



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 27 April 2016** commencing at **1.00 pm**.

Blair King
Chief Executive

Agenda

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

5. **Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
6. **Personal Matters**
7. **Confirmation of Minutes**

5

Recommendation

That the minutes of the Council meeting held on 30 March 2016 (as circulated) be confirmed as a true and accurate record of the meeting.

8.	Any Matters Arising from the Minutes not otherwise dealt with in the Agenda	
9.	Community Boards and Community Committees Reports	
9.1	Dannevirke Community Board	15
	Recommendation	
	<i>That the report of the Dannevirke Community Board meeting held on 4 April 2016 (as circulated) be received.</i>	
9.2	Eketahuna Community Board	21
	Recommendation	
	<i>That the report of the Eketahuna Community Board meeting held on 1 April 2016 (as circulated) be received.</i>	
9.3	Pahiatua On Track	27
	Recommendation	
	<i>That the report of the Pahiatua On Track meeting held on 6 April 2016 (as circulated) be received.</i>	
9.4	Woodville Districts' Vision	31
	Recommendation	
	<i>That the report of the Woodville Districts' Vision meeting held on 5 April 2016 (as circulated) be received.</i>	
	Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.	
10.	Reports	
10.1	2016 Triennial Local Authority Elections	37
10.2	Pahiatua Water Supply Upgrade	45
10.3	Section 17A Service Review Process and Criteria	59
10.4	Application to the Community Recreation Fund	65
10.5	Grant Application of Brodie Smith to the International Representatives Scheme	149
10.6	Liquor Licensing Matters Determined Under Delegated Authority	163
10.7	Staff Report	169

11. Portfolio Reports

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

12. Mayoral Matters

13. Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4

14. Public Excluded Items of Business

Recommendation

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

Establishment of the Audit and Risk Committee

Water Charge Write-off Request

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>Establishment of the Audit and Risk Committee</i>	<i>To protect commercial and industrial negotiations</i>	<i>Section (1)(a)(i)</i>
<i>Water Charge Write-off Request</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)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

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

15. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 30 March 2016 commencing at 1.03 pm.

1. Present

His Worship the Mayor - Mr R A Ellis, Crs T H Collis, J E Crispin, K R Fenemor, S A Hull, C J Isaacson, P A Johns and D A Roberts.

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
Mrs K Dever-Tod	- Manager Assets Group
Mr C Lunn	- Planning and Regulatory Manager
Mr C Edsall	- Alliance Manager
Mr M Thomas	- Strategy and Policy Adviser

2. Council Prayer

- 2.1 The Mayor opened the meeting with the Lord's Prayer.

3. Apologies

- 3.1 *That an apology be sustained from Cr W H Keltie for non-attendance at the meeting.*

Crs Fenemor/Crispin

Carried

4. Notification of Items Not on the Agenda

- 4.1 Nil

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

- 5.1 Nil

6. Personal Matters

6.1 The Council convey its congratulations to acknowledge the following achievements:

- John and Marina Poulton, Rod and Bev Poulton, Kapiti Farm, Dannevirke on winning the Beef and Lamb New Zealand Livestock Award at the 2016 Horizons Ballance Farm Environment Awards.
- Tim and Nicola (Nic) Hewitt, Balfour Farm, Pahiatua on winning the Margaret Matthews Commitment to Sustainability Award, CB Norwood Distributors Limited Agri-Business Management Award at the 2016 Horizons Ballance Farm Environment Awards.
- Mark and Jaime Arnold, Dannevirke on their success as the 2016 Hawke's Bay/Wairarapa Share Farmers of the Year at the region's dairy industry awards.
- Logan Mott, Pahiatua on the third place in the 2016 Hawke's Bay/Wairarapa Dairy Trainee of the Year at the region's dairy industry awards.

7. Confirmation of Minutes

7.1 *That the minutes of the Council meeting held on 24 February 2016 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Johns/Collis

Carried

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

8.1 Jackson Enterprises Southern Tararua Business Awards (Item 11.6)

8.1.1 There were 102 nominations received to the Jackson Enterprises Southern Tararua Business Awards, being for 79 businesses and people entered in the 11 categories.

8.1.2 The date of the awards presentation ceremony has been changed to 21 May 2016.

8.2 Tuia 2016 Mayoral/Rangatahi Mentoring Programme (Item 12.1.2)

8.2.1 The Mayoral Fund is sponsoring Ethan Tuhua, the head boy at Tararua College, Pahiatua to participate in this year's Tuia 2016 Mayoral/Rangatahi mentoring programme.

8.3 EIT Building and Carpentry Course Level 3 (Item 12.2)

8.3.1 A further EIT building and carpentry level 2 training course shall commence later this year.

- 9. Community Boards, Community Committees and Tribunal and Hearings Committee Reports**
- 9.1 Dannevirke Community Board**
- 9.1.1 *That the report of the Dannevirke Community Board meeting held on 7 March 2016 (as circulated) be received.*
Crs Hull/Isaacson *Carried*
- 9.1.2 Fencing at the Dannevirke Railway Station**
- 9.1.2.1 KiwiRail is thanked for repairing and painting the fencing at the Dannevirke Railway Station.
- 9.1.3 Galloping of Horses on the Smith/Cole Streets and Adelaide Road Cycle/Walkway**
- 9.1.3.1 Horses should not be galloped on the cycle/walkway, and the details of any instances where this occurs can be reported to the Animal Control Officers for follow up.
- 9.2 Eketahuna Community Board**
- 9.2.1 *That the report of the Eketahuna Community Board meeting held on 4 March 2016 (as circulated) be received.*
Crs Hull/Isaacson *Carried*
- 9.3 Pahiatua On Track**
- 9.3.1 *That the report of the Pahiatua On Track meeting held on 9 March 2016 (as circulated) be received.*
Crs Hull/Isaacson *Carried*
- 9.4 Woodville Districts' Vision**
- 9.4.1 *That the report of the Woodville Districts' Vision meeting held on 1 March 2016 (as circulated) be received.*
Crs Hull/Isaacson *Carried*
- 9.4.2 Woodville Pedestrian Crossing**
- 9.4.2.1 Woodville Districts' Vision and members of the Woodville community are concerned that the current location of the pedestrian crossing is a health and safety issue, and it needs to be moved.
- 9.4.2.2 The New Zealand Transport Agency consider that the current position is appropriate, with safety to be improved through removing the single car parking space outside the Salvation Army Family Store.

9.4.3 **Artist in Residence Art Exhibition**

- 9.4.3.1 The artist in residence art exhibition held at the Woodville Racecourse is commended.

9.5 **Tribunal and Hearings Committee**

- 9.5.1 *That the report of the Tribunal and Hearings Committee meeting held on 15 February 2016 (as circulated) be received.*

Crs Hull/Isaacson

Carried

10. Reports

10.1 **Food Act 2014 Fees and Charges Statement of Proposal**

- 10.1.1 It is noted that the report circulated on this matter includes errors in the proposed fees detailed, with the information set out in the Statement of Proposal reflecting the correct amounts.

- 10.1.2 *That the report from the Strategy and Policy Adviser dated 15 March 2016 concerning the Food Act 2014 Fees and Charges Statement of Proposal (as circulated) be received, and*

That the Council note the new requirements and fees structure applicable to the Food Act 2014, and

That the Council adopt the Food Act 2014 Fees and Charges Statement of Proposal as set out in appendix 1 of the attachment to this report, and

That as required using the special consultative procedure, the following process and timelines be approved by the Council for this purpose:

- *Notification of Statement of Proposal and commence consultation - 4 April*
- *Closing date for submissions - 9 May at 12noon*
- *Hearings (if required) - 17 May*
- *Council deliberations - 25 May*
- *New fees and charges adopted - 29 June*

Crs Fenemor/Collis

Carried

10.2 **Review of the Class 4 Gambling and Racing Board Venue Policy**

- 10.2.1 *That the report from the Strategy and Policy Adviser dated 16 March 2016 concerning the review of the Class 4 Gambling and Racing Board Venue Policy (as circulated) be received, and*

That the Council note the trends and policy direction from the review of the Class 4 Gambling and Racing Board Venue Policy, and

That the Council confirm the current policy, including:

- ***the ‘sinking lid’ target number of 100 gaming machines, and***
- ***that the Council will not consent to an increase in the number of gaming machines in an existing Class 4 gambling venue, and***
- ***that no new Class 4 Gambling Venue or TAB (New Zealand Racing Board) venue may be closer than 100 metres pedestrian distance of any school, early childhood centre, kindergarten or place of worship.***

And that the Council approve the draft Class 4 Gambling and Racing Board Venue Policy as set out in appendix 1 of this report to form the basis of the Statement of Proposal for consultation, and

That as required using the special consultative procedure, the following process and timelines be approved by the Council for this purpose:

- ***Notification of Statement of Proposal and consultation opens - 4 April***
- ***Submissions close - 9 May at 12noon***
- ***Hearings (if required) - 17 May***
- ***Council deliberations - 25 May***
- ***Policy adopted - 29 June***

Crs Roberts/Isaacson

Carried

10.3 Adoption of the Draft Annual Plan 2016/17

10.3.1 *That the report from the Chief Financial Officer dated 23 March 2016 concerning the adoption of the Draft Annual Plan 2016/17 (as circulated) be received, and*

That the Council adopt the Draft Annual Plan 2016/17 and the proposed schedule of fees and charges subject to any minor changes required to correct typographical errors, and

That the Draft Annual Plan be distributed as follows:

- ***Copies available for reading/viewing at all of the Council’s Service Centres and its Libraries throughout the district***
- ***Through the Council’s website www.tararua.govt.nz***

And that each ratepayer be sent a mock invoice detailing the proposed rates for their property and a Draft Annual Plan pamphlet, and

That the Council consider any written submissions or suggestions it receives by 9 May 2016 in a workshop prior to the adoption of the 2016/17 Annual Plan.

Crs Isaacson/Collis

Carried

10.3.2 The Chief Financial Officer and the Council team is commended on minimising costs where possible, resulting in an overall proposed rates increase for the 2016/17 Draft Annual Plan of 1.61%.

10.3.3 This is significantly less than the 2.9% increase forecast in the Long Term Plan for the 2016/17 year, and it maintains the current levels of service for the Council's activities.

10.4 **Planning Matters Determined Under Delegated Authority**

10.4.1 *That the report from the Planning and Regulatory Manager dated 23 March 2016 concerning Planning matters determined under delegated authority (as circulated) be received and the Council note the approvals granted.*

Crs Fenemor/Collis

Carried

10.5 **Grant Application of Louise Powick to the International Representatives Scheme**

10.5.1 *That the report from the Recreation Officer Sport Tararua dated 16 March 2016 concerning the grant application of Louise Powick to the International Representatives Scheme (as circulated) be received, and*

That the Council approve the application made by Louise Powick for assistance towards her costs to represent New Zealand at the Women's 45+ World Cup Tournament held in Canberra, Australia on 29 March to 6 April 2016, and

That the sum of \$500.00 be granted from the International Representatives Scheme for this purpose.

Crs Collis/Hull

Carried

10.6 **Liquor Licensing Matters Determined Under Delegated Authority**

10.6.1 *That the report from the Liquor Licensing Officer dated 23 March 2016 concerning Liquor Licensing matters determined under delegated authority (as circulated) be received and the content is noted.*

Crs Crispin/Johns

Carried

10.7 **Staff Report**

10.7.1 **Update on Earthquake Prone Buildings Under the Building Act**

10.7.1.1 The key item under consideration is the profiling of buildings, with the focus directed to determining what are the characteristics of buildings that have low risk.

10.7.1.2 A further meeting of the working group, which includes engineering, building and executive staff from councils will occur in April to help finalise this profiling.

10.7.1.3 It appears that the proposed new framework outlined by the Ministry for Building, Innovation and Employment to manage earthquake prone buildings is more pragmatic and cost-effective.

10.7.2 CRM Average Completion Time Reporting from the Tararua Alliance

- 10.7.2.1 It is requested that the heading of the CRM average completion time reporting from the Tararua Alliance be altered to read average response time.

10.7.3 Eketahuna Camping Ground Additional Toilets

- 10.7.3.1 The custodians of the Eketahuna Camping Ground have requested the Council to consider installing more toilets, rather than providing two additional cabins as previously intended.
- 10.7.3.2 The budget provision of \$52,000 in 2017/18 will not be sufficient for additional toilets, particularly when it is unclear whether the septic tank system is capable of handling the extra volumes.
- 10.7.3.3 To enable the Council to look at this proposal for the alternative project a business case shall be prepared and presented to the next meeting.

10.7.4 Sale of the Old Dannevirke Camping Ground Custodian's House and Section

- 10.7.4.1 The Professionals are thanked for kindly waiving their auction fees and commission in support of the ratepayers of the district.
- 10.7.4.2 The public auction was held on 18 March, with the house sold for \$150,000 and the section for \$32,000.

10.7.5 Central Districts Field Days

- 10.7.5.1 The success of the Council's stand at the Central Districts Field Days is acknowledged, and the team involved is thanked for their work and time in assisting to promote the district at this event.

10.7.6 Woodville Lions Track and Tunnel Walk

- 10.7.6.1 The Woodville Lions Club is commended for organising this popular iconic event over the last 22 years, and the significant fundraising they achieved to support charities including the Arohanui Hospice.
- 10.7.6.2 It is very disappointing to note that due to new health and safety regulations KiwiRail has not given permission for this event to be held in the future.
- 10.7.6.3 The Tararua Business Network staff are working with the Woodville Lions Club to brainstorm and assist them with another iconic fundraising event in the future, and the Mayor is pursuing the matter and talking to the Member of Parliament for this area.

10.7.7 Feral and Stray Cats

- 10.7.7.1 Local Government New Zealand is exploring options regarding councils strategy to reduce feral and stray cats in New Zealand.

10.7.8 Civil Defence

- 10.7.8.1 The final meeting regarding the Pahiatua Civil Defence Plan will be held on 7 April at 5.30 pm to 6.30 pm in the Pahiatua Service Centre Chamber.

10.7.9 Sport Manawatu

- 10.7.9.1 Sport Manawatu continue to look at initiatives that encourage retirees to remain physically active.
- 10.7.9.2 Planning for and implementing physical activity programmes is ongoing, with Sport Manawatu to consult with Positive Ageing Forum members and other local community groups.

10.7.10 Mayoral and Chief Executives Forum

- 10.7.10.1 The Honourable Peter Dunn, as Associate Minister of Health, is reviewing options to introduce the fluoridation of drinking water.
- 10.7.10.2 Further details are expected over the next few months as to who might be responsible for this service should it proceed.
- 10.7.11 *That the report from the Chief Executive dated 23 March 2016 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

Crs Fenemor/Crispin

Carried

11. 2016 Local Government New Zealand Conference

- 11.1 *That the Mayor - Mr R A Ellis, Deputy Mayor - Cr W H Keltie and Cr S A Hull be registered as the Council's delegates to attend the 2016 Local Government New Zealand Conference to be held in Dunedin from 24 to 26 July 2016.*

Crs Roberts/Fenemor

Carried

- 11.2 It is noted that the Chief Financial Officer will also be attending this conference.

12. Local Government New Zealand Annual General Meeting

- 12.1 *That the Council, being a member of Local Government New Zealand, appoint the Mayor - Mr R A Ellis as the presiding delegate to vote on its behalf at the Annual General Meeting of Local Government New Zealand to be held on the 24th day of July 2016 and at any adjournment thereof, and*

That the Deputy Mayor - Cr W H Keltie be appointed as the alternative delegate to vote on the Council's behalf in the absence of the Mayor.

Crs Roberts/Fenemor

Carried

13. Portfolio Reports

13.1 Community Facilities

- 13.1.1 Cr Roberts noted that with increasing numbers of visitors to the Ferry Reserve there is only one toilet currently available at this location, and this may not be adequate in the future.
- 13.1.2 The Manager Assets Group is requested to follow up this matter in connection with the proposals under consideration to develop this recreational reserve area.

13.2 Events

- 13.2.1 Cr Collis spoke on the following events that she had attended:
- Manawatu River Leaders Action Plan launch
 - Trustpower National Community Awards
 - Mangatainoka River Scheme catchment meeting
 - New Zealand Agri Investment Week launch
- 13.2.2 Cr Hull spoke on the following events that she had attended:
- Women in Politics Annual General Meeting
 - Local Government New Zealand Rural and Provincial Sectors meeting

14. Mayoral Matters

14.1 Charter of Freedom

- 14.1.1 The Mayor has been in communication with representatives of the New Zealand Army to establish a Charter of Freedom for the district.
- 14.1.2 The first event that this will assist to enhance is the proposed horse parade planned in Dannevirke on 6 August by the First World War Commemorations Committee.

14.2 Maori Liaison Working Party

- 14.2.1 ***That Cr K R Fenemor be appointed as a member of the Maori Liaison Working Party.***

Crs Crispin/Johns

Carried

14.3 Anzac Day

- 14.3.1 The Mayor confirmed with councillors the arrangements for attending the various Anzac Day ceremonies held in the district.

14.4 Plans for the Future

- 14.4.1 The Mayor announced his decision due to health issues with fighting acute deafness to stand down from the position of Mayor at the end of this term of office.
- 14.4.2 This will enable him to have time to catch up with his many interests, charities, golf, trout fishing, racing and improving the Woodville Racecourse, plus time with family back home.
- 14.4.3 His time as Mayor has been enjoyable and a challenge to implement many good infrastructure projects in the district over the last five and a half years, along with working beside some extremely interesting characters.
- 14.4.4 The Mayor conveyed his thanks for all the help and support received over the years that has been much appreciated, and extends his best wishes to all for their various different futures.

15. Items not on the Agenda

- 15.1 Nil

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 2.42 pm.

Mayor



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 4 April 2016 commencing at 3.00 pm.

1. Present

Board Members R A Dresser (Chairperson), W R Macdonald (Deputy Chairperson), E J Christison, T J Delaney and Cr C J Isaacson (Council appointed Community Board member).

In Attendance

Mr R Taylor - Governance Manager
Ms R Winter - Project Tararua (for item 3)

2. Apologies

2.1 Nil

3. Public Forum

3.1 Project Tararua

3.1.1 Robin Winter spoke on progress with Project Tararua, and this includes reference to the following matters:

- The community conversation meeting held in the Norsewood School went well, with good attendance by local residents and Cr Tracey Collis from the Council.
- There was interactive discussion at that meeting, with various topics raised relative to the below matters.
- Make Norsewood a motorhome friendly place to promote their community and attract visitors.
- Strengthen the Norsewood community to ensure its long-term economic sustainability and places to socialise remain available in their area.

- Arrange a Norsewood get-together each month to network and make the community more closely connected together.
- New World kindly donated the biscuits, tea and coffee for the afternoon teas at the community conversation meetings.
- A further meeting may be held in Ormondville at a later date.
- The Dannevirke community conversation meeting is to be held in the Hub on 9 April from 2.00 pm to 4.00 pm.

4. Personal Matters

4.1 Nil

5. Notification of Items Not on the Agenda

5.1 Nil

6. Confirmation of Minutes

6.1 *That the minutes of the Dannevirke Community Board meeting held on 7 March 2016 (as circulated) be confirmed as a true and accurate record of the meeting.*

Delaney/ Macdonald

Carried

7. Matters Arising from the Minutes

7.1 **Fencing at the Dannevirke Railway Station** (Item 7.2)

7.1.1 Disappointment is expressed at the poor standard of the work done by the contractor engaged by KiwiRail to rectify the condition of the Dannevirke Railway Station fencing.

7.1.2 The Board note that the contractor was from outside the district and the materials they used were not sourced locally.

7.2 **Anzac Day Community Concert** (Item 12.1)

7.2.1 This matter is discussed at the end of the meeting.

8. Tararua District Council Report

8.1 *That the minutes of the Tararua District Council meeting held on 30 March 2016 (as circulated) be received.*

Macdonald/Delaney

Carried

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

9.1 Dannevirke Information Centre Management Committee

9.1.1 The Deputy Chairperson reported that the Dannevirke Information Centre Management Committee held a meeting in March, and their activities are operating satisfactorily.

9.1.2 Their existing contract with the Council to provide this service has expired, and the Manager Strategy and District Development is in the process of considering its further renewal.

9.2 Dannevirke Chamber of Commerce

9.2.1 Board Member Christison reported that the Dannevirke Chamber of Commerce is shortly to commence planning for this year's Dannevirke Christmas parade.

9.3 Cycle/Walkway – Smith/Cole Streets and Adelaide Road

9.3.1 Board Member Christison reported that maintenance work on the cycle/walkway is being undertaken.

10. Correspondence

10.1 *That the correspondence as listed be received.*

(a) **Dannevirke Host Lions Club** **29 February 2016**

Re: Request for financial assistance towards the venue hire cost of the annual book sale fundraising community event

(b) **Ruahine Ramblerz Leisure Marching Team**

Re: Thanks for supporting their display day

(c) **Mick Lester - Community Board Executive Committee/Zone 3**

Re: Zone 3 meeting in Whanganui on 20/21 May 2016

Isaacson/Christison

Carried

10.2 Dannevirke Host Lions Club

10.2.1 The Chairperson declared an interest in this item of business, and he abstained from the discussion and voting on the motion regarding that matter.

10.2.2 ***That the Dannevirke Host Lions Club be granted the sum of up to \$350.00 from the Board's discretionary funds as assistance towards the cost of hiring the Dannevirke Town Hall for their annual book sale fundraising community event held on 25 July to 1 August 2016.***

Delaney/Macdonald

Carried

10.3 **Community Board Executive Committee/Zone 3**

- 10.3.1 *That the Chairperson, Deputy Chairperson, Board Member Christison and Cr Isaacson attend the Community Board Executive Committee/Zone 3 meeting held in Whanganui on 20 and 21 May 2016.*

Dresser/Macdonald

Carried

11. General Assistance Grants Scheme

- 11.1 Board Member Delaney declared an interest in the Te Wananga o Tamaki Nui A Rua application, and he abstained from the discussion and determining the amount of the grant allocated to this organisation.

- 11.2 *That the following grants be approved for disbursement from the Dannevirke Community Board's General Assistance Grants Scheme for the 2015/2016 annual funding allocation.*

	Name	Project	Amount Granted
1.	Dannevirke Art Society	Purchase folding trestle table and chairs	\$ 407.00
2.	Dannevirke Volunteer Fire Brigade	Construct new water tanker shed	\$ 8,000.00
3.	Norsewood Lions Club	Continue the pathways through the Anzac Park reserve	\$ 800.00
4.	Rangatira Croquet Club	Purchase fertiliser and line marking paint for maintaining the lawns	\$ 600.00
5.	Te Wananga o Tamaki Nui A Rua	Hire the Dannevirke Town Hall for the Kapa Haka festival	\$ 478.26
6.	The Akitio Recreational Sports Club	Purchase chairs	\$ 4,000.00
	Total amount granted		\$ 14,285.26

Christison/Isaacson

Carried

- 11.3 Board Member Delaney requested that his dissent be noted to the grant provided to the Rangatira Croquet Club.

12. Chairman's Remarks

12.1 Nil

13. Anzac Day Community Concert

13.1 The Deputy Chairperson outlined the arrangements for the Anzac Day community concert held in the Dannevirke Town Hall on the afternoon of 25 April 2016, and this includes reference to the following matters:

- A programme of events is organised, with the first part being Anzac oriented followed by variety concert items and the last part at the conclusion.
- There will be a practice evening rehearsal held on the day prior to the concert.
- Promotion and advertising is to be arranged.
- Help is required from board members on Anzac Day to put out the chairs in the Town Hall and provide front of house assistance.
- Rest homes in town are to be contacted to invite their residents attendance at the concert.

13.2 Board Member Christison offered to sponsor the cost of an advertising sign on the road reserve area to promote the concert.

14. Items not on the Agenda

14.1 Nil

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

Chairperson



Eketahuna Community Board

Minutes of a meeting of the Eketahuna Community Board held in the Eketahuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketahuna on Friday 1 April 2016 commencing at 10.03 am.

1. Present

Board Members C C Death (Chairperson), T J Hull (Deputy Chairperson), D F Eagle, S E Shannon and Cr T H Collis (Council appointed Community Board member).

In Attendance

Mr R Taylor - Governance Manager
Mr J Sweeney (resident) for items of business 8 and 9

2. Apologies

2.1 Nil

3. Personal Matters

3.1 The Board note the passing of Barrie Anderson (a World War 2 veteran and an original descendant of the early settlers in Eketahuna).

3.2 An apology from Board Member Eagle will be conveyed for non-attendance at the Board's next meeting on 6 May due to another commitment in that week.

4. Notification of Items Not on the Agenda

4.1 The Chairperson advised that Joe Sweeney will attend the meeting at 11.00 am to discuss the Council's pensioner flats in Eketahuna.

5. Confirmation of Minutes

5.1 *That the minutes of the Eketahuna Community Board meeting held on 4 March 2016 (as circulated) be confirmed as a true and accurate record of the meeting.*

Collis/Hull

Carried

6. Matters Arising from the Minutes

6.1 Rubbish Bins for Cliff Walk (Item 9.2.3)

- 6.1.1 Following a visit to Cliff Walk and through discussion with the Eketahuna Camping Ground operators it is agreed there is no need to install rubbish bins in the vicinity of Cliff Walk.

6.2 Eketahuna Town Centre Upgrade (Item 6.6)

- 6.2.1 The Facebook page created to provide information and publicity about this project has been well received, with a total reach of 469 so far.
- 6.2.2 The photo of the digger at work is the most popular page like, and it is pleasing to see acknowledgement of the contractor's approach to keeping the construction site nice and tidy.

6.3 Rongokokako Hall Funds (Item 6.4)

- 6.3.1 Some of this funding may be made available to support the history site at the Eketahuna War Memorial through considering a contribution to provide a commemorative pole for the Rongokokako area.

6.4 Eketahuna Community Barbecue (Item 6.7)

- 6.4.1 The Eketahuna community barbecue hosted by the Eketahuna Health Centre to bring the rural community together was well supported, and consideration is being given to making it an annual event.

6.5 Alf Rowden Humanitarian Award (Item 11)

- 6.5.1 The item on the Alf Rowden Humanitarian Award did not appear in the community newsletter as intended to invite nominations.
- 6.5.2 As a result of this situation the Board agree to mention the award at the next Eketahuna Our Town Committee meeting, and extend the closing date for nominations by one month (to 20 May 2016).

7. Tararua District Council Report

- 7.1 ***That the report of the Tararua District Council meeting held on 30 March 2016 (as tabled) be received.***

Eagle/Hull

Carried

7.2 Earthquake Prone Buildings Under the Building Act

- 7.2.1 It is disappointing to note that a potential business looking at a building in Eketahuna did not proceed due to the costs and work involved with assessing the structure as an earthquake prone building.

- 7.2.2 Through this situation it is a lost opportunity, and given this is likely to be a significant issue for the future of the district's towns the Council may need to consider providing assistance with the assessment of earthquake prone buildings from an economic development perspective.

8. Pensioner Flats in Eketahuna

- 8.1 Joe Sweeney spoke on his concern that he believes the Council is intending to sell its pensioner flats in Eketahuna, and any such intention is questioned and opposed.
- 8.2 The Governance Manager outlined the approach taken by the Council following consultation with the community through the Long Term Plan to consider the future of its pensioner housing.
- 8.3 The Council require this activity be self-funding, and it may exit from providing this accommodation only if a suitable social housing provider/s submits an acceptable proposal/s to purchase the pensioner flats and continue their availability on a not for profit basis.
- 8.4 The social housing provider/s would then be eligible to seek financial assistance from central government to develop and maintain this community service, whereas local councils are not able to access that funding.
- 8.5 At this time the Council are considering options to ensure the ongoing provision of its pensioner housing is sustainable and fit for purpose, and no decisions have yet been made in respect of this matter.

9. Anzac Day

- 9.1 The arrangements for the Anzac Day civic ceremony in Eketahuna and the services held in the associated rural communities were discussed, and this includes reference to the following matters:
- The guest speaker at the civic ceremony in Eketahuna is from the navy.
 - The ride of remembrance is visiting Eketahuna on 24 April.
 - The Friends of the Anzac Bridge 10th anniversary luncheon is also held in Eketahuna on the above day.

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

10.1 Eketahuna St John Ambulance Service

- 10.1.1 Board Member Eagle reported that the St John annual appeal will soon be held in Eketahuna, and the ambulance is visiting Eketahuna School on 13 April to raise awareness of this essential community service.

- 10.1.2 As part of the Project Tararua community conversation on 8 May a discussion is to occur to consider whether Eketahuna needs to maintain its ambulance garage facility in town.
- 10.1.3 This subject requires direction from the community as the existing facility is located in an earthquake prone building, and an alternative arrangement is required in the future.
- 10.1.4 Ongoing support to maintain the service is also an issue, and more volunteers would help to ensure the existing presence of an ambulance based in Eketahuna can be sustained long-term.
- 10.1.5 If the ambulance garage facility at Eketahuna is no longer provided the community will always still retain access to this service made available from other nearby areas.

11. Correspondence

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

- (a) *Kerry and Loreen Cunningham*
Re: Eketahuna Camping Ground February report
- (b) *Robin Winter*
Re: Project Tararua community conversations
- (c) *Mick Lester - Community Board Executive Committee/Zone 3*
Re: Zone 3 meeting in Whanganui on 20/21 May 2016

Shannon/Collis

Carried

12. Woodville Lions Club Track and Tunnel Walk

- 12.1 It is hoped that the endeavours being made to support the Woodville Lions Club to arrange another iconic fundraising event in the future are successful.

13. Eketahuna Camping Ground Signage

- 13.1 This item of business was not discussed at the meeting and it is withdrawn from the agenda.

14. Trustpower National Community Awards

- 14.1 Cr Collis spoke on the Trustpower National Community Awards that she attended in Dunedin with the Tararua District Community Awards supreme winner, the Friends of the Anzac Bridge Kaiparoro Incorporated.

15. Eketahuna Town Centre Upgrade

15.1 Matters discussed concerning the Eketahuna town centre upgrade includes reference to the following:

- The Board's representatives on the project team are meeting weekly with the contractor's site managers.
- Good progress is occurring with the footpath and kerb and channel work commenced on the Four Square side of the road, and the business owner is happy that the contractor is doing all they can to minimise disruption to his shop.
- Regular project updates are provided to the community in the service centre/library window and through the Facebook page.
- Work on preparing the Chorus building site to relocate the giant Kiwi has started, and street lighting is selected for this location.
- The type of rubbish bins has been decided, with some totara battens required to complete their design.
- Bridget Wellwood is to provide two photos of historic images with an Eketahuna context for developing the history site at the Herbert building.
- Work is underway on fabricating the entry signs for the northern and southern entranceways into town.
- The implementation of the skateboard park plan needs to be coordinated with undertaking the playground renovations.
- A public meeting is to be held on 5 April at 7.00 pm to update the community regarding the direction of the project theme design concepts plan.
- Matters for discussion include the colour of the Kiwi, unique identity signage and features at the public conveniences, ideas for the Kiwi Chorus Centre area and a specific project funded from the proceeds of the town painting tiles sold.
- The Bridge Street intersection stage included by the Council in the Draft Annual Plan 2016/17 funding budget will be outlined.

15.2 The Chairperson commended Cr Collis and Board Member Shannon on their work and time given to progressing through the project team the concepts agreed with the community to implement the design of the upgrade plan.

16. Chairman's Remarks

16.1 Nil

17. Items not on the Agenda

17.1 Refer to the item set out in section 8 of these minutes.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 12.25 pm.

Chairperson

PAHIATUA ON TRACK INCORPORATED

Minutes of the Pahiatua On Track Incorporated meeting held in the Pahiatua Service Centre Chamber, 136 Main Street, Pahiatua on Wednesday 6 April 2016 commencing at 5.30pm.

1. Present

- 1.1 Committee Members: Brett MacDougall (Deputy Chair), Michelle Rankin (Secretary), John Arends (Treasurer), Shirley Hull (Cr), J Brock, Gerry Parker, Nigel Shaw, Z Keall

Members of the Public: Ann Marie Bengston, Ralph Keall, Brian James, Robin Winter, Tracey Collis

2. Apologies

L Powick (Chair)

3. Notification of Items Not on the Agenda

- 3.1 Brian James addressed the committee to thank it for the continued support and financial contribution towards the RSA service. He also gave out dawn service programmes.
- 3.2 Robin Winter addressed the committee to confirm the details regarding the planned community meeting in May, and she will email the advertising flyer to Louise so she can forward it to the committee.

4. Personal Matters

Nil

5. Confirmation of Minutes

- 5.1 **That the minutes of the Pahiatua On Track meeting held on 9th March 2016 (as circulated) be confirmed as a true and accurate record of the meeting.**

Brett/Zelda

Carried

6. Matters Arising

Nil

7. Tararua District Council Report

The Council adopted the Draft Annual Plan 2016/17 for release to the community. The proposed overall rates increase at 1.61% is 1.3% lower than predicted in the Long Term Plan. The Council has taken on board the affordability to the community without sacrificing levels of service. This is mainly because, like others, it is making the most of reduced petroleum costs.

There are no significant changes to the Annual Plan mooted in the Long Term Plan, so the Council does not need to consult this year. If anyone would like to make a submission there are a variety of ways, online, by post or email, or by delivery of a submission to a Council office.

The Pahiatua Main Street upgrade is included on the Council's project sheet for the first time. The principal managers involved are named and the budget is outlined along with timeframes.

The Pahiatua water storage tanks have been ordered.

- 7.1 **That the minutes of the Council meeting held on 30th March 2016 (as circulated) be received.**

Brett/Michelle

Carried

8. Correspondence Inwards

- Thank you letter from the Wheel Park Committee for the donation of \$7,500.00

That the inwards correspondence be received.

Brett/ Zelda

Carried

9. Financial Report John Arends

- 9.1 Accounts to be passed for payment:

Gilda McKnight	\$320.00	Replaces cheque of \$2890.63
Cash	\$1000.00	Prize money for keg race fundraiser

That the financial report be adopted.

John/Jared

Carried

10. Discretionary Grants

- 10.1 Pahiatua On Track has approved funding to cover the costs for the RSA dawn service road closures invoice.

11. Portfolio Reports

11.1 Bridge to the Brewery Walkway Gerry Parker

Nothing to report about the track, and is still waiting for a time to catch up with Martin Beech and Louise to discuss the Waireka Trust's concerns about progressing from here.

11.2 Business and Retail Report Brett MacDougall

The Chamber of Commerce met at the Pahiatua Bowling Club, with around twenty people attending the evening. It was noted that everyone achieved a high level of bowling, and that the winners on the night played outstanding bowls.

The Bowling Club outlined the fact that there has been a decrease in members, with the closure of one of the greens due to this and they can no longer support the upkeep. A few ideas from the floor were discussed around how to get it up and running again. These nights can certainly give smaller committees another way of looking at things.

11.3 South Tararua Business Awards Brett MacDougall

A couple of concerns were discussed, being the date set as it clashed with the college ball and the Town Hall as a venue. Is it big enough for the number of people attending? From the meeting on Tuesday going forward it was decided to keep the venue and shift the date to the next weekend. The committee is going to see if they can retain the services of both the MC and the guest speaker.

11.4 Vehicle Trust John Arends

This is progressing as follows:

Louise, Shirley and I are meeting with Bob Dresser of the Dannevirke Community Vehicle Trust on 21st March to discuss the operational details, budgets etc. This will be very worthwhile to provide a good idea going forward of what is needed to be done and what to expect. Funding approval has been received from the Lotteries Grants Board for \$10,000. Applications have been made for \$5000 each from the Horizons Regional Council and Fonterra. The trust documents have been finalised and signatures are being chased up. The current initial trustees will be Louise, Shirley, Robin Whiteman, Eric Smith and me. There is a need to find about fifteen volunteer drivers who will be able to do one day/month; retirees or semi-retirees would be ideal. If you know of anyone that may be suitable then please contact me. Mid-year is being looked at for a start time. Looking to Pahiatua On Track for some seed funding of \$10,000?

11.5 Harvard John Arends

The slide is about to be removed for some modifications. Extra handholds will be applied on the stairs and inside the plane, with signs to be erected when the slide has been modified.

11.6 Roding Nigel Shaw

Sorry, but I do not have anything to offer in terms of a report this month. The final Civil Defence meeting is planned for Thursday this week, and I am attending that.

11.7 Wheel Park Jared Brock

It was hoped to start work with the precast materials to begin construction in Taranaki on 1st April. However, a delay occurred with the resource consent not coming through until 12th April to prevent starting the project until then. All going well the precast will be made and put on site in May, and the completion is due in June. The keg race was a success, with approximately \$3500.00 raised through sponsorship, entry fees and raffles run on the day.

11.8 Main Street Portfolio

Zelda Keall

There is not a lot to report. The outcome from Joel is still to be received regarding repairs to the Christmas lights.

12. Items Not on the Agenda

12.1 Swimming Pool Study Report

Shirley has made reference that it will be up to the Pahiatua On Track committee to consider what the future is for a swimming pool in Pahiatua. The committee would like to have a meeting regarding this with Louise, and it felt that this should occur before the May Pahiatua On Track meeting.

The meeting closed at 6.55pm.

Chairperson

**Minutes of a meeting of Woodville Districts' Vision held in the Supper
Room of the Woodville Sports Stadium on Tuesday 5 April 2016
commencing at 7.00pm.**

Present

M Souden, A Devonshire, S McLeod, K McIntyre, Cr P Johns, P McCool, B Hutton, I Daley, G Murray, D Pretty, representatives from the Lighthouse - Veronica and Noel, C Pratt, D Speer, D Coutts, M M Oulaghan (Secretary), R Winter (Chair)

Apologies

M Taylor, Cr T Collis

Previous Meeting

That the minutes of the Woodville Districts' Vision meeting held on 1 March 2016 be accepted as a true and correct record of the meeting.

R Winter / B Hutton

Carried

Matters Arising

- RSA planting of trees - meeting is yet to occur

Correspondence

Inwards

- TDC minutes - 30 March 2016
- TDC re LED sign
- C Barrell - Artist in residence and suggestions for future programmes
- Communication from the sculptor of one of the mini sculptures requesting its return; following discussion the decision was made to retain the sculpture
- RSA advising WDV they would not be running the civic ceremony in future; there would be one parade at dawn followed by a community breakfast and then the civic ceremony/due to health and safety regulations the cemetery parade and ceremony will no longer occur
- Horizons Regional Council submission for draft Annual Plan - flooding, public transport, tidy up their section/need to invoice Horizons for the \$2k for water tanks

Outwards

- TDC - Rubbish collection at traffic lay-by
- TDC – i-SITE
- Signmakers regarding approval for repairs

That the correspondence be accepted.

M M Oulaghan / A Devonshire

Carried

Reports

Treasurer's Report - tabled

- The general account contains \$25,700. \$5,000 is for the walkway to be put on term deposit. \$5,000 is for CCTV leaving a balance of \$15,700.
- A bill is on hand for advertising of \$1,005.10

That the Treasurer's report be accepted.

P McCool / G Murray

Carried

TDC Report - Cr P Johns

- The Council's Chief Executive advises that to move the pedestrian crossing back to Ross Street could potentially cost \$100k. The recommendation from the Chief Executive is that the Council should not do this, particularly without New Zealand Transport Agency funding assistance.
- Proposed alterations to the camping ground as prepared by Council engineers - The sub committee comprising G Murray, A Devonshire and Cr P Johns are to meet to discuss and comment. Better drainage will be installed, a loop path for bigger rigs to turn around without going on the grass, hard stands for the campers. \$100k has been allocated, and this may not be enough for development as per the plan.
- Library/I-Site building - The Council have advised that they will move the I-Site and library to the service centre and have purchased the section next door. This will be turned into parking with the small building at the rear turned into a toilet. The plan for the current library building is gifting it to the community conditional on earthquake strengthening, cost and a robust business case for management of the building. Ideally this could be a commercial enterprise with someone there as the guardian of the Lindauer Studio.

That a subcommittee be formed to investigate the management of the property and the development of the business case, with the members to be Cr P Johns, M M Oulaghan, A Devonshire, S McLeod and R Winter.

P Johns / S McLeod

Carried

- The draft Annual Plan does not come out for consultation this year. WDV members are to email R Winter on anything the Council should know about going into the new financial year.
- Cr Johns is to keep WDV closely advised on the water works and the proposed schedule and milestones.

Events and Promotion

- Lindauer

Report tabled by K McIntyre (attached).

- Walkway

The walkway will only progress with Council's support in liaising with KiwiRail. Foot traffic is increasing for the Te Apiti Gorge walk, so it is frustrating that the pathway can still not be finalised.

- WoodFest

The second WoodFest was a great success. A high quality of market stalls was continued from the previous year. The axe men were again a great crowd pleaser. Entertainment for the attendees, adults and children alike was greatly appreciated. A good crowd enjoyed the day and into the evening with the community picnic. This event was managed within budget, with good sponsorship received from Woodville Lions, Pub Charity and businesses in the Tararua District.

Funding Applications

There were no applications received.

General Business

- Members of the community advised WDV that the feral cat issue in Woodville is still a significant health and safety problem.

That \$1,000 be set aside to assist with controlling the cat problem as appropriate.

M M Oulaghan / M Souden

Carried

- Update that the barbecue and tables will be installed in Fountaine Square imminently.
- A Devonshire kindly agreed to be responsible for booking the Supper Room for this meeting and picking up the key.

There being no further business, the meeting closed at 8.30pm.

The next meeting is held on 3 May 2016 in the Supper Room.

AiR report 5th April 2016

WDV meeting report

Filip Trnka Woodville's 2016 Artist in Residence

Well, it has been a very busy two years planning and busier this last eight weeks.

All who were involved say that this was a great success for the Lindauer Studio and Woodville and the Tararua District.

For those who had the foresight and stuck with the idea and planning to get an artist to come to Woodville as part of a celebration of the Lindauer connection with his home country, the Czech Republic and Pilsen, it has been a mammoth job but well worth the time and effort.

To all the helpers that came and developed the idea once the dream became a reality this artist's stay would not have been possible, or the success that it turned out to be, without you.

This group; from the selection process to sorting the house and contents and making it comfortable, to providing a meal for him so he could enjoy the many different tastes of NZ, to taking him on trips around the District and setting up the art exhibition all took many hours, and was appreciated by us and Filip.

The trips included Wanganui, Ngawi and Cape Palliser, Martinborough, Mt. Bruce, Wellington, Palmerston North, Porirua, and most Tararua towns. He visited the Pacific Studio at Eketahuna for their open day, had a day tour of the Tararua District with Mayor Roly which took in Dannevirke, Pahiatua, Pongaroa and Akitio. He taught art classes at Woodville School, travelled with UCOL to Wellington, attended a lecture at their PN campus, and was formally welcomed onto the Makirikiri Marae in Dannevirke.

Filip held a small shadow puppet show and spoke at a local group meeting, saw cows milked and sheep being shorn and walked several of our bush tracks to see trees and bird life. He also experienced our weather in its many facets, which influenced his art, particularly the wind and its movement across the land, vegetation and sea.

Thank you to everyone who helped to make Filip's stay in Woodville so interesting and enjoyable.

The exhibition showed Filip's talents through the work he achieved while here as well as that of many other Tararua artists. What a great collection of works, thank you to all who took time out to come and see the talent in the area.

Filip left Woodville on Thursday 24th to have a look at some of the places north of here, Rotorua, Hamilton, Matamata, Waitomo and Auckland before commencing his flight home on Tuesday 29th.

Filip has now arrived home and has made contact as has his mother to show her appreciation.

He has read the reports of the local newspapers of his visit since leaving, and they will be part of his report to the Dean of his studies.

The University of Pilsen is keen to repeat this program, and it has indicated they have established a small fund to help another chosen artist with their stay at Woodville in the future.

Our organising group believes this AiR was a great success and will repeat this programme in the summer of 2018. The art exhibition was also a great success, and in conjunction with the Dannevirke art group we have established an autumn exhibition with the aim of giving Tararua District artists greater exposure. This will be held again next year in 2017.

Thanks must also go to Christine McKay (Dannevirke News) and Dave Murdoch (Bush Telegraph) for the wonderful newspaper coverage of the idea and project over the two years. This has been a big help in getting others enthused to put their hands up and help when needed.

We were fortunate with having many part sponsors:

<i>House -</i>	Bevan and Pauline Cook (Porirua)
<i>Travel arrangements -</i>	Steve Lawson (Lower Hutt)
<i>Public welcome venue/food</i>	Nibbley Pig
<i>Exhibition space -</i>	Woodville Pahiatua Racing Club
<i>Exhibition food -</i>	Lance Shearman (Pahiatua)

And the many people that gave their time and financial assistance to showcase our country to Filip.

Friends of the Lindauer Studio have not met to finalise the balance sheet at this date.

Since Filip's return Roman Musil, Director of the West Bohemia Gallery in Pilsen has made contact informing me that a Czech TV crew is in NZ, and asking if I would be willing to help with a segment on Lindauer when they come to Woodville later this month (see attached letter).

This only goes to show that Lindauer is a growing commodity and that the Tararua District needs to embrace what we can of it for the benefit of us all. We need to fully utilise the opportunities of this Czech/NZ artist for the benefit of the Tararua District.

Joan and Kevin McIntyre
Friends of Lindauer Studio



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e / info@zpc-galerie.cz

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Mr Kevin McIntyre
Director
Gottfried Lindauer Replica Studio
Taranui i-SITE Visitor Centre
42 Vogel Street
Woodville 4920
New Zealand

In Pilsen, 30 March 2016

Letter of recommendation for Czech TV crew

Dear Mr McIntyre:

After our Gottfried Lindauer project has ended triumphantly in the Czech Republic and the first year of the Artist in Residence programme for a Czech artist in Woodville has been a success, I have the pleasure to inform you about a new connection between New Zealand and our country: the Czech Television is preparing a travelogue about New Zealand and one part of the series will be dedicated to Gottfried Lindauer. The crew headed by Vladimír Kroc are departing today, will start in the South Island and arrive in Woodville approximately in the third week of April.

If you can kindly be helpful to Mr Kroc and his team, we will very appreciate it. The forthcoming film will further popularize the artist in his homeland and deepen the knowledge about him on part of the general public.

Thank you in advance for being of assistance to this project.

Warm regards from Pilsen,

Roman Musil
Director
The Gallery of West Bohemia in Pilsen

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke, positioned to the right of the typed name and title.

iČ / 00263338



Report

Date : 21 April 2016
To : Mayor and Councillors
Tararua District Council
From : Sandy Lowe
Electoral Officer
Subject : **2016 Triennial Local Authority Elections**
Item No : **10.1**

1. Reason for the Report

- To provide Council with the timetable for the 2016 Triennial Local Authority Elections
- Seek a decision on the order of candidate names on voting documents

2. Background

- 2.1 The 2016 Triennial Elections will be held on Saturday 8 October. First Past the Post (FPP) Electoral Counting System applies to the 2016 Council Elections. Votes are cast by placing ticks up to the number of vacancies next to each candidate(s) a voter wishes to vote for. The candidate(s) with the most votes win(s). Each winning candidate is unlikely to have a majority of votes, just the largest number of votes cast.
- 2.2 Election issues for Tararua:
- Mayor
 - Councillors (North & South Ward)
 - Community Boards (Eketahuna & Dannevirke)
 - MidCentral District Health Board - Tararua Electors
 - Horizons or Wellington Regional Council - Tararua Electors
 - Masterton Licensing Trust - Tararua Electors
- 2.3 Voting by way of postal vote has been the preferred method for Tararua District Council.
- 2.4 We employ the services of Electionz.com and NZ Post to assist with the effective management of our Elections.

This covers all end-to-end aspects of running an Election from roll scrutiny, risk management, preparation and printing of voting documents, delivery and return of voting documents, processing and count of votes etc.

- 2.5 Most goods and services for the Elections are cost efficient due to collective purchasing by councils throughout NZ or regionally, e.g. insurance and placement of public notices etc.
- 2.6 The voter return for the 2013 Elections was 50.7%, being 6057 voting papers; this was down from 54.8% in 2010. A key part of the marketing strategy for the 2016 Elections will focus on community engagement, encouraging candidacy, enrolling to vote and voting.

3. Timetable

- 3.1 The Local Electoral Act 2001 and the Local Electoral Regulations 2001 set the Elections timetable. A copy of the timetable is attached with this report for your perusal. Also, please see below key dates;

15 July 2016	Nominations open/roll open for inspection
27 July 2016	Candidates briefing session
12 August 2016	Nominations close/roll closes
17 August 2016	Public notice of day of election, candidates names
16 September 2016	Delivery of voting documents
8 October 2016	Election day, voting closes 12noon - Preliminary results available as soon as practicable
13 October 2016	Declaration of results/public notice of results

4. Kids Voting

- 4.1 This provides an opportunity for all Year 9 students to have an authentic voting experience, which forms part of their Social Studies curriculum. Throughout NZ voter turn out is falling and engagement among young people is low, Kids Voting aims to reverse this. High Schools have been contacted to encourage them to participate for 2016.

5. Online Voting

- 5.1 Eight councils were invited to demonstrate they could meet requirements for an online voting trial. The main concerns of Department of Internal Affairs relate to security and confidentiality. The Minister has since announced the Government is not satisfied with progress towards implementing the trial, and therefore the online voting option will not be proceeding for this Election.

6. Candidate Briefing Session

- 6.1 There will be a candidate briefing session on 27 July at 7.30pm to be held in Woodville, hosted by Warwick Lampp from Electionz.com. Further information will be advertised closer to the time.

7. Early Processing of Voting Documents

- 7.1 The Electoral Officer may, at his or her discretion, process during the voting period and in the prescribed manner any voting documents received before the close of voting for any election or poll (as per attached).

8. Order of Candidates Names on Voting Documents

- 8.1 Clause 31(1) of the Local Electoral Regulations 2001 now allows the Council to decide whether the names are to be arranged on the voting documents in alphabetical order of surname, pseudo-random order, or random order. In the absence of any Council resolution, the candidates names must be arranged in alphabetical order of surname. The features of each arrangement are described below.

- 8.2 Because the decision to determine the order in which candidates names are to appear on the voting document can be made by each local authority, there is the possibility that all three options will be used on the one voting document at a Triennial Election. This may cause some voter confusion. It is recommended good practice that every effort should be made to minimise this risk by consultation between local authorities in each region.

8.3 2013 Arrangements

Tararua District Council	Alphabetical
Horizons Regional Council	Alphabetical
MidCentral District Health Board	Alphabetical
Wellington Regional Council	Alphabetical
Masterton Licensing Trust	Alphabetical

8.4 2016 Arrangements

Tararua District Council	To be resolved by Council
Horizons Regional Council	Alphabetical
MidCentral District Health Board	Random
Wellington Regional Council	Random
Masterton Licensing Trust	To be confirmed

- 8.5 Attached is information from the Local Government Commission on “candidate order on voting documents”. This information forms part of the Review of the Local Government Act 2002 and Local Electoral Act 2001.

Arrangement 1 : Alphabetical order of surname

Under this arrangement, the candidates names for each issue are shown in alphabetical order. Tararua District Council adopted this arrangement for the 2007 and 2013 Elections.

Arrangement 2 : Pseudo-random order

Under this arrangement, the candidates names for each issue are placed in a hat (or similar receptacle), mixed together and then drawn out of the hat, with the candidates names being placed on all voting documents for that issue in the order in which they are drawn out.

The Regulations provide that if a Local Authority has determined that pseudo-random order is to be used, the Electoral Officer must state, in the public notice required to be given, the date, time and place at which the order of the candidates names will be arranged. Any person is then entitled to attend while the arrangement is in progress.

Arrangement 3 : Random order

Under this arrangement, the candidates names for each issue are shown in a different order on each voting document. This was the arrangement used in the 2010 Election.

Comparative costs of each arrangement

Due to increasing changes in technology there is little to no costs difference to any of the above arrangements.

Recommendation

That the report from the Land Information Officer dated 21 April 2016 concerning the 2016 Triennial Local Authority Elections (as circulated) be received, and

That the Council:

- 1. Note the timetable for the 2016 Triennial Local Authority Elections, and***
- 2. Agrees that the names of the Tararua District Council candidates for the 2016 Local Authority Elections are to be arranged on the voting paper in (choose one of the following):***
 - a) Alphabetical order of surname; or***
 - b) Pseudo-random order; or***
 - c) Random order***

Attachments

- 1. Timetable, Order of Candidates, Processing before close of voting**

LOCAL GOVERNMENT 2016 TRIENNIAL ELECTION TIMETABLE

8 OCTOBER 2016

November 2015 (TBC)	Elector officer training workshop
on/after Mon 1 February 2016	Declaration of electoral officer [sec 14, LEA]
February 2016 (TBC)	Electoral officer forum
Wed 2 March 2016 – Sat 30 April 2016	Ratepayer roll enrolment confirmation forms issued [reg 16, LER]
Wed 2 March 2016 – Wed 6 July 2016	Preparation of ratepayer roll [reg 10 LER]
Fri 11 March 2016	ES questionnaire sent to electoral officers
Sun 10 April 2016	LGC final representation review decisions [sec 19R LEA]
Fri 8 April 2016	ES questionnaire due
May 2016	National ratepayer roll qualifications and procedures campaign [sec 39 LEA]
Wed 4 May 2016	ES test data sent to electoral officers
Mon 27 June 2016	ES enrolment update campaign commences
by Thur 30 June 2016	Optional order of candidate names resolution [reg 31 LER]
Thur 7 July 2016	Check It residential electoral roll closes [reg 10 LER]
from Fri 8 July 2016	Receive residential roll data from ES
Fri 8 July 2016 – Wed 13 July 2016	Compile preliminary electoral roll [sec 38 LEA]
say Wed 13 July 2016 (no later than Fri 15 July 2016)	Public notice of election, calling for nominations, roll open for inspection [sec 42, 52, 53 LEA]
Fri 15 July 2016	Nominations open/roll open for inspection [sec 42 LEA]
by Fri 29 July 2016	Appointment of Justice(s) of the Peace
Fri 12 August 2016	Nominations close (12 noon)/ roll closes [sec 5, 42, 55, LEA, reg 21 LER]
say Wed 17 August 2016 (or as soon as practicable)	Public notice of day of election, candidates' names [sec 65, LEA]
by Fri 19 August 2016	Receive final data from ES
by Wed 31 August 2016	Ratepayer roll insert with rates notice [sec 39 LEA]
by Mon 12 September 2016	Electoral officer certifies final electoral roll [sec 51, LEA, reg 22, LER]
Fri 16 September 2016	ES letter sent to unpublished roll electors
Fri 16 September 2016 – Wed 21 September 2016	Delivery of voting documents [reg 51, LER]
Fri 16 September 2016 – Sat 8 October 2016	Progressive roll scrutiny [sec 83, LEA]
	Special voting period [sec 5, LEA, reg 35, LER]
	Early processing period [sec 80 LEA]
by 12 noon, Fri 7 October 2016	Appointment of scrutineers [sec 68, LEA]
Sat 8 October 2016	Election day [sec 10, LEA]
	Voting closes 12 noon – counting commences [sec 84, LEA], progress/preliminary results available as soon as practicable after close of voting [sec 85, LEA, reg 80A, 85A, LER]
PM Sat 8 October 2016 – Thur 13 October 2016	Official count [sec 84, LEA]
Thur 13 October 2016 – Wed 19 October 2016 (or as soon as practicable)	Declaration of result/public notice of results [sec 86, LEA]
December 2016 (TBC)	EO forum
mid December 2016 (depends on date results published)	Return of election expenses forms [sec 112A, LEA]

ES = Enrolment Services (Electoral Commission) LGC = Local Government Commission
LEA = Local Electoral Act 2001 LER = Local Electoral Regulations 2001
Prepared by Dale Ofsoske, SOLGM Electoral Working Party, 2014

c) Order of candidates' names on voting documents

12.22 Regulation 31(1)

in alphabetical order of surname, pseudo random order (i.e. one randomised order for all voting documents), or random order (all documents have a different order).

12.23 A local authority may determine, by resolution, before the electoral officer gives the further public notice he/she is required to give under *Section 65(1)*, which order (of the

in alphabetical order of surname on the voting document (*regulation 31(3)*).

12.24 If a local authority determines that pseudo-random order is to be used, the electoral officer must state, in the notice he/she is required to give under *Section 65(1)*, the date,

any person is entitled to attend (*regulation 31(4)*).

on the voting document can be made by each local authority, there is the possibility that all three options will be used on the one voting document at a triennial election. This may cause some voter confusion and every effort should be made to minimise this risk by consultation between local authorities in each region.

12.26 The Local Government Commission considered the issue of the impact on election outcomes of candidate order on voting documents in its *Review of the Local Government Act 2002 and the Local Electoral Act 2001* (see chapter 5). It undertook some limited research from the 2007 elections and reviewed current international research. The Commission found that the issue is a complicated one and there is currently no definitive analysis that can be applied to local elections in New Zealand. It identified a number of factors that local authorities need to consider when addressing the issue of candidate order on voting documents.

3 Recommended good practice

documents is that electoral officers:

- (i) draw to the attention of their local authority the three naming order options available and that, if an option other than alphabetical is chosen, that the necessary resolution is passed well in advance of the notice that is required to be given under *Section 65(1)*
- (ii) consult with other local authorities within their region before putting a report to the local authority and include in that report the decisions, if any, already taken by other local authorities
- (iii) identify and include in the report to the local authority perceived advantages

names in random order is more expensive than either alphabetical or pseudo-random order; possible voter confusion if all three options are included on the

candidate among a list of 40 candidates who are not listed in alphabetical order; the fact candidates will appear in alphabetical order in the candidate profile book no matter what order the candidates are listed on the voting document)

independent person (e.g. Justice of the Peace or a police officer) is in attendance to witness the process of determining the order names will appear on the voting document

- (v) notify, as soon as possible, the other electoral officers within their region of the decision taken by their local authority.

Section 76(2)(d): amended, on 29 June 2013, by section 26(1) of the Local Electoral Amendment Act 2013 (2013 No 40).

Section 76(2)(e): inserted, on 29 June 2013, by section 26(2) of the Local Electoral Amendment Act 2013 (2013 No 40).

77 Approval of voting documents for use at elections and polls

A voting document may not be used at an election or poll unless it is consistent with at least 1 of the general formats that have been approved for use by the Secretary for Local Government or a person appointed by the Secretary for the purpose of approving formats for voting documents under this section.

78 Voting

- (1) An elector may cast a vote using a voting document during the voting period in accordance with regulations made under this Act.
- (2) No vote received by the electoral officer after the close of voting may be counted, unless permitted by regulations made under this Act.

79 Early processing of votes

[Repealed]

Section 79: repealed, on 29 June 2013, by section 27 of the Local Electoral Amendment Act 2013 (2013 No 40).

80 Processing before close of voting

- (1) The electoral officer may, at his or her discretion, process during the voting period and in the prescribed manner any voting documents received before the close of voting for any election or poll.
- (2) Subsection (1) does not require the electoral officer to ensure the taking of any particular step (whether prescribed or otherwise) in relation to the processing of a voting document during the voting period if the electoral officer decides, on reasonable grounds, that it is not efficient to take that step in relation to that voting document in that period.
- (3) Any step that, in relation to a voting document, is started but not completed at the close of voting must be completed after the close of voting in the prescribed manner.
- (4) If the processing of a voting document is not completed at the close of voting, the processing of the voting document must be completed after the close of voting.

Section 80(1): replaced, on 29 June 2013, by section 28 of the Local Electoral Amendment Act 2013 (2013 No 40).

81 Scrutineers' presence at processing prohibited before close of voting

- (1) No scrutineer may be present when any step referred to in section 80 is being taken during the voting period.
- (2) *[Repealed]*

Report

Date : 21 April 2016

To : Mayor and Councillors
Tararua District Council

From : Kathy Dever-Tod
Manager Assets Group

Subject : **Pahiatua Water Supply Upgrade**

Item No : **10.2**

1. Reason for the Report

- 1.1 To present an evaluation of the options for upgrading the Pahiatua water supply, and recommend the Council proceed with the preferred option immediately to address the community's concerns regarding the current water supply.

2. Background

- 2.1 At a workshop on 30th March, Councillors were provided with a memo and business case updating progress on the Pahiatua water supply upgrade, with a plan to advance the project.
- 2.2 Following the poor results from the test bore drilled in 2015, the Council had been considering alternate options, including the use of the water supply at the Tui Brewery. Officers are in regular contact with Ministry of Health, and at present there are no immediate consequences regarding the subsidy whilst alternate options are explored to meet the objective of a compliant water supply.
- 2.3 Delays in the project mean ongoing water quality issues for the residents of Pahiatua, when the Council uses the river as a supplementary supply, particularly in summer.
- 2.4 The public are seeking action on resolving this, given the progress achieved in security and quality for Norsewood, Eketahuna, Woodville and Dannevirke over the same period.

3. Description of Issue

- 3.1 The Pahiatua Township is supplied with drinking water from a single reservoir in Wakeman Street. Water is distributed into the town via gravity. The reservoir is 1,140m³ in capacity. The average daily demand is 1,200m³, with this increasing to 1,300m³ in summer and falling to 900m³ in wetter weather. The single reservoir is therefore insufficient in size to provide a day's supply of water to the town.
- 3.2 The reservoir is filled from a single bore, via a rising main. The flow from the bore is 16l/s under usual operating conditions. At a flow rate of 16l/s, in theory the bore would produce 1,382 litres over a 24-hour period, sufficient to meet the daily summer needs of the town. In reality, the pump is not operated 24 hours a day as the bore needs time to replenish. The daily volume of water extracted from the bore is also limited by the size of the reservoir; when the reservoir is full, the bore switches off.
- 3.3 The Mangatainoka River is used as a supplementary water supply when the draw off in the town exceeds the rate at which the bore can keep the reservoir topped up and to preserve the bore when the head in the bore well begins to drop. The quality of the river water is poor, and when used as a supplementary supply, residents experience taste/ odour and or clarity issues.
- 3.4 The river is not a secure water source. Whilst the Council continues to use untreated river water for drinking purposes, regardless of how often or how much it is used, the Pahiatua water scheme will not meet the NZ Drinking Water standards. The level of treatment required to meet the standards, and to resolve taste and odour issues, would not be justified for the amount of time the river supply is needed to meet demand.
- 3.5 There is little resilience in the current water scheme. If there were an increase in water draw off in the town, as a result of a one-off event such as a large fire or a mains break, the town would quickly run out of stored water.
- 3.6 The Council has purchased a second bore pump to minimise the amount of time the bore would be out of action if the pump failed. It would take three days to replace the pump due to the depth of the bore. During this time, the river would be the only source of water for the Wakeman Street reservoir.
- 3.7 Council secured a subsidy from Ministry of Health to upgrade the water supply to meet the NZ drinking water standards. The subsidy is \$529K or 65% of the total project costs, whichever is the lesser amount. The subsidy is to obtain consent, commission a second bore, and install a 24-hour storage reservoir. Any change to the project would require the agreement of MoH if the full subsidy were to be retained.

4. Project Objectives

4.1 The water supply upgrade project has the following objectives;

- Compliant with the provisions of the NZ Drinking Water standards
- Meet the demands of the town for drinking water, with moderate water restrictions in summer
- Maximise use of the subsidy provided by Ministry of Health
- Improve the aesthetics of the drinking water provided to the town
- Increase the resilience of the water supply
- Obtain the best whole of life cost for the water supply

4.2 In order to address the concerns of the community before next summer, the following two objectives have recently been added;

- Obtain Ministry of Health approval for the upgrade project by the end of May
- Address the project objectives by October 2016

5. Options

5.1 There are five options available to the Council. These are detailed in the attached business case and include:

- | | |
|-------------|---|
| Option 1: | Do nothing |
| Option 2: | 7 days storage |
| Option 3.1: | 4.5 days storage plus Balfour spring, with treatment |
| Option 3.2: | 4.5 days storage plus TUI brewery water piped to town |
| Option 3.3: | 4.5 days storage plus second bore |

5.2 All options are based on the average daily usage of 1,200m³.

5.3 Three companies were approached to supply the reservoir, including RCR, who were not able to commit to manufacturing a tank of this size. The remaining two companies both submitted very similar prices, however as the Pentair had a longer delivery and commissioning phase than Tasman Tanks, it is latter which will best meet council's needs to have a full reservoir in place before summer 2016/2017

6. Analysis of Options

6.1 A project-planning workshop was held on 12 April, and an option analysis was completed.

6.2 As the first step in the process, the relative importance of each objective was determined. Where an objective was considered to be a need, an option would need to meet that objective to be considered viable. Of the objectives, 'compliance with the drinking water standards' and 'meets demand' were the only two considered to be absolute needs.

6.3 The relative importance of the remaining objectives was scored as follows:

- Maximise use of MoH subsidy 10
- MoH approval by the end of May 8
- Built by October 2016 7
- Obtain best whole of life cost 6
- Improve aesthetics of water 4
- Increase resilience of scheme 2

6.4 All options were then evaluated against the project objectives using a basic rating scale of 0-10, with the following general meanings:

- 0 – does not meet project objective
- 2 – makes a minimal contribution to project objective
- 5 – meets approximately half of the overall project objective
- 8 – largely meets project objective
- 10 – fully meets project objective

6.5 Options 3.1 to 3.3 were evaluated as; Stage one project, install 4.5 days storage and, Stage two project, secure a secondary water supply of water- whatever the source.

6.6 An overall project score was then determined for each option, being the sum of products of the importance and rating, for each objective.

6.7 A copy of the option analysis is presented on the following page.

The analysis shows that:

- The status quo does not meet the two identified needs for the project and therefore is not a viable option
- The 4.5 day water storage option better meets the project objectives than the 7 day storage option
- The two storage options better meet the project objectives than the alternate water supply
- The alternate water supply is the only option which fully meets the resilience objective

Objective	Importance	Status Quo	7 days storage		4.5 days storage		Alternate water source	
			Rating	Score	Rating	Score	Rating	Score
Compliant with drinking water standard	NEED	X						
Meets demand	NEED	X						
Retain subsidy	10		8	80	9	90	5	50
MoH approval by end of May	8		7	56	10	80	5	40
Built by October	7		2	14	10	70	2	14
Whole of life cost	6		2	12	10	60	1	6
Aesthetics	4		10	40	10	40	7	28
Resilience	2		6	12	5	10	10	20
PROJECT SCORE		0		214		350		158

7. Preferred Option

- 7.1 Based on the above analysis, the best option is to install 6,000m³ of additional storage. This is consistent with the preferred option presented at the workshop in March of upgrading the water supply in two stages.
- 7.2 Securing 4.5 days of storage (6,000m³) will address the quality and quantity issues the town faces at present. The additional storage will also mean the town scheme will meet the provisions of the Drinking Water standards. A precursor to a second stage would be to investigate whether the additional 6,000m³ of storage is sufficient for the bore to meet the needs of the town throughout the year, whilst also maintaining at least two days stored water at all times. The merits of investing in additional storage and/or a second water supply could then be assessed based on benefits and costs, and considered for inclusion in the 2018 Long Term Plan.

- 7.3 Following the workshop in March, two prices for a 6,000m³ reservoirs, confirmed. A cost estimate for installing the galvanised, lined reservoir, supplied by Tasman Tanks, has been developed. A map of the proposed location is attached to this report.
- 7.4 Officers have confirmed that if an order for the reservoir was placed with Tasman Tanks at the end of this month, the reservoir could be in place by October 2016. This would enable the bore to start filling the reservoir before the drier weather begins. This would address the concerns of the community of potentially facing another summer with poor quality water.

8. Financial

- 8.1 The budget provision for this project is \$1,479K. To date Council has spent \$96K on the project, including \$10K on completing the Ministry of Health application and securing the subsidy, \$50K on the test bore and \$18K on a standby pump for the existing bore. The remaining budget is \$1,383K.
- 8.2 The estimated cost for the installation of a 6,000m³ reservoir is \$1,134K. The reservoir can be accommodated within the remaining project budget provision.
- 8.3 The estimated cost is based on locating the Tasman Tanks reservoir on Council owned land adjacent to the wastewater ponds, the provision of pumps, pipes and valve work in order to enable the reservoir to be used in conjunction with the bore or as a stand-alone water source.
- 8.4 The estimated cost of the works, for the purposes of calculating the Ministry of Health subsidy, was \$1,668K. This project included 24 hours additional storage. The estimated cost for the concrete storage reservoir, with associated pipes and pump work, was \$1,195K plus contingency. The current 4.5-day storage option is therefore approximately the same cost as the original 24-day option but it provides the scheme with a lot more resilience.
- 8.5 Officers will put a case to the Ministry of Health to retain the full \$529K subsidy for the water supply upgrade on the basis that the 4.5-day storage option provides a secure source of water and more than adequate storage to meet the requirements of the Drinking Water standard. Furthermore, with an estimated total project cost of \$1,134K, the full subsidy would still be less than the 65% Ministry of Health funding threshold.

9. Significance Assessment

- 9.1 This project is significant in terms of the Council's policy on significance and engagement. The matters contained within this report and any decisions arising, are not considered to be significant as they are consistent with the direction and financial provisions contained within the 2015-2025 Long Term Plan.

10. Consultation

- 10.1 The Council initially consulted on the upgrade of the Pahiatua water supply as a significant project within the 2012 Long Term Plan. The Council has provided annual project updates to the community as part of draft Annual Plan processes.
- 10.2 The community of Pahiatua have a particular interest in this project and there has been on-going consultation with the Pahiatua On Track Committee as the project has evolved. Council provided the opportunity to the committee to make comment on the option of seven-day storage. There has not been any direct consultation regarding the currently preferred option of 4.5 days storage.
- 10.3 The Ministry of Health has a particular interest in this project, both as a funder and a regulatory authority. Council staff have kept the Ministry informed about progress with the project, including the alternate options being considered. To date the Ministry has expressed no opinion on the preferred option, awaiting further information. The Council will need to formally apply to the Ministry to get the subsidy agreement altered, before any decision on the subsidy will be considered.

11. Conclusion

- 11.1 The Pahiatua Water supply needs upgrading, both to achieve compliance with the new Drinking Water standards and to address the historical quantity and quality issues associated with the supply. There is also little resilience within the current scheme.
- 11.2 There have been a number of delays with this project to date, and the public are seeking action on resolving supply issues, given the progress achieved in security and quality for Norsewood, Eketahuna, Woodville and Dannevirke over the same period.
- 11.3 Installation of additional storage of 4.5 days will enable the town of Pahiatua to be supplied with quality drinking water throughout the year. It will also enable the supply to comply with the new drinking water standards, as the river intake will not be a supplementary source of drinking water.
- 11.4 Proceeding with this option now will ensure that the immediate concerns of the community are addressed; contending with poor quality water and a limited water supply next summer.
- 11.5 With Stage One confirmed, Council officers can then fully investigate the costs and benefits of alternate water supplies and additional storage, and using the option analysis process above, make an informed recommendation to Council regarding the merits of further investment in the scheme.

12. Recommendation

- 12.1** *That the report from the Manager Assets Group dated 21 April 2016 concerning the Pahiatua Water Supply Upgrade (as circulated) be received, and*
- 12.2** *That the Council confirms option 3 as its preferred option, being the installation of 4.5 days of water storage in the form of a 6,000m³ reservoir, and*
- 12.3** *That the Chief Executive be delegated authority to enter into a contract with Tasman Tanks for the supply of a 6,000m³ reservoir on mutually agreed terms and conditions and in line with the proposal outlined in this report.*

Attachments

- 1. Project Business Case Summary – Pahiatua Water Supply- Updated March 2016
- 2. Reservoir Location - Pahiatua Additional Storage

Project Business Case Summary – Pahiatua Water Supply

PART A – Project Description

Project Title: Pahiatua Water Supply

Project No:

Revision No: March 2016

Reviewed by: Kathy Dever-Tod

Project description, scope and purpose:

Historically, severe water restrictions occurred in Pahiatua during drier months. The issue was not being able to extract enough water from the Mangatainoka River during dry spells; the abstraction rate being constrained by both a Resource Consent specifying the quantity and conditions relating to the draw-off of water, and the poor quality of water during summer months.

In 2012 Council installed bore in Pahiatua with funding assistance from the Ministry of Health (MoH). The bore supplies sufficient water to replenish the town reservoir (1,140m³) in Wakeman Street and meet the town's needs most of the time. The river intake is used as a supplementary supply. All water is pumped to the reservoir

Water restrictions still remain in Pahiatua due to the lack of capacity in the bore to fully meet the town's needs and the limited storage available to the town. The community also still experience quality issues.

Council has received funding from MoH to develop a second bore and to provide additional storage up to a minimum of 24hrs as described in the drinking water Grading recommendations.

The results from the test bore drilled in 2015 were found to be unfavourable. Council is considering its options, with the aim of alleviating the need to use the river source entirely, noting that whilst the town continues to draw from the river, the supply is not considered secure in terms of the drinking water standards.

LTP assumptions - Construct a new bore and a minimum of 24 hours storage 2015/2016

Expected \$ and timing	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Business case prepared	x									
Project start date			\$1.4m							
Project end date				x						

PART B – Issues and Options

Objective: Ensure the Pahiatua township has a reliable source of drinking water, which meets its needs all year round, is compliant and provided at the best whole of life cost for the ratepayer.

Issue	Impact	Mitigation
Worst case scenario – we continue with the current single bore, supplementing the supply from the river source	Severe water restrictions would be required to manage demand, customer complaints about quality remain, supply does not meet drinking water standards and lose all of the MoH funding subsidy.	Undertake planning now to ensure that an adequate store of water exists, that is resilient to risks of pump failures and climate change, that is affordable for ratepayers of the District
Most likely case – demand in the town is met through existing bore supplemented via storage.	Council invests in large storage facilities to meet the town's needs in drier months, whilst also considering storage type and location	Storage in more than one place to build resilience in system. Store treated and untreated water to minimise size of treatment facility needed in high usage months

Options	Brief Analysis of Option		Rating
Do Nothing	The treatment plant is supplied with blended water from both the bore and river during the summer months. This results in taste issues and increased treatment costs. Further treatment will be needed to meet drinking water standards as the river is not a secure source. Water takes from the river are limited at times in the summer due to water turbidity and consent conditions. This option does not meet the MoH criteria for the funding subsidy		Not viable
Increase storage of raw water and use the Bore as the sole source of water for the town	This option involves building storage that more than meets the needs of the town during dry conditions, and builds some resilience into the scheme (7 days). The storage would be treated water. This option should meet the criteria for at least part of the MoH subsidy. The option assumes that the current bore will be replenished and that through careful management of the bore, it will continue to supply the town for many years to come. This assumption is not tested. A drop off in the bore's capacity, even if only on a short term basis, could affect the viability of this option		Viable
Increase storage of water and also investigate a supplementary water source for the town	This option involves water storage that more than meets the summer needs of the town, but which is also places some resilience in the supply (4 days). This option should meet at least some of the MoH subsidy criteria. The option then involves building in further resilience to the system as a stage two project, through a supplementary source. Sub options for the additional supply include		
	1. Balfour Spring – This option involves re-commissioning the spring. A disadvantage of this option is that as the supply is not secure, on-site treatment would be required. A further disadvantage is that pumping into town would be required and the cost of relining the existing pipe. This option has the advantage of providing some additional resilience to the scheme as storage tanks would be distant to the Balfour reservoir and bore storage.		Viable
	2. TUI brewery – This involves using the existing plant and storage at TUI brewery and piping treated water to supplement the Bore. The existing plant has been assessed as aged but functional. The advantage of this option is that less additional storage would be needed in town. The disadvantages of this option include; the supply (river) not being secure therefore treatment costs are high. There are land access issues which will take some time to resolve. The cost of this sub- option is likely to be very high relative to the amount of time the supply will be needed (pipeline, pumping and treatment).		Viable
	3. Investigate a new bore –this involves drilling a test bore and then developing a second bore. The disadvantage of this option it that it is not certain that a new test bore would yield the volume of water required. The advantage of this option, is that as a secure source, treatment costs are minimal and this option would meet the MoH subsidy criteria.		Preferred
Do we have a choice?	¥/N	Council is required to improve the supply to meet the new Drinking Water standards	

PART C– Key Stakeholders

Project Sponsor:

Dave Watson

Project Leader:

David Veale

Project Team:

PART D

Fit with Council Strategic direction:

what is driver for project - ✓	Required by legislation or new national standards	Meet levels of service	Council (TDC) resolution	Meeting resource consent	Improve efficiencies	Council policy or plan	Customer requests	Nice to have
	✓	✓	✓	✓		✓	✓	

Strategic objectives: Total 100%	Growth	LOS Increase 100	Renewals
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Other benefits:

The community will have a scheme that is more resilient to climate change and which will provide more certainty of supply in the case of a natural disaster

Key constraints/dependencies: (e.g. Key staff, External influences, limitations or available resources and timing)

Not all options will meet the MoH subsidy criteria. Whilst MoH is aware of the options Council is investigating, until costs are known, there is no commitment to the level of subsidy that Council would receive. If Council delays its decision making for too long, the subsidy may be lost all together, regardless of the option chosen.

Depending on the option chosen, further consents may be required, and land purchase or an easement e.g. TUI option treatment and pipeline. These matters will need to be sorted well in advance of construction commencing.

There is a key risk associated with this project; the immediate need for improved resilience in the scheme. Delays to cost and agree on an option, to receive necessary consents, and to construct to commission, means there is not the quick fix the community expects. The preferred option does help lessen this risk, by building some resilience into the scheme in the medium term, whilst longer term resilience is secured

PART E – Budget and Timeline

Project Cost	Rates	Reserves	Loans	Grants / subsidy	Total Cost
Business case cost					Existing budget*
Total construct cost					\$1.6m

Impact on Council operating costs – long term - ✓	Minor	Moderate	Significant
		✓	
Will this result in the need for additional staff to operate?	No		

Financial delegation level (who will make the decision to proceed) - ✓	Procurement Approach
Line Manager	Direct purchase Quotes: ✓ Tender
Group Manager	
CE ✓	
Council	

PART F - Stakeholder Engagement

Other departments (✓ level of input required)

	IT	Customer Service	Finance	Governance (consultation)	Regulatory	Tararua Alliance	Assets
Minor		✓			✓	✓	
Moderate			✓				
Significant				✓			✓

Attachment 2 Reservoir Location - Pahiatua Additional Storage

Report

Date : 20 April 2016

To : Mayor and Councillors
Tararua District Council

From : Malcolm Thomas
Strategy and Policy Adviser

Subject : **Section 17A Service Review Process and Criteria**

Item No : **10.3**

1. Reason for Report

- 1.1 The Local Government Act 2002 (LGA) now requires that a service delivery review should periodically assess:

“the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good quality local infrastructure, local public services, and performance of regulatory functions”.

- 1.2 A review of services is a mandatory requirement when there is:

- 1) Significant change to levels of service
- 2) A contract or agreement that is within 2 years of expiration and that contract is deemed significant by the Council

- 1.3 Regardless of the above, the LGA (*Clause 2, schedule 1AA*) requires that all services are reviewed by 8 August 2017. After this first review, there is a six-year cycle of mandatory reviews, or whenever a review is triggered by the above two triggers.

- 1.4 Staff are now progressing the service reviews. The Council is being asked to approve the proposed process, criteria and indicative timetable so that the service reviews can start to be delivered through to the Council for discussion and decisions.

2. Introduction

- 2.1 The Local Government Act 2002 (LGA) now puts a requirement on the Council to consider more efficient and effective structures in the delivery of services.

- 2.2 The LGA in Section 17A sets out a requirement to review, on a regular basis, all Council services. The initial date that all services must comply with Section 17A is 8 August 2017.
- 2.3 Not all services will require a 'full' review looking at costing and analysing the current service delivery against mandatory options. At Council's discretion service reviews are not required where:
- Council is legally obliged to deliver the service
 - Council has a binding contract that has more than 2 years to run (from August 2017)
 - Council has recently carried out a review that considers the mandatory choices
 - Council considers that the costs of a review outweigh the benefits
 - Small service area
 - Contract value below a determined threshold
- 2.4 For those services not exempt for any of the above reasons, the Council is required to carry out a detailed review. The review must consider the mandatory options (but other options should be considered if sensible):
- a) in-house governance, funding and delivery
 - b) in-house governance and funding, but
 - a. delivery by a CCO, whether wholly owned by the local authority, or a CCO where the local authority is a part owner
 - b. another local authority
 - c. another person or agency (for example central government, a private sector organisation or a community group)
 - c) responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement, with delivery options as set out in b).
- 2.5 The Council has discretion on a number of key criteria that will shape the review process. Council needs to set:
- the grouping of the services to be reviewed
 - the dollar value of contracts that are deemed significant
 - any other factors that will result in a service being reviewed.
- 2.6 The LGA does not define the services or what is deemed significant. The Significance and Engagement Policy gives the Council guidance on this matter. Essentially, there are a few services such as Civil Defence, which are 'significant' but have a relatively low cost.

- 2.7 An initial project plan was formed in June 2015 and the overall project confirmed as part of the TDC work programme over 2015/16 and 2016/17. The Council received a briefing based on the project plan in August 2015 and expressed a desire to minimise the scale of the work where possible.
- 2.8 Since then the Society of Local Government Managers (SOLGM) has issued good practice guidance, and considerable discussion on the reviews has taken place in and between councils. Most councils have yet to make substantial progress on the service reviews.
- 2.9 SOLGM guidance has emphasised that the term cost-effectiveness is not the same thing as 'least cost'. The Council still has a value judgement decision to make in each review.
- 2.10 During the 2015 - 25 Long Term Plan (LTP) process the Council resolved to carry out a funding review for each activity. It was further resolved that this funding review would be carried out as part of the service reviews.
- 2.11 An important distinction is that these service reviews do not include a review of service levels. That will take place as part of the 2018 – 28 LTP process during 2017. Expected changes to levels of service will need to be considered though as these may change the timing of the service reviews. The service review process will be a useful background for Councillors and may lead to specific levels of service discussions with the community.

3. Issues

3.1 Criteria

- 3.1.1 Not all contracts will trigger a review. The LGA allows councils to not carry out a review if the costs outweigh the benefits – that is if the contract is not large enough to be significant.
- 3.1.2 The proposed trigger level for contracts and services to be significant is **\$250,000 a year**. This is relatively high for the Council and means that few contracts expiring will cause a service review trigger. This will lower the number of service reviews and concentrate resources on the most significant services.
- 3.1.3 Contracts and / or services less than this may trigger a review if they generate large political or public interest. The Significance and Engagement Policy is the guidance policy on this.

3.2 Services to be Reviewed and Timing

- 3.2.1 Officers have assessed the current services delivered by the Council against the LGA Section 17A requirements. Following SOLGM guidance, services have been based on the existing activities of the Council. This will enable existing budgets and information from the 2015 LTP to be used as the base for the service reviews.

- 3.2.2 In some cases, it makes sense to combine activities or groups of activities to be reviewed as a single service. This is where management and operations are closely aligned, or where one activity has a major impact on another.
- 3.2.3 This is the reason for combining the three waters into one group, and reviewing all Regulatory Services together. This also reduces the overall costs and time of the service reviews.
- 3.2.4 The following is an indicative timeline for the service reviews process leading up to August 2017.

Service Review area	Likely to be Exempt (This round)	Op Rev LTP budget 2015/16	Contract Trigger	Work to date	Timing of Council Workshop
Pensioner Housing	Yes	\$0.4 m	No	Rationale work done September 2015	May 2016
Libraries / Service Centres	Yes	\$1.7 m	No	Background information done	May 2016
Regulatory (Animal Control, Health and Safety, District Planning)	No	\$1.6 m	No	Background information done	May 2016
Solid Waste	Yes	\$2.1 m	No	Background information done	May 2016
Community Support	Yes	\$0.4 m	No	None	June 2016
Commercial Property (and Forestry)	Yes	\$0.4 m	No	LTP resolved to sell.	June 2016
Emergency Management	Yes	\$0.4 m	No	None	July 2016
Economic Development (including i-SITE)	No	\$0.7 m	No	None	July 2016
Representation	Yes	\$1.0 m	No	None	July 2016
Pools	Yes	\$0.5 m	No - Grant	None	July 2016
IT	No	\$0.6 m	Yes (June 2018)	IT Strategic Plan	August 2016
Parks, Property, cemeteries, toilets, Domain Boards	No	\$2.9 m	Kathy, Colin	None	August 2016
Water, Wastewater and Stormwater	No	\$5.1 m	Partly (Alliance and Fulton Hogan)	None Some committed contracts LGA changes	Feb 2017
Finance	No		No	None	Feb 2017
Roading and Footpaths	Yes	\$11.2 m	Yes – Oct 2019	None Committed contract -review 2018	March 2017

- 3.2.5 Some major reviews will be required prior to the expiry of the Alliance contract in October 2019. There are other small parts of the Council corporate overhead not included in the timetable above. These are small, or form part of the management structure.
- 3.2.6 **Decision Making Process**
- 3.2.7 The Council is required to consider the situation and arrangements for the governance, funding and delivery of all services. The SOLGM template leads Council through an understanding of each service, including background information on financials, rationale for involvement and the decision on whether to carry out a review or not.
- 3.2.8 The proposed process is the following:
- Officers prepare background information and complete an initial assessment as to whether a review should be carried out (using SOLGM template as a base),
 - Material is considered by the Council at a workshop, and any additional information is provided,
 - The Council gives direction as to whether the officer view is supported,
 - Project teams are formed to carry out service reviews identified,
 - Formal reports are brought to the Council to confirm those services that do not require a review,
 - Draft service reviews considered by the Council workshop before being reported to the Council.
- 3.2.9 The Council is under no compulsion to decide to make any changes regardless of the outcomes of the service reviews. The Council can decide to remain with current arrangements even if other arrangements are seen to be more efficient and effective. The Council would need to detail the reasons for its decision, and in particular, how the preferred arrangements meet the purpose of the Local Government Act.
- 3.2.10 The Council should note that future decisions to significantly change levels of service, or when a contract or agreement is within two years of expiration and the Council deems that contract significant, will require a service review as part of the decision-making process.
- 3.2.11 These decisions are not audited or reviewed by any government agency, but are subject to judicial review the same as any other decision of the Council. While the likelihood of a judicial review is considered low, the logic and information that leads the Council to decisions needs to be well documented and formally received by the Council. This means that some background work and reports will be required even for the services that no reviews are undertaken.

3.3 Cost of Reviews

- 3.3.1 In general, the Strategy and Policy Advisor (consultant) and in-house staff within existing budgets will carry out the reviews. If the Council decides to engage external consultants to carry out a significant review then additional budgets will need to be identified.
- 3.3.2 For most services, an in-depth full review will not be required. These will still need to go through the initial process and the reasons for being excluded from a full review need to be detailed. There are a few services (covering one or more activities of the Council) that are likely to require a detailed review in this round of service reviews.

3.4 Regional Collaboration

- 3.4.1 A move to share information where possible is underway at a regional level through the Regional Chief Executives Forum. This may grow into a more focused process that will input into Tararua service reviews, otherwise approaches will be made to share information and knowledge with individual councils for each review where appropriate.
- 3.4.2 The aim is to 'share the load' and limit the time and costs of the reviews for the Council.

4. Consultation

- 4.1 There is no consultation required within the Section 17A requirements.
- 4.2 If the reviews result in any significant recommendations to change the governance, funding or delivery of services, then these will become issues for consultation as part of the 2018 – 28 Long Term Plan process. The Council may decide as part of this process not to implement the recommended changes.

5. Recommendations

That the report from the Strategy and Policy Adviser dated 20 April 2016 concerning Section 17A Service Review Process and Criteria (as circulated) be received, and

That the Council note the new requirements to review services contained in the Local Government Act 2002, and

That the Council approve the financial threshold of \$250,000 a year for operational costs as a guideline for services and contracts to be considered significant, and

That the proposed process to meet the Local Government Act 2002 Section 17A requirements and the indicative timetable set out in section 3.2 of this report be approved.

Attachments

Nil.

Report

Date : 20 April 2016
To : Mayor and Councillors
Tararua District Council
From : Richard Taylor
Governance Manager
Subject : **Application to the Community Recreation Fund**
Item No : **10.4**

1. Reason for the Report

- 1.1 This report has been prepared to present for the Council's consideration an application from the Eketahuna Youth Trust requesting funding from the Community Recreation Fund.

