



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 30 September 2015** 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.	Review of Representation Arrangements for the 2016 Local Authority Elections	7
	The Council received one submission to the representation review from Tararua Federated Farmers, and they have requested the opportunity for their submission to be heard.	
8.	Confirmation of Minutes	11
	Recommendation	
	<i>That the minutes of the Council meeting held on 26 August 2015 (as circulated) be confirmed as a true and accurate record of the meeting.</i>	
9.	Any Matters Arising from the Minutes not otherwise dealt with in the Agenda	
10.	Community Boards and Community Committees Reports	
10.1	Dannevirke Community Board	23
	Recommendation	
	<i>That the report of the Dannevirke Community Board meeting held on 7 September 2015 (as circulated) be received.</i>	
10.2	Eketahuna Community Board	29
	Recommendation	
	<i>That the report of the Eketahuna Community Board meeting held on 4 September 2015 (as circulated) be received.</i>	
10.3	Pahiatua On Track	36
	Recommendation	
	<i>That the report of the Pahiatua On Track meeting held on 2 September 2015 (as circulated) be received.</i>	
10.4	Woodville Districts' Vision	40
	Recommendation	
	<i>That the reports of the Woodville Districts' Vision meetings held on 1 September 2015 (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.

11.	Reports	
11.1	Review of the Tararua District Council Rural Fire Authority Rural Fire Plan	47
11.2	Sale of the Hovding Court Flats Council Property	51
11.3	Advancing the Long Term Plan Decisions regarding Pensioner Housing	55
11.4	Amendment of the Triennial Agreement for the Manawatu-Wanganui Region	87
11.5	Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974	101
11.6	Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974	121
11.7	Akitio Sea Wall	143
11.8	Review of the Council's Procurement Strategy and Guidelines	149
11.9	Draft 2014/15 Summary Annual Report	183
11.10	Liquor Licensing Matters Determined Under Delegated Authority	207
11.11	Planning Matters Determined Under Delegated Authority	211
11.12	Staff Report	219
12.	Portfolio Reports	
	Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.	
13.	Mayoral Matters	
14.	Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4	

15. Public Excluded Items of Business

Recommendation

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

Saddle Road Upgrade

Proposed Land Swap to Legalise a Cemetery Encroachment

Offer to the Council to Purchase Land adjoining the Queen Street Recycling Centre Site

Offer to Purchase the Thyra Street Depot

Chief Executive's Performance Appraisal Committee Report

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48 (1) for the passing of this resolution</i>
<i>Saddle Road Upgrade</i>	<i>To protect commercial activities</i>	<i>Section (1)(a)(i)</i>
<i>Proposed Land Swap to Legalise a Cemetery Encroachment</i>	<i>To protect commercial and industrial negotiations</i>	<i>Section (1)(a)(i)</i>
<i>Offer to the Council to Purchase Land adjoining the Queen Street Recycling Centre Site</i>	<i>To protect commercial and industrial negotiations</i>	<i>Section (1)(a)(i)</i>
<i>Offer to Purchase the Thyra Street Depot</i>	<i>To protect commercial activities</i>	<i>Section (1)(a)(i)</i>
<i>Chief Executive's Performance Appraisal Committee Report</i>	<i>To protect the privacy of natural persons</i>	<i>Section (1)(a)(i)</i>

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

- s7(2)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.*
- 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)(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)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.*
- s7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.*

16. Closure

SUBMISSION

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To: Tararua District Council

Date: 17th September 2015

Submission on: **Review of Representation Arrangements for the 2016 Local Authority Elections**

Submission by: **CLINT WORTHINGTON**
TARARUA PRESIDENT
Federated Farmers of New Zealand

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We wish to be heard in support of our submission.

Federated Farmers welcomes this chance to submit on the Review of Representation Arrangements for the 2016 Local Authority Elections.

We acknowledge and support any submissions made by individual members of Federated Farmers.

Introduction

While local government issues are of importance to all Tararua residents, local government issues are of particular importance to the farming community. Federated Farmers has great interest in Tararua District Council's Representation Review. The importance of ensuring that there is adequate rural representation on councils cannot be understated. The rural sector has service priorities different from urban centres. In the Tararua District, the rural area supports both agriculture and forestry.

Given the potential impact of council decisions on rural production, it is extremely important that Council continues to have Councillors with rural connections who understand the complexities of the areas they represent. Rural representation at the Council table provides an important avenue for identifying and addressing specific challenges for rural ratepayers. It also allows for the understandings of these perspectives, and particular rural frustrations, at the strategic or governance levels.

Further, the reliance on property value-based rating systems for funding local authorities means that farmers are significant contributors to local authority revenue, and local government costs

are often in the top five of a farmer's operating expenses. Decisions around the allocation of rates can materially impact farming viability, and without specific representation at the Council table, there is an increased risk that decisions will be made without appropriate consideration of the impact on farmers specifically.

Furthermore, the Tararua District Council's resource management and roading functions are vital to farmers. Farmers are significant users of natural resources through the Resource Management Act (RMA), particularly the District Plan. Section 31 of the RMA outlines the functions of territorial authorities to be addressed in the District plan, including the:

- Effects of land use
- Impacts of land use on natural hazards and the management of hazardous substances
- Noise
- Activities on the surfaces of rivers and lakes
- Impacts of land use on indigenous biological diversity.

These are key areas of material interest to farmers. In addition, Tararua District Council is the key provider of the local roading network, a service which both farmers and rural residents in general are heavily reliant upon. Farming viability and profitability can be significantly impacted by Council's decisions in these areas, and elected Councillors play an important role in informing Tararua District Council's functions in respect to resource management and roading. We note that these are not areas which fall under the responsibility of community boards.

Therefore, local government representation is very important to the Federation and we advocate to both central and local government to ensure fair representation for farmers.

Going Forward

Notwithstanding the concerns outlined above, we are generally supportive of the retention of the ward system comprising four representatives from the North Tararua Ward and four representatives from the South Tararua Ward. This ward system we note has been influenced over the years by Federated Farmers involvement in representation processes.

Each ward encompasses a significant rural area, including small villages and farmland. The North and South Wards have distinct interests and needs, and therefore each need specific representation at the Council table. The Federation notes that over the past few years, we have been extremely fortunate to have solid rural representation on Council, with multiple Councillors farmers themselves that understand the nature of farming. We are also fortunate to have an elected Mayor that is also connected to the rural community, and has a great interest in rural issues.

Our members are generally content with the current ward based system, however acknowledging that while there is strong rural representation at present the nature of the population being primarily based in the town of Dannevirke means there is potential that rural representation in its current form is not guaranteed.

For the purposes of the Representation Review 2015, we advocate for the maintenance of the retention of the current ward system.

Rural Representation

Representation as required by the Local Electoral Act based on population is not ideal for rural areas because low populations dispersed over large geographical areas means that effective representation can be a challenge. In the Tararua District, the rural community is spread out over a large area, with many farmers living in isolated areas distant from the main towns. The majority view can overwhelm the views of the minority, irrespective of the relative impact of Council decision making.

While not suggesting that rural people deserve to receive 'special treatment' just for being rural, the Federation is concerned that the weighting of representation solely on population takes insufficient consideration of rural communities, and the particular financial and regulatory impact that council decision making has on the rural area and rural people.

The Council recognises that there is a limitation imposed on the boundaries of ward where population per councillor must not vary by more than plus/minus 10% between wards.

Federated Farmers reminds the Council of Section 19 V of the Local Electorate Act 2001 includes subsection 3 (a) which states:

(a) if the territorial authority or the Commission considers that the effective representation of communities of interest within island communities or isolated communities situated within the district of the territorial authority so requires, wards and subdivisions of a community may be defined and membership distributed between them in a way that does not comply with subsection (2):

The Local Electorate Act 2001 allows for isolated communities within the district to be treated as a special case.

Conclusion

We support the proposed representation arrangements for the Tararua District, including retention of the current two ward system, because of the need to have representation for distinct communities of interest. This will allow the Tararua District Council to continue to represent, and respond to, the needs of the rural communities in the area that contribute to the social and economic fabric of the District.

Federated Farmers is a not-for-profit primary sector policy and advocacy organisation that represents the majority of farming businesses in New Zealand. Federated Farmers has a long and proud history of representing the interests of New Zealand's farmers.

The Federation aims to add value to its members' farming businesses. Our key strategic outcomes include the need for New Zealand to provide an economic and social environment within which:

- Our members may operate their business in a fair and flexible commercial environment;
- Our members' families and their staff have access to services essential to the needs of the rural community; and
- Our members adopt responsible management and environmental practices.

This submission is representative of member views and reflect the fact that local government rating and spending policies impact on our member's daily lives as farmers and members of local communities.

Federated Farmers thanks the Tararua District Council for considering
our submission to the Representation Review 2015.





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 26 August 2015 commencing at 1.00 pm.

1. Present

His Worship the Mayor – Mr R A Ellis, Crs W H Keltie (Deputy Mayor), T H Collis, J E Crispin, K R Fenemor (from item 10.9), S A Hull, C J Isaacson 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 and Acting Regulatory Manager
Mrs K Dever-Tod - Manager Assets Group
Mr T Dodd - Alliance Performance Manager (from item 10.9)
Others as detailed for specific items

2. Council Prayer

2.1 The Mayor opened the meeting with the Council Prayer.

3. Apologies

3.1 *That an apology be received from Cr K R Fenemor for lateness to the meeting.*

Crs Roberts/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 Nil

7. Confirmation of Minutes

- 7.1 *That the minutes of the Council meeting held on 29 July 2015 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Collis/Hull

Carried

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

8.1 Eastern Institute of Technology Construction Foundation Training (Item 13.2)

- 8.1.1 The Eastern Institute of Technology Level 2 Certificate in Construction Foundation training course has been completed, with all of the students successfully achieving a pass result.

9. Community Boards and Community Committees Reports

9.1 Eketahuna Community Board

- 9.1.1 *That the report of the Eketahuna Community Board meeting held on 7 August 2015 (as circulated) be received.*

Crs Keltie/Isaacson

Carried

9.1.2 Tararua Cycleway Project Proposal

- 9.1.2.1 Cr Collis will undertake the role of liaison representative with the Tararua cycleway project steering group.

9.1.3 Resignation of Warren Davidson as South Tararua Ward District Councillor

- 9.1.3.1 The Council has initiated an external review of its governance policies, systems and processes through Local Government New Zealand. This follows the recent public comments on the Council as a governing body.
- 9.1.3.2 The Eketahuna Community Board's Chairperson spoke to the Mayor in respect of this matter, and board members are aware of the approach taken by the Council.
- 9.1.3.3 A copy of the media release providing the details will be circulated to the Board for their information relative to the concerns raised at its August meeting.

9.2 Dannevirke Community Board

- 9.2.1 *That the report of the Dannevirke Community Board meeting held on 3 August 2015 (as circulated) be received.*

Crs Keltie/Isaacson

Carried

9.3 Pahiatua On Track

- 9.3.1 *That the report of the Pahiatua On Track meeting held on 5 August 2015 (as circulated) be received.***

Crs Keltie/Isaacson

Carried

9.4 Woodville Districts' Vision

- 9.4.1 *That the report of the Woodville Districts' Vision meeting held on 4 August 2015 (as circulated) be received.***

Crs Keltie/Isaacson

Carried

9.4.2 Visit by the Mayor of Bielecki

- 9.4.2.1 A mayoral reception will be arranged when the Mayor of Bielecki visits the district.**

10. Reports

10.1 Grant Application of Luke Jones to the International Representatives Scheme

- 10.1.1 *That the report from the Recreation Officer Sport Tararua dated 19 August 2015 concerning the grant application of Luke Jones to the International Representatives Scheme (as circulated) be received, and***

That the Council approves the application made by Luke Jones for assistance towards his costs to represent New Zealand as a competitor at the Youth Commonwealth Games held in Apia, Samoa from 5 to 12 September 2015, and

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

Crs Collis/Isaacson

Carried

10.2 Grant Application of Geoff Bendall to the International Representatives Scheme

- 10.2.1 *That the report from the Recreation Officer Sport Tararua dated 20 August 2015 concerning the grant application of Geoff Bendall to the International Representatives Scheme (as circulated) be received, and***

That the Council approves the application made by Geoff Bendall for assistance towards his costs to represent New Zealand at the Standard Duathlon ITU World Championships held in Adelaide, Australia from 17 to 18 October 2015, and

That the sum of \$250.00 be granted from the International Representatives Scheme for this purpose.

Crs Hull/Collis

Carried

10.3 **Sport Manawatu**

- 10.3.1 The Mayor welcomed Trevor Shailer (Chief Executive Officer), Natarsha Nikora (Recreation Officer Sport Tararua) and Kelly Christensen (Bush Multisport Administrator) from Sport Manawatu to the meeting.
- 10.3.2 The Recreation Officer Sport Tararua gave a visual presentation regarding the activities and events held in the Tararua district through Sport Manawatu during the period of 1 July 2014 to 30 June 2015.
- 10.3.3 The Sport Manawatu Chief Executive Officer spoke on the Kiwisport Fund, the Sport New Zealand Community Sport Strategy and the development of the Regional Sport Facilities Plan.
- 10.3.4 He also outlined the intention of Sport Manawatu to consider at their September Annual General Meeting the matter of regional representation on its board, and thanked the Council for its ongoing support.
- 10.3.5 The Bush Multisport Administrator gave a visual presentation concerning highlights relating to the multisport complex and the utilisation of the facility, and she spoke on the focus of the Trust's development plans for the next twelve months.
- 10.3.6 The Mayor commended the team from Sport Manawatu on the work that they undertake within the district, and he thanked its representatives for attending the meeting and the presentation of their Annual Reports.
- 10.3.7 ***That the reports from Sport Manawatu concerning the 2014/2015 Annual Reports for Sport Tararua and the Bush Multisport Trust (as circulated) be received.***

Crs Collis/Hull

Carried

10.4 **International Representatives Scheme Review**

- 10.4.1 ***That the report from the Governance Manager dated 19 August 2015 concerning the International Representatives Scheme review (as circulated) be received, and***

That through the review of the guidelines for applications to the International Representatives Scheme the Council makes the following amendments to apply from the date of this meeting:

- ***Amend the number of years that an applicant may be granted funding to read; "Applicants may submit more than one application per year, but applicants can only be granted funding once very financial year ending 30 June for a maximum of three consecutive years."***

- *Add a new provision to the grants guidelines to read; “Where funding is granted from the district’s community boards/community committees the applicant will not be eligible to receive financial assistance through the Council’s International Representatives Scheme.”*

And that in conjunction with the next Annual Plan the Council will consider the budget provision for the International Representatives Scheme and appropriate options to provide possible funding to support other international representatives worthy of assistance outside of sport.

Crs Keltie/Hull

Carried

10.5 Report on the Administration of Dog Control Policy and Practices for the Year Ended 30 June 2015

- 10.5.1** *That the report from the Acting Regulatory Manager dated 19 August 2015 concerning the report on the administration of dog control policy and practices for the year ended 30 June 2015 (as circulated) be received, noted and adopted by the Council.*

Crs Isaacson/Roberts

Carried

10.6 Tararua District Council 2015 Annual Report to the Alcohol Regulatory and Licensing Authority

- 10.6.1** *That the report from the Acting Regulatory Manager dated 19 August 2015 concerning the Tararua District Council 2015 Annual Report to the Alcohol Regulatory and Licensing Authority (as circulated) be received and the contents are noted.*

Crs Keltie/Hull

Carried

10.7 Liquor Licensing Matters Determined Under Delegated Authority

- 10.7.1** *That the report from the Liquor Licensing Officer dated 19 August 2015 concerning Liquor Licensing matters determined under delegated authority (as circulated) be received and the contents are noted.*

Crs Collis/Isaacson

Carried

10.8 Planning Matters Determined Under Delegated Authority

- 10.8.1** *That the report from the Planning Manager dated 19 August 2015 concerning Planning matters determined under delegated authority (as circulated) be received and the contents are noted.*

Crs Collis/Isaacson

Carried

- 10.8.2** Cr Fenemor entered the meeting at 2.00 pm.

10.9 **Mangatainoka Domain**

10.9.1 ***That the report from the Performance Manager dated 19 August 2015 concerning the Mangatainoka Domain (as circulated) be received, and***

That the opportunity to exchange land to suit the future needs of both the Hemopo's and the Tararua District Council be authorised, with similar areas to be exchanged on the basis of option B as outlined in the attachment of the Performance Manager's report.

Advisory Note

The Hemopo's will meet all of the costs involved, and the agreement to this option has no negative effect on access to the Mangatainoka Domain.

Crs Keltie/Crispin

Carried

10.10 **Financial Report for the Year Ended 30 June 2015**

10.10.1 The Chief Financial Officer spoke on the Council's end of financial year performance and results, including significant variances from budget and the service performance measures.

10.10.2 Overall the results are generally favourable, but some measures and outcomes were not achieved and the capital works completion rate was below expectations.

10.10.3 It was pleasing to note the significant progress made in reducing rates debtors through the collection of \$905,712 owing. This reduced the overall rates debtors from \$1.65 million to \$745,766 as at the end of the financial year.

10.10.4 The focus of this work has been directed to reducing debtors from 31% to 11% in the categories of no payments received, gone with no address, and disputed amounts.

10.10.5 The Chief Financial Officer tabled for the Council's information a copy of the statement of financial position regarding the forestry activity as at 30 June 2015.

10.10.6 ***That the report from the Chief Financial Officer dated 20 August 2015 concerning the financial report for the year ended 30 June 2015 (as circulated) be received and the contents are noted, and***

That the Council approves the 2014/15 Annual Report, subject to changes arising from the quality review, to be provided to Audit New Zealand for their audit of the report.

Crs Hull/Isaacson

Carried

10.11 **Staff Report**

10.11.1 **Meeting with Rural Landowners who have Historical Easements and/or High Usage Extraordinary Connections**

10.11.1.1 There was general support expressed in principle to proceed as outlined with the proposed option of the Council acting as the bulk purchaser of suitable 25,000 litre tanks that farmers can then install and pay back the capital cost to the Council.

10.11.1.2 Any such arrangement must include formal agreements with the farmers to confirm their commitment to fulfilling the obligations regarding this matter that address the historical easements and/or high usage extraordinary connections.

10.11.2 **Akitio Seawall**

10.11.2.1 The Akitio seawall has now been completed, and the work done was commended.

10.11.3 **Woodville Recycling Bin**

10.11.3.1 The improvements to the Woodville recycling bin facilities were acknowledged.

10.11.4 **Hovding Court Flats**

10.11.4.1 The subdivision of the area that includes the ten Hovding Court flats to be sold is progressing, and once this process is finished the property shall be offered for sale by public tender.

10.11.5 **Heating of Flats**

10.11.5.1 This year a number of complaints have been received from tenants in Council flats throughout the district regarding the cost to heat their unit.

10.11.5.2 This has resulted in some pensioners looking at alternative heating options or obtaining financial assistance through Work and Income New Zealand to help them cope with the costs incurred.

10.11.6 **El Nino – Potential Dry Summer**

10.11.6.1 It was requested that the Council's website be kept updated with information on the El Nino event that has the potential to cause a very dry summer.

10.11.7 **Pongaroa Water Supply**

10.11.7.1 The work of the Manager Strategy and District Development and the Manager Assets Group was acknowledged in securing the full funding requested for the Pongaroa township water treatment system, with a subsidy of up to \$393,125 being granted to undertake this project.

10.11.7.2 It was requested that a public meeting be arranged in Pongaroa within the next seven weeks to outline the details of the upgraded water supply, particularly to the urban users that are connected to this service.

10.11.8 **Bluff Road River Access and Land Issues**

10.11.8.1 The Manager Strategy and District Development spoke on the work being undertaken to explore how the Crown land at 264 Bluff Road managed by Land Information New Zealand may be returned to the public for recreational purposes, with a planting/beautification project proposed.

10.11.8.2 This has been a matter of dispute between locals and a neighbouring farmer who controls and owns part of the current road access to the river.

10.11.9 **Staff Project Meeting**

10.11.9.1 A Council workshop briefing session on the plan to prioritise the projects for the new financial year will be held in September.

10.11.9.2 It is intended that a Dashboard executive summary will be used to present this information for the Council's reference.

10.11.10 **General Inspection**

10.11.10.1 The problem of illegal rubbish dumping is being followed up, and infringement notices are issued where the culprits can be identified.

10.11.11 ***That the report from the Chief Executive dated 18 August 2015 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

Crs Hull/Keltie

Carried

11. Portfolio Reports

11.1 Roading

11.1.1 Cr Roberts noted that the Dannevirke Community Board is proceeding with the installation of two ex-Palmerston North City Council bus shelters over the benches adjacent to the bus stops on High Street, and he requested an indication of the timeline for this project.

11.2 Forestry

11.2.1 Cr Fenemor gave a verbal report on forestry, and this included reference to the following matters:

- Output for June was 3195.57 tonnes and 3125.59 tonnes in July based on five loads per day.
- The top peeler pruned logs are still holding their value, with the domestic prices being stable.

- The hauler is working in a 14 hectare area known as “Keith’s block” that contains a lot of top grade logs.
- There is a new valuation for the forest that increased on last year from 1.269 million to 1.41 million dollars.
- 42,100 trees were planted at Birch North forest, with stage 2 involving a 4.5 hectare area surrounding the harvesting hauler still be to be planted later if the weather is suitable.
- The management contract with Forest Owners Marketing Limited is almost complete.

11.3 **Community Relations**

11.3.1 Cr Hull reported that the Rural Health Alliance Aotearoa New Zealand has received funding of \$500,000 from the Ministry of Health for implementing suicide prevention strategies in rural communities.

11.3.2 Cr Hull attended a Chamber of Commerce meeting in Pahiatua concerning the health and safety law changes initiated by the Government.

11.4 **Manawatu-Wanganui Regional Disaster Relief Fund Trust**

11.4.1 Cr Hull reported that the Manawatu-Wanganui Regional Disaster Relief Fund Trust has granted funding to assist the areas recovering from the flooding event, with another round to be held to consider further applications.

12. **Mayoral Matters**

12.1 **Appointment of Replacement Representatives to Positions Previously Held by Warren Davidson**

12.1.1 *That the following appointments be confirmed by the Council to fill the various positions vacated through the resignation of Warren Davidson as a district councillor:*

Pukaha Mount Bruce (liaison representative)

Cr S A Hull

Eketahuna Community Board

Cr T H Collis

Waste Management Portfolio

Cr S A Hull

Water and Sewerage Portfolio

Cr T H Collis

Resource Management Act/Planning

Cr S A Hull

Advisory Note

The Mayor may review these appointments pending the outcome of the by-election to fill the extraordinary vacancy for the position of South Tararua ward district councillor.

Crs Crispin/Isaacson

Carried

13. Items not on the Agenda

13.1 Nil

14. Public Excluded Item of Business

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

Ownership of trees on the Mill Hill woodlot

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>Ownership of trees on the Mill Hill woodlot</i>	<i>To protect commercial activities</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)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.

Crs Roberts/Hull

Carried

14.3 *That open meeting be resumed.*

Crs Roberts/Collis

Carried

- 14.4 ***That the following decision taken with the public excluded be confirmed in open meeting.***

Item 14.2 – Ownership of Trees on the Mill Hill Woodlot

That Mrs D Walkley be advised that her claim to the trees on the Mill Hill woodlot will require more conclusive substantiation, with the opportunity provided for her to present some form of agreement to the Council in support of verifying such ownership, and to be forwarded within one month from the date of conveying this decision to her in writing, and

That the letter to Mrs Walkley state the Council prohibits her from any entry onto the Mill Hill woodlot, and without additional proof of ownership the Council shall consider her claim is invalid.

Crs Roberts/Collis

Carried

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.42 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 7 September 2015 commencing at 3.00 pm.

1. Present

Board Members R A Dresser (Chairperson), W R Macdonald (Deputy Chairperson), E J Christison and T J Delaney.

In Attendance

Mr R Taylor – Governance Manager

2. Apologies

2.1 Nil

3. Public Forum

3.1 Nil

4. Personal Matters

4.1 Nil

5. Notification of Items Not on the Agenda

5.1 Nil

6. Confirmation of Minutes

6.1 *That the minutes of the Dannevirke Community Board meeting held on 3 August 2015 (as circulated) be confirmed as a true and accurate record of the meeting.*

Dresser/Macdonald

Carried

7. Matters Arising from the Minutes

7.1 A Time to Remember Concert and Display (Item 14)

- 7.1.1 *That the cost of arranging the A Time to Remember Gallipoli Campaign and the Battle for Chunuk Bair commemorative concert and display be funded from the Board's discretionary funds.*

Macdonald/Delaney

Carried

8. Tararua District Council Report

- 8.1 *That the report of the Tararua District Council meeting held on 26 August 2015 (as circulated) be received.*

Christison/Macdonald

Carried

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

9.1 Dannevirke Brass Band

- 9.1.1 Board Member Delaney tabled for board members information a copy of the minutes from the 127th Annual General Meeting of the Dannevirke Brass Band held on 12 August 2015 in the band room.

- 9.1.2 Board Member Delaney conveyed the Dannevirke Brass Band's thanks for the support it receives from the Dannevirke Community Board, and noted that a new and different band will rise through the challenge of Neil and Michelle Williams departure after many years of outstanding service.

9.2 Dannevirke Information Centre

- 9.2.1 The Deputy Chairperson reported that the Dannevirke Information Centre Annual General Meeting is held on 28 September 2015.

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

- 9.3.1 Board Member Christison reported that a working bee was arranged last Saturday to complete the first stage of this project, and work on the next part will commence shortly.

- 9.3.2 An official opening of the cycle/walkway will occur on 31 October 2015.

- 9.3.3 The development of the cycle/walkway has been appreciated and commended as being beneficial to the community, with the possibility of undertaking a similar project on Riverdale Road to be investigated.

9.4 Dannevirke Chamber of Commerce

- 9.4.1 Board Member Christison reported that the Dannevirke Chamber of Commerce is considering undertaking a spring clean to tidy the appearance and image of High Street businesses.

9.5 First World War Commemorations Committee

- 9.5.1 Board Member Delaney reported that the commemorative concert and display held on 8 August 2015 in the Dannevirke Town Hall was a very successful and well received event.
- 9.5.2 The display involving the 32 soldier cut outs representing the people from the Dannevirke area that fought in the Gallipoli Campaign and the Battle of Chunuk Bair added special meaning to this occasion.
- 9.5.3 The First World War Commemorations Committee will meet again soon to consider further events next year.
- 9.5.4 Copies of Rob MacDonald's First World War research publication are still available for purchase from the Dannevirke Information Centre.

9.6 Wackrow Memorial Youth Award

- 9.6.1 The Deputy Chairperson reported that this year's Wackrow Memorial Youth Award was very successful, with seven nominations being received.
- 9.6.2 The award function held in the Hub was well attended, with the award being presented to Myra-Dawn Spooner as this year's winner.

9.7 Tararua District Road Safety Group

- 9.7.1 The Chairperson reported on the Tararua District Road Safety Group meeting held on 25 August 2015, and this included reference to the following matters:
- Discussions are occurring with the Transport Minister, Simon Bridges regarding the provision of additional funding to upgrade the Saddle Road and establish more passing lane opportunities.
 - The Regional Road Safety Coordinator continues to provide and implement a programme of community road safety education initiatives and projects.

9.8 Project Tararua Community Needs Assessment 2015

- 9.8.1 The Chairperson reported that a meeting was held with Robin Winter concerning the Project Tararua Community Needs Assessment 2015.
- 9.8.2 Through those discussions an outline was given of the cycle/walkway, town centre security cameras monitoring system and the Dannevirke Community Vehicle Trust projects supported by the Board.

9.9 **Trustpower Tararua District Community Awards 2015**

9.9.1 The cycle/walkway and the Dannevirke Community Vehicle Trust projects have been nominated for the Trustpower Tararua District Community Awards 2015.

9.9.2 The awards presentation function will be held in the Pahiatua Town Hall on 16 September 2015 at 5.30 pm.

10. Correspondence

10.1 *That the correspondence as listed be received.*

(a) *Sport Manawatu Tararua Recreation Advisor* **20 August 2015**
Re: Request for financial assistance to support the 2015 Tararua Alliance Sport Awards

(b) *Tararua District Council* **17 August 2015**
Re: Submission to the 2015/2025 Draft Long Term Plan

(c) *Dannevirke Theatre Company* **1 September 2015**
Re: Christmas carols at the domain

Christison/Macdonald **Carried**

10.2 **2015 Tararua Alliance Sport Awards**

10.2.1 *That Sport Manawatu be granted the sum of up to \$274.35 from the Board's discretionary funds as assistance towards the cost of hiring the Dannevirke Town Hall for the Tararua Alliance Sport Awards held on 16 October 2015.*

Macdonald/Delaney **Carried**

10.3 **Christmas Carols at the Domain**

10.3.1 The proposed arrangements for the Christmas Carols at the Domain community event held on 19 December 2015 (with the following day as the alternative if the weather is unsuitable) were noted.

10.3.2 To enable the Board to consider the request for assistance to support this event the organising committee shall be asked to provide details of the proposed advertising budget.

11. Chairman's Remarks

11.1 Nil

12. Items not on the Agenda

12.1 Nil

13. Liaison with Community Representatives from Rural Areas

- 13.1 Board representatives have previously attended various meetings of rural community groups and committees to liaise with them, and it intends to further pursue this matter in the future.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 3.43 pm.

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 4 September 2015 commencing at 11.05 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

2. Apologies

2.1 Nil

3. Personal Matters

3.1 Nil

4. Notification of Items Not on the Agenda

4.1 The following matters were notified as items of general business not on the agenda for discussion at today's meeting:

- Zone 3 meetings
- Bee Aware Month
- Brent Dickson concerns relating to Eketahuna contractors not having the opportunity to quote for Council work
- Eketahuna public conveniences upgrade
- Opening of the Eketahuna Inn
- Trustpower Tararua District Community Awards 2015
- Pop-up cheese seminar/fest in Eketahuna
- Time of next month's Board meeting
- 2016 New Zealander of the Year Awards

5. Declaration for the Appointment of Cr T H Collis as an Eketahuna Community Board Member

- 5.1 Cr T H Collis made and attested her declaration required as the Council's appointed replacement representative on the Eketahuna Community Board. The signing of the declaration was witnessed by the Board's Chairperson.

6. Confirmation of Minutes

- 6.1 ***That the minutes of the Eketahuna Community Board meeting held on 7 August 2015 (as circulated) be confirmed as a true and accurate record of the meeting.***

Eagle/Hull

Carried

7. Matters Arising from the Minutes

7.1 Kerbside Berm Mowing (Item 6.1)

- 7.1.1 The Chairperson circulated for board members reference a copy of the map agreed with the Alliance Performance Manager detailing the kerbside berm mowing level of service in Eketahuna.

7.2 Tararua Cycleway Project Proposal (Item 6.3)

- 7.2.1 Cr Collis will undertake the role of liaison representative with the Tararua cycleway project steering group.

7.3 Eketahuna Christmas Parade (Item 6.4)

- 7.3.1 Emma Elliott is progressing the arrangements for the Eketahuna Christmas Parade to be held on 28 November 2015 at 12 noon.

7.4 Resignation of Warren Davidson as South Tararua Ward District Councillor (Item 7.2)

- 7.4.1 The Board noted that the Council has initiated an external review of its governance policies, systems and processes through Local Government New Zealand.

- 7.4.2 This process is being undertaken following the recent public comments on the Council as a governing body, and the review and report from Local Government New Zealand with its recommendations shall be completed before the end of 2015.

7.5 Tararua Alliance Sport Awards (Item 8.2)

- 7.5.1 The Chairperson advised that various nominations from Eketahuna have been encouraged to enter the Tararua Alliance Sport Awards.

7.6 **Eketahuna Community Civil Defence Response Group** (Item 8.5)

- 7.6.1 The Chairperson tabled for board members information a copy of the updated Eketahuna Community Civil Defence Response Group Plan.

8. Tararua District Council Report

- 8.1 *That the report of the Tararua District Council meeting held on 26 August 2015 (as circulated) be received.*

Hull/Death

Carried

- 8.2 Cr Collis gave a verbal report on various Council matters and items from its August meeting, and this included reference to the following that were the subject of some discussion:

- To encourage motor caravans to stop in Eketahuna it would be advantageous to provide a specific parking area for them in the town.
- TripAdvisor is the world's largest travel site, and Eketahuna should use this resource to promote and update the information concerning its accommodation, places to eat out and attractions.
- Some tenants in Council flats have struggled this year with the cost of heating their unit, and this has resulted in them looking at alternative heating options or seeking assistance from Work and Income New Zealand to cope with the bills received. The provision of heat pumps installed in the units may be a matter for consideration through a submission to the next Annual Plan.
- It was pleasing to note the significant reduction made to overdue debts through the collection of outstanding rates owing.

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

9.1 Tararua Emergency Management Committee

- 9.1.1 The Chairperson reported on the Tararua Emergency Management Committee meeting held in Dannevirke on 13 August 2015, and this included reference to the following matters:

- There was a good attendance at the meeting, with 25 people present.
- 81 staff and volunteers successfully completed the Emergency Operations Centre Civil Defence foundation course.
- The Tararua Health Group Dannevirke Hospital has been very busy treating people suffering from illness, with there being an occasion in late July when fifty people waited outside for it to open.
- There are defibrillators located at Pukaha Mount Bruce.
- The Eketahuna Community Civil Defence Response Group Plan has been reviewed and updated.

- The guest speaker was Simon Ward regarding hospital issues arising from the Wanganui tannery incident.
- Fire and police are undertaking a campaign on smoke alarms to ensure they are maintained and functional.

9.1.2 It was agreed that an item be included in the community newsletter and the Council's Bush Telegraph page to encourage residents to check the operation of their smoke alarms in conjunction with the commencement of daylight saving.

9.2 **Tararua District Road Safety Group**

9.2.1 The Chairperson reported on the Tararua District Road Safety Group meeting held in Dannevirke on 25 August 2015, and this included reference to the following matters:

- The turnout of representatives attending this meeting was disappointing.
- Traffic accident reports indicate that the cause of most crashes are attributable to speeding and drink driving.
- There are issues of major erosion around the pillars of the Ngawapurua railway bridge.
- There were no representatives from the New Zealand Transport Agency at the meeting to discuss concerns regarding the Newman straight, Nireaha Road, the occurrence of ice on 10 August at the Newman 8413 bridge, and the cutting of trees at Mount Bruce.

9.2.2 The next meeting of the Tararua District Road Safety Group will be held on 24 November 2015 at 10.30 am in the Council Chamber, Dannevirke.

9.3 **Bee Aware Month**

9.3.1 The National Beekeepers Association is promoting a Bee Aware Month in September to encourage bees to pollinate plants.

9.3.2 They are supplying wildflower seeds to cover bee friendly patches of land, with some packets being provided to spread at the Nireaha Domain and any other appropriate areas identified in Eketahuna.

9.3.3 The availability of the wildflower seeds will be promoted through including an item in the community newsletter to invite suggestions for places to plant these seeds.

9.4 **Brent Dickson Concerns Relating to Eketahuna Contractors Not Having the Opportunity to Quote for Council Work**

9.4.1 It was noted that Brent Dickson (a local builder) has expressed his concerns relating to not having the opportunity to quote for the Eketahuna public conveniences upgrade.

- 9.4.2 The Board considers that where there are Council projects undertaken in Eketahuna, then local contractors should be provided with the chance to submit a quote for such work.

9.5 **Eketahuna Public Conveniences Upgrade**

- 9.5.1 Board members conveyed their disappointment that they were not shown the final plan for the Eketahuna public conveniences upgrade prior to the project proceeding.
- 9.5.2 Previously the Board had indicated its proposal to install speakers in the public conveniences to broadcast Radio Eketahuna, and this request was noted for consideration through the preliminary consultation to develop the project concepts plan.
- 9.5.3 Board members requested that it be ascertained whether provision has been made to enable the speakers to be installed, as the intention is to include this feature in the town centre upgrade.

9.6 **Opening of the Eketahuna Inn**

- 9.6.1 The Eketahuna Inn will open on 21 September 2015, and this brings a new business situated in the premises that was formerly the Eketahuna Commercial Hotel.

9.7 **Trustpower Tararua District Community Awards 2015**

- 9.7.1 The Trustpower Tararua District Community Awards function will be held in the Pahiatua Town Hall on 16 September 2015 at 5.30 pm.

10. Correspondence

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

(a) Kerry and Loreen Cunningham

Re: Eketahuna Camping Ground July report

(b) Tararua District Council

Re: Submission to the 2015/2025 Draft Long Term Plan

17 August 2015

Eagle/Shannon

Carried

11. Council Flats Heating

- 11.1 This matter was included as part of the Council report presented by Cr Collis earlier at the meeting as detailed within the third item of reference 8.2 in these minutes.

12. World Skills International Competition

- 12.1 Board Member Hull spoke on the trip by Matty Hull as a member of the 2015 Tool Black New Zealand team that competed at the August World Skills International Competition held in Sao Paulo, Brazil.

13. Eketahuna Town Centre Upgrade

- 13.1 A very successful public meeting was held on 26 August 2015 to present the Board's preferred design concepts for the Eketahuna town centre upgrade.
- 13.2 Through these discussions the following were identified as the concepts supported by the community for inclusion to develop the project plan:
- 1) Kiwi relocation
 - 2) Public conveniences picture/theme
 - 3) History
 - 4) Real Kiwi Country branding
 - 5) Eketahuna War Memorial images
- 13.3 The Board requests that the design plan includes as many of these concepts able to be undertaken within the budget funding available for this project.
- 13.4 The provision of new footpaths is not considered as the priority for the town centre upgrade, and such work regarding paving options should be costed separately.
- 13.5 The Board's proposal is to proceed with the upgrade based on the concepts identified by the community as the priorities for the work to be undertaken, and any expenditure on footpaths could be programmed if the remaining budget can accommodate that cost.
- 13.6 The Board will present its proposed Eketahuna town centre upgrade plan to the Council's workshop briefing session in Dannevirke on 30 September 2015, with the time of 11.00 am indicated for this purpose.
- 13.7 It was agreed that Board Member Shannon and Cr Collis shall be the Board's liaison representatives for contact regarding this project.
- 13.8 An update will be included in the community newsletter to outline the outcome of the consultation to develop the Board's project proposal, and the process from here to progress this matter.
- 13.9 The upgrade concepts plan is to be placed on display for viewing at the Eketahuna Information Centre.

14. Chairman's Remarks

- 14.1 Nil

15. Items not on the Agenda (excluding those previously discussed through reports from Board representatives)

15.1 Zone 3 Meetings

- 15.1.1 It was noted that Cr Collis may convey an apology for non-attendance at some Board meetings when the date is the same day as the Zone 3 Local Government New Zealand meetings.

15.2 Pop-up Cheese Seminar/Fest in Eketahuna

- 15.2.1 The Board noted the proposal from Biddy Fraser-Davies concerning the pop-up cheese seminar/fest in Eketahuna, and it requires more definite details as the information provided is insufficient to consider the request for assistance to support this event.

15.3 Time of Next Month's Board Meeting

- 15.3.1 It was agreed that next month's Board meeting held on 2 October 2015 will return to the usual commencement time of 10.00 am.

15.4 2016 New Zealander of the Year Awards

- 15.4.1 The background information was noted concerning the details of the Local Heroes 2016 New Zealander of the Year Awards, and to consider any nominations of individuals or community organisations from Eketahuna.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 1.23 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 2nd September 2015 commencing at 5.30pm.

1. Present

- 1.1 Committee Members: L Powick (Chair), Michelle Rankin (Secretary), John Arends (Treasurer), J Brock, Gerry Parker, Z Keall, Shirley Hull (Cr), Tracey Collis (Cr)

Members of the Public: Ann Marie Bengston, Johnny Daysh, Colleen Daysh, Nigel Shore, Kevin Laskey, Robyn Whiteman, Heitia Tua, Erica Gleeson, Raylene Treder

2. Apologies

- 2.1 B MacDougall, Ingrid de Graaf, Katrina Windelborn

3. Notification of Items not on the Agenda

Annual General Meeting nominations
Bee Aware Month
Pahiatua Community Service Award

4. Wheel Committee Presentation

Erica Gleeson and Raylene Treder gave a presentation to the committee and members of the public regarding the plans and costings for the wheel park. A very good presentation was made, and everyone is excited to see this project start.

That the Pahiatua On Track Committee supports the funding application to the Trillian Trust for the sale yards wheel park project by the said subcommittee.

Louise/John

Carried

4.1 Robyn Whiteman – Main Street Hanging Baskets

Robyn Whiteman spoke to the committee regarding Rotary putting up hanging baskets in Main Street, Pahiatua. They have obtained quotes from Janine Chittock, and Zelda will liaise with Janine regarding ideas on which plants are to be purchased for these baskets.

5. Confirmation of Minutes

- 5.1 **That the minutes of the Pahiatua On Track meeting held on 5th August 2015 (as circulated) be confirmed as a true and accurate record of the meeting.**

John/Michelle

Carried

6. Matters Arising

- 6.1 K Windelborn had put in her apologies for the 5th August meeting.

7. Tararua District Council Report

7.1 That the minutes of the Council meeting held on 26th August 2015 (as circulated) be received.

Gerry/Zelda

Carried

7.1.1 Shirley Hull included reference to the following matters in her report from this meeting:

- The International Representatives Scheme application guidelines have been reviewed.
- El Nino has the potential to cause a dry summer. The Council is to keep the community updated with information so everyone is aware and can be prepared.
- The Rural Health Alliance has received funding of \$500,000 from the Ministry of Health for implementing suicide prevention strategies in rural communities.
- Cr Hull attended the Chamber of Commerce meeting in Pahiatua concerning the health and safety law changes.
- The Manawatu-Wanganui Regional Disaster Relief Fund Trust has granted funding to assist the areas recovering from the flooding event.

8. Correspondence In

- Tararua Community Youth Services - grant application
- Police – Road patrol movie grant application
- Bush Cycle Tour Committee donated \$500.00 to the Harvard Plane Committee
- Draft Long Term Plan reply to submission 133 and summary report
- Card from Agnes Diamond thanking the committee for their donation towards the Opportunity Shop

That the inwards correspondence be received.

Jared/ Zelda

Carried

9. Financial Report

Report given by John.

9.1 Accounts to be passed for payment:

Managh Electrical – Youth Centre \$225.40

That the financial report be adopted.

John/Zelda

Carried

10. Discretionary Grants

10.1 That the committee partially approves the application made by Tararua Community Youth Services for assistance towards the cost of repairs to be done at the Youth Centre on Main Street, Pahiatua, and that the sum of \$200.00 be granted to purchase paint for the front room.

Gerry/Jared

Carried

- 10.2 **That Pahiata On Track approves the application made by Senior Constable Kendrick for assistance with the cost of taking school patrol students to the movies at the Pahiata Regent Theatre, and that the sum of \$539.00 be granted.**

Michelle/Louise

Carried

- 10.3 The discretionary grant application from Rachel Cannon will be carried over to the next meeting. Louise is to clarify whether an application has been made to the Tararua District Council International Representatives Scheme.

11. Portfolio Reports

11.1 Harvard Plane

The slide and ladder are being completed. The plane is expected to be completed and installed by October.

11.2 Sport

Jared is now working with the Wheel Park Committee.

11.3 Cycle Ways

Gerry has a quote to clear a path from Tui Street to Cambridge Street for about \$10000 for a 2-metre wide footpath and lime. Gerry will speak to John regarding what paper work is required for funding applications.

11.4 Keep New Zealand Beautiful Week

This is held from 14th to 20th September. Schools and some businesses are happy to pick up rubbish during this week. Advertising is being done via flyers and on the Council page. A skip bin will be at the RD 1 work site on Main Street for the community to put in the rubbish collected. Bags and gloves will also be at RD 1 for pick up.

11.5 Christmas Lights

Eight additional lights are to be purchased for Main Street.

That Pahiata On Track approves the purchase of eight additional Christmas lights at a cost of \$550.00 each.

Zelda/Louise

Carried

11.6 Main Street

Trudy, the marketing consultant from Tag4, will be at the next meeting.

12. Items not on the Agenda

12.1 Bee Aware Month

A discussion was held on Bee Aware Month, where land is required for planting wildflower seeds. Louise is to speak with the Council, and Shirley is to investigate this matter as further clarification is required on the project.

12.2 Pahiatua Community Service Award

Louise has spoken to Bruce Lea. A presentation will take place at the Regent Theatre, and at the same time a donation of \$1000 will be given to the cinema. A date when this presentation will take place is to be advised.

12.3 Annual General Meeting Nominations

Nomination forms are to be handed in to Michelle Rankin before 18th September.

The meeting was closed at 8.05pm.

Chairperson

Minutes of the Annual General Meeting of Woodville Districts' Vision held in the Woodville Village Hall on Tuesday 1 September 2015 commencing at 7.00pm.

PRESENT

B Hutton, G Murray, S McLeod, P Johns, S Ashton, P McCool, M Souden, Cr T Collis, R Winter, Maggie Oulaghan, D Challis, J Coombe, B Goldsworthy, D Pretty, A Devonshire, K McIntyre, C Blackburn, S Barber

APOLOGIES

J McIntyre

MINUTES OF THE PREVIOUS MINUTES

That the minutes of the previous Annual General Meeting held on 9 September 2014 be taken as read and confirmed as a true and correct record.

P Johns/S McLeod

Carried

MATTERS ARISING

Nil

REPORTS

- The Chair's annual report was tabled and read.

That the Chair's annual report be accepted.

R Winter / J Coombe

Carried

- The audited financial report was tabled.

That the reviewed financial accounts be accepted.

P McCool / B Hutton

Carried

ELECTION OF OFFICERS

The positions of Chair, Secretary and Treasurer remain in post.

Nominations were called for the Vice Chair.

S McLeod

B Hutton / K McIntyre

S McLeod was declared appointed as the Vice Chair.

Nominations were called for committee members.

Gerard Murray

Bruce Hutton

Kevin McIntyre

Peter Johns

Maggie Souden

B Hutton / P Johns

P Johns / S McLeod

S McLeod / B Hutton

S McLeod / G Murray

J Coombe / A Devonshire

Alec Devonshire was nominated, however he declined and those nominated as detailed above were declared appointed as the committee members.

SUBSCRIPTIONS

That subscriptions remain at \$5 per annum.

R Winter / G Murray

Carried

APPOINTMENT OF REVIEWER

That MCI and Associates be retained as the official reviewer for 2015/2016.

R Winter / P Johns

Carried

MEETINGS DATE AND TIME

That meetings continue to be held on the first Tuesday of each month at 7.00 pm with the exception of there being no meeting held in January.

R Winter / S McLeod

Carried

GRANT RECIPIENTS

Short presentations and/or letters were read as follows:

- Gareth Cannon (August 14) - \$500 towards a trip to the World Mountain Bike Championships
- NZ Police (October 14) - \$140 towards bussing children to the Regent Theatre as a thank you for undertaking the main road crossing duties
- Woodville-Pahiatua Racing Club (November 14) - \$745 towards lettering on the Woodville cup winners honours board
- Kevin McIntyre (November 14) - \$3.5k towards the trip to Pilsen regarding the artist in residence and Lindauer research
- Paula McCool (December 14) - \$2k towards her book 'Staying Power – a History of Thoroughbred Racing in Woodville'
- Woodville Museum (March 15) - \$750 towards video footage for the Trustpower presentation

With there being no further business the meeting was declared closed at 7.25pm.

Minutes of a meeting of Woodville Districts' Vision held in the Woodville Village Hall on Tuesday 1 September 2015 commencing at 7.25pm.

PRESENT

B Hutton, G Murray, S McLeod, P Johns, S Ashton, P McCool, M Souden, Cr T Collis, R Winter, Maggie Oulaghan, D Challis, J Coombe, B Goldsworthy, D Pretty, A Devonshire, K McIntyre, C Blackburn, S Barber

APOLOGIES

J McIntyre

MINUTES OF THE PREVIOUS MEETING

That the minutes of the meeting held on 4 August 2015 be accepted as a true and correct record of the meeting.

R Winter/ G Murray

Carried

MATTERS ARISING

The Mayor visiting Woodville is from Valasske Klobouky, and not Bielecki as stated.

CORRESPONDENCE

Inwards: Betty Goldsworthy re branding
Woodville RSA Women's Section re branding
TDC – Draft Long Term Plan reply to submission
Horizons Regional Council Community Grant 2015 re water conservation

Outwards: Nil

REPORTS

- The Treasurer's report was tabled.

That the Treasurer's report be accepted and the accounts as listed be paid.

P McCool / S McLeod

Carried

- Cr T Collis – TDC Report
 - Meeting with landowners who have an historical easement/and or high usage extra ordinary connections. This was the first meeting on moving from "on demand" to "restricted flow" for extraordinary connections. There are several Woodville residents and business properties involved. The Council gave direction at the last meeting for a bulk price to be obtained for water tanks to ensure the process is as cost effective as possible for those concerned.
 - The foliage will be planted in spring around the recycling bin.

- Flushing of the Woodville water mains is complete.
- The CCTV camera work identified several streets that are causing high infiltration flows. It is being looked at to bring these reticulation pipes forward into the relining programme. These streets are McLean, Fergusson, Gladstone and Grant Streets.
- Peter Wimsett recently met with Te Kauru to explore how the Crown land at 264 Bluff Road managed by LINZ might be able to be returned to the public for recreational purposes, and proposing a planting/beautification project. This matter has been the subject of dispute between locals and a neighbouring farmer that controls and owns part of the current road access to the river.
- Retail statistics in Tararua were very strong in July, and recorded above the growth rate for New Zealand.
- I attended the Regional Growth Study release. This outlined the sectors and commercial opportunities with the potential to grow sustainably incomes, jobs and investment in the Manawatu Whanganui region.
- The eight opportunities identified are:
 - Tourism and visitor services
 - Sheep and beef farming and processing
 - Land use intensification
 - Manuka honey
 - Vegetables
 - Poultry
 - Affordable care and lifestyle for older people
 - Business process outsourcing and food innovation outsourcing
- Manawatu Gorge Restoration Project Group/Governance Group: As requested by the Governance Group the Council met with Meridian (a partner of the Manawatu Gorge Restoration Project) to progress discussions on the proposed walkway from Te Apiti Windfarm to Toi Toi Point. They met with the site manager at the Te Apiti Windfarm, and were given a tour of the farm and shown the possible access and exit points. The next stage is a meeting with the Meridian team in Wellington.
- TripAdvisor: A list of all tourism businesses that have not been listed on TripAdvisor are being contacted and encouraged to list their business on the website. Council are looking to provide help if necessary.
- Twenty-four residents attended the first Woodville Civil Defence meeting held. Paddy Driver addressed the meeting, and the response to be involved was fantastic. A follow up meeting has been arranged for 22 September in the Events Centre at 7.00pm.

Action: TripAdvisor – R Winter and M Oulaghan will coordinate listing Woodville attractions.

- Events and Promotion

- Christmas Parade: A budget will be submitted next month. Christmas lights and decorations will cost approximately \$5k. Last year they were only installed nine days before Christmas. The lights and flags are not in a good condition. To replace them would cost \$10k; it is neither economic nor viable to do this. Poles are not weight bearing units, and alternative options are being considered.

That there be no more high cost Christmas decorations, i.e. lights/flags on poles, and that alternative options be explored and businesses encouraged to participate.

K McIntyre / P McCool

Carried

An article is to go into the Woodville News explaining that due to the high cost there will be no lights installed this year. What alternatives would the community like to see?

There was discussion regarding road closures and alternative routes. It was suggested to not use the main road through the CBD, however it was agreed that WDV have an obligation to use that road. J Coombe and R Winter are to talk to the businesses about participation.

- Woodfest: A budget will be submitted next month. B Hutton queried the justification for the event, and P McCool raised concern over the cost. A meeting is to be held to discuss the future of this event. Should it be a major festival for Woodville, or an occasion just for the local community?

- Lindauer Studio

- Artist in residence (AiR) planning is ongoing
- New Zealand Pacific Studio Eketahuna letter of support for AiR
- Contact made with UCOL
- Possible visit to Woodville by Mayor of Valasske Klobouky (December 2015); the district's Mayor is aware of this occasion
- Good recent publicity on Lindauer
- An additional five paintings have been identified
- Lindauer Pilsen catalogue is coming for the studio/town library
- Also a Lindauer Berlin catalogue
- Website is being upgraded
- The studio needs display panels and window screening as the light is affecting the pictures, and are making an application to Creative Communities for funding
- Geo caching sites are being set up in Woodville (six sites), with permission gained
- The Lindauer cemetery tour held on Sunday 30 August had a good turn out

FUNDING APPLICATION

An application for funding was received from the Dannevirke SPCA requesting \$1.5k. Thirty vouchers to de-sex cats have been sold. The Council is still to progress the environmental health issues.

That \$500 be given to the Dannevirke SPCA, to be spent in Woodville.

R Winter / J Coombe

Carried

GENERAL BUSINESS

- A representative of WDV is requested to attend the end of season Woodville football function from 10.30am to 12 noon on Saturday 5 September. M Oulaghan is to attend.
- The Council advised that it is Bee Aware Month. Flowers are to be planted at the station garden.
- Road Safety: S McLeod reported that a good meeting was held. Woodville School has no further interest in the kea crossing as they are using the crossing at the Nibbly Pig. This may mean losing a car park. Ray Cannon is to be asked to attend the next meeting.
- Walkway Report tabled by B Hutton :

Projected budget cost is \$130k. Request made to Meridian Community Te Apiti fund for \$49k. The Council's Chief Executive (Blair King), WDV, KiwiRail and local iwi supports this.

The Chair congratulated those working on this project (B Hutton, G Murray and K McIntyre) on progress made to date, and thanked them for their hard work.

- Positively Woodville: There is an IT structure which can assist with community decision-making (Loomio); however there is a cost. Good methodology, but it is unsustainable. Need to encourage people to attend meetings, and thereby be involved in decisions.
- Branding: Acknowledged and accepted that 'Wood You' had not worked. An initial suggestion has been made (Gorgeous Woodville), some like this, some do not. Branding is to continue to be progressed.
- Camping Site Upgrade: This has been a long process. A Devonshire will continue to be involved.
- Horizons Water Conservation Grant: Can this be used as a Civil Defence 'ready supply' of drinking water?

There being no further business the meeting was closed at 9.00pm.



Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Paddy Driver
District Resilience Manager

Subject : **Review of the Tararua District Council Rural Fire Authority Rural Fire Plan**

Item No : **11.1**

1. Reason for Report

- 1.1 The revised Tararua District Council Rural Fire Authority Rural Fire Plan is presented for consideration and approval.

2. Background

- 2.1 Section 40 of the Forest and Rural Fire Regulations 2005, requires a Rural Fire Authority to review its adopted Rural Fire Plan as follows:

40(1)(a) In relation to the matters contained under the headings "Readiness" and "Response", not more than 2 years after the date the plan was adopted.

- 2.2 Those sections have been reviewed and updated, however a number of small changes were also required in the "Reduction" Recovery Section and these have also been incorporated.

3. Background

- 3.1 The changes to the plan are minor and mainly involve updating contacts. The following is a summary of the changes made:

- 3.1.1 Paragraph 1.3 - General Description of the Rural Fire Area - changes made to population figures from the 2013 Census.

- 3.1.2 Appendices re-arranged into a more logical order.

- 3.1.3 Paragraph 2.8 - Fire Signs - New Fire Danger Sign (Half Grapefruit) added with the word “Today” as required by the new National Rural Fire Authority (NRFA) Signs Standard.
- 3.1.4 Reference to the air quality rules in the operative Horizons ‘One Plan’ updated.
- 3.1.5 Table 4, Principal Rural Fire Officer and Rural Fire Officers - amended to incorporate staff changes since the adoption of the previous Rural Fire Plan.
- 3.1.6 All reference to the now defunct rural fire-training organisation EMQUAL removed and the new organisation, Skills New Zealand added.
- 3.1.7 Sup Paragraph 3.8.1 - Dedicated Fire Equipment - changed to clarify the hose inspection requirements as per the NRFA Standard - Hose and Waterway Equipment.
- 3.1.8 Paragraph 3.9 - Arrangements and Agreements - New arrangement with the Lower North Island Enlarged Rural Fire Districts Regional Incident Management Team included as well as the two Tararua Alliance rural fire crews.
- 3.1.9 Fire Season trigger points have been changed to reflect those agreed to by the Manawatu-Wanganui Regional Rural Fire Committee at its AGM on 24 September 2014 to maintain consistency throughout the region.
- 3.1.10 New sub paragraph 4.6.6, which describes the use of drones on the fire ground and new safety requirements relating to their potential risk to manned fire fighting aircraft.
- 3.1.11 Table 14 - Radio Equipment Held by the RFA - quantities updated. New Alliance channels and new Civil Defence repeater at Ahiweka added.
- 3.1.12 New sub-paragraph 4.6.11 - Provision of First Aid - lists the minimum requirements for the provision of first aid at medical assist and motor vehicle accident call outs. There is also a new table 15 showing patient status codes.

4. Significance Assessment

The proposed actions recommended in this report are not considered significant in terms of Council’s policy on significance and engagement. The decision requested enables Council to comply with the relevant legislation and best practice relating to its rural fire responsibilities.

5. Options

Adopt the amended Rural Fire Plan updated to include any appropriate amendments subject to them being consistent with relevant legislation.

6. Consultation

- 6.1 There is no requirement to consult on the plan, however a copy must be sent to the National Rural Fire Authority after its adoption.

7. Conclusion

- 7.1 The 2015- 017 Rural Fire Plan has been reviewed and is current and complies with relevant legislation. It is up to date with best practice within the rural fire industry, and is a tool that will be most useful to the district's rural fire fighters.

8. Recommendation

- 8.1 *That the report from the District Resilience Manager dated 23 September 2015 concerning the Review of the Tararua District Council Rural Fire Authority Rural Fire Plan (as circulated) be received, and*
- 8.2 *That the Council adopts the 2015-2017 Rural Fire Plan as reviewed and updated with amendments and statutory requirements.*

Attachments

Nil.

Report

Date : 23 September 2015
To : Mayor and Councillors
Tararua District Council
From : Kathy Dever-Tod
Manager Assets Group
Subject : **Sale of the Hovding Court Flats Council Property**
Item No : **11.2**

1. Reason for the Report

To seek a formal resolution of Council to sell the 10 older Hovding Court Flats, including the land upon which they sit, in line with the decisions regarding Pensioner Housing, as contained within the 2015 Long Term Plan.

2. Background

2.1 As part of its consideration of the 2014/2015 Draft Annual Plan submissions, at its meeting of 28 May 2014, Council resolved the following:

That with regard to the replacement of the Hovding Court Flats in Dannevirke, the Council agrees to:

- ***Sell the 3 double units (6 flats) to be moved off site, and rebuild 6 new flats at an estimated cost of \$600,000***
- ***Replace the 4 older flats when the Pensioner Housing Reserves build up again***

2.2 In adopting this option the Council noted the impact was no additional loan being required, and the renewal of the four older flats deferred until funding from the above reserves are available.

2.3 During the preparation of the draft budgets for the 2015 LTP, it became apparent that the above approach to the replacement of the Hovding Court flats was not a realistic means of addressing the suitability issues associated with the older flats.

- 2.4 The replenishment of housing reserves is limited by the surplus generated by the activity. At the current rental levels, the annual surplus is very minimal and it would take several years to replenish the funds sufficiently to enable the replacement of the four remaining flats. Furthermore, this option did not address the renewal of the remaining flats in the portfolio.
- 2.5 The Council decided to review its role in Pensioner Housing and consulted on options as part of the Draft Long Term Plan consultation process.
- 2.6 After considering submissions, the Council resolved to pursue its preferred option of exiting the provision of Pensioner Housing. As part of this option, Council agreed to sell the ten older units (flats) at Hovding Court separately.
- 2.7 The flats are now ready for sale. The tender documents have been prepared and a resource consent application lodged for a boundary adjustment with the adjoining Council owned property.

3. Description

- 3.1 The sale of Council owned property requires a formal resolution of Council. Whilst it is the intention of Council to sell the 10 older flats at Hovding Court, existing resolutions of Council cover the sale of 6 units (flats), not 10, and do not include the land on which the flats sit.
- 3.2 In order to be able to offer the land and flats for sale, the Council needs to pass a formal resolution to that effect.

4. Significance Assessment

- 4.1 With respect to the Council's significance and engagement policy, the matters contained within this report are not considered to be significant.

5. Options

- 5.1 Council has two options:
- 5.1.1 Council passes a resolution to sell the 10 older Hovding Court flats including the land upon which they sit
 - 5.1.2 Council ceases the sale process and reconsiders its options for the flats

6. Assessment of Options

- 6.1 Council consulted widely on options for Pensioner Housing as part of the Draft LTP process. Council received mixed views from the community on Council's preferred option to seek registrations of interest from suitable social housing providers for the purchase of the housing portfolio. There was however wide support for the Council exiting the older Hovding Court flats.

- 6.2 All of the Council's tenants were advised, in writing, when the Council consulted on the Draft Long Term Plan, that the Council's preferred option was to sell its pensioner housing. No tenants made a submission to the Long Term Plan consultation process.
- 6.3 There has been no new information come to light to suggest that the Council should reconsider its earlier decision to sell the 10 older flats.
- 6.4 Since the adoption of the Long Term Plan, there have been two formal and two informal approaches to the Council regarding the sale of the 10 flats. This indicates there is interest in the sector regarding this property and that it is timely to offer the flats for sale now.
- 6.5 It is recommended that the Council adopts Option 1 and passes a resolution to sell the ten older Hovding Court Flats, including the land upon which they sit.

7. Consultation

- 7.1 The Council consulted with the wider community on the future of Pensioner Housing, as part of the Draft Long Term Plan process.
- 7.2 Tenants of flats are the most affected by any resolution to sell them. Tenants of the ten older flats in Hovding Court were advised when the Long Term Plan was adopted that the Council had resolved to sell the flat they occupied and that officers had begun the process of preparing the flats for sale. No tenants have raised concerns about the proposal.
- 7.3 The provisions of the Residential Tenancies Act 1985 protect tenants. Council will consider relocating tenants to other Council flats if the purchaser does not wish to retain the flats for rental purposes, and the tenants meet the Council's housing criteria.

8. Conclusion

In adopting the 2015 Long Term Plan, the intention of the Council was to sell the ten older Hovding Court flats including the land on which they sit. When adopting the 2015 Long Term Plan, the Council did not formally resolve to sell the flats including the land on which they sit. Passing a resolution at this time enables the sale process to occur.

9. Recommendation

- 9.1** *That the report from the Manager Assets Group dated 23 September 2015 concerning the Sale of the Hovding Court Flats Council Property (as circulated) be received, and*
- 9.2** *That the Council resolves to sell the ten older housing units at Hovding Court, including the land on which they sit, subject to consent for subdivision being issued, and*
- 9.3** *That the Council notes that subject to obtaining the subdivision consent, the property will be offered for sale by tender on the open market during the month of October 2015, and*
- 9.4** *That the Manager Assets Group be delegated authority to sell the property described in this report for no less than the current capital value.*

Attachments

Nil.

Report

Date : 21 September 2015

To : Mayor and Councillors
Tararua District Council

From : Kathy Dever-Tod
Manager Assets Group

Subject : **Advancing the Long Term Plan Decisions regarding Pensioner Housing**

Item No : **11.3**

1. Reason for the Report

To ensure the Council has met its obligations with respect to the provisions of Section 17a of the Local Government Act and to confirm the expressions of interest process for the purchase of the Council's pensioner housing.

2. Background

- 2.1 The Council owns and manages a housing portfolio of 92 units, with tenancy limited to elderly residents with limited assets.
- 2.2 The Council initially delivered this service as part of government policy from the late 1950's. Government offered subsidised capital funding for local government to address a severe shortage of social housing for older people.
- 2.3 Rentals are well below market rates, and have been set at a level to ensure that the annual costs of ownership are covered and do not require additional rates input.
- 2.4 The design of many of these old units does not meet modern standards or tenant needs. The Council has insufficient pensioner housing reserves to fund the modernisation of the portfolio of units. Unless rents are substantially increased, the activity will need a large funding injection over the next ten years. A rates subsidy will also be required to meet future operating costs.

- 2.5 The need to invest in the housing assets conflicts with two key strategies that have been adopted by the Council:
- Rates affordability – upgrading housing assets will require additional rates funding and ongoing subsidies, and
 - Debt levels – The Council needs to retain significant room to borrow in case of disasters or other unexpected impacts. The housing activity will require borrowing to fund upgrades.
- 2.6 The Government has changed social housing funding policies over the last decade. Community organisations can now receive funding from Government to buy or build social housing, and receive rental subsidies for qualifying tenants – the Council is not able to access these funds. The need for social housing remains, however the Council may no longer be the best provider of this service.
- 2.7 The Council’s options for future funding are limited to rental income and rates funding (or rates funding or borrowing).
- 2.8 In light of the above, the Council considered its options as part of its decision-making processes with respect to the 2015 Draft Long Term Plan, and consulted with the community on these options. After giving due consideration to the submissions received the Council decided to invite expressions of interest from respected not for profit social housing providers to purchase its pensioner housing units.
- 2.9 The Local Government Act 2002 Amendment Act 2014 includes new provisions relating to periodic reviews of existing Council infrastructure, services and regulatory functions. There is some debate in the sector as to the requirement to consider services that were subject to significant decisions in the Long Term Plan process, such as the decision made regarding the Council’s pensioner housing.
- 2.10 In order to provide clarity and completeness for the Council, this report addresses the requirements of Section 17A of the Local Government Act 2002 and outlines a process for inviting expressions of interest for the housing portfolio.

3. 2015-2025 Long Term Plan Decisions

- 3.1 The Council is required to consider the options for service delivery as part of any decision to significantly alter levels of service. The Council considered a range of options in workshops and discussions as part of the Draft 2015-25 Long Term Plan process.
- 3.2 Council consulted on three options through the Consultation Document. The Council was conscious of the desirability to limit stress and protect the rights of existing tenants, therefore the Council stated that its preferred option was to sell the housing assets to a respected social housing provider.

- 3.3 After considering community feedback the Council confirmed that exiting the service was the preferred option. This is subject to a number of key conditions:
- The buyer (or buyers) must be a reputable social housing provider
 - The existing tenants must continue to receive at least the existing levels of service
- 3.4 In the 10-year plan, the Council has assumed it will divest itself of its housing stock in 2017/18.
- 3.5 The Council also resolved that rental levels for the housing activity would increase by \$10 a week from 1 July 2015. This recognised that the service was struggling to meet one of the key objectives – that the activity is self-funding.

4. Review of Service Delivery

- 4.1 Section 17A of the Local Government Act introduces new requirements that councils:
- 4.1.1 Review the cost effectiveness of current arrangements for providing local infrastructure, services and regulatory functions at regular intervals. Reviews must be undertaken when service levels are significantly changed, before current contracts expire, and in any case not more than 6 years after the last review; and
 - 4.1.2 Ensure that there is a binding contract or agreement where delivery of infrastructure, services or regulatory functions is to be undertaken by a different entity than the entity responsible for the governance of those things. The contract/agreement must cover key matters such as service levels, performance assessment and reporting, risk management and accountability.
- 4.2 The section provides a number of exceptions to both requirements:
- 4.2.1 a local authority is not required to undertake the review in respect of a function to the extent that delivery arrangements are bound by legislation, contract or binding agreement so that they cannot be changed within the next two years;
 - 4.2.2 a local authority is not required to undertake the review if it is satisfied that the potential benefits do not justify the cost of the review;
 - 4.2.3 the required service delivery contract/agreement does not have to cover matters that are covered by legislation, or by the constitution or statement of intent of a council controlled organisation; and
 - 4.2.4 a service delivery contract/agreement is not required where services are delivered by a community organisation and the cost and risk to the local authority are not significant.

- 4.3 The Policy Analyst has completed a review of the delivery of the housing service. A copy of the review is attached.
- 4.4 The review concludes, that in terms of the provisions of Section 17A of the Act, the Council is satisfied that the potential benefits of any further analysis and review would not justify the costs of undertaking the review. Furthermore, that the 2015–25 Long Term Plan process, with the additional analysis contained in the review, has met the requirements of Section 17A of the Local Government Act 2002.

5. Expression of Interest Process

- 5.1 The Council Long Term Plan decision regarding the inviting expressions of interest to purchase pensioner housing clearly states that the purchaser will be a respected not for profit social housing provider.
- 5.2 The Government has an existing registration process for social housing providers; the Community Housing Regulatory Authority (CHRA) is the regulatory body for Community Housing Providers.
- 5.3 To become a provider of social housing, and receive the income-related rent subsidy (IRRS) from the Government, organisations need to be eligible and achieve registration with the Community Housing Regulatory Authority (CHRA) first. To know if a community housing provider is able to be registered as a Class 1 Social landlord, the Authority looks at organisational performance and capability in the following areas:
- 5.3.1 governance;
 - 5.3.2 management;
 - 5.3.3 financial viability and sustainability;
 - 5.3.4 tenancy management; and,
 - 5.3.5 asset management.
- A copy of the CHRA community housing provider performance framework is attached.
- 5.4 Any subsequent funding arrangement is at the discretion of Ministry of Social Development, and tenancies need to be offered in respect of properties that conform to demand for social housing by area and bedroom type.
- 5.5 Given that the Council's intention is to divest its portfolio to social housing providers who are eligible to access Government funding assistance, it makes sense that these providers would be registered community housing providers.

- 5.6 The CHRA registration process also assures the Council and the community that the housing organisation has met a number of important criteria to become registered. Furthermore, it assures the community and tenants that CHRA will continue to work with the provider to ensure they continue to meet the required standards and also to continually develop the strength and performance of the provider.

6. Significance Assessment

- 6.1 The decision to divest pensioner housing is a significant decision in terms of the Council's significance and engagement policy. As outlined in this report, the Council has already undertaken a special consultative process as part of the 2015 Long Term Plan process. The decision with respect to the expressions of interest process is not considered significant.

7. Options

- 7.1 Option 1: Council invites expressions of interest from Registered Community Housing Providers for the purchase of the pensioner housing units.
- 7.2 Option 2: Council invites expression of interest for the purchase of the pensioner housing units, and uses its own method for determining the suitability of the organisations.

8. Assessment of Options

- 8.1 When calling for expressions of interest, the Council must make it very clear how the Council will determine which organisations it will then seek proposals from.
- 8.2 It is in the best interests of the Council and the community to enter into negotiations with an organisation which is eligible to enter into a contract with the Ministry of Social Development for the tenancy services they intend to provide and receive the IRRS for.
- 8.3 By using the CHRA registration as the selection criteria, the Council will eliminate organisations that are ineligible to access Government funding and also unlikely to meet the Council's own criteria of being a respected not for profit social housing provider.
- 8.4 It is recommended that the Council invites expressions of interest from registered community housing providers (or providers who are awaiting confirmation of registration at the time expressions of interest are called).
- 8.5 Following the expressions of interest process, the Council would prepare the necessary documentation to enable the registered community housing providers to submit proposals. The Council would then undertake a formal evaluation of the proposals and determine which provider(s) it wished to enter into negotiations with. Depending on the sector response, it may be possible to sell the units to several social housing providers in appropriate blocks.

9. Consultation

- 9.1 The issue of Council divesting itself of pensioner housing, to a social housing provider, has been widely consulted upon as part of the 2015-25 Long Term Plan.

10. Conclusion

- 10.1 In considering its options for pensioner housing and consulting with the community as part of the 2015-2025 Long Term Plan, the Council has met its legislative requirements with respect to the Local Government Act 2002. This process, and the service review analysis attached to this report meets the requirements of Section 17a of the Act.
- 10.2 In inviting expressions of interest for the purchase of pensioner housing, the Council needs to ensure that the process is clear and transparent, is efficient and the resulting decisions are defensible. The registration process for Community Housing Providers provides an ideal mechanism for the Council to screen organisations for suitability to move to the next stage and submit proposals.

11. Recommendation

- 11.1 *That the report from the Manager Assets Group dated 21 September 2015 concerning Advancing the Long Term Plan decisions regarding pensioner housing (as circulated) be received, and*
- 11.2 *That the Council notes it has met its legislative requirements with respect to Section 17a of the Local Government Act 2002, and*
- 11.3 *That the Council invites expressions of interest from Registered Community Housing Providers, including organisations currently in the process of registration, to purchase its pensioner housing units, and*
- 11.4 *That the Council notes that following the expressions of interest process the Council will then seek formal proposals from those parties shortlisted, and*
- 11.5 *That the community facilities portfolio holders be authorised to work with Council officers to determine the criteria for the evaluation of proposals.*

Attachments

1. Housing – Options Assessment for Service Delivery - Attachment for Council report September 2015
2. Community Housing Provider - Performance-Standards-Guidelines-Website-Version - September 2015

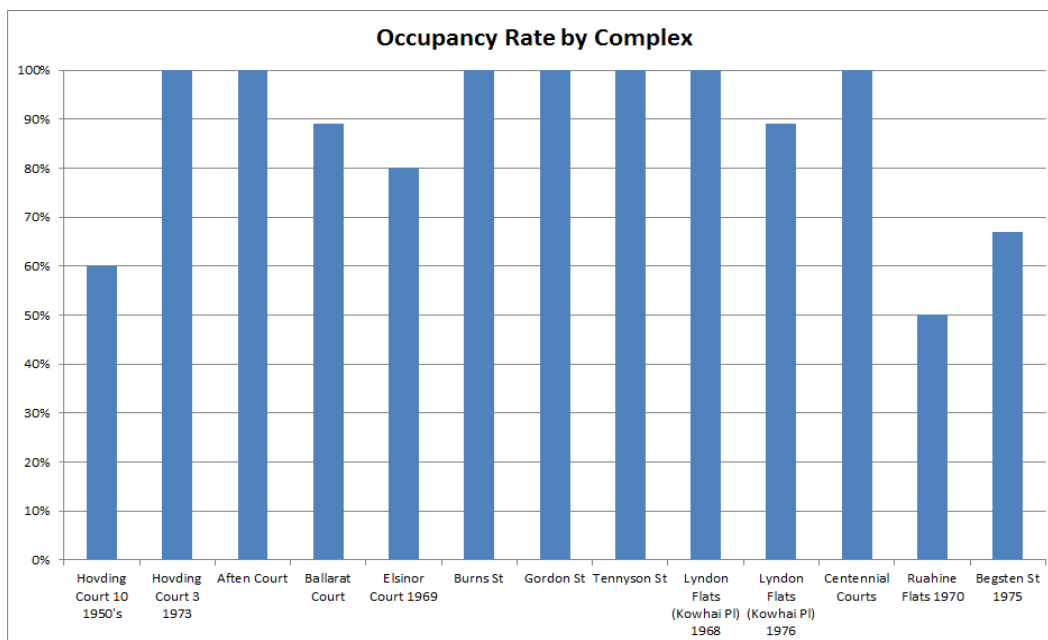
Housing – Options Assessment for Service Delivery

Name of Service	Housing
Scope	<p>There are 80 one-bedroom units and 12 two-bedroom units, which are provided under a tenant contribution scheme (purchase of tenancy). The one bedroom units are located at Dannevirke (50), Eketahuna (3), Pahiatua (15) and Woodville (12). The 12 tenant contribution units are all located in Dannevirke.</p> <p>In total Housing assets have a land area of 1.6 Ha and a building floor area of 4325 m2. The units</p> <p>Council provides the administration and for the maintenance of the units</p>
Purpose	To provide access to affordable and suitable long-term housing for older people with limited income and assets
Rationale for Service	<p>There is a social need for low income superannuitants to be able to afford accommodation that enables them to stay close to family and friends and to be able to participate as active members of the community.</p> <p>Council sets rentals at lower than market rates, with the aim to be not more than 25% of the applicable New Zealand superannuation. Beneficiary tenants can apply to Work and Income for assistance with their housing costs.</p> <p>Council has decided to exit the service to an approved social housing provider, as this will maximise the ability for the community to access government funding.</p> <p>Contribution to Community Outcomes:</p> <ul style="list-style-type: none"> • Efficient Infrastructure – Strongly Related • Prosperous Economy - Related • Great Lifestyle - Strongly Related • Sustainable Environment – Not Related • Collaborative Council - Related
Governance	The activity is delivered by the Tararua District Council. Governance decisions are made by Council (elected members) after considering advice from Council management. Significant decisions would involve a consultation process with the community and / or major stakeholders and those directly impacted by any decision.
Funding	<p>The activity is self-funding from rental income. This is a policy decision that has proved difficult to meet in the past due to governance decisions limiting the level of rents. In 2015/16 rents were increased by \$10 a week which will place the activity on a better financial footing.</p> <p>Rental levels in the Tararua rental market are low compared to the New Zealand average. This reduces the need for Council subsidised housing and limits the rental levels that Council can charge for the service. This in turn reduces the ability to fund future renewals of housing stock.</p>
Current Service Delivery Arrangements	<p>Council staff manage the tenancies and screen applicants against Council policy on tenant requirements. The Assets Group staff manage the occupancy of the housing units and capital projects and Customer Service staff arrange for local contractors to carry out maintenance as issues are raised by tenants.</p> <p>Tenants are ideally aged 65 + years and have limited financial assets. As vacancy rates for some units have increased (the oldest units) Council has widened the age criteria in order to increase occupancy.</p>

Major Contracts	There are no major contracts associated with this activity. Maintenance is carried out by a range of trades businesses and are generally of small values.
Last Review and Options considered	<p>Council has considered the future of housing previously on an ad-hoc basis. Lack of demand for the units in Norsewood and Ormondville resulted in their sale to the private sector in 2011. Proceeds were added to the housing reserves. There was some community opposition to this sale at the time. Exiting the entire activity was not considered as an option. There were no ongoing issues with the sale.</p> <p>Council consulted on the future of the Housing activity as a specific significant issue in the 2015-25 LTP process. In the Consultation Document the following options were consulted on:</p> <ol style="list-style-type: none"> 1. Status quo – as decided in the 2014/15 Annual Plan Sell six of the older units in Dannevirke, and use the sale proceeds to help fund the building of six new units. This option does not address all the ageing units in the housing portfolio and it will be some years before they are renewed and/or modernised. Reserves in the activity will be depleted by the end of the ten years. Weekly rentals will need to increase from an average of \$71 to \$85 in Year 1 and then gradually increase to \$95 by Year 5. 2. Sell part of the older units and use proceeds to modernise the remaining housing stock Council would retain the newer units, and sell the balance of 12 older units (Dannevirke and Eketahuna) for redevelopment; recognising that Council has already identified that the older units are not suitable for modernisation. The balance of units in the portfolio are able to be modernised. The balance of units in the portfolio are able to be modernised through the use of the proceeds of sale and the housing reserves, without Council having to borrow. However, weekly rentals will need to increase from an average of \$76 to \$88 in Year 1 and then gradually increase to \$97 by Year 5. 3. Exit from this service - sell the whole portfolio to a suitable social housing provider or providers (preferred option) Existing tenants continue to live in subsidised social housing units. Greater community benefit through government funding entering the district in the form of social housing grants - monies that Council is not eligible to access. With a suitable housing provider in place, this ensures that the housing outcomes are better for the community as well as tenants. Council can divest to several providers, if that is the best option, rather than a one solution for the entire district. The balance of the reserves for the pensioner housing - including monies from the sale proceeds - is available for other Council projects in the district. At the end of the sales process, Council is anticipating the proceeds from sales and the reserves balance will total \$3.7 million. These funds will be used to repay debt and/or invest in district wide infrastructure.

	<p>Council received 170 submissions concerning the operation and management of the pensioner housing, with the views expressed as follows:</p> <ul style="list-style-type: none"> • 77 submissions supported the Council exiting from this service and selling the whole portfolio to a suitable social housing provider or providers. • 71 submissions supported the Council retaining this service with rentals increased to cover the associated costs maintained at affordable levels • 8 submissions supported the status quo through the Council retaining the pensioner housing service and selling part of the older units, with the proceeds used to modernise the remaining flats. • 5 submissions supported either option to sell or retain the pensioner housing service • 9 submissions covered a range of other views / options. <p>Council adopted the following position in the approved 2015-25 LTP:</p> <ul style="list-style-type: none"> • Council recognises the potential community benefit from government funding it cannot access if it retains the ownership of its pensioner housing portfolio, and • Council invites expressions of interest from respected not for profit social housing providers to purchase its pensioner housing units, and • Council will exit from this service if the tenants are protected and there will be an ongoing operation of pensioner housing within the district. <p>Council confirmed that the ten older units at Hovding Court (Dannevirke), as previously resolved, are to be sold separately.</p>																								
Current Performance	<p>Occupancy rates have been declining for some time, with an upturn following the sale of units in Norsewood and Ormondville in 2011.</p> <div data-bbox="355 1254 1418 1771"> <table border="1"> <caption>TDC Housing Overall Occupancy rate</caption> <thead> <tr> <th>Year</th> <th>% Occupancy</th> </tr> </thead> <tbody> <tr><td>2005</td><td>97</td></tr> <tr><td>2006</td><td>96</td></tr> <tr><td>2007</td><td>97</td></tr> <tr><td>2008</td><td>96</td></tr> <tr><td>2009</td><td>92</td></tr> <tr><td>2010</td><td>92</td></tr> <tr><td>2011</td><td>92</td></tr> <tr><td>2012</td><td>95</td></tr> <tr><td>2013</td><td>92</td></tr> <tr><td>2014</td><td>91</td></tr> <tr><td>2015</td><td>87</td></tr> </tbody> </table> </div> <p>The occupancy rate decline in 2015 can be discounted from the data set as Council management were leaving empty units vacant in Hovding Court as Council had previously resolved to rebuild these units. In 2015 these 10 units had an occupancy rate of 60%.</p>	Year	% Occupancy	2005	97	2006	96	2007	97	2008	96	2009	92	2010	92	2011	92	2012	95	2013	92	2014	91	2015	87
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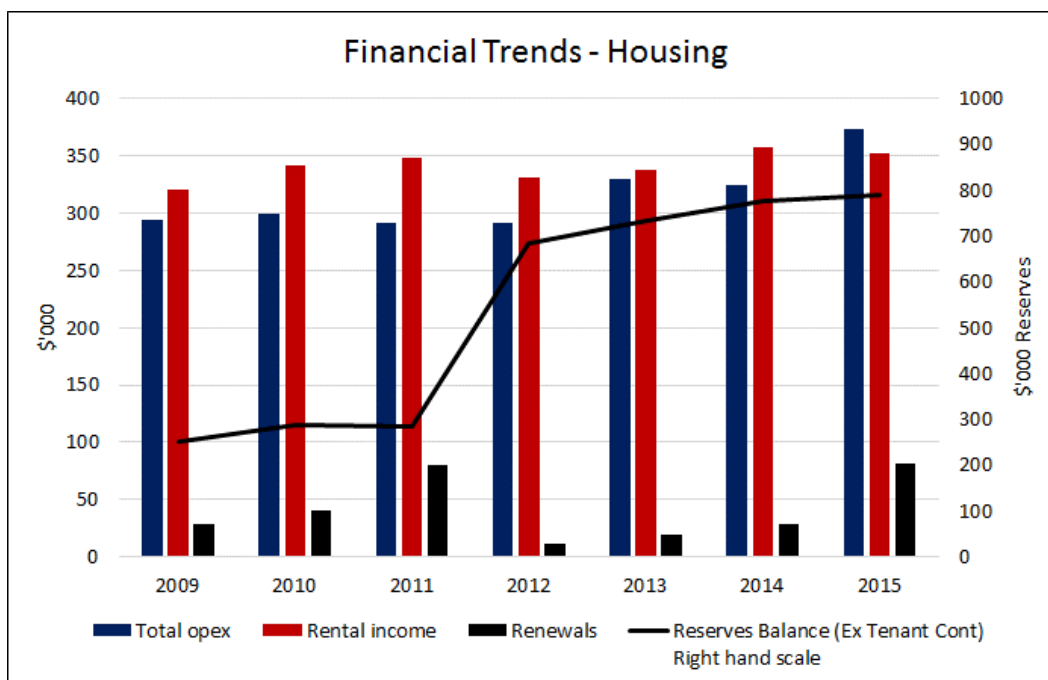
Occupancy rates are generally lower in Eketahuna and Woodville (note small number of units can give misleading statistics), and in the older units.

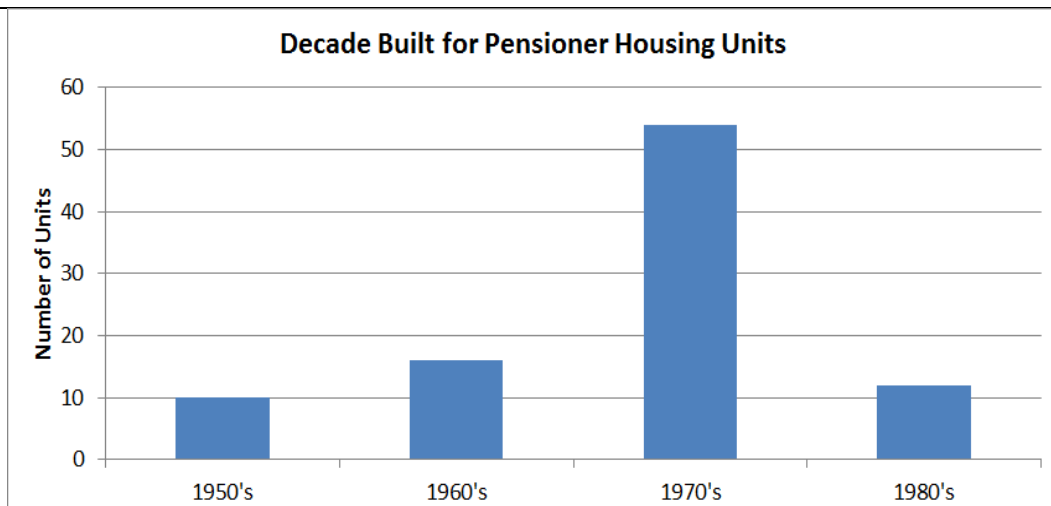


Tenants have a high satisfaction rating for the service with a 100% rating in 2013 and 99% in 2014.

Financials

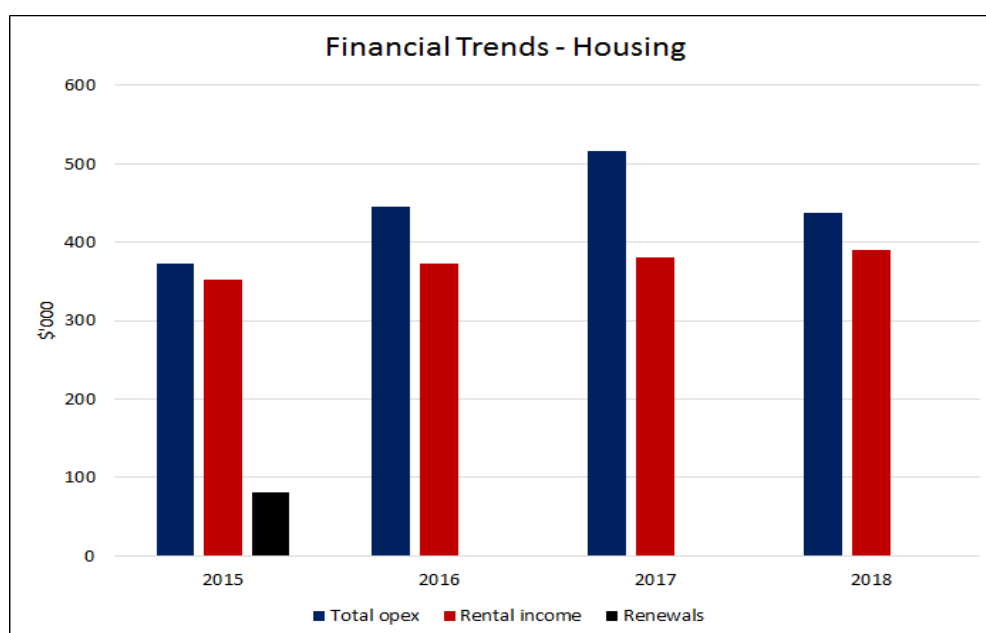
Rental Income has only grown modestly over the last 6 years, while total operating costs have grown faster in the last few years. This has resulted in reserves growing slowly (excluding the large increase from the sale of units in Norsewood and Ormondville in 2011/12). Renewals have largely been limited to windows and roof issues.





The oldest units are in need of complete renewal to address design issues as well as reaching end of life. The reserves are not sufficient to fund these costs. Rental income will not be able to fund the forecast renewals in the next 10 years and beyond.

Council has resolved to exit the service by 2017/18 so the 2015-25 LTP only includes financials for the next 3 years.



Overall funding depreciation is the major issue. Even with the rental increase the operating revenue does not cover fully funding depreciation and other operating costs. This implies that the reserve balance will decline in the future and an injection of capital will be required to fund renewals.

Valuations done on Dannevirke rents in February indicate that at current rentals (around \$90 a week) Council housing will be at around 85% of market rents. Council has a policy that rents will not exceed 25% of NZ Super (single). NZ Super is now \$431.10 a week gross – which implies a maximum rental of \$107.75 a week. This is around the market rent level.

Future Issues	<p>The ageing population will increase demand for affordable housing. Whether this translates into an increase in the number of people accessing subsidised housing or not, remains to be seen. The housing must still meet the increasing standards being demanded by tenants.</p> <p>Occupancy rates are currently falling as Council units are increasingly not meeting the minimum standards demanded by tenants. This includes more storage, bigger rooms, disabled access, places for mobility scooters, larger appliances, etc. Changes to government policy on funding for rental subsidies and funding for social housing providers have eroded the reasons why Council delivers this activity.</p> <p>There is considerable affordable private rental housing in the District. At market rents tenants who meet all the criteria are eligible for rental supplements of 70% over the threshold level of \$94 a week (for Tararua). This effectively means that there is little difference between Council rents and private sector rents.</p>
Alternative Options - Governance	<p>Council has a number of options for the governance of this activity. They are:</p> <p>Council status Quo – Council could continue to own the assets. This would require a capital injection to renew the assets in the medium term. Council ownership is not eligible for government funding.</p> <p>Local Trust – Council could form a community housing trust charged with the governance of the housing assets. The main benefit from this would be to open up alternative funding sources, although to obtain government funding the trust would have to register and be approved as a social housing provider. A limiting factor is that existing Council tenants are not eligible for additional funding under the social housing policy of government.</p> <p>In order for the funding to be sustainable Council would likely need to gift the housing assets to the trust. The trust would need to attract alternative funding or take on debt to renew the older units. A number of Councils have taken this approach to pensioner housing assets (Manawatu, Carterton).</p> <p>CCO – A CCO would provide an arms-length and commercial focus to managing the housing assets. It would not be eligible for government funding. Unless the statement of intent allowed full market rents there is no obvious benefit to this option.</p> <p>Shared Service – Council could investigate setting up a shared service governance arrangement with a combined larger housing service. Neighbouring Councils, however, have different policies and structures. Palmerston North City provides a substantial rates subsidy to reduce rents, while Manawatu and Wairarapa Councils have transferred housing to a Trust over the years. Forming a multi Council shared service also creates complexity for decision-making for politically sensitive services such as pensioner housing.</p> <p>Private sector commercial – Council can exit the service by selling at market rates to the highest bidder. Council has however decided that there is still a need for a social housing service for asset poor residents aged 65+. This service would cease if sold to commercial operators and it is unlikely that another organisation would step in to provide the service.</p>

	<p><u>Council View</u></p> <p>Council has decided on three policy positions:</p> <ol style="list-style-type: none"> 1. There will be no rates funding of the activity 2. There is a need for the service in the District now and into the future 3. If Council exits the activity it expects to receive fair value for the assets. <p>There is only one viable option that can meet the Council position. The option needs to access government funding that will ensure the ongoing operation of the service without rates input. The Trust is only viable if Council gifts the assets to the new organisation. Overall Council has resolved to sell the assets to an organisation that is a specialist and focused social housing provider that can access government funding for the service.</p>
Alternative Options - Funding	<p>Options are limited by government policy and policies of grant agencies. Council has four basic options:</p> <ol style="list-style-type: none"> 1. Retain ownership and fund through rental income and rates (or rates supported borrowing) 2. Transfer to a trust for no consideration and instruct the trust to become a registered social housing provider. 3. Sell to an existing social housing provider who is eligible for government funding. 4. Charge market rents or sell to a commercial business. If Council charged market rents there is no longer a rationale for retaining ownership. <p><u>Council view</u></p> <p>Council considered these options as part of the 2015 LTP process and decided that accessing government funding was critical given the policy position of no rates funding. The best outcome for existing tenants and the residents of the District was to sell to a reputable registered social housing provider. This provides security for the tenants, secures the service for the future and returns some capital to the Council that can be used to invest in other community assets in the future.</p>
Alternative Options – Service delivery	<p>Given the analysis in governance and funding the practicable options are limited. Any service delivery through a commercial model is not eligible for government funding as a registered social housing provider.</p> <p>Council currently delivers the service through a very lean management structure, and low overheads. Total operating costs (excluding depreciation) are \$373,000 in 2014/15, including \$41,000 in overhead charges. This is to manage and maintain a property asset worth \$4.1 million. There is little savings to be made from joining with other organisations. Shared services may in fact increase costs as most other Council or Trust operations have higher levels of service.</p> <p>In-house delivery – This is the status quo option and is only viable if Council sells most of the older units.</p> <p>CCO, owned or partly owned by Council – A service delivery through these options would not qualify for government social housing funding. As such this option is not</p>

	<p>viable unless Council sells most of the older units.</p> <p>Another local authority – A local authority is not eligible for government social housing funding. As such this option is not viable unless Council sells most of the older units.</p> <p>Private sector – Maintenance services are already delivered by a range of private sector trades and are likely to continue to mostly do so under most governance models.</p> <p>Another agency (for example central government, an organisation or a community group) – The government policy is to support community social housing providers to deliver these services. Housing NZ is not being funded to purchase additional social housing, and has little involvement in providing subsidised housing for able bodied older people.</p> <p><u>Council View</u></p> <p>Exiting the service to be provided by a community organisation is the preferred option for Council – in this case a respected not for profit social housing provider.</p>
Does the Cost of the Review outweigh the benefits (s17A(3))	<p>Council has already carried out a Special Consultative Procedure as part of the 2015-25 LTP process. Council consulted on three options including exiting by selling to a respected not for profit social housing provider(s), or two variations on retaining the service in-house.</p> <p>Council considers that there are no other viable options that meet the policy positions of Council, and deliver a financially sustainable service into the future. As such there is little to gain from carrying out a full cost benefit analysis of the viable options covering governance, funding and service delivery.</p> <p>Pensioner housing in Wairarapa is already governed, funded and delivered by a community trust, as is Manawatu. Palmerston North has a policy of using rates to partly fund its service, while Councils in Hawkes Bay are possibly entering an amalgamation process.</p> <p>Council is satisfied that the potential benefits of any further analysis and review would not justify the costs of undertaking the review.</p> <p>Council therefore considers that the 2015 – 25 LTP process, with additional analysis contained in this report, has met the requirements of s17A of the LGA 2002.</p>

COMMUNITY HOUSING REGULATORY AUTHORITY

Performance Standards and Guidelines

Purpose of the Performance Standards

The basis for the Community Housing Regulatory Authority's (CHRA's) engagement with community housing providers (CHPs) is a uniform set of Performance Standards. The Performance Standards are the statutory benchmark against which we are required to:

- a) assess the capacity of a CHP to become a registered Class I : Social Landlord (i.e. during the application process); and
- b) monitor the ongoing performance of the CHP as a Class I : Social Landlord, once registered.

Our role as CHRA is to register and regulate CHPs and, in order to ensure that their tenants are appropriately housed, work with CHPs to support the growth of a fair, efficient, and transparent community housing sector.

Schedule One of the [Housing Restructuring and Tenancy Matters \(Community Housing Provider\) Regulations 2014](#) sets out the Performance Standards. The following components of a CHP's capacity and performance will be assessed and monitored:

- Governance
- Management
- Financial Viability
- Tenancy Management
- Property and Asset Management

We recognise that CHPs do not all have the same size tenancy portfolio or scope of operations or exposure to risk. Our expectations around the degree of compliance with the Performance Standards will take these factors into account.

Principles

The principles that CHRA will apply to itself when assessing CHPs for registration and ongoing compliance with the Performance Standards are outlined below:

- **Proportionality** - considering the level of risk CHPs and their tenants are exposed to, including size, scale and experience in carrying out regulated activities. This includes not being unnecessarily prescriptive about how a CHP demonstrates compliance.
- **Accountability and Transparency** – being able to justify decisions; being open to public scrutiny.
- **Fairness and Consistency** – impartial assessments, “level playing field”, based on fair, clear and open processes and decisions, and consistent application of information and methods.
- **Capability** – having the people and systems necessary to operate an efficient and effective regulatory regime.



Risk Assessment Framework

In evaluating applications for registration, CHRA will apply a Risk Assessment Framework to determine the likely level of risk providers and their tenants are exposed to and corresponding information requirements in applications for registration. The Framework comprises a three-step analysis. The first is a professional judgment to consider the impact and magnitude a potential failure to deliver social housing may have for tenants and the Crown. If an applicant has any high consequences in step one, a secondary assessment is made to determine the risk of failure and impact for tenants and the Crown. The third step is a financial viability assurance process.

Purpose of the Guidelines

The Guidelines elaborate on each Performance Standard and provide guidance on how CHPs can demonstrate that they:

- a) have the capacity to meet the standards for registration; and
- b) can demonstrate that they meet the standards, after registration.

The Guidelines are to be read in conjunction with the documentation and templates provided on this website for applying for registration, reporting (annual, exception and change), making complaints and appealing CHRA's decisions.

Supporting Information

In demonstrating compliance with the Performance Standards, the CHP will need to provide supporting information. The CHPs will not have to produce all the evidence suggested in the Guidelines. The information may take a wide variety of forms and we have tried not to be prescriptive where possible. Whether a CHP has the range of information sources referred to will largely depend on the size and sophistication of the organisation and their level of risk exposure. The Guidelines are not exhaustive and a CHP may wish to refer to other supporting information in demonstrating compliance with the standards.

For the most part, the information sources detailed in the Guidelines refer to documentation and processes that CHPs would preferably have in place in order to satisfy their governing bodies that they are well managed, financially viable, and that good quality housing is being provided.

To avoid duplication and increasing the reporting burden for CHPs, CHRA may accept information demonstrating compliance with the Performance Standards which has been supplied for other purposes. This could include requirements for registration as a charity, company, incorporated society or trust. Ongoing reporting documentation already prepared may in some cases be assessed as demonstrating the CHP can or does meet the Performance Standards, for example, annual returns to other agencies.

CHRA can also make an operational decision on a case-by-case basis to accept accreditation reports in full or in part as evidence to support compliance with the Performance Standards.

Providing and Assessing Supporting Information

CHRA will assess annual reports and financial accounts submitted by the CHP against the Performance Standards, supplementing any gaps with information requests. We will endeavour to keep any requests for additional information to a minimum to avoid increasing the compliance burden on CHPs.

Where the supporting information is a sub-section of a larger document you will need to provide us with a reference to the page and paragraph, rather than a blanket reference (such as "in the Annual Report").

Timing and Reasons to Report

The Guidelines envisage that a CHP will report to CHRA at specific trigger points. These are:

- **On application** – the Regulations require that CHRA must be satisfied, on reasonable grounds, that a CHP has the capacity to meet the Performance Standards before registering it.
- **Annually** – a CHP must, at a minimum, provide an annual report to CHRA setting out its performance against the Performance Standards using the Annual Report Template on CHRA's website, and annual financial statements and accounts. These must be provided in the format specified by CHRA. Specific reporting contents may be the subject of CHRA directions to CHPs and must be formally notified in the *Gazette*. All registered CHPs are required by section 176(4) of the Housing Restructuring and Tenancy Matters Act 1992 to submit annual reports not more than 28 days after their annual general meeting.
- **On CHRA's request** – CHRA can ask a registered CHP to report to it at any time, and in a format specified by CHRA. CHRA may also undertake performance reviews, and request additional information on an ad-hoc basis from registered CHPs. In doing so, we will endeavour to avoid unnecessarily increasing the compliance burden on CHPs.
- **Exception and change reporting** – occasionally an event may occur that will trigger a report by the CHP to CHRA, usually when the CHP is in danger of failing to continue to meet the eligibility criteria or to comply with any of the Performance Standards. When CHPs Exception Report to us their reports must also include what measures or mitigations have been taken or are planned to address any consequences arising from the failure or event.

An example of when **change reporting** is required is when there have been or are about to be significant changes to the CHP's governing body or the range of objects and functions the CHP performs.

Instances of when **exception reporting** is necessary and what corrective action is being taken include when:

- (i) The CHP has failed to meet the applicable legislative, regulatory or legal requirements;
- (ii) An incident occurs causing damage, or potential damage, to the reputation of the community housing sector;
- (iii) The CHP's continued financial viability is at risk;
- (iv) There have been other significant changes to the level or kind of risk exposure the CHP faces.

To make this process easier for CHPs, CHRA has developed exception and change reporting guidance and forms. These are available on the website.

Guidelines accompanying the Performance Standards

1. Governance

The CHP must be well governed at all times

1.1(a)	The provider has an identified group of suitably skilled people responsible for its governance
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How the Standard can be Achieved

Social housing provision is a specialised area of activity. To meet this standard, a CHP will need to demonstrate that it has policies and processes to recruit and retain governing body members with the range of skills and experience required for the good governance of a CHP. While CHRA is not prescriptive on what skill sets need to be represented on governing bodies, these could usefully include sound financial management experience. Other skill sets could include legal, tenant management, and property/asset management skills.

Mandatory information

- Trust deed, constitution or other empowering document
- Biographies of current governing body members

Supporting Information

The information may be recorded in the CHP's:

- Policies and procedures in respect of:
 - Recruitment and selection
 - Induction
 - Professional development
 - Succession planning
 - Remuneration
 - Performance assessment
- *Planning documentation**
- *Governing body documentation**
- Annual report

1.1 (b)(i)	The provider has documented systems and processes that include strategic, operational, and financial planning documents
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How the Standard can be Achieved

Good governance requires good planning. To meet this standard, a CHP will need to demonstrate that its governing body sets and implements an appropriate strategic direction and scrutinises performance using processes such as:

- Strategic planning
- Business planning
- Financial planning

Planning documents should be reviewed and updated regularly.

Supporting Information

The information may be recorded in the CHP's:

- *Planning documentation**
- *Quality and risk management documentation**
- Annual report

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

1.1 (b)(ii) The provider has documented systems and processes that include quality and risk management plans and mitigation strategies

How the Standard can be Achieved

Each CHP faces a number of risks it must effectively manage in undertaking its business activities. To meet this standard, the CHP will be able to demonstrate that its quality and risk management documents are suitable for the risk exposure of the organisation. These documents should include policies and procedures for:

- Identification of strategic, operational, financial and reputational risks
- Mitigation of these risks

In addition, the governing body will have in place an audit process in respect of its risk management processes, and it is expected that learnings gained during the audit process will be used to regularly update the CHP's risk management documentation.

Supporting Information

The information may be recorded in the CHP's:

- *Quality and risk management documentation**
- *Governing body documentation**

1.1 (b)(iii) The provider has documented systems and processes that include effective, transparent and accountable arrangements and controls for decision making

How the Standard can be Achieved

To achieve this standard, the governing body will have a regular meeting schedule, and have policies and procedures in place in respect of transparent decision making, such as how governing body decisions are made, how meetings are conducted and how decisions are recorded. New and reappointed members of the governing body will be advised in writing of their roles and responsibilities. This information should include:

- The legal requirements of the governing body
- Estimated time commitments
- The division of responsibility between the governing body and management of the CHP.

The governing body should also record and maintain effective control of, related party arrangements (such as with subsidiaries or other business partners which could materially influence the CHP).

Relative to the size of the CHP, the governing body may have an appropriate sub-committee structure in place, including an Audit and Risk Committee that meets regularly.

Supporting Information

The information may be recorded in the CHP's:

- *Governing body documentation**
- *Planning documentation**
- *Financial documentation**
- Internal business compliance documentation
- Board subcommittee structure

1.2 (a) The provider ensures that the governing body has access to relevant external expertise as required

How the Standard can be Achieved

A CHP is encouraged to access external expertise as required to ensure its organisation is well governed. To do this effectively, the CHP will need to have in place policies and procedures for identifying what expertise is necessary, when, and for accessing this expertise as required. To this end, the CHP will be able to show that policies and procedures have been followed when contracting or delegating.

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

Supporting Information

This may be recorded in the CHP's:

- Policies and procedures for identifying and accessing external expertise. '
- Board minutes
- Board subcommittee structure

1.2 (b) The provider ensures that the governing body complies with legislative, regulatory and legal requirements

How the Standard can be Achieved

There are a number of legislative, regulatory and legal requirements that apply to the provision of social housing and it is essential that CHPs have a good working knowledge of these. To achieve this standard, CHPs will be able to demonstrate that the governing body has a record of the relevant requirements and, where necessary, policies for how these will be complied with. Legislative requirements may include (but are not limited to) the:

- Housing Restructuring and Tenancy Matters Act 1992
- Housing Restructuring and Tenancy Matters (Community Housing Providers) Regulations 2014
- Building Act 2004
- Building Regulations 1992
- Residential Tenancies Act 1986
- Privacy Act 1993
- Protected Disclosures Act 2000
- Building Code as set out in the Building Regulations 1992
- Health Act 1956
- Housing Improvement Regulations 1947

Supporting Information

This information may be recorded in the CHP's:

- *Planning documentation**
- *Governing body documentation**
- Internal audit policy and procedures

1.2 (c) The provider ensures that the governing body complies with relevant government policies

How the Standard can be Achieved

To achieve this standard, the CHP will need to demonstrate that the governing body is aware of applicable government policies, including that social housing tenants are appropriately housed, and in relation to the fair, efficient, transparent delivery of housing services. The governing body of the CHP may undertake regular environmental scans to identify which government policies impact on its organisation.

Supporting Information

This information may be recorded in the CHP's:

- *Quality and risk management documentation**
- Policies and processes for ensuring staff understand and comply with relevant government policies
- Risk management system (plan and register)
- Audit and risk committee agendas, minutes and reports

1.3 The governing body understands the financial status of the provider at all times

How the Standard can be Achieved

To ensure that the governing body makes informed decisions and ensure on-going viability, it is essential that the governing body is aware at all times of the financial status of the CHP. This will require regular reporting of financial status by management to the governing body, regular review of the accounts by the governing body, and an awareness by the governing body of any risks that may impact on the CHP's financial status.

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

Supporting Information

This information may be recorded in the CHP's:

- Board minutes
- *Financial documentation**

1.4 (a) The provider acts with integrity in its business activities and maintains high standards of probity relating to its business activities

How the Standard can be Achieved

To achieve this standard, the CHP will have written policies and procedures to ensure it acts with integrity in all its business operations. Central to this will be the ability to show that all procurement is undertaken in a fair and transparent manner, with reference to best practice principles.

Supporting Information

This information may be recorded in the CHP's:

- Annual report
- *Quality and risk management documentation**
- *Financial documentation**
- Fraud, corruption and criminal conduct policies and procedures
- Audit management plan
- Procurement and contracting policies and procedures
- Audit and risk committee meeting minutes
- Audit report

1.4(b) The provider establishes and administers a code of conduct for its employees and members of the governing body

How the Standard can be Achieved

The CHP will have a code of conduct designed to ensure it maintains high standards of integrity. The code should include reference to:

- Whistle blowing (Protected Disclosure Act 2000)
- Conflict of interest: including conflict of interest forms to be completed by members of the governing body
- Gifts and hospitality (including Koha) - forms to be completed by governing body members in receipt of gifts and hospitality
- Procurement

Preferably, the CHP should also be able to show that it regularly promotes the code of conduct (for example, through staff training sessions and/or publication of the code of conduct on the CHPs website), and that there are no significant and ongoing or repeated failures to abide by the code of conduct.

Supporting Information

This information may be recorded in the CHP's:

- *Governing body documentation**
- Code of conduct
- Written undertakings by all members of the governing body, staff and volunteers that they understand and will comply with the code of conduct
- Forms to be used to disclose conflicts of interest and Gifts and Hospitality, or registers.

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

1.4(c) The provider establishes and administers a system of employment and appointment checks

How the Standard can be Achieved

All staff of the CHP should be selected on the basis of relevant skills and experience. The governing body will have in place fair and transparent policies and processes in relation to the recruitment and selection of all staff. These should include:

- Application processes and documentation
- Reference checking

Supporting Information

This information may be recorded in the CHP's:

- Recruitment policies and procedures

1.4(d) The provider establishes and administers a system for its employees and members of the governing body for preventing, detecting, reporting and responding to, instances of fraud, corruption and other criminal conduct

How the Standard can be Achieved

It is essential that any illegal activity be identified and responded to in a prompt, appropriate and effective manner. The CHP will have policies and procedures for preventing, detecting, reporting, and responding to, instances of fraud, corruption and criminal conduct. The CHP's system should be consistent with good practice established by relevant anti-fraud, anti-corruption and anti-crime agencies and professional bodies in the community housing provider sector.

Supporting Information

This information may be recorded in the CHP's:

- *Quality and risk management documentation**
- *Financial documentation**
- Annual report
- Fraud, corruption and criminal conduct policies and procedures
- Audit management plan
- Procurement and contracting controls
- Audit and risk committee meeting minutes

1.4(e) The provider identifies and abides by relevant accounting and auditing practices

How the Standard can be Achieved

Good accounting practices are essential for maintaining on-going viability. To achieve this standard, the CHP will:

- Maintain proper accounting records in accordance with New Zealand accounting standards
- Show implementation of a documented financial management system and policies
- Undertake annual financial audits

Financial results should be reviewed by the governing body not less than annually, or every 6 months in the case of complex organisations.

Supporting Information

This information may be recorded in the CHP's:

- *Financial documentation**
- Independent audit report

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

1.4(f)	The provider does not bring the reputation of the community housing sector into disrepute
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How the Standard can be Achieved

The CHP will have in place policies and procedures for identifying any incident related to its operations that damages, or has the potential to damage, the reputation of the community housing sector.

Supporting Information

This information may be recorded in the CHP's:

- Code of conduct
- Risk management policies and procedures
- Communication policies and procedures
- Notification requirements of the governing body or management

2. Management

The CHP must be managed in a safe, efficient and effective manner at all times

2(a)	The provider has documented systems and processes to ensure that appropriate accountability measures in respect of decision making, probity, and service delivery are in place and monitored
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How the Standard can be Achieved

The CHP will have written policies and processes in place to ensure that management of the organisation is efficient, accountable, and regularly reviewed. These policies could include clear role descriptions for key staff, and written delegations in respect of decision making and expenditure sign-off. The CHP should also have written policies and processes to ensure that regular reports are produced for the governing body on the performance of management.

Supporting Information

This information may be recorded in the CHP's:

- Policies and processes for decision making, including delegations and clear role definitions
- Policy and procedures relating to service standards
- Internal audit plan
- Governing body reporting requirements

2(b)	The provider has documented systems and processes to ensure that the outcomes for tenants are appropriate, measurable and monitored in relation to the following: <ul style="list-style-type: none"> • affordability • access to information • access to services (including complaints processes)
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How the Standard can be Achieved

To achieve this standard, the CHP will have written policies and procedures to capture information on outcomes for tenants, and use this information to inform continuous improvement of its service delivery. Outcomes in respect of 'access to services' will include complaints processes, but could also include a range of other services, such as referrals to appropriate support services and, where appropriate, pathways to independence. Management will also monitor the implementation of any new policies to improve outcomes for tenants, and report regularly to the governing body on the success of these policies.

Supporting Information

This information may be recorded in the CHP's:

- Policies and procedures for rent setting
- Policies and procedures for monitoring affordability for tenants

- Annual audit planning documentation
- Annual plan
- Audit and risk plan
- Board minutes
- Information provided to tenants

2 (c)	The provider has documented systems and processes to ensure that Crown funding for the purchase of tenancy services is used for tenancy services
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How the Standard can be Achieved

A key aspect of the Government's housing reforms is to gain better visibility of the true cost of providing social housing. To achieve this standard, the CHP's financial and planning documentation will account effectively for the costs of providing tenancy services.

Supporting Information

This information may be recorded in the CHPs:

- *Planning documentation**
- Annual audit planning documentation
- Annual plan
- *Financial documentation*

2 (d) (i) (ii)	The provider has documented systems and processes to ensure that there is an appropriate management structure, and systems, policies and procedures in place to ensure that: (i) the operational needs of its business can be met; and, (ii) intended outcomes of its business can be achieved
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How the Standard can be Achieved

The CHP has a documented management structure that shows key roles and responsibilities, and can demonstrate how it will achieve outcomes described in its business plan. The CHP's business plan will identify key aspects of its business operations and business development, including but not limited to:

- The strategic objectives of the CHP and its strategies to achieve those objectives;
- Strategies to ensure it delivers quality services.

Supporting Information

This information may also be recorded in the CHPs:

- Management structure
- *Quality and Risk Management Documentation**
- *Planning documentation**
- *Financial documentation**

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

3. Financial Viability

The CHP will demonstrate continuing financial viability and solvency at all times

3 (a)	The provider has documented systems and processes in place to ensure that there is a viable capital structure
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How the Standard can be Achieved

Without a viable capital structure, CHPs will not be able to deliver effective social housing over the long term. To achieve this standard the CHP will need to be able to demonstrate:

- Its financial viability, and planning for maintaining ongoing viability – solvency and profitability
- Within its planning documentation, the matters that may impact on the its financial viability
- It has policies and strategies to minimise prolonged vacancies in housing stock and loss of rental income
- The CHP has sufficient capital resources to be able to absorb unexpected losses (including damage to properties) and to manage adverse shocks so that it can meet its commitments. What constitutes 'sufficient resources' will be for the CHP to determine in relation to its size and risk profile, although it should be able to justify its calculations in this respect to CHRA's satisfaction.

Supporting Information

Financial accounts, Profit and Loss, Cash flow and Balance Sheet for the past 3 years (or if operating for more than 1 year but less than 3 years, accounts for that period); or

For applicants with no or 1 year or less social housing experience, 12-36 months Cash flow Forecast for social housing business.

This information may be recorded in the CHP's:

- *Planning documentation**
- Annual report
- Debt financing arrangements (if applicable, and particularly important to provide this information where there is a higher impact if the CHP becomes insolvent.)

3 (b)	The provider has documented systems and processes in place to ensure that appropriate financial performance is maintained
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How the Standard can be Achieved

The CHP will have documented policies and processes that demonstrate how it will monitor and manage financial performance to achieve its business goals, which will be monitored and managed for short, medium and long term viability. In addition, there will be no significant, ongoing, or repeated instances of inappropriate financial performance, or failure to achieve business goals due to inappropriate financial performance. While CHRA does not wish to be prescriptive, for guidance purposes, we would consider short term to be 0-5 years, medium term to be 6 - 10 years and long term to be 11 years +.

Supporting Information

This information may be recorded in the CHPs:

- *Planning documentation**
- *Financial documentation**
- Annual report

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

3(c)	The provider has documented systems and processes in place to ensure that financial risk exposure is managed
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How the Standard can be Achieved

The CHP will identify financial risks, and can demonstrate effective management and mitigation of those risks in its planning documents. As part of its prudent management of risk exposure the CHP will be able to demonstrate that it has adequate insurance coverage proportionate to its risk exposure.

Supporting Information

This information may be recorded in the CHPs:

- *Planning documentation**
- *Financial documentation**
- Insurance policies

4. Tenancy Management

4 (a)	The provider has documented systems and processes to ensure that it complies with all relevant legislative requirements (including the Residential Tenancies Act 1986)
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How the Standard can be Achieved

To provide effective tenancy management, the CHP will maintain a record of the relevant legislation, regulations and other legal requirements with which it is required to comply. All interaction with tenants should be managed in accordance with any legal or legislative requirements that may include, but is not limited to, the:

- Housing Restructuring and Tenancy Matters Act 1992
- Housing Restructuring and Tenancy Matters (Community Housing Providers) Regulations 2014
- Building Act 2004
- Building Regulations 1992
- Residential Tenancies Act 1986
- Privacy Act 1993
- Protected Disclosures Act 2000

The CHP will also have, as part of its documented internal audit system, regular assessments of its compliance with relevant legislation.

Mandatory information

- Tenant allocation policy and procedures
- Examples of information provided to tenants (e.g application form, tenant handbook, tenancy agreement, service delivery agreement emails, pamphlets and letters)
- Tenancy application form

Supporting Information

This information may be recorded in the CHP's:

- *Planning documentation**
- *Quality and risk management documentation**
- Audit reports and documentation
- Policy for monitoring compliance with Residential Tenancies Act 1986
- Complaints register
- Applicable Tenancy Tribunal decisions

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

4 (b)	The provider has documented systems and processes to ensure that the tenancy management process is transparent and responsive
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How the Standard can be Achieved

There are a number of aspects of CHPs performance that make up transparent and responsive tenancy management, as follows:

The tenancy management process is transparent and well communicated to tenants

- This includes the provision of written information to tenants outlining their rights and responsibilities.

Housing is allocated on the basis of need

- The CHP will have policies and procedures to ensure that all properties across its portfolio are allocated fairly and transparently, and on the basis of need.

There are provisions for hardship and arrears management processes that are fair and transparent

- The CHP will have policies and processes in respect of:
 - Supporting tenants experiencing financial hardship, including arrears management
 - Referring tenants to budgeting advice services
 - Ensuring that ending tenancies is a last resort.

Maintaining accurate records of tenancy history

- The CHP will collect tenancy information necessary for the effective provision of social housing. This could include information on occupancy dates, complaints, arrears, damage to property etc.

Managing and addressing complaints and appeals relating to the provision of housing

- The CHP will have a documented policy and procedure for managing complaints and appeals and can demonstrate the prompt implementation of any corrective actions arising from complaints or appeals.

Customer satisfaction and the overall quality of housing services is measured and maintained

- The CHP will be able to demonstrate regular engagement with tenants, and measure tenant satisfaction (for example, through a regular survey of tenants).

Supporting Information

This information may be recorded in the CHP's:

- Written information that is provided to tenants
- Tenant allocation policies and procedures
- Policies and procedures for collecting and managing tenancy information
- Rent setting and monitoring affordability policies and procedures
- Policies and procedures relating to service standards
- Policy and procedures for managing rent arrears
- Complaints data policies and procedures
- Customer satisfaction survey policies and procedures
- Tenancy application form

4 (c)	The provider has documented systems and processes to ensure that confidentiality of all tenancy information is maintained
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How the Standard can be Achieved

The CHP will have documented systems and processes that will ensure that all personal information will remain confidential. To this end, the CHP will comply with the Privacy Act 1993 (the Privacy Act) and will ensure that it has policies and procedures:

- To collect, enable access, store, use, disclose and correct "personal information" (as defined in the Privacy Act 1993) obtained during the course of providing social housing.
- Encourage refraining from any practice that would breach the Information Privacy Principles and exception's ("IPPS") contained in the Privacy Act.

Supporting Information

This information may be recorded in the CHPs:

- Confidentiality policies and procedures
- Information collecting and storing policies and procedures
- Internal audit programme

5. Property and Asset Management

The CHP manages its community housing assets in a manner that ensures properties are suitable, and for that purpose:

5 (a)	The provider has documented systems and processes to ensure that changing housing needs are determined and plans for asset acquisitions, disposals and reconfigurations to respond to those needs are in place
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How the Standard can be Achieved

One of the key benefits of social housing provision by CHPs is that they possess a strong awareness of demand for social housing within their areas of operation. To meet this standard, CHPs will be able to demonstrate that they have included this awareness in their planning for future property acquisitions, disposals and reconfigurations. Factors CHPs will need to consider when planning their portfolios include location of properties, size (number of bedrooms), and amenities for their particular client group.

Supporting Information

This information may be recorded in the CHPs:

- *Planning documentation**
- *Design standards* (for example, see http://en.wikipedia.org/wiki/Universal_design)

5 (b)	The provider has documented systems and processes to ensure that relevant property condition standards are set, measured, and met on an ongoing basis
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How the Standard can be Achieved

To meet this standard the CHP will have documented policies and procedures in respect of property condition standards and amenities that it applies across its whole portfolio. Again, it is not the intention of CHRA to be prescriptive as to what property condition and amenity standards are used. However, CHPs may find it useful to reference existing best practice standards. For example, CHPs could include *Universal Design* principles or similar (BRANZ also provides a number of design standards publications on its website), as well as applicable legislation, such as the Health Act 1956, and the Building Regulations 1992.

To ensure that these standards are applied to all properties in its portfolio, the CHP will maintain an accurate and current list of the properties it owns and manages. This should include a record of amenity level and modifications made to individual properties. The CHP will also have in place a programme of inspection and upgrade of properties that ensures all properties are maintained to its documented (and an appropriate) standard and never below the Residential Tenancies Act 1986 standard.

Property inspection reports will be completed by the CHP at the start, during and the end of each tenancy.

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

Supporting Information

This information may be recorded in the CHPs:

- *Planning documentation**
- Property register
- Tenancy inspection reports
- Timetable for inspections
- Internal audit reports
- Quality design standard

5 (c)	The provider has documented systems and processes to ensure that cyclical and life-cycle maintenance to maintain property conditions is planned and undertaken in a timely manner
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How the Standard can be Achieved

The CHP will have a management plan for each property it owns or manages, and documented plans and adequate budget provision for:

- Routine inspections (at least quarterly)
- Responsive repairs and maintenance
- Scheduled (cyclical) repairs and maintenance
- Capital upgrades

Maintenance will be undertaken by suitably qualified (and where applicable licensed) trades people
The CHP should also have records that detail standard maintenance, urgent repairs, non-scheduled maintenance and upgrades.

Supporting Information

This information may be recorded in the CHPs:

- Asset management, and maintenance policies and procedures
- Maintenance schedule
- Property inspection plan
- Maintenance data

5(d)	The provider complies with all relevant legislative requirements (including, but not limited to, the Building Act 2004, the Building Regulations 1992, and the Residential Tenancies Act 1986)
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How the Standard can be Achieved

To achieve this standard, there will be evidence that the CHP has a record of relevant legislation, and is aware of legislative requirements that may include but are not limited to:

- Housing Restructuring and Tenancy Matters Act 1992
- Housing Restructuring and Tenancy Matters (Community Housing Providers) Regulations 2014
- Building Act 2004
- Building Regulations 1992
- Residential Tenancies Act 1986
- Privacy Act 1993
- Protected Disclosures Act 2000
- Housing Improvement Regulations 1947
- Building Code as set out in the Building Regulations 1992
- Licensed Building Practitioners Amendment Rules 2008
- Licensed Building Practitioners Rules 2007
- Health Act 1956

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

Supporting Information

This information may be recorded in the CHP's:

- *Planning documentation**
- *Quality and risk management documentation**
- Internal audit policy and procedures
- Policy for monitoring compliance with legislation

*See the *Glossary of Terms* section at the end of the document for further details on what this documentation could include.

Glossary of Terms

Affordable rental housing: is allocated to low-moderate income households:

- who have minimum beneficial interest in property;
- who face barriers to accessing or sustaining suitable housing in the mainstream housing market;
- on a basis consistent with the provisions of the Human Rights Act 1993; and
- on the basis of household size.

Annual report: CHP reports, submitted annually as required by section 176 of the Housing Restructuring and Tenancy Matters Act ("the Act"), not more than 28 days after the CHP's annual general meeting. This information is specified in the [Annual Report Template](#).

Application documentation: submission of documentation as part of the registration process, any changes to the information submitted as part of the registration process will need to be submitted as part of the annual reporting process.

As required reporting: submission of reports at any time as required by CHRA as defined by section 175 (1)(b) of the Act.

Change reporting: means reporting to CHRA changes that have occurred, such as to the CHP's legal name, contact details, constitution or membership of the CHP's governing body.

Community housing provider: under the Act, means a housing CHP (other than HNZ or the Corporation) that has as one of its objects, the provision of one or both of the following housing:

- (a) social rental housing
- (b) affordable rental housing.

Council-controlled organisation: an entity in respect of which one or more local authorities have, whether or not jointly with other local authorities or persons,—

- (i) control, directly or indirectly, of 50% or more of the votes at any meeting of the members or governing body of the entity; or
- (ii) the right, directly or indirectly, to appoint 50% or more of the trustees, directors, or managers (however described) of the entity. *[See section 6 of the Local Government Act 2002 for the complete definition.]*

Exception reporting: means reporting to CHRA where Performance Standards have not been met or are in danger of not being met.

Financial documentation:

this includes:

- Financial accounts
- Cash flow forecast for social housing business
- Debt financing arrangements and covenants (if applicable)
- The most up-to-date management accounts for the year to date
- A copy of the most up-to-date budget
- Financial policies and procedures
- Financial plan
- Controls
- Audited financial report
- Financial viability measures data
- Financial performance report
- Financial viability measures and data
- Financial performance report

- Insurance cover

Governing Body Documentation:

this includes the:

- Signed and dated constitution or other empowering document
- Terms of reference
- Manual
- Roles and responsibilities
- Code of conduct
- Schedule of delegations
- Authority and responsibility levels
- Decision making processes
- Constitution
- Appointment and induction processes
- Required skills and expertise
- Meeting minutes

Planning Documentation:

this includes the:

- Annual plan
- Strategic plan
- Operational plan
- Business plan
- Business continuity plan

Quality and Risk Management Documentation:

this includes the:

- Quality model
- Performance monitoring and/or assessment
- Service charter
- Risk mitigation strategies
- Quality and risk management:
 - system
 - plans
 - register
 - goals
 - objectives and scope
 - roles and responsibilities
 - authority
 - resources

Social rental housing: is a subset of affordable housing that caters to those who face multiple barriers to accessing and sustaining appropriate housing, including the following types of households:

- high needs individuals (such as category A and B applicants on the MSD waiting list, and other people requiring subsidised and supported housing);
- those receiving or needing some form of income support/housing affordability assistance; and/or
- households who would benefit from tenure stability and/or better quality housing but cannot easily achieve these in the private market.



Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Richard Taylor
Governance Manager

Subject : **Amendment of the Triennial Agreement for the Manawatu-Wanganui Region**

Item No : **11.4**

1. Reason for the Report

- 1.1 The Horizons Regional Council is proposing to amend the Triennial Agreement between the local authorities of the region to include a new activity called Regional Economic Development.
- 1.2 This proposal is open to submissions and representations prior to its confirmation by the Regional Council, and it is presented to the Council for consideration and approval.

2. Background

- 2.1 Section 15 of the Local Government Act 2002 requires all local authorities within the Manawatu-Wanganui Region to enter into an agreement to establish the protocols for communication and coordination between the local authorities.
- 2.2 That agreement is effective from 1 March 2014 until it either is amended by the agreement of all parties, or is renewed following the 2016 local authority elections and before 1 March 2017.
- 2.3 Under the provisions of the Triennial Agreement, the Horizons Regional Council is proposing to pick up a new activity concerning Economic Development.

3. Details of the Proposed Amendment

- 3.1 The proposed activity will be established on the basis that the signatories to the Triennial Agreement will participate in partnership.

- 3.2 It is recommended that the schedule to the Triennial Agreement will form the terms of agreement between the signatories, and would be amended as follows:
1. Insert a new bullet point to A. General on page 2: Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.
 2. Insert a new item 9 to B. Communication and Coordination: Work together to achieve regional economic growth and development (refer to Appendix 2).
 3. Insert new Appendix 2: Collaboration and Cooperation for Regional Economic Development.
- 3.3 The proposed updated Triennial Agreement is included as an attachment to this report.
- 3.4 The intention of the proposed amendment reflects the commitment made by the local authorities of the region to work collaboratively to grow the region's economy for the benefit of its communities.
- 3.5 That direction builds on the foundation provided through the Regional Growth Study released by the Government on 13 July 2015.
- 3.6 It also establishes a basis to deliver the Regional Economic Development activity agreed following submissions made to the Horizons Regional Council 2015/2025 Long Term Plan.

4. Significance Assessment

- 4.1 The matter of amending the Triennial Agreement is not considered to be significant with regard to the Council's policy on significance and engagement.
- 4.2 It involves making a decision relevant to a statutory document, with the Council determining its position regarding the proposal received for consideration as a principal signatory to that Agreement.

5. Options

- 5.1 The Council should consider the proposed amendment and support the Triennial Agreement incorporating the new activity for Regional Economic Development.
- 5.2 This is consistent with the Council's approach to that matter, and acknowledges the investment and emphasis placed on Economic Development in its Long Term Plan.
- 5.3 The Council has the option of making a submission and representations on this proposal if it considers there is a need to request any alteration to the amendment.

6. Consultation

- 6.1 The Regional Council will consider any submissions and representations made on this proposal, and shall communicate final decisions to signatories and to the next available Regional Chiefs meeting.

7. Conclusion

- 7.1 The amendment to the Triennial Agreement will give effect to the decisions previously made to support the proposed new activity Regional Economic Development.
- 7.2 It is recommended that the Council endorse the amendment to the Triennial Agreement to achieve this outcome.

Recommendation

That the report from the Governance Manager dated 23 September 2015 concerning the Amendment of the Triennial Agreement for the Manawatu-Wanganui Region (as circulated) be received, and

That the Council supports the proposal to amend the Triennial Agreement to include Regional Economic Development as a new activity, and the Mayor is authorised to sign the revised document on its behalf.

Attachments

1. Proposed amended Triennial Agreement for the Manawatu-Wanganui Region



Triennial Agreement for the Manawatu-Wanganui Region

February 2014
Amended July 2015

MANAWATU-WANGANUI REGION

TRIENNIAL AGREEMENT

PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawatu-Wanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region's communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2014 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2016 local authority elections and before 1 March 2017.

PARTIES

The signatories to this agreement are:

Principal Signatories:

(those local authorities whose boundaries are completely or primarily encompassed within the Manawatu-Wanganui Region and who primarily identify with that Region).

1. *Horizons Regional Council (Manawatu-Wanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Wanganui District Council*

Non-primary Signatories:

(those local authorities whose boundaries bisect the Manawatu-Wanganui Region but whose principal identification is with another Region).

1. *Taupo District Council*
2. *Waitomo District Council*
3. *Stratford District Council*

This Triennial Agreement is binding on all local authorities of the Manawatu-Wanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

AGREEMENT

A. General

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region's environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.

B. Communication and Coordination

Signatories to this agreement will:

1. Hold a meeting of Mayors, regional Chairperson and their Chief Executive Officers every six months to review the performance of the Agreement as outlined under section D(1) of this Agreement;
2. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;
3. Develop joint approaches as required.
4. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;
5. Apply a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
6. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);
7. Consider joint community consultation for issues affecting more than one authority.

8. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.
9. [Work together to achieve regional economic growth and development \(refer to Appendix Two\).](#)

C. Proposals for New Regional Council Activities

1. New Activities

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

- a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).
- b. The Regional Council will inform all territorial authorities within the Region of:
 - the nature of the activity proposed to be undertaken;
 - the scope of the proposal (including size, districts covered and why); and
 - the reasons for the proposal.
- c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.
- d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs' meeting.

2. Significant New Activities proposed by Horizons Regional Council

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the Local Government Act will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):

- a. The Regional Council will inform all territorial authorities within the Region of:
 - the nature of the activity proposed to be undertaken;
 - the scope of the proposal (including size, districts covered, and why); and
 - the reasons for the proposal.
- b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

D. Form

Consultation in relation to this agreement will take one or more of the following forms:

1. A meeting of Mayors, regional Chairperson and their Chief Executive Officers will occur at least once every six months to review the performance of the agreement and discuss outstanding issues. This meeting will occur as part of the regular Regional Chiefs' meetings and minutes of the review discussions will be distributed to each council within the Region. This does not preclude meetings being coordinated by councils on request. All public communications from these meetings shall be approved by all participants prior to their release.
2. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.
3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.
4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs' meeting scheduled during or about September each year.

E. Agreement to Review

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.

F. Resolving Disagreement

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

G. Servicing

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

H. Statutory Requirements

This document is deemed to duly constitute fulfilment of section 15 of the Local Government Act 2002.

Section 15 of the Local Government Act 2002 requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.
2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.
3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.
4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

Section 14(e)

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

Section 16 – (summarised)

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

AUTHORITY

This Agreement is signed by the following on behalf of their respective authorities.

Council		Signature
Horizons Regional Council	Bruce Gordon Chairperson	_____ Date:
Horowhenua District Council	Brendan Duffy Mayor	_____ Date:
Manawatu District Council	Margaret Kouvelis Mayor	_____ Date:
Palmerston North City Council	Jono Naylor Mayor	_____ Date:
Rangitikei District Council	Andy Watson Mayor	_____ Date:
Ruapehu District Council	Don Cameron Mayor	_____ Date:
Stratford District Council	Neil Volzke Mayor	_____ Date:
Tararua District Council	Roly Ellis Mayor	_____ Date:
Taupo District Council	David Trewavas Mayor	_____ Date:
Waitomo District Council	Brian Hanna Mayor	_____ Date:
Wanganui District Council	Annette Main Mayor	_____ Date:

APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

Forum	Members	Comments
Regional Chiefs	<i>Horizons RC Horowhenua DC Manawatu DC Palmerston North CC Rangitikei DC Ruapehu DC Tararua DC Wanganui DC</i>	
SOLGM – Society of Local Government Managers		
LGNZ Zone and sector meetings		
LAPRN Local Authorities Public Relations Network	Public Relations/ Communications practitioners from Manawatu-Wanganui Region	
	Planners from local authorities in Manawatu-Wanganui Region	COGS meetings coordinate with Regional Chiefs meeting dates.
	Meeting of revenue and rating managers from Manawatu-Wanganui Region	
	Meeting of electoral officers from Councils in this Region	
IPWEA (Institute of Public Works Engineering Australasia)		http://www.ipwea.asn.au/
Civil Defence and Emergency Management Group		
ALGIM – Association of Local Government Information Management		Mission is to provide leadership to Local Government in Information Management and Information Processes. http://www.algim.org.nz/
MW LASS Ltd – Manawatu-Wanganui Local Authority Shared Services Limited	<i>Horizons RC Horowhenua DC Manawatu DC Rangitikei DC Ruapehu DC Tararua DC Wanganui DC</i>	

Forum	Members	Comments
Manawatu District and Palmerston North City Joint Strategic Planning Committee	<i>Manawatu DC</i> <i>Palmerston North CC</i>	

APPENDIX TWO

Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatu-Whanganui) region will work together to achieve economic growth and development.

This Appendix is a demonstration of the Council's shared vision which is

To work collaboratively to grow the region's economy for the benefit of its communities.

The agreement

Notwithstanding the requirements of Sections 16 and 77-89 of the Local Government Act 2002, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic growth and development a priority and a standing item at their regular meetings, termed 'Meetings of the Regional Chiefs'.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

Works proposed this triennium

In the 2015-16 financial year the parties will work collaboratively to implement the opportunities identified in the Manawatu-Whanganui Regional Growth Study released by central Government on 13th July 2015.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Lead Team.
- Engaging both governance and staff in project teams that will be charged with identifying and implementing actions arising from the Regional Growth Study.
- Working with iwi and business leaders to aid implementation of the Regional Growth Study.

Report

Date : 17 September 2015

To : Mayor and Councillors
Tararua District Council

From : Chris Edsall
Alliance Manager

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

Item No : **12.5**

1. Reason for the Report

- 1.1 Club Targa Inc. has made application for road closures on Saturday 31 October 2015. These closures have been requested under the Tenth Schedule of the Local Government Act 1974, and are supplemental to closures previously granted for this event.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 17 August 2015.

2. Recommendation

That the report from the Alliance Manager dated 17 September 2015 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council resolves to close the following roads for the purpose of allowing Club Targa Incorporated to hold the Targa Rally event.

Road name: Pahiatua-Mangahao Road

Date of closure: Saturday 31 October 2015

Period of closure: 3.25pm to 7.25pm

Road name: Makomako Road
Date of closure: Saturday 31 October 2015
Period of closure: 3.25pm to 7.25pm

Road name: Pahiatua-Aokautere Road (Pahiatua Track)
Date of closure: Saturday 31 October 2015
Period of closure: 3.25pm to 7.25pm

Conditions Applied to the Granting of these Road Closures

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

Advisory Note

That should the Council incur any additional maintenance costs as a consequence of the event, then those expenses shall be recovered from the event organiser.

Attachments

1. Application for Road Closure
2. Traffic Management Plan
3. Insurance Certificate
4. Resident Letter
5. Resident Visit Sheets



APPLICATION FOR TEMPORARY ROAD CLOSURE

To Engineering Services
Tararua District Council
P O Box 115
DANNEVIRKE 4942

Phone (06) 374-4080
Fax (06) 374-4137
E-Mail Info@TararuaDC.Govt.NZ
Website www.tararuaadc.govt.nz

Application made under Tenth Schedule of the
Local Government Act 1974

Date Received

Application Fee: **\$100.00**

Receipt No:

THE APPLICANT

All contact details must be in New Zealand

Name of
Applicant:
*e.g. Club or
Organisation*

Club Targa Inc

Contact Person: Keith Williams

Mailing Address: PO Box 72502, Papakura 2244

Contact:

Daytime: (09) 298 8322

Mobile: 021 242 9095

After Hours: 021 242 9095

Fax: (09) 298 8266

Email Address: eventmanager@targa.co.nz

DETAILS OF REQUESTED CLOSURE(S)

Date/s of Closure/s:	Saturday 31 October 2015			
Road Name	Start Point:	End Point:	Affected Intersection/s	Time of Closure
Pahiatua Track	On Pahiatua-Mangahao Road at Intersection with Ridge Rd	On Pahiatua-Aokautere Road at Route 52 at intersection with SH57	Ridge Road North Soliders Road (no exit) <u>Left</u> into Makomako Road (at intersection with Balance Road) Nikau Road Inglis Road (no exit) Eisings Road (no exit) Ballance Valley Road <u>Left</u> into Pahiatua-Aokautere Road (at Valley Road intersection) North Range Road South RAANGE Road (no exit) Harrison Hill Road (including Ridge View Road)(no exit) County Heights Drive (no exit) Kingsdale Park Drive (no exit) The Bush Track	3.25pm – 7.25pm

(Attach a separate sheet if required)

ATTACHMENTS

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

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

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.


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

Targa NZ Traffic Management Plan For Tararua District Council



2015
Targa NZ

TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM							
Complete <i>short form</i> if simple activity and RCA permits. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.							
Organisations/ TMP reference	TMP reference: Targa New Zealand	Contractor: Club Targa Inc	Principal (Client): Club Targa Inc				
			RCA: Tararua District Council				
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)		Road level	Perman ent speed	AADT/ Peak flows
	See Schedule 1 Below		See Schedule 1 Below		LV	100	
Description of work activity	Targa New Zealand Motorsport. Tarmac road race on closed roads.						
Planned work programme							
Start date	See schedules below	Date	26/10/15	End Date	31/10/15	Time	
Consider significant stages, for example: • road closures • detours • no activity periods.	Full road closure with Traffic being directed further along main roads to access other points						
Alternative dates if activity delayed	N/A						
Road aspects affected (<i>delete either Yes or No to show which aspects are affected</i>)							
Pedestrians affected?	Yes	Property access affected?	Yes	Traffic lanes affected?	Yes		
Cyclists affected?	Yes	Restricted parking affected?	No	Delays or queuing likely?	No		
TSL/ Diagram (see <i>TSL decision matrix for guidance</i>)	N/a TSL details as required		Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or TMDs)		
Attended day/ night	N/a				See Schedule 2		
Unattended day/ night	N/a						
Contingency plan							
Site dismantled and event stopped if safety of competitors, public and officials at risk		Adjust TMD to suit unforeseen circumstances (<i>eg weather or site overlaps with another work site</i>).		Emergency services will be accommodated and access provided through the site as required.			
Add additional contingencies: Emergency Services will be notified and provision will be made to Emergency Vehicles and personnel at all times to enter or exit in a safe manner.							

Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Keith Williams	021 2429095	29786	L1 STMS	22/04/18
TMC					
Engineers' representative					
Contractor	Keith Williams c/- Club Targa Inc	021 242 9095	29786	L1 STMS	22/04/18
STMS	Keith Williams	021 242 9095	29786	L1 STMS	22/04/18
TC					
Others as required					
TMP preparation (or approval if STMS delegated authority to approve TMPs) <i>Delete the option that does not apply (either prepared or approved)</i>					
Prepared Approved	Keith Williams		06/08/15	STMS L1	29786
	<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Qualification</i>	<i>ID no.</i>
Number of diagrams attached					
TMP returned for correction					
	<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Qualification</i>	<i>ID no.</i>
Engineer/TMC to complete following section when approval or acceptance required					
Approved by TMC or engineer (delete one)					

SCHEDULE 1

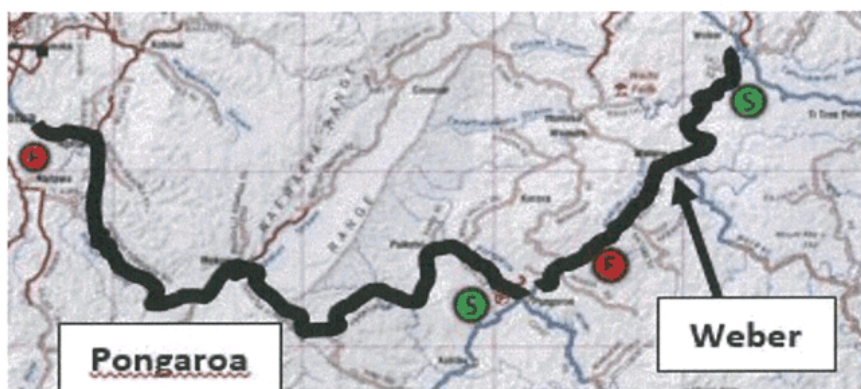
Mid Stage Intersection Safety Plans (MSISP)

- Listed below are the stage intersections. The set up of the intersections **must conform** to plans in the following order, Specific Plans, Generic Plans, and finally the Safety Pamphlet.
- The MID STAGE INTERSECTION SAFETY PLAN, must be used in conjunction with the *SAFETY PAMPHLET*.
- Note some intersections may be listed as a B (depicted in the MID STAGE INTERSECTION SAFETY PLAN as a crossroads), but are actually a T intersection. Ignore any arms that do not exist, but **ensure the applicable measurements for the straight ahead and side arms are as per the plan.**

Saturday 31 October 2015

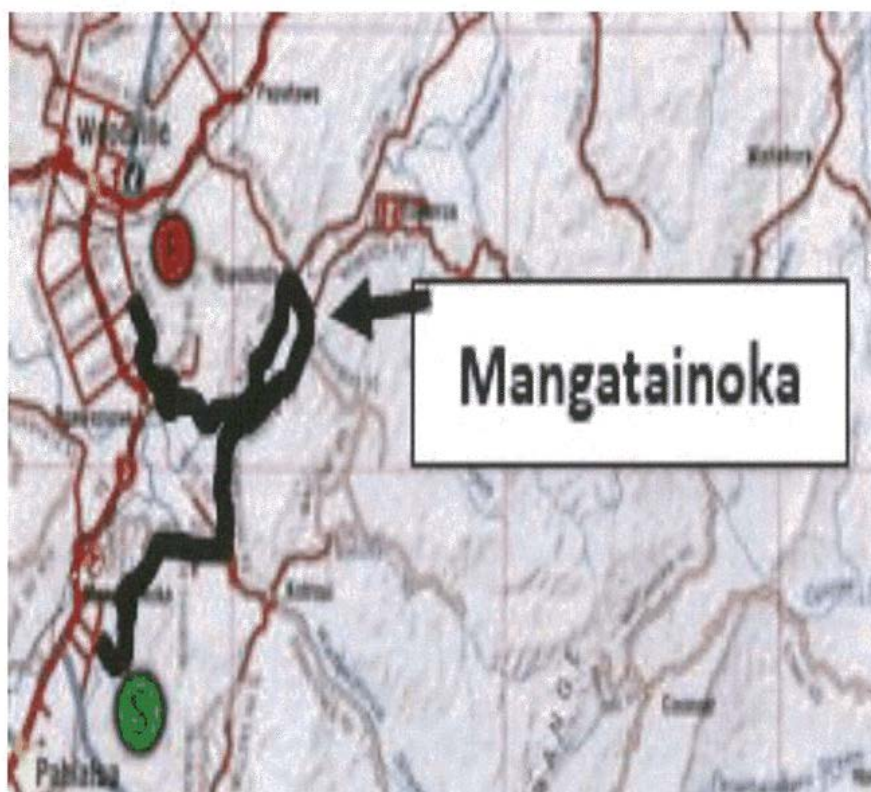
Weber – 23.50km Road Closure: 13:05-17:05hrs	Intersection Plans	Arrow
Start: On Route 52 at intersection with Weber Road	Plan 1	
Past River Road	C	
Past Waione-Horoeka Road	C	
Past Kaituna Road (no exit)	C	
Past Manuhara Road	C	
Past Akaroa Road (no exit)	C	
Past Huia Iti Road (no exit)	C	
Finish: On Route 52 at intersection with Piwakawaka Road	Plan 2	

Pongaroa – 47.40km Road Closure: 13:35-17:35hrs	Intersection Plans	Arrow
Start: On Pahiatua Road at entrance (but not blocking) to Pongaroa Golf Course	Plan 1	
Past Waihi Valley Road	C	
Past Range Road (no exit)	A	
Past Rimu Road	C	
Past Old Ford Road (no exit)	D	Y
Past Titoki Street (no exit)	C	
Past Domain Road (no exit)	D	Y
Past Woodville Aohanga Road & Coonoor Road intersections	B	Y
Past Pori Road	C	
Past Ngaturi Road (no exit)	C	
Past Millers Road	C	
Past Dews Road	C	
Finish: On Pahiatua-Pongaroa Road at intersection with Mangamarama Road	Plan 2	



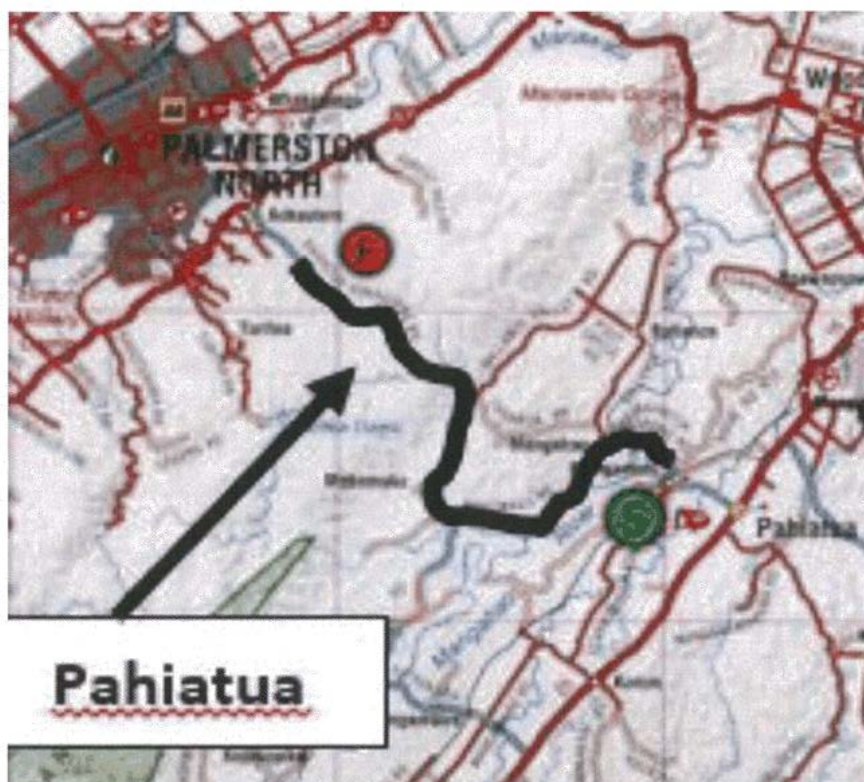
Saturday 31 October 2015

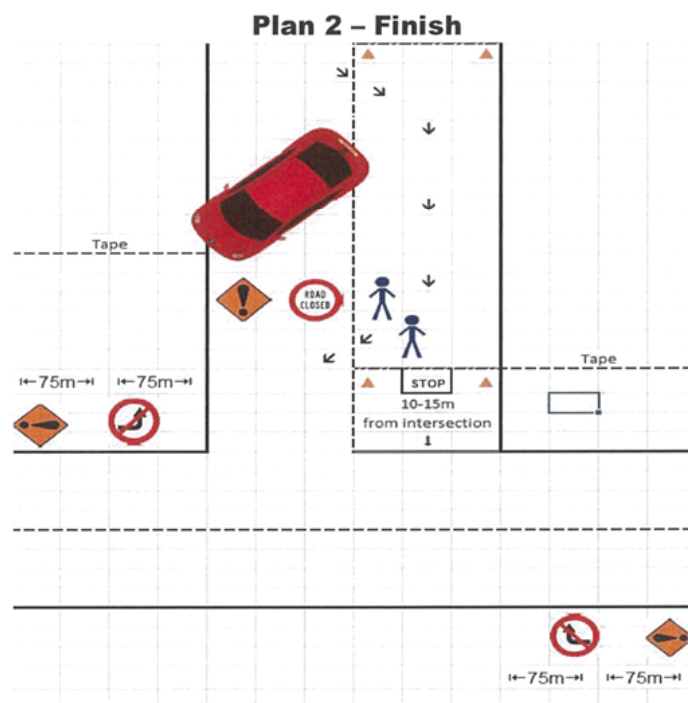
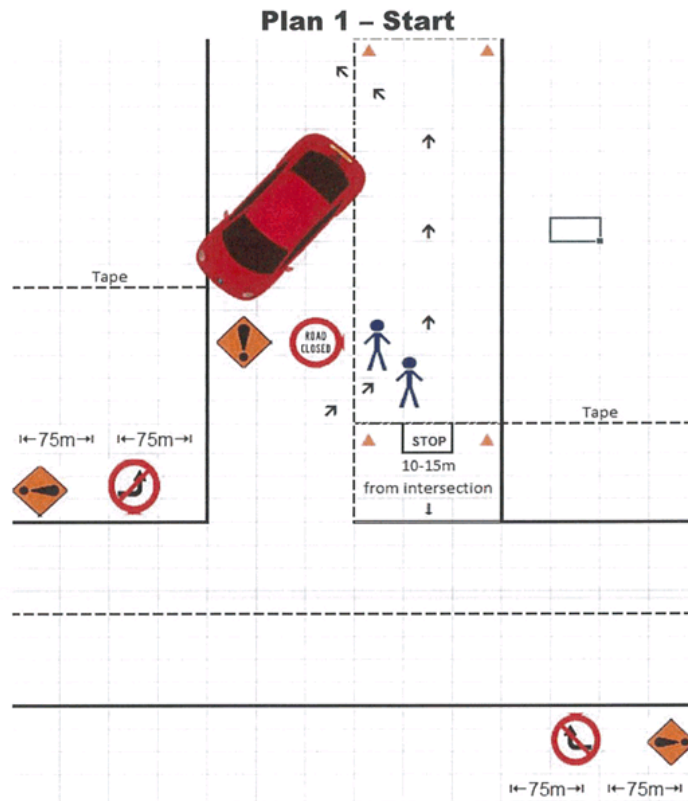
Mangatainoka – 26.09km Road Closure: 14:45-18:45hrs	Intersection Plans	Arrow
Start: On Carisbrook Road at intersection with Middle Road	Plan 1	
Left into Barrells Road	A	Y
Right into Kohinui Road	A	Y
Past Oparatai Road	C	
Past Murphy's Road (no exit)	C	
Left into Thompsons Road	A	Y
Past Oete Road (no exit)	C	
Straight into River Road	NA	
Past Piert Road (no exit)	C	
Past Pahaheke Road	C	
Left into Hopelands Road	D	Y
Past Jackson Road	C	
Left into Bluff Road	D	Y
Right into Range Road	D	Y
Past Harris Road (no exit)	D	Y
Past Troup Road	C	
Finish: On Range Road at intersection with Troup Road	Plan 2	



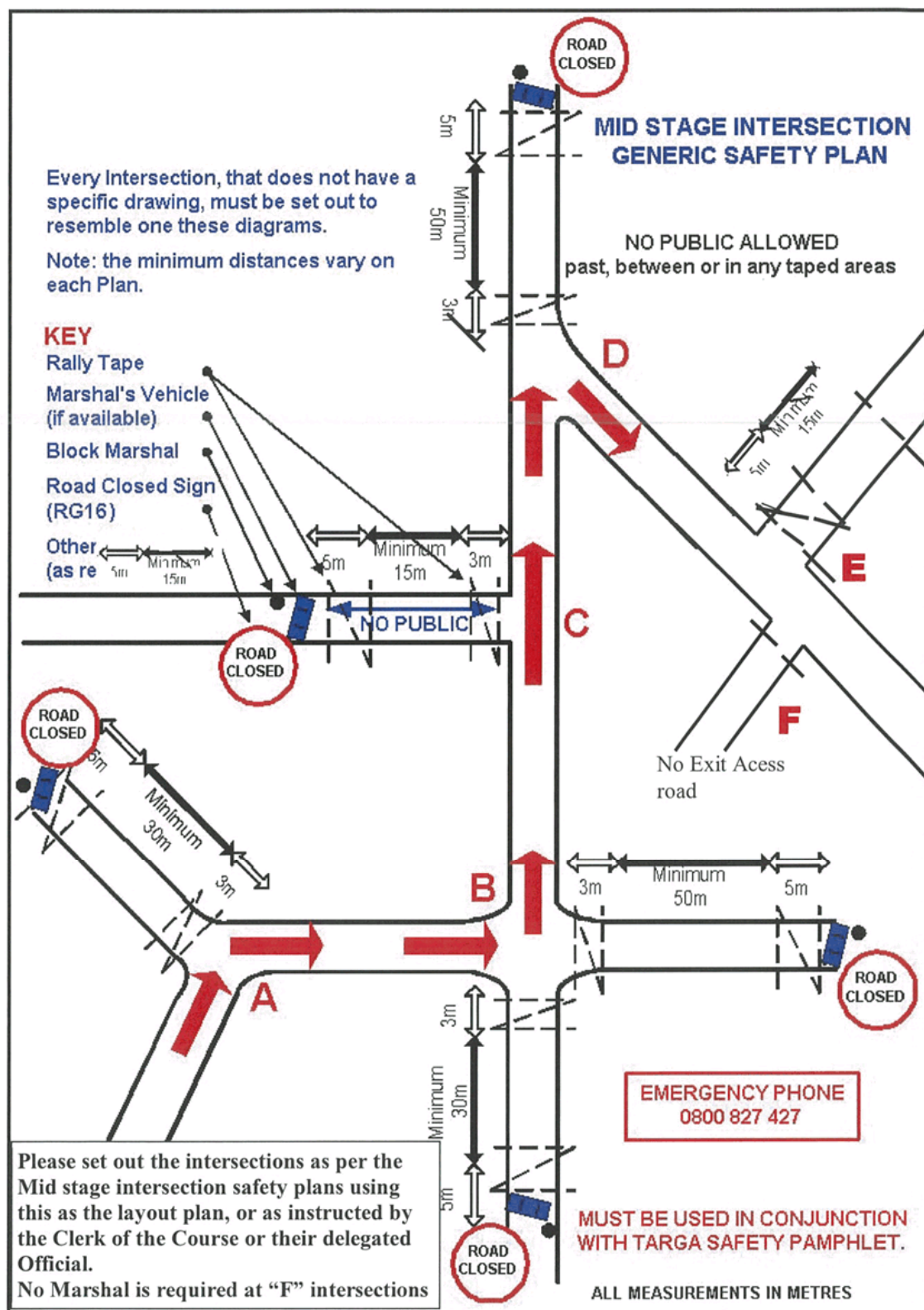
Saturday 31 October 2015

Pahiatua Track – 22.36 Road Closure: 15:25-19:25hrs	Intersection Plans	Arrow
Start: On Pahiatua-Mangahao Road at intersection with Ridge Road	Plan 1	
Past Ridge Road North	C	
Past Soldiers Road (no exit)	C	
Left into Makomako Road (at intersection with Balance Road)	A	Y
Past Nikau Road	C	
Past Inglis Road (no exit)	C	
Past Eisings Road (no exit)	C	
Past Ballance Valley Road	C	
Left into Pahiatua-Aokautere Road (at Valley Road intersection)	A	Y
Past North Range Road	C	
Past South Range Road (no exit)	C	
Past Harrison Hill Road (including Ridge view Road)(no exit)	C	
Past County Heights Drive (no exit)	C	
Past Stoneleight Lane (no exit)	C	
Past Kingsdale Park Drive (no exit)	C	
Past The Bush Track	C	
Finish: On Pahiatua-Aokautere Road at intersection with SH57	Plan 2	





Generic Mid Stage Intersection Safety Plan Layout





Vero Liability Insurance Limited
Level 32 ANZ Centre
23-29 Albert Street
Private Bag 92055
Auckland
New Zealand
Telephone 09 306 0350
Facsimile 09 306 0351

INSURANCE CERTIFICATE

Public & Products Liability

Client No

6001271

Underwriter

JCS

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

POLICY NUMBER HO-LPL-6003042

THE INSURED Motorsport New Zealand Inc., members clubs and others as per policy

BUSINESS DESCRIPTION Administration and Promotion of Motor Sport

POLICY PERIOD
From: 31 December 2014 at 4:00pm
To: 31 December 2015 at 4:00pm

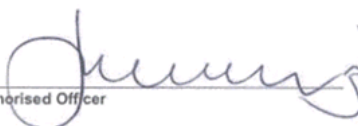
LIMIT OF INDEMNITY \$ 10,000,000 any one occurrence/Products aggregate

EXCESS \$ 3,500 per occurrence

POLICY WORDING VL POL CGL-0805

EXTENSION Forest & Rural Fires Act
Limit of Indemnity \$2,000,000

Signed for and on behalf of Vero Liability Insurance Limited



Authorised Officer



14 January 2015

PL Master CERT-1012

Spectator Safety Pamphlet



NEVER

- Stand on the Road.
- Endanger the drivers or your Safety.
- Stand or sit on walls, fences or stock piles.
- Stand in front of arrows or signs.
- Stand in Prohibited areas.
- Sit close to the edge of the Road.
- Block escape routes.
- Remove signs or arrows.
- Be the one to stop the Stage.

- Heed the safety tapes
- Expect the Unexpected.
- Listen for approaching Cars.
- Remain Alert.
- Keep Dogs on Leads.
- Leave yourself room to move away Quickly.
- Try to stay behind something Solid.
- Keep Children under Supervision.
- DO AS THE MARSHALLS ASK.**
- Assist the Marshalls to run a Safe Stage.


IN THE EVENT OF AN EMERGENCY PLEASE PHONE

0800 827-427

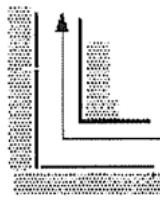
WARNING TO THE PUBLIC - Motorsport can be Dangerous. It is a condition of Admission that all persons having any connection with the promotion and/or organisation and/or conduct of the meeting, including the owners of the vehicles, are absolved from all liability arising out of accidents causing damage or personal injury (whether fatal or otherwise) however caused to spectators or by spectators.

STAY SAFE

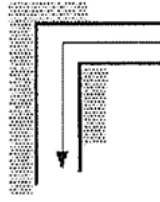
RALLYING CAN BE DANGEROUS
Spectators are there at their own Risk
SHADED AREAS ARE DANGER AREAS



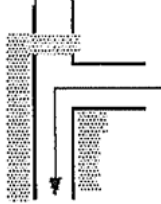
S Bend




90° Right



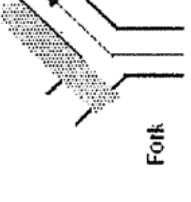
90° Left



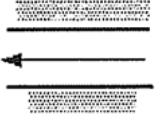
T Junction



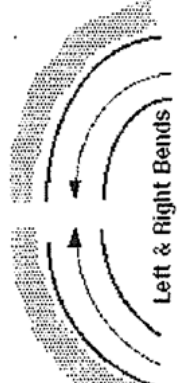
Hair Pin



Fork



Undulating



Left & Right Bends

DO NOT TRESPASS ON OR DAMAGE PRIVATE PROPERTY



Vero Liability Insurance Limited
Level 32 ANZ Centre
23-29 Albert Street
Private Bag 92055
Auckland
New Zealand
Telephone 09 306 0350
Facsimile 09 306 0351

INSURANCE CERTIFICATE		
	Client No	Underwriter
Public & Products Liability	6001271	JCS

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

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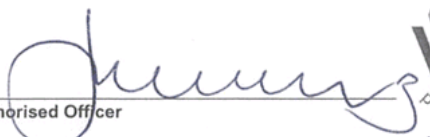
LIMIT OF INDEMNITY \$ 10,000,000 any one occurrence/Products aggregate

EXCESS \$ 3,500 per occurrence

POLICY WORDING VL POL CGL-0805

EXTENSION Forest & Rural Fires Act
Limit of Indemnity \$2,000,000

Signed for and on behalf of Vero Liability Insurance Limited


Authorised Officer



14 January 2015

PL Master CERT-1012



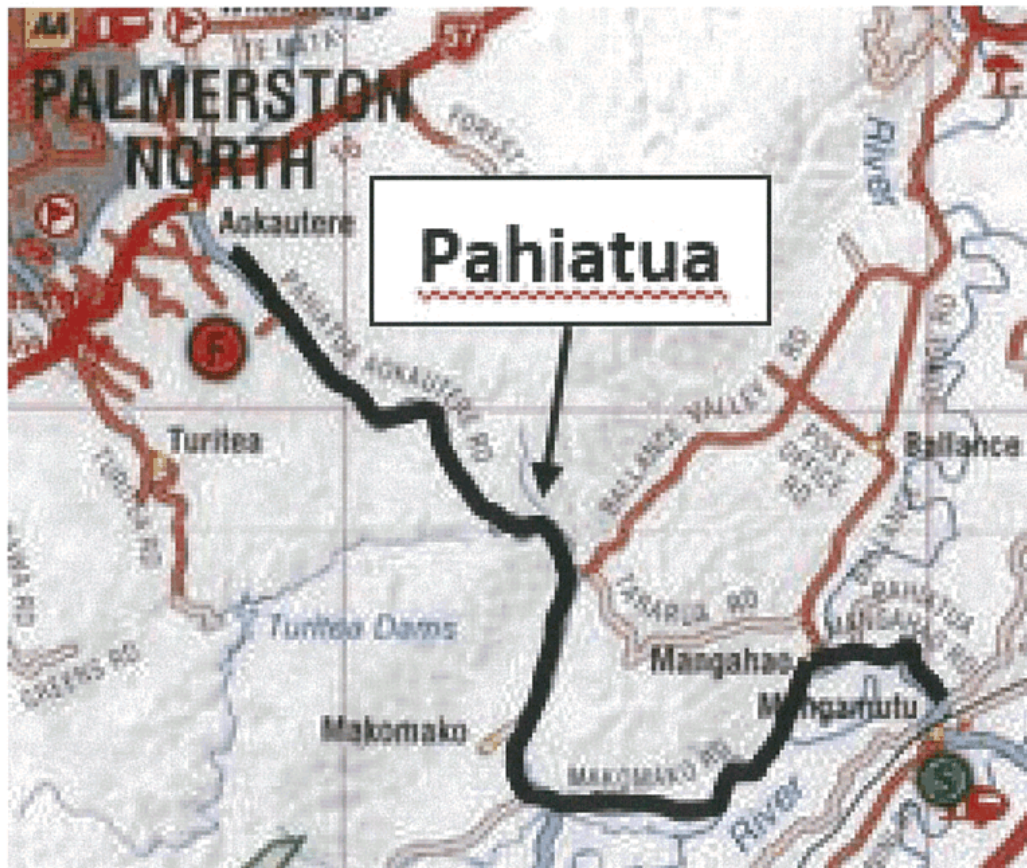
Targa NZ 2015 Proposed Road Closure

Dear Resident

Club Targa Inc (Targa NZ) has applied to your local council proposing the temporary closure of a number of roads in the area for the running of the Targa NZ Motorsport Event to be held in the North Island from Monday 26th to Saturday 31st October 2015.

Details of the proposed road closures in your area are as follows:

Stage Name: PAHIATUA
Date of Closure: SATURDAY 31st OCTOBER 2015
Time of Closure: 3:25pm - 7:25pm



Club Targa Inc. PO Box 72 502, Papakura 2244, New Zealand
Ph: 0800 827 427 • Fax: 09 298 8266 • E-mail: office@targa.co.nz • Website: www.targa.co.nz



Targa NZ 2015 Proposed Road Closure

We acknowledge that this proposed closure may cause inconvenience to you and your family and we apologise for this. At the same time we hope that you will take the opportunity to watch New Zealand's leading tarmac rally drivers and cars in action.

Targa NZ has successfully been running a number of Motorsport Events across New Zealand for the last 21 years. During this time Targa NZ has established a sound reputation of supporting local schools, communities, businesses and service groups. Targa NZ relies on this support and has a series of unique opportunities for groups to become involved and fundraise, so if your group is interested in fundraising or if individuals wish to become volunteers please contact us.

The Rally is controlled from a central Targa Base with a comprehensive radio communications network for Officials, and full medical services. These safety services are available to you for any unexpected emergency during the proposed road closure. Contact details will be provided in the second resident's letter.

Targa NZ does not allow practising or reconnaissance on the roads at any time by competitors prior to the event.

Should the proposed Road Closure application be approved then approximately 14-21 days prior to the 2015 Targa NZ Event, signs advertising the road closure will be placed throughout the area. At the same time a second notice will be delivered confirming the road closure and the emergency telephone number of Targa NZ Base.

All local bodies, rural delivery, transport operators, milk tankers and rural services will be advised of these proposed road closures, and confirm that School Buses will operate as per schedule.

We request that you please inform all run off users and Landlords where applicable.

If you have any queries, comments or objections please contact Targa NZ quoting the stage name and date listed above or if you would like our Event Manager to visit you to discuss any queries please do not hesitate to contact our office on the details below.

Targa NZ would like to take this opportunity to thank the local community groups for their assistance in making this event possible and for the goodwill and support of your community in allowing Targa NZ to make application to your local Council.

Kind regards

Gary Upson

General Manager

Club Targa Inc. PO Box 72 502, Papakura 2244, New Zealand
Ph: 0800 827 427 • Fax: 09 298 8266 • E-mail: office@targa.co.nz • Website: www.targa.co.nz



8835

Club Targa Inc
PO Box 72502, Papakura, Auckland
P: +64 9 298 8322, F: +64 9 298 8266
W: www.targa.co.nz
E: info@targa.co.nz

Stage Name: SS35 PAHIATUA TRACK

Date: 21st JULY Time: 9:00 am/pm

A Club Targa Inc representative has delivered a Resident Letter outlining how the 2015 Targa NZ Motorsport Event will operate to the following properties:

Road Name	Property Number
PAHIATUA AOKAOTERE RD.	
MAKOMAKO RD.	1009, 933, 884, 849, 836, 832
	799, 795, 789, 651, 650, 560
	489, 480, 443, 410, ³⁹⁰ Green box , 20
	4 (no box)
PAHIATUA-MANGAHAO RD.	^{Milk No} 531, 46886x2, Green open box
	292, 229,
RIDGE RD NORTH (NO EXIT)	836, 776, 716, 684,
SOLDIERS RD (NO EXIT)	75, 111, 60
BALLANCE RD	171, 62, 86, 7, 4
NIKAU RD	47, 47B, 230
INGLIS RD (NO EXIT)	4, 239, 262, Blue box, 151, 151A, 100
EISINGS RD (NO EXIT)	- NZ Defence Area!
BALLANCE VALLEY RD	21,

Delivered by GARY + KEITH

Page: 2.



Club Targa Inc
PO Box 72502, Papakura, Auckland
P: +64 9 298 8322, F: +64 9 298 8266
W: www.targa.co.nz
E: info@targa.co.nz

Stage Name: SS35 PAHIATUA TRACK

Date: 2/5th JULY **Time:** 7.50 am/pm

A Club Targa Inc representative has delivered a Resident Letter outlining how the 2015 Targa NZ Motorsport Event will operate to the following properties:

Road Name	Property Number
PAHIATUA-AOKAUTERE RD	40, 56, 60, 62,
-	98, 105, 107, 114, 124, 120, 116, 118, 122
	133, 137, 140,
-	156, 185, 237, 246, 255, 267, 258
	283, 303, 313, 321, 319, 323
	399, 406, 418, 421, 428, 629
	631, 658, 662, 696, 726, 856 (100)
NORTH RANGE RD (No Exit)	86
RIDGEVIEW RD (No Exit)	15, 19, 21, 23, 41, 47, 48, 38, 24, 20, 8
HARRISON HILL RD (No Exit)	153, 148, 185 (12), 130, 102, 104, 96, 84, 16
	30, 6
COUNTRY HEIGHTS DR (No Exit)	19, 35, 60, 62, 67, 69, 71, 77, 78, 79, 58, 5
STONELEIGH LANE (No Exit)	31, 41, 42, 43, 32,
KINGSDALE PARK DR (No Exit)	29, 33, 75, 77, 86, 56, 50, 42, 38
THE BUSH TRACK	(4?) Green box, 33, 32, 30, 26, 11, 8, 14, 15

Delivered by: GARY + KEITH

Page: 1.

Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Chris Edsall
Alliance Manager

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

Item No : **11.6**

1. Reason for the Report

- 1.1 Pahiatua Lions and Rotary Clubs have made application for road closures on Saturday 3 October 2015. These closures have been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 14 September 2015.

2. Recommendation

That the report from the Alliance Manager dated 23 September 2015 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council resolves to close the following roads for the purpose of allowing the Pahiatua Lions and Rotary Clubs to hold the Pahiatua Trolley Derby event.

Road name: Tiraumea Road
Date of closure: Saturday 3 October 2015
Period of closure: 12.00pm to 3.00pm

Road name: Kaitawa Road
Date of closure: Saturday 3 October 2015
Period of closure: 12.00pm to 3.00pm

Conditions Applied to the Granting of these Road Closures

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

Advisory Note

That should the Council incur any additional maintenance costs as a consequence of the event, then those expenses shall be recovered from the event organiser.

Attachments

1. Pahiatua Trolley Derby Application September 2015
2. Pahiatua Trolley Derby Traffic Management Plan



APPLICATION FOR TEMPORARY ROAD CLOSURE

To Engineering Services
Tararua District Council
P O Box 115
DANNEVIRKE 4942

Phone (06) 374-4080
Fax (06) 374-4137
E-Mail Info@TararuaDC.Govt.NZ
Website www.tararuaDC.govt.nz

Application made under Tenth Schedule of the
Local Government Act 1974

Date Received 7 SEPT 2015

Application Fee: \$100.00

Receipt No:

THE APPLICANT

All contact details must be in New Zealand

Name of
Applicant:
*e.g. Club or
Organisation*

PAHIATUA LIONS & PAHIATUA ROTARY

Contact Person:

DON SELBY

Mailing Address:

150 PUKEMUKU RD PAHIATUA

Contact:

Daytime: 06 376 7432

Mobile: _____

After Hours: AS ABOVE

Fax: _____

Email Address: _____

(Attach a separate sheet if required)

ATTACHMENTS

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

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

(specify)

LETTER DROP PLUS DOOR TO DOOR CALLS

FOR A TROLLEY DERBY

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

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

CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received **not less than 16 weeks prior** to the date of the proposed closure. An application fee of \$100 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
 - 1) That the Council's Engineering Services Manager or (nominee) in conjunction with the event organiser assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
 - 2) That if the Engineering Services Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
 - 3) That within 48 hours after the event has been held, the Engineering Services Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
 - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.

SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS

The following additional special conditions attached to this application for road closure **apply to motor sport events** within the Tararua District:

- ☐ Applications must be received **not less than 26 weeks prior** to the date of the proposed closure for motor sport events. The application fee of \$100 still applies.
- ☐ This Council has excluded or restricted the frequency of use for future motor sport events on certain roads in our District.

The following roads are **excluded from use for motorsport events**:

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

The following road is restricted to use for motor sport events every three years at the discretion of this Council:

- Mangahei Road

- ☐ The Council will charge a bond of up to \$2,000.00 per event to the organisers that is refundable provided no damage is caused to the roads used. The Manager Engineering Services (or his nominee) has been authorised to use their discretion to determine the amount of the payment required for this purpose, taking into account the size of the event and the extent of the routes included in the application seeking the proposed road closures.
- ☐ **No motor sport road closures will be considered** over the months of July, August, September and October inclusive.
- ☐ Organisers of events are advised that a charge for the inspections by Engineering Services will be made to cover the hours and kilometres involved with processing applications, and overseeing the event.
- ☐ Event Organisers must outline the potential tangible benefits to the District as part of their application.
- ☐ All residents/property owners on roads being the subject of applications for closure must be contacted by the applicant to inform them of the proposed event, and to obtain their agreement if they are satisfied that the intended closure is approved. A survey schedule containing these details will form part of any road closure application presented to the Council for its consideration. Where any person contacted by the applicant indicates their opposition to the closure sought, the applicant shall inform them of their right to forward a written objection to the Council that it will consider prior to deciding whether to grant the application.

RCA consent (eg CAR/WAP) and/or RCA contract reference		TARARUA DISTRICT COUNCIL			
TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM					
Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.					
Organisations /TMP reference	TMP reference:	Contractor: PAHIATUA RAILCAR SOCIETY INC	Principal (Client): The Rotary Club of Pahiatua and The Lions Club of Pahiatua. RCA: TARARUA DISTRICT COUNCIL		
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed
	TIRAUMEA ROAD		From Riccarton Road to Running Junction with Kaitawa Road		50
	KAITAWA ROAD		Kaitawa Road from Running Junction with Tiraumea Road to intersection with Mangamarama Road		100
Traffic details (main route)	AADT 450 – 500		Peak flows UNKNOWN.		
Description of work activity					
SPORT / FUN EVENT – TROLLEY DERBY					
Planned work programme					
Start date	3rd OCTOBER 2015	Time	12.00	End date	3rd OCTOBER 2015
				Time	3.00 PM
Consider significant stages, for example: • road closures • detours • no activity periods.	ROAD CLOSURES WITH DETOURS PLEASE SEE ATTACHED DIAGRAMS TMD 1 TMD 2 DTR 1-4				
Alternative dates if activity delayed	NO ALTERNATIVE DATE(S) PLANNED				
Road aspects affected (delete either Yes or No to show which aspects are affected)					
Pedestrians affected?	Yes No	Property access affected?	Yes No	Traffic lanes affected?	Yes No
Cyclists affected?	Yes No	Restricted parking affected?	Yes No	Delays or queuing likely?	Yes No

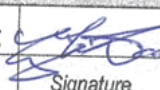
RCA consent (eg CARWAP) and/or RCA contract reference	
Proposed traffic management methods	
Installation (includes parking of plant and materials storage)	CONTRACTOR WILL LAY OUT SIGNAGE/CONES ETC FROM 11:00AM CONTRACTOR WILL SET UP SIGNAGE IMMEDIATELY PRIOR TO START TIME AND ACTIVATE CLOSURE AT BOTH ENDS 12 NOON.
Attended (day)	YES DAY ONLY EVENT
Attended (night)	NOT APPLICABLE
Unattended (day)	N/A
Unattended (night)	NOT APPLICABLE
Detour route	SEE TMP DIAGRAMS ATTACHED.
	<p>Does detour route go into another RCA's roading network? <input checked="" type="radio"/> Yes <input type="radio"/> No (delete either Yes or No)</p> <p>If Yes, has confirmation of acceptance been requested from that RCA? Yes <input checked="" type="radio"/> No (delete either Yes or No)</p> <p>Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>
Removal	IMMEDIATE AFTER EVENT FINISHES

RCA consent (eg CAR/WAP) and/or RCA contract reference				
Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)		N/A	
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name)		N/A	
Positive traffic management measures				
N/A				
Contingency plans				
Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or serious injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so. 		

RCA consent (eg CARIWAP) and/or RCA contract reference							
	<table border="1"> <tr> <td data-bbox="414 230 890 656"> Incident An incident is described as: <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. </td><td data-bbox="890 230 1372 656"> Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced. </td></tr> <tr> <td data-bbox="414 656 890 1283"> Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: <ul style="list-style-type: none"> pre- approval from the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. </td><td data-bbox="890 656 1372 1283"> Actions When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed. </td></tr> <tr> <td colspan="2" data-bbox="414 1283 1372 1529"> Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or to maintain the access of the general public to an essential service or utility, or to prevent serious damage to or serious loss of property. </td></tr> </table>	Incident An incident is described as: <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	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Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)							

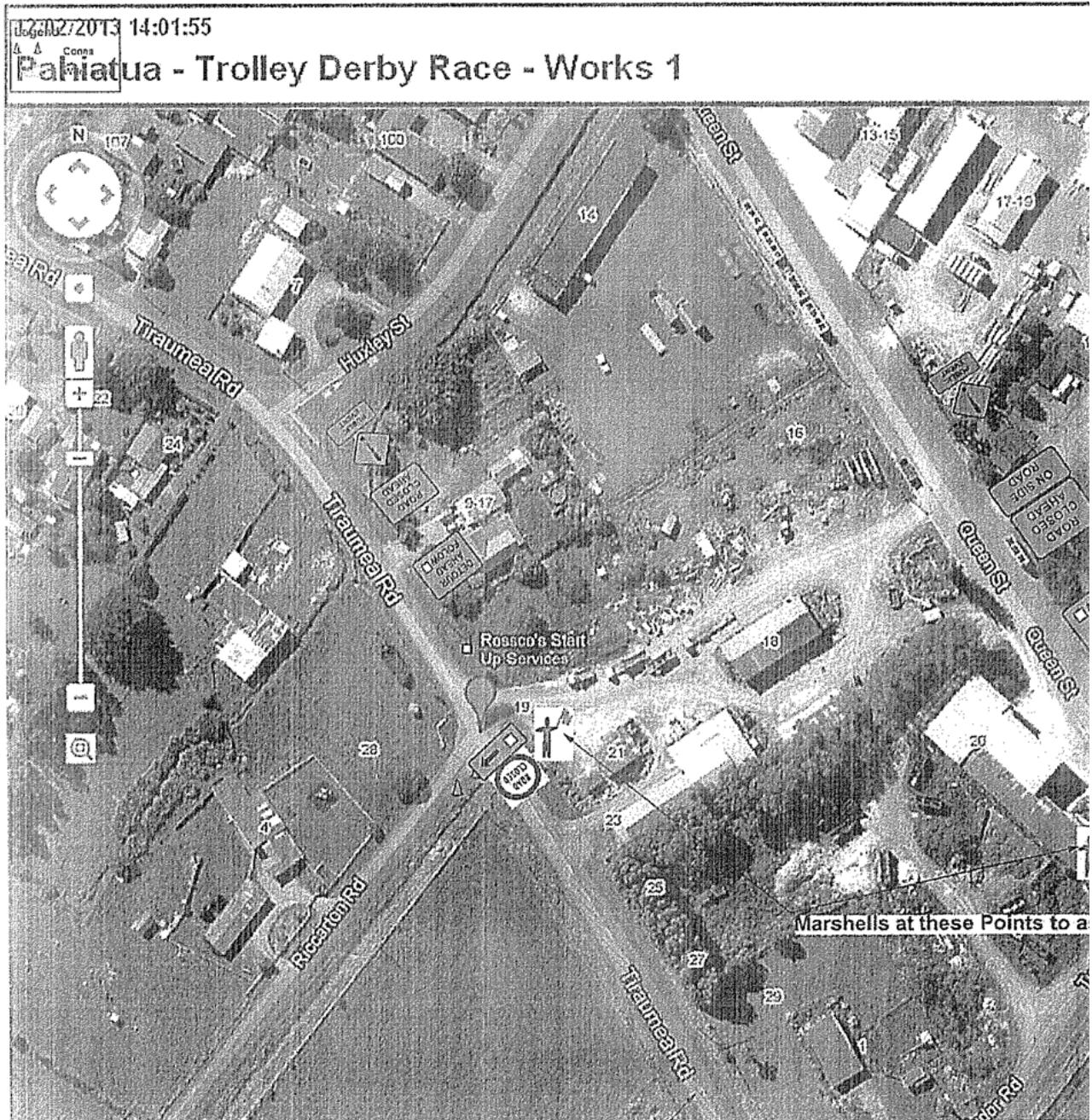
RCA consent (eg CAR/WAP) and/or RCA contract reference			
Authorisations			
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes <input checked="" type="checkbox"/> No	Has approval been granted? Yes No
	Within Road closed area No Parking.		
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	Yes <input checked="" type="checkbox"/> No	Has approval been granted? N/A Yes No
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes <input checked="" type="checkbox"/> No	Has approval been granted? Yes No
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	Yes <input checked="" type="checkbox"/> No	Has approval been granted? Yes No
Authorisation to use portable traffic signals	Make, model and description/number	N/A.	
	NZTA compliant?	Yes No (delete either Yes or No)	
EED			
Is an EED applicable?	Yes No (delete either Yes or No)	EED attached?	Yes
Delay calculations/trial plan to determine potential extent of delays			
WILL BE MINIMAL EFFECTUALLY N/A			
Public notification plan			
BUSH TELEGRAPH VIA TDC			
Public notification plan attached?	Yes No (delete either Yes or No) NO		
On-site monitoring plan			
Attended (day and/or night)	Day Event – Yes.		
Unattended (day and/or night)			

RCA consent (eg CAR/WAP) and/or RCA contract reference	
Method for recording daily site TTM activity (eg CoPTTM on-site record)	
NOT APPLICABLE	
Site safety measures	
<p>Contractors staff will be equipped with safety boots / Hi viz vests. " Vehicle will have first aid kit. Copies of Diagrams TMD 1 TMD 2 DTR 1-4 Available to them. Equipment Cones as per section B12 of the COP Signs as per TNZ/NZTA MOTSAM. STMs will brief staff on signage/cone layout and site hazards. A list to be kept of those at this briefing (should be all).</p>	
Other information	
<p>ROAD ASPECTS AFFECTED (PAGE ONE) Pedestrian Access - Available at Discretion of Event Principals Marshalls. Cyclists - Use Diversions Property Access - All properties will be personally visited prior to event day. - Rotary Lions will organise a mail drop to residents.</p>	
Site specific layout diagrams	
Number	Title
TMD 1	PAHIAATUA TROLLEY DERBY EVENT - WORKS OCTOBER 2015
TMD 2	PAHIAATUA TROLLEY DERBY EVENT - WORKS OCTOBER 2015
DTR 1	PAHIAATUA TROLLEY DERBY EVENT DETOUR ROUTE 1 OCTOBER 2015
DTR 2	PAHIAATUA TROLLEY DERBY EVENT DETOUR ROUTE 2 OCTOBER 2015
DTR 3	PAHIAATUA TROLLEY DERBY EVENT DETOUR ROUTE 3 OCTOBER 2015
DTR 4	PAHIAATUA TROLLEY DERBY EVENT DETOUR ROUTE 4 OCTOBER 2015
OV 1	STARTING AREA 16 KAITANA ROAD OVERVIEW OCTOBER 2015

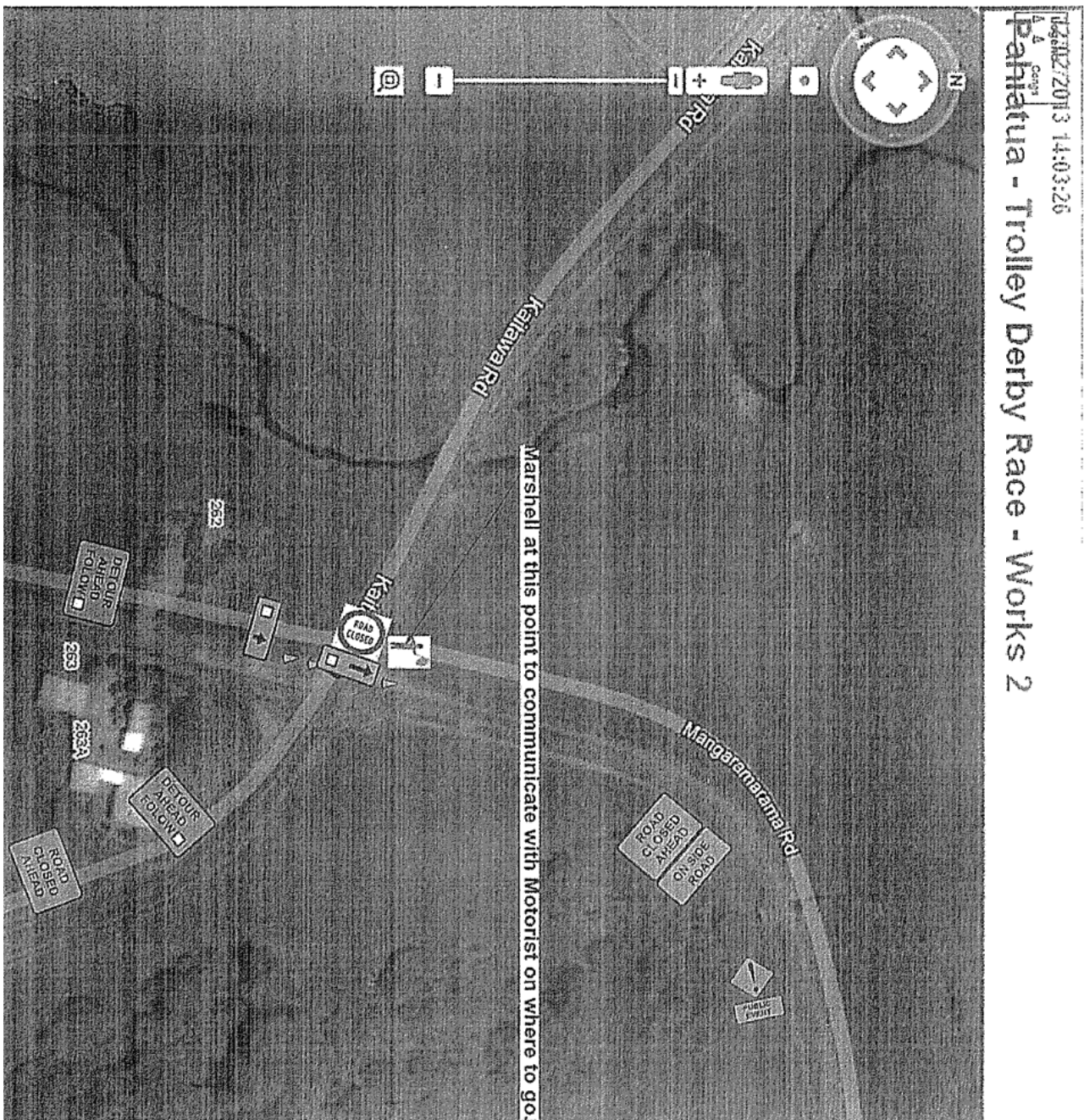
RCA consent (eg CAR/WAP) and/or RCA contract reference						
Contact details						
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date	
Principal	THE ROTARY CLUB OF PAHIATUA THE LIONS CLUB OF PAHIATUA	Richard Ellis 0272750851 Aaron Howarth 021883237				
TMC						
Engineers' representative						
Contractor	PAHIATUA RAILCAR SOCIETY INC. T.D. SELBY GENERAL MANAGER	0274388472				
STMS	GL PARKER 0273768881	0273768881	15143	STMS	13/11/15	
TC	NOTE T.D. SELBY holds an STMS qualification - temporarily expired will assist GL PARKER		(28413)			
Others as required						
TMP preparation						
Preparation	GL PARKER	3-9-15		15143	STMS	13/11/15
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements			Number of diagrams attached			
TMP returned for correction (if required)						
	Name	Date	Signature	ID no.	Qualification	Expiry date

RCA consent (eg CAR/WAP) and/or RCA contract reference						
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required		Notification completed	Date	<input type="text"/> <input type="text"/>		
			Time	<input type="text"/> <input type="text"/>		

TMD 1



TMO 2



DTA 1

12/02/2013 13:51:33

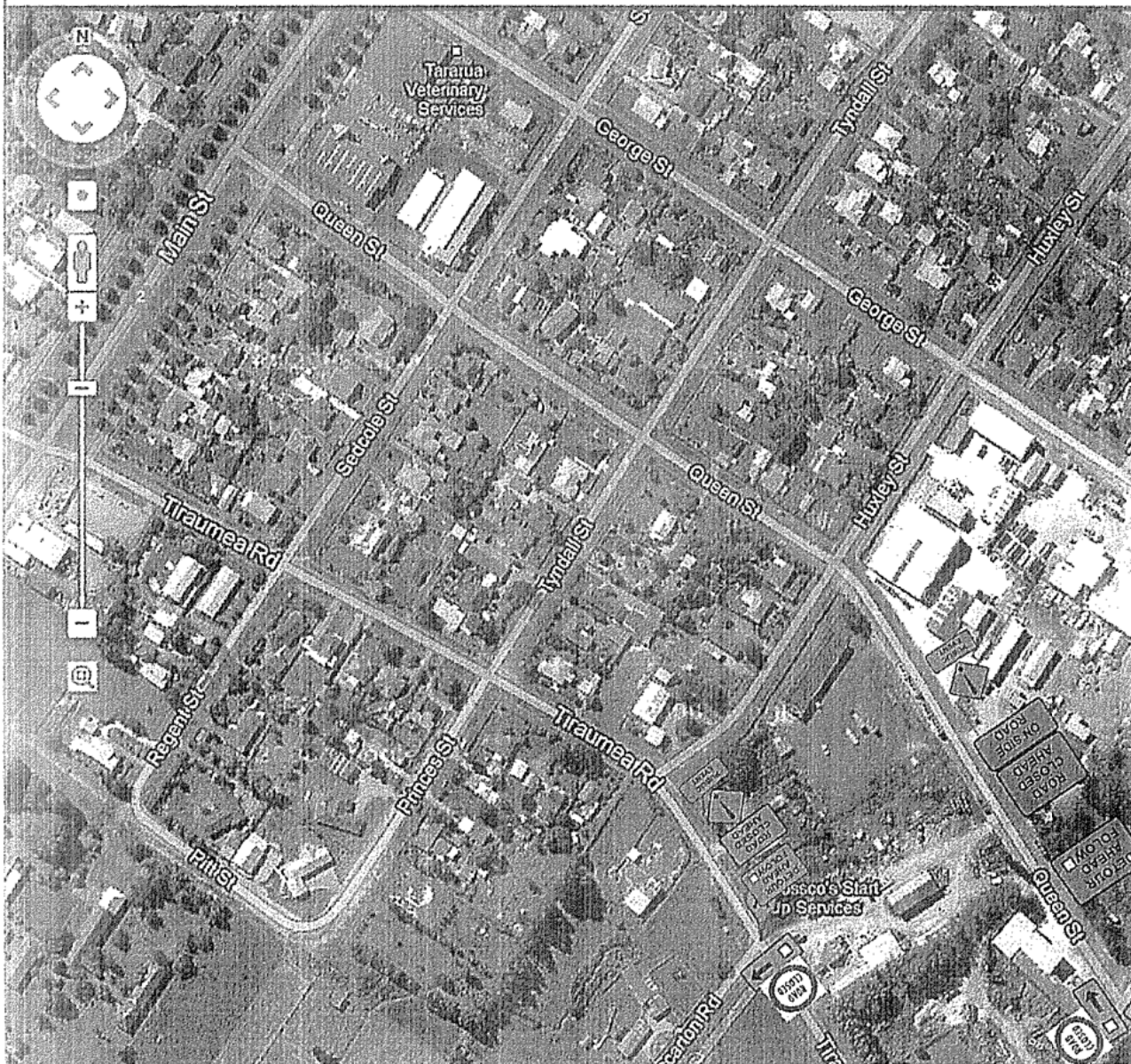
Pahiatua Trolley Derby Race - Detour Route 1



DTR 2

12/02/2013 13:54:25

Pahiatua Trolley Derby Race - Detour Route 2



DTR 3

12/02/2013 13:58:01

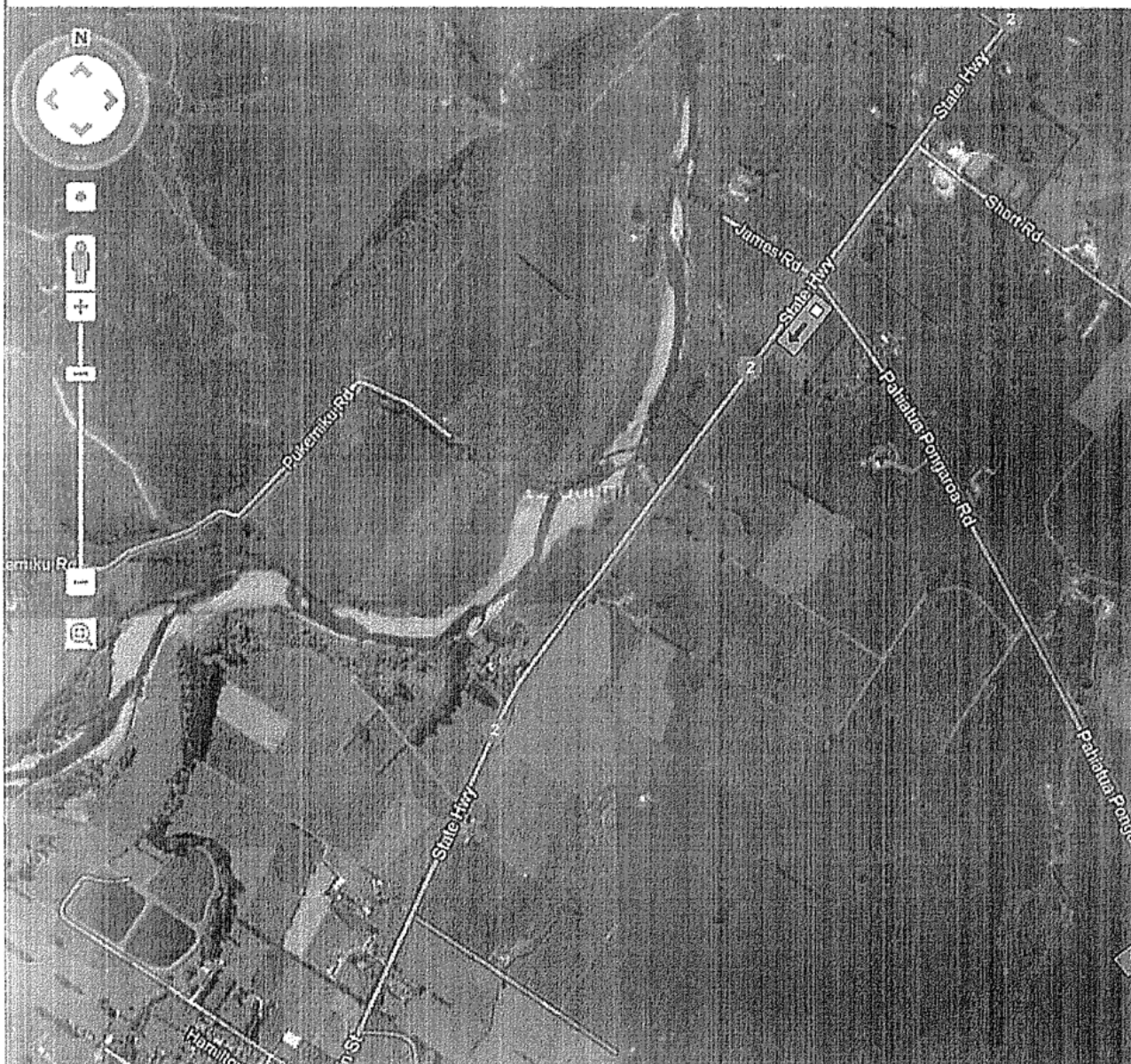
Pahiatua Trolley Derby Race - Detour Route 3



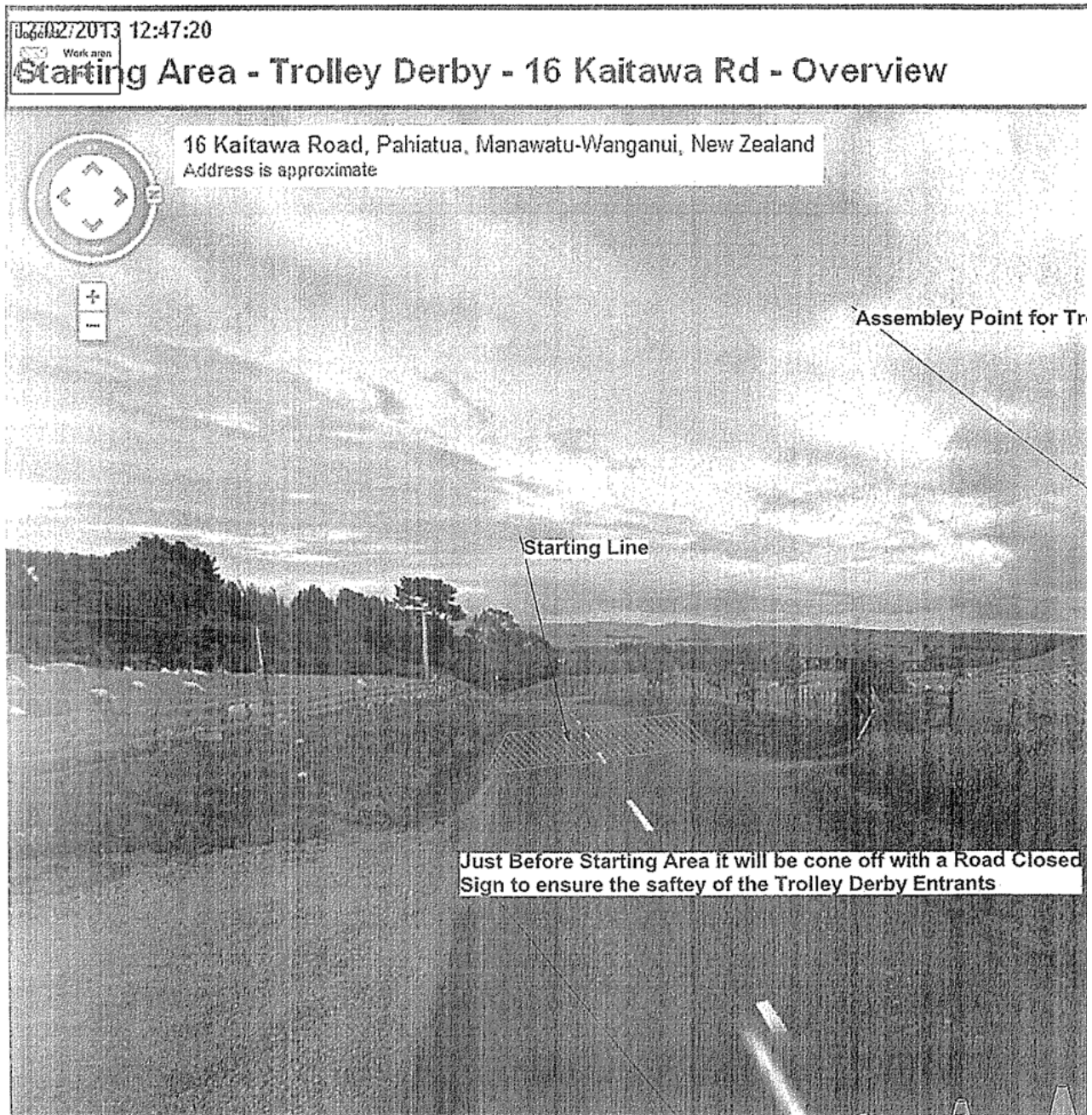
DTR 4

12/02/2013 13:59:33

Pahiatua Trolley Derby Race - Detour Route 4



001



Report

Date : 23 September 2015
To : Mayor and Councillors
Tararua District Council
From : Blair King
Chief Executive
Subject : **Akitio Sea Wall**
Item No : **11.7**

1. Reason for Report

- 1.1 For the Council's consideration of the request from the Akitio Ratepayers Association for funding the consent application process required, and then hold the appropriate resource consent from the Horizons Regional Council, for seawall work at Akitio.

2. Background

- 2.1 The attached letter received in September 2015 from the Akitio Ratepayers Association highlights their concern on continued erosion of the foreshore, and their offer to obtain funding for works from affected ratepayers.
- 2.2 When this matter was last considered by the Council following community consultation as part of the Long Term Plan 2012-22, they resolved on 30 May 2012:

"That the Council confirms its position not to budget funding for a seawall at Akitio nor hold a resource consent as requested by the Akitio community, and

That in making this decision the Council takes into account the following reasons for declining to provide the significant cost of this project in the Long Term Plan.

- *There is no certainty that a resource consent would be approved.*
- *Large storm surges can cause significant damage to seawalls.*
- *Climate change is expected to increase sea levels reducing the effectiveness of a seawall over time.*

- *The seawall will only reduce soil erosion but not stop it.*
- *The Marine and Coastal Area (Takutai Moana) Act 2011 and the New Zealand Coastal Policy Statement 2010 does not support this type of work being undertaken unless it is to protect existing structures of national or regional importance.*
- *The majority of the funding required to establish and maintain the seawall needs to be provided by those ratepayers that derive the most direct benefit from this project."*

2.3 Horizons Regional Council has advised they prefer that the Tararua District Council are the holders of any consent granted, rather than a ratepayers group. This is to ensure the legal entity is clearly identifiable and "sustainable" in case the work in the public space along the coast creates unintended consequences requiring repair work to be funded and delivered.

3. What has Changed?

3.1 In 2015, following storm related events, the access road to Akitio from Weber significantly eroded near the river mouth. The Tararua Alliance was successful in obtaining \$150,000 of preventative maintenance funding from the New Zealand Transport Agency, to rebuild the eroded bank. The original estimate was \$150,000 @ 337m² (75 linear meters), which equates to \$445 per m².

3.2 Between the original estimate being submitted and the work being completed, 30 additional metres of shoulder had slumped meaning the wall required extending. Inclusive of resource consent and rock testing costs, the as-built distance was 110 lineal metres (495m²) at an actual cost of \$160,000 (\$324 per m²). This location required a final rock thickness of 1.5m, toe depth 1.8m, and bitumen cloth lined between rock and fill.

3.3 Rates at other locations will depend on the amount of backfill needed, and the overhead costs for sourcing and transporting suitable rock in the volumes needed.

3.4 Rock testing at the site of this material that was locally sourced indicates there is a viable source for the community to do work in a staged manner each year.

4. Financial Impact

4.1 Whilst the consent application and testing of the rock for the road shoulder repair work completed this year was under \$3,000, we would expect any consent for the coastal section between the Boating Club and toilet block to be closer to \$20,000. The Council did not allocate a budget for this type of project within the current Long Term Plan; meaning it can be funded either from reserves, be considered a higher priority than other possible projects in this year's plan, or deferred to the next Annual Plan.

- 4.2 If the Regional Council deems the affected parties have provided their approval to the work sought, there should be no need to notify the application. However, to be prudent, the Council should budget as if the project application was notified along with a Cultural Values Assessment. That would mean a consent application budget of \$25,000 would be appropriate.
- 4.3 There is sufficient in the Council's reserves to fund this, if the consent is considered a capital rather than operational expense, or a combination of reserves and using operational funding for "consultancy expenses".
- 4.4 The ratepayers group is keen to know if the Council will support applying for the required consent, before gaining the commitment from house owners at Akitio to fund physical works each year.

5. Impact on Other Projects

- 5.1 With no foreshore protection, we are seeing increasing erosion of the grassed foreshore. The ratepayers group also note the rock wall beside the Boating Club has been damaged in the last storm. Depending on the amplitude of future storms, we expect a high expense for the Council to repair or reinstate pavement seal and district amenities at this seaside location. Work to reinstate is generally more costly than preventative maintenance, due to the urgency of work when required, and the ground conditions that exist.
- 5.2 The Council has a project to improve water storage at Akitio, along with managing a historical slip on Coast Road above the houses on River Road. If left unchecked, ongoing erosion of the foreshore and possible loss of value in the residential properties will affect the financial returns from doing the work.

6. Iwi Considerations

- 6.1 It is expected that any consent required would need a Cultural Values Assessment, which may require up to \$10,000 to complete depending on the area to be covered under the consent and how the works will be undertaken. An initial meeting has been held with representatives of Rangitane under the Memorandum of Partnership, to advise them of this possible application.

7. Significance and Community Engagement Assessment

- 7.1 Whilst the work and proposal to do the work is not significant, there is strong support indicated from the local Ratepayers Association to protect the foreshore where feasible. It is within the Council's discretion to approve the seeking of the resource consent given the funding support indication from the ratepayers group and the ongoing rate of erosion.

8. Options

- 8.1 The Council can either proceed with seeking consent (recommended), or decline the ratepayers' request. If the Council chose to seek consent on the basis that the community funded and delivered the work under that consent, we would still need to have an oversight of the project given the liability to comply with the terms of any consent rests with the holder. How this could occur, without significantly affecting other project resources would need to be negotiated.
- 8.2 The alternative is to decline the request. When the Council did this in 2012, the community felt their contribution to the tourist and coastal attractions was possibly under-valued. Horizons Regional Council strongly prefers the Tararua District Council to hold any consent rather than a ratepayers group as part of their feedback to the Long Term Plan.

9. Recommendation

- 9.1 ***That the report from the Chief Executive dated 23 September 2015 concerning the Akitio Sea Wall (as circulated) be received, and***
- 9.2 ***That the Council agrees to allocate up to \$25,000 towards the cost of obtaining a resource consent from the Horizons Regional Council to enable the Akitio Ratepayers Association to fund and carry out rock armouring of the Akitio foreshore in stages, and***
- 9.3 ***That this cost is split equally between the Council's capital reserves and its assets operational funding.***

Attachments

- 1. Letter from Akitio Ratepayers Association re Foreshore Erosion

RECEIVED
08 SEP 2015
DANNEVIRKE

Blair King
Chief Executive
Taranua District Council
Dannevirke

Consent for Foreshore Protection at Akitio Beach

Dear Blair

Following recent storms over winter at Akitio the Ratepayers Committee are again considering addressing protection of the foreshore.

In 2012, and after several meetings previous, the majority of Ratepayers committed to funding this project but as our application to be included in the Long Term District Plan was rejected, it was not taken any further. To gauge reaction to Ratepayers ongoing financial support a Special Meeting is proposed to be held in October.

Prior to any consultation with the Ratepayers as to go forward with this matter again consent will be needed, and we wish to approach Taranua District Council to apply for, and fund this, on our behalf.

Thank you for your consideration, we look forward to your reply.

Yours sincerely

P Greatbatch

Chairman, Akitio Ratepayers Association.



Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Raj Suppiah
Chief Financial Officer

Subject : **Review of the Council's Procurement Strategy and Guidelines**

Item No : **11.8**

1. Reason for the Report

- 1.1 For the Council to adopt the amended Procurement Strategy and Guidelines to ensure consistency of applying the “best value” approach required by the Local Government Act 2002, and the Alliance framework in delivering the maintenance of the District’s Roading Corridor network.

2. Background

- 2.1 The Council adopted the Procurement Strategy and Guidelines (PSG) as part of the 2015-2025 Long Term Plan. The PSG was last amended in June 2014, to enable the Alliance Agreement Process to proceed. Councillors also discussed this document at a workshop in November 2014, on whether it correctly balanced “buy local” pressures with the objectives of demonstrating best value procurement under the Local Government Act 2002.
- 2.2 Audit New Zealand also performed a high-level review of the PSG in 2014 against the Office of the Auditor-General (OAG) best practice guidelines. In their management report, their staff suggested areas that could be expanded on or were not present in our current PSG namely:
- information on who has responsibility for updating and “ownership” of the policy, being clearly assigned;
 - cross reference to financial delegations policy;
 - information on the receipt of gifts or hospitality by staff or reference to other Council policy containing this information;
 - how the organisation addresses sustainability in its procurement;

- information on provisions related to:
 - identifying procurement risks;
 - recording risks in a risk register and assessing; and
 - managing risk throughout the procurement process
- requirement for a business case or project plan to justify high value or sensitive or unique procurement;
- requirement for a procurement plan particularly for high value or sensitive procurements;
- information on the range of criteria to be considered in the evaluation of tenders such as:
 - contractor track record;
 - experience of personnel;
 - resources;
 - quality;
 - health and safety;
 - proposed methodology;
 - price;
 - other criteria (such as sustainability) that may be relevant to the entity or the procurement.

Some of the suggested improvements were already included in the Council's other existing policies, for example, Staff Hand Book and Financial Delegations Policy. The review of the PSG in light of Audit New Zealand's suggested improvements is scheduled for later in the year.

However, we noted inconsistency in the "Best Value" approach to procurement in the PSG, and this report is to amend the inconsistency, leaving the detail review to the scheduled review date later in the year.

3. Description

- 3.1 The inconsistencies were noted in paragraphs 6.2.3, 6.5 and 6.6, Figure 2: Decision Tree for best procurement approach on Page 12, and Tables 1 and 2, which is the Decision Tree for professional services and Council wide procurements.
- 3.2 The suggested amendments are highlighted in the Appendix – Amended Procurement Strategy and Guidelines.
- 3.3 The grounds behind the "best value" approach clause in the procurement policy are:

- Recognition that seeking tenders adds costs and delays, and unless we get a significant price win, was unproductive;
- Work with suppliers/contractors who value us as clients by negotiating repeat work where they deliver on current job. This approach reduces the risk associated with non-performing contractors/substandard work.

3.4 We have also made other changes such as:

- Page 7 – Policy to Purchase locally: to allow more flexibility in procuring locally.
- Page 19 – Internal Expertise: draw reference to the Tararua expertise within Tararua Alliance.
- Page 20 - External Contractors: not to restrict using local contractors
- Page 20 - External Consultants - Roading and Assets: not to restrict using local contractors

4. Significance Assessment

4.1 This matter is not considered significant with regard to the Council's policy on significance and engagement, and does not require consultation in terms of the proposal presented for consideration.

5. Conclusion

5.1 To approve the changes to the Council's Procurement Strategy and Guidelines to remove the inconsistencies in applying the "best value" approach and to reflect the changes to delivering the maintenance of the District's Roading Corridor network.

6. Recommendation

6.1 ***That the report from the Chief Financial Officer dated 23 September 2015 concerning the Review of the Council's Procurement Strategy and Guidelines (as circulated) be received, and***

6.2 ***That the changes as proposed in paragraph 3 of this report and detailed in the appendix regarding the amended Procurement Strategy and Guidelines be approved.***

Attachments

1. Amended Procurement Strategy and Guidelines



Procurement Strategy and Guidelines

Adopted by Council on:	1 April 2015
Last review date :	25 June 2014
Next Review Date :	September 2016

Page 1 of 31

Table of Contents

.....	1
Procurement Strategy and Guidelines	1
Adopted by Council on: 1 April 2015	1
Next Review Date : September 2016	1
1. Introduction	4
2. Responsibilities	4
3. Procurement Objectives	4
4. Procurement Principles	5
5. Procurement Approach	9
6. Procurement Methods	11
7. Performance Measurement	18
PROCUREMENT GUIDELINES	19
1.1. Managing Contracts	19
1.2. Internal Expertise	19
1.3. External Contractors – Physical Works	20
1.4. External Consultants – Road and Assets	20
1.5. Other Procuring Entities	20
1.6. Staff Training	20
2. Tendering Process	21
2.1. Introduction	21
2.2. Approval To Proceed With A Contract	21
2.3. Request for Tender (RFT)	21
2.4. Advertisements	21
2.5. Commercial in Confidence.	22
2.6. Receipt and Custody of Tenders	22
2.7. Opening of Tenders	22
2.8. Receipt of Late Tenders	23
3. Evaluation and award of tenders	24
3.1. Introduction	24
3.2. Confidentiality	24
3.3. Communication	24
3.4. Tender Evaluators	24
3.5. Conflicts of Interest	24
3.6. Details to be Recorded	24

3.7. Conforming Tender	24
3.8. Tender Evaluation Timeframe	24
3.9. Alternative Tenders	25
3.10. Reports and Recommendation	25
3.11. Final Evaluation Forms	25
3.12. Notification of Decision	25
3.13. Contract Award Procedure	26
3.14. Signing of Contract Documents	26
3.15. Contract Payments	26
3.16. Administration of Contracts	26
3.17. Contract Close	27
Appendix 1	31

1. Introduction

- 1.1. This document sets out the principles, strategies and guidelines for the procurement of goods and services by Tararua District Council (Council).

2. Responsibilities

2.1. Council

- 2.1.1. To approve the procurement principles contained in the document and authorise the procurement of goods and services not delegated to the Chief Executive.

2.2. Chief Executive

- 2.2.1. To determine the most appropriate and efficient procurement approach to deliver on Council outcomes.

3. Procurement Objectives

- 3.1. In developing this strategy, Council has considered the NZTA and OAG goals of encouraging approved organisations to:

1. be fit for purpose and meet an approved business purpose;
2. provide the best value for money, taking into account the "whole of life" costs of goods or services;
3. be properly planned, with sufficient time and resources assigned, in relation to the size or complexity of the procurement;
4. be effective and efficient, so that the procurement method used is the best use of public money and is commensurate with the risks and value of the purchase;
5. be conducted ethically and transparently to enable fair competition and encourage competitive and efficient markets.
6. Obtain best value for money in a transparent manner.

- 3.2. The Council defines best value as:

"Achieving a clearly defined quality of the outcome for the best possible price that reflects the risk allocation between the respective parties"

- 3.3. The Council believes fair competition, and competitive and efficient markets, are achieved by:

"Ensuring suppliers understand that Council seeks an on-going relationship with contractors/suppliers, where their involvement in the procurement process is timely and suitable for the relative risk and total expected project spend that optimises the delivery of services"

4. Procurement Principles

4.1. Overarching Principle

- 4.1.1. Council is a part of the wider New Zealand public service, and as such often follows the lead of central government procedures. Procurement policies and efficiencies have been a focus of the current government. In April 2013 the Ministry of Business, Innovation and Employment released rules for government procurement. These rules are recommended good practice for the Council, not mandatory rules. Council has included rules where appropriate, and has adopted the five principles of government procurement. These are:

- a. Plan and Manage for Optimum Results
- b. Be Fair to all Suppliers
- c. Get the Right Supplier
- d. Get the Best Deal for Everyone
- e. Play by the Rules

- 4.1.2. Guides and other resources are available from <http://www.business.govt.nz/procurement/for-agencies/key-guidance-for-agencies>.

4.2. Conflicts of Interest

- 4.2.1. As part of the general obligation to act fairly, councils must take care that their decision-making processes cannot be challenged on the basis of actual or potential bias and/or conflicts of interest.

- 4.2.2. For the local government sector, specific rules are set out in the Local Authorities (Members' Interests) Act 1968 that govern requirements for disclosing and managing conflicts of interest at the governance level.

- 4.2.3. Complying with any relevant statutory requirements will not necessarily be enough to ensure that decision-making processes meet the more general public law requirements of fairness. Council must also take steps to ensure that no other aspect of the process could be tainted by a conflict of interest arising outside of those processes regulated by statute.

- 4.2.4. For example, the statutory requirements tend to be confined to the declaration and management of conflicts of interest by members of a governing board or council. But conflict problems might also arise as a result of the interests or associations of staff members or other participants in the procurement process.

- 4.2.5. The Office of the Auditor General has produced two guides on conflict of interest issues to assist public entities:

- a. Managing conflicts of interest : Guidance for public entities applies to all public entities and sets out an approach for dealing with conflict of interest issues when they arise. It includes a number of case studies.

Refer to www.oag.govt.nz/2007/conflicts-public-entities

- b. Guidance for members of local authorities about the law on conflicts of interest has been developed specifically for local authorities and other entities that are subject to the Local Authorities (Members' Interests) Act 1968.

Refer to www.oag.govt.nz/2010/lamia

- 4.2.6. Council staff should be aware of the potential for conflicts of interest for every staff member and adviser who is directly or indirectly involved in any aspect of the process. This includes governance, management, operational staff and Council as the approving authority itself.

4.3. Value for Money

- 4.3.1. Value for money means using resources effectively, economically and without waste with due regard for the total costs and benefits of an arrangement and its contribution to the outcomes Council is trying to achieve. In addition, the principle of value for money when procuring goods or services does not necessarily mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (or whole-of-life cost). Value for money is achieved by selecting the most appropriate procurement method for the risk and value of the procurement and not necessarily by using a competitive tender.

4.4. Risk

- 4.4.1. Figure 1 (in page 9)in the Procurement Approach shows how the risk and value of the procurement provides a useful categorisation of works, goods and services as a means of identifying and developing different strategic responses for each category.
- 4.4.2. This approach can help Council to choose an appropriate procurement strategy to address the risk and value of the works, goods or services being procured. Council may also find it useful to establish what proportion of its total expenditure on procured items is in each quadrant. Typically, quadrant 4, high risk and high value items, can make up more than half the value of the Council's total expenditure on procured works, goods and services.

4.5. Ethical Considerations

- 4.5.1. Council should be ethical and act with integrity when funding or procuring goods or services. Council should:
 - a. act, and be seen to be acting, in a fair, open and unbiased manner; and
 - b. observe ethical standards, principles and behaviour throughout the procurement process.

4.6. Confidentiality

- 4.6.1. Confidentiality is a common characteristic of any competitive procurement process. Council should take particular care when handling commercially sensitive information. Council should note that confidentiality obligations apply throughout the entire procurement process and also after the contract has terminated or expired.

- 4.6.2. Council may face particular risks in its handling of confidential information when it funds or procures works, goods or services in a statutory context. Council may, for example, have a statutory obligation to consult third parties in the course of procuring works, goods or services. This may require Council to disclose some information that it has received from potential suppliers.
- 4.6.3. Council will also need to consider its obligations under either the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987. These Acts mean that Councils are not able to give comprehensive assurances about the protection of sensitive information. There are relevant grounds for withholding information under those Acts, such as unreasonable prejudice to the commercial position of a potential supplier, but these can be over-ridden if there is a greater public interest in disclosing the information.

4.7. Policy to Purchase Locally

- 4.7.1. Council will ensure local suppliers are included within invitations to tender and quote whenever practical.
- 4.7.2. Having given local suppliers full and fair opportunity to participate in the procurement process, Council will evaluate to buy ~~from the best source available, according to attributes and prices assessments based on the Procurement Principles in this document.~~

4.8. Legal Considerations

- 4.8.1. Council must be aware of, and comply with, all applicable legislation (and amendments) when it funds or procures works, goods or services. Examples of applicable legislation are:
 - a. the Local Government Act 2002
 - b. the Official Information Act 1982
 - c. the Local Government Official Information and Meetings Act 1987
 - d. the Commerce Act 1986
 - e. the Fair Trading Act 1986
 - f. the Public Records Act 2005
 - g. the Local Authorities (Members' Interests) Act 1968
 - h. the Electronic Transactions Act 2002, and
 - i. the Land Transport Management Act 2003.
- 4.8.2. Some of Council's governing legislation will include requirements to consult on significant issues, for example with the community or with stakeholders.
- 4.8.3. A procurement process may result in significant changes to the content or form of the services that Council delivers or a change of approach to the way it funds some services. If Council has statutory consultation obligations, it will need to consider the relationship between the procurement process and these obligations.
- 4.8.4. The procurement process of a significant project will form part of the decision making process of Council. Council processes need to comply with the decision making process set out in the Local Government Act 2002. This is reflected in the purchasing methods set out above. Council staff need to ensure that elected members have considered all practicable options when making significant decisions, and the costs and benefits associated with them.

- 4.8.5. Council has public law obligations that could apply to aspects of a procurement process. Council's fundamental public law obligation is always to act fairly and reasonably, and in keeping within the law. This imposes a higher standard of conduct than that which may apply in the private sector.
- 4.8.6. Council should always take account of the risk that its funding and procurement actions and decisions could be subject to judicial review, or a complaint to an Ombudsman, or to the Auditor-General.

5. Procurement Approach

5.1. Selection of Procurement Methods Based on Risk and Value Analysis

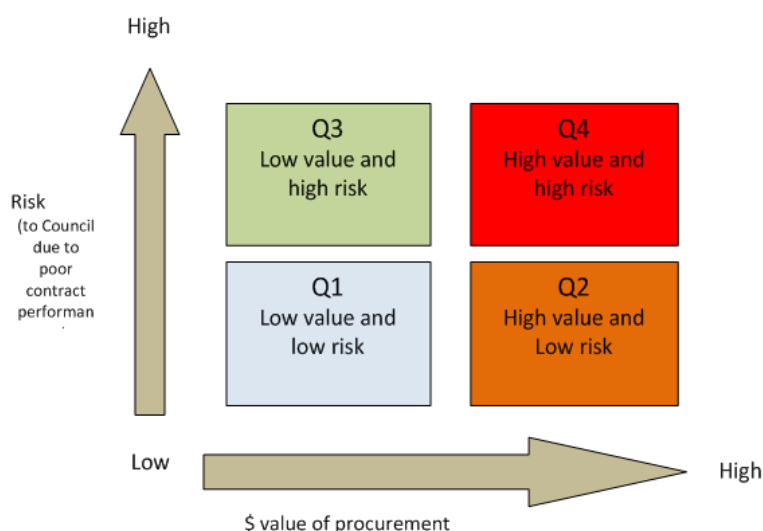


Figure 1: Analysing type of procurement to identify procurement method

- 5.1.1. In determining the most appropriate procurement method, it is necessary to:
- assess the value and risk of the purchase having regard to the nature of the works goods or services to be procured;
 - the uncertainties that may be involved in contract performance; and
 - the risk of cost increase due to non-performance of the contractor.
- 5.1.2. When choosing the appropriate procurement method it is noted that some methods are governed by legislation. For example, the Land Transport Management Act 2003 requires certain procedures to be used for approved activities relating to transport.

5.2. Length of Contract Term

- 5.2.1. In establishing contracts, Council can fix the term of the contract up to a maximum period of five years. The term of the contract should reflect the type of contract, the volatility of the market and the variability of the schedule of works and/or desired contract outcomes over time.
- 5.2.2. The option for renewal of the contract, through direct negotiation, to a maximum of three years, can be included in the physical works contract.
- 5.2.3. Contracts with a value greater than \$200,000, can only be “rolled over” up to a maximum of eight years (being the total contract period including the initial contract term). The contract should be retendered after the maximum term has been reached.

Note : The value of the contract is the annual cost of the contract times the term of the contract.

6. Procurement Methods

6.1. Alliance model approach

6.1.1. The key benefits of alliance contracting include:

- Contracting