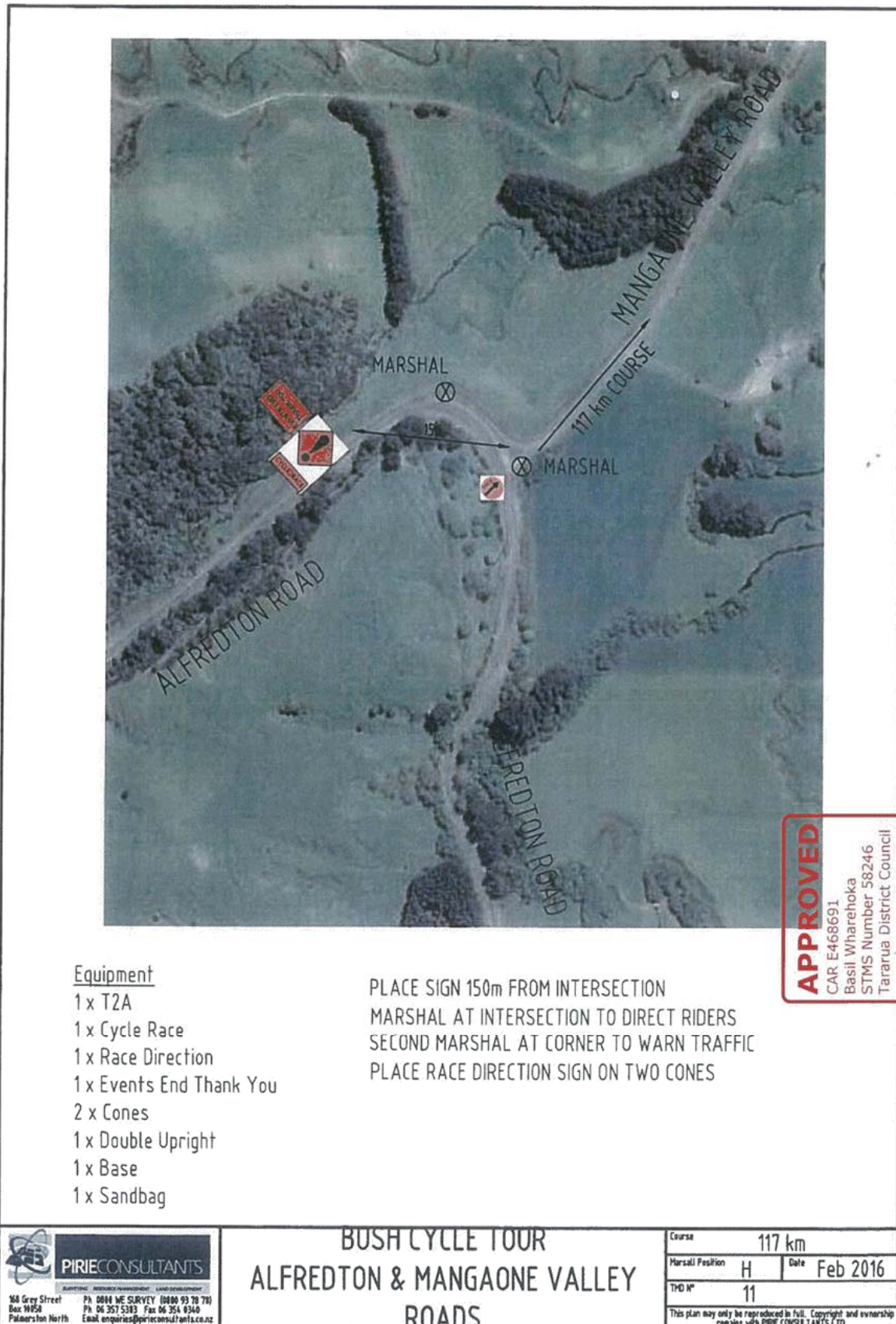
PLACE SIGN 150m FROM INTERSECTION
MARSHAL AT INTERSECTION TO DIRECT RIDERS
SECOND MARSHAL AT ONE WAY BRIDGE TO WARN TRAFFIC
PLACE RACE DIRECTION SIGN ON TWO CONES

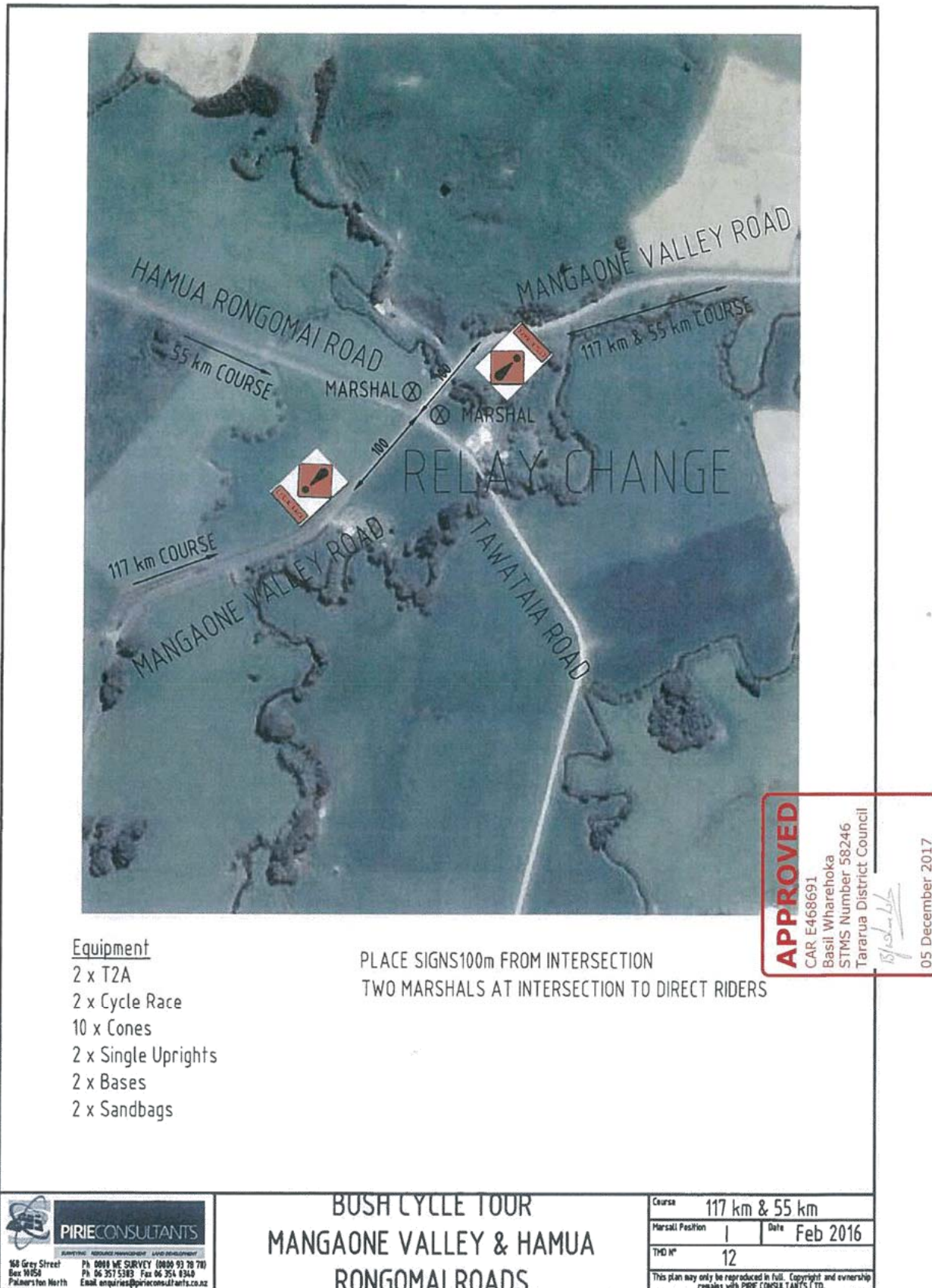
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Taranaki District Council
05 December 2017

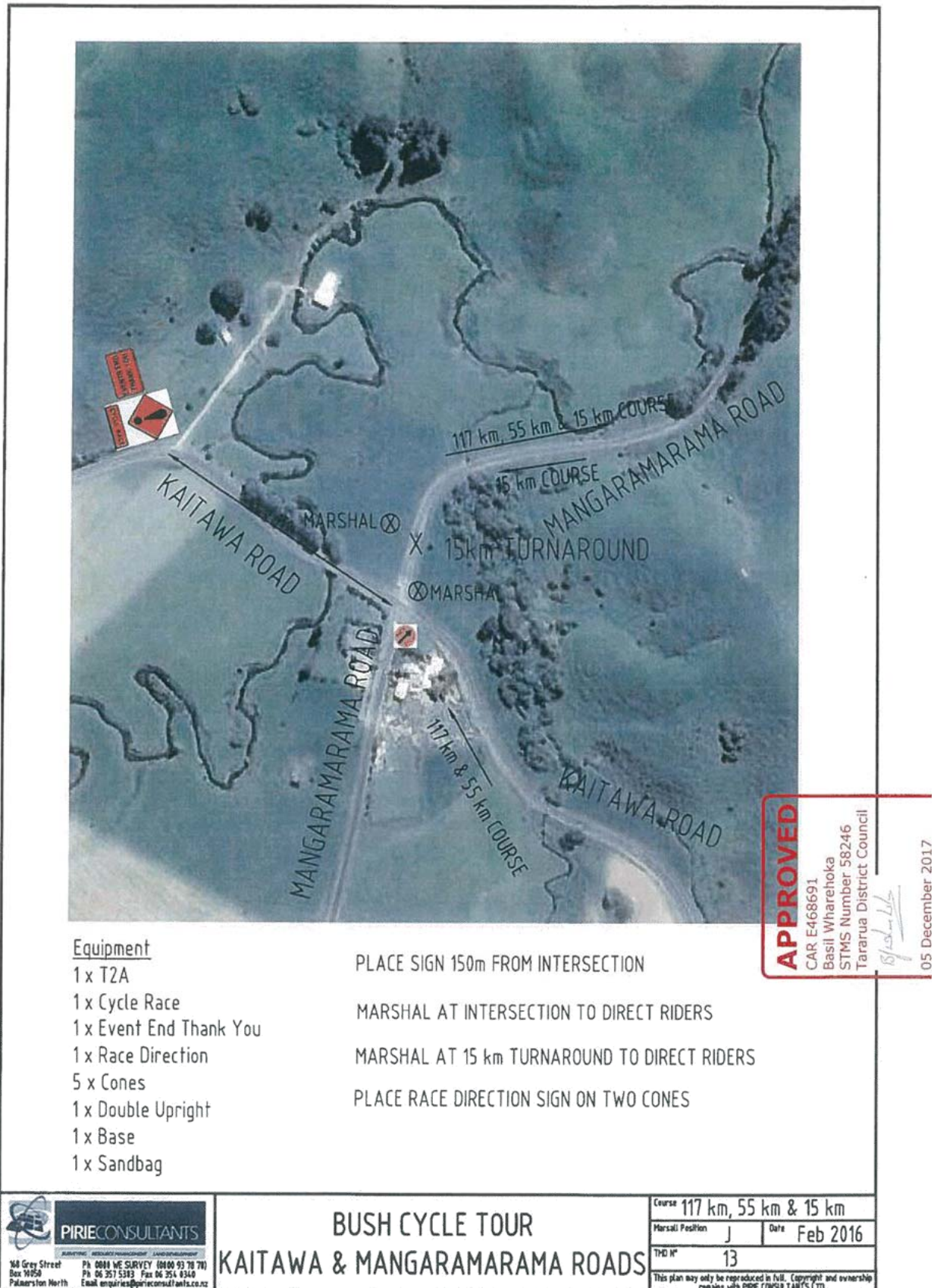
Course		117 km
Marshal Position	G	Date Feb 2016
THD N°	10	
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PIRIECONSULTANTS
108 Grey Street
Box 10950
Palmerston North
Ph 06 357 5383 Fax 06 354 4348
Email enquiries@pirieconsultants.co.nz

BUSH CYCLE TOUR
ROUTE 52 & ALFREDTON ROAD









Equipment

- 2 x T2A
- 2 x Cycle Race
- 2 X Events End Thank You
- 4 x Race Direction
- 10 x Cones
- 2 x Double Uprights
- 2 x Bases
- 2 x Sandbags

PLACE SIGNS 150m FROM INTERSECTION

MARSHAL AT EACH INTERSECTION TO DIRECT RIDERS

PLACE EACH RACE DIRECTION SIGN ON TWO CONES

PLACE A CONE IN CENTRE OF EACH INTERSECTION

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164 Grey Street
Box 1054
Palmerston North
PH 06 357 5383 Fax 06 354 6340
Email enquiries@pirieconsultants.co.nz

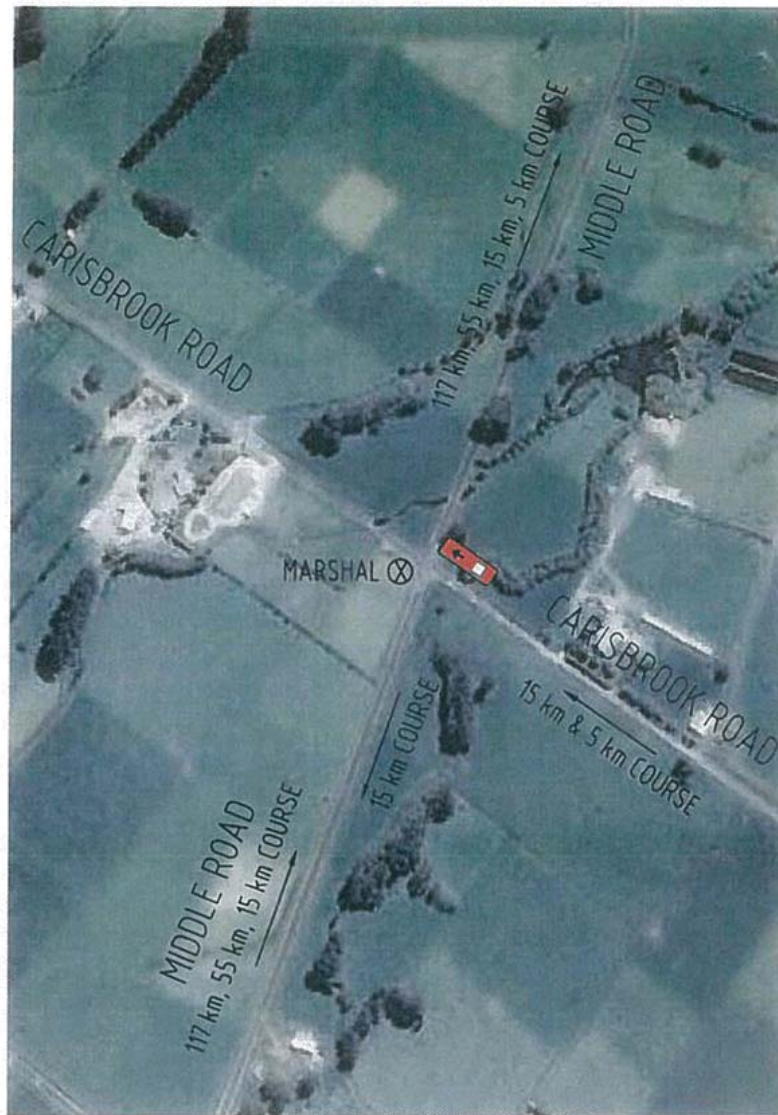
BUSH CYCLE TOUR PAHIATUA PONGORA ROAD

Course 117 km, 55 km, 15 km

Marshal Position K Date Feb 2016

TRD # 14

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MARSHAL AT INTERSECTION TO DIRECT RIDERS

Equipment
1 x Detour Right
1 x Single Upright
1 x Base
1 x Sandbag

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164 Grey Street
Box 14954
Palmerston North
Ph 06 357 5383 Fax 06 354 4340
Email enquiries@pirieconsultants.co.nz

BUSH CYCLE TOUR MIDDLE & CARISBROOK ROADS

Course		117 km, 55 km, 15 km, 5 km	
Marshal Position		L	Date Feb 2017
THD N°		15	
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Equipment

- 1 x Road Closed Ahead
- 1 x RD3 Road Closed
- 1 x Detour Ahead
- 1 x Detour Left
- 5 x Cones
- 1 x Race Direction
- 3 x Single Upright
- 3 x Bases
- 3 x Sandbags

MARSHAL AT EACH INTERSECTION TO DIRECT RIDERS
PLACE RACE DIRECTION SIGN ON TWO CONES

APPROVED

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Basil Wharehoka
STMS Number 58246
Taranaki District Council

[Signature]

05 December 2017



BUSH CYCLE TOUR MIDDLE & KOHINUI ROADS

Course	117 km, 55 km, 15 km, 5 km
Marshal Position	M
Date	Feb 2017
THD N°	16
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- 1 x T2A
- 1 x Cycle Race
- 1 X Events End Thank You
- 1 x Race Direction
- 2 x Cones
- 1 x Double Upright
- 1 x Base
- 1 x Sandbag

PLACE EACH RACE DIRECTION SIGN ON TWO CONES



Course	15 km & 5 km	
Marsall Position	N	Date Feb 2016
TMD N°	17	
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BUSH CYCLE TOUR SAG WAGON INFORMATION

Thank you for assisting in the running of this event. Would you please note the following information:

1. Attend a pre race briefing with the Race Coordinator. Leave your contact phone number with the officials at Race Headquarters. Please report comments or problems to the Race Coordinator.
2. All vehicle occupants must wear the Hi-viz safety vests provided on the outside of all clothing including raincoats. Carry your supplied First Aid Kit and water.
3. Vehicle must be a ute/truck or car with trailer suitable for carrying additional passengers and cycles. Attached the CYCE RACE AHEAD sign to the rear of the vehicle/trailer.
4. Use the flashing light provided. Head lights must be on. DO NOT TRAVELL WITH HAZARD LIGHTS OPERATING. Hazard lights must only be used when the vehicle is stationary.
5. Follow the last rider at a respectful distance, no closer than 150m so they do not feel pressured by your presence. **Riders must not be redirected off the course under any circumstances.**
6. Pick up riders and their cycles that cannot continue due to cycle problems, fitness or ill health. If they need urgent medical assistance immediately contact emergency services and then Race Headquarters. Only under exceptional circumstances are you to stop following the last rider. If for any reason you end up carrying a cycle without the rider you are responsible for returning the cycle to the Race Coordinator at Race Headquarters.
7. Once the SAG Wagon passes a marshalled corner please advise the marshal that you are the SAG Wagon following the last rider and that they are able to pack up and return to Race Headquarters. REMEMBER some marshals are in positions which have both the 117 km and 55 km riders passing. For these positions TWO SAG wagons must pass before they are able to pack up and return to Race Headquarters. Only advise them to pack up if you are the second SAG Wagon.
8. Please contact Race Headquarters at the following positions:
117 km Course
 - Top of Dryers Rock Road hill.
 - At the relay change at the intersection of Hamua Rongomai Road and Managaone Valley Road.
55 km Course
 - At the relay change at the intersection of Hamua Rongomai Road and Managaone Valley Road.

For any queries or emergencies please contact the Race Coordinator

Shane Brown phone

021 191 4578

Alternative phone 207 221 6159

Ambulance, Police or Fire Brigade phone



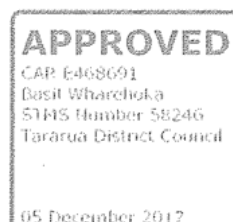
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1/12/2017

BUSH CYCLE TOUR MARSHAL INFORMATION

<u>Position</u>	<u>Location</u>	
A	SH 2 Mangatainoka	Two Marshals required
B	SH 2 & Hamua Rongomai Road	
C	SH 2 & Falkner Road	
D	Falkner & Opaki Kaiparoro Roads	
E	Opaki Kaiparoro & Dreyers Rock Roads	
F	Dreyers Rock Road & Route 52	
G	Route 52 & Alfredton Road	Two Marshals required
H	Alfredton & Mangaone Valley Roads	Two Marshals required
I	Mangaone Valley & Hamua Rongomai Roads	Two Marshals required
J	Kaitawa & Mangaramarama Roads	Two Marshals required
K	Pahiatua Pongora Road	Two Marshals required
L	Middle & Carisbrook Roads	
M	Middle & Kohinui Roads	
N	Kohinui & Barrels Roads	

Total number of marshals required is 20



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1/12/2017

BUSH CYCLE TOUR MARSHAL INFORMATION

Thank you for assisting in the running of this event. Would you please note the following information:

1. Wear the Hi-viz safety vest provided on the outside of all clothing including raincoats.
2. Leave your contact phone number with the officials at Race Headquarters.
3. Give clear directions to riders and traffic.
4. **Riders must not be redirected off the course under any circumstances.**
5. Use the flag supplied to indicate to riders the direction they are to go. Remember lead riders will be travelling up to 70 km/hr. A lead vehicle will be ahead of the 117 km and 55 km riders.
6. Ensure all signs, cones and markers are setout in accordance with the plans and regularly check them.
7. All competitors must obey the road rules. **There are not any Road Closures.** Only marshals at the Mangatainoka Start/Finish are permitted to stop traffic.
8. Sweep the road of any loose gravel.
9. In the event of an accident please render immediate assistance and if necessary call the emergency services. Phone the Race Coordinator after emergency services have been called and advise of the rider's race number.
10. Motorcyclists are patrolling the course and have First Aid Kits.
11. If you need to leave your position for an emergency, if possible, ensure either another rider or motorcycle escort takes your place until you can return.
12. Record the race number of any rider that is ill or distressed and speak to them to confirm that they are OK. Phone the Race Coordinator if assistance is required. If the rider continues please advise the SAG wagon.
13. When the SAG wagon, that is following the last rider, passes your corner they will advise you there are not any more riders. At this time you can pack your signage and equipment if it is safe to do so. Return to Race Headquarters. REMEMBER some marshals are in positions which have both the 117 km and 55 km riders passing. For these positions TWO SAG wagons must pass before you are able to pack up and return to Race Headquarters.
14. Report comments or problems to the Race Coordinator.

For any queries or emergencies please contact the Race Coordinator

Shane Brown phone

021 191 4578

Alternative phone 207 221 6159

Ambulance, Police or Fire Brigade phone

111

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CAR E468691
Basil Wharehoka
S1MS Number 58246
Taranaki District Council

05 December 2017

BUSH CYCLE TOUR LEAD VEHICLE INFORMATION

Thank you for assisting in the running of this event. Would you please note the following information:

1. Attend a pre race briefing with the Race Coordinator. Leave your contact phone number with the officials at Race Headquarters. Please report comments or problems to the Race Coordinator.
2. All vehicle occupants must wear the Hi-viz safety vests provided on the outside of all clothing including raincoats.
3. Carry your supplied First Aid Kit and water.
4. Vehicle can be any suitable type able to have a race sign fitted to the front.
5. Attached the CYCE RACE AHEAD sign to the front of the vehicle
6. Use the flashing light provided.
7. Head lights must be on.
8. DO NOT TRAVELL WITH HAZARD LIGHTS OPERATING. Hazard lights must only be used when the vehicle is stationary.
9. Maintain a distance of at least 100m in front of the lead rider. **Do not deviate from the course under any circumstances.** Immediately contact Race Headquarters if a situation arises where the course cannot be used.

10. Please contact Race Headquarters at the following positions:

117 km Course

- Top of Dryers Rock Road hill.
- At the relay change at intersection of Hamua Rongomai Road and Managaone Valley Road.

55 km Course

- At the relay change at intersection of Hamua Rongomai Road and Managaone Valley Road.

For any queries or emergencies please contact the Race Coordinator

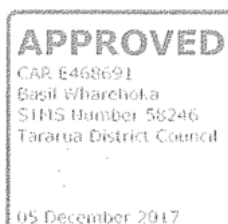
Shane Brown phone

021 191 4578

Alternative phone 207 221 6159

Ambulance, Police or Fire Brigade phone

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Report

Date : 7 December 2017

To : Mayor and Councillors
Tararua District Council

From : Blair King
Chief Executive

Subject : **Staff Report**

Item No : **10.4**

Reason for the Report

This report is to update Councillors on key projects and items of interest over the period from 18 October to 7 December 2017.

Key Points

Drinking Water Safety

The second stage of the Havelock North Water Inquiry has been released with significant media attention. The Inquiry recommends removing the “affordability” criteria from the Health Act, remove the “practicable steps” to make any transgression an enforcement matter, and strengthen monitoring and oversight by Government Departments. Transgressions reported in the media include those technical and operational. Technical may be whether we have supplied a report on time, operational may be whether a test was carried out within criteria such as where we checked reticulation for free available chlorine residual.

Whilst the goal to have safe drinking water is understood, it is unclear how these recommendations will be funded to enable Councils as suppliers to immediately add multiple extra defences to any waterborne contamination.

Collaboration between parties with shared and joint responsibility similar to the Worksafe legislation is endorsed. There is a risk that instead the legislation will impose multiple checkers with still only the supplier funding and doing the work, similar to how we already pay for Audit to check our Annual Plans and Reports.

It does highlight the prudence of Council in deferring \$3m of stormwater works from the draft Long Term Plan, to provide headroom for any additional investment into water and wastewater.

Pahiatua Street Lights

We have experienced repeated difficulties in Pahiatua over more than a year in respect of street lighting faults, their repair and communication response. Contact Energy has investigated the process of reporting faults to Power Co and the action of repair.

They have noted that there are recurring network faults affecting Pahiatua street lights and difficulties in reporting and feedback. Contact Energy recommend that Council formally make a complaint to Utilities Disputes Ltd, formerly known as the Office of the Electricity and Gas Complaints Commissioner, to initiate a formal process of review. In the meantime, Contact Energy have modified their internal operations to handle faults passed to them by our Tararua Alliance Team to ensure that action on faults is taken without unnecessary delay. The concern remains that the quality of the electricity infrastructure in Pahiatua needs an independent review, and that communications between any user or the public and the lines company should be streamlined in a responsive way.

CouncilMARK

Tararua has been accepted into the CouncilMark programme for the first quarter of 2018-19. This aligns with the objectives set in my Chief Executive's agreement for the year, to enable external assessment of both governance and operations in delivering Council's vision. The costs are likely to be \$15,000 plus the staff time for reporting, which is within budget.

Council's Building Consent Accreditation Assessment

IANZ have completed their review of Council's Building Consent Authority during November 2017, and based on their exit interview, will be recommending renewal.

There will be some non-compliances we have to address, which relate to processes and documentation that the staff proactively identified through the "pre-Audit" research. Overall, the Building team deserve credit for how efficiently Consent Applications are handled from receipt through to final Code of Compliance issuing.

A risk the Assessors raised is how Council balances the wish to be enabling (helping applicants navigate the complex documentation needed), and not take on un-insured risk (that relates to who provides advice and is liable for the application documentation).

Council's Drone – Surveying and Infra-red

The time savings created by the Drone capability has already recouped the capital investment for the larger drone and the cameras. It was used recently by the operator at a significant fire in Pahiatua that hit national news, to identify residual hotspots, and the images within the Alliance section of the staff report, shows how it enables safer surveying of capital projects for significantly lower staff time.

Health and Safety

MWLASS Health and Safety Group

We have compiled a list of Tararua sites for asbestos surveying and are working on creating a risk framework for prioritisation. Once a priority list is drafted this will go to staff for consultation. MWLASS member councils have been provided with an asbestos management template which we are reviewing for use at TDC.

Contractor Management

Sandy Lowe and Peter Sinclair are working with Thane Young, Zero Harm Officer for Downer NZ, to perform some auditing on contractors. This is part of an initiative to streamline our processes with the Alliance.

In addition to this, a planned Audit Calendar is being produced to ensure all contractors are measured and reviewed regularly and seen to be actively engaging with their policies and procedures.

Health and Safety Committee

The health and safety committee has been reviewing hazards and implementing controls that will impact safety culture on a day to day basis for TDC.

A highlight of this, has been reviewing training, information and PPE provided to lone workers. This has resulted in additional personal locator beacons being purchased, a how to video provided to staff, and at a staff meeting, Thane Young discussed two critical risks; working alone and contractor management. He gave an example of each from Downer that resulted in learnings for their business. This has opened up the conversation with all staff and we have received very positive feedback.

The committee has also worked on a staff survey that will be rolled out early December. We are hopeful the results of the survey will help us create a strategic plan for the 2018/19 year in line with staff expectations.

Training

31 staff members have participated in Risk – Personal Safety and Conflict Management training. The purpose of this training is to provide staff with the confidence and competence, to manage personal safety and conflict incidents during the course of their work.

Incident Investigation (Including Near Miss) and Reporting

No incidents have been reported for this month.

Tararua Alliance

Executive Summary

Construction season is well and truly underway, supported by the settled weather, keeping Alliance very busy. Our Planning Team are finalising programmes and designs for this summer, plus looking to next year and beyond (including out to 2048 for the Asset Management Plans and Infrastructure Strategy as part of the Long Term Plan!). The Delivery Teams are taking advantage of the improving weather and are working across the district completing maintenance and renewals programmes, and the Performance Team is continuing to monitor budgets, customer requests and satisfaction levels, and actively look for potential areas for improvement.

We have received some great informal feedback regarding the Transportation Activity Management Plan submitted to the NZ Transport Agency, saying it was “best in class” and a model example for rural authorities. Our submission to the 2018-21 Land Transport Programme has been given a pass mark, ensuring Council’s road expenditure subsidy is secured.

Route 52, between Weber and Wimbledon, was a topical issue at a recent meeting with Herbertville residents. The business case to support the capital project proposed in the Long Term Plan is progressing, with an Investment Logic Mapping (ILM) workshop involving stakeholders held recently. The workshop was a chance to document all of the issues from the various stakeholder groups, and to condense and formalise them into strategic problem statements. In the meantime, maintenance repairs and resurfacing will be carried out before Christmas with a view to making the road safe over the Christmas holidays.

Zero harm and ensuring the health and safety of our staff and our subcontractors remains our highest priority. Far too many people will not get to spend Christmas with their families due to workplace accidents and incidents - something we will do our utmost to prevent. Periodically, Zero Harm Advisors from the wider Downer business will assess various worksites to ensure; processes are being followed, practices are appropriate, and Personal Protective Equipment (PPE) is being utilised. Our sexton, or grave digging, operation (pictured adjacent) was recently audited. Whilst it may seem like a simple task there is a significant risk of the hole collapsing while staff are excavating, so the correct use of shoring equipment is hugely important.



Through the Tararua Alliance; Council and Downer Zero Harm Advisors are also working together to improve the wider Council’s health and safety processes, practices and culture. Joint safety assessments of Tararua Alliance and other contractor work sites are currently being planned.

Heavy rainfall has again affected the district, although very dissimilar to the storms earlier this year. The week this report was written has seen three days of afternoon thunderstorms causing flash flooding in Dannevirke (Monday and Wednesday), Pahiatua (Tuesday) and Woodville (Wednesday). Thankfully all of the stormwater sumps were cleared a week prior, but the intensity and quantity of the rain still overloaded the stormwater system. This was luckily short lived. Multiple crews patrolled the affected towns monitoring drains, catchpits and other drainage assets to ensure they were as functional as possible.



Main Street, Pahiatua, on Tuesday 28-November



High Street, Dannevirke, on Wednesday 29-November

Planning

Roads

Pavement Renewals

All pavement design investigation for this year's renewal sites has now been completed, including pavement test pits and benkelman beam (pavement deflection) testing. The investigation and subsequent testing has highlighted deficiencies with many of the existing information, including shallow pavements, very deep surface layers, poor quality basecourse, and soft subgrades. This is hugely valuable to know, so we can address the issues appropriately on a site specific basis and ensure the lives of new pavements are maximised. Several pavement samples are also currently being tested to determine whether pavement stabilisation would be a cost effective solution. Once designs for this year are complete, we will begin looking at 2018/19 sites with a view to getting one year ahead and improve efficiencies. The pavement and surfacing forward works programme for future years is currently being validated. Once complete, some sites will be added to the maintenance programme for drainage works such as high shoulder removal and clearing of surface water channels.



Test pitting in Miller Street, highlighting very deep surface layers



Minor Improvements

Designs have been finalised for the Miller Street realignment, just out of Dannevirke which has now been handed over to the Delivery Team for construction. The project involves realigning the S-bend, giving a better approach to the bridge, and improving the superelevation transition between curves. The site has been the location of a number of vehicle accidents in the past due to loss of control.

Flood Damage

Route 52 Washout

Additional survey of this site was recently completed, to update the stormwater analysis that will be used to determine the size and set up of the new culvert. We currently plan to have designs finalised before Christmas. The temporary road is open to all traffic including truck and trailers units.

Pahiatua-Pongaroa Road – Retreat

The design for the retreat on Pahiatua-Pongaroa Road (pictured adjacent) is now complete. The design will involve realigning a 400m section of road past two dropouts that occurred during the last storm event. The retreat option was preferred as it was a similar cost to the retaining wall option, and had the added benefit of improving the current alignment, widening the seal and removing the risk of future dropouts affecting this section of road. Construction is planned to begin early in the New Year.



Blairgowrie Road Dropout

Options are being assessed for a 200m section of Blairgowrie Road (pictured), near the Garfield Road intersection, where two dropouts occurred during the last storm event. Survey and concept design work is being carried out for a retreat option, which would be preferred over retaining walls due to reduced costs and further road improvements from widening.



3Waters

Renewals Planning

With road pavement and surface renewal programme validation almost complete, our next focus will be to analyse and align the 3waters renewals programme against it to ensure consistency and efficiencies in programming and planning of physical works.

The Sewer Line Rapid Inspection Tool (SL-RAT) (pictured) has again been utilised to inspect the wastewater reticulation assets – this should not be confused with rats in sewers! Inspections take 3-5 minutes to complete and are an effective and efficient method to assess a large portion of the wastewater reticulation network, then used to develop the more detailed CCTV inspection programme. By focusing on the worst pipes first, inspection efforts are reduced and the value from them is maximised.



Asset Data Improvement

Validation of the water, wastewater and stormwater reticulation asset inventory continues. An example of water asset data before and after validation is shown below, highlighting the extensive changes which will inform maintenance programmes, emergency works and long term planning. More than 5,000 asset inventory records have been added to Council's database over the past twelve months.



Water Asset Inventory Pre-Validation (Nov-2016)



Water Asset Inventory Post-Validation (Nov-2017)

Projects

Pahiatua Main Street Upgrade

Procurement of the Landscape Architect and 3Waters Infrastructure Designer is very near complete, following an extensive and valuable procurement methodology. Three very good tenders were received for this and the team is looking forward to working with the successful tenderer. Through Council's communications team, initial community engagement has begun. A website (www.pahiatuatownupgrade.nz) and exciting video have been developed to get people thinking and we look forward to reading through all of the feedback received to date.

Saddle Road Upgrade

The team continues involvement with the Saddle Road Upgrade Project, where Stringfellows are making good progress on Site 4 near the summit (pictured adjacent). Approximately two-thirds (or 20,000m³) of the earthworks have been completed since Labour weekend, and is planned to be completed before Christmas.



Truebridge Associates have been engaged to carry out the legal boundary surveying on the realignment sites, which is now underway.

An excavator with full 3D machine control is being utilised on site and is proving to be of huge value. Increased volumes of material are being moved at a higher quality, with the design able to be loaded into the excavator's computer. It also has safety benefits, with height limits able to be set on the excavators arm while working under power lines.



The retaining wall at the dropout on the Woodville side of the hill (pictured below) has also begun. The construction is planned to take place with little to no disruption to the traffic lanes.



Woodville Shops – Vogel Street Stormwater Upgrade

Letters have been circulated to affected property owners, providing an overview on the proposed project and inviting them to attend an initial meeting to discuss the project in detail. The Property Group has been engaged to assist with legal aspects and formalising of easements. It is anticipated that all property owners will be consulted before Christmas with the hope that consensus and cooperation is achieved in order to commence physical works towards the end of the construction season in March or April 2018.

Urban Stormwater Upgrades and Stormwater Modelling

With a draft report received in November, the document is currently being reviewed by Alliance staff. While Council's proposed capital concept options were modelled and assessed against their individual performance and benefits with regard to ponding levels and flood risk both upstream and downstream, this returned mixed results. Opus has developed these concepts further and also proposed several others that are currently being investigated, estimated at a high level and validated in the field.

Some short term smaller upgrades are currently being planned for completion in this financial year. Namely in the Pahiatua and Woodville schemes where we have identified relatively simple projects that will provide the most community benefits at a relatively small cost.



Council Long Term Plan

The team has been hard at work over the past few months developing the Transportation Activity Management Plan, and Water, Wastewater and Stormwater Asset Management Plans (AMP) for both the Council Long Term Plan process and also the 2018/2021 Land Transport Programme. Expertise has been utilised from the wider Downer Asset Management and Communications teams to produce a Transportation Activity Management Plan that has had very positive feedback from the NZ Transport Agency in the initial review process. This has been a huge benefit; being able to gain knowledge and contributions from a great team of people that would otherwise have been inaccessible. The 3Waters AMPs are being finalised by Council and Alliance staff and will be reviewed by Audit in the coming weeks.

Delivery

Roads

Maintenance

With Christmas just around the corner, our crews are extremely busy completing various maintenance activities across the network. Staff have been predominately focused on completing the pre-reseal repairs programme in time for the resurfacing, which is now scheduled to start in late January. This has included pavement and surfacing maintenance, and drainage maintenance. Significant drainage works including removal of high shoulder (the build-up of material on the road edge preventing water from running away) and clearing surface water channels.

Higher temperatures in mid-November resulted in 'bleeding seals' being seen around the district (and wider North Island). This typically occurs at the start of summer, when the bitumen becomes soft, rises and sticks to tyres causing unsightly tracking. Our teams were quick to respond to this, applying loose chip to isolated affected areas.

We have taken advantage of the relatively settled weather recently and invested in our unsealed network, reducing the number of customer requests being received. This has included applying additional maintenance metal on the roads, to restore the road's wearing course, and lime in isolated areas to reduce dust nuisance. This has been great to complete, before the (hopefully) dry summer months when working on unsealed roads is not considered best practice. One of the two graders will now be utilised on pavement rehabilitation sites, with the other continuing to grade unsealed roads on an as required basis to restore the road's surface and shape.



Stabilised pavement maintenance patches being completed on Route 52



High shoulder removal completed on Castle Hill Road

The first round of roadside verge mowing is nearing completion across the district's sealed roads. A subsequent mow is planned to begin immediately after the Christmas break.

With the Planning Team, we have recently reviewed the cyclic patrol function with a view to improving effectiveness. Patrolman will now travel the entire network, with the specific road's frequency based on its classification, completing cyclic activities in a more formal and structured method. This will be monitored via GPS to assess efficiency and will enable us to advise customers of when their road will next be patrolled when customer requests are lodged.

Renewals

Our construction team has a large programme ahead of them consisting of pavement rehabilitation and minor safety projects. The first pavement rehabilitation site, on Weber Road near Weber, is close to complete having been recently surfaced (pictured adjacent) by our internal surfacing team and only minor works are left to complete. This site included a slight realignment of the road and the installation of deep subsoil drains to minimise future maintenance needs. The team is now concentrating on Smith Road and Te Rehunga North Road with a current plan to complete these before the Christmas break.



Road Name	Start RP	End RP	Length	Planned Construction
Weber Road	30255	30884	0.63km	Oct-Nov 2017
Smith Road	4703	4977	0.27km	Nov-Dec 2017
Smith Road	1153	1649	0.5km	Nov-Dec 2017
Top Grass Road	12956	13274	0.32km	Jan 2018
Miller Street (Realignment)	1500	1700	0.2km	Jan-Feb 2018
Te Rehunga North Road	2776	3527	0.75km	Jan-Feb 2018
Miller Street	784	887	0.1km	Feb 2018
Mangahei Road	3890	4750	0.86km	Feb-Mar 2018
Route 52, 84 Section	525	919	0.39km	Feb-Mar 2018
Coast Road	3607	4020	0.41km	Feb-Mar 2018
River Road (Akitio)	5574	6083	0.51km	Mar-Apr 2018
River Road (Akitio)	14580	14925	0.35km	Mar-Apr 2018
Mangatuna Road	4870	5080	0.21km	Apr-May 2018

2017/18 Pavement Rehabilitation Programme

Other Projects

Emergency Work

Emergency work is still progressing well. The repairs to Riverdale Road, which involves the construction of a large concrete retaining wall, is underway and planned to be completed by Christmas. The road will be closed to all traffic while construction is being completed and we appreciate everyone's patience while this occurs.



Work continues at the washout on Route 52, between Alfredton and Tiraumea (pictured). Excavation of the historic collapsed culvert, located approximately twelve metres below the surface of the road, is nearly complete and we are working with the Planning Team to progress final designs of the long term solution. Works are expected to be completed in March and the temporary road is available to provide access to all vehicles during this time.

Repair construction on other flood damage sites, including those on Pahiatua-Pongaroa Road and the dropout on Route 52 between Weber and Wimbledon, will commence in the New Year.

3Waters

Maintenance

Reactive maintenance work has been steady, with 110 customer requests responded to during the months of October and November. This included 34 toby replacements, 13 water lateral leaks, 2 watermain leaks, 2 meter / manifold replacements, and 4 sewer blocks.

There has been a recent noticeable increase in the number of customer requests relating to water. This is not unexpected for this time of the year, as the ground dries and shrinks making leaks more noticeable to members of the public.

Some emergency repairs completed include;

- A watermain damaged by a fencing contractor near Easton Street in Dannevirke.
- Replacement of a fire hydrant in Barraud Street, Dannevirke, which was not functioning effectively.
- Replacement of a short section in Julia Street, Pahiatua, identified as requiring urgent intervention during a routine CCTV inspection.

There is still a focus on moving to more proactive maintenance, to eventually minimise the number of customer requests and to extend the lives of Council's assets. Recently, sluice valves across the district were exercised to ensure they are functioning effectively. Flushing of dead end watermains has also been completed, although the recent water restrictions implemented in Pahiatua and Woodville have put a temporary halt to this. Dannevirke and Eketahuna have been completed.

The open drains in Dannevirke, Pahiatua, Woodville and Eketahuna have also recently been sprayed, to ensure vegetation growth does not affect their capacity.

Renewals

Installation of the new watermain in Sedcole Street, between George Street and Tiraumea Road in Pahiatua, is complete and the new pipe is now live and in service. Renewal of a sewermain in London Street, between McCallum Street and Denmark Street in Dannevirke, is now being completed.

A number of faulty water meters have also been replaced recently. Meters have been identified as not reading correctly as part of the water meter reading activity, and have been compiled into a replacement programme.

Other Projects

New water, wastewater and stormwater connections have been installed at new dwellings in McKay Place and McCallum Street in Dannevirke. A new wastewater connection has also been installed in Tudor Road, Pahiatua.

In October assistance was provided to the Plant & Property Team with the Pahiatua Water Treatment Plant. Connections were installed for the UV unit being installed, with before and after photos shown below.



Before and after photos of the connections installed in preparation for the UV plant, complete with non-return valves, isolation valves and thrust blocks

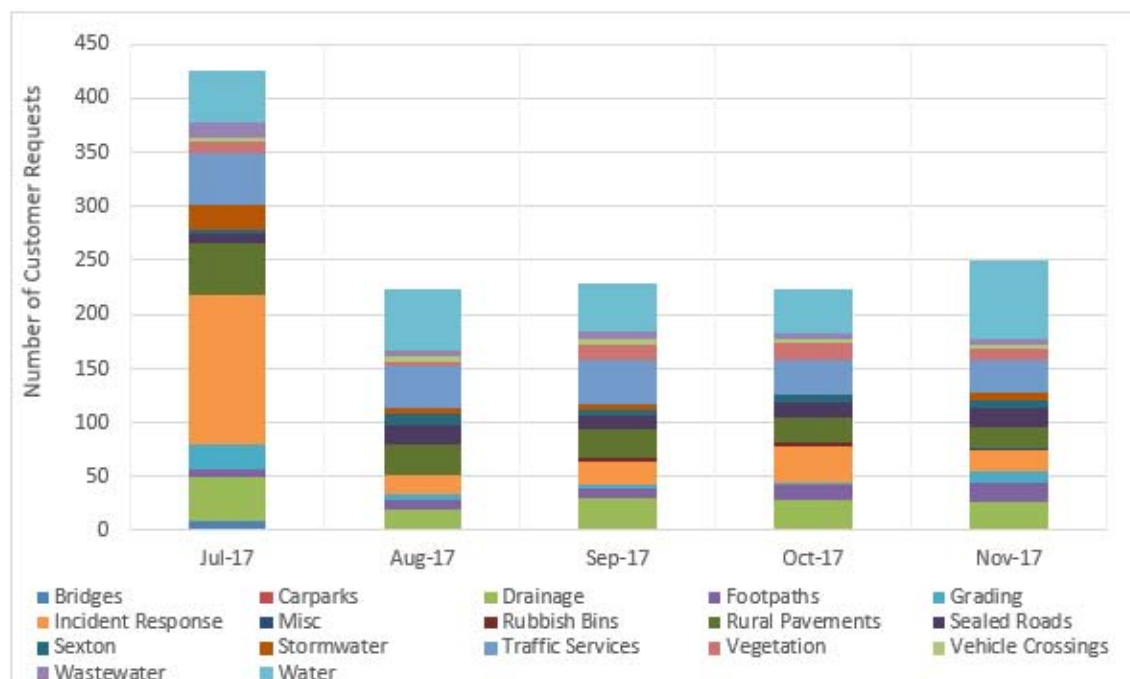
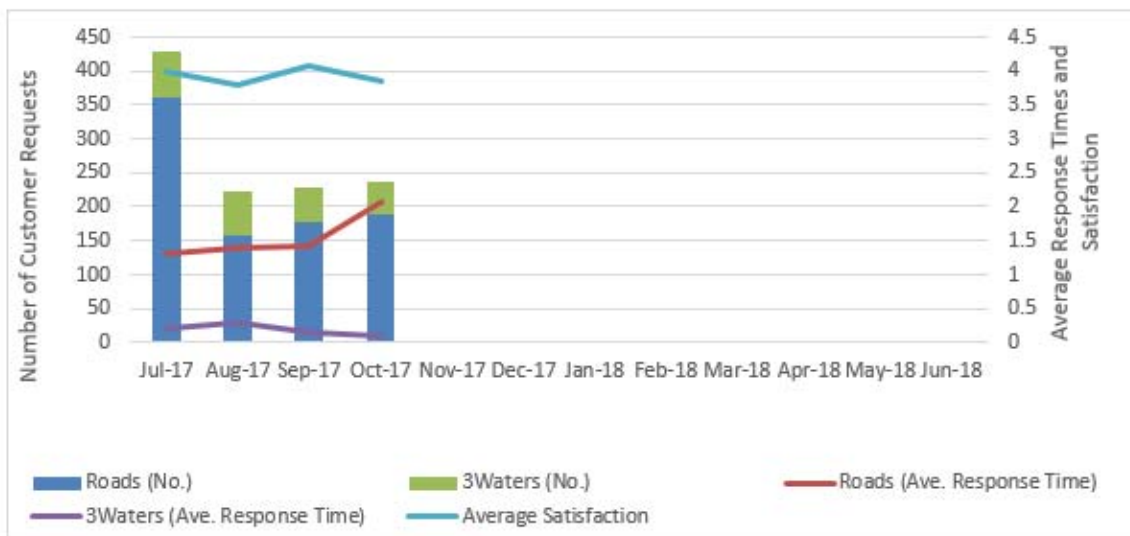
Recent CCTV inspections have been focused in Pahiatua, with a view to completing the town's wastewater pipes by the end of November. Before starting in Dannevirke, the SL-RAT is being used as a quick way to prioritise the inspection programme. Armed with this information, an informed decision on what pipes to concentrate our efforts on first can be made.

Performance

Customer Management

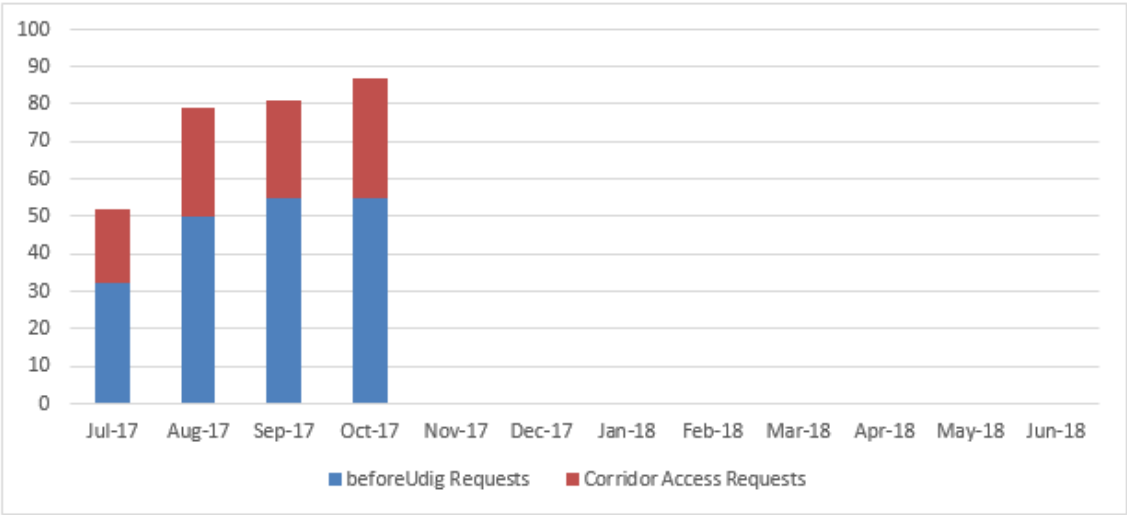
Over the month of October we received 189 customer requests for roads and 48 for 3 Waters. Customer request response times continue to be well within the five day requirement, with a month average of 2.1 days for Roading and 0.1 days for 3Waters.

The customer satisfaction score for October was 3.9 out of 5, slightly down from the previous month. Common themes adding to dissatisfaction are regarding outstanding flood damage sites (i.e. Riverdale Road) and the ongoing street light outages in Pahiatua (which are not a Council issue and are being resolved by Contact Energy and PowerCo).



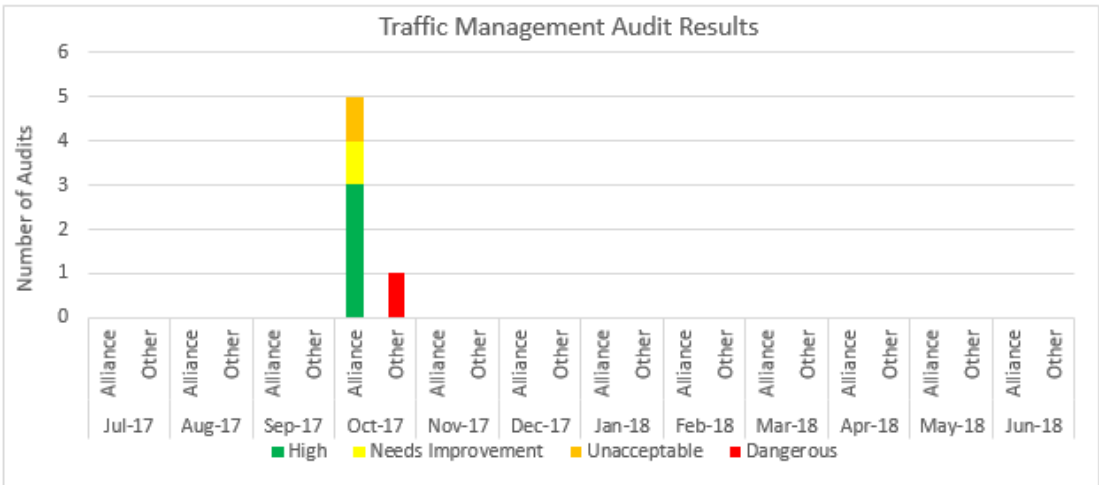
Corridor Access Requests

32 Corridor Access Requests (CAR) and 55 BeforeUdig requests were submitted during the month of October. Our staff continue to spend a lot of time educating individuals on industries processes and requirements, including the need to submit a CAR and/or traffic management plan. This is particularly the case with those carrying out work on private vehicle entranceways. As we continue to educate stakeholders we expect the resource requirement for education will reduce, however this may take some time.



Traffic Management

Six temporary traffic management sites were formally audited during October; five Tararua Alliance sites and one third party contractor. Most of the Alliance sites were well managed, with relatively minor corrections/improvements required, and our expectations on our own sites remain high. Unfortunately a third party contractor was found to be working in road reserve, including on the live lane, in a dangerous manner and without the required approvals in place. The site was closed immediately and we worked with the applicant to ensure all requirements were met before the site was re-established.



LED Streetlight Upgrade

Our application to the NZ Transport Agency for LED streetlight conversion has now been approved. This is will be predominantly in Dannevirke, as most of the other townships were converted in previous years, and will complete the district's transition to LED streetlights. We expect this will generate cost savings through reduced energy, maintenance and renewal needs.

We are validating the streetlight asset inventory and confirming quantities of remaining non-LED lights requiring upgrade. Procurement of both the lights and installer is also progressing and will likely be formalised early in the New Year.



Performance Dashboard

	KRA	Name	Frequency	Comments	
RESULTS	PEOPLE RESULTS	Alliance Team Safety	Monthly	46 Safe Behaviour Observations (SBO) were undertaken in October against a target of 40	✓
		Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0	✓
	CUSTOMER RESULTS	Timely Communications	Monthly	100% of all CRMs received were responded to on time during October	✓
		Effective Communication	Monthly	Average feedback score was 3.9 out of 5	✓
		Minimise Operational Impacts	3 Monthly	2 compliments received for month of October. No reported complaints	✓
	SOCIETY RESULTS	Compliance with TMP	Monthly	6 traffic management audits were carried out during October. One non-Alliance site was assessed as 'Dangerous' and shut down	✓
		Zero Harm – Environment	Monthly	Site safety audits results have all been to an acceptable high standard.	✓

Non-Financial Performance

Description	Detail	Unit	Oct-2017
Alliance Team Safety	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.	47
TMP Compliance - Alliance Sites	Total Audit Score	No.	94
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	4
	Total No. Sites Audited	No.	5
TMP Compliance - Non-Alliance Sites	Total Audit Score	No.	60
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	0
	Total No. Sites Audited	No.	1
Overall Standard	Total of All Sites Audited	No.	6
	Total Non-Compliant Sites	No.	0
Effective Communication	Total Number of Customer Surveys	No.	23
	Overall Feedback Score	Index	3.9
	No. Scoring Below 3	No.	5
Timely Communication - 3Waters	Total Number of Three Waters CRM Received	No.	48
	Average Completion Time	Days	0.1
	Total Number of CRM open	No.	0
	Number completed within target	No	48
	% Target	%	100%
	% Carried to following month	%	0%
	% Completed on Time	%	100%
Timely Communication - Roding	Total Number of Roding CRM Received	No.	189
	Average Completion Time	Days	2.1
	Total Number of CRM open	No.	0
	Number completed within target	No	187
	% Target	%	99%
	% Carried to following month	%	0%
	% Completed on Time	%	99%

Plant and Property Group

Group Summary

Asset Management Plans have been a major focus over the last six weeks. This includes updating risk improvement plans, information tables on assets, providing explanations around key issues and how these will be overcome; as well as ensuring the budgets that we have are adequate for what is required in terms of upgrades/renewals and continued maintenance support to meet levels of service, around the district.

The emphasis for the plant and property group is on demonstrating compliance with external measures. The team is looking at technology used by other Council to ensure all compliance requirements are recorded, whether alerts for working safely, or when we measured residual chlorine levels. We will be visiting Hastings District Council and meeting with some of their compliance staff to discuss any initiatives or processes that were implemented after the Havelock North incident in the hope of applying similar practices to our current systems to ensure a resilient, multi-defence system is in place.

Tempestuous weather conditions around the district have proved to be trying for staff. From thunder storms and flash floods affecting the infiltration into the wastewater ponds to hot dry weather, and rapidly dropping river levels meant the need to enforce a total hosing ban in Woodville and Pahiatua. It has been indicated that there are some residents and businesses who are misusing water and going against Council's enforcement and these will be followed up accordingly. Total hosing bans are also now in place for Norsewood and Akitio.

A Working Party meeting between Council, Ngati Kahungunu and Rangitane Iwi has been scheduled for 11 December 2017 to discuss the current and future cultural and environmental effects of the Woodville Wastewater Treatment Plant.

Overview of District Water Treatment and Projects

Pahiatua Reservoir Site

The power will be shifted the week beginning 11 December 2017 at the Wakeman Street site.

The vertical alignment of the track has been completed, there is still some metalling that needs to be done.

Staff had a Skype meeting (at the time of writing this report) with Tasman Tanks designers to discuss wind loading, construction programme and timelines for the new reservoir. There is some debate on the cost risk for higher wind-loading and time elapsed post progress payment given the terrain for the new site.

Woodville

The contractor is making excellent progress with the earthworks on the structural wall, but we are now in a position where the ground is heading towards being too dry for excavation. We may need to start watering the area so that suitable ground compaction can be met. The drone will be flown over next week and this will give an indication as to cut and fill quantities.

Eketahuna Extraordinary Users

Meetings on site with property owners and Tararua Alliance staff have been held regarding the final location for new connections.

Pahiatua Kliptank

There is now water drip feeding into the Pahiatua Kliptank from the bore supply, and we are talking with Fonterra over boosting our supply from theirs via tanker.

Akitio

Akitio Treatment Plant has arrived in Dannevirke. The Scada component will be fitted before heading to Akitio for installation in the New Year, after the holiday period has passed.

Overview of District Wastewater Treatment & Projects

Dannevirke Membrane replacement

The first treatment compartment of membrane replacement has been completed and is in the process of being commissioned by GEM Membranes.

Community Assets and Council Property

Reconfiguration of Ruahine Flats, Woodville

Staff are meeting with the designer on 6 December to go over the proposed plans for the reconfiguration of the flats.

Eketahuna Camping Ground Additional Toilets

The additional toilets have now been completed. A final inspection needs to be undertaken, however, the toilets are now operational.

Dannevirke Camping Ground

The two new cabins will be installed by the end of next week (15 December).

Fountaine Square, Woodville

New playground equipment has been ordered and the installation will begin in the week beginning 11 December 2017.

Dannevirke Library and Pahiatua Buildings

The Dannevirke Library, Pahiatua Service Centre, Library and Town Hall all incurred minor storm damage from the recent downpours. The damage occurred due to an overflow of internal guttering. All guttering needs to be sealed properly and this will be programmed as soon as possible.

Exterior Painting

We have completed the procurement process for the exterior preparation and re-painting of seven Council facilities. The successful tenderers were Murray Ross Decorators and Smooothedge Decorators. We have received all the relevant documentation including programmed work schedules and site specific health & safety plans, which are currently being reviewed. It is anticipated that the works will commence the week beginning 11 December 2017.

Swimming Pools

All swimming pools are now full and getting ready to open for the summer months. They will all be operating on the Scada system so that water control and monitoring can be done remotely.

Eketahuna Pool Replacement

The Committee met with Council to discuss the replacement of the old pool. The Committee is well on their way to finalising plans for the replacement and are about to apply for a building permit for the work.

Strategy and District Development

Visit from NZ Defence Force

We became aware of an opportunity and have requested a visit to Tararua District Council by helicopters of the Royal New Zealand Air Force (RNZAF). The New Zealand Air Force would also like to conduct simulated target training prior to the Dannevirke in-town landing on the afternoon of Thursday 14 December

The helicopters may include a NH90 (New Zealand's premier and largest Defence Force helicopter) and a smaller A109LUH. These are intended to provide a static display for Council staff and to allow RNZAF staff to brief Council staff on the capabilities the RNZAF might be able to provide during a Civil Defence response, and will be a spectacle for the public.

The landing site and details are still being confirmed but we are honoured that it will coincide with one of the final flights by Squadron Leader Ron Thacker, before his promotion. SQLR Thacker is married to Barbara Thacker, business analyst in our IT team contracted to Master Business Systems. We have always been proud to have this personal association with the NZ Air Force.

We note that the Tararua District Council is responsible for managing the civil defence response over a large portion of the South East North Island, and recent CD events (including earthquakes, tsunami warnings and the closure of the Manawatu Gorge) have highlighted the potential benefits of using helicopters in support of a Civil Defence response.

Wai Splash Community Pool 20th Anniversary

The pool facility is celebrating its 20th anniversary on Sunday 10 December 2017 with an open day, including sponsored free use of the facility for both children and adults, a free BBQ, use of the big blow up toys and other fun family activities. This milestone is a major achievement for the pool, Trust and the strong community support over all the years. This effort has been from the initial funding and building of the facility to the ongoing challenges of running the operations with the benefits now experienced by a generation of people.

More asset upgrades will be necessary in the New Year with the refrigerant system of the facility heating system now banned from import. In addition, the facility does not meet disabled access and emergency lighting standards and it is hoped that these matters will be addressed over the next 12 months.

The audit of the Annual Report to 30 June 2017 has gone smoothly and is nearing completion. The expected modified audit opinion is to be issued relating to the same receipting system in 2016, which was replaced in June 2017 and is not expected to affect the 2017/18 audit results. Audit New Zealand also required the Trust to make careful consideration of the going concern basis for the Trust statements and for assurances to be made by Council of its ongoing financial support to the Trust. There has been a proposed leap in audit fees that is proving challenging and this remains a matter of discussion with the Auditors and the Trust.

IT

- The Council's inter town fibre between Dannevirke and Pahiatua has now moved to the new 10 Giga bits per second network. This is 100x faster than an ultrafast 100Mbps fibre.
- The two new firewalls are being prepared for installation.
- The library network is being upgraded this week.
- The Council Chamber new network controls continue being trialled.
- A review of our Citrix remote access system has been completed and modifications will now take place to improve its performance. This is a crucial system for our Council's remote operations and a key element of our business continuity plan.

Strategy

EV Charging Stations

The Woodville Electric Vehicle charging station is working well and signage will be in place before Christmas. Construction of the Dannevirke charging station located off Gordon Street in the car park will be completed by Christmas.

Woodville Walkway

A survey of the new proposed walkway from Woodlands Road through to the old Gorge Cemetery will take place before Christmas to assist with planning of the walkway.

MW LASS

Archives Central and Debt Management Central continue to be the major joint operations being delivered by MW LASS. The joint insurance placement has just been made with the wider group of councils.

Four priority projects for 2018 have been identified and approved by the Board as follows:

- Shared Financial Systems
- Regional Capability (Shared HR Sub-project)
- Hazardous Activities and Industries List (HAIL)
- Earthquake Prone Buildings

PacificTA Programme

The PacificTA programme to provide technical assistance to local government in the Pacific through Local Government New Zealand and Ministry of Foreign Affairs and Trade is underway. A follow up review of progress on rating and finance management with the council in Port Vila is being planned for early January 2018, and Peter Wimsett has been asked to assist.

Economic Development and Communications

Economic Development

NZ China Mayoral Forum

The team has been busy assisting the Mayor and Deputy Mayor prepare for the NZ China Mayoral Forum in Wellington on 3 & 4 December. Business cards and a promotional booklet on the Tararua District have been translated into Chinese and Tracey has organised some beautiful pounamu gifts for presentation to the Chinese Mayors. With more than 12 Chinese cities represented, this is a fantastic opportunity to help inform Council on whether to develop a formal Asia Strategy for the future.

Business

Innovate Competition 2017: Winners Announced

Mark and Angela attended the finals for the Innovate Competition. The Top 6 Finalists gave their final pitch to the judges and the winners were as follows:

- Innovation Competition 2017 Winner - Paul Simpson, StockTrim
- CQ (Collective Intelligence) Scholarship - Stephanie Buckeridge, The Scrub Collab.
- Sainsbury Award for \$1000 - Stephanie Buckeridge, The Scrub Collab.

We are extremely proud of the two finalists from the Tararua District:

- **Stephanie Buckeridge**

The Scrub Collab - handmade, chemical-and-nasty-stuff-free body scrubs. Stephanie is a young entrepreneur, local Massey graduate and will really benefit from Innovate.

- **Rachael Farrell**

A web based directory and information service providing practical guidance and care ideas for those coping in the first days after a death. Rachael is from Dannevirke and after experiencing this first hand, she decided to do something about it - to help those in need and her community.

Settlement Support

Following a request from MBIE, Mark has introduced Kiwi Lumber to Tararua REAP to assist with settling 3 families coming to Tararua from Samoa. Assisting families to settle into new communities assists with retention.

Workshops and Training Opportunities

- **Digital Marketing**

This free seminar was presented by Yellow. Two presenters explained what Yellow can do for businesses in the digital field and gave some information about how to better utilise Facebook to promote a business.

Number of workshop attendees: 30

Geographic Statistics (1 July 2017 – 30 June 2018)

Business assistance provided by the Tararua Business Network in the 2017/2018 financial year.



Marketing

The Great Eketahuna Cheese Festival

Mark has engaged an Events Manager to provide assistance to a group seeking to establish *The Great Eketahuna Cheese Festival*. To be held for the first time in May 2018, there is potential to grow this event in future.

Woodville Motocross

Mark has met with the organisers of the 2018 Woodville Motocross. They are keen to grow the event and discussions are underway on how we can support this.

Community

Civil Defence Training

Three of the team attended a two-day Intermediate Level Civil Defence training in Whanganui. The course was highly informative and a good insight into how an EOC might operate in an emergency.

Community Event Assistance

Independent, Community Group or Organisation	Event	Assistance Provided
Dannevirke Wheels Club	Wheels with Attitude	Alteration to existing design and printing of DLE handouts
Gallery of History (Terry Hynes)	None	Assistance with Resource consent
Dannevirke High School	DHS Yr 13 Leavers	Gifts

Communications

Pahiatua Town Centre Upgrade

A community consultation video was released in November to obtain feedback on high level concepts for the Pahiatua Town Centre Upgrade. A brief online survey was linked to the video to gather feedback and over 200 submissions were received.

Norsewood

Meetings have been held with the community in Norsewood to develop plans for a small town upgrade linked to the Long Term Plan.

#10wiseways to Conserve Water this Summer

It's the little things that make a huge difference when it comes to water conservation and Tararua District Council is encouraging our communities to do their part with #10wiseways to conserve water this summer.

We have prepared a number of resources for this campaign, including posters, campaign guides for schools and businesses, and competitions for kids. To learn more about the #10wiseways campaign and the messages around this, check out our website: www.tararua.govt.nz/10wiseways



Emergency Mobile Alert

The Communications Team worked to spread the message about the nationwide test of the new Emergency Mobile Alert system, which took place on 26 November 2017 between 6 and 7pm.

The Ministry of Civil Defence & Emergency Management (MCDEM) is leading the implementation of this nationwide emergency alert channel, the Emergency Mobile Alert.



Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to mobile phones enabled to receive Emergency Mobile Alerts. They can be targeted to areas affected by serious hazards. If you would like to learn more, please visit www.civildefence.govt.nz

Tararua i-SITE Visitor Information Centre

New Staff

Jennifer Clifford who has worked at Dannevirke Info Centre as casual on-call will replace Tricia Gillam as casual – on call at the Tararua i-SITE. Jennifer has commenced training.

Woodville Motorhome Rally (Labour weekend)

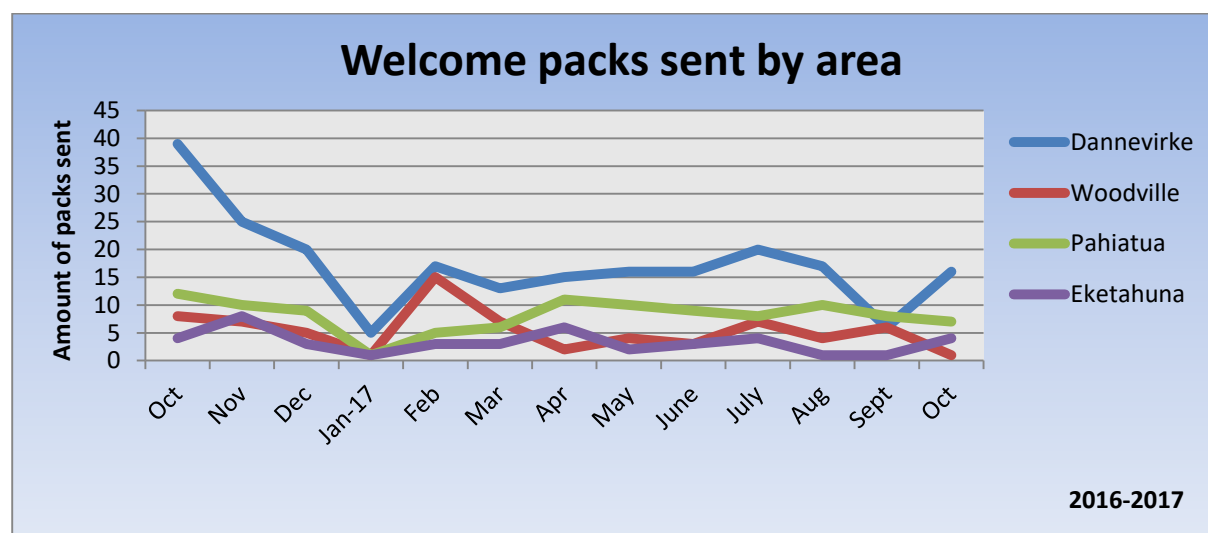
150 welcome packs were provided to Motorhome Rally goers at Labour weekend. The group enjoyed their time in Woodville and visited other areas of the district. A further 30 packs were provided for an additional smaller rally at the beginning of November.

Visitor Guide

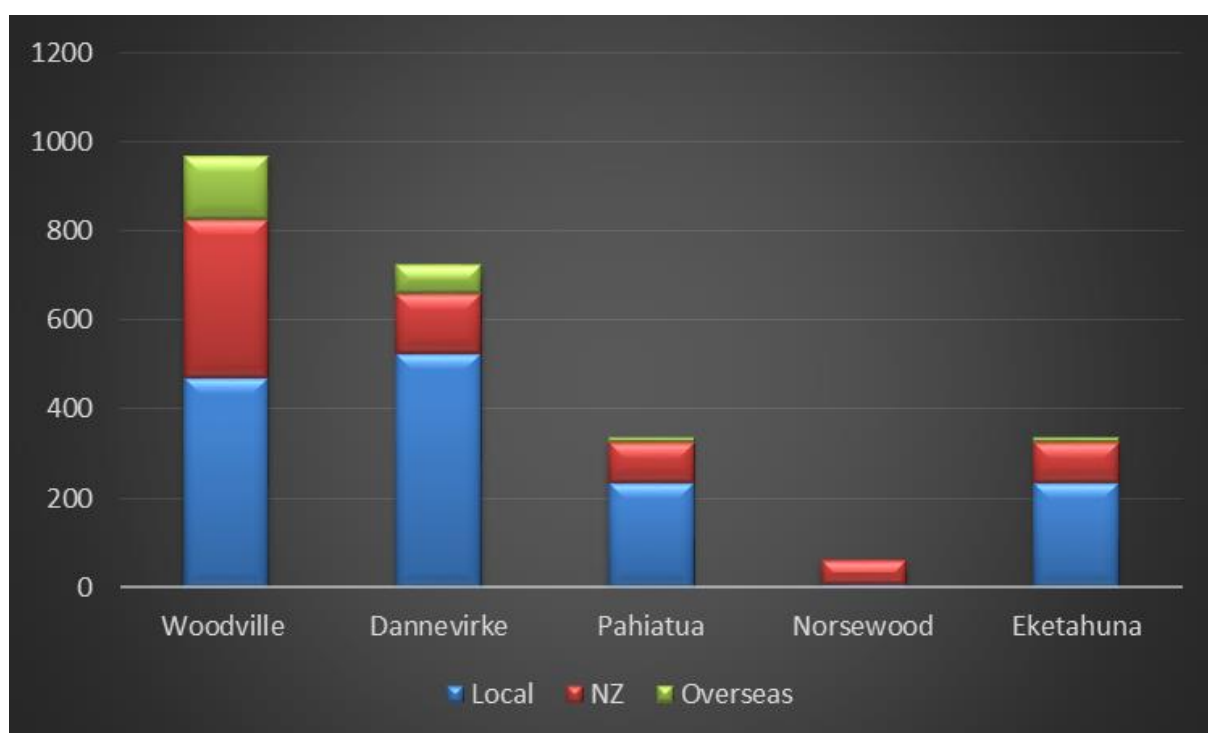
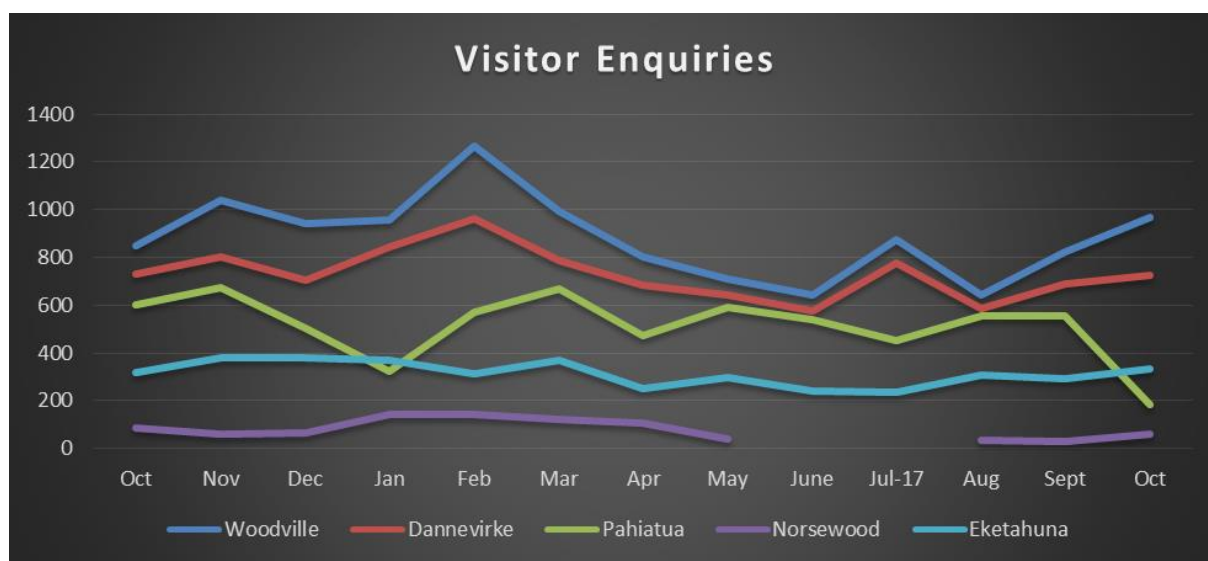
Plans have begun and work is underway to produce a new Tararua District Visitor Guide by Christmas. The guide will go back to the previous format of a DLE booklet with a fold out map.

Welcome Packs

A total of 21 Welcome packs were sent during October 2017, 3 of these were sent outside of the district.



Tararua i-SITE and Information Centre Statistics



Regulatory

Alcohol Licensing

District Licensing Committee Activity

Application Type	Applications Received	Applications Granted	Applications Refused
On Licence - New			
On Licence - Renewal	1		
Off Licence - New			
Off Licence - Renewal			
Club Licence - New			
Club Licence - Renewal			
Manager Certificate - New	1	1	
Manager Certificate - Renewal	6		
Special Licence	5	4	
Temporary Authority - On			
Temporary Authority - Off			
TOTAL FOR MONTH	13	5	
TOTAL FOR YEAR (from 1 July)	64	32	

Inspections of Licensed Premises

	Total Inspections	Total Premises	% Inspected
July	3	65	5%
August	2	65	3%
September	9	65	14%
October	13	65	20%
November	15	65	23%
December			
January			
February			
March			
April			
May			
June			
TOTAL FOR YEAR (from 1 July)	42	65	65%

Non Financial Performance Measures Year to Date (from 1 July)

Performance Measures - Alcohol Licensing					
Major Aspect	Level of Service	Performance Measure	2016/17 Results	2017/18 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	Result 92% Target 95%	95%	65%

Animal Control

Short Course, Workshop or Conference Attendance

Two officers have been sent to Wanganui and Rotorua District Councils to obtain work experience and learn from other experienced Animal Control Officers.

One officer attended the Central Districts NZIAM Branch Meeting. Two officers attended the NZIAM national conference in Wellington.

Key Learnings

Investigation and dog identification along with power of entry were among the main topics at conference.

Monthly Dog Pound Statistics

Reason for Impounding	Total for Month	Total for Year (from 1 July)
Roaming	23	86
Unregistered	1	6
Roaming and known to be unregistered	1	23
Rushing		2
Barking		3
Failure to comply with classification - Menacing		
Failure to comply with classification -Dangerous		
Failure to comply with Bylaw		
Attacking - Person	3	6
Attacking – Stock		1
Attacking - Domestic Animal	2	7
Attacking - Protected Wildlife		
Released to Council	1	13
Welfare		10
TOTAL	31	157

Resolution of Impounding	Total for Month	Total for Year (from 1 July)
Returned to Owner	21	92
New Owner/Rehomed	6	37
Destroyed	3	19
TOTAL	30	148

Registration Statistics

Classification	Registered	Unregistered	Total
Dangerous Dog	11	2	13
Preferred Dog Status	369		369
Rural Domestic Dog	1867	46	1913
Urban Domestic Dog	946	100	1046
Working Dog	3223	108	3331
TOTAL	6416	256	6672

Menacing Dogs in the District

Menacing Classification Type	Total
33A(1)BII - Characteristics typical of Dogs Breed/Type	
S33C(1) - Dog of Breed / Type in Schedule 4	81
33A(1)(BI) - Observed or Reported Behaviour of Dog	17
TOTAL	98

CRMs

	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)
Aggressive Dog				1		2		2	5	15
Barking Dog - First Call - Record Only				9		5	8	2	24	128
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED						2	4	3	9	43
Dead Dog							1		1	9
Dog Attack						1	2		3	19
Dog Bylaw Breach										1
Dog Other	1			3		23	17	9	53	276
Dog Welfare Concern							1	2	3	14
Roaming Stock	1		1	1	2	11			16	105
Roaming/ Uncontrolled/ Secured Dog	6	1		5	1	21	10	9	53	210
Rushing Dog				1	1		1		3	7
TOTAL	8	1	1	20	4	65	44	27	170	827

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		
19(2)	Failure or refusal to supply information or wilfully providing false particulars		
19A(2)	Failure to supply information or wilfully providing false particulars about dog		
20(5)	Failure to comply with any bylaw authorised by the section		
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)		
24	Failure to comply with obligations of probationary owner		
28(5)	Failure to comply with effects of disqualification		
32(2)	Failure to comply with effects of classification of dog as dangerous dog		
32(4)	Fraudulent sale or transfer of dangerous dog		
33EC(1)	Failure to comply with effects of classification of dog as menacing dog		1
33F(3)	Failure to advise person of muzzle and leashing requirements		
36A(6)	Failure to implant microchip transponder in dog		1
41	False statement relating to dog registration		
41A	Falsely notifying death of dog		
42	Failure to register dog	7	26
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc		
48(3)	Failure to advise change of dog ownership		
49(4)	Failure to advise change of address		
51(1)	Removal, swapping, or counterfeiting of registration label or disc		
52A	Failure to keep dog controlled or confined	2	16
53(1)	Failure to keep dog under control		
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		
54A	Failure to carry leash in public		
55(7)	Failure to comply with barking dog abatement notice		
TOTAL		9	44

Non Financial Performance Measures Year to Date (from 1 July)

Performance Measures – Animal Control					
Major Aspect	Level of Service	Performance Measure	2016/17 Results	2017/18 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, 2010 and 2023	Result Not measured Target Not measured	Not measured	N/A
		Percentage of calls that involve dog attacks responded to within 2 hours	Result 100% Target 100%	100%	94.7%
	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	Result 8 Target 6	Minimum of 6 articles per year	6
			Result 2 Target 4	Minimum of 4 educational presentations per year	0 <i>Note 1</i>

Note 1: Presentations are provided on an ‘as requested’ basis. Council can encourage schools to receive presentations, but has no power to require this.

Non Financial Performance Measures for Month – Dog Attack

Month	TOTAL CRM's	Responded to within 2 hours (%)
July	5	100%
August	4	100%
September	2	100%
October	5	80%
November	3	100%
December		
January		
February		
March		
April		
May		
June		

Building

Monthly Building Consents Statistics

Consent Time Frames	Total for Month	Total for Year (from 1 July)
Code Compliance Certificate issued	25	131
10 days or Less	5	61
11 - 15 Days	11	46
16 - 17 Days	1	17
18 – 19 Days	1	13
20 Days	0	2
>20 Days	0	2
TOTAL	18	140
Percentage processed within 20 day limit	100%	98.6%
Total Value	\$2,741,438	\$9,029,808
Average Value	\$152,302	\$64,498

Inspection Results Report –	Month	Year to date
No of passed inspections	119	647
No of failed inspection	22	89
TOTAL	141	736

CRMs

	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)
Unlawful Building Works	1							1	2	4
Dangerous Buildings										
Insanitary Buildings							1		1	2
Earthquake-Prone Buildings										
TOTAL	1						1	1	3	6

Swimming Pool Inspections

	Total Inspections <i>Note 1</i>	Total Passed	Total Failed <i>Note 2</i>	Total Removed <i>Note 3</i>	Total Pools	% Inspected
July	10	4	1	5	194	5.1%
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	4	1	0	3	194	2%
December						
January						
February						
March						
April						
May						
June						
TOTAL FOR YEAR (from 1 July)	14	5	1	8	194	7.2%

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

Note 2: The owners of the Pools that have failed have been sent a letter asking that repairs and/or modifications be made.

Note 3: On inspections the recorded pools are no longer present i.e. removed by owners.

CRMs

	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	7	25
Fire Hazards							2		2	2
Illicit Dumping		1	1			6	1	1	8	81
Noise - Stereo/ Drums/ Party - First Call - Record Only						8	14	5	27	74
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED						9	10	9	28	89
Machinery / Vehicle Noise on Private Property - First Call - Record Only										3
Machinery / Vehicle Noise on Private Property - SECOND CALL / ATTENDANCE REQUIRED										1
Noise Other - First Call - Record Only				1		1			2	5
Noise Other - SECOND CALL / ATTENDANCE REQUIRED										1
Overhanging Trees or Projections from Private Property						1	2	2	5	11
Stock Crossings						1			1	7
Wasp & other Pests Complaints						1			1	1
TOTAL		1	3	1		31	29	18	81	300

Non Financial Performance Measures year to Date (from 1 July)

Performance Measures – General Inspection					
Major Aspect	Level of Service	Performance Measure	2016/17 Results	2017/18 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Liveable Communities	Excessive noise complaints will be attended to by council to minimise disturbance to others	Percentage of noise complaints responded to within an hour	Result 95.9% Target 95%	95%	82.6%
Attractive Communities	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	Result 98.1% Target 90%	100%	100%

Non Financial Performance Measures for Month (from 1 July) – Abandoned Vehicles, Fire Hazards, Illicit Rubbish, Overhanging Vegetation

Month	TOTAL CRM's	Responded to within 48 hours
July	22	95.5%
August	33	97%
September	24	100%
October	18	100%
November	22	100%
December		
January		
February		
March		
April		
May		
June		

Health

Short Course, Workshop or Conference Attendance

- Team Leader – Environmental Health and Licensing attended HACCP training for professional development and competency in identifying critical control points in food processing operations.
- Regional Environmental Health Cluster meeting was held at Horowhenua District Council.
- Conflict Management Training.

Key Learnings

- Course content covered how to design a HACCP plan and identify the pre-requisite programmes required for the manufacturing sectors, including National Programmes.
- The Cluster meeting topics included the proposed Verifier Academy content developed for the Ministry, and the development of technical resources being made available to food business operators.
- How to identify situations and manage conflict in a safe way to avoid harm.

CRMs

November	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	5
Hazards Environmental Spill						1		1	2	3
Health Complaint Miscellaneous							2		2	9
Industrial Noise Complaint										1
Offensive Odour										
Poultry Noise										7
Rodent Infestation	1								1	3
Smoke Nuisance						2			2	9
TOTAL	1					3	3	1	8	36

Inspections of Registered Premises

	Total Inspections	Total High Risk Food Inspections	Total Low Risk Food Inspections	Total Food Control Plan Audits	Total New Business Enquiry	Total New Business Registered	Total Business Closed	Total Registered Premises	% Inspected
July	9	0	0	9	1	2	1	146	6%
August	6	3	1	2	0	1	0	147	10.2%
September	8	5	0	3	1	1	0	148	5.4%
October	9	4	1	4	1	0	0	148	6%
November	2	2	0	4	0	0	0	148	4%
December									
January									
February									
March									
April									
May									
June									
TOTAL FOR YEAR (from 1 July)	34	14	2	22	3	4	1	148	26%

Planning

Monthly Resource Consents Statistics

Consent Time Frames	Total for Month	Total for Year (from 1 July)
Subdivision Consents	4	18
Land Use Consents	2	5
Public notified	0	0
Limited notified	0	0
Non-notified	6	23
Number processed within statutory limits (see Note 1)	6	23
Number in excess of statutory limits	0	0
Percentage processed within statutory limits	100%	100%
Average of days taken – Non-Notified Consents	19.5	17.4
Number declined	0	0
Number approved	6	23
Percentage approved	100%	100%

Note 1: Statutory limits are:

- 20 working days for non-notified consents without a hearing.
- 100 working days for limited notified consents with a hearing.
- 130 working days for public notified consents with a hearing.

Hawke's Bay Civil Defence Familiarisation Trip

On Thursday, 16 November 2017, a group of 27 civil defence personnel from Tararua visited Hawke's Bay on a Civil Defence familiarisation trip. The group consisted of two Councillors, Council Staff and Civil Defence Centre volunteers. First port of call was the East Coast LAB where we were given an excellent presentation by Science Coordinator, Kate Boerson on the issues relating to the Hikurangi Subduction Zone and how they may affect the East Coast of the North Island. We were given the chance to look at the latest seafloor mapping and were informed about a number of major science projects happening in the zone at the moment.

From there we went to the Tukituki River to look at flooding issues followed by a visit to Haumoana and Clifton Camp Grounds to view the destruction caused by erosion from the sea. The final part of the visit was to the Hawke's Bay Emergency Management Coordination Centre in Hastings. It was interesting to note that they are going to combine the city's emergency operation centre and the region's emergency coordination centre together, similar to the Wellington situation.

Overall it was an informative and enjoyable experience and feedback from those who attended was very positive.



Funding approved for Major Hikurangi Response Plan

The Government has just announced approval of \$240,000 from the MCDEM Community Resilience Fund for a project to develop a plan for a coordinated response along the East Coast of the North Island to a major rupture of Hikurangi Subduction Zone.

The East Coast application was made by the Hawke's Bay Regional Council and Hawke's Bay Civil Defence Emergency Management Group collectively on behalf of Bay of Plenty, Gisborne, Hawke's Bay, Tararua, Wellington and East Coast LAB.

Paddy is the Manawatu-Wanganui CDEM Group representative on the East Coast LAB and will be involved in the production of the plan.

Draft Local Welfare Plan

The final draft of the Tararua District Welfare Plan has been completed and is now with the Group Welfare Manager for comment. Once returned it will be published and distributed. The next set of plans to be produced are the Tararua Flood Response Plan/s and the Tararua Civil Defence Response Standard Operating Procedures.

Meetings

Paddy Driver and Peter Wimsett attended a Regional Fuel Plan meeting hosted by the Group Lifelines Coordinating Committee on 25 October 2017.

Paddy Driver attended the East Coast LAB Steering Committee meeting and research update in Wellington on 26 October 2017.

Paddy Driver attended the Group CEG meeting in Palmerston North on 6 December 2017 where we looked at the Group tasks for the following year.

Paddy gave a presentation to the all staff meeting in Dannevirke. The subject was the issues that we face on the Hikurangi Subduction Zone. Staff now have a better understanding of this hazard and its associated risk.

Signage

Paddy replaced the Civil Defence sign at the Kumeroa-Hopelands Civil Defence Centre and new tsunami "Road Closed" signs have been distributed to both Herbertville and Akitio Civil Defence Centres.

Wairarapa-Tararua Rural Fire Operations Committee Meeting.

Staff from Tararua District Council were invited to this meeting held in the Council Chamber on 23 November. It was a valuable meeting with many issues yet to be resolved in relation to the new FENZ organisation amalgamation. Main issues related to mixed standards between urban brigades and rural fire forces for the same tasks, incorrect call out zones for Tararua District, and availability of local rural fire officers at local rural fires. Discussion was also held about radio reception issues within the District.

Library

Executive Summary

Library Services continue to play a part in community initiatives, helping to promote and market events across the district. The recent Mad Hatter's event at Woodville saw the Woodville Library set up a rock painting station to encourage locals to become involved with organisation of this event.

Recruitment will start shortly to fill the vacant role that was previously based at Woodville Library. The new position will work at all four library sites and both service centres. This will allow better cover during staff shortages regardless of where in the district this is occurring. The new role will become proficient in both library and customer service processes.

Collection HQ

The new evidence based collection management tool is now in use. This software will allow us to actively manage the libraries physical collections more efficiently. It uses real time data from the Library Management System and allows us to easily identify items with low turnover. These can then be deselected or moved to another branch. It also allows us to identify collection turnover rates and identifies gaps. During November the entire large print collection was assessed and updated. The fiction collection will receive the same treatment over December / January.

Summer Reading Programme

Library Services have been prepping for our Summer Reading Programme. This starts on 4 December and runs through to mid-January. Registrations opened mid-November and as at the end of December there were still places available at each site.

The Year 7 /8 programme, Bookscape has received local sponsorship from MCI & Associates, Scanpower and Naylor Lawrence & Associates. This will allow us to purchase digital devices as additional motivation for this age group to register and complete this programme.

Level	Dannevirke	Pahiatua	Eketahuna	Woodville
Wild About Reading	92	58	16	28
Bookscape (Year 7 / 8)	33	15	3	1
TOTAL	125	73	19	29

Planning

Stepping Up Programme

This programme will be piloted as a staff-led initiative in the New Year. Once the best model is confirmed, this will also be run at Woodville. The programme is currently run by Wairarapa REAP at the Pahiatua and Eketahuna libraries as required by their communities.

Animal Control – Pound Releases

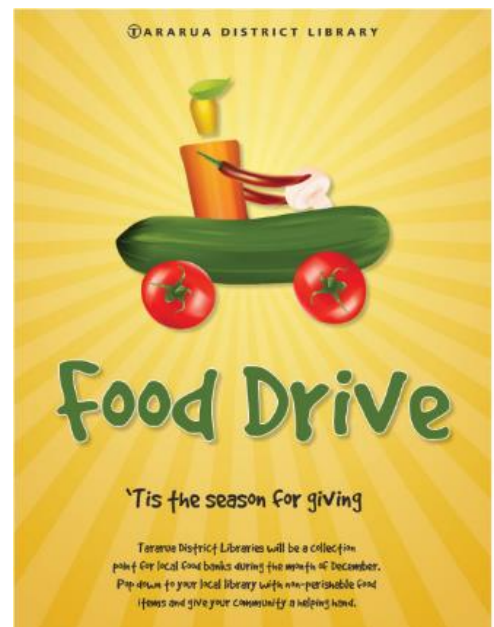
The Dannevirke Library will provide for payment for pound releases during the period the main Council is closed. This will allow dog owners to get their impounded animals back in a timely fashion.

Teen Programme - Dannevirke

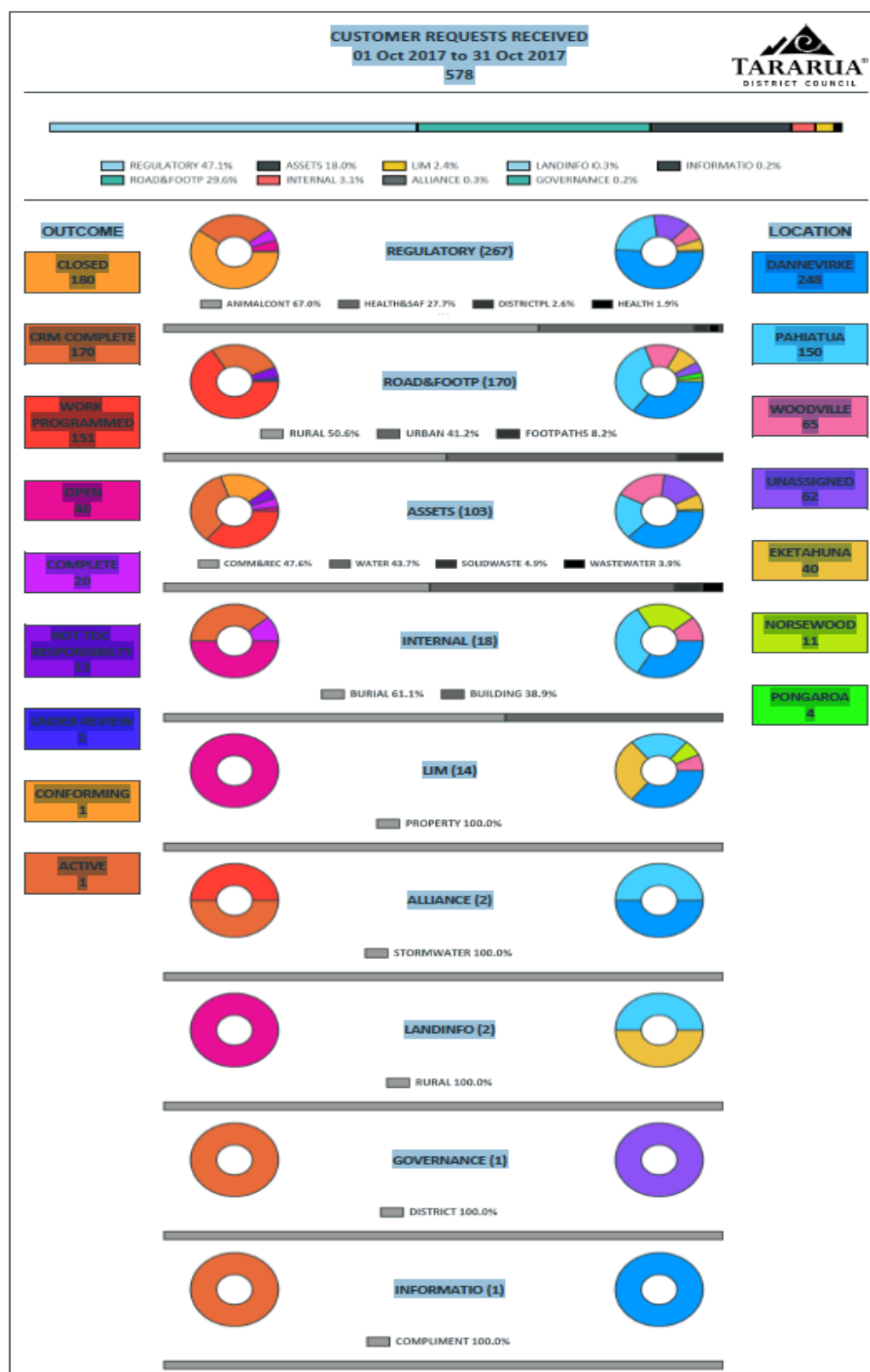
After the loss of the Eastern and Central Community Trust funded ReadX programme for teens two years ago, we will be piloting a new Teen programme ReAD to Win in Dannevirke over the Summer Holidays. This programme has been developed inhouse by the Dannevirke Library team. It is hoped this will fill the hole left after this popular programme was discontinued by the E.C.READ'n committee.

Delivery

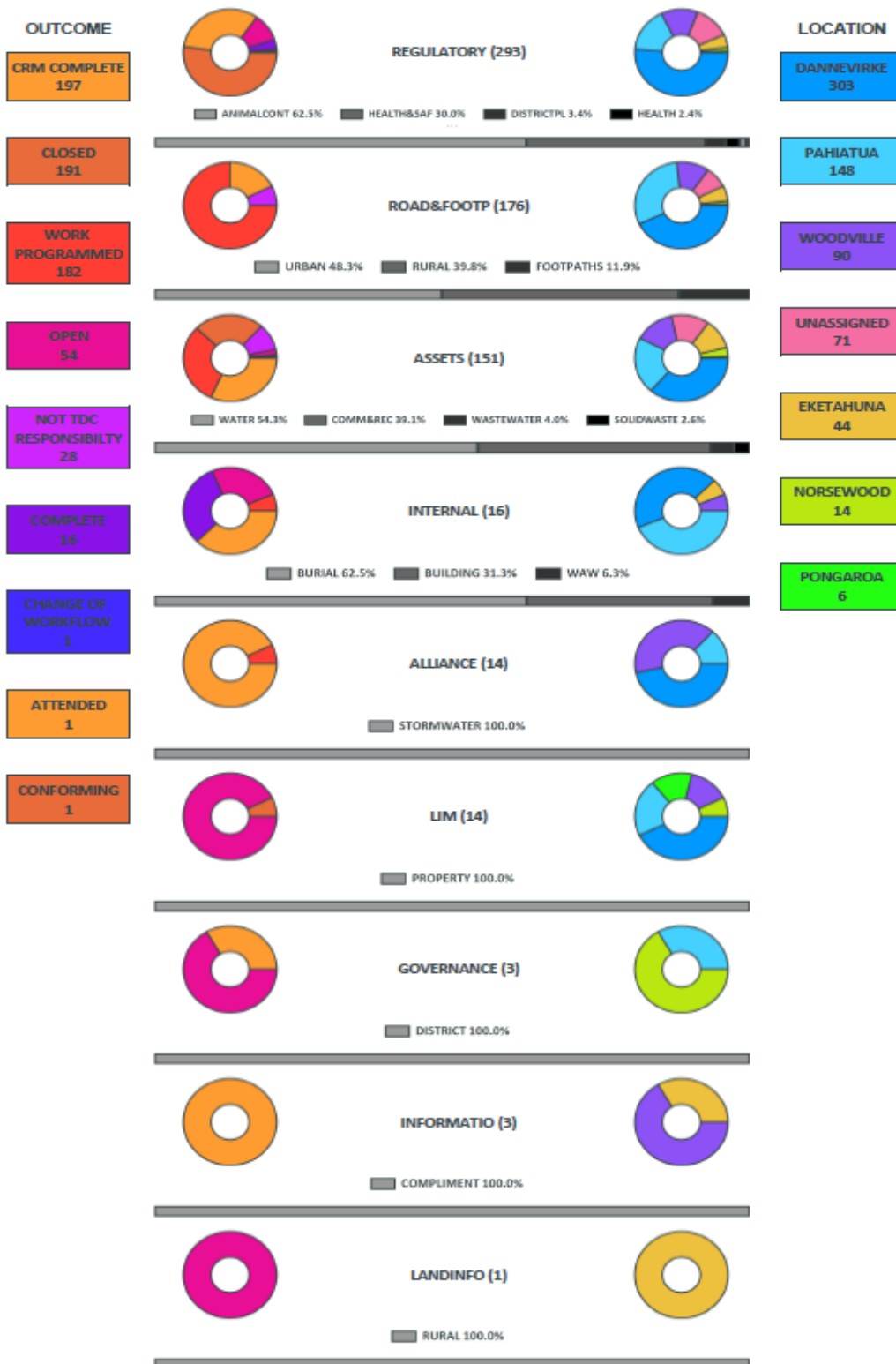
After a successful collection of food for Foodbank from Council staff mufti days, the four Library sites will be a collection point for any member of the community wishing to donate to the foodbank during December.



Customer Services



CUSTOMER REQUESTS RECEIVED
01 Nov 2017 to 30 Nov 2017
671



October 2017

- The Tararua Recreation Coordinator provided administration support to the Ruahine Ramblers, which includes promotion, event programme development and social media upskilling. The club will host a Regional Leisure Marching Display Day in Dannevirke. The event is held on the 2 December, expects to attract up to 300 people to the district.
- The Regional Workforce Development Advisor has been supporting Kiwisport Applicant Jaron Vince with his Tararua Young Grapplers project. His application was successful and he will be providing a program based around Brazilian Jiu-Jitsu. The lessons are geared towards building confidence, improving movement, increasing spatial awareness and general personal development. The program will be delivered in term 1 2018. The Tararua Recreation Coordinator will be working closely with Jaron, and supporting the program, and providing him with any assistance he may need.
- Active Teens at Dannevirke High School is tracking well with five participants taking part in the weekly activities provided by Sport Manawatu staff and local community groups. The group also attended Habit HQ fitness club for a Circuit Session, and has scheduled for an afternoon at the Dannevirke Bowling Club.

November 2017

- Tararua Sport and Recreation Coordinator with Active Communities Advisor, met with Rangitane Kaimahi to discuss implementing the Whanau Tri Program back into the Tararua district for 2018. Planning for this is underway, Tararua Sport and Recreation Coordinator will work alongside iwi to encourage our local triathlon (Rangitane TRY) to coincide with Sport Manawatu Whanau Tri 12 week training program. The program will be utilising locals experience and using the facilities that are made available for training purposes.

Grassroots Sports Awards

- Dannevirke Tigers Rugby League Club won two major awards on the night. They were named Sports Organisation of the year, as well as their chairperson Naioma Chase winning Regional sport Maker of the Year.
- The club also won Participation Initiative of the Year for their Muster Day, which saw them have a club increase from just one team of 18, to a remarkable 230 registered club members over one year.

- Naioma Chase won All Round Volunteer of the Year
 - Malachi Boyd who is one of the clubs dedicated volunteers also won the Youth Volunteer Category.
 - Adding to the awards list Naioma Chase was the winning recipient of the Lotto Volunteers Award, with a prize of \$1000 worth of sports equipment for the Dannevirke Tigers Rugby League Club.
- Green Prescription ran a five-week course in Dannevirke, concentrating on a range of activities: aqua exercise at WaiSplash Pool, gym circuits at Activate gym, some exercises including resistance bands, and walking in the Dannevirke Domain. Five clients attended, with three Term 3 Graduates joining them for activities. Three graduated in November; with the shortened course we offered Phone Support follow-up, and three took up this offer. Nine new referrals in November.
 - Active Families is coming to the end of the term. Active Families Advisor and the Tararua Recreation Coordinator with Sport Manawatu staff, will be hosting the Active Families “Big Day Out”. This is a chance to acknowledge their hard work, effort, and participation throughout the year. Dannevirke High School have been nominated for Secondary School of the year, and two students also nominated for Health and Achievement Awards.
 - Active Families Advisor and Tararua Recreation Coordinator have families from **Eketahuna**, **Ballance Bridge**, and **Dannevirke**. Meeting families on a weekly basis, learning fundamental skills, as well as fitness testing, and fun physical activities and sports.
 - Tararua Recreation Coordinator, Dannevirke Tigers Rugby League Club, and Rangitane ki Tamaki Nui A Rua, hosted the Anthony Gray and Faith Chase Touch Tournament on the 18th November. This saw an increase of 7 teams from last year having a total of 23 teams, 340 participants, and a total of 500 attend the event. There were teams from Napier, Otane, Palmerston North, Wellington, and a huge increase of local teams take part in the one day tournament. Sport Manawatu and the Tararua Sport and Recreation Coordinator are currently working on a Memorandum of Understanding, to handover the tournament to the Dannevirke Tigers Rugby League Club.
 - Together the Secondary School Sport Advisor and Regional Workforce Advisor facilitated the Student Leadership Council session at Hockey Manawatu with the students developing their ideas for a mixed gender tournament. (2 Tararua College students are on the council).

The Secondary School Sport Advisor facilitated the following activities:

- The Manawatu Inter-Secondary School Athletics Association AGM. Tararua College and Tu Toa are co-hosts for 2018.
- A run through of the student leadership councils mixed inter school tournament with bubble ball and fat mat splat (water edition). These ideas came from Sohpie Oswald and Leah Powick of Tararua College. The SLC participated in each activity to explore any changes needed for the event in 2018.
- The last Sport Coordinator meeting for 2017 which Jane Phillips-Bell, Dannevirke High School Sport Coordinator attended, it was a chance to celebrate a 1.5% increase in sport participation within the regions secondary schools.

Regional Workforce Development Advisor administered:

- The KiwiSport Small Fund, 10 organisations received a total of \$29,720:
 - Dannevirke Tigers Rugby League received \$3,000 for equipment purchases,
 - Dannevirke Smallbore Rifle Club received \$3,500 for their equipment purchase and coach upskilling project.
 - Dannevirke Amateur Swim Club received \$800 for their coach upskilling at the Wayne Goldsmith Swimming Camp.
 - Manawatu Cricket received \$5,000 for their project- the Bush primary school cluster will have cricket deliver sessions at their schools

Recommendation

That the report from the Chief Executive dated 7 December 2017 concerning an update on key projects and items of interest to the Council (as circulated) be received.

Attachments

Nil.