2. Background

- 2.1 In 1999, the Council established through its Annual Plan the Community Recreation Fund to assist community organisations and arts and cultural groups within the district to develop significant recreation and arts and cultural facilities.
- 2.2 A copy of the policy guidelines adopted by the Council as the basis for managing that fund is attached for reference and information.
- 2.3 The sum of \$20,000 is provided in each financial year to the fund, and its balance as at 31 March 2016 is \$82,000.
- 2.4 Previous projects that have been granted financial assistance from this fund are as follows:
- Pahiatua Repertory Society (to complete the restoration and development of the Regent Theatre) \$10,000.00
 - Woodville Mainstreet Committee
(for completion of the Lindauer Centre) \$ 6,724.53
 - Dannevirke Brass Band (to build a new band room) \$15,000.00
 - Eketahuna Combined Sports Club (sealing of carpark) \$ 8,200.00

- Woodville Districts' Vision (Lindauer Replica Studio Link project) \$ 8,000.00
- Woodville Swimming Pool Committee (to build a toddlers pool and family picnic area) \$25,546.50
- Pahiatua Repertory Society (purchase property to develop as a workshop and provide car parking) \$12,500.00
- Pahiatua Swimming Baths Committee (erect a sun shelter over the toddlers pool) \$ 1,465.00
- Pukaha Mount Bruce Board (Stage 1 of their visitor centre upgrade) \$50,000.00
- Bush Multisport Trust (Stage 3 of the building pavilion development) \$60,000.00
- Bush Multisport Trust (Pahiatua community pool feasibility study) \$20,000.00
- Pahiatua Wheel Park Committee \$50,000.00

3. Application from the Eketahuna Youth Trust

- 3.1 The Eketahuna Youth Trust is applying for funding to build a skate park facility in Eketahuna. This development is to replace the previous ramps removed from the current site in 2015 as they were old and considered unsafe.
- 3.2 This project began in April 2013 through consultation with local youth, Donna Olliver (local police) and Bridget Percy (local farmer) deciding to start raising funds to provide that facility in Eketahuna.
- 3.3 The site of the old skate park is considered an ideal location due to its close proximity to other existing recreational facilities, namely the swimming pool and the playground.
- 3.4 It is intended that the skate park will be suitable for all ages (young children through to adults), and provide a family friendly environment to encourage physical activity, recreation and social interaction.
- 3.5 The total project cost is \$139,656 including GST, with the trust looking to decrease that expenditure through obtaining volunteer labour and donated local materials where appropriate.
- 3.6 To progress the construction of the facility the plan is intended to be undertaken in three stages, thereby enabling work to proceed as funds are available.
- 3.7 At this time, the trust has a confirmed total of \$33,879.54 already raised, with further initiatives underway to add to this amount.

- 3.8 The project is of wide benefit to the community as it involves local youth, and they have dedicated their time and commitment to working together to progress the development of the skate park.
- 3.9 This has given them a focus on community pride and learning new skills and work ethic, thereby creating life skills that will help them find employment or seek higher education.
- 3.10 It also enables the establishment of a much-needed recreational facility in Eketahuna that is widely supported by the community (as outlined in the correspondence attached to the application).
- 3.11 To assist the trust in their endeavours to raise funding for the project the Manager Assets Group provided them with an in principle memorandum of understanding setting out the intentions to establish and operate this facility.
- 3.12 A copy of the trust's detailed application is attached to this report for reference and information.

4. Significance Assessment

- 4.1 The determination of the application for financial assistance from the Community Recreation Fund is within the Council's discretion to consider relative to the request received, and it is not significant in terms of the policy on significance and engagement.
- 4.2 The recommendation made in this report is based on the policy guidelines applicable to all community organisations seeking support from the Council's Community Recreation Fund.

5. Consultation

- 5.1 The skate park is an exciting initiative undertaken by a group of enthusiastic volunteers committed to delivering this project, and it fills a need that exists within the community to provide access to this type of recreational and social area.
- 5.2 The proposal developed for this facility has involved consultation with the Eketahuna community, and there is a static display of the skate park in the library and regular updates are provided through the community newsletter.
- 5.3 Presentations on the project have been made to the Eketahuna Community Board relative to coordinating the plan in conjunction with the Council undertaking renovations to the playground.
- 5.4 The project has the support of the Eketahuna Community Board, Eketahuna Swimming Pool Committee, Eketahuna Our Town Committee, Eketahuna Charitable Trust and the Eketahuna Health Centre.

6. Conclusion

- 6.1 This project is worthy of support, and it fulfils the criteria to be granted funding from the Community Recreation Fund.
- 6.2 Its purpose is to enhance the community facilities in Eketahuna that assist to make the district a better place to live, work and play.
- 6.3 That objective reflects the vision of the Council's Long Term Plan to provide a great lifestyle, and its approach to assisting communities that support themselves.
- 6.4 The skate park project is an example of a project achieved through collaboration and partnership, with emphasis on filling a community need in Eketahuna for access to such recreational facilities.
- 6.5 It enhances the existing facilities at the swimming pool and playground, and the youth of Eketahuna are looking forward to seeing their vision become a reality.
- 6.6 This will also build on the town centre upgrade that is occurring in Eketahuna through implementing the features of the design concepts plan developed by their community.

Recommendation

That the report from the Governance Manager dated 20 April 2016 concerning an Application to the Community Recreation Fund (as circulated) be received, and

That the application of the Eketahuna Youth Trust for financial assistance to develop a skate park facility in Bridge Street adjacent to the playground and swimming pool be approved, and

That the sum of \$30,000 be granted from the Community Recreation Fund as a Council contribution of funding towards the cost of this project, subject to the skate park development plan being presented for the Eketahuna Community Board's endorsement and approval by the Council prior to commencing the construction work.

Attachments

- 1. Application from Eketahuna Youth Trust

COMMUNITY RECREATION FUND - POLICY GUIDELINES ADOPTED BY
THE COUNCIL - MEETING 25 AUGUST, 1999

- 11.7.10 *That the policy guidelines as set out below and incorporating the above changes be adopted by the Council as the basis for managing the Community Recreation Fund.*

Community Recreation Fund

This fund is to assist community organisations and arts and cultural groups within the Tararua District develop local sport, fitness and physical activity. The sole purpose is to promote the development of recreation and arts and cultural projects within local communities, that would otherwise be difficult for the local community to fund. Applications will be considered on merit and benefit to the community.

Facility Development

The Community Recreation Fund is to assist with the development of significant recreation and arts and cultural facilities.

Facilities may be defined as playing fields, courts, all weather surfaces, playgrounds, clubrooms, swimming pools, halls and arenas.

Eligibility

Organisations can apply for funds if they are:-

- *Legally constituted club or organisation eg: Inc.Soc, Trust etc, and*
- *Operating as a non-profit club or organisation, and*
- *Accessible for any member of the public to use/join, and*
- *Able to contribute a significant proportion of the cost of the project, and*
- *Able to account for their funds.*

Funding Priority

Subsidy: Clubs and organisations must contribute a minimum of 50% of the total cost of the project – which may be by means of cash or 'in kind'.

There may, at the Council's discretion, be some flexibility with the 50% contribution requirement to not disadvantage smaller communities.

Information to be Provided by the Applicant

To enable the Council to be able to evaluate the merits and benefits of any proposal all applicants are required to submit a detailed application containing the following information:-

- 1. Name and address of applying organisation and contact person.*
- 2. Number of members in organisation.*
- 3. Objectives of organisation.*
- 4. Description and detailed costing of the project.*
- 5. Amount of financial assistance being requested and details of where the remainder will come from.*
- 6. Outline of how the project will benefit the community and when it is to take place.*
- 7. Provide evidence of funding already available for the project and its source.*

All applications must be accompanied by a Balance Sheet or Statement of Income and Expenditure for the current financial year.

Accountability

To satisfy the Council that the public money distributed through the Community Recreation Fund has been used for the purpose it was provided the recipient organisation shall within one month of completion of their project:-

- 1. Submit a report detailing the success of the project and the benefits produced.*
- 2. Account for the expenditure which the assistance from the fund has been applied to.*

Types of Projects That Are Ineligible for Funding

- 1. School based activities that would reasonably be expected to be covered by the schools own resourcing provision, except that applications may be considered where there are community benefits outside of the school.*
- 2. Council projects that would normally be funded by the Council, except that users of Council facilities can apply.*

In addition to the above, funding will not be provided to assist with any expenditure relating to the following:-

- 1. Ongoing costs that are not related to a specific project.*
- 2. Retrospective project costs (for projects already completed)*
- 3. Elimination of accumulated debt or debt servicing.*
- 4. Costs associated with fund raising.*

Crs Lea/Crispin

Carried

Eketahuna Youth Trust
C/- Bridget Percy
85289 SH2
RD1
Masterton

30 March, 2016

Tararua District Council
Pahiatua Service Centre
136 Main Street
Pahiatua
Attn: Richard Taylor

Application to the Tararua District Council Community Recreation Fund

The Eketahuna Youth Trust would like to apply for funding from the TDC Community Recreation Fund to the value of \$30,000. This application is made with the intent of securing enough funding to complete the concrete pad, fence, path and Phase 1 of the Eketahuna Skatepark.

The proposed Skatepark will provide the local community and surrounding districts with a facility that encourages physical activity, recreation and social interaction. Due to the location adjacent to the Eketahuna Swimming Pool and Playground which has high foot traffic, it is envisaged that it will enhance the existing recreational facilities and will also cater for a new group of people. The Skatepark has been designed with all ages in mind, from young children to teenagers as well as adults. The Eketahuna Youth Trust has \$31, 879.54 towards the total needed of \$139, 950 (GST inclusive).

Many thanks for considering this request for a grant and we look forward to your response.
Yours sincerely



Bridget Percy
Chairperson of the Eketahuna Youth Trust
06 3758681 thehut@clear.net.nz

The Eketahuna Skatepark



Photo of proposed (current) site

Project: The provision of a Skatepark at the old Skatepark site, Bridge St, Eketahuna

Contents

Summary.....	3
Background.....	3
History of the Skatepark Project.....	4
Vision.....	4
Community Need	4&5
Asset Description.....	6
Proposed plans in stages (Designs).....	6
Costings.....	6&7
Project funding.....	8
Proposed Maintenance Costs	8
Consultation.....	8
Conclusion	9
Supporting documentation attached :	

- Memorandum of Understanding with Tararua District Council,
- Skatepark Plans & Quotes
- Skatepark Project Budget
- Eketahuna Youth Trust Executive Summary
- Letters of Support and Community Survey Results

Letters of support from:

Eketahuna School
Tararua District Council
Eketahuna Health Centre
Eketahuna Community Board
Eketahuna Charitable Trust
Eketahuna Our Town Committee
Eketahuna JAB Rugby
Letter from Simon Currie - Guarantee and workmanship

Summary:

The Eketahuna Youth Trust is applying for funding to build a Skatepark facility in the township of Eketahuna. This development would replace the old ramps which were removed from the current site in 2015 as they were old and considered unsafe.

The total project cost is estimated to be \$139,656 including GST, however the Eketahuna Youth Trust are looking to decrease this cost by obtaining 'work in kind' from local businesses as well as reduced rates on concrete and other materials. Starting the construction work is dependant only on raising the required funding.

The Tararua District Council is considering taking ownership of the Skatepark upon completion (please see letter of support and MOU attached which cover ongoing maintenance and future planning).

Background:

Eketahuna

Eketahuna is a rural service town in the south-eastern North Island of New Zealand with an urban population of 444 (2013 Census) and a larger surrounding rural population. Eketahuna provides a wide range of support services for a town of its size, including a Playgroup, primary school, a rugby club, tennis club, bowling club and golf club. The town also contains a medical centre, library, 4 Square, PGG Wrightsons, Petrol Station, a garage, two coffee shops and two gift shops.

Eketahuna Youth Trust Background Information

Since April 2013 local policewoman Donna Olliver and local farmer Bridget Percy have been working with the youth of Eketahuna to raise money for a new Skatepark. This has been achieved by selling raffles, doing sausage sizzles, selling firewood and pine cones. In January 2015 the Eketahuna Youth Trust was formed, with Bridget Percy as Chairperson, Donna Olliver as Treasurer and Margaret Drysdale as Secretary. Please see the Eketahuna Youth Trust's Strategic Vision attached for more information.

History of the Project

In April 2013, in consultation with local Youth, Donna Olliver and Bridget Percy decided to start raising money for a new Skatepark for Eketahuna. The site of the previous Skatepark was chosen due to its location next to other recreational facilities, namely the Eketahuna Swimming Pool and the playground. For the past three years we have been working with local Youth to achieve this goal.

Vision

The vision of the Eketahuna Skatepark is that the proposed Skatepark will be suitable for all ages (young children through to adults). It is envisaged that parents can bring their children to the park to learn how to scooter, skate and skateboard as well as providing a much needed area for the youth of Eketahuna. A family friendly environment will encourage older children to teach younger children and make the facility an area that locals will get great benefit from.

The Skatepark will be accessible to users of skateboards, scooters, roller-skates and bikes. Each obstacle will be removable so that it can be replaced and new obstacles will be able to be added in the future.

Community Need

The wider community benefit for this project has been substantial. We have received many comments from our community about how well behaved and engaged the young people are since we started working with the local youth. As part of our fundraising we have helped community members with odd-jobs like stacking wood and cleaning and we have also picked up rubbish in the main street. We have also treated our youth to dinners out and to Nitro Circus in Wellington in 2015 – opportunities they would not have otherwise had. They have also been offered paid employment in the school holidays doing farm work and cafe work.

The 2015 Tararua Community Needs Assessment (Project Tararua Community Development Scheme 2015) identified Eketahuna as having the highest level of deprivation in the Tararua District (no change since 2006). 50% of the population aged over 15 years living in Eketahuna earn less than \$20,000 compared to 42% for the rest of the Tararua District. Hence there is a great

need for a free recreational facility in our town so that it is available for everyone to enjoy, regardless of their socio-economic status.

The Community Needs Assessment 2015 (Project Tararua Community Development Scheme) states that 'Sustainable Community development is about enabling communities to develop their own solutions and to mobilise their resources in order to achieve their vision (DIA, 2011, pg 5). By involving our youth to play a hand in securing a recreational facility for their town, and along the way teaching them some skills and work ethic which will help them find employment when they leave school or higher education, we believe we will achieve this.

Although the Tararua District Council's long term plan does not provide funds for a Skatepark, the building of a Skatepark is consistent with the Council's Vision and Strategy. Because the TDC has a focus on upgrading the Eketahuna Pool and Playground Area, next to where the new Skatepark will be located, there is a perfect fit to offer more recreational opportunities for our young people in the same area as the pool and playground.

On page 1 of the Tararua Draft Recreation and Reserves Strategy 2013-2023 The Council's overall objectives that provide key areas for focus are outlined:

They are:

- Working together to improve recreation services and facilities
- Efficient sport and recreation facilities and assets
- An attractive, sustainable and well-managed reserve network for locals and visitors to recreate in.

One of the key actions of the plan is to 'Work in partnership with a variety of groups and organisations' which includes, in our case, the Eketahuna Youth Trust and our objective of building a new Skatepark in Eketahuna.

On page 10 of this strategy it states 'Council will welcome future partnerships with local Trusts if they result in improved services for local residents'. Again, a good fit with our Skatepark Project.

There are 105 children at Eketahuna School, 20 at Eketahuna Play Centre, 50 at Alfredton School (15 minutes away) and 20 at Alfredton Play Group and many more in the surrounding districts who will use the Skatepark, as will visitors and passers-by. During winter JAB rugby is held in Eketahuna and we expect

that these young rugby players will come to the Skatepark before or after their games. These children come from as far away as Tiraumea and Mauriceville. Please see our letters of support and survey name-list attached.

Asset Description

The proposed Skatepark will be located on the current site on Bridge St. This is a high foot-traffic area where there is ample parking for those arriving by car. Next to the Eketahuna Swimming Pool and Playground, the Skatepark offers a valuable asset to the current recreational facilities on offer. We expect there will be a positive impact on these other facilities as more people will visit this area once the Skatepark is in place. Within Eketahuna the playground is designed for pre & primary school-aged children but there is no space currently for our youth. Other sites that were suggested were by the Community Centre and on the unused bike track on the other side of the bridge on Bridge St but it was decided that the current site near the pool and park was the obvious site for the new Skatepark.

Plans for the proposed Skatepark

Please find these attached including a break-down of costs for the concrete pad, path & fence and each stage of the Skatepark ramps as per the plans and quote from the Playground Centre.

Cost

The Eketahuna Skatepark will be free of charge to users. The Eketahuna Youth Trust will operate the park on behalf of the Tararua District Council. An MoU between the Eketahuna Youth Trust and the TDC outlining the responsibilities of both parties is attached. Two quotes for the Skatepark were received and Simon Currie's of The Playground Centre was chosen.

Project Costs

The project cost will be: \$139, 656 including GST. The breakdown is as follows:

Concrete pad, fence, path

To remove concrete fence, leave existing concrete, back fill, box up and pour concrete pad to Rhino design	\$22,000
To supply and put up fencing around four sides and one gate into Wilson Lane	\$8,000
P C Sum to replace path to pool	\$3000
Plus GST	\$4, 950
Total	\$37, 950

Eketahuna Skatepark (Playground Centre, Rhino ramps – plans attached)

Phase one	\$40, 948
Phase two	\$31, 497
Phase three	\$15,995
Plus GST	\$13, 266
Total	\$101, 706

Total Cost for Concrete pad, path, fence & ramps	\$139, 656
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Project Funding

An emphasis will be made to obtain volunteer labour and donated local materials where appropriate.

Funds received to date:

Trust House Foundation \$2,500

Tararua District Lions \$1,500

Waireka \$20,000

Own fundraising \$7,379.54

\$ 31,379.54

Eketahuna Community Board \$2,500 + GST (to be uplifted by 6 May, 2016)

= \$33, 879.54

Total project cost \$139, 656

Funds required to complete project \$105, 776.46

Declined funding: Harcourts Foundation, Pub Charity

Proposed Maintenance Costs

The Eketahuna Youth Trust is in consultation with the Tararua District Council regarding future ownership of the Skatepark. The proposal is that the TDC will take ownership and will provide for the maintenance of the Skatepark. Please see Rhino Skate Ramps Warranty attached. The ongoing removal of litter and sweeping will be done by the TDC.

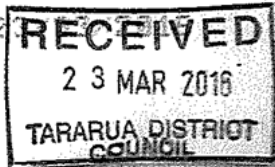
Consultation

The proposal developed for this facility has involved consultation with the Eketahuna community (there is a static display of the Skatepark at the public library and members of the community are regularly updated in the local newsletters) and has the support of the Eketahuna Swimming Pool Committee, Eketahuna Community Board, the Eketahuna Our Town Committee, the Eketahuna Charitable Trust and the Eketahuna Health Centre (letters attached).

Conclusion

The Eketahuna Skatepark is an exciting initiative by a group of enthusiastic volunteers who believe that this will be a great asset for the Eketahuna Community. The community as a whole will benefit, from toddlers through to adults. Located next to other community recreational facilities the Skatepark will be a hub for local youth as well as a safe place for families to enjoy.

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MEMORANDUM OF UNDERSTANDING

EKETAHUNA SKATE PARK

Issued 23/05/2016

PURPOSE

The purpose of the Memorandum of Understanding (MoU) is to define the relationship between, and intentions of, the Eketahuna Youth Trust and Tararua District Council regarding the ongoing management of the Eketahuna Skate Park.

THE PARTIES TO THE MEMORANDUM

Eketahuna Youth Trust (The Trust)

130 SH2

Mt Bruce

RD 1

Masterton

Tararua District Council (The Council)

26 Gordon Street

Dannevirke 4942

BACKGROUND

The Trust is a registered charity seeking to provide services for youth in Eketahuna. One of the key projects of the Trust is the development of a youth skate park. The Council has agreed in principle to the Trust developing a youth skate park on a portion of the land known as the Eketahuna playground. This parcel of land is located in Bridge Street, Eketahuna.

It is intended that the Trust will transfer ownership of the skate park development to the Council, but retain management of the operation of the skate park, and that the Council retains ownership and control of the land on which the skate park sits, and provides for ongoing litter removal and sweeping of the park, and for the maintenance of the skate park equipment.

RESPONSIBILITIES OF THE PARTIES

The Trust:

1. Prepare a skate park development plan for approval by Council

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2. Source funding for the development of the park, including the hard stand area, perimeter fencing and all skate park equipment
3. In partnership with the Council, arrange for the construction of the park and the installation of equipment as funding permits
4. Develop a management plan for the ongoing operation of the park, including rules for users of the park
5. Enforce the rules at the park, in conjunction with the Council and NZ Police, as appropriate
6. Address any operational issues as they arise, including concerns raised by the wider community
7. Liaise closely with the Eketahuna Pool Committee during the pool season to ensure organised events are complementary
8. Organise day to day maintenance of skate park equipment and perimeter fencing including, but not limited to, the removal of graffiti
9. Make safe any faults in equipment as they arise or render the equipment unusable until the fault can be repaired by Council contractors
10. If requested by Council, remove from the site any equipment which has fallen into disrepair

The Council:

1. Approve the skate park development plan
2. Support the Trust to apply for funding through letters of support
3. Support the Trust to ensure that all legislative requirements regarding the development and/or ongoing management of the park are met
4. Approve the skate park operations plan
5. Install signage at the park which clearly displays the rules for the use of the park

10.4 Application to the Community Recreation Fund

6. Provide for the ongoing removal of litter and sweeping of the skate park area
7. Bring any issues of minor maintenance to the attention of the Trust
8. Provide funding for the maintenance, insurance and renewal of skate park equipment, until the equipment has reached the end of its functional life i.e. it can no longer be repaired.
9. Seek a trespass notice for an individual or individuals, whom the Trust wish to be excluded from using the park

Both Parties:

1. This MoU does not create a new and/or separate organisation. It does not create any legally binding obligations. All courses of action agreed between the partners must be formally implemented within their own respective organisational framework.
2. This MoU sets out the intention of the partners to participate in an ongoing cooperative relationship with each other by contributing their knowledge, skills and experience in a way that will enhance the partnership. The partners will also keep each other informed on matters relevant to the aims of this MoU.
3. The partners will work collaboratively on the development and the ongoing management of the skate park
4. Both parties agree to bring any matters regarding the management of the park to the attention of each other before airing them with other parties

20160323-05:20:16

AGREEMENT

This MoU is freely entered into by the partners in a spirit of good faith. It is a statement of intention and forms the basis of a meaningful ongoing relationship.

However, it is acknowledged that this MoU defines the relationship between the parties and the projects, and does not create any legally binding organisation.


<u>TARARUA DISTRICT COUNCIL</u> Date: 23 March 2016	Name: Kathy Dever-Tod Manager Assets Group Signature
<u>EKETAHUNA YOUTH TRUST</u> Date: 20 March 2016	Name: Bridget Percy Chair Signature


20160323-05:20:16

Eketahuna Skatepark Rules

- Know your limits and abilities – you are responsible for your own safety
- No alcohol, tobacco products, or illegal substances allowed
- No gang patches or colours to be worn
- No tagging or graffiti
- No outside obstacles allowed in the Skatepark
- No glass containers
- Please dispose of rubbish in the bins provided
- The Eketahuna Youth Trust reserves the right to exclude anyone who breaks these rules

HAVE FUN, BE SAFE, RESPECT YOUR FELLOW SKATERS.



playground
centre 
fun is for life!

Nurturing **healthy minds** and **bodies** of all
ages through **REAL fun** & the **latest** and
best in **play** and **fitness**.

Where Fun
is for life

At Playground Centre, we use
pure, real fun to inspire play,
social interaction and a
healthy lifestyle.

Quotation for:
Eketahuna Youth
Trust Inc



2nd February 2016

Eketahuna Youth Trust Inc
C/- Bridget Percy
130 State Highway 2
RD1
MASTERTON

Attention: Bridget Percy

Re: Eketahuna Skate Park

230 Guyton Street, PO Box 14
Wanganui, New Zealand, 4540.
T +64 6 348 9054
F +64 6 348 9355
E sales@playgroundcentre.co.nz
Sales Freephone 0800 805 256

53 Taylor Street, Bulimba
Queensland, Australia, 4171.
E sales@playgroundcentre.com
Sales Freephone 1800 092 897

W www.playgroundcentre.com

Dear Bridget,

At the Playground Centre, we're excited to hear about your new playground, and thanks for the opportunity to showcase our recommended solution for your proposed project!

As always, we've considered the age, abilities and specific developmental needs of users, your site and safety, and we've translated this into an exciting space for pure fun & fitness. We've hand-picked from the latest and best in play to create an ideal solution for you.

Take the time to review the options and our approach which ensures a fun experience for all and a happy result!

We'll be in contact soon. In the meantime, please contact us with any questions.

Yours faithfully

Simon Currie
Recreation Consultant

Page 2

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The latest and best in play and fitness from NZ and the world.

Quotation # 10043

Eketahuna Youth Trust Inc
C/- Bridget Percy
130 State Highway 2
RD 1
MASTERTON
Attn : Bridget Percy

Date : 02/02/2016
Account : 5315

Sales Rep : Simon Currie
Quote Expires : 03/05/2016
Page Number : 1



230 Guyton Street, PO Box 14
Wanganui, New Zealand, 4540.
T +64 6 348 9054
F +64 6 348 9355
E sales@playgroundcentre.co.nz
Sales Freephone 0800 805 256

53 Taylor Street, Bulimba
Queensland, Australia, 4171.
E sales@playgroundcentre.com
Sales Freephone 1800 092 897

W www.playgroundcentre.com

Description	Quantity	Rate	Total
EKETAHUNA SKATE PARK			
Phase One - Standalone	1.00	40,948.00	40,948.00
Phase Two - Standalone	1.00	31,497.00	31,497.00
Phase Three - Standalone	1.00	15,995.00	15,995.00

All prices FREIGHT PAID, Excluding GST
No allowance has been made for permit, site preparation, safety fencing,
underground services check & safety surfacing.

Thank you for your custom.

We appreciate the opportunity to present this Quote.
please phone our team for any further information you require.

Freight	0.00
GST Exclusive	88,440.00
GST	13,266.00
Rounding	0.00
GST Inclusive	101,706.00

A world of fun

The latest and best in play and fitness from NZ and the world.

Included extras

FREIGHT

All prices include freight.

EXTENDED QUOTATION TO HELP WITH DECISION MAKING

This quotation is valid for 90 days (Contact us to discuss if an extension is needed).

COLOURS TO MATCH

If required, the colour scheme can be changed to suit your needs.

FOR EXTRA QUALITY & DURABILITY

- Our unique, Triple-coat protection with 5yr anti-fade guarantee.
- Our unique, low maintenance heavy-duty Force 10 Hanger System.
- Our world-class UV Stabilised Flexi-chain system with stainless steel anti-theft fasteners.

FUN & FITNESS PROGRAM

COMPREHENSIVE WARRANTIES

For details visit: playgroundcentre.com/resources/warranty/

INSTALLATION TO SUIT

We have installation teams on-hand in your area.

INSTALLATION OPTIONS:

- **Kitset** (supply only): A product delivered to your door, including installation instructions (available on selected products only)
- **Supervision:** You organise a working bee along with concrete, tools, equipment and one of our trained installers will supervise to ensure correct installation to safety regulations. Contact us for equipment and details required.
- **Full Installation:** Our experienced installation team arrive with your playground kit, concrete, tools and equipment and install to safety regulations.

Other 'Things to know'

SAFETY SURFACING

In line with regulations, you'll need safety surfacing. The information provided on the 'Tech Specs' sheet will be helpful whether you are considering bark, cushion-fall, sand or rubber surfacing. Although not included, unless stated, we are more than happy to help you with sourcing this.

WE DO REQUIRE ACCESS

- To the playground site for heavy vehicles and excavators
- To water on-site

UNDERGROUND SERVICES

Any underground surfaces are to be located prior to the installation of play equipment.

WE'RE ALSO HAPPY TO HELP WITH

Although not included at this stage, unless stated, we can help every step of the way. Just ask:

- Permits / site preparation
- Removal of existing playground equipment
- Identification of on-site underground services
- Clearing and levelling of site
- Base preparation, subsoil composition
- Drainage
- Temporary fencing
- Removal of spoil
- Edging
- Scheduled safety inspections
- Routine maintenance to manufacturers' specification
- One-off maintenance and repairs
- Restoration and relocation services.

Easy

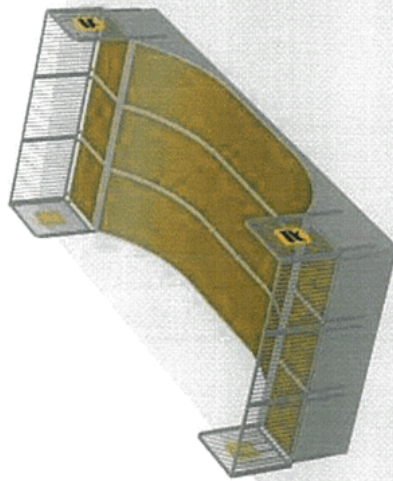
Ordering

To confirm your order, simply contact your sales representative to discuss further, or complete and return the 'We're In' page.

RHINO SKATERAMPS



SKATE PARK EKETAHUNA PHASE 1

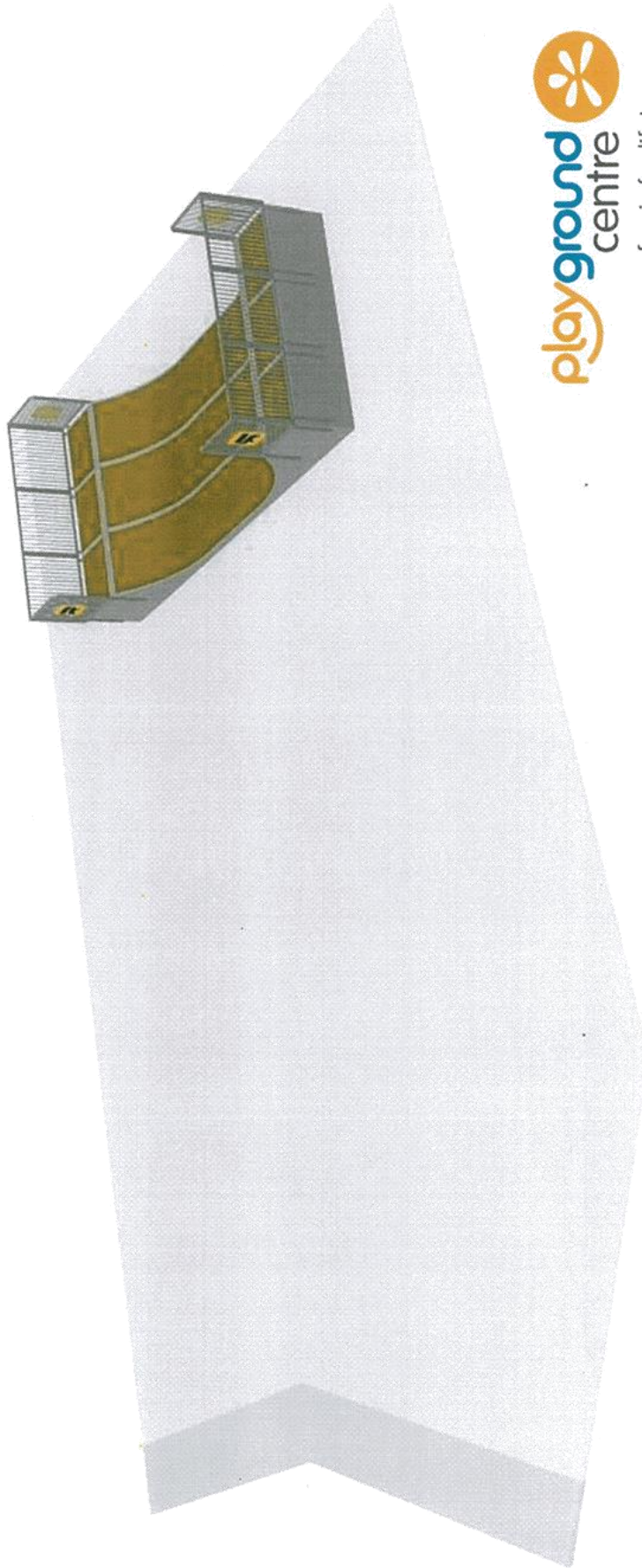


08/04/2015

RHINO SKATERAMPS



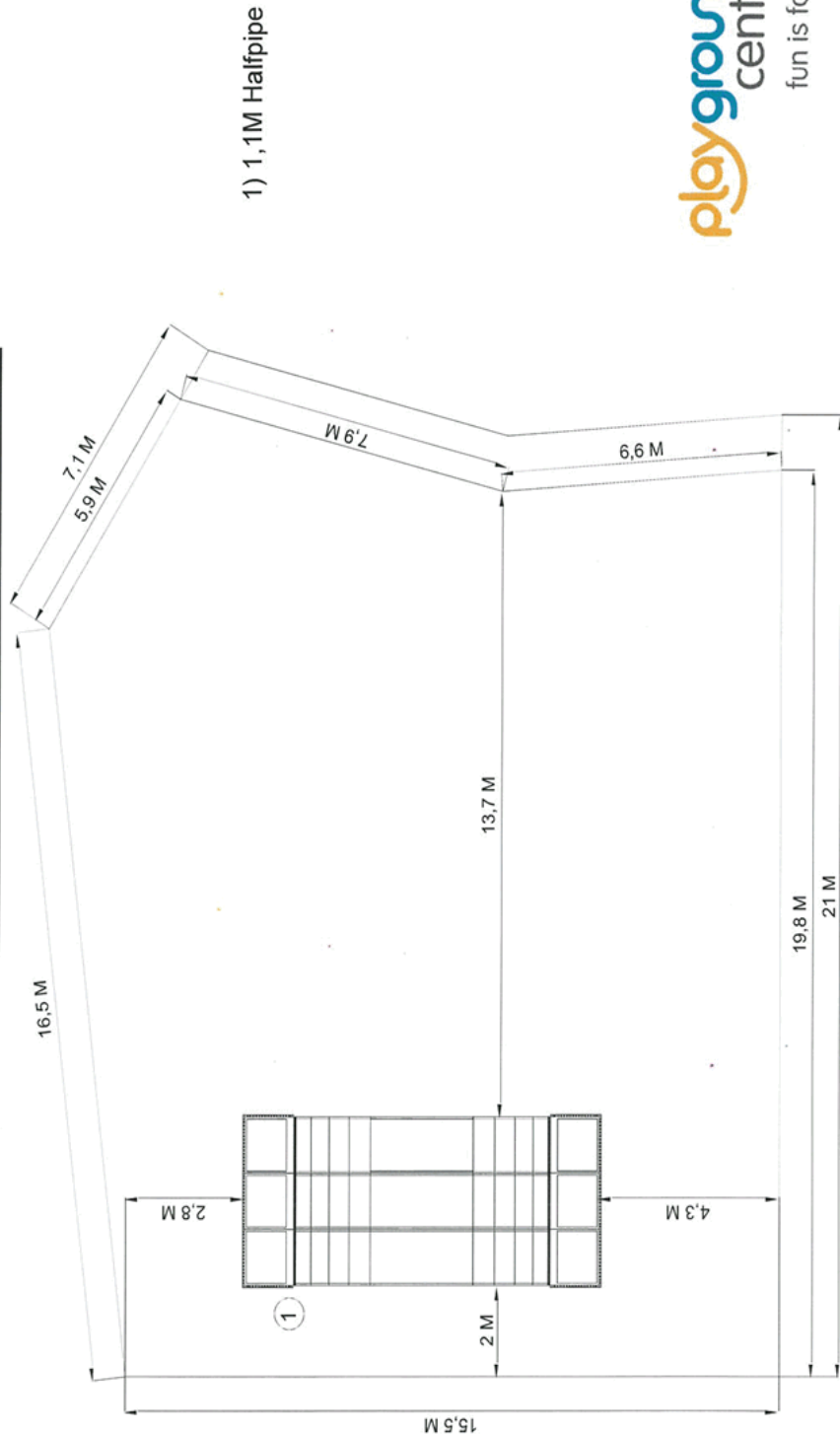
SKATE PARK EKETAHUNA PHASE 1



RHINO SKATERAMPS



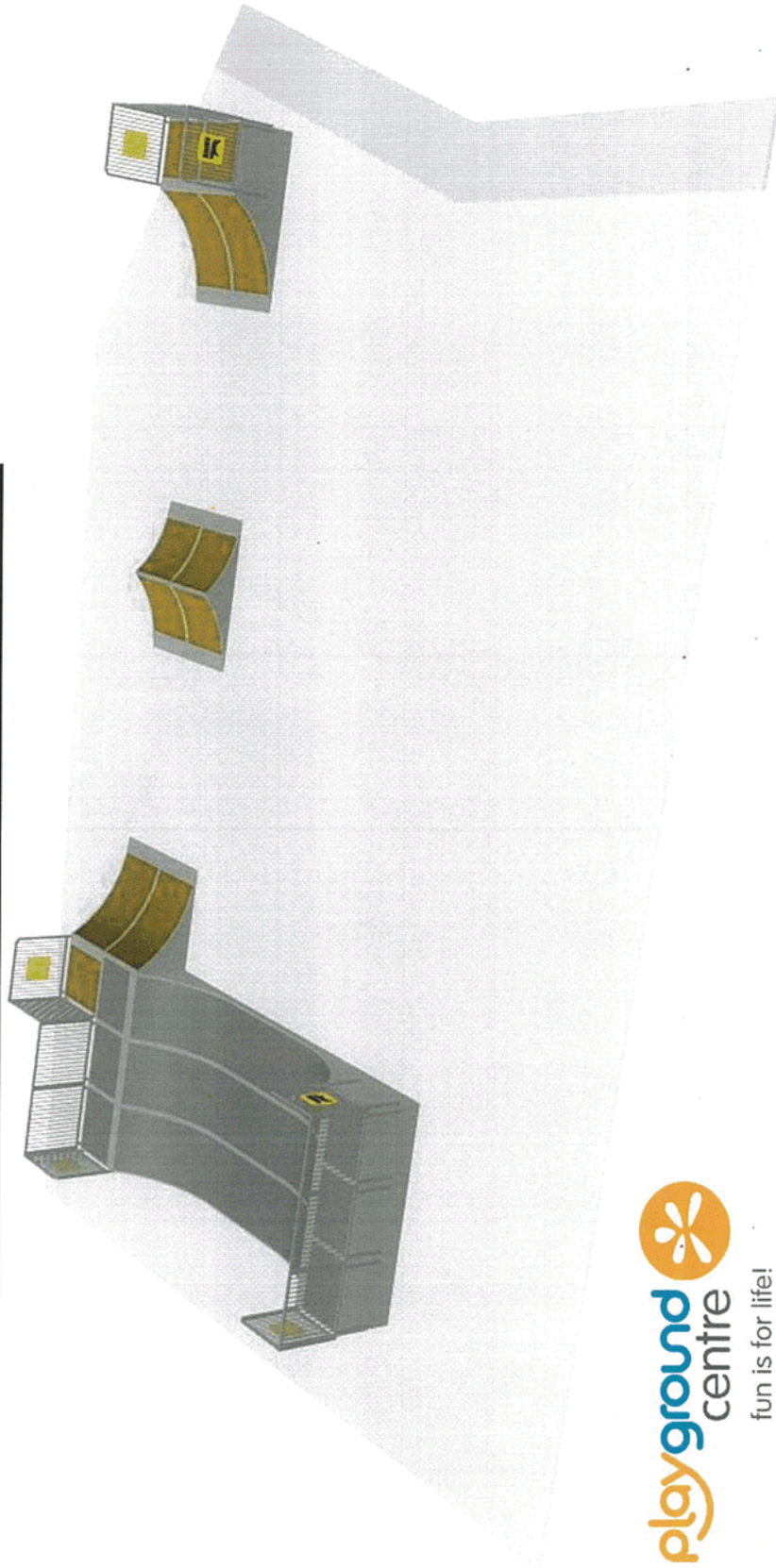
SKATE PARK EKETAHUNA PHASE 1



RHINO SKATERAMPS



SKATE PARK EKETAHUNA PHASE 2



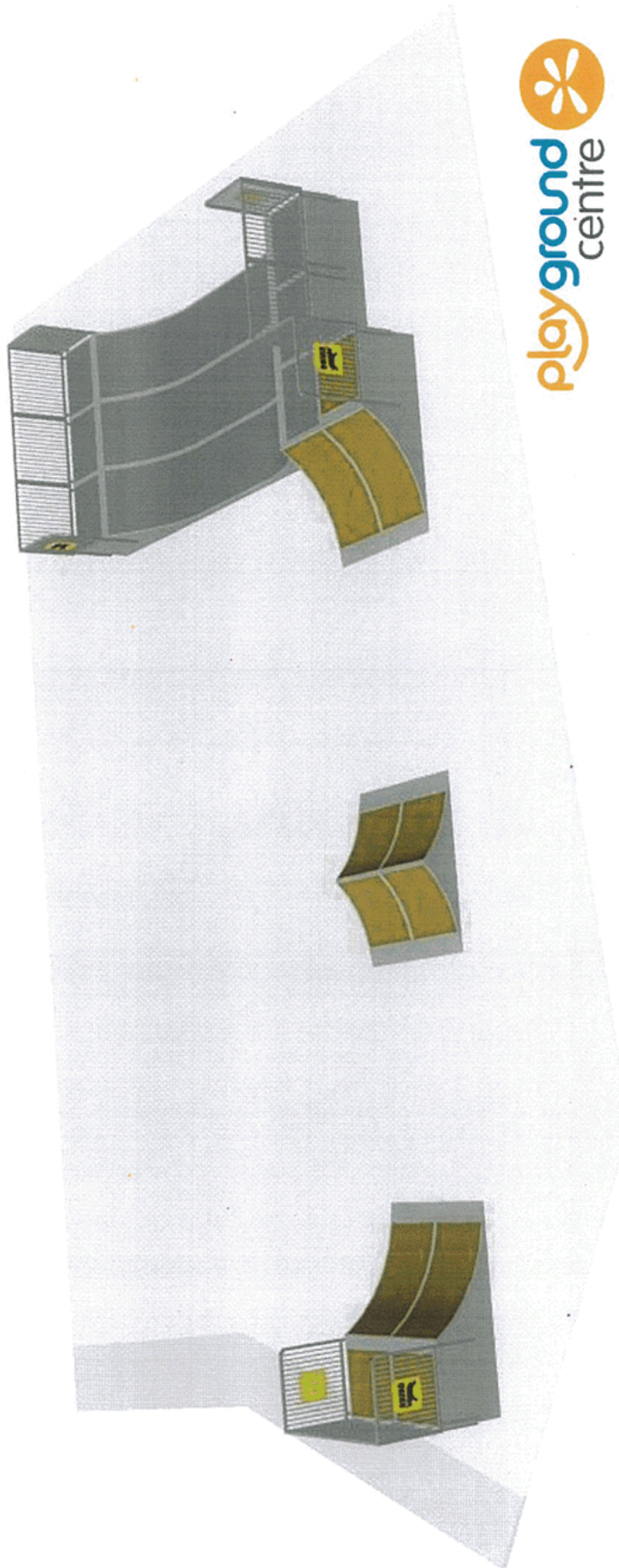
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RHINO SKATERAMPS



SKATE PARK EKETAHUNA PHASE 2

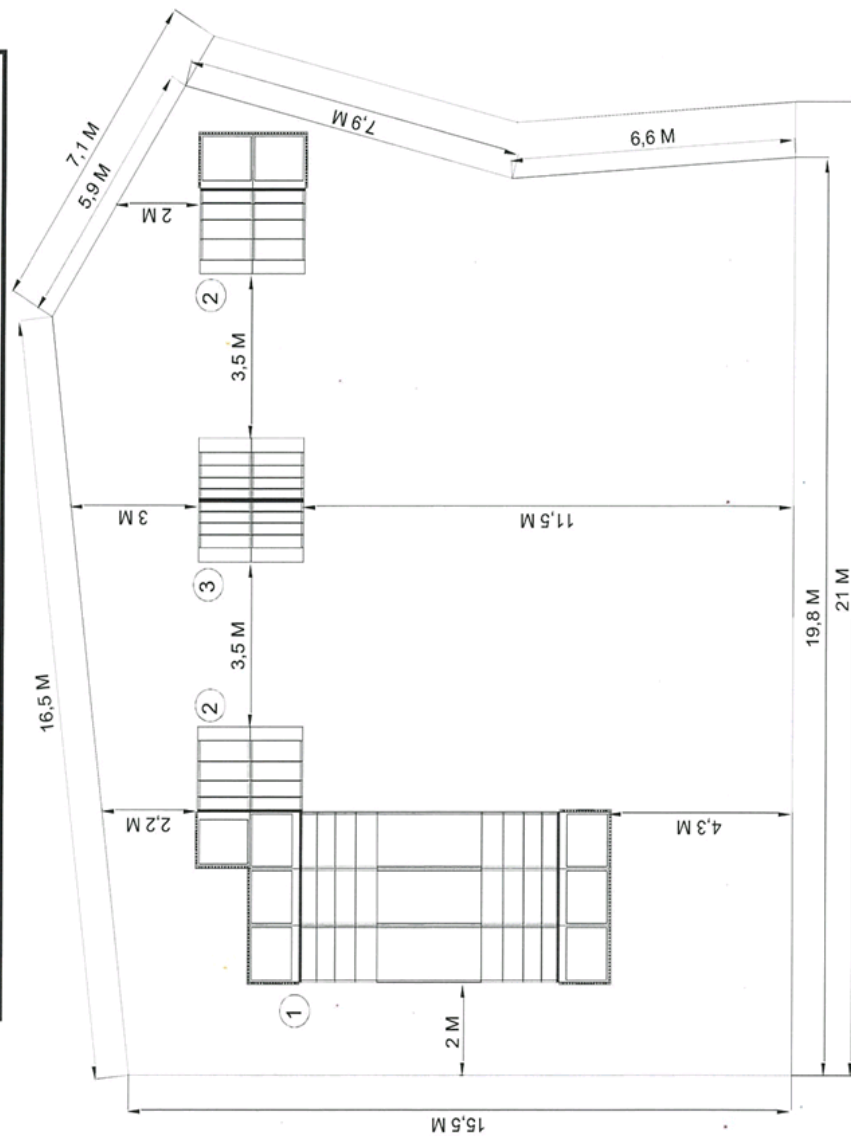




- 1) Existing Equipment
- 2) 1,1M Quarterpipe
- 3) Streetspine

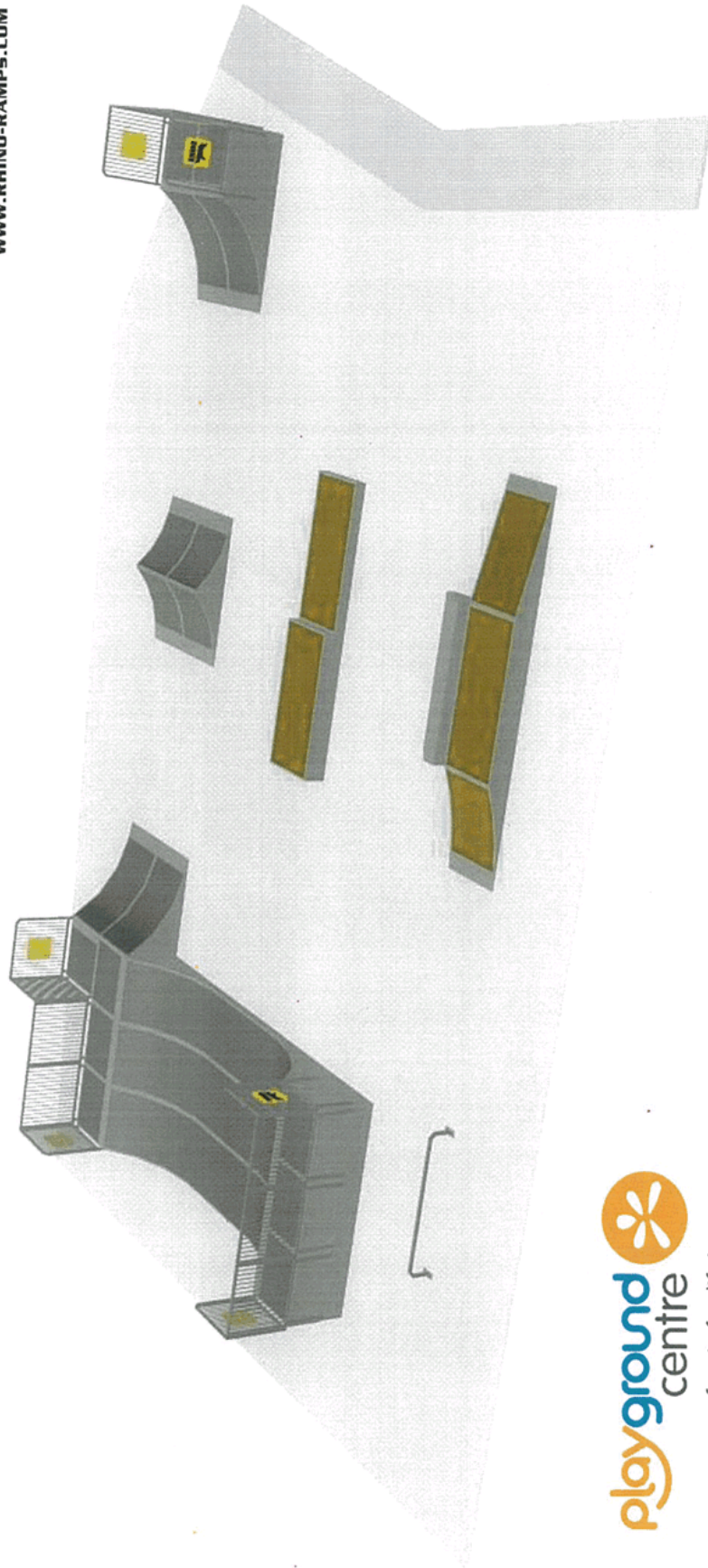
RHINO SKATERAMPS

SKATE PARK EKETAHUNA PHASE 2



RHINO SKATERAMPS

SKATE PARK EKETAHUNA PHASE 3

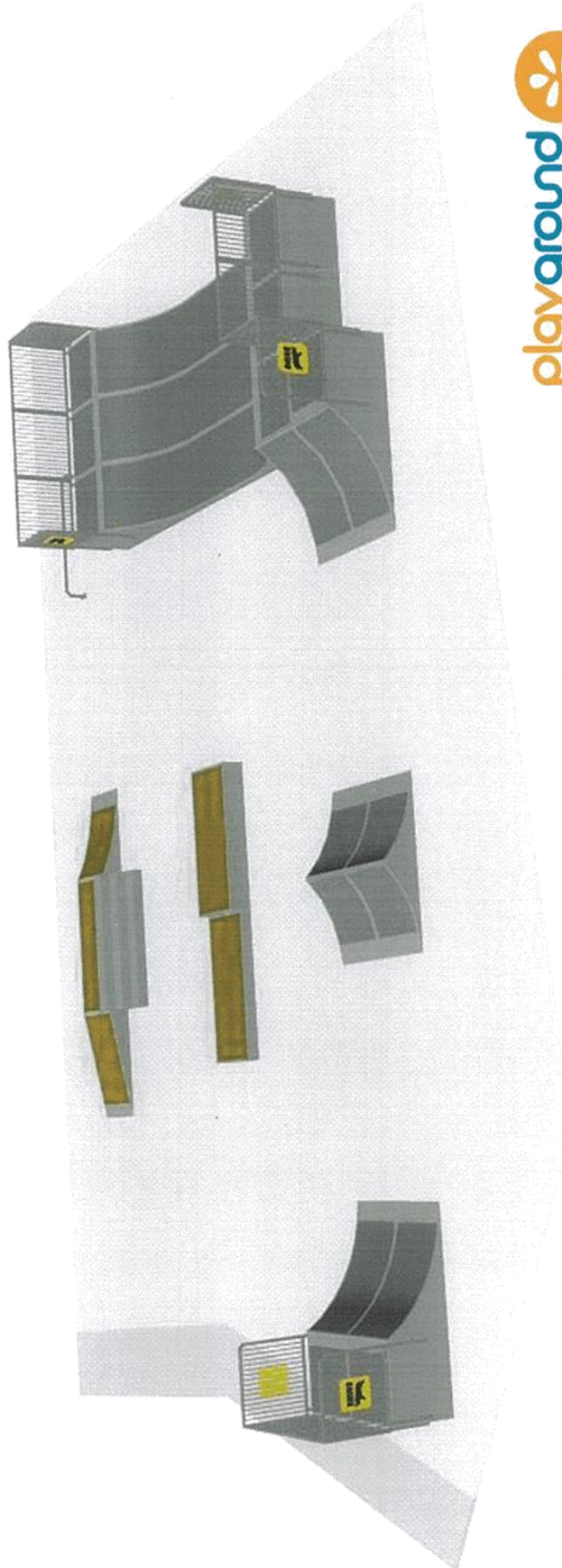


08/04/2015



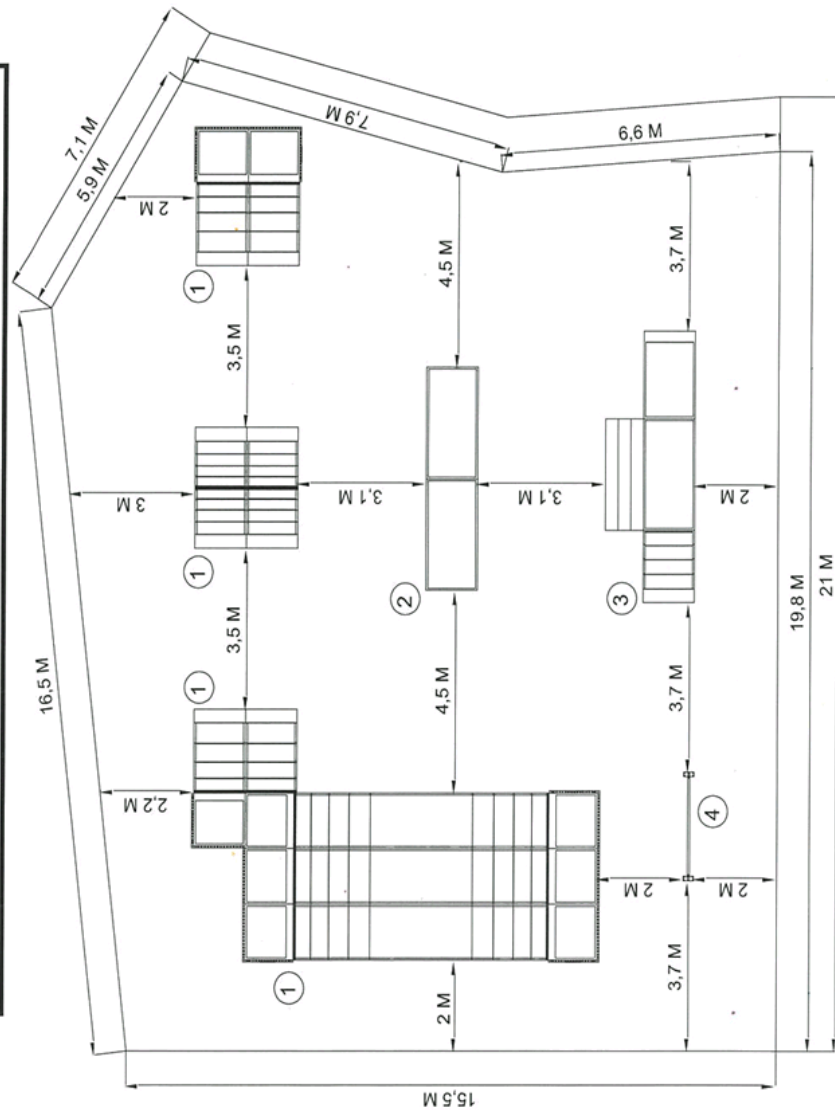
RHINO SKATERAMPS

SKATE PARK EKETAHUNA PHASE 3



RHINO SKATERAMPS

SKATE PARK EKETAHUNA PHASE 3



- 1) Existing Equipment
 - 2) Olliebox 0,2M - 0,4M
 - 3) Funbox combination
 - 4) Standard Grindrail
- Stairs
Funbox 0,4M flat - fly





RHINO Skate Parks

Life expectancy

- **Concrete Floor**

Life-Span.

The life-span of a properly installed and maintained concrete floor can be expected to last a 100 years.

- **Rhino Ramps**

Life-Span.

Based on Asset Management programs used by Councils throughout New Zealand Rhino Ramps are deemed to have a useful economic life of 25 years.

Ramps Warranty

All RHINO products are guaranteed against manufacturing defects when installed in accordance with the instructions provided in the latest Installation and Maintenance Manual (it's the authorized dealers' obligation to assure that he's in the possession of the latest version).

RHINEX ® substrate has a **12-year limited warranty**

RHINOLENE ® subconstruction has a **12-year limited warranty**

Hot galvanised Safety Rails have a **20-year limited warranty**

Hot galvanised Grindrails have a **20-year limited warranty**

Hot galvanised steel components have a **20-year limited warranty**

RHINO-TOP ® riding surfaces have a **12-year limited warranty**

Support struts have a **12-year limited warranty** The above warranties are valid only when the following conditions are met :

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The products are installed according to the manufacturer's instructions and in accordance with the design layout and ground plans for the equipment provided. The use of any parts other than those supplied directly by RHINO or an authorized RHINO dealer may void the warranty.

All of the supplied parts must be installed. Omitting the installation any of the supplied protective coverings (side and back panels, edge, corner, etc.) will void the warranty.

The equipment must be fastened to the skate pad with the anchors provided. The skate pad must be in good condition and allow water to completely drain off quickly.
Support struts shall never touch the ground or water !

Damages caused by BMX or use by other than skateboards and in-line skates are not covered.

All ramps must be maintained as recommended in the Maintenance Schedules provided in the Installation and Maintenance Manual.

Damage from abuse, vandalism, neglect or natural disasters are not covered.

Normal wear and tear including but not limited to : scratches, fading, differences in color, dents, marking, etc. are not covered.

All warranty claims must be made in writing to an authorized RHINO dealer no more than 2 weeks from the time the problem appeared.

RHINO will have the option to either repair or replace the damaged part. If a component is to be replaced, the cost of the component is covered, the transport of the component is not covered. Labor for the removal, repair or installation of defective parts is not covered.

Replacement parts are guaranteed for the remainder of the original warranty



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CERTIFICATE OF INSURANCE

PURPL

QBE Insurance (International) Ltd confirms the policy details as follows:

Insured:

Playground Centre Ltd
Playground Centre Australia Pty Ltd ACN165 123 526 as General Partner
of Playground Centre (A Limited Partnership)

Policy Type:

PURPL Combined Liability Solutions

Policy Number:

P000042412PUR

Period of Insurance:

FROM: 21 September 2014
TO: 21 September 2015 both days at 4pm

Cover:

Type:	Limit of Indemnity:	Territory:
General (Public & Products) Liability	NZD 25,000,000	Worldwide excl North American Countries
General (Public & Products) Liability	AUD 20,000,000	Australia only
Professional Indemnity	AUD 5,000,000	New Zealand and Australia

Cover is subject to the terms and conditions of the policy. For a full description of the coverage please refer to the policy document.

Issued and signed by QBE's authorised representative

Date: 4 September 2014

Playground Centre PUR 0914

AMP Centre, 29 Customs Street West,
PO Box 44, Auckland 1140, www.qbe.co.nz
Phone: 00 64 9 366 9920, Fax: 00 64 9 366 9930

EKETAHUNA YOUTH TRUST INC.



STRATEGIC VISION

BACKGROUND

In April 2013 local Policewoman Donna Olliver and local farmer Bridget Percy decided (in consultation with local youth) to start fundraising for a new Skatepark. In January 2015 the Eketahuna Youth Trust Incorporated was set up with Ms Percy as Chairperson, Ms Olliver as Treasurer and local teacher aide Mrs Margaret Drysdale as Secretary; with the aim of providing the youth of Eketahuna with recreational facilities and activities, educational and training opportunities, work experience and paid employment opportunities.

The first project under development is a Skate Park - the idea coming from local youth as something they really want. The Eketahuna Youth Trust was formalised in response to this, beginning on a very small scale fundraising in the community, taking youth out collecting pinecones, selling loads of firewood, raffles, sausage sizzles etc.

A unique point of difference with this group was the initiative shown by local youth to roll up their sleeves and under the guidance of the trustees, to actually work for their goal. Soon the trustees began to see the potential of establishing a charitable trust in order to facilitate the Skate Park project but also to foster more youth development opportunities in Eketahuna and the surrounding rural communities.

The vision of the Eketahuna Youth Trust is to inspire local youth to reach their full potential - unfortunately in Eketahuna the odds are stacked against this happening, with pressing social issues, a low socio-economic profile and very few existing facilities or activities available for youth, especially for those youth who are from disadvantaged backgrounds. In response the trustees working with youth have identified goals and objectives which may help to address youth issues, and to assist youth to make positive proactive life and career choices.

The scope of the Eketahuna Youth Trust is far reaching - from early childhood to adulthood, recognising the youth of today will soon grow up and become the community of tomorrow. Therefore the scope of our activities aims to include families, to celebrate our community and to endeavour to instil in youth a sense of social justice and personal responsibility. A key aspect of the ethos of the Eketahuna Youth Trust therefore is not to simply for the trustees to provide solutions to youth 'problems' but rather, to empower youth to make a difference in their own lives - as well as contributing to the well-being of the community. The Trust aims to achieve this through the development of civic values, teamwork and notions of good citizenship.

EKETAHUNA YOUTH TRUST

March 2016

The idea is to engage youth in community projects in which youth participation is valued (and fun) - projects in which the youth can see their own efforts being rewarded, not only for their personal edification but for a common good. In this sense the benefits of Eketahuna Youth Trust extend to the wider community, promoting social inclusion, well-being and connectedness.

Eketahuna Youth Trust will work cooperatively and collaboratively within the community and others in the youth development area, maintaining the highest standards of professionalism and integrity.

VOLUNTEERING

Local youth involved with the Eketahuna Youth Trust are encouraged to volunteer in their community - every December they help with the Eketahuna Xmas food drive - with the local fire brigade and local police our youth collect food items for food parcels which are then distributed to needy families by the Eketahuna Health Centre.

MISSION: TO INSPIRE EKETAHUNA YOUTH TO REACH THEIR FULL POTENTIAL

GOALS

- To mentor and educate local people, particularly youth and unemployed, about positive options for employment and career development
- To provide youth with recreational facilities
- To provide local youth with training opportunities
- To provide youth with work experience, employment and volunteering opportunities

PROJECT: SKATE PARK

The project is to develop a small but state of the art Skate Park, in a series of achievable stages. The proposed site is Council owned land, adjacent to the existing Swimming Pool and Playground area; it is hoped to work collaboratively with the Eketahuna Community Board and the Our Town Committee to bring this project to fruition - in conjunction with the Eketahuna Main Street Upgrade project underway this year.

WORK TRAINING

Youth have been out on local farms (voluntary / paid work experience) learning new skills on the job; animal care skills, e.g. docking lambs, crutching sheep, spraying weeds, milking cows, repairing fences, painting, splitting and stacking firewood.

EKETAHUNA YOUTH TRUST

March 2016



FUNDRAISING

Youth have also sold pinecones and firewood and run raffles and sausage sizzles to make funds for their Skate Park Project, raising \$7,379.54 - so far - a significant amount from a small community (pop.444)



REWARDS

Rewards for youth undertaking fundraising for the Skatepark have included going on group outings with the trustees, shared dinners, swims at the river and a group outing to see Nitro Circus perform in Wellington. The trustees acknowledge that youth like to have fun and in order to facilitate stakeholder buy-in to projects youth need to see/experience tangible rewards for their efforts - important in this is to acknowledge youth and recognition of their contributions.



COMMUNITY

The Eketahuna Youth Trust will investigate further opportunities as they arise to work within the community to address social, health and economic problems which impact on our youth, and to explore creative holistic solutions which may help to minimise constraints on youth development. The Eketahuna Youth Trust is committed to working with families where possible to reinforce the Youth Trust activities, to support youth, and particularly to support individuals and families in need.

EKETAHUNA YOUTH TRUST

March 2016



SURVEY FOR NEW EKETAHUNA SKATEPARK

I am looking forward to having a new Skatepark in
Eketahuna and intend to skateboard/roller
skate/scooter or bike at the Skatepark.

Name	Signature
Eketahuna School	
Maree Reddy	Maree Reddy
Denise Drysdale	DDrysdale
Cody Duffy	Cody
Ryley Potangra-Carter	Ryley
J. Pretty	J. Pretty
Nathryn Morgan	Nathryn Morgan
Ryan Tootell	Ryan Tootell
Dillon Carris	
Toby McAhie	
Kowhai Kelly	K Kelly
Ashley Morrison	A Morrison
Hayley Johnson	H Johnson
Emilie Carter	
Vicky Beniston	V Beniston

Leilani	Leilani
Mia M	M Mason
Lady M	Lady
Pahia	Keelky
Asha	Dowd
Jack D	D Dowd
Jahziak Temoonanui	J. Temoonanui
Josie	Kumeroa
Dean M'namara	
Jayden Ashworth	S A
James Temoonanui	JTM
constance	Holder
Kadin Kumeroa	
Jack Bourke	JJB
Emma J	Johnson
Grace	Duffy
Wade Bengston	
Josh Fair	dt
Cohen Andrew S	S
Alexia Laurson	
Lara aigesen	
Jack Beclington	
Jack Armstrong	

Liam P.C	Liam
Liam Redington	
Josh.C	
Vanessa	
Ange Croasdale	col.
Angus Grovener	Ma
Mollie	
Isabella	
Lily P	
Carmen	
Kaia	
Arth patel	
Reshard	
Lachie Redington	
Paice M-H.	
Scott Duffy	
My + hays	
Steve La.	
Sophie Drysdale	
Luke Downer	
Marshall Anderson	

↑

↑

Teddy Bears'
Picnic

JESSIE MILLS	
Sam willetts	
Kiara Potangaroa-Carter	
Ava Tootell	
Isiah Henwood	
Harrison Mackisack	
Meila Mitchell-Hopa	
Ella bashford	
Alice A Bourke	
Tamir Tootell	
Haleigh-Rose Newman	
Brey Shannon	
tyler Lindsey	
George Armstrong	
Nancy Duffy	
Aleyra	
crystle	
Brent	
LUCY	
Ryan Carter	
Oskar Mills	
Bella	
Nevaeh	

Rae	Ferryn
Vivian	Mook Sripasak
Booth	Charlotte H
Emma	Makagla
Payton	Emma McLachlan
Lachie Duffy	CRIZ E
Ally	Gilvia
Aurora	Jessica Monk
ALFREDTON SCHOOL	Simone
Olive Percy	Aston Smith
Henry Johnston	Hunter
Hannah Percy	James Olds
Manan North	Charlotte K
Maddy Heathcote	JACK
Bridie King	Anneliese mckenzie
Madeleine Kennedy	maddie mckenzie
Anabel Thorneycroft	Amber Mahoney
Emma Thorneycroft	Emma Heathcote
Dallas King	Jessame Papworth
Damien Neide	Frederico Smith
Win Simpson	Callie Mitchell
Kingston	Isabella Kennedy
Jesse	Chanelle Mitchell

[illegible]



OFFICE
of THE
MAYOR

15 March 2016

To Whom it May Concern

I have pleasure in supporting the application from the Eketahuna Youth Trust for funding for their project of the Eketahuna skate park.

The addition of a skate park to the current Eketahuna playground and swimming pool facility is a fantastic idea. It is very important for our rural communities to have fun recreational playgrounds, which provide safe stimulating environments for our children to enjoy.

Members of the Eketahuna Youth Trust are keen to progress this community project and Tararua District Council is very appreciate and supportive of their efforts. The Council is committed to the ongoing maintenance and operation of this recreational facility, and has entered into a Memorandum of Understanding setting out the management and its intentions.

The local police officer, Donna Oliver, has done a lot of very good work with the youth of Eketahuna over the last few years. She has been at the forefront of raising money to make sure that youth have a facility like this, which will be well used.

The Trust's dedication to make a success of this project helps make the Tararua District a better place to live, work and play. I am very pleased to recommend this project to you.

Your sincerely

Roland Ellis
Mayor

Bridget Percy

From: "Rena & Charlie" <deaths@inspire.net.nz>
Date: Sunday, 27 March 2016 4:43 p.m.
To: "Bridget Percy" <thehut@clear.net.nz>
Subject: Re:

To Whom it may concern:

The Eketahuna Community Board fully supports any application made on behalf of the Eketahuna Skate park.

We feel that a skate park would be an amazing asset for the town and the children of Eketahuna. Being a small rural town means our children can often feel isolated from a lot of play equipment that urban children have full access to.

Charlie Death
Chairperson Eketahuna Community Board,
Nireaha RD 2,
Eketahuna 4994.

104 Norlings Road
RD 3
EKETAHUNA
18.02.16

To whom it may concern,

Dear Sir/Madam,

I am writing on behalf of the Eketahuna Charitable Trust to give our whole hearted support to the Eketahuna Skate park project.

The need for such a facility for the youth of Eketahuna is in our opinion essential.

The youth Group in Eketahuna are doing a great job in contributing in a positive way to our district as a whole and in particular through working bees such as firewood, docking, fencing, mowing lawns etc to raise funds towards the proposed skate park – such enthusiasm and leadership by our youth is great to see.

Yours sincerely,



John Harman (Chairman Eketahuna Charitable Trust)

Eketahuna JAB Rugby Club

Alfredton Road

Eketahuna

Thursday, 24 March 2016

To Whom It May Concern

Regarding: Proposed Eketahuna Skate Park

On behalf of the Eketahuna JAB Rugby Club I would like to support the proposal to develop a Skate Park. The proposed Skatepark would be an asset to Eketahuna and the Junior rugby club. Our trainings do not start until 4.30pm on a Wednesday and often parents collect children from school and wait for rugby training to start. The Skatepark would be excellent to fill in time and give parents a means to entertain children. As many rural children live on gravel roads, often opportunities to ride skateboards, scooters and bmx bikes are quite limited at home, so a nearby venue to practise at provides a great option. Also many children attend rugby days in Eketahuna on Saturday, often playing themselves in the morning and then awaiting the adults games in the afternoon. Again a skatepark would be great for the kids to spend time at on these days.

Yours faithfully

Jeane Fowler

Secretary – Eketahuna JAB Rugby Club.

Eketahuna Swimming Pool Management Committee
C/- 11 Herbert Street
EKETAHUNA

25 March 2016

Eketahuna Skate Park Committee
C/- B Percy
RD1
MASTERTON

Dear Sir/Madam

The Eketahuna Swimming Pool Management Committee is writing in support of the Eketahuna Skate Park for the application to Eastern & Central for funding.

We admire the Committees effort in involving and working with the youth of Eketahuna, to make the project a reality where the youth will benefit from their hard work. The skate park will be an asset to the community, for many generations to enjoy.

We wish them all the best in this project.

Regards

Ryan & Lisa Seator

Chairperson and Treasurer
Eketahuna Swimming Pool Management Committee

13 Churchill Avenue
Lansdowne
Masterton
08/09/2015

To whom this may concern

I would like it to be known that I personally support Eketahuna Youth Trust.

This charity venture was set up by Bridget Percy and Donna Oliver in order to raise money for a local Skate park, as the current one is a mess with broken or missing ramps and is thoroughly depressing to look at. It is now rarely used by the older youth in the way it once was, as all the good ramps have been taken away.

My son and daughter have both helped with the fund raising ventures, which Bridget and Donna have organised for the Youth Trust, and have thoroughly enjoyed themselves in the process. Bridget and Donna have given over so many resources and endless hours of their personal time, in the school term and during the school holidays, in order to help Eketahuna youth get involved and be seen in a more positive light within their community.

My children have met youths they would not otherwise have met, from surrounding schools. They have tried new things such as farming chores and street collections. They have become fitter during some of the strenuous activities. They have also been mentally stimulated by thinking of ideas for fund raising and they have looked at designs for a Skate Park children in the future might enjoy. It has helped them do something worthwhile afterschool and stopped them loitering from lack of a good play area to hang out in.

Furthermore, as I work at the Local Health Centre, my children attend Eketahuna School where they get involved in some local activities; however we live in Masterton and travel up on a daily basis. Through this venture my children have become aware of the total inequality of provision and resources for this rural community in comparison with Masterton. They find it unfair that two communities so close together can have such totally different skate parks and play areas despite there being children of the same ages in both locations. They are now starting to realise we all have a social and civic responsibility to fight for equal provision, and it can start at any point or age, for them it was at 9 and 12.

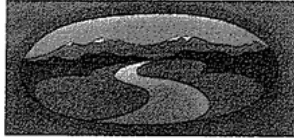
I hope that you will support this venture and give generously of your time and money, as this Skate Park is for the good of future generations of children, whether they live in Eketahuna, or are just passing through - they all have the same needs and they need to play in order to grow healthily.

Please help them to play and grow well...

Lee-Anne Tait
Registered Nurse

A handwritten signature in black ink, appearing to read 'Lee-Anne Tait', with a small 'RN' (Registered Nurse) written below it.

Te Whare Ora O Eketahuna Eketahuna Health Centre



1 Bengston Street.
Eketahuna.
Ph: 06 375 8188: Fax: 375 8187:
ehc@inspire.net.nz.

08/09/2015

To whom this may concern

We would like it to be known, that we the Nurses of Eketahuna Health Centre, fully support Eketahuna Youth Trust.

Bridget Percy and Donna Oliver set up this charity venture in order to raise money for a local Skate park, as the current one is in a state of disarray with broken or missing ramps and lacks appeal for our local youth.

This fund raising venture has two major benefits for this community. Firstly, it aims to get a fully functional purpose built facility that youth of all ages can enjoy. Secondly, in the process of doing so, this venture helps lots of local youth to use their down time in a positive manner for the good of this community, rather than hanging about on street corners or staying home watching TV, for lack of something better to do.

Through the fund raising activities set up by Bridget and Donna, youth have actively participated in supporting fund raising for their Skate park, they have done things such as pine coning, wood chopping and delivering, helping out on local farms. Many of the youth involved have also helped out with other local community activities such as our Blue Light Christmas Food Parcel door to door collection. All these such activities give youth the opportunity to participate, to feel connected and have more awareness of community needs and current issues. It allows them the opportunity to be responsible and to take ownership for change in their community.

All of these things contribute towards positive physical, mental, and social youth health and development. So, as nurses fully support and are grateful that we have such an excellent initiative in our community.

We wish Eketahuna Youth Trust well in their fund raising ventures and hope you too will support this worthy venture

Kendra Crafar HN

Kendra Crafar and Lee-Anne Tait
Registered Nurses -Eketahuna Health Centre

Lee-Anne Tait
RN/EHC

Bridget Percy

From: "Denise Clifton" <dfmclifton@gmail.com>
Date: Saturday, 12 September 2015 7:36 p.m.
To: "Bridget Percy" <thehut@clear.net.nz>
Subject: Re: Letters of Support for the Skatepark

A new and re-vitalised Skate Park for Eketahuna.... An excellent idea, many of the local children have either, scooters, skateboards, rollerskates, or roller-blades, The skate-park would give them an opportunity to develop many skills, as well as have fun, socialisation, respect for other peoples property...a chance for them to have a place of their own,that they can be proud of as many of the children have fundraised towards this project, also it would be a place to be used by travellers, holiday makers, and tourists, many stop in Eketahuna, being on SH2.. I support this endeavour wholly, and look forward to seeing its completion..

Sincerely

Denise Clifton
18 Bridge Street
Eketahuna

Eketahuna Youth Trust
c/o Bridget Percy
RD1
Masterton 5991

23 September 2015

Dear Bridget Percy and the Eketahuna Skatepark Team,

I am writing to express my support for the wonderful work you are doing in planning and fundraising for the Eketahuna Skatepark. I have seen this project energise and enthuse our young people already and it will be a terrific boost to our awesome little town.

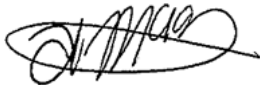
Being part of the process of developing and fund raising for the skatepark has been – and will continue to be, a brilliant learning experience for our kids. It has motivated them to be active and enthusiastic participants in our community and they have forged many links across different groups within the community and across the generations represented in our area.

The sense of ownership that is already growing will mean that this community resource will be widely used, appreciated and cared for.

As you know, we have a lot of young people in our town and many more coming on! To have a community facility such as a skatepark will be a huge asset, as our children generally have to travel to get to things they want to be involved in. Skateboarding/scootering is mostly a healthy, positive and social activity, and all sorts of kids are keen to give it a go.

Something special just for the kids is just what we need to protect the heart of our town, and I wish you all the best in your fund raising – I'm sure those who have money to contribute will see this as a fabulous project that deserves their financial support.

Yours sincerely.



Ali Mackisack
RD4
Eketahuna

EONE

RD3

EKETAHUNA

21.9.15

To Whom it may concern, I support the
Eketahuna Skate park.

Eketahuna youth don't have alot
of options when it comes to activities
in town. The smaller children have
the playground but older ones have
nothing.

A skatepark would benefit the
town greatly. Don't R.I. Don't

Eone
R73
Eketahuna 499
9-9-15

To Whom it May Concern

I would like to offer my support to the Eketahuna Skatepark Project and recommend help for this project.

It is great to see the local children and adults fundraising locally but it is too big a job to do by themselves, so they need financial support from elsewhere to get the skatepark built.

It will be a fantastic asset for the children and adults of the town and surrounding country of Southern Taranaki District.

Signed:

Juanne Percy
JUANNE PERCY



Phone: 06 375 8191
Fax: 06 375 8618
E Mail: office@eketahuna.school.

" I can do it! "
2015

21st September

The Eketahuna Youth Trust has been a lead player in the organising of the fundraising for the proposed Skate Park. It started with an idea and has taken off, under the leadership of Police Officer Donna Oliver, Bridget Percy and Margaret Drysdale. The youth of our town have been pulled together, with joint enthusiasm for this project.

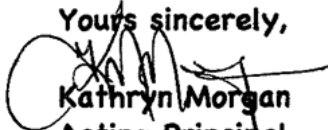
The reality of "A Skate Park" has been truly motivating for the youth of the town. To help raise money, they have spent many after school sessions collecting pinecones and loading wood, gardening, painting and doing general cleanups around the town. Many have worked during their holiday breaks doing odd jobs for the elderly and doing farm work for a number of farmers. Raffles have been also been organised. They have been focused on their prize.

The Skate Park will be an asset to the town, a place for the youth to meet, play, exercise, develop skills, a venue to be extremely proud of. They will have ownership of it. It will be a place for all ages to enjoy.

As a school we see the benefits in others ways, with the children having pride in themselves and experiencing the work ethic. "You have to work to get what you want." The social interaction across age groups is a plus for a school with a family orientated culture.

We hope that you will look favourably on the application for funds as the work that these children and their leaders, have undertaken so far, to make the Skate Park a reality, is to be commended.

Yours sincerely,



Kathryn Morgan
Acting Principal
Eketahuna School

37 Parkville Road
Rd2
Eketahuna
4990

Tuesday 21st September 2015

Dear Sir/Madam,

My friends and I would love a new skate park. We really need place to hang out with my friends. It would be cool to have a bigger place to hang out, have fun and enjoy a lovely Sunny day. It is way better than sitting in the lounge and watching t.v. It will be a great idea to get lazy teenager to go there and for them to be entertained by skating, scootering and many other things that you can do on the amazing skate park you are going to build for us.

We very much appreciate you doing this for us. We can't wait to see how wonderful it would be. It will be great entertainment throughout the day and I will be getting a lot of fitness. People will not be hanging around the library or annoying shop owners. It is way safer than going down the stairs skating around the high ways. It is a good idea to be SAFE.

Your sincerely,



Kowhai Kelly

Eketahuna School
1 Albert Street
Eketahuna

Monday 21st September 2015

Dear Sir/Madam,

I think it's a fantastic idea to replace and extend the old skatepark from what was only a couple of old broken ramps to a new high end skate park for everyone to use.

People could skate at the the park why mum (or dad) are shopping. It could also be a place to practice or show off your skills to other people

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ryley', written in a cursive style.

Ryley

Eketahuna School
1 Albert Street
Eketahuna
4900

Tuesday 22nd September 2015

Dear Sir/Madam,

This skate park would be a great opportunity for the kids of Eketahuna. It would keep them fit and get them off their couch. These days kids of Eketahuna are very lazy or they are roaming around the streets try to find places to jump their bikes. That is why we need a skate park.

Please help us with making a new improved skate park.

Yours sincerely,

A handwritten signature in black ink, appearing to be the letters 'HB' in a stylized, cursive font.

Harley Bengston

Eketahuna School
1 Albert Street
EKETAHUNA
4990

Monday 21st September 2015

Dear Sir/Madam,

I think it would be awesome to have a skatepark because I am not a very good skater but I would love to improve my skills and take myself to another level. I bet other people would like a skatepark to meet up with friends and to play around.

Skating and scooting is a great opportunity for people and especially for children to get off the sofa and to get fit. It is not good for kids to sit on the sofa and get obese. It is better to get outside and have fun.

Hopefully you will think about it and agree. Remember it would be awesome.

Yours sincerely,



Ben Croasdale

*Eketahuna School
1 Albert Street
Eketahuna
4900*

Monday 21st September 2015

Dear Sir/Madam,

I, personally think that this skate park will be an awesome opportunity for kids in this diminutive rural town. This would be another option for kids during the daytime.

It helps with the fitness. Children these days get lazy which is not healthy. This skatepark will be great for practicing as you will have more space and you can also watch other kids that are way more experienced.

Kind regards,



Jack Duffy

Eketahuna School
1 Albert Street
Eketahuna
4900

Monday 21 September 2015

Dear Sir/Madam,

People in Eketahuna love skating but we need some awesome Features to play on and improve or skills. A Skate park is also a good place for fitness. It will stop people roaming the streets.

Yours sincerely,



Cody Duffy

Eketahuna school

1 Albert street

Eketahuna

4900

Dear sir/madam

*A skate park would be a good thing for eketuhuna kids and for something to do
instead of loitering up in Main Street a skate park would in lighten the kids in this
dull town it would make the kids of eketuhuna give skating a good go so if u would
you be so kinded to donate to help us build our skate park we would be forever
grateful*

Yours sincerely,



Ty henare

*Eketahuna School
1 Albert Street
Eketahuna
4900*

Monday 21st September 2015

Dear Sir/Madam,

I, personally think that this skate park will be an awesome opportunity for kids in this diminutive rural town. This would be another option for kids during the daytime.

It helps with the fitness. Children these days get lazy which is not healthy. This skatepark will be great for practicing as you will have more space and you can also watch other kids that are way more experienced.

Kind regards,



Jack Duffy

Bridget Percy

From: "Bridget Percy" <thehut@clear.net.nz>
Date: Wednesday, 30 September 2015 8:45 a.m.
To: <thehut@clear.net.nz>
Subject: Fw: Skate park, support letter

Ian Olliver
608 Niereaha Road
RD2
Eketahuna
28. 9.2015

To whom it may concern,

I am an Ekeathuna resident and have spent most of my life here, years ago while in our teens my brother (who at 28 is still a keen skater today) and I had a desire to have a skate park in Eketahuna. Along with others we asked the council if it was possible, we had to write letters and draw a plan to submit to them and eventually they put in some skate structures. Those structures have provided many many hours of fun and entertainment over the years. It is however time to renew them and the local kids have been working extremely hard to make this happen. They have a dream and have shown how keen they are by working hard around the community. They have put in hundreds of hours of work and our community has been so supportive, I hope you too can support them to achieve thier goal.

Yours Faithfully
Ian Olliver

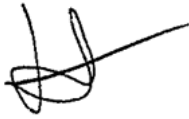
28/09/2015

*65 High Street
Eketahuna
4900*

Dear Sir/ Madam,

We would really like more funds for the Eketahuna Skate park so that we can finish renovating the skate park. By having a new improved Skatepark more people would come outside, get hungry and buy lunch, which cause more money to flow through the town. Which in turn would allow for more upgrades for the town. Also it might attract more people to our town.

Yours sincerely,



James Gamby-Haycock.

54 Newman Road
Eketahuna 4900

26th September 2015

Dear Sir/madam

I really want the skate park in Eketahuna built because I want somewhere where I can ride my Scooter/skateboard. It would be very good for the community if the children and youth had somewhere to play.

Also it would be good for us kids to have a project which we helped with. That would make us feel like part of the team who built the Skatepark.

Thank you for considering the application to build the new skatepark. Once it is built us kids will have somewhere to play.

Yours Sincerely
Jacob Flannery

29 September, 2015

103 Newman Road
Eketahuna

To Whom It May Concern

We would like to express our support for the new Eketahuna Skatepark. At the moment there isn't much to do in Eketahuna at the moment. When we get a new Skatepark it'll give the kids somewhere to go so they won't be just biking round the streets so much.

In January were able to do some farmwork as part of the Eketahuna Youth Trust and we saved some of that money and spent the rest on clothes and a new slug gun. It was a good opportunity for me to have some of our own money and learn some new skills.

We really hope the new Skatepark goes ahead.

Yours sincerely

Jamie Cairns & Haiden Cairns

554 Mangamahoe Central Road
R.D.2
Masterton

We fully support the Eketahuna skate-park project and have been really impressed with the fund raising projects that the Eketahuna youth trust have been doing. It will be a great asset to the community and well deserved.

Yours sincerely
Euan & Nicole Percy

Bridget Percy

From: "Jemma Lochhead" <jemma.l@hotmail.co.nz>
Date: Tuesday, 29 September 2015 9:26 p.m.
To: "Bridget Percy" <thehut@clear.net.nz>
Subject: Re: Letters of Support for the Skatepark

Hi Bridget

Here is my support letter hope that it is what you are wanting :)

To whom it may concern, my name is Jemma Lochhead, I am the Co-ordinator of the Eketahuna Youth group and I am also a co-owner of the Lazy Graze Cafe in Eketahuna, I am extremely passionate about the young people in our community and am a keen supporter of the Eketahuna Skate Park project. Over the last couple of years, with the support of some wonderful adults, Bridget Percy, Donna Olliver and later Margaret Drysdale, many of our local youth have worked hard to raise funds to kick start this project. They have shown commitment and determination giving up each Thursday after school collecting pine cones and doing firewood as well as many other fundraising efforts. These hard working kids have earned the respect of many locals and while they are still working hard towards their goal they long to see the end result. Our community has limited resources for youth so it would be a great addition to our area and the long awaited reality of it would be something our young people would really benefit from, both physically and emotionally. I am a proud supporter of these young people and hope you are as keen to help them achieve their dream.

Yours Faithfully,
Jemma Lochhead

28 September 2015

To Whom it May Concern

I am writing to you with regard to my support for the Eketahuna Skatepark. Since the fundraising began 2.5 years ago I have been involved with this project and with the school holiday work programme which is also part of the Eketahuna Youth Trust. The work programme has given me something to do, taught me new skills and I have been able to buy things for myself and for my Dad.

I am really looking forward to having the new Skatepark as it will give us all something to do instead of hanging around at the front of the library.

I really appreciate all the work that goes into the Eketahuna Youth Trust and hope that this application is successful as it will be awesome when Eketahuna gets its new Skatepark.

Kind regards

Jesse van der wiel

Jesse Van der Wiel

Eketahuna School
1 Albert Street
Eketahuna
4900

Monday 21st September 2015

Dear Sir/Madam,

I really like the idea of the Eketahuna Skatepark Project because people will not be on electronics as much as they used to. I hope they will go to the new and improved skatepark if it gets built.

People will not be hanging around the stores and making jumps at the Old Post Office. They will not be destroying property anymore. People would really like the skatepark and it would help people's fitness instead of getting fat and always being inside their house ignoring their parents.

I am really excited to hit the ramps when they are made and everyone I know is excited too.

Yours sincerely,



Wade Bengston

Eketahuna School
1 Albert Street
EKETAHUNA
4900

Monday 21st September 2015

Dear Sir/Madam,

I think having this new skate park will be great for kids to ride around. Kids will find fun and enjoyment out of it. This will get kids motivated and they will get exercise.

Kids won't be stuck inside complaining to their parents about how bored and hungry they are. This will get kids out there more and get some more fitness.

Children will be able to hang out with their friends and not hang around the shops annoying customers and the shop owners. It will be awesome to have this skate park. We will be very grateful.

Yours Sincerely,



Grace

Eketahuna School

1 Albert Street
EKETAHUNA
4900
New Zealand

Monday 21st September 2015

Dear Sir/Madam,

Eketahuna needs a skate park because we are deeply suffering from obese teenagers. Teenagers and primary school children have hardly anything to do in the weekend so they sit at home in front of the TV not doing any exercise. If there was a skate park they would have more of a reason to go outdoors and interact with other human beings.

We need somewhere to hangout instead of roaming the streets and annoying shop keepers. (Such as hanging around the library and yelling and screaming. A skate park would be a perfect place to hang out.

Do you think it is safe to use the Old Post Office steps (which is right by state high way 2) to do bike tricks and falling on to the foot path?

Well neither do I. So that just sums it all up. We need a new skate park to be safe. Thank you for reading my opinion.

Yours sincerely,



Grace Tait

Eketahuna School
1 Albert Street
EKETAHUNA
4900

Monday 21st September

Dear Sir/Madam,

"I can't wait!

If we do get a skate park it will get more people
off the sofa and out moving more so it will be
excellent for fitness.

It will be great for me to meet up with all my
friends and practise all of the mad skills I might have.

This will be a proper place to practise instead
of using the Old Post Office steps which are right
In front of the Eketahuna State Highway. It is very unsafe.

Your sincerely,

Vicky Bengston

Vicky Bengston

*Eketuhuna School
1 Albert Street
Eketahuna
4900*

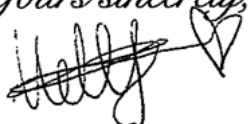
Tuesday 22nd September 2015

Dear Sir / Madam,

It will be fantastic to see the skatepark replaced and extended. It will be a better place to hang out, instead of hanging around the shops, loitering and annoying the customers and shop owners.

It will be a proper place to practice instead of the Old Post Office steps, which are right in front of a State Highway.

*It will be another safe place to hangout and meet with friends.
Please help with funding this very worthwhile community project.*

Yours sincerely,


Nelly Bourke.

*Eketahuna School
1 Albert Street
EKETAHUNA
4900*

Monday 21 September 2015

Dear Sir/Madam,

I can't wait for the old skatepark to get upgraded. It will be a great place to practice our tricks and skills. Also in the weekends you could meet up with your friends and have great fun on the new equipment instead of using the Old Post Office steps (which are right in front of the dangerous state highway)!

Fitness is a very important in our lives so having a really cool place to use our skateboards and scooters is really exciting, as it will get us off the couch and keep us entertained through out the day. Having a brand new skatepark will be an extremely exciting opportunity for this small little town.

Yours sincerely,

JA

Jessica

103 Newman Rd
Eketahuna
4900

Monday, 21st September 2015

Dear Sir/Madam,

I really like the idea of the Eketahuna Skatepark Project. Many people will enjoy the new extended skatepark. People won't be hanging around the shops, annoying the public and causing damage to the town

I, like many people, are thrilled that there will be a bigger and better place to skate and scooter. I will not be sitting on the couch wasting my life watching TV.

I cannot wait to have a place to practice my skating skills and meet up with my friends. Also I will be entertaining myself throughout the days. I will be really excited if this actually happens, I'm sure everyone else will be too.

Yours sincerely,



Dillon Cairns

110 Mangatainoka Valley Road
RD2
Eketahuna

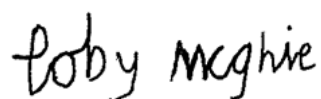
Tuesday 22nd September 2015

Dear Sir/Madam,

I think that having a skate park would encourage kids to stop watching tv, and go outside for once. It would also be great because it would keep us off the computers. We would get a chance to use our old scooters and skateboards and we would get some exercise instead of being obese and "computer addicted".

If we had a skate park it would keep us occupied and entertained for the weekends and holidays.

Yours sincerely,

A handwritten signature in black ink that reads "Toby McGhie". The script is cursive and somewhat informal.

Toby McGhie

Report

Date : 20 April 2016

To : Mayor and Councillors
Tararua District Council

From : Natarsha Nikora
Recreation Officer Sport Tararua

Subject : **Grant Application of Brodie Smith to the International Representatives Scheme**

Item No : **10.5**

1. Reason for the Report

- 1.1 This report has been prepared for the Council's consideration of an application received from Brodie Smith requesting funding from the International Representatives Scheme.

2. Background

- 2.1 The Council has funding available to support the district's elite athletes selected to represent New Zealand at international events.
- 2.2 Presently, the balance available in this account is \$1,950.00.
- 2.3 Funding awarded from this Scheme is based on the applicant's budget and the distance of travel to the international event.
- 2.4 Grants can be made up to a maximum amount of \$500.00 if competing within the Pacific/Oceania region and up to a maximum of \$800.00 if competing within the rest of the world. Discretion is available to alter this provision in exceptional circumstances.

3. Details of Application Received

- 3.1 An application has been received from Brodie Smith who has been selected as a New Zealand representative in the New Zealand triathlon team to compete in the ITU World Championships held in Cozumel, Mexico on 11 to 18 September 2016.

- 3.2 Brodie will compete in all three disciplines of the Standard Distance Triathlon Age Group event. This involves a 1500m swim, 40km bike and 10km run.
- 3.3 The event involves several countries including Australia, Great Britain, Spain, Bermuda, USA, Mexico, Russia, Canada, South Africa, France, Japan, Belgium and Hungary.
- 3.4 Brodie's other representative achievements include a third placing at the National Standard Distance Age Group Championships in the 40-45 year age group.
- 3.5 Brodie has also competed at several half and quarter Ironman and Iron Maori events.
- 3.6 This is the first application Brodie has submitted to the International Representatives Scheme.
- 3.7 The application submitted by Brodie Smith seeks to raise funds towards the expenditure she will incur travelling to the World Championships in Mexico. Estimated costs for her expenses are \$6,100.00.

4. Significance Assessment

- 4.1 The proposed actions recommended to the Council are not considered significant in terms of the Council's policy on significance and engagement.

5. Conclusion

- 5.1 The request meets the criteria for eligibility set down in the guidelines for an application.
- 5.2 In accordance with the Scheme's guidelines, the following recommendation is made for the Council's consideration.

6. Recommendation

- 6.1 ***That the report from the Recreation Officer Sport Tararua dated 20 April 2016 concerning the Grant Application of Brodie Smith to the International Representatives Scheme (as circulated) be received, and***
- 6.2 ***That the Council approves the application made by Brodie Smith selected to represent New Zealand in the triathlon team competing at the ITU World Championships held at Cozumel, Mexico on 11 to 18 September 2016, and***
- 6.3 ***That the sum of \$800.00 be granted from the International Representatives Scheme for this purpose.***

Attachments

- 1. International Representatives Scheme Application - Brodie Smith

- Page 3



GRANTS FOR INTERNATIONAL REPRESENTATIVES APPLICATION FORM

WHAT SPORT ARE YOU REPRESENTING NEW ZEALAND IN?

Age Group Standard Distance Triathlon.

Date Travelling: Sept- 11/2016 . **Date Application Complete:** 11/April/2016 .

The administrator must **receive completed applications one month prior** to travel. Applications received within a month of travel will not be eligible unless applying as a replacement applicant.

A replacement applicant is an applicant who has been selected for international representation at the last minute through exceptional circumstances.

ARE YOU APPLYING AS A REPLACEMENT APPLICANT?

☐ YES ☒ NO

If yes, please outline the exceptional circumstances surrounding your application:

- Page 4 -

1. **Name of National Sporting Body:** Triathlon New Zealand.
Contact person: Jen Gregory.
(President/Secretary/Other)
Address: Sport Central, Ground Floor, Eden 4,
14 ~~Normanby~~ Normanby Rd, Auckland, 1024, Po-Box
67088 MTE
Phone Number: (09) 524 6959 or 027 626 2335 Auckland
Email: jen.gregory@triathlon.kiwi 13
2. **Name of International Representative (Applicant):** Brodie Smith.
Residential Address: 157 Kotare Road.
Tataramoa, Dannevirke, Rd 7.
Phone Number: (06) 374 9983. 021 1464467.
Email: brodiesmith@dannevirkehigh.school.nz
3. **The Event:**
 - (a) Description of the event: NZ Team.
Standard Distance Triathlon Age Group
World champs - Cozumel, Mexico.
1500m Swim, 40km Bike, 10km run.
ITU World Triathlon Championships.
 - (b) Date of event: 11-18 September 2016.
 - (c) Venue for event: Cozumel, Mexico.
 - (d) State the importance of the event in the eyes of the individual:
massive achievement to be selected
for NZ Team. Huge importance to me.
~~I~~ Am training very hard for this event
in the hope I will compete well.

- Page 5

- (e) Please list other countries involved in this event: (World Champ)
Australia, Great Britain, Spain, Bermuda.
USA, NZ, Mexico, Russia, Canada,
South Africa, Italy, Belgium, Hungary,
Japan, France, + many more.

4. Are there any other team members representing New Zealand at the same event that have been selected from within the Tararua District? If yes, please give details:

Not that I know of.

5. Have you received funding for this event from:

	Yes	No	Value
National Organisations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u> </u>
Sport New Zealand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u> </u>
New Zealand Olympic and Commonwealth Games Association	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u> </u>

Note: If you have been granted funding from the districts' community boards/community committees you are not eligible to receive financial assistance through this scheme

6. Other Sources of Funds

- (a) Other sources of funding applied for. State source and amount:

honi Foundation - \$250

- (b) Other sources of funding received. State source and amount:

I have been given money from.
Red Hat Society - donation. \$600

- Page 6 -

- (c) Will you seek other sources of funding if the application for a grant is unsuccessful?

Yes

☐

No

☒ (not sure)

- (d) Will you still attend the event if the application for a grant is unsuccessful?

Yes

☒

No

☐

7. Have you attached the following appropriate information?

If the following information is not included, your application will not be eligible for funding

Check:

☐

- (a) Confirmation from the national body of selection to represent New Zealand

☐

- (b) A detailed **budget of income and expenses**, including:

- Subsidy from any source, including national organisations, Sport New Zealand, New Zealand Olympic and Commonwealth Games Association.
- Other sources of funding received and/or applied for including community boards and community committees within the district.

☐

- (c) A **sporting CV** of achievements to date specific to this application

8. If your application is successful, how will you give back to the Tararua community?

I Am open to suggestions.
I will try + inspire young athletes.
especially teenagers to work towards
achieving there sporting goals.

Any questions unanswered on this form will result in an incomplete application.

- Page 7

9. Information from this form is passed on to the media and Sport Tararua. Do you object to this information being used by these groups?

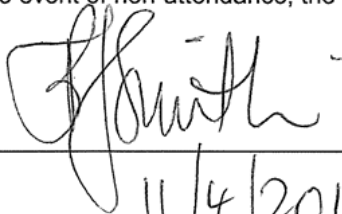
Yes ☒

No ☐

IT IS UNDERSTOOD THAT IF THE APPLICATION IS SUCCESSFUL

- The grant recipient will submit a written report to the Council on the benefits of their participation at the international event.
- Any press releases/articles that acknowledge the support of the Tararua District Council will be included in the report to the Council.
- Grant recipients may be required to make themselves available for media liaison.
- The grant recipient will promote the Tararua district to overseas competitors participating in their event.
- The international representative is to give back to the sport and the Tararua district in such ways as being a role model/mentor to visit schools or supporting coaching services/workshops. The applicant shall outline the details of their intentions regarding that matter within the information provided in this application.
- In the event of non-attendance, the grant will be repaid within 90 days.

Signed:



Dated:

11/4/2016

Return to:

Natarsha Nikora
Sport Manawatu
Tararua Recreation Advisor
C/- Tararua District Council
PO Box 115
Dannevirke 4942



Wednesday April 13th, 2016

To whom it may concern

Re: Brodie Smith

Brodie is a member of Triathlon New Zealand and has qualified to represent New Zealand at the ITU World Championships in Cozumel, Mexico which will be held September 11-18, 2016. Brodie was selected for the New Zealand Age Group team by competing in one of the designated selection events.

Brodie will be responsible for paying the full costs involved in attending and competing at this event including entry fees, uniform, travel & accommodation and usual training costs in her build up to this event.

If you have any questions regarding Brodie's membership with Triathlon New Zealand or her participation at this event, please feel free to contact the writer.

Yours sincerely

Jen Gregory

Age Group Experience Manager
Triathlon New Zealand

Triathlon New Zealand Inc.

A: Sport Central, Ground Floor, Eden 4, 14 Normanby Road, Mount Eden, Auckland 1024

PO Box 67088, Remuera, Auckland 1349

T: +64 9 524 6959 F: +64 9 524 6957 E: info@triathlon.kiwi W: www.triathlon.kiwi

Join TRIBE, NZ's triathlon community – www.triathlon.kiwi/tribe



Sporting CV

I have a background in Swimming and competed at National Level while I was at High School a long time ago. I also represented Canterbury in Waterpolo + Surf LifeSa

Since having children I started participating in Triathlons. Over the last three years I my times have improved considerably and I have recently been selected for the NZ Age Group team to go to World Tri Champs in Cozumel, Mexico

2012 - Half Ironman Taupo – swim leg in a team

2013 - Half Ironman Taupo – swim leg in a team (3rd women's team)

- Quarter Iron maori – swim leg in team

- Half Iron Maori Napier – swim leg in a team

2014 - Quarter Iron Maori Napier – 3rd women overall and 1st in 40-45yr Age Group

2015 - Quarter Iron Maori – 2nd women overall and 1st in 40-45yr Age group

- National Standard Distance Age Group Champs – 3rd in 40-45yr Age Group

- Also made the qualifying time for selection into NZ Team for World Age Group Champs at this event.

Costs & Deadlines

IRL: \$195.00 due April 15th 2016

Please do not purchase this until you have a current membership with a Tri NZ affiliated club (compulsory requirement of team members). Need to find a club to join? Check them out [here](#).

[Click Here to Buy Now](#)

Team Uniform: Approx <\$350, deadline TBC (guestimation.. April 2016)

This includes a race suit as well as the outer wear. more details to come..

Accommodation and Travel: Variable depending on the duration of your Journey. Check out the team accommodation and register your interest now!

approx \$5200

see attached.

Race Entry Fee: Varied... Historically: \$225- \$389 (\$NZD)

Please note that these are historical figures. Entry fees for 2016 could be more or less than specified above.

Insurance: The cost of this varies dependant on your travel days. However,

3x competition days at \$30/day, leisure days at \$20/day.

Booking Confirmation for

Mrs Brodie Smith

Booking No:	CS 17314	Destination:	Cozumel	Departure Date:	11-Sep-16
Printed Date:	08-Mar-16	Consultant:	Penny Findlay	Consultant Phone:	+64-3-365-7687
		Consultant Email:	pennyf@hot.co.nz		

Page 7 of 10

Date	Description	Status	Unit Price	No Units	Total (NZD)
Monday	Air	United Airlines	Flight No:	UA1015	
19-Sep-16	Depart: Cancun - 12:30 PM (1230 hrs) Terminal: 3 Flight Time: 2 hours 26 minutes Seats: 2 Status: Confirmed Aircraft: Boeing 737-900	Arrive: George Bush Intercontinental Apt Houston - 2:56 PM (1456 hrs) Terminal: E Transit: 0 Stops Class: Economy			
Monday	Air	Air New Zealand	Flight No:	NZ0029	
19-Sep-16	Depart: George Bush Intercontinental Apt Houston - 10:30 PM (2230 hrs) Terminal: Domestic Flight Time: 14 hours 25 minutes Seats: 2 Status: Confirmed Aircraft: Boeing 777-200	Arrive: Auckland - 21-Sep-16 5:55 AM (0555 hrs) Terminal: International Transit: 0 Stops Class: Economy Airline Ref: 6276NH			
Wednesday	Air	Air New Zealand	Flight No:	NZ5071	
21-Sep-16	Depart: Auckland - 8:15 AM (0815 hrs) Terminal: Domestic Flight Time: 1 hour 10 minutes Seats: 2 Status: Confirmed Aircraft: Aerospatiale ATR 72	Arrive: Palmerston North - 9:25 AM (0925 hrs) Transit: 0 Stops Class: Economy Airline Ref: 6276NH			

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In particular we draw your attention to the attached Booking Conditions & General Information.

Booking Confirmation for

Mrs Brodie Smith

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Printed Date:	08-Mar-16	Consultant:	Penny Findlay	Consultant Phone:	+64-3-365-7687
		Consultant Email:	pennyf@hot.co.nz		

Page 8 of 10

Date	Description	Status	Unit Price	No Units	Total (NZD)
Tuesday	Other	HOT Events			
	Package	Per Person	\$5,350.00	2	\$10,700.00
	Description:	Triathlon Travel Package - Full Works			
	To:	Cozumel			
	Status:	Confirmed			
	Note:				
	Package includes:				
	-8 nights' accommodation @ official team hotel (4 star) - Hotel Cozumel and Resort				
	-Cooked daily breakfast at hotel				
	-Daily lunch at hotel				
	-Daily Dinner at hotel				
	-Beverages (non-alcoholic and local alcoholic beverages) at hotel				
	-Return airfares with Air New Zealand from Auckland including meals, drinks and inflight entertainment				
	-1 x pieces of checked in luggage up to 23kg and carry-on luggage up to 7kg				
	-Airline ticket taxes and levies				
	-Bikes are allowed in all hotel rooms				
	-Return transfers from airport to hotel (on group flights) including: coach transfer to Playa Del Carmen, ferry to Cozumel, coach transfer to hotel				
	-Dedicated HOT Events consultant who will work with you on your travel arrangements				
	-HOT Events onsite assistance (at Official Hotel) for the duration of the event				
	NOTE				
	All prices are:				
	-Per person				
	-In NZ dollars				
	-Based on today's airline and airport taxes and are subject to change prior to ticketing				
	-Based on twin/double share accommodation – the single supplement is NZ\$230.00 per night for Hotel Cozumel and Resort				
	NOT included:				
	-New Zealand domestic flights (can be booked separately)				
	-Any additional meals not stated above				
	-Tips/Gratuities (a guideline will be provided)				
	-Costs related to any damage incurred to suppliers by athletes and supporters				
	-Additional transfers to those outside the groups				
	-Travel insurance				
	-Any additional airline luggage charges				

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Booking Confirmation for

Mrs Brodie Smith

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Printed Date:	08-Mar-16	Consultant:	Penny Findlay	Consultant Phone:	+64-3-365-7687
		Consultant Email:	pennyf@hot.co.nz		

Page 9 of 10

Date	Description	Status	Unit Price	No Units	Total (NZD)
Tuesday	Other	Air New Zealand			
	Airfare	Per Person	\$220.00	2	\$440.00
	Description:	Domestic add on fares from Palmerston North to Auckland return			
	From:	Palmerston North			
	To:	Auckland			
	Status:	Confirmed			
	Fee				
		Credit Card Fees	\$40.00	1	\$40.00
Total for Service(s) Inc GST					11,180.00
Total GST Content					0.00
Less amount already paid					2,040.00
Balance Due 30-May-16					9,140.00

Paying for your Travel Arrangements

Payment options: please note that the pricing quoted in this Travel Recommendation/ Quotation/ Booking is a cash, cheque, internet banking or eft-pos price. If you prefer to pay via credit card or alternative payment methods then please ask me for relevant costs.

Online payment / Direct Debit: If you wish to pay online our account details are:

Account Name: **House of Travel Christchurch City Ltd**
Account Number: **06-0801-0422473-02**

To allow us to correctly identify and allocate your payment please enter the following:

1. Your Surname Name & Initial or Company Name in the Particulars field - **Mrs Brodie Smith**
2. Your Travel Recommendation / Quotation / Booking Reference number in the Code field - **CS17314**
3. Please advise your consultant that you are making a payment via Direct Banking

travel costs
for two people
* this includes
my husband,
my personal cost
is half this.
plus \$1000 deposit
already paid.

Passenger(s): Mrs Brodie Smith, Mr Daryl Smith

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In particular we draw your attention to the attached Booking Conditions & General Information.

Booking Conditions & General Information

1. We are a travel agent and in that capacity we offer for sale to you various products and/or services on behalf of our Principals viz. Airlines, other transport operators, hotels and other accommodation providers, tour operators and all other principal suppliers. These are referred to throughout as "the Principal/s"

1.1 Our services consist of arranging and co-ordinating the services offered by the Principals. We are instrumental in bringing about a direct contractual relationship between you, the customer, and the Principals. We undertake to perform these services with reasonable care and skill but we cannot and do not guarantee the performance of the functions offered by the Principals and we will not be liable in the event that you suffer loss, injury or disappointment by reason of any acts or failings of any Principal. In any such case your remedy will lie against the Principal.

1.2 You should be aware that the brochures which we supply to you are the brochures of our Principals and that the statements and representations contained in such brochures are not ours but are made by the Principals. In many cases we have no first hand knowledge of the facilities or services referred to therein. We are merely passing on to you the Principal's instructions and we accept no liability for any inaccuracies or misrepresentations contained in such brochures.

Travel Documentation

2. To assist us with providing the correct documentation for your travel please, complete our HOT Facts Sheet supplied and return this form, along with your passport, at your earliest opportunity.

2.1 It is imperative that when advising us of the names of those travelling that the spelling provided exactly matches the spelling in the traveller's passport or the traveller maybe denied boarding on aircraft or entry into a country. If a name is spelt incorrectly on a ticket/itinerary/booking confirmation, please advise us immediately.

2.2 All coupons, receipts and tickets are issued subject to the terms and conditions specified by the relevant Principal.

2.3 We cannot be held responsible for any loss where we have been provided with incorrect information.

Travel Insurance

3. We recommend that you take out a travel insurance policy at the time you pay for your travel. You should ensure that such insurance will protect you against medical expenses arising from sickness or injury during your travel and protect you against loss or damage to your belongings. At this time, however, insurance cover is not available for the financial collapse of all parties involved in providing services on your behalf during your travel or holiday.

3.1 Where you choose not to take out House of Travel, travel insurance you will be asked to sign a waiver accepting responsibility for making your own arrangements.

Cancellation Fees

4. Where you wish to cancel a booking we will charge the cancellation fees set out in your booking confirmation.

4.1 In addition our Principals may also charge cancellation fees or the cost of the booking may be non-refundable. It is important to check the position with us before you confirm arrangements and/or before you cancel any confirmed reservations.

Changes in Reservations

5. Where you wish to amend a booking we will charge the amendment fees set out in your booking confirmation

5.1 In addition our Principals may also charge amendment fees and/or the booking maybe non-transferable. In some cases it may not be possible to change reservations or to cancel the reservation or it may be uneconomic for you to do so. You should always check the cost before requesting changes in reservations.

Prices

6. Prices are subject to alteration prior to acceptance and payment being made by you.

Payment

7. If payment has not been made by the specified date, bookings may be cancelled.

7.1 Payments may be made by cash, cheque or credit card. Payment by credit card will incur an additional fee.

Refunds

8. Where a refund is due this will be paid to you once we receive the moneys from the Principal involved.

Passport and Visa Requirements

9. Prior to confirming your travel arrangements, please check your Passport and establish that it will not expire less than six months after you return from your trip. Expiry within that time may mean you are denied entry to other countries.

9.1 Where you do not seek our assistance before you leave New Zealand you must clarify visa and pre-entry requirements with the Embassies of the countries that you plan to visit as certain countries may require you to obtain a visa or complete other pre-entry formalities.

9.2 The authorities in some countries (including Australia and USA) may require travellers to obtain a visa for entry into their country where the traveller has been convicted of a criminal offence. Please note the Criminal Records (Clean Slate) Act, which allows the non-disclosure of criminal convictions in certain circumstances, does not apply to overseas countries visa applications. A visa may also be required where a contagious disease or serious health problem exists.

9.3 If you want us to assist you with the Visa and/or Entry requirements for your destination(s) then you must disclose to us all previous convictions (if any), whether or not you have ever been arrested and charged and if you have had a contagious disease or serious health problem. In the case of criminal activity this is regardless of type of offence, when they occurred, and the penalties involved.

Re-entry Visas for New Zealand

10. Re-entry visas will be required for travellers leaving New Zealand holding a foreign passport and you must ensure this is obtained prior to you leaving the country.

Criminal Records (Clean Slate) Act

11. The Criminal Records (Clean Slate) Act, which allows the non-disclosure of criminal convictions in certain circumstances, does not apply to overseas countries.

So if you want us to assist you with the Visa and/or Entry requirements for your destination(s) then you must disclose to us all previous convictions (if any) and whether or not you have ever been arrested and charged. In both cases this is regardless of type of offence, when they occurred, and the penalties involved.

Pay or Stay

12. If a warrant for the arrest of a traveller has been issued because of unpaid court fines or reparation then they may be stopped from leaving the country. If you feel this may affect you or a travelling companion then please log onto www.payorstay.govt.nz <<http://www.payorstay.govt.nz>> or ring 0800 payorstay for more information.

Vaccinations

13. Certain countries require that travellers be vaccinated against specific diseases. Check with your doctor and the Embassies of countries to which you are to travel to satisfy yourself as to whether your destination has any requirements in this respect.

Checking your Travel Arrangements

14. We have exercised care in putting together the arrangements requested by you in regard to your travel and accommodation. It is important that you check all of the documentation handed to you in relation to your proposed travel and accommodation to ensure that it fully meets with your requirements and to ensure that there have been no misunderstandings.

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Report

Date : 21 April 2016

To : Mayor and Councillors
Tararua District Council

From : Clayton Locke
Liquor Licensing Officer

Subject : **Liquor Licensing Matters Determined Under Delegated Authority**

Item No : **10.6**

1. Reason for the Report

- 1.1 To advise the Council of decisions made under delegated authority regarding liquor licensing applications.

2. Renewal of Manager's Certificates

- 2.1 Under Section 224 of the Sale and Supply of Alcohol Act 2012, the following have made application for the renewal of their manager's certificate.
- 2.2 Reports have been obtained from the Police and the Liquor Licensing Inspector, neither of whom have raised any matters in opposition to the application.
- 2.3 In such a situation, Section 228 requires the Agency to renew the certificates on the conditions presently attached to them for a further period of three years.
- 2.4 The following renewal applications have been made, no objections have been received nor have any matters in opposition to the renewals been raised in the reports filed.

Managers Certificate - Renewal of Manager Certificate

License / Cert No	Premises	Applicant	Issue Date	Expiry Date
401.2009.00003449.001	Akitio Boating Club	Mrs K D Brooks	16 Mar 2016	30 Nov 2018
401.2014.00005136.001	Dannevirke Four Square	Ms D M Waterman	16 Mar 2016	29 Jan 2019
401.2014.00005139.001	Dannevirke Four Square	Mr B R Ellington	16 Mar 2016	29 Jan 2019
401.2012.00005054.001	The Bottle-O Pahiatua	Mrs B L Militch	16 Mar 2016	31 Jan 2019

401.2015.00005146.001	Dannevirke Four Square	Ms K V Gunn	16 Mar 2016	23 Feb 2019
401.2015.00005147.001	Dannevirke Services and Citizens	Miss G Exeter	16 Mar 2016	02 Mar 2019
401.2014.00005143.001	Dannevirke New World	Mrs L A Hollis	16 Mar 2016	02 Mar 2019
401.2010.00004079.001	Pongaroa Hotel	Mrs P D Raleigh	16 Mar 2016	06 Mar 2019
401.2010.00004094.001	Dannevirke Services and Citizens Club	Mrs S P Morgans	16 Mar 2016	20 Mar 2019
401.2010.00004102.001	Dannevirke Bowling Club	Mr J W Harding	16 Mar 2016	20 Mar 2019
401.2010.00004110.001	New World Pahiatua	Mr J E Griggs	16 Mar 2016	30 Mar 2019
401.2010.00003434.001	Merrylees Hotel	M R Camden	16 Mar 2016	31 Mar 2019
401.2010.00004307.001	Wimbledon Tavern	Mrs L M De Visser	31 Mar 2016	02 Apr 2019
401.2010.00004100.001	Pongaroa Hotel	Mr S G Raleigh	31 Mar 2016	08 Apr 2019
401.2012.00005059.001	The Pongaroa Hotel	Mrs G C Greene	31 Mar 2016	19 Apr 2019
401.2015.00005150.001	New World Pahiatua	Mrs K E Jellyman	31 Mar 2016	28 Apr 2019
401.2015.00005148.001	Pahiatua New World	Mrs J Philips	16 Mar 2016	28 Apr 2019

3. Renewal of On, Off and Club Licences

- 3.1 Section 127 of the Sale and Supply of Alcohol Act 2012 provides that the holder of an On, Off or Club Licence may apply to the District Licensing Agency for the renewal of the licence.

No Renewal Applications have been received

4. New Certificates

- 4.1 Under Section 219 of the Sale and Supply of Alcohol Act 2012, the following have made application for a Manager Certificate.
- 4.2 Reports have been obtained from the Police and the Liquor Licensing Inspector, neither of whom have raised any matters in opposition to the application.
- 4.3 In such a situation, Section 223 requires the Agency to issue the certificate for a period of one year.

Managers Certificate - New Manager Certificate

License / Cert No	Premises	Applicant	Issue Date	Expiry Date
401.2016.00005173.001	Black Dog	Ms H J Upson	24 Mar 2016	24 Mar 2017
401.2016.00005174.001	Saigon Restaurant and Lounge Bar	Miss A Jope	31 Mar 2016	31 Mar 2017
401.2016.00005175.001	Merrylees Hotel	Mrs N M Henry	31 Mar 2016	31 Mar 2017

5. New On, Off and Club Licences

- 5.1 Section 100 of the Sale and Supply of Alcohol Act 2012 provides that a person, company, chartered club, or such like as provided for under the Act may apply to the District Licensing Agency for the issue of an On, Off or Club licence.
- 5.2 The Act requires the applicant to publicly notify the application twice.
- 5.3 Reports on all applications are obtained from the following:
- Police, Licensing Inspector and MidCentral Health
 - New Zealand Fire Service (all applications that trigger the required level for reporting)
- 5.4 If no objections are filed and no report filed raises any matter in opposition to the application, the District Licensing Agency is required to renew the licence for a further period of three years on the conditions presently attached to it.
- 5.5 The following renewal applications have been made, no objections have been received nor have any matters in opposition to the renewals been raised in the reports filed.

On Licence - New On Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2015.00005467.001	Black Dog	Black Dog 2015 Ltd	01 Mar 2016	01 Mar 2017

6. Special Licences

- 6.1 Under Section 22 of the Sale and Supply of Alcohol Act 2012, the following have made application for special licences for the occasions detailed.
- 6.2 Reports have been obtained from the Police and the Liquor Licensing Inspector, neither of whom have raised any matters in opposition to the application.
- 6.3 In considering each application, the Licensing Agency must have regard to the following matters:
- The nature of the particular occasion
 - The suitability of the applicant
 - The days on which and the hours during which the applicant proposes to sell liquor
 - The steps proposed to be taken to ensure that prohibited persons are not served
 - The applicant's proposals relating to the sale and supply of non-alcoholic refreshments and food
 - The reports from the Police and the Liquor Licensing Inspector

6.4 The following applications are not contrary to the objects of the Act and take into account the above criteria.

Special Licence - Special Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005485.001	Kumeroa Dog Trial Club	Kumeroa Dog Trial Club	11 Mar 2016	12 Mar 2016
400.2016.00005490.001	Dannevirke Town Hall	NZ Young Farmers	11 Mar 2016	12 Mar 2016
400.2016.00005492.001	Pukaha Mt Bruce	Pukaha Mount Bruce Board	14 Mar 2016	18 Mar 2016
400.2016.00005486.001	Herbertville Rural Fire Station	Herbertville Volunteer Rural Fire Force	14 Mar 2016	19 Mar 2016
400.2016.00005489.001	Makotuku Sheep Dog Trial Shed	Makotuku Sheep Dog Trial Club	14 Mar 2016	19 Mar 2016
400.2016.00005482.001	Public Stand Woodville Race Course	Woodville Pahiatua Racing Club Inc	14 Mar 2016	20 Mar 2016
400.2016.00005484.001	Dannevirke Bowling Club	Dannevirke Bowling Club Inc	11 Mar 2016	25 Mar 2016
400.2016.00005491.001	Pongaroa Hotel	Pongaroa Hotel 2014	16 Mar 2016	27 Mar 2016
400.2016.00005478.001	Akitio Boating Club	Akitio Boating Club Inc	16 Mar 2016	28 Mar 2016
400.2016.00005494.001	Otapawa Woolshed	Alfredton School PTA	16 Mar 2016	02 Apr 2016
400.2016.00005498.001	Stadium Pahiatua	Bush Multisports Trust	31 Mar 2016	02 Apr 2016
400.2016.00005488.001	Alfredton Dog Trial Club	Mr A B Schnell	16 Mar 2016	09 Apr 2016
400.2016.00005493.001	Weber Community Hall	Weber Sheep Dog Trial Club	31 Mar 2016	15 Apr 2016
400.2016.00005499.001	Dannevirke Town Hall	Dannevirke Theatre Company	31 Mar 2016	23 Apr 2016
400.2016.00005487.001	Tararua Club	Tararua Club Inc	16 Mar 2016	12 May 2016
400.2016.00005497.001	Stables of Barry Beatson, Woolshed of Simon Herbert and Home of	Dannevirke Hunt Inc	31 Mar 2016	03 Jul 2016
400.2016.00005495.001	Pongaroa Domain Club Rooms	Puketoi Rugby Football Club	17 Mar 2016	06 Aug 2016

6.5 Under Section 22 of the Sale and Supply of Alcohol Act 2012, the applications for special licences are approved subject to the following condition:

- At all times when liquor is available for sale, a reasonable range of non-alcoholic refreshments and food is to be available for consumption on the premises at all times while liquor is being sold.

7. Temporary Authority

- 7.1 Section 136 of the Sale and Supply of Alcohol Act 2012 permits the Licensing Agency to make orders authorising applicants to carry on the sale and supply of liquor for up to three months in respect of a premise for which existing licences exist. The Licensing Agency may hear and determine orders ex parte, or hold a public hearing.

No temporary authority applications have been received

8. Recommendation

- 8.1 *That the report from the Liquor Licensing Officer dated 21 April 2016 concerning Liquor Licensing Matters Determined Under Delegated Authority (as circulated) be received and the contents are noted.*

Attachments

Nil.

Report

Date : 20 April 2016
To : Mayor and Councillors
Tararua District Council
From : Blair King
Chief Executive
Subject : **Staff Report**
Item No : **10.7**

1. Reason for the Report

This report is to update Councillors on key projects and items of interest for the period from 23 March 2016 to 20 April 2016.

Key Points

2. Update on Earthquake Prone Buildings (EQB) under Building Act

At a meeting in Wellington on 19 April, members of the LGNZ and Ministry of Building, Innovation and Employment EQB working group were briefed on the status of the legislation. The Bill is presently at its third reading, which means it is likely to be passed this financial year. One key plank within the Bill is new Assessment Criteria known as the Chief Executives methodology. This will help Councils such as ours through first “profiling” which buildings must be assessed (targeting those deemed highest risk to life), then how they should be assessed (to reduce variation in EQB scores). Passing of the legislation removes the need to immediately update our current EQB Policy, passed in 2011, which was due for review in mid-2016.

3. Meeting with Minister of Local Government

The Minister held a very good meet and question session in Palmerston North for the Region’s Mayors, Councillors and Chief Executives on Wednesday 20 April. Key topics were on the Better Local Services initiatives, and whether new regional Council Controlled Organisations (CCO’s) for activities such as Roading, Waters, Regulatory Services were the best long-term option. He acknowledged this region is already well involved in shared services, both through the MW-LASS company, and inter-council with key providers. Other discussions included fine-tuning Worksafe interpretations, to address unintended consequences, and adding Government funding for the significant upgrading of water and wastewater systems.

4. Health and Safety Update under 4 April Legislation

Sandy Lowe has been working with the MW-LASS project manager to update Council Policies to reflect the new Act. We will be using this revised documentation to apply for accreditation under the ACC scheme, as this will help reduce the premiums we pay annually. There are three levels of accreditation, and we are targeting secondary rather than tertiary or primary.

5. Audit NZ views on Project Control Sheet

Whilst Audit NZ endorsed the focus on the projects at risk, the sheet has been revised back to “by Activity” as requested by Councillors, rather than grouping via Risk.

An external review by Frank Aldridge highlighted the need for better project control documentation on how risks are being addressed. For example, where we have made a decision to go with a specified contractor under delegated authority, the project files should explicitly state alignment with the Procurement Policy.

6. Update on NZ Fire Service Merger

We have been invited to a briefing on 29 April by the new Commission on funding of the new merged Fire and Rescue Service. It is expected this will cover off the contentious issue of how they handle transfer of ownership of assets owned by Councils or Volunteer Rural Fire Forces. Council has already discussed this issue when considering joining an expanded Rural Fire District in 2015, where the request to “gift” this equipment, and continue to fund its depreciation and operation was declined.

7. Sealing of Documents

The Mayor and the Chief Executive signed the following document under the Council’s common seal:

- Stock Underpass Agreement - G and C Bennett Limited, Pahiatua

8. Elected Members Remuneration from 1 July 2016

The Remuneration Authority is in the process of considering elected members remuneration for the forthcoming financial year commencing on 1 July 2016, and it corresponded with the Mayor on this subject.

For the 2016/17 year, the Remuneration Authority has decided to implement increases of between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those councils with more modest remuneration being increased up to 3%, and based on the Authority’s size index.

Under this approach, the following will be the base remuneration for the elected members of the Tararua district:

- Mayor - \$89,226 (previously \$87,050) less the deduction of \$2,350 for the use of the car provided
- Councillor - \$24,498 (previously \$23,900)
- Eketahuna Community Board Chair - \$7,175 (previously \$7,000)
- Eketahuna Community Board Member - \$3,588 (previously \$3,500)
- Dannevirke Community Board Chair - \$11,070 (previously \$10,800)
- Dannevirke Community Board Member - \$5,535 (previously \$5,400)

Further to the above, the following proposed payments (developed in consultation with the Mayor) recognise positions with additional responsibilities:

- Deputy Mayor - \$34,297 (previously \$33,460)
- Member Forestry Committee/Audit and Risk Committee - additional \$2,500 per annum above councillor base salary
- District Plan Review meetings - \$200.00 per day for members of the hearings committee

Previous provision and reference to the Council Controlled Trading Organisation Committee is deleted given this structure is no longer required given the liquidation of Infracon is complete.

By the end of April, the Authority will inform councils of any changes to the provisions for mileage, travel time and communications allowances that are to be included in the 2016/2017 determination. At the same time, the Members Allowance and Reimbursement Policy is sent to them for approval.

In early June, the Authority will confirm the final remuneration details for each council and at the same time begin the process of issuing a determination for the 2016/2017 year. The aim is to gazette the new determination prior to 1 July, dependent on the receipt of information from local authorities by the required deadlines.

The determination issued in June for the period from 1 July 2016 will remain in place until 30 June 2017, and there will be no adjustment made at the time of the election. If incoming councils change structures or other remuneration arrangements, they can submit the details to the Authority at any stage during the year for consideration through an amending determination.

9. Human Resources

We welcome into the Finance team, two new Financial Accountants, Sarah Stephenson and Hayden Dyer this month.

Applications have closed for the Land Information Assistant position. Seventeen applications have been received in total and interviews will be taking place during week 26-29 April.

Recruitment for a Water Treatment Cadet has commenced with applications closing on Friday 15 April. Staff are currently reviewing the applications and interviews will commence shortly.

A busy time had with planning for the ANZAC Day Civic Service on Monday 25 April.

Activity Reports

Tararua Alliance

10. Executive Summary

With the autumn weather upon us the Alliance is busy completing the last of the renewal projects for the 2015/2016 financial year. The focus is on completing projects that are less dependent on good weather and temperature. These include finishing the emergency works projects, pre-reseal repairs for next season and preparing the unsealed roads within the network for the winter months.

The majority of the rehabilitation projects are now complete and the construction team is finishing up on the Pahiatua Track rehabilitation project. Work is now underway on identifying the 2016/2017 rehabilitation projects and prioritising these for design.

The majority of the pre-reseal repairs for the 2016/2017 reseal season are nearing completion and the team expects to have these 100% complete by the end of April 2016. This will enable an early start to next year's reseal programme. The team has been in early discussion with the surfacing teams and are programmed to begin the 2016/2017 reseal programme in October 2016.

The sealing teams completed the original reseal programme in December last year and the Planning Team has identified an additional 12km of reseals that will be completed this financial year. Work is now underway on this additional work and will be completed by the end of April. Car park resealing for the Assets team will also be completed at the same time.

The Saddle Road project continues to progress well and the focus is on preparing the site for the winter months. Work continues on site 2 and 5 and Stringfellows are undertaking predominately earthworks, drainage and pavement construction. The Alliance is working with Stringfellows to have no unsealed sections of pavement open over the winter months.

The Eketahuna upgrade is now well underway and the team is progressing as planned. The town entrance signage has been installed and the team is working on kerb & channel, exposed concrete and drainage around the Four Square. In addition, work has also begun on the Chorus building site with retaining wall construction now underway. The Alliance has certainly appreciated Tracey Collis and Sharon Shannon's assistance and communication with the community. This has really helped the team concentrate on the physical works and minimised disruption to the shop owners and public.

Our front end project management software FUSE is now operational for data collection and development of Forward Works Programmes. The team is currently working on implementing the CRM module of FUSE and it is hoped that this will be operational by the end of April. This will allow the team to have excellent visual management of the CRMs. The team is currently in negotiations to develop a 3 waters module that will enable the Alliance to consistently manage the Tararua assets and aligning the Forward Works Programmes for each activity.

The reticulation activities of the 3 waters have transferred to the Alliance with very little impact on Tararua District Council or the public. The day-to-day activities are being managed by Eddie Charlton. Garth Hewitt and John Francis are now part of the Alliance team based at Oringi and have fitted in very well. The focus for this team is now developing the 2016/2017 Forward Works Programme for Water & Wastewater and aligning this to the available budgets.

11. Planning

The annual Network drive-over is underway to determine the Forward Works Programme for the 2016/2017 financial year. This involves travelling the 1175 km of sealed network to visually view and determine the onsite conditions in relation to All Faults and RAMM reporting data. The purpose of this is to validate and prioritise work for next season. Ray Cannon is undertaking this survey and it is currently 40% complete.

The Planning & Design Team is currently finalising design and methodology for the emergency works sites on River Road and Route 52. The site on Route 52 was originally considered for a Rock Wall construction that would have required a resource consent. Due to the potential resource consent conditions and difficulty sourcing approved rock, the team has now re-evaluated the design and are now finalising plans for a retaining wall remedy.

Similar discussions have been undertaken for River Road where options are now being considered to build a small retaining wall to reduce cost in importing rock from outside the region.

Construction has commenced on the Pahiatua Track Pavement Rehabilitations. Minor alterations have been required to the initial design due to the location of a fibre optic cable.

12. FUSE

Work has begun on the Implementation of the CRM module for Roading & 3 Waters within FUSE. The team is currently beta testing the new software and developing Forward Works Programmes within this environment.

The majority of the asset data has now been entered into FUSE and work continues to focus on data integrity and coding.

13. Programme, Claim and KPI Reporting

Preparation of April programme:

- Focuses on finishing 2016/17 Pre-reseal repairs, attending Priority 5 – Safety issues and culvert water blasting.
- Unsealed Road Re-metalling
- TCE vs Actual in place in the claim document and KPI Reported.

14. Assetic and Valuation

3 Waters due to be implemented in Assetic in April/May, at which point the Alliance will assume some responsibilities for the data management and be able to begin using it for planning purposes.

A reconciliation between SPNAM and RAMM in respect to the Valuation will begin next month to ensure that in future Tararua District Council can use RAMM as primary dataset for Roading including asset valuations.

15. 3 Waters Asset Management Strawman Plan

Work is beginning on a Strawman Plan for Asset Management as a starting point for implementation of a job management system and asset data collection and maintenance process.

16. Hawkeye Survey

Background acceptance testing work is in progress validating the output from the Hawkeye Survey to ensure the results can be directly compared to previous surveys. Hawkeye data will form the backbone of the dTIMs implementation for future modelling.

17. JunoViewer Web

JunoViewer Web and the corresponding FIT tool will be implemented in Tararua before June. The analytics within the tools will enable the Alliance to view the Forward Works Programme alongside the other corresponding data such as condition, traffic and loading, roughness, texture and rutting both in the office and in the field with the FIT tool. This will enable data driven decisions about the Forward Works Programme and provide confidence we are making the right decisions for the right reasons.

18. Wai Splash Car Park Dannevirke

The existing stormwater system has been located. Catchment calculations indicate the current system is not adequate to cope with current discharge needs, so further design has been undertaken to install an additional drainage pipe to the kerb and channel along with a fibre optic duct. This work is planned to be completed by 30 April so the Paving team can undertake the pavement resurfacing.

19. Woodville Camping Ground

Design work on the caravan turning circle and associated parking areas has been completed and forwarded to the Assets team for approval. Once accepted, work will commence in May 2016 when the crews are freed up from the Eketahuna project.

20. Flood Damage

Has continued on the testing and design for the remaining emergency works damaged sites. The main projects in process are the Route 52 under-slip and River Road under-slip sites. Both of these projects are being re-designed to mitigate the need for resource consent and to reduce costs associated with the shortage of hard rock within the district. Josh Webster is working closely with Ranginui Woods, from the Wanganui office, on design concepts for River Road (RP9.004) & R52-0093 (RP6.300).

Work is expected to begin on these sites in May 2016.

Delivery

21. General Maintenance

Work is programmed for the month of May around the district to complete sign maintenance and installation, minor maintenance, pavement and drainage repairs. High vegetation work is programmed on the arterial routes within the district.

Pavement remarking is also underway throughout the district. This is being undertaken by Roadmarkers Ltd.

22. Sealed Pavement Maintenance

2016/17 Pavement pre-reseal repairs are programmed and due for completion before the end of April. The majority of the works are on Weber Road and Route 52, section 44. These are the remaining pavement repairs to be completed in preparation for next year's reseal season.

23. Unsealed Pavement Maintenance

Maintenance metal is being applied to the unsealed roads in a planned approach via CRMs, feedback from network inspectors, patrolmen and the grader operators. This is in preparation for the winter months and some roads programmed for the month of May are:

- Coast Road
- Speedy Road
- Rakautatahi Road
- Ngapaeruru Road
- Tautane Road
- Range Road (A)

The maintenance graders have a full programme of work ahead of them; as well as responding to CRMs. The graders travel around the network in an efficient manner and work is programmed in zones to ensure efficiency. Some roads programmed for the month of May are:

- Range Road
- Manuhara Road
- Tawera Road
- Waitahora Road
- Swinburn Street
- Tamiki East Road
- Surrydale Road
- Towai Road

24. Emergency Works

We have engaged and programmed in an approved sub-contractor to complete a number of smaller flood damage sites across the district. These sites were caused in the July and September 2015 rain events. They are programmed to complete work on Kopikopiko Road and Tararua Road. The River Road and Route 52 sites are still in the planning phase, with work scheduled to start at the end of April.

25. Pavement Rehabilitations

The Alliance has completed 90% of the 2015/16 rehabilitation programme, with only the Pahiatua Track section left to complete. This project is tracking well, and is scheduled to be completed on 22 April, before Anzac weekend. Work is now being planned for the 2016/17 rehabilitation projects.

26. Pavement Reseals

The 2015/16 pavement reseals have been completed on time, under budget and with no zero harm issues to report. In addition, the planning team has identified a further 12km of road to add to this season's programme. This work is programmed for completion by the month end, dependent on weather.

27. Urban Maintenance / Construction

The sweeper truck is undertaking the cyclic programme for the month of May. The team is now planning for the leaf fall season. Additional crews are being put on standby to attend to the increased leaf fall and potential flooding issues this is likely to bring. General maintenance activities are completed as required, and the work teams are responding to any CRMs within the required timeframes. The Alliance has employed a new Urban Area Duties Foreperson, who will concentrate on working across the four townships within the district, and we expect to see greater visibility and level of service in this area.

28. Eketahuna Main Street Upgrade

Work on the Eketahuna Main Street Upgrade project is progressing well. The two Kiwi signs at the northern and southern entrances to the township have been installed. Work continues on the Four Square garden and rest area, with the exposed concrete footpath having been poured, acid washed and the release cuts have been completed. Work is underway outside the Chorus building with the kerb blocks having been installed, the footings for the block wall have been poured, and preparation work is underway for the footing for the Kiwi alongside the garden area and footpath.

29. Saddle Road Upgrade

Work has commenced on the fill section of Site 2 and will continue as the weather permits.

Works during March focused on completing the first section of pavement on site 5, including the drainage. Work also began on site 2 earthworks.

Site 2 works included:

- Temporary fencing and removal of existing fences
- Installation of erosion and sediment control devices
- Stripping of topsoil
- Installation of subsoil drainage
- Cut to fill



Photo 1: Topsoil stripping and subsoil placing on site 2

Site 5 works included;

- Installation of subsoil drainage
- Installing sumps and culverts
- Completing construction of retaining wall
- Pouring of kerb and channel
- Removal of old pavement
- Placing of AP65
- Placing of AP40
- Placing of topsoil

Works planned for April include:

- Sealing of top section of site 5
- Completing drainage works on site 5
- Pouring of remaining kerb and channel on site 5
- Shaping up of sub-base and placement of basecourse on lower portion of site 5
- Sealing of lower section on site 5
- Earthworks site 2
- Drainage site 2



Photo 2: Site 5 - Final shaping of fill

During March the following issues were encountered:

- Site 2 suitability of fill material
- Site 5 drainage at B track entrance
- Site 5 B track entrance sight line

Identified risks for April include:

- Maintaining site 5 unsealed
- Effect of weather on sealing
- Effect of weather on continuing site 2 earthworks
- Saddle Road Upgrade – March 2016 Monthly Report

Environmental Issues:

Horizons inspection was undertaken on 10 March with no issues identified. Site 5 fill has been stabilised and regressed. Earthworks began on site 2, erosion and sediment control devices are in place.

30. Water and Wastewater

The renewal of the section from Alfredton Road to the Eketahuna Rail Station is now complete. This work comprised approximately 210 metres of 150mm diameter sewer main, and one new manhole installed.

31. Water and Wastewater Maintenance

- CRM Water Faults attended – 67
- Wastewater – 4

32. Water and Wastewater Forward Works Programme

The April Forward Works Programme has been confirmed for Water & Wastewater. The following are some of the projects programmed for April:

- Cut in Dublin Street watermain.
- Cut in Tyndall Street watermain
- Sewer Renewal - Princess St, Dannevirke. We are currently working on the section between Queen Street and Livingstone Street.
- Install pre-cast chamber on main inlet line to house new screen at the Woodville wastewater treatment plant (programmed for 3 May)
- Lift out pump at the Pahiatua infiltration gallery – (programmed for 20 April)
- Cut out delaminating pipework at Woodville water treatment plant



Princess St - Sewer Renewal

33. CCTV Camera

With Garth now based within the Alliance at Oringi, he is working closely with Eddie Charlton to ensure that the CCTV Camera Programme is continuing. This information will be critical in developing next year's Forward Works Programme. The following streets' pipework was CCTV surveyed during March:

- George Street
- Alexander Street
- Dagmar Street
- Hamlet Street - Root intrusion identified

The CCTV camera has currently been sent away for maintenance due to issues with the circuitry. Once back the following camera programme is scheduled for April:

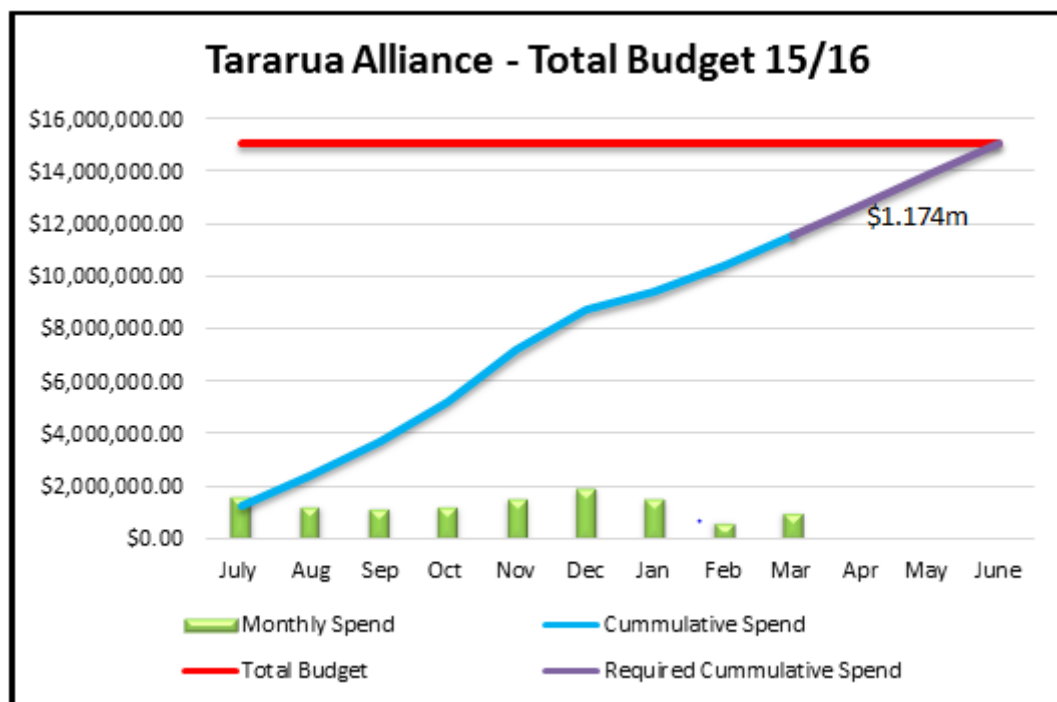
- Alma Street (Denmark - Waterloo)
- Ransom Street
- Allen Street
- Thyra Street
- Burns Street
- Gertrude Street

Performance

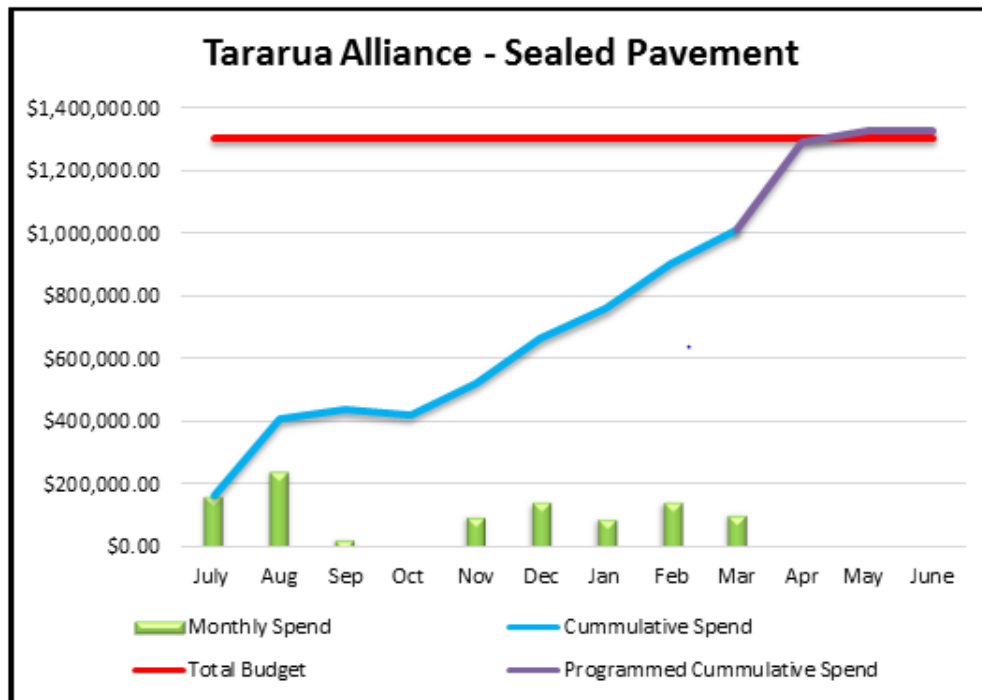
34. Financial Performance

The Alliance is currently on track to complete each activity budget for the 2015/2016 financial year.

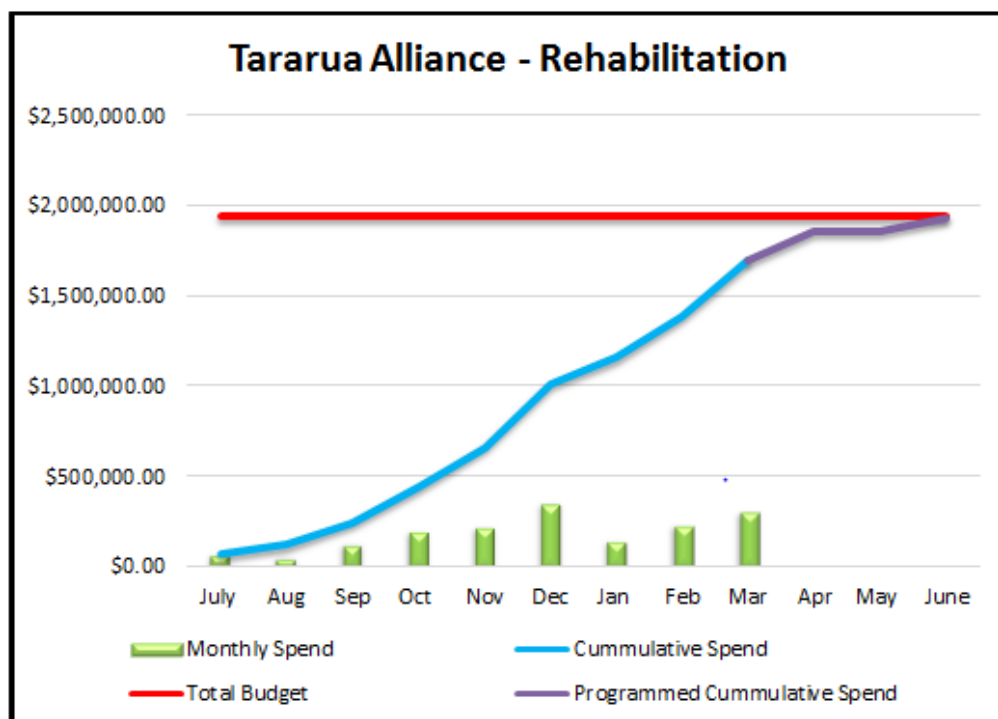
The following is the Budget Spend Year to Date for the key activities:



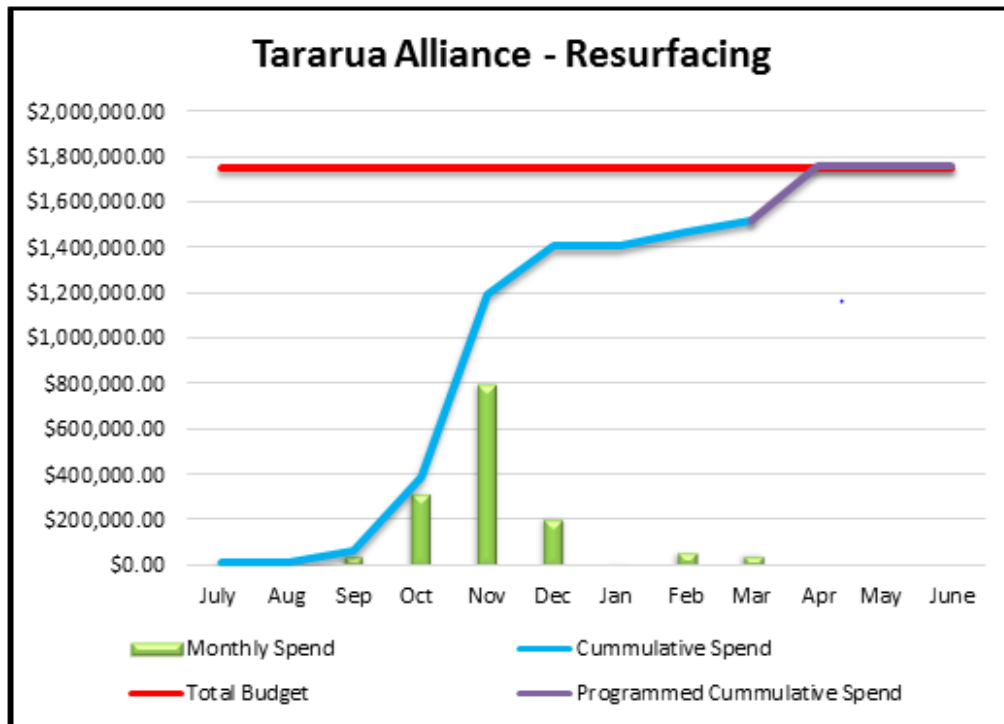
The Alliance budget is tracking very well and the majority of the activities are well on track to be completed by the end of the financial year.



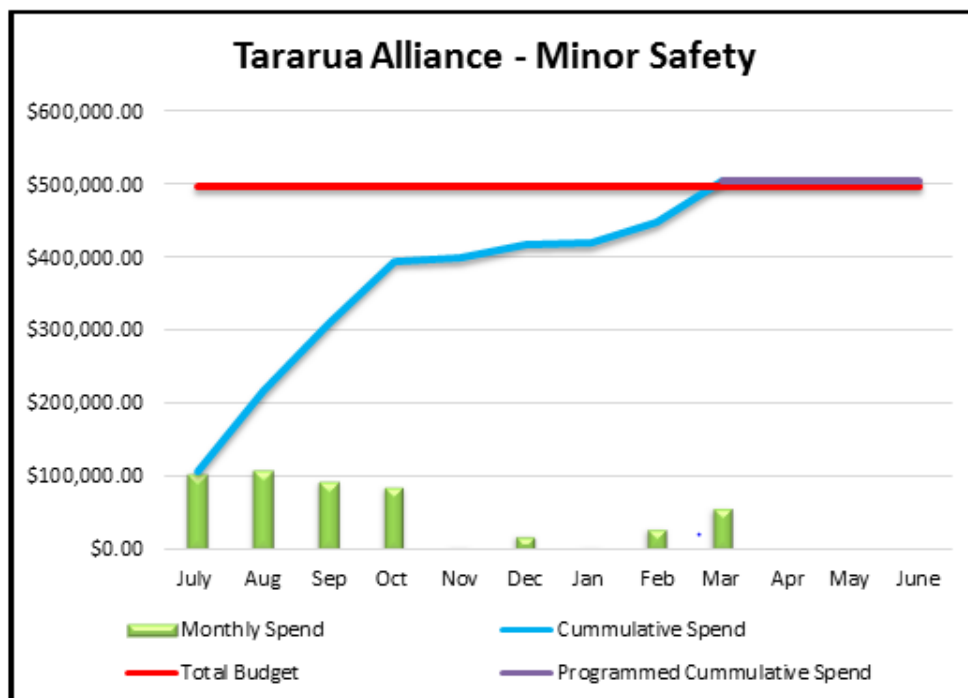
The Sealed Pavement Maintenance budget is slightly overspent due to identifying next year's pre-reseal repairs. This will be offset by an under expenditure in the Drainage Maintenance budget.



The remainder of the Rehabilitation budget will be spent on the Pahiatua Track pavement strengthening project.



The remainder of the resurfacing budget will be spent on the additional 12km of identified reseals.



The Minor Safety budget has been completed with the majority of the projects linked to the Rehabilitation programme including safety realignments and sight benching.

35. Corridor Access Request Management System

Over the last few months the Council and Alliance have been working to implement Submitica and the Before U Dig corridor access management systems. These have both been finalised and went live on 1 April. This will make managing the Traffic Management plans and Corridor access request approval process more streamlined and the approvals can now be undertaken electronically. This will not only reduce administration time but also improve the level of service for the utility providers and other contractors applying for CARs.

36. Customer Feedback

The CRM completion rate and feedback scores continue to trend well. Results from March are slightly up on the previous month with a score of 4.39 out of 5.

37. Response Times

CRM response times are also trending well. Results for March are an average of 1.33 days to respond to CRMs with an overall target of five working days.

38. Traffic Management

A total of seven safety audits were undertaken in March, with three being classed as dangerous. Two of these sites were Alliance sites, and were corrected immediately. One other contractor that was not working for the Alliance was also recorded as having a dangerous site, and the contractor corrected the site immediately.








The Alliance will be working hard to ensure that there are no non-compliant sites in the future.

39. Rework

No rework was identified, recorded or undertaken for March.

40. Performance Framework KRAs & KPIs

The Alliance Performance framework is now being embedded into the Alliance and the majority of the KRAs and KPIs are now being measured.

	KRA	Name	Frequency	Comments	
RESULTS	1. PEOPLE RESULTS	Alliance Team Safety	Monthly	15 SBO's undertaken in Feb. Goal = 52 per month	
		Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0	
	2. CUSTOMER RESULTS	Timely Communications	Monthly	100% of all CRMs received were completed on time for March.	
		Effective Communication	Monthly	Average feedback score was 4.39/5 for the month of March 2016.	
		Minimise Operational Impacts	3 Monthly	0 Complaints received YTD. 1 Compliments received during March.	
	3. SOCIETY RESULTS	Compliance with TMP	Monthly	TMP compliance undertaken monthly with results published.	
		Zero Harm – Environment	Monthly	SBOs and audit results have all been to an acceptable high standard. Work to be carried out in getting more staff to undertake SBO's	

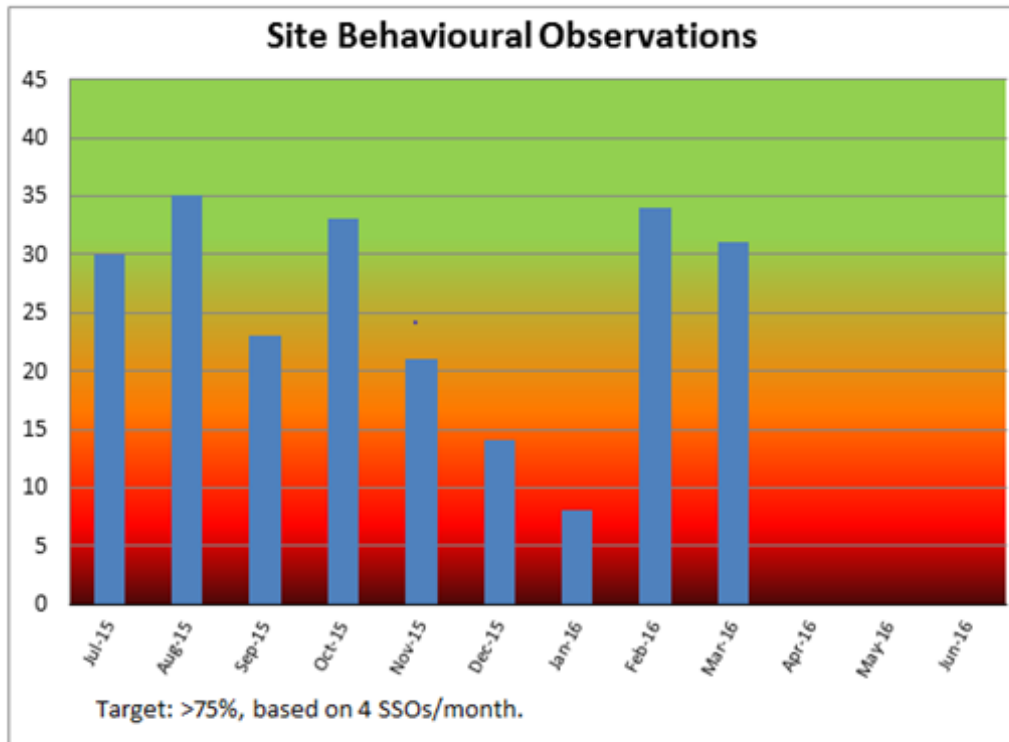
41. Key Performance Framework Results

KPI Description	Detail	Unit	Mar-16
Alliance Team Safety	Medical Treated Injuries (MTI)	No.	
	Loss Time Injuries (LTI)	No.	
	1st Aid Treatments	No.	
	Near Miss Reports	No.	
	Site Observations	No.	31
KPI Description	Detail	Unit	Mar-16
TMP Compliance - Alliance Sites	Total Audit Score	No.	210
	Dangerous Sites	No.	2
	Sites scoring below 30	No.	3
	Total No. Sites Audited	No.	10
KPI Description	Detail	Unit	Mar-16
TMP Compliance - Non-Alliance Sites	Total Audit Score	No.	152
	Dangerous Sites	No.	1
	Sites scoring below 30	No.	1
	Total No. Sites Audited	No.	2
Overall Standard	Total of All Sites Audited		12
	Total Non-Compliant Sites		3
KPI Description	Detail	Unit	Mar-16
Effective Communication	Total Number of Customer Surveys	No.	20
	Overall Feedback Score	Index	4.39
	No. Scoring Below 3	No.	0

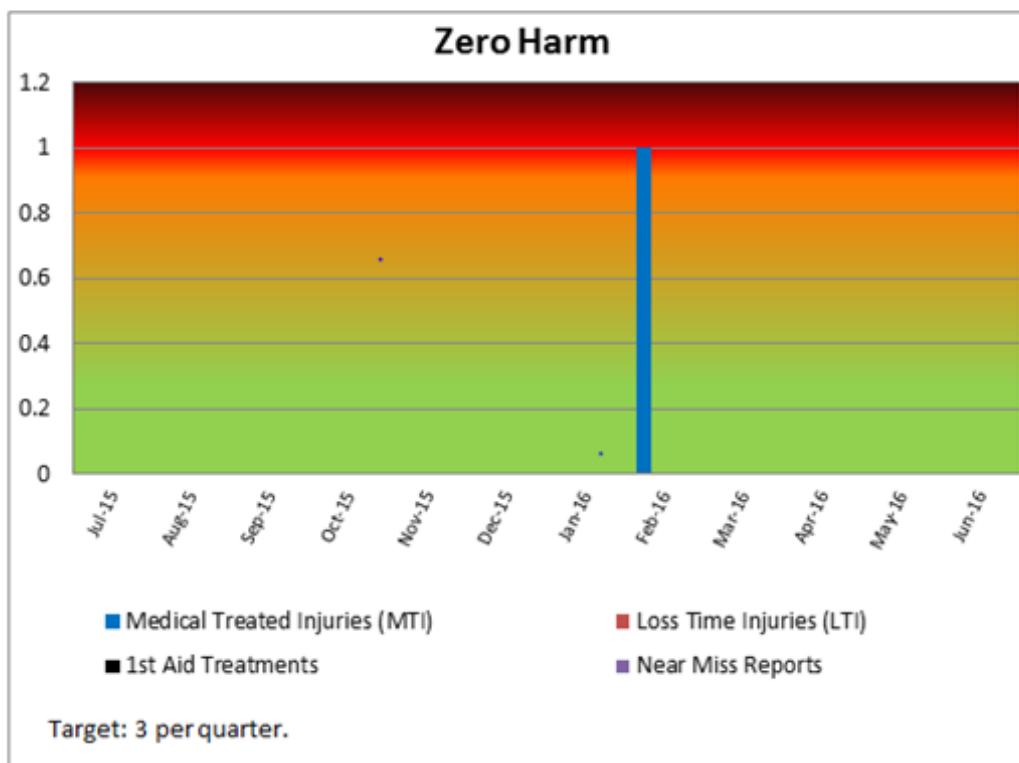
KPI Description	Detail	Unit	Mar-16
Timely Communication	Total Number of Three Waters CRM Received	No.	75
Three Waters	Average Response Time	Days	0.45
	Total Number of CRM open	No.	0.00
	Number responded to within target	No	75
	% Target	%	100%
	%carried to following month		0%
	% Completed on Time	%	100%

KPI Description	Detail	Unit	Mar-16
Timely Communication	Total Number of <u>Roading</u> CRM Received	No.	123
<u>Roading</u>	Average Response Time	Days	1.33
	Total Number of CRM open	No.	0.00
	Number responded to within target	No	123
	% Target	%	100%
	%carried to following month		0%
	% Completed on Time	%	100%

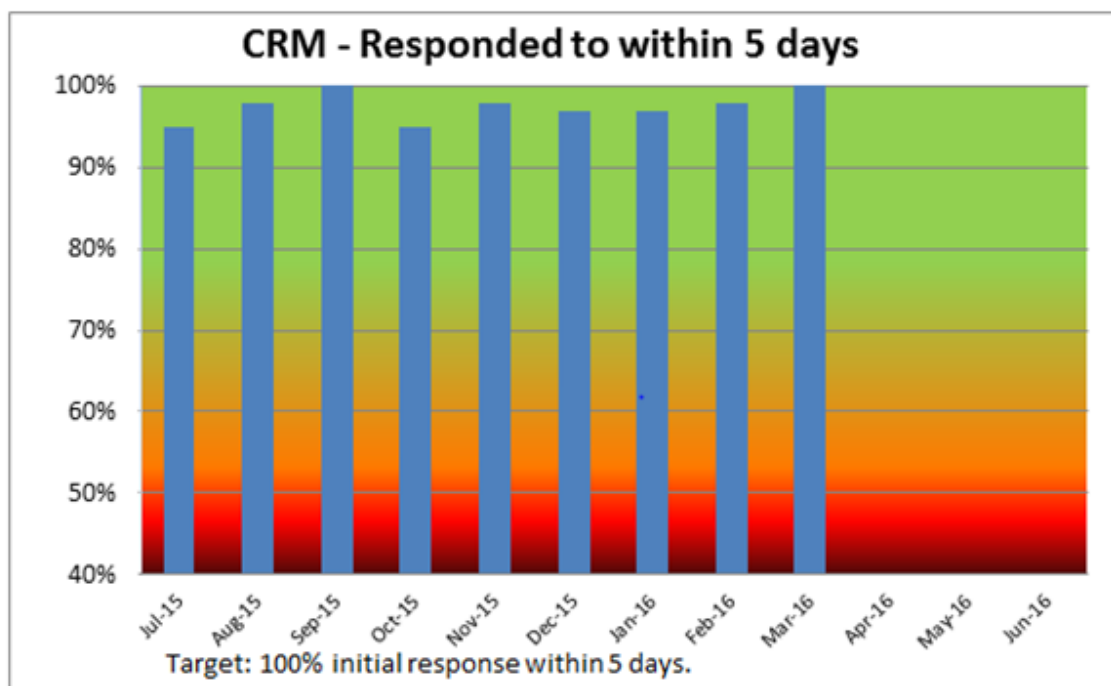
KPI Description	Detail	Unit	Mar-16
True Cost of Service Delivery - TCE vs Actual	Monthly Measured Items TCE	\$	\$ 272,430.62
	Monthly Measured Items Actual	\$	\$ 293,367.28
	Monthly Measured Items TCE vs Actual	%	8%
	Monthly Total TCE	\$	\$ 736,671.76
	Monthly Total Actual	\$	\$ 981,039.81
	Monthly TCE vs Actual	%	33%
	Cumulative YTD Measured Items TCE	\$	\$3,679,934.46
	Cumulative YTD Measured Items Actual	\$	\$3,246,320.56
	Cumulative YTD Measured Items TCE vs Actual	%	-12%
	Cumulative YTD TCE	\$	\$10,239,780.51
	Cumulative YTD Actual	\$	\$10,260,429.38
	Cumulative YTD vs Actual	%	0%
	Cumulative CTD Measured Items TCE	\$	\$3,679,934.46
	Cumulative CTD Measured Items Actual	\$	\$3,246,320.56
	Cumulative CTD Measured Items Difference	\$	-\$ 433,613.90
	Cumulative CTD Measured Items TCE vs Actual	%	-12%
	Cumulative CTD TCE	\$	\$10,239,780.51
	Cumulative CTD Actual	\$	\$10,260,429.38
	Cumulative CTD Difference	\$	\$ 20,648.87
	Cumulative CTD vs Actual	%	0%



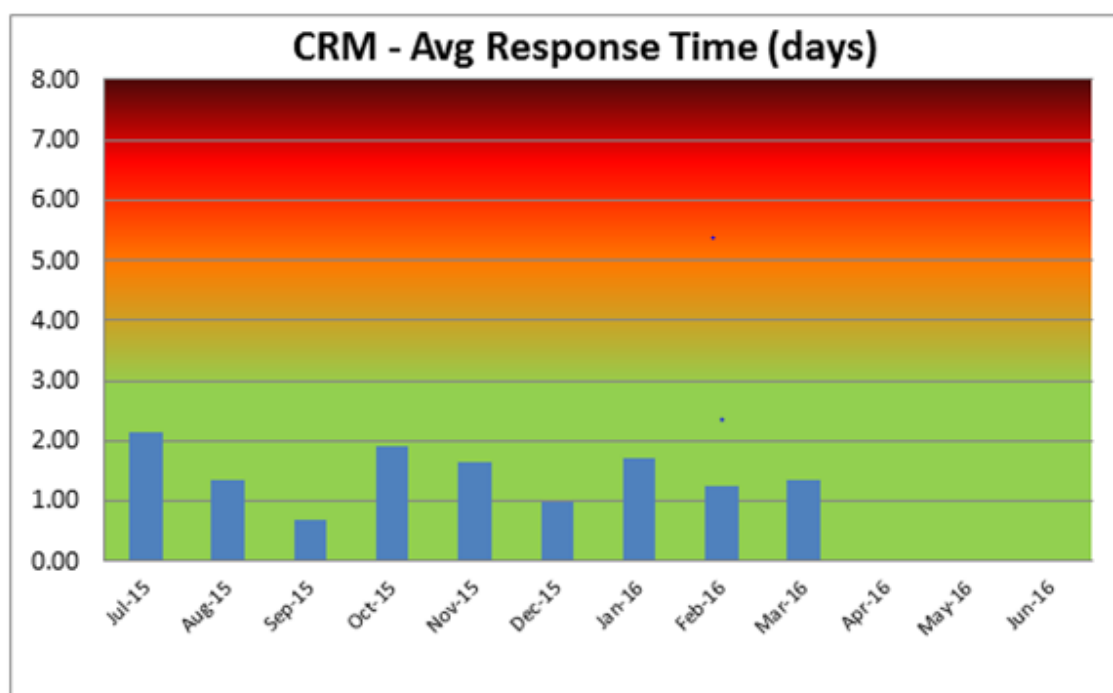
SBO's were down slightly for the month of March.



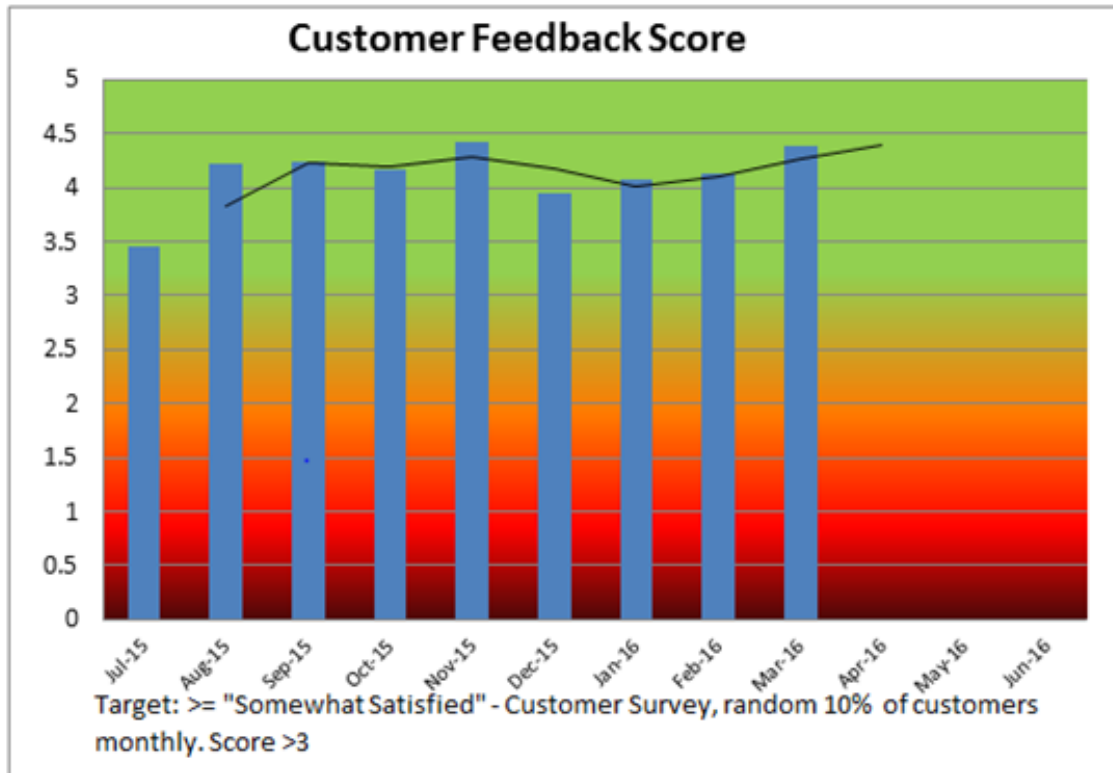
The Alliance had no medically treated injuries for March.



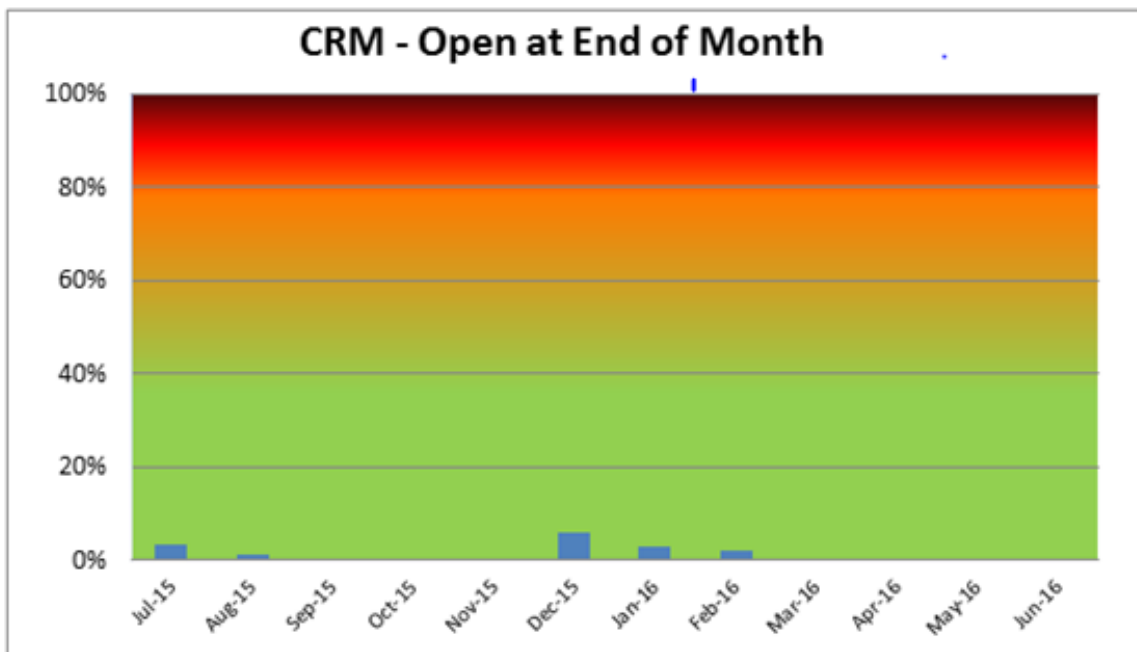
100% of CRMs were responded to in the required time-frame for the month of March.



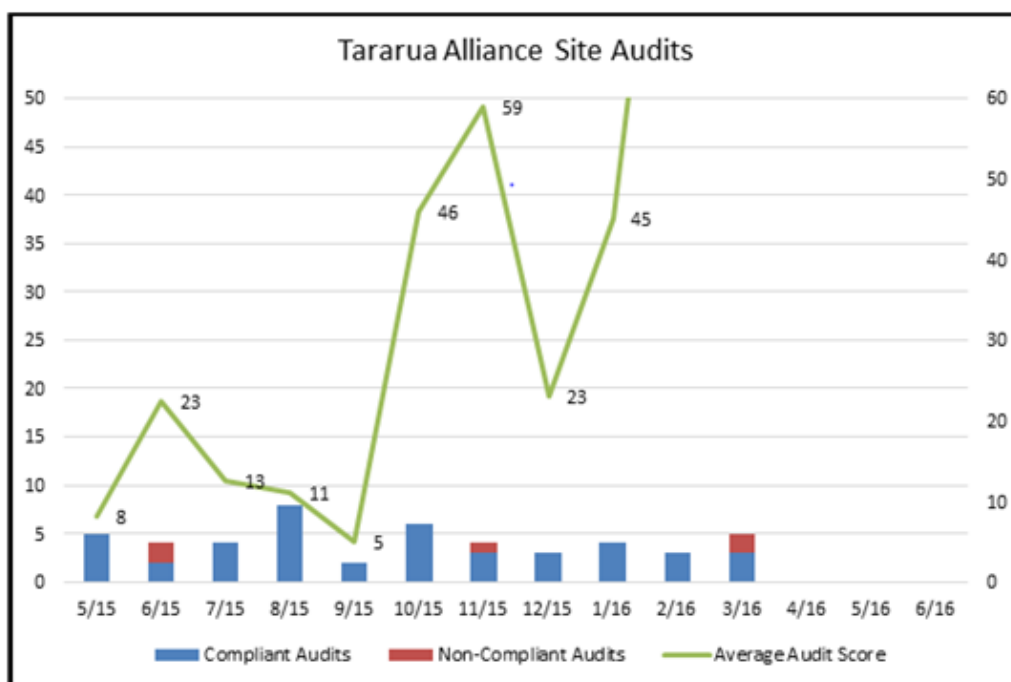
The completion time continues to trend well to stay within the five day time frame.



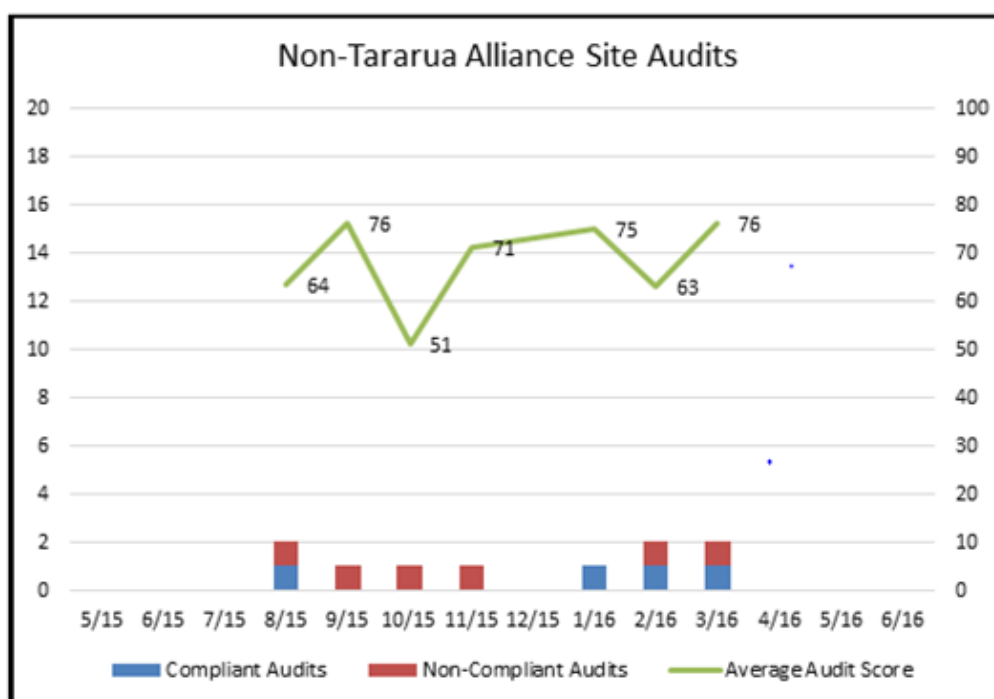
During March a 10% CRM survey was undertaken; from the results there still need: to be a focus on communication back to the informant.



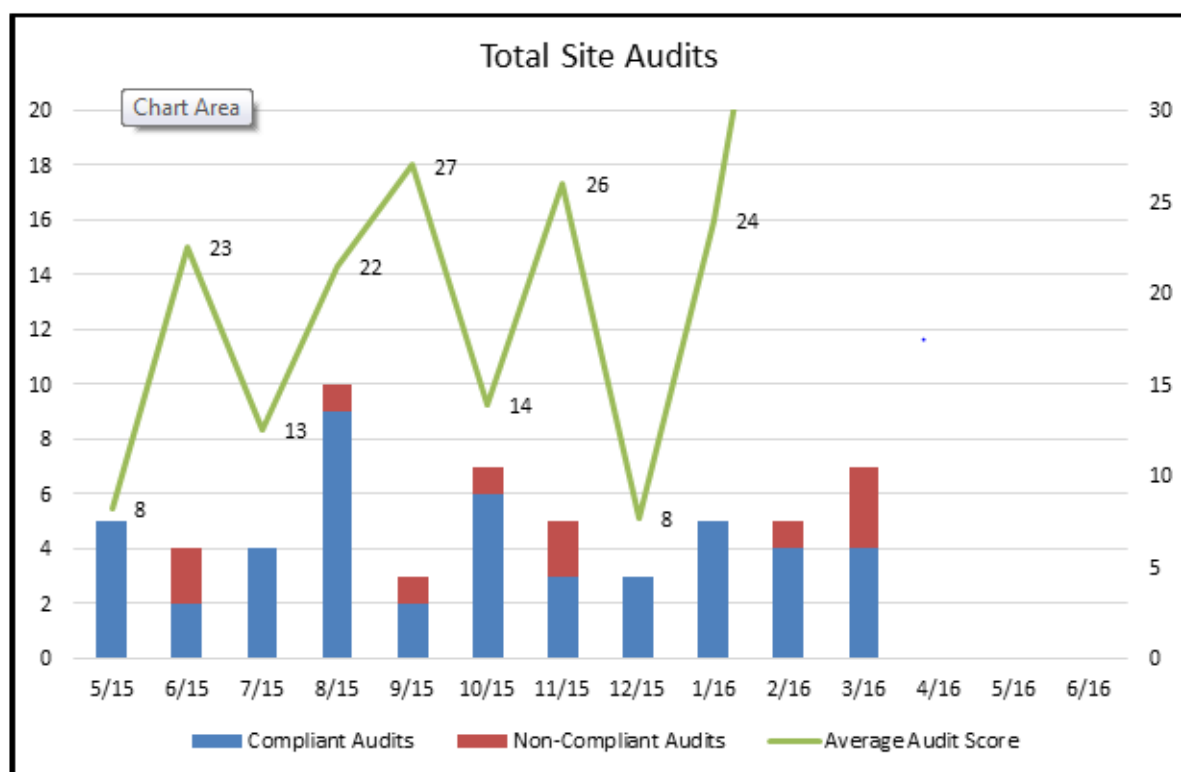
All CRMs were closed and completed at the end of March.



Five Alliance sites were audited over the month of March with two being dangerous. These were corrected and made safe on the day.



Two non-alliance sites were audited during March, from this one site was non-compliant.



Assets Group

42. Executive Summary

The Group's primary focus remains on the capital works programme. Larger MfE upgrade projects are in their final stages, with only a few small aspects left to complete in Woodville and Pahiatua. The Pahiatua water supply project is entering a critical phase, with the proposed costing for a 4.5 day storage option complete and ready to be considered by Council. The community assets projects are well underway, with a number of projects due to be completed by the end of April, early May, including the renovation of the sportsground toilets, the furniture at Fountaine Square, the planting at Woodville cemetery, and installation of furniture and the barbeque at Fountaine Square. The Woodville camping ground will commence in May with drainage and levelling of the ground.

A key milestone this month has been the notification by Horizons of Council's applications for consent to discharge treated wastewater in Pahiatua and Eketahuna. These are the first of a series of applications as Council renews its consents. The Woodville application has been lodged, but is on hold until the wharves have been fixed and the wastewater plant is fully operational again.

We have been frustrated during the month by the odd water sample testing positive at the laboratory for bacteria even though chlorine levels are high and subsequent tests are clear. In response we have reviewed our sampling processes and staff training, and we are working closely with the laboratory.

With cooler weather and rising river levels, we have been able to lift the water restrictions across the District. In Woodville we have now stopped using the impounded supply, with an immediate reduction in taste and odour issues as a result.

The Group is currently advertising for a water treatment cadet. As more waste and waste water treatment plants come on line, there is a resultant need to increase the capacity of the team. Training our own operator, is a good way to ensure that they have the skills to do the job, and provides a member of the community with a new career opportunity.

Solid Waste

43. Pahiatua Transfer Station

The three-year contract term for the operation of the Pahiatua Transfer Station expires on 30 June 2016. Staff are currently working with the incumbent contractor on their request to do a 1 year extension as allowed under the documents. In the event these discussions are unsuccessful, a new contract has been developed to enable a tender process to start immediately.

44. Norsewood Refuse

The Council contractor in Norsewood and Ormondville has recently advised Council that they intend to start selling their own refuse bags within the Norsewood and Ormondville communities shortly. This will aid Council in withdrawing from the kerbside collection service in these two towns. If the community adapt quickly to the new bags, Council may be able to withdraw the Council service sooner than first expected.

Utilities

Water Supplies

45. District Wide Water Restrictions

All restrictions have been lifted as of Monday 11 April. This is due to the cooler weather reducing demand and higher river levels improving supply.

46. General

Some challenges are being experienced with regards to bacteriological sampling within the reticulation and the treatment plants in the district, with positive results from the laboratory even though the FAC (freely available Chlorine) levels are elevated and closely monitored. Sampling techniques have been modified to ensure that our staff are not inadvertently contaminating the sample.

Opus has been engaged to prepare a Catchment Risk Assessment and water safety plans for the Woodville and Norsewood drinking water supplies and to update the Catchment Risk Assessment and water safety plans for the Pahiatua and Eketahuna drinking water supplies. The supplies are required to have specific water safety plans to meet the requirements of the Health (Drinking Water) Amendment Act 2007.

47. Woodville

River flows have been elevated with the rainfall in the area enabling us to refrain from using the impoundment supply and rely on the river. This has reduced the taste and odour complaints and CRMs through the month.

48. Pahiatua

Staff have been working on getting prices for the new 6,000m³ reservoir, foundation and pipework. A reservoir of this size would provide the town with 4.5 days storage during periods of average demand. It is proposed to install a 6,000m³ reservoir to meet the requirements of the drinking water standard and enable the removal of the river supply, with some certainty that the bore plus storage would meet the demands of the town when the bore is operating at its usual flow.

49. Pongaroa

This scheme has been running well with good FAC residuals being more closely monitored with the new equipment that has been issued to the operator.

50. Akitio

Dannevirke Dairy Supplies have been out to the Akitio water supply and are evaluating the water tanks, valves, pipework, ballcock assemblies etc. for repair or replacement. This follows two incidences of tank leaks during the latter part of the summer. They will report back to Council staff with a programme of essential work and work that can be programmed at a later date.

Wastewater

51. Resource Consents

The consent applications for Eketahuna and Pahiatua have now been publicly notified. This represents a large milestone for Council as the consents have been in the planning stage for more than a year now. Once the wharves at Woodville have been repaired, and the plant is fully operational, the consent application will be completed and ready for notification.

52. Dannevirke Reticulation

The renewal of the Princess Street sewer main is currently underway.

53. Eketahuna

The Herbert Street sewer main replacement has been completed. Interflow are completing the lateral inserts in Bengston and High Streets, Eketahuna, which will complete the relining programme.

54. Woodville – Reticulation

The sewer main relining programme has been completed and lateral inserts will be installed once Interflow have finished in Eketahuna.

55. MfE Projects – Woodville

The drainage work in the No.2 pond has been completed. Viking are now ready to reline the pond. The tephra filter irrigation sprinklers have been ordered and will be installed by MacDougalls.

56. MfE - Dannevirke

The installation of the drum screen filters and pipe work has been completed, the walkway installed and is ready for commissioning.

The sludge removal should be completed by Monday 18 April. Contaminated metal will be removed and deepening of the pond will continue.



Property

Housing for the Elderly

57. Occupancy

76 flats are presently occupied, there are currently 6 vacant flats, which are:

Aften Court, Dannevirke	1 flat vacant	91 days
Ballarat Court, Dannevirke	2 flats vacant	143, 202 days
Gordon Street, Dannevirke	1 flat vacant	91 days
Lyndon Flats, Pahiatua	1 flat vacant	42 days
Ruahine Flats, Woodville	1 flat vacant	60 days – to be tenanted early May

Three of the vacant flats in Dannevirke will be tenanted in May.

58. Painting Tenders

The successful tenderer has been engaged and painting work has commenced at the Ruahine Flats. Painting is part of our routine renewals programme, and ensures that the properties remain water tight and with walls, windows and roofs in sound condition.

Commercial Property

59. Tennyson Street

A Sale and Purchase Agreement has been signed for the Tennyson Street property behind the Tennyson Street Flats. This property was subdivided by Council in 2007 and has been available for purchase ever since. The agreement is subject to the usual property due diligence clauses.

60. Pahiatua

The tender for the sale of the two industrial sections in Pahiatua closed with the Solicitor on 18 March. The tenders received were not high enough to be accepted. There continues to be some interest in the land, and if a satisfactory agreement can not be reached shortly, the land will be listed with an agent.

Camping Grounds

61. Bookings

Bookings for the district camping grounds in March 2016 were:

	March 2016	March 2015	% Change
Dannevirke	543	319	70% increase
Pahiatua	392	483	19% drop
Woodville	132	78	69% increase
Eketahuna	653	393	66% increase

Usage of the camping grounds continues to be high with large increases in every town, except Pahiatua, when compared to last year. The result in Pahiatua is due to the unusually high bookings last year by contractors working at the Fonterra site.

62. Woodville

The Tararua Alliance has completed the concept plan for the proposed Woodville Camping Ground upgrade which includes drainage and levelling of the site, a ring road, extra powered sites and hard stand areas. The Woodville Camping ground subcommittee met onsite on 13 April to discuss the plan. The plan is now being priced, with drainage intended to commence in early May, now that camper numbers are beginning to fall. During work on site, the camping ground will be closed.

Parks and Reserves

63. Lower Domain River Access/Walkway

Council officers recently met with the Lower Domain Caretakers, Ruahine Contractors and Horizons to discuss clearing a picnic area and access to the Mangatera Stream in the area beside the Scout Park at the Lower Domain. This area, when established will be mown, and will enable members of the public to picnic and have river access. It is envisaged that this area will be completed within the next few months.

64. Kaitawa Domain

Lease documents have now been sent to the successful tenderer. We are waiting for the documents to return for signing.

Cemeteries

65. General

April has been another quiet month with burials and ashes interments. We have had five ashes interments and four burials so far.

Everything seems to be going well with the Tararua Alliance now digging the graves.

There seems to be more and more people reserving plots recently. Council may need to consider limiting the number of plots that can be reserved at one time if the trend continues, otherwise new beams will need to be laid earlier than planned.

66. Pinfold Road Cemetery, Woodville

The first stage of the planting at the Cemetery is complete. Once grown, this hedging will provide some respite from the wind for visitors to the cemetery. The next stage is to install new gardens around the grassed area by the historical grave just inside the cemetery.



Public Toilets

67. Dannevirke Sports Centre Toilet Upgrade

The upgrade of the women's toilets has now been completed. These have been reopened and work has now started on the men's which includes removing the old urinal. It is hoped this work will be completed within the next two weeks.

Finance

68. Payroll Shared Services

Council has been operating a shared payroll service with Horowhenua District Council since November 2015 to help backfill our payroll function.

We have recently reviewed how best to deliver payroll in an efficient and effective manner. We have agreed to continue and enhance our shared service arrangement on a yearly renewable contract, with the intention of taking a regionalised approach to delivering this function in the future.

Strategy and District Development

69. Bluff Road

There is increasing interest for full public access to the Manawatu River from Bluff Road. DOC, Te Kaaru (Iwi) and Fish and Game have advised Council that they would like public access achieved.

A local farmer owns a small piece of land over which road access has traditionally been provided.

However, over summer and previously this access has been gated, locked and even blocked by rocks by the farmer. These actions have been frustrating a number of local users of the river.

The farm has been using part of the LINZ administered land as a cattle feedlot. A lease offer from LINZ allows for only sheep grazing.

A review of the site by the Council Roothing Engineer identified several options to improve corner safety and driver access. Previous verbal negotiations with the farm owners indicated that they would allow limited controlled access and easement for walking access.

However, similar access could be achieved over adjacent road reserve and DOC land while improving road safety.

The matter is further complicated by a farm residence and another structure occupying road reserve for which we can find no Council supporting documentation.

The Chief Executive and Manager of Strategy & District Development are now investigating a roading access option to report back to Council in May 2016.

IT

70. Software Upgrades

Significant work is underway across Council with three systems:

- The Civica Authority Update – a major upgrade
- Change of records system from HPE (Hewitt Packard Enterprise) TRIM7.2 to RM8.3
- The implementation of the new National Library system, Kotui

These projects have been occupying much of the IT workload, along with staff movements (e.g. Oringi transfers) and planning for the next wave of work: network and telecommunications design, and regional IT strategic planning.

71. Software Buy-outs

There have been two recent notable IT takeovers of software companies that Council uses. The first was DMS, our supplier of our GIS user interface software “Intramaps”, and the second being Onstream Systems, our supplier of “Trapeze” desktop scanning and imagery software. These have both sold to Australian companies. Both companies prior to their takeover have had a close support and New Zealand presence to Tararua. We are concerned as to how support and development will change over time.

72. MW LASS

Major progress is being made in the area of the newly completed MW LASS Information System Strategic Plan:

- An ICT Governance group of three Directors has been formed and identified representatives from each council to form an ICT Working Group.
- The purpose of this group is to provide strategic, operational support and guidance to assist in the delivery of the RISSP outcomes.

73. Electricity

The electricity contract work is a priority to complete and a tender for a procurement contract has been initiated.

74. Health & Safety

The new Health & Safety Project Leader, Sylvie Hickton, is supporting Tararua on implementing the new Health & Safety legislation and is providing valuable on-site advice.

Suzanne Craig Chief Executive of MW LASS noted in her report “There has been great progress with a number of our ongoing projects including EROAD, Archives Central, Hazardous Activities and Industries List, Debt Management Central, the development of an ISSP and Aerial Photography.”

The aerial photography team has completed the 2015-16 flying of the Tararua. These will now be orthorectified to the earth surface over the coming year before being checked for quality and loaded into different user systems, such as intramaps and we hope: Google Earth.

75. Tararua Aquatic Community Trust

The change of management delivery at the Dannevirke Wai Splash facility took place 31 March/1 April 2016.

The Trust itself is now directly responsible for the pool operation and is implementing a number of health and safety improvements as a PCBU under the new Health and Safety at Work Act.

Trust structure and reporting are being reviewed for the new Act and to consider the draft legislation relating to incorporated societies. At present, the Trust is not incorporated and is operating under the original 1993 deed. A new committee of three trustees has also been established for staffing matters.

A core group of staff, consisting largely of those from the previous contractor have now been appointed with new employment contracts and job descriptions. The pool has been transitioning into new management including transfer of ownership of the management related assets and stock, e.g. chemical/cleaning materials and office supplies.

A wide-ranging staff training programme is underway where necessary under NZ Standards for HSNO, water treatment, first aid refreshers, instructors and lifeguard courses, and general health and safety.

Full Pool Safe implementation is underway with the adoption by the Trust of Pool Safe process documentation. A preliminary review of Pool Safe in February identified the need for a chemical station with three quotes now received, the design reviewed by a Pool Safe qualified person and contract now awarded. A water management safety plan is also being prepared.

Safety clothing and equipment have been purchased for handling of chemicals. New brightly coloured clothing has been bought for staff to make them clearly visible to facility users.

Staff rosters are being reviewed. Initially pool hours have not changed, but users can now enjoy the pools from and to the advertised opening hours: preparation and cleaning will now take place before and after the facility is open.

A number of maintenance items are being reviewed or assessed by the Trust, including the immediate need for the main lights to be replaced.

A new financial and payroll system is being set up and multiple supplier agreements are being established. It took some time to get the EFTPOS transferred across and livened but by 1 May it will be replaced with a PayWave active device.

An internet domain name www.waisplash.org has been applied for, while a new internet connection has been established for the site and Inspire Net has very kindly agreed to install a free wifi node over the coming months. Shortly, a voice over internet phone will be installed.

These matters will allow Council to review the standing pool contract that has been rolling over on an annual basis for a number of years and a new contract to be put in place for the 2016/17 year.

The Council renewal programme for carpark, stormwater drainage and water meter is underway and with a duct extension that will allow fibre to get to the building in future.

Multiple work streams remain to conclude the transition but there are gains being achieved daily through the hard work of staff and trustees.

Economic Development and Communications

76. GO! Project: Hazelnut Seminar

As reported previously, the Hazelnut Grower Led Group (formed as a result of a Council led Hazelnut Workshop in 2012) is assembling a guide for growing hazelnuts commercially in New Zealand; adding to information on hazelnut pollination and nut quality provided by previous Sustainable Farming Fund projects. This guide will be available in PDF format on the Hazelnut Growers Association of New Zealand (HGANZ) and NZ Tree Crops Association (NZTCA) websites.

Three one-day seminars will be held in North Island areas - Bay of Plenty/Waikato, Wairarapa and Tararua - where hazelnuts have been identified as potential new crops. These workshops will deliver information on growing hazelnuts and potential economic returns to landowners and investors who may be considering hazelnuts as a land use option.

The project management team for this project is:

- Lianne Simpkin, Project Manager
- Alan Mathewson, HGANZ, The Hazelnut Company, Finance Manager
- Jeremy Corkery, HGANZ, Chairperson and Grower
- Murray Redpath, Self-Employed (Wairata Forest Farm), Chairman HGANZ, Consultant

The target audience for these seminars is small block owners, MPI staff and Landcorp, given their stated change of direction for the South Waikato land coming out of pines.

The tentative date for the Tararua workshop is Monday, 30 May 2016.

Regional Growth Study

We have met with Mavis Mullins, our representative for the Regional Growth Study, to discuss how best to maximise opportunities for the Tararua District.

Manuka Opportunities

We have been working with an investor in the bee industry that is looking at developing the industry in Tararua.



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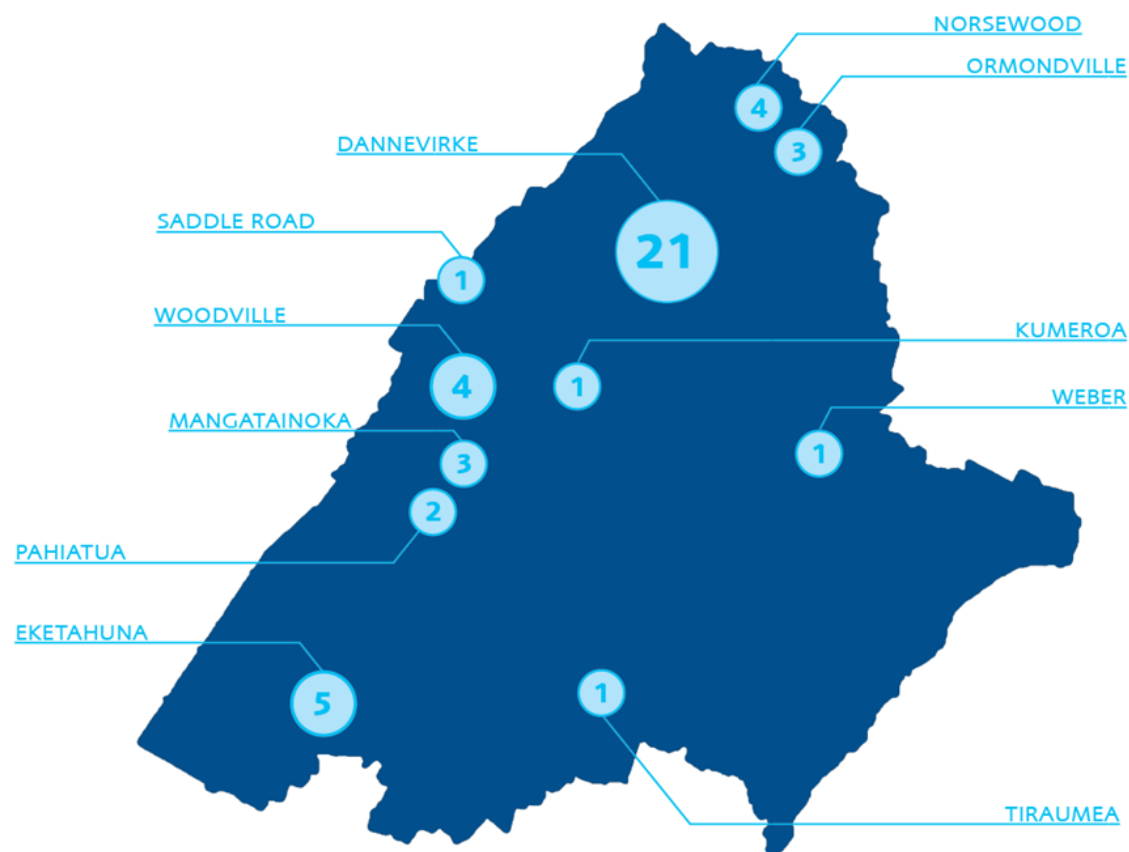
77. Cell Tower

We are assisting Kay McKenzie to petition for a cell tower at the top of Oporae Range. This position would cover the majority of the coast (a few pockets may be missed but 'mini towers' can be installed at a later date to improve the coverage).

78.

Geographic Statistics (July 2015 - Current)

Business assistance provided by the Tararua Business Network
to date in the 2015/16 financial year

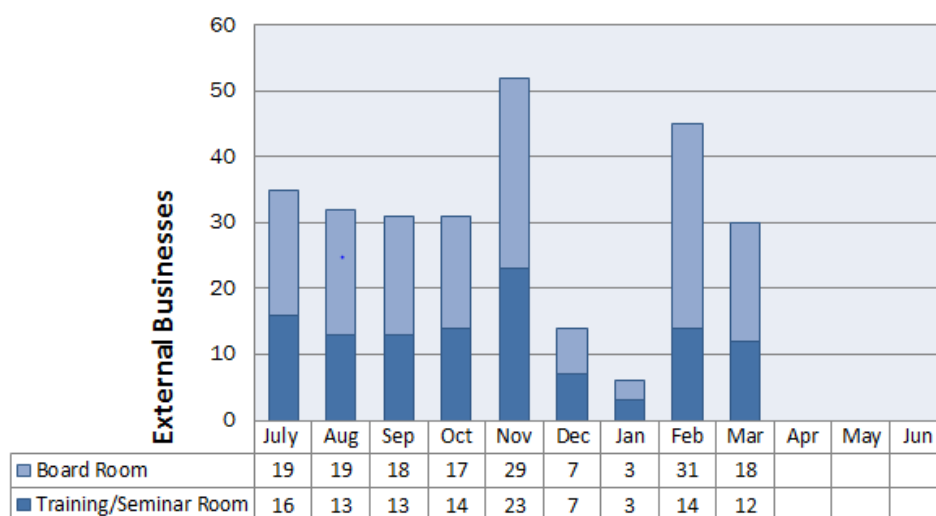


0
DNP

DNP = DID NOT PROCEED WITH THE SUPPORT



79. Use of Facilities (2015/16)



The Tararua Business Network Training/Seminar and Board Rooms continue to be utilised by the following organisations:

- PGG Wrightson
- Inland Revenue
- Horizons Regional Council
- Tararua Learning Centre
- Tararua Aquatic Community Trust
- Dannevirke Chamber of Commerce
- Te Apiti Manawatu Gorge Project
- Ministry of Education
- Sport Manawatu
- 3 Community Projects
- Vision Manawatu
- Business Assistance

80. Tararua Business Network – Satellite Office in Pahiatua

We are taking appointments for the second and fourth Wednesday of every month. In March, we were joined by Karen Blair, Business Consultant from Vision Manawatu, who met with a couple of businesses.

81. New Business Support

We have met with a number of people this month, all exploring new business ideas. We have assisted with links to Vision Manawatu, local business and used the DOSAC (DESCRIPTION, OBJECTIVES, STRATEGY, ACTIONS, CONTROLS) process to explore and develop their ideas.

The Regional Manager for the Ministry of Business, Innovation and Employment (MBIE) is assisting with an enquiry from a business around Immigration policy.

82. Incubation Room

Beginning mid-April, we will be working with a new local business to assist with their start-up and provide support through the use of the Incubation Office. Alan and Michael have moved from Auckland to reside and develop a business in Taranua. See below for case studies of work that has been undertaken to date:

Grass Roots to Multi-National – Software Solutions in Ormondville



Introduction

A long-standing wish to live more 'in tune' with the land prompted Alan Williams to move from Auckland to the small settlement of Ormondville. Jobs are (understandably) limited in this location but Alan's knowledge and experience in technology gained over more than twenty years in the industry stood him in good stead to create his own business: AJSS Limited. It was a logical decision.

Beginnings

Alan's expertise is in technology and systems. His personal aim was to be able to work online and therefore fulfill the dream of living in a rural environment. With that now achieved, there is scope to grow by providing expert advice and service from a local perspective.

Business Goal

Alan's primary business goal is the promotion of the use of technology. This will be achieved by making it easier and cheaper for businesses to utilise it.

Competitive Advantage and 'Point of Difference'

AJSS Limited draws on extensive experience in business technology, working from the very small scale through to large international corporates. This provides Alan with the advantage of understanding technological needs both at a 'grass roots' level right through to a multinational context and consequently, how solutions can be scaled from small to large as required.

A point of difference is this 'scalability'. From the personal touch to teams of people working on a large project, all aspects of technology are available and therefore 'end-to-end' solutions can be provided.

Identified Strengths

Alan has a very strong understanding of business systems and technology gained from over twenty years working in information technology and covering a wide range of industry. A large proportion of that experience has been gathered during the last sixteen years working as a contractor. AJSS creates simple, effective solutions for businesses, and provides those solutions in a low-cost way.

Target Customers

Target customers are identified as local businesses who wish to 'start up' or those that are already in existence. Businesses who require technology but who do not wish this to detract from their goals or for it to draw heavily on their capital. In fact, any business in the global market that wants to save time and money by using an online software developer.

Reaching Goals With The Taranua Business Network

Alan has taken up opportunities made available by the Taranua Business Network:

- links to Vision Manawatu for business capability assessment and exploring business-to-business connections
- BCC Consultation, who introduced him to the 'Business Model Canvas' an innovative business plan concept for start-up businesses which he continues to use to develop his business, as well as marketing expertise
- attending many of the workshops and seminars facilitated by the TBN; IRD and the business group – business fundamentals
- Alan will use the Business Network Incubation Office and support services to start his new business, for 3 months from April 2016.

The Future

AJSS Limited intends to grow through the provision of tailor-made services that suit the needs of local businesses. This will be achieved by communicating with those businesses to gain knowledge and an understanding of their requirements. Solutions can then be developed in response to those needs. Once established as a provider, AJSS will leverage that position to provide additional services, with the long-term goal of becoming a global 'solution provider' brand.



Creating Beautiful Things – High-end Farming in Ormondville

Introduction

Alan Williams and Michael Falkner are 'city-bred', but have always had a desire to be more in tune with the land. As their property in Ormondville is very rural, there are not many jobs nearby. So they set about creating their own!



Beginnings

Alan and Michael debated what to do with their nineteen acres. Their preference for growing plants (over animals) meant that they could afford to be a little more adventurous. They researched different crops that would suit the local climate and peony roses were suggested by a gardener friend. Combined with an existing interest in saffron (derived from the crocus flower), Alan and Michael decided to take the necessary steps towards a business that could grow and create beautiful things and 'Emmig Limited' was born.

Business Goal

The short- to medium-term goal of this fledgling business is to establish the gardens and then determine the viability of saffron and peonies in the area. Beyond that is the widening of the range of products before ultimately establishing a brand.

Competitive Advantage and 'Point of Difference'

Alan and Michael strongly believe that they have the advantage of living and working in New Zealand's best region. Their 'point of difference' is that they can provide products of excellent quality straight to 'end consumers': products that would normally be reserved only for high-end commercial consumers such as restaurants. As it is not necessary for this business to be 'profit-obsessed', there is no need to compromise on quality.

Identified Strengths

Michael is a skilled administrator with a methodical approach and dedication to detail. This is something that is seen less and less in today's fast-paced 'soundbite' way of life. These skills mean Emmig has the ability to keep detailed records. As well, he's a hard worker! Alan is more outgoing and is capable of making the necessary links into the right markets.

Target Customers

Alan and Michael identify their customers simply as anyone, anywhere in the world who wants high quality New Zealand-grown saffron. But also local people interested in saffron but who may be unaware of how to use it. Locals who cannot resist lush, ruffled, and natural peony blooms and their derived products such as soaps or perfume will not be disappointed either!

Reaching Goals With The Tararua Business Network

Alan and Michael had an idea and an overload of information. The Tararua Business Network helped them to develop and channel their ideas, through the following links:

- linked to Vision Manawatu, for business capability assessment
- introduced to the GO!Project, a council initiative which identified crops highly suitable for the Tararua District, which enabled Alan and Michael to identify and assess potential uses for their property
- facilitating a consultation with a BCC marketing expert, who introduced them to the 'Business Model Canvas' an innovative business plan concept for start-up businesses which they continue to use to develop their business
- attended many of the workshops and seminars facilitated by the Tararua Business Network; IRD and the business group – business fundamentals.

The Future

The intention is for Alan and Michael to increase the range of their enterprise by developing 'flow-on' products: those that showcase quality and the fact that they are 'local'. Starting with the peonies, they intend to 'add value' by producing derivatives including fragrant essential oils, and then in turn they will use these in other products such as soaps. Their overall goal for Emmig is one of brand-building: a brand that is known for quality, exclusivity and sustainability.

83. Growing Existing Business Potential

We continue to assist with a number of commercial property enquiries, via email and in our office.

84. Workshop for High Schools – Starting a business

We have approached the principals of Dannevirke High School and Tararua College about running a 2-3 hour workshop for Year 13 students. The purpose of the workshop is to inform students of what their employer has to consider in running their business, and to let them know what is involved in owning and operating a business for themselves. By running these workshops, Tararua Business Network is informing our local youth who are entering the workforce or tertiary education that we are here to help them start a business in Tararua.

85. Tararua Business Network Case Studies

We have started to compile case studies on the businesses that we have assisted. These will be available on the Business Network Google+ page (www.tararuabusinessnetwork.co.nz) and in hard-copy from TBN reception.

The key benefit of carrying out case studies is telling the businesses story, and bringing their product to life. Additionally, the case study will demonstrate success and benefits of the Business Network services.

86. SOLGM AND LGNZ Awards

We have entered the Tararua Business Network for two awards:

- SOLGM – Innovation in Organisation and People Development Award
The winner for the SOLGM award has been announced and the winner was Auckland City Council
- LGNZ – Excellence Award for Best Practice Contribution to Local Economic Development
The winner will be announced at the 2016 LGNZ Conference in July

87. Training/Consultancy

Together with the Dannevirke Chamber of Commerce, and in conjunction with WorkSafe, we are exploring the possibility of holding Health & Safety training courses over the coming months, with the intention of hosting them at our offices in Pahiatua and Dannevirke for local businesses.

The workshops delivered by the Inland Revenue Department (IRD) continue to be well attended, with the 'GST Workshop' held at the end of March having full attendance. IRD have provided us with the following attendance figures:

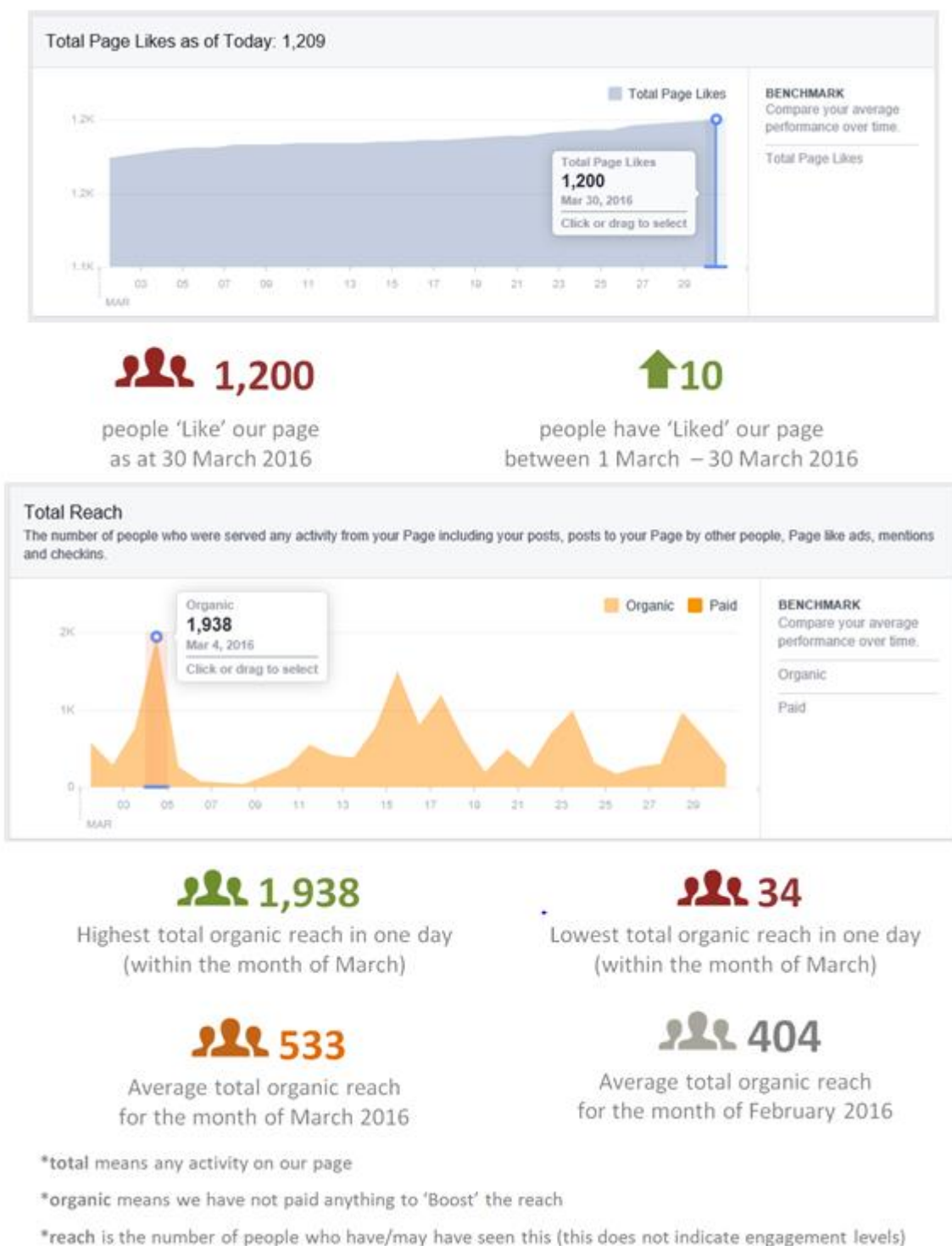
Introduction to business:	2015 - 3 sessions, 18 attendees
	2016 - 1 session to date, 8 attendees
GST Workshop:	2015 - 3 sessions, 20 attendees
	2016 - 1 session to date, 9 attendees

IRD have confirmed that they are able to hold the next two workshops at the Satellite Office (Service Centre) in Pahiatua. The next 'Introduction to Business' seminar will be held on Wednesday, 25 May 2016, and the next GST Workshop will be held on Wednesday, 22 June 2016.

88. NZ Motor Caravan Association (NZMCA)

We attended a regional meeting in Whanganui for discussion on how best to maximise opportunities in relation to the NZMCA Members.

89. Facebook Key Statistics



90. Promotional Assistance

Independent, Community Group or Organisation	Event	Assistance Provided
Pahiatua Chamber of Commerce	Southern Tararua Business Awards	Prepared 90 nominee packs, and assist with awards printed collateral
Dannevirke High School	Twilight Gala *	Provided 10 spot prize packs
Toastmasters		Provided 40 x plastic Bags

91. Website Improvements

Work to improve the tararua.govt.nz website is on going – we are continuing to plug any leaks, update any older information and create a more user-friendly experience for our customers – watch this space.

92. Talking Tararua: The Business Development Issue

A special edition of Talking Tararua was produced as part of our application to the SOLGM McGredy Winder Excellence Awards, as well as an additional tool to promote our services to the business community.

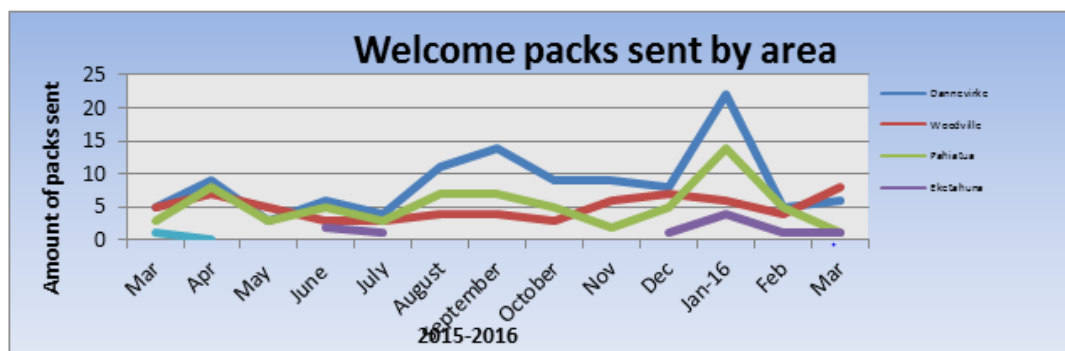
Anyone who would like to read the ‘Special Edition’ is welcome to do so at the following URL: <http://talkingtararua.buzzit.co.nz/client-schedule/the-business-development-issue/>

NB: This was not sent to the database of subscribers, as it is a very audience specific production and did not fit the demographic we currently have for Talking Tararua.

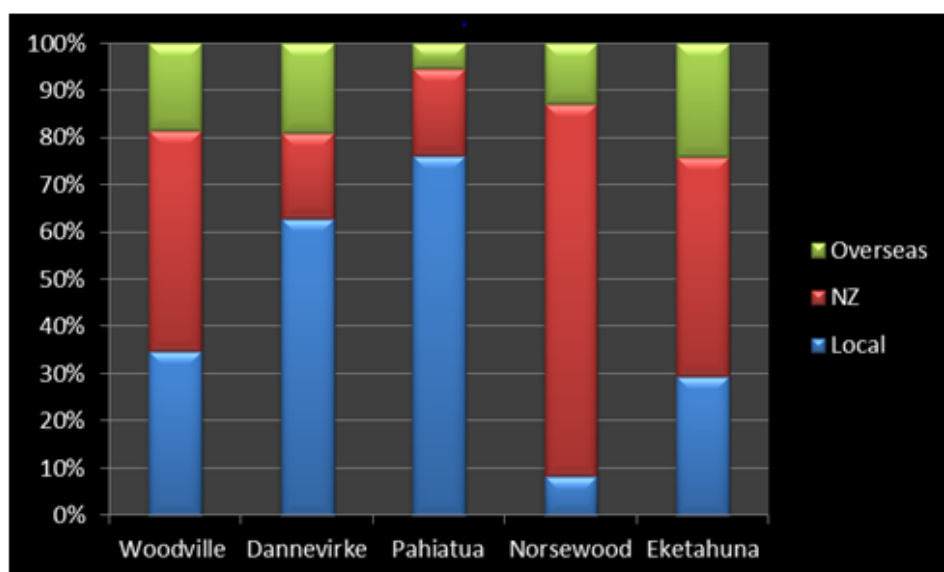
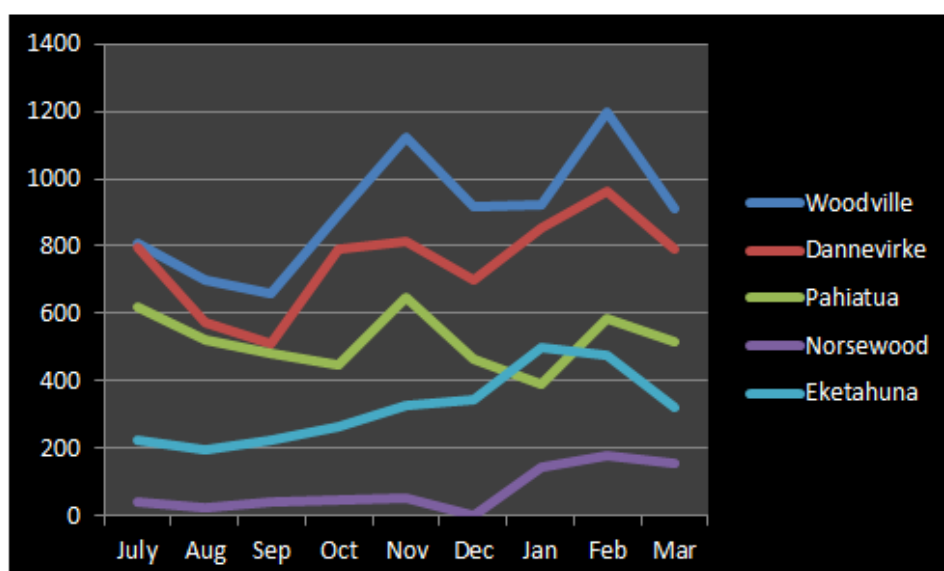
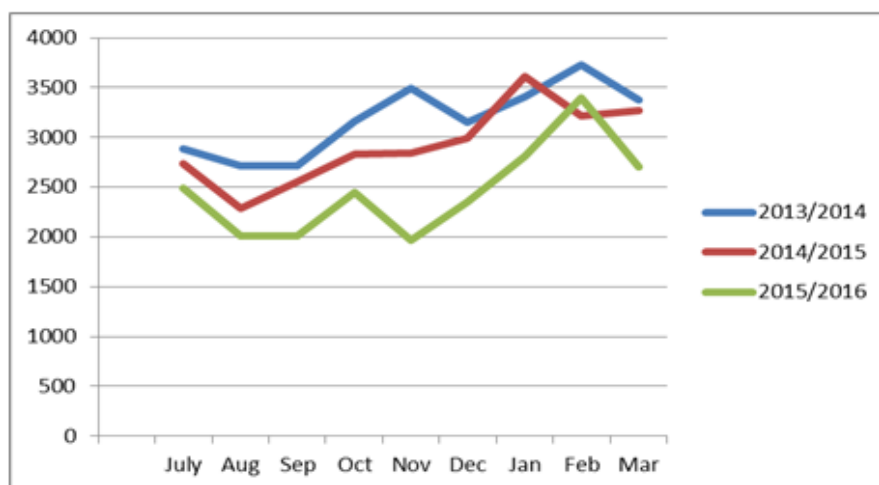
Tararua i-SITE

93. Welcome Packs

A total of 16 Welcome packs were sent in March, four of these were sent outside of the district.



94. Enquiries to i-SITE and Information Centres



95. Creative Communities NZ

Applications to the fund have now closed with 14 applications received, and requests of over \$33,000.

96. Famil Eketahuna Area

The Tararua i-SITE organised a tour of various locations around Eketahuna and Pahiatua. It was well attended with around 15 staff and volunteers from Dannevirke, Pahiatua and Eketahuna Information Centre as well as Tararua i-SITE Visitor Information Centre. Visits were made to Pukaha Mt Bruce, Middleton Model Railway, New Pacific Studio, Eketahuna Camping Ground, Mark Dimock Gallery, Pahiatua Carnival Park and Tui Brewery. It was great for new staff and volunteers to see and experience the visits themselves to become better informed to pass the information onto visitors. More of these will be held during the year in different areas of Tararua.

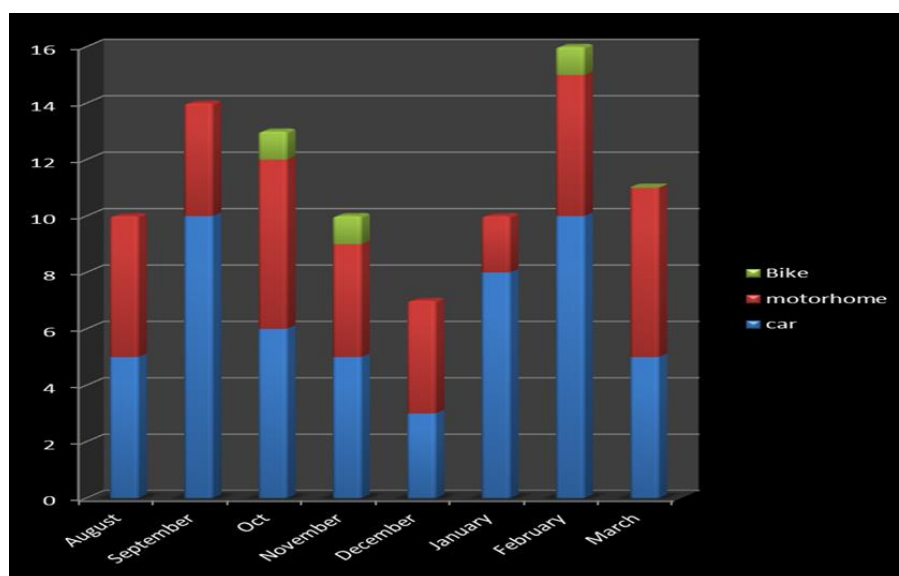
97. What Now – Easter

The TV programme 'What Now' provided Easter Eggs at 20 i-SITE'S around New Zealand and announced the location of each i-SITE on Easter Sunday. Tararua i-SITE Visitor Information Centre was one of the participating i-SITE's.

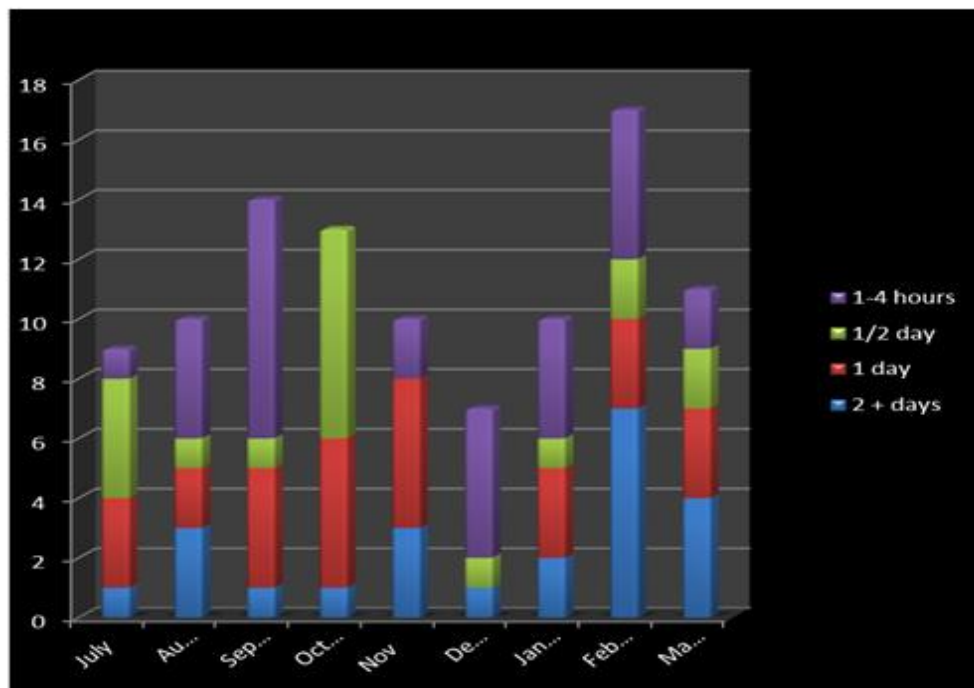
98. Trade Shows

i-SITE Staff assisted the Economic Development, Marketing and Communications Department at the Dannevirke A & P Show, Motorhome Show and Central District Field Days.

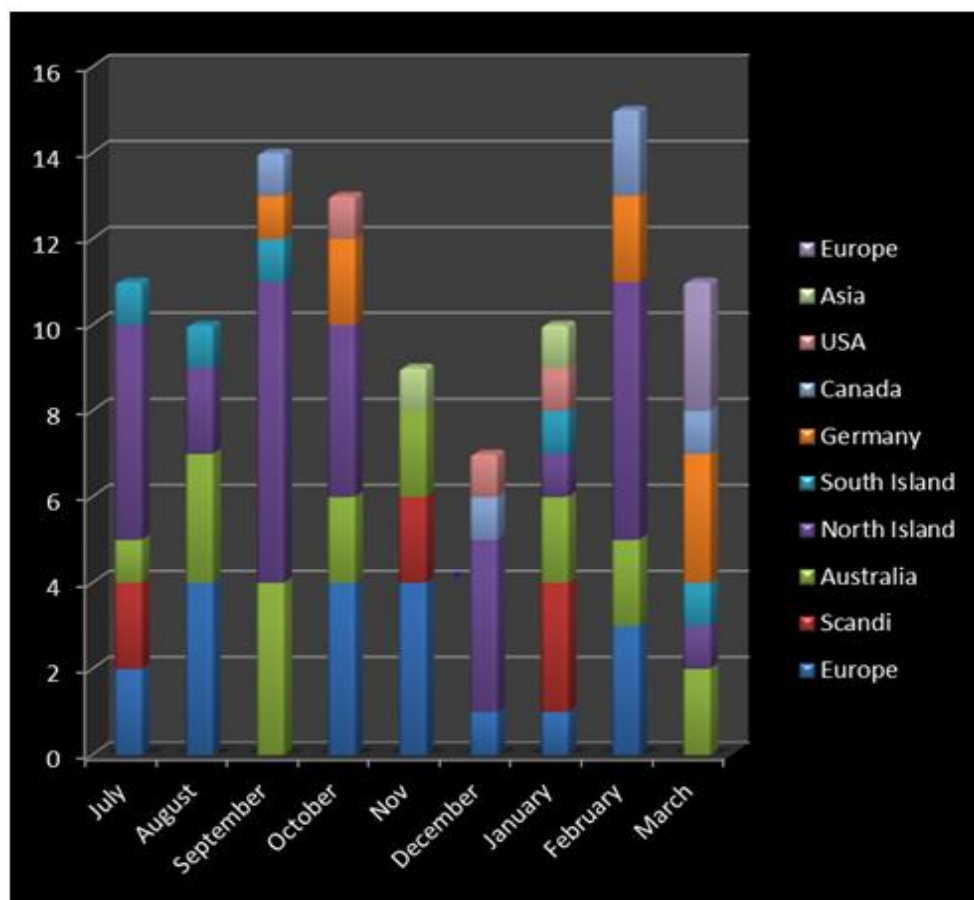
99. Customer Surveys



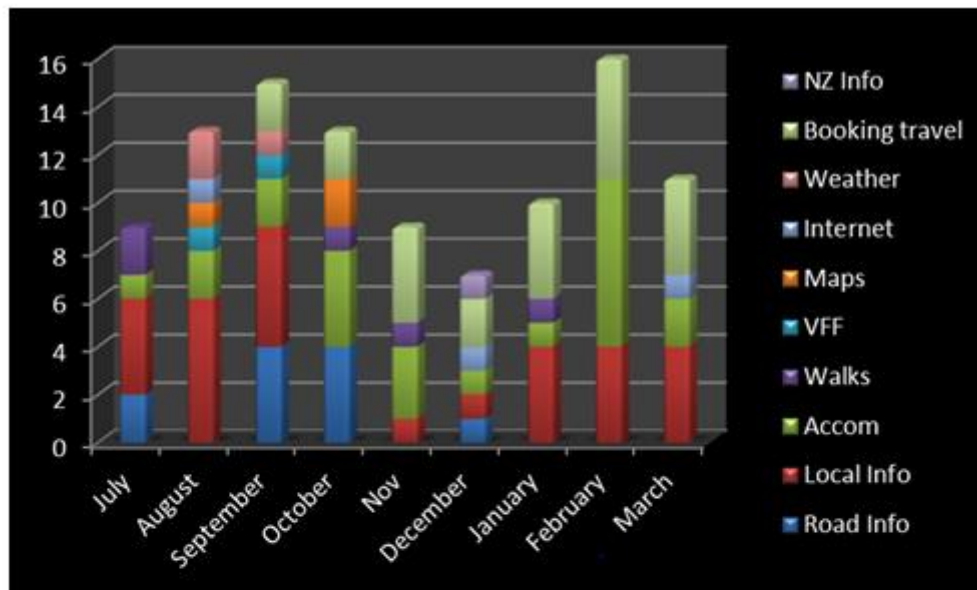
Method of travel



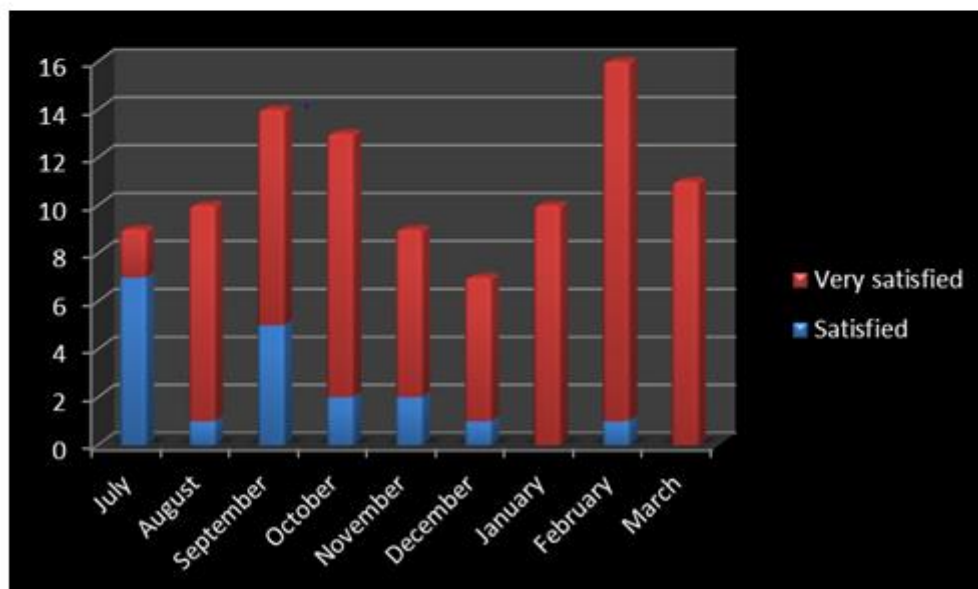
Length of stay in Tatarua



Origin



Type of enquiry



Visitor Satisfaction

100. Accommodation & Travel Sales– Tararua i-SITE

Start date: Thursday, 1 January 2015

Note: All amounts in this report include GST

End date: Tuesday, 31 March 2015

Selected by: Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
Sale type: Agent all								
Interislander	33	33	\$7289.00	\$728.90	10.0%	\$22.09	6,560.10	\$7289.00
Bookit Online Accommodat	34	34	\$5529.85	\$552.95	10.0%	\$16.26	4,976.90	\$5529.85
Intercity Coachlines	84	84	\$2783.00	\$278.30	10.0%	\$3.31	2,504.70	\$2783.00
Naked Bus	54	54	\$2029.00	\$202.90	10.0%	\$3.76	1,826.10	\$2029.00
Blue Bridge	10	10	\$2007.00	\$200.70	10.0%	\$20.07	1,806.30	\$2007.00
Woodville Lions Track & Tu	14	96	\$1296.00	\$0.00	0.0%	\$0.00	1,296.00	\$1296.00
Tranzscenic	2	2	\$417.60	\$41.76	10.0%	\$20.88	375.84	\$417.60
Digbys Of Woodville	4	4	\$400.00	\$40.00	10.0%	\$10.00	360.00	\$400.00
Tranzit Coachlines	21	25	\$346.00	\$34.60	10.0%	\$1.65	311.40	\$346.00
Whanganui River Adventur	1	3	\$325.00	\$32.50	10.0%	\$32.50	292.50	\$325.00
Beachcumber Fun Cruises	1	4	\$316.00	\$31.60	10.0%	\$31.60	284.40	\$316.00
Marlborough Tour Compan	1	2	\$250.00	\$25.00	10.0%	\$25.00	225.00	\$250.00
Dolphin Encounter	1	2	\$180.00	\$18.00	10.0%	\$18.00	162.00	\$180.00
Yha Auckland City	1	1	\$170.00	\$17.00	10.0%	\$17.00	153.00	\$170.00
Hobbiton Movie Set Farm	1	2	\$150.00	\$15.00	10.0%	\$15.00	135.00	\$150.00
Museum Lodge B & B	1	1	\$150.00	\$15.00	10.0%	\$15.00	135.00	\$150.00
Ngati Toa Kapiti Tours	1	2	\$150.00	\$15.00	10.0%	\$15.00	135.00	\$150.00
Destinations Motor Lodge	1	1	\$130.00	\$13.00	10.0%	\$13.00	117.00	\$130.00
Wellingtons Kiwi Holiday P	1	1	\$125.00	\$12.50	10.0%	\$12.50	112.50	\$125.00
Gannet Safaris Overland	1	1	\$75.00	\$7.50	10.0%	\$7.50	67.50	\$75.00
Rutherfords Backpackers	1	3	\$69.00	\$6.90	10.0%	\$6.90	62.10	\$69.00
Ezy Rider Bikes	1	1	\$65.00	\$6.50	10.0%	\$6.50	58.50	\$65.00
Mountain Shuttle	1	2	\$60.00	\$6.00	10.0%	\$6.00	54.00	\$60.00
Tararua Tiki Tours	1	1	\$20.00	\$2.00	10.0%	\$2.00	18.00	\$20.00
Subtotal	271	369	\$24332.45	\$2303.61	9.5%	8.50	\$22028.84	\$24332.45
Total	271	369	\$24332.45	\$2303.61	9.5%	8.50	22,028.84	\$24332.45

Start date: Friday, 1 January 2016

Note: All amounts in this report include GST

End date: Thursday, 31 March 2016

Selected by: Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
Sale type: Agent all								
Bookit Online Accommodat	41	41	\$5399.00	\$630.48	11.7%	\$15.38	4,768.52	\$5399.00
Interislander	18	18	\$4753.60	\$475.36	10.0%	\$26.41	4,278.24	\$4753.60
Intercity Coachlines	97	98	\$3470.00	\$347.00	10.0%	\$3.58	3,123.00	\$3470.00
Blue Bridge	15	15	\$3207.00	\$320.70	10.0%	\$21.38	2,886.30	\$3207.00
Tranzscenic	5	5	\$1429.00	\$142.90	10.0%	\$28.58	1,286.10	\$1429.00
Naked Bus	22	22	\$523.95	\$52.40	10.0%	\$2.38	471.55	\$523.95
Discover Waitomo	1	2	\$470.00	\$47.00	10.0%	\$47.00	423.00	\$470.00
Te Puia	2	4	\$464.00	\$46.40	10.0%	\$23.20	417.60	\$464.00
Bridge to Nowhere	1	2	\$310.00	\$31.00	10.0%	\$31.00	279.00	\$310.00
Whale Watch Kaikoura	1	2	\$290.00	\$29.00	10.0%	\$29.00	261.00	\$290.00
Tranzit Coachlines	14	18	\$236.00	\$23.60	10.0%	\$1.69	212.40	\$236.00
Rapids Jet	1	2	\$210.00	\$21.00	10.0%	\$21.00	189.00	\$210.00
Opaki Cycle Tour	1	2	\$100.00	\$10.00	10.0%	\$10.00	90.00	\$100.00
Hobbiton Movie Set Farm	1	1	\$79.00	\$7.90	10.0%	\$7.90	71.10	\$79.00
Gannet Beach Adventure	1	1	\$44.00	\$4.40	10.0%	\$4.40	39.60	\$44.00
Tui Brewery Hq	1	1	\$25.00	\$2.50	10.0%	\$2.50	22.50	\$25.00
Subtotal	222	234	\$21010.55	\$2191.64	10.4%	9.87	\$18818.91	\$21010.55
Total	222	234	\$21010.55	\$2191.64	10.4%	9.87	18,818.91	\$21010.55

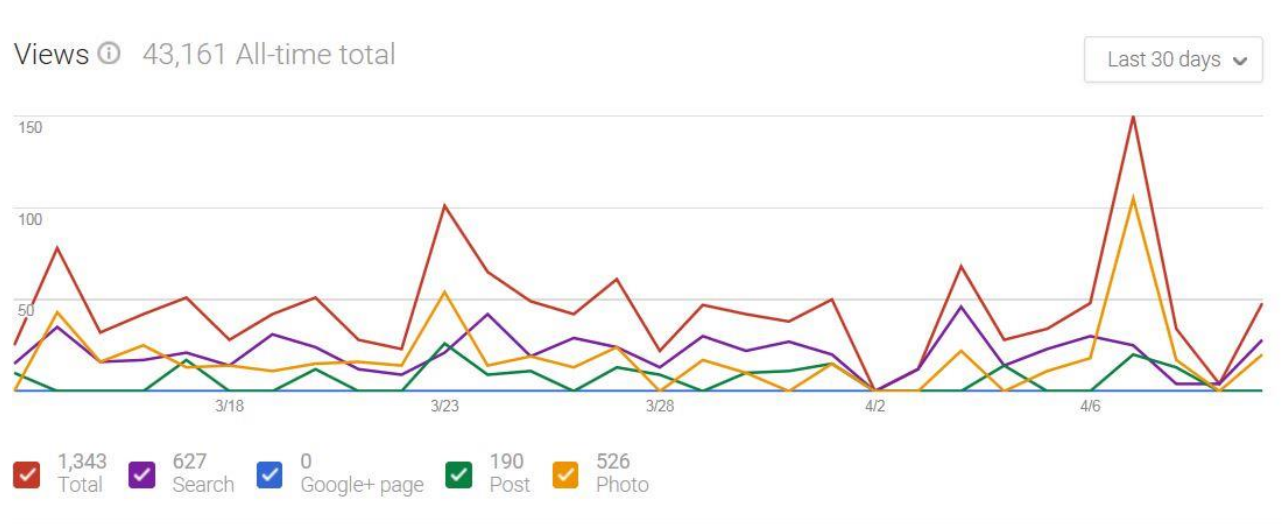
A decrease in sales for the first 3 months of 2016 compared to the same period in 2015. This was mainly in Interislander and Naked Bus sales. An additional factor was there were no sales for the Track & Tunnel Walk this year, due to the cancellaton of this event.

Social Media

101. Facebook



102. Google my Business



Regulatory and Planning

Alcohol Licensing

103. General Matters

An application was received for a new on and off licence for an existing premises. The current licensee has sold the premises. The change of ownership is intended to take place early in May.

104. District Licensing Committee Activity

Application Type	Applications Received	Applications Granted	Applications Refused
Manager Certificate - New	3	3	
Manager Certificate - Renewal	7	17	
On Licence - New	1	2	
On Licence - Renewal			
Off Licence - New	1	1	
Off Licence - Renewal			
Club Licence - New			
Club Licence - Renewal			
Special Licence	8	22	
Temporary Authority - On			
Temporary Authority - Off			
TOTAL	20	45	

105. Non Financial Performance Measures Year to Date

Performance Measures - Alcohol Licensing					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Health	Protect Public Health by regulating the sale of alcohol	Percentage of licensed premises inspected annually for compliance	Achieved 100% Target 100%	95%	78% On Target

Animal Control

106. General Matters

Marked increase in reported dog incidents for the month.

A large amount of barking complaints are continuing to be lodged for Matamau-Ormondville areas. These are believed to be the result of ongoing neighbourhood disputes.

107. Short Course, Workshop or Conference Attendance

Nisan attended Gary Jackson Zero Bites dog training seminar in Kapiti District.

Key Learnings

Nisan learnt how to read some dog behaviours and aggressive patterns.

108. Monthly Dog Pound Statistics

Reason for Impounding	Number of Dogs	Year to Date
Roaming	11	113
Unregistered	4	31
Roaming and known to be unregistered	1	40
Rushing	0	2
Barking	0	0
Failure to comply with classification - Menacing	0	0
Failure to comply with classification -Dangerous	0	0
Failure to comply with Bylaw	0	0
Attacking - Person	1	9
Attacking – Stock	1	5
Attacking - Domestic Animal	2	5
Attacking - Protected Wildlife	0	0
Released to Council	1	4
Welfare	1	4
TOTAL	23	214

Resolution of Impounding	Number of Dogs	Year to Date
Returned to Owner	13	107
New Owner/Rehomed	3	23
Destroyed	6	80
TOTAL	22	210

109. Registration Statistics

Classification	Registered	Unregistered	Total
Dangerous Dog	4	2	6
Rural Domestic Dog	1828	69	1897
Preferred Dog Status	350	0	350
Urban Domestic Dog	907	114	1021
Working Dog	3437	136	3573
TOTAL	6526 (95.3%)	321	6847

110. 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	Monthly Total	Year to Date
Aggressive Dog	0	0	0	0	0	0	0	0	0	23
Barking Dog - First Call - Record Only	0	0	0	9	0	8	1	10	28	225
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	3	0	5	0	3	11	105
Dead Dog	0	0	0	0	0	0	0	0	0	5
Dog Attack	0	0	0	3	1	1	0	1	6	43
Dog Bylaw Breach	0	0	0	0	0	0	0	0	0	12
Dog Other	2	0	0	4	4	14	8	3	35	115
Dog Welfare Concern	0	0	0	1	0	0	2	3	6	14
Roaming/ Uncontrolled/ Secured Dog	1	0	1	1	4	24	7	7	45	404
Roaming Stock	0	1	0	2	2	8	0	0	13	127
Rushing Dog	0	0	0	0	0	1	0	1	2	12
TOTAL	3	1	1	23	11	61	18	28	146	1085

111. Comments on CRMS

Barking Dogs/ First Calls

Ten were for 835 Matamau/Ormondville Road, not attended to as unsubstantiated. Eighteen were from various properties.

Barking Dogs/ Second Calls

Five were for 835 Matamau/Ormondville Road that were not attended.

Two were for 48 Ormond Street Woodville, letters were sent for compliance. Four were from different properties that were unsubstantiated.

112. Dog Attacks

1. A Fox Terrier had allegedly killed several chickens. Dog owner paid an amount of money to the chicken owner and Council issued an infringement fine for failing to control/confine.
2. Neo Mastiff attacked and bit a woman on a rural property. The dog was seized and an investigation took place. The Dog was classified as Dangerous.
3. Two dogs were destroyed by farmer for worrying sheep. Owners were identified and will be billed by the stock owner for the loss of the stock.
4. A dog was attacked by another dog at the river reserve entrance at Mangatainoka. An investigation took place and it was found that there were exceptional circumstances. The dog was classified as Menacing by Breed.

113. Rushing Dog

One was a report of a rushing dog in Eketahuna. The dog was unable to be located and identified. Two CRMs were generated for the one job.

114. Non Financial Performance Measures Year to Date

Performance Measures – Animal Control					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 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	Achieved 76% Target 70%	Not Measured	N/A
		Percentage of calls that involve dog attacks responded to within 2 hours	Achieved 100% Target 100%	100%	73.8% Needs Improvement NOTE 1
	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	New Measure	Minimum of 6 articles per year Minimum of 4 educational presentations per year	1 On Target NOTE 2 Nil NOTE 3

- Note 1:** We are investigating opportunities to improve processes with after hours, which will address response times for dog attacks outside business hours. All calls relating to dog attacks were responded to.
- Note 2:** Five educational articles have been written, ready for publication. A publication programme has been developed with publication dates confirmed for the Bush Telegraph. This performance measure is on track to be achieved by the end of the financial year.
- Note 3:** We will be working with Elayne Hand who is a dog trainer and behaviourist to implement the “DogSmart Educational programme for schools, in conjunction with the “ZeroBites Dog Training” developed by Christchurch City Council. Elayne is now compiling the draft letters for schools. She has the available information including the USB stick with the course details.

115. Non Financial Performance Measures for Month

CATEGORY	TOTAL	Responded to within 2 hours
Dog Attack	6	100%

Building

116. General Matters

March was a good month as 43 building consents were issued with three new houses to be built in the Pahiatua area. An article in the Bush Telegraph informing the public to get their Fire Consents in early to beat the rush before winter sets in, has worked with an increase in Fire Consents. The Building Consent for the new Dog Pound has been issued, we are waiting on the Resource Consent to be approved before the construction can commence. A team member was away on leave for a month and with an increase in building consents, the building team had done a great job ensuring that the building consents were issued in the required 20 working days.

117. Short Course, Workshop or Conference Attendance

No courses for the month of March

118. Legislation Changes or Legislation Comments

The Building (Earthquake-prone Buildings) Amendment Bill will make changes to the Building Act 2004 is still before the house with a possible implementation date in late 2017. This will direct the TA on what they are required to do to remedy the earthquake prone buildings in there areas.

119. Monthly Building Consents Statistics

Consent Processing Time Frames	Month	Year to Date
Total days	530	2632
Average of Days Taken (/31)	17.09	
Consent Breakdown		
10 days or Less	19	95
11 - 15 Days	21	87
16 - 17 Days	7	22
18 – 19 Days	0	17
20 Days	0	10
>20 Days	0	0
TOTAL	47	231
Percentage processed within 20 day limit		
Consent Values		
Total Value	2,523,335	16,639,847
Average Value	53,687	68,196

Inspection Results Report –	Month	Year to date
No of passed inspections	68	864
No of failed inspection	20	132
TOTAL	88	996

120. Non Financial Performance Measures Year to Date

Performance Measures – Building					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Safety	Ensure that the district's built environment is safe and healthy	All swimming pool and/or spa fencing inspected once every 5 years	New Measure	100%	On Target
Customer Services	Building safe communities through cost effective and streamlined processes	Consents issued within statutory timeframes	Not Achieved 98% Target 100%	100%	On Target

121. Swimming Pool Inspections

	Inspected	Passed	Failed	Removed*
July	42	36	2	4
August	29	10	4	15
September	42	22	8	12
October	31	15	4	12
November	6	4	0	2
December	1	1	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April				
May				
June				
TOTAL /269	151	88	18	45

**-on inspections the pools are not there, i.e. have been removed by owners*

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

General Inspection

122. Illegal Dumping Collection

	Tonnage	Transfer Station Cost (\$)
July	1.300	155.05
August	0.870	173.14
September	0.980	107.56
October	0.390	57.03
November	0.920	124.60
December	0.170	26.70
January	0.240	41.94
February	0.560	42.76
March	0.450	77.86
April		
May		
June		
Year to Date	5.88	806.64

123. 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	Monthly Total	Year to Date
Abandoned Vehicle	0	0	0	1	0	2	0	1	4	20
Fire Hazards	0	0	0	0	0	1	1	1	3	23
Illicit Dumping	0	1	0	0	1	10	1	0	13	97
Noise - Stereo/ Drums/ Party - First Call - Record Only	0	0	0	1	0	7	8	6	22	197
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	1	0	7	10	9	27	203
Noise Other - First Call - Record Only	0	0	0	0	0	0	1	0	1	10
Noise Other - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	0	0	0	0	0	0	5
Overhanging Trees or Projections from Private Property	0	0	0	1	0	1	1	2	4	13
Stock Crossings	0	0	0	0	0	1	0	0	1	6

124. Abandoned Vehicles

We expect to see a rise in abandoned vehicles around the district as the scrap metal value is low. A similar situation occurred about 5 years ago when there was low global demand for scrap metals. As the value increased over the next few years, people sold their old cars for good money instead of dumping them and there is now an oversupply of scrap metals. The scrap value of cars is currently at \$40 per tonne.

125. Comments on CRMs

CRMs relating to illegal dumping have reduced significantly. Stock crossings in the Pinfold Road and Oxford Road are getting regular complaints. Letters have been sent.

126. Non Financial Performance Measures Year to Date

Performance Measures – General Inspection					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 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	New Measure	95%	97% On Target
Attractive Communities	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	New Measure	90%	100% On Target

127. Non Financial Performance Measures for Month

CATEGORY	TOTAL	Responded to within 1 hour
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED	27	96.3%

Health

128. General Matters

Have received an increase in business enquiries for food businesses under the new legislation. Continuing to work with IT on the reporting requirements for MPI.

129. Short Course, Workshop or Conference Attendance

Attended a Designated Officers Meeting in Mid Central Health. This is an annual meeting of Health Protection and Environmental Health Officers from the region to update each other on emerging trends in each district and a presentation on an event of a significant health hazard that has occurred in the past 12 months.

130. Legislation Changes or Legislation Comments

Ministry for Primary Industries continues to roll out the Food Act 2014 and provide further details on the Food Regulations 2015. This has led to an increase in administrative duties under the legislation.

As more businesses transition into the Food Act 2014 there will be an increase in management of the data collection for MPI and the reporting of this information through the management of two external databases held by MPI. This may also lead to a reduction in flexibility to attend to other matters, due to the requirement to schedule verifications with the business.

National Programme requirements for new business have not yet been developed by MPI. A shortage of recognised verifiers for MPI has led them to put in place a temporary management system so new business can become registered, without the hold up of trying to find a verifier before applying for a registration as a food business.

131. 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	Monthly Total	Year to Date
Dead Animal/s - Private Property	0	0	0	0	0	0	0	1	1	8
Hazards Environmental Spill	0	0	0	0	0	0	0	0	0	1
Health Complaint Miscellaneous	1	0	0	0	1	0	0	0	2	17
Industrial Noise Complaint	0	0	0	0	0	0	0	0	0	5
Offensive Odour	0	0	0	0	0	0	0	0	0	6
Poultry Noise	0	0	0	0	0	0	0	0	0	6
Rodent Infestation	0	0	0	0	0	0	1	0	1	8
Smoke Nuisance	0	0	0	0	0	0	1	1	2	34
Total	1	0	0	0	1	17	2	2	6	685

132. Non Financial Performance Measures Year to Date

Performance Measures – Health					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Safety	Protect public health by regulating the sale of food, funeral parlours, offensive trades, hairdressing salons and camping grounds	Percentage of registered premises inspected for compliance	New Measure	90%	73% On Target

	Month	Year to Date	Total
High Risk Food Inspections	15	92	107
Low Risk Inspections	n/c	16	17
Food Control Plan Audits	8	6	14
New Business Enquiry	2	15	17
New Food Business Registered	n/c	5	n/c
Business Closed	1	3	4

Library

133. Pahiatua Library – Alterations

The replacement front window was installed during March. Other outstanding matters are still to be completed. This includes the staff kitchen area, afterhours returns area and foyer.



134. Replacement Library Management System

This project is now well underway with just over four weeks until the system goes live. During April and early May, the library staff training will be completed. At present the testing of the data and system settings are being set. This is consuming a large portion of staff time for both the District Librarian and Technical Services Librarian. However, this work is vital as it will impact on how well the new system works and staff and public buy also. All other library staff are involved, checking our current data and updating where required.

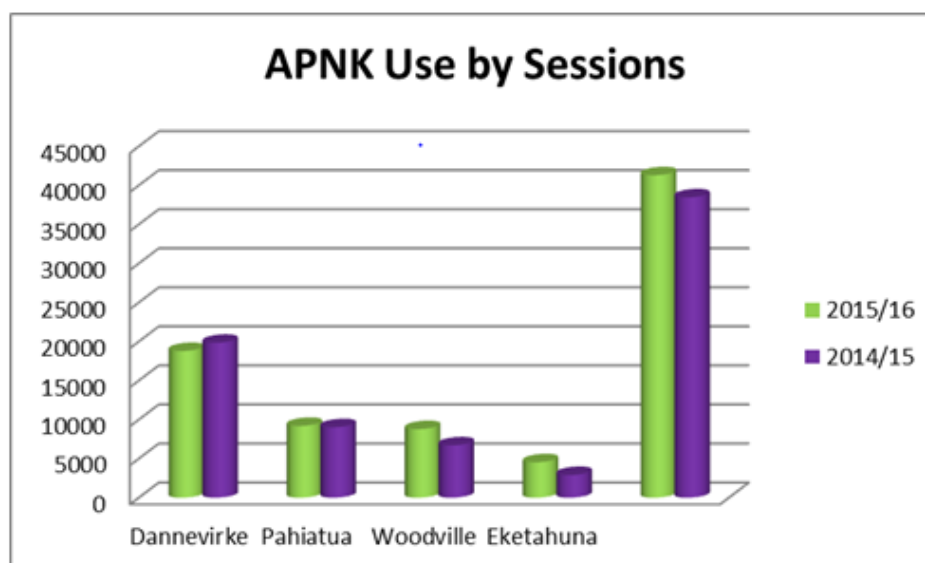
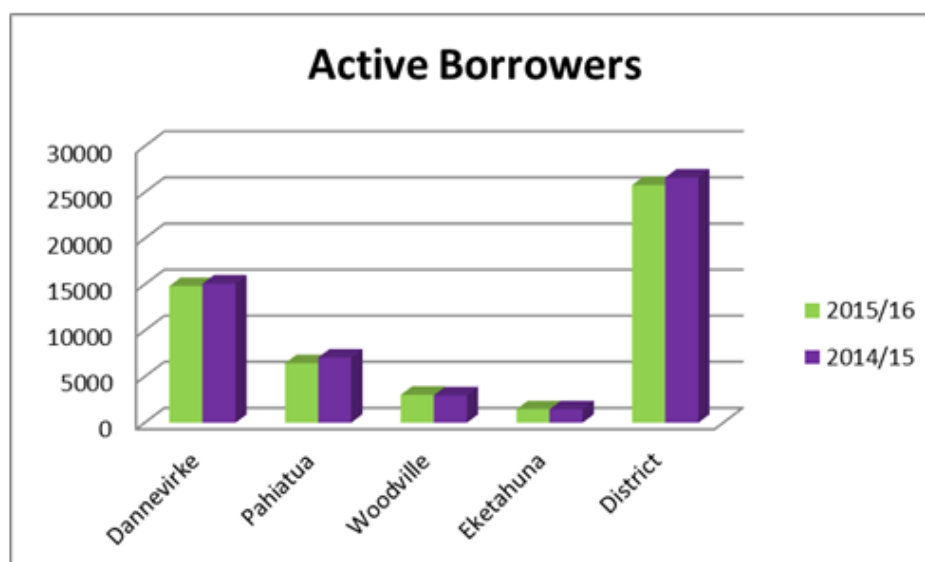
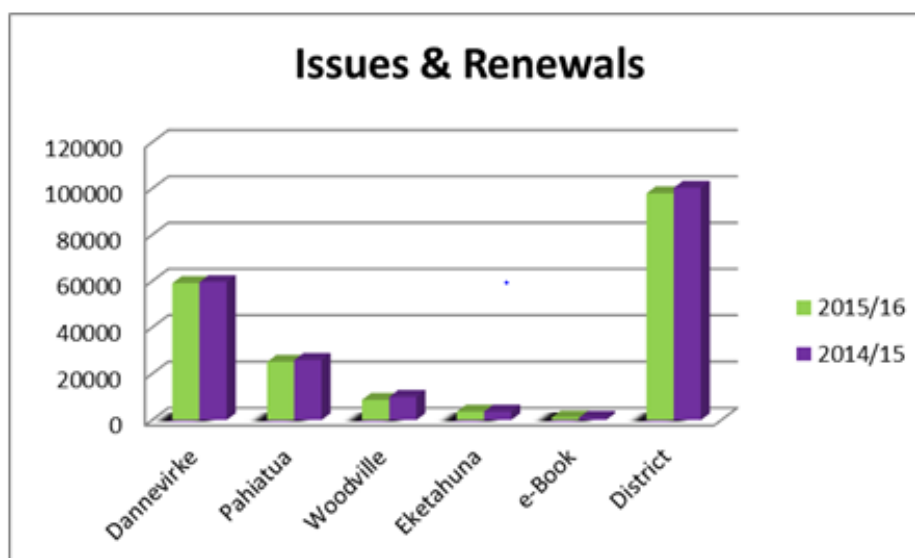
135. Children's Holiday Programmes

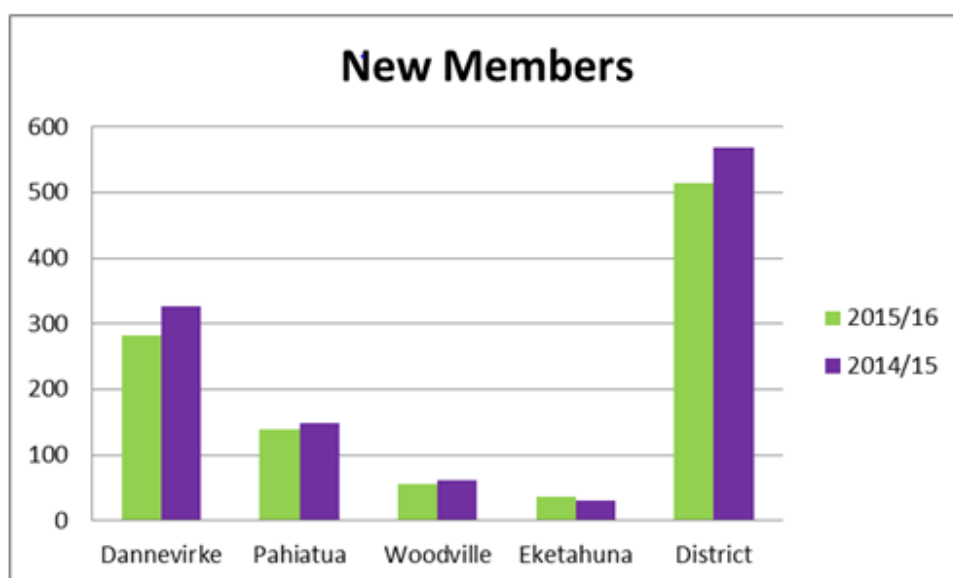
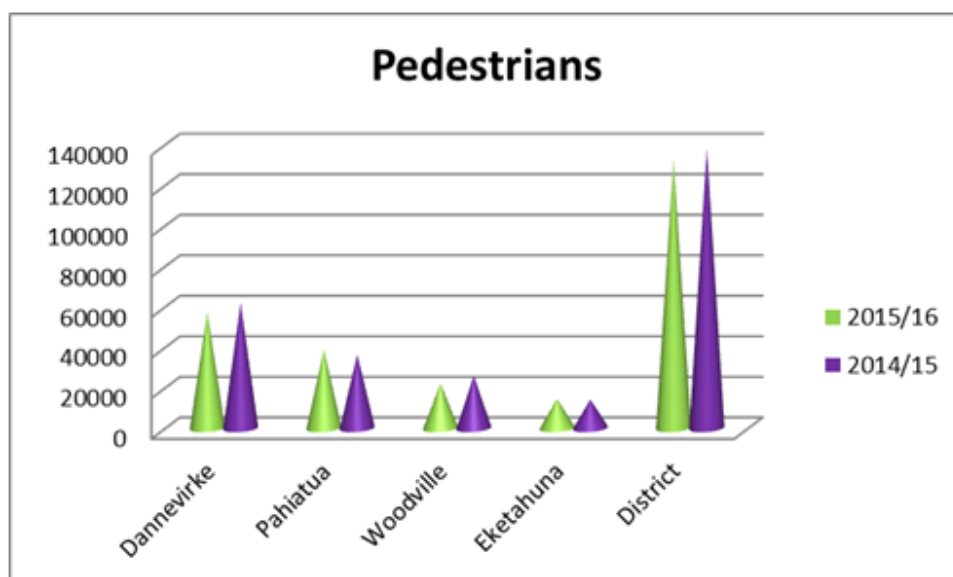
Registrations are open now for the first digital literacy programme for children being held during the term one holidays. At this time, this is being well received at Dannevirke, but not in the other towns.

136. Stepping Up Computer Classes

The first Stepping Up classes held at Pahiatua and Eketahuna branches are now both complete. Places available for both libraries were full and feedback was positive. There has been considerable interest in further classes with both branches already taking expressions of interest for the next course.

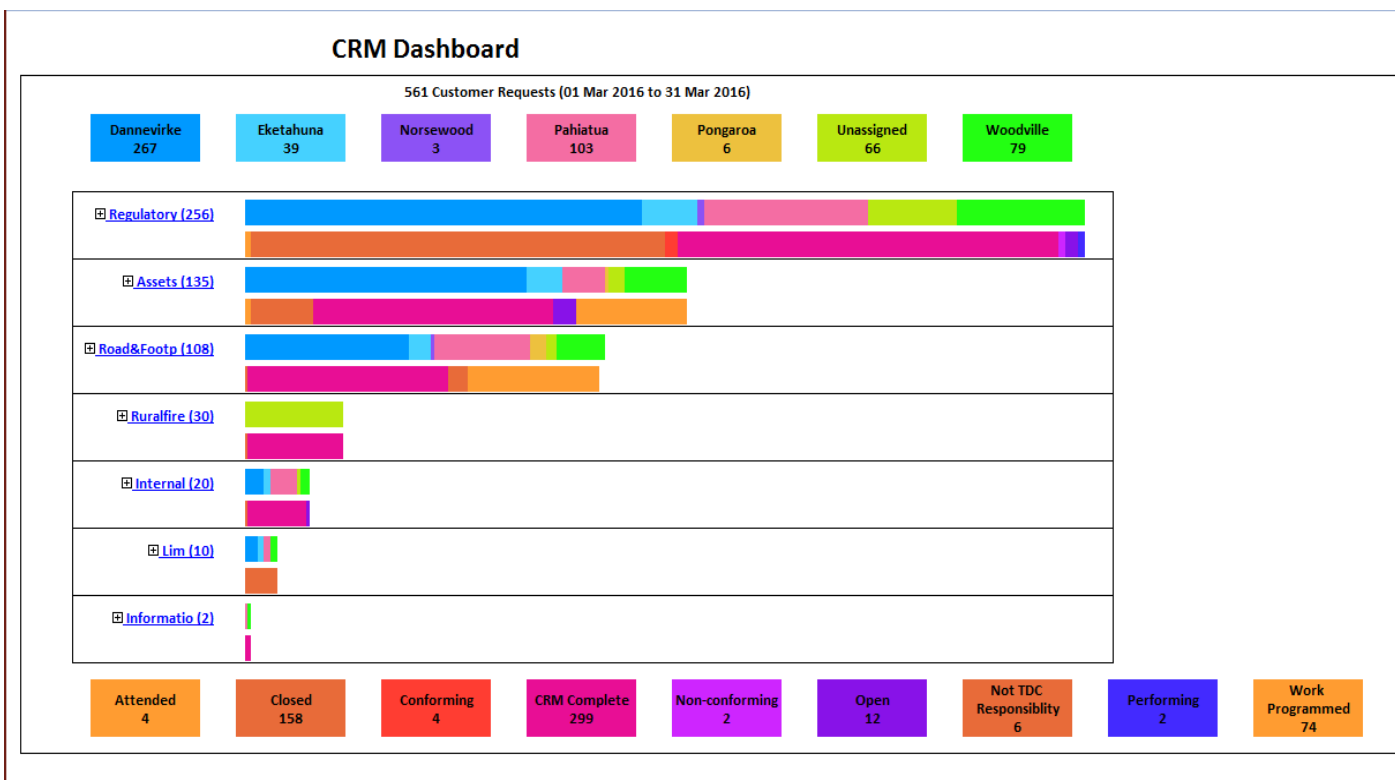
137. Statistics – as at 31 March 2016





Customer Services

138. Customer Requests – 1-31 March 2016



Recreation and Sports Report



139. Tararua District

- Coach Development Advisor mentored the coach of the **Tararua College Girls 7's team**.
- Workforce Advisor and Tararua Recreation Advisor visited **Tararua College** assembly to recognise one of their hardworking coaches with a gift of lotto volunteer merchandise.
- The Secondary Schools Sports Advisor was heavily involved in the organisation of the **Manawatu Inter-Secondary School Athletics** which involved 407 athletes. Tararua College competed in the event.
- Secondary School Sports Advisor held the second **Sports Coordinator Meeting** of the year. The topic of discussion was around volunteers for winter sport. In total there were eight schools present including **Tararua College**.
- Primary School Advisor and Tararua Recreation Advisor met with **Weber School** to discuss the SportStart programme.
- Staff attended a planning meeting with **Pahiatua School** for the **Tararua Primary Schools Seven a Side Tournament** in June.
- The **Sport Manawatu Coach Connect Facebook page** has been regularly updated. The aim is to get local coaches discussing coaching, sharing best practice coaching information, and building a coaching community. The page now has 179 (six more than last month) people following it and the articles posted have reached more than 1,352 people in March.
- SportStart continues to be a major focus with four modelling lessons at **Ballance School**, including three observations and two modelling lessons **Huia Range School**.
- The Tararua Recreation Advisor and Active Transport Advisor delivered Cycle Instruction lessons at **Ballance School**. The lessons included helmet and bike checks with learn to ride instruction for the junior class, and cycle instruction for the senior class in preparation for the road ride. The course proved a great success, with an additional **four** students now using cycling as a means of active transport to and from school. The students who actively cycle have gained more confidence from the instruction, and now have a better understanding of cycle safety and road rules.

- Green Prescription Tararua continues this term with 21 registered participants. The classes cover a range of health and nutritional topics and physical activity options such as swimming, walking, and gym work based from the Wai Splash Community Pool.
- Active Teens continues to have a strong presence in the Tararua Region with 12 participants engaged on the Active Teens programme. Held weekly at Dannevirke High School, the Active Teens programme is a community-based health initiative designed to increase physical activity in children and young people aged 4 – 17 years of age and their whanau/families. The programme provides support, guidance and opportunities to create healthy lifestyles through regular physical activity and healthy eating.

140. Whanau Tri:

- Sport Manawatu again partnered with MidCentral District Health Board, to hold the 4th annual Whanau Tri event on 20 March. The event was a great success with over 780 participants. The event aimed to reach out and encourage areas of our community who may not usually participate in an active lifestyle, and who may be at risk of health issues due to factors of sedentary lifestyles, poor diet and/or poor lifestyle choices. The event offered three achievable distance courses, plus an event for tamariki, with all who participated gaining a medal for completing the challenge. At the completion of the triathlon, the event offered a festival atmosphere with live entertainment, Mai FM DJ Nickson, and stalls offering healthy food options, and information on how to lead a more healthy and active lifestyle. There were spot prizes up for grabs for all who participated, including the grand prize, a mountain bike, kindly donated by Avanti Plus, Palmerston North.

141. Upcoming events (that we deliver or directly impact on)

- 33 Days of Cycling challenges participants to cycle 333km in the 33 days between 30 March and 1 May.
- Sport Manawatu will host a Wheels Day at Bush Multisport Park on Thursday 14 April. We will have some fun cycle activities for pre-schoolers from 10.00am - 11.30am and after school activities from 3.30pm – 5.00pm.
- The annual Tararua Primary School Seven a Side Tournament will be held at Bush Multisport Park on Wednesday 15 June (postponement date being Friday 17 June).
- The ANA Regional Nutrition and Physical Activity Forum will be held at the Sport and Rugby Institute on Thursday, 26 May.
- Traditional Maori Games Workshop for schools in the region – 12 April.
- Sport NZ physical literacy workshop – 21 April at Sport Manawatu.
- Full Day SportStart workshop for Tararua schools – 22 April at Huia Range School.

142. KiwiSport Regional Partnership Fund

- Secondary School Sports Advisor met with the Sport Coordinator of **Dannevirke High School** to sign their **Travel KiwiSport Contract** worth \$8,000. Dannevirke High are looking to increase overall school participation from 63% to 65% by reducing travel costs to student athletes and their families.

43. Recommendation

- 1.1 *That the report from the Chief Executive dated 20 April 2016 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

Attachments

Nil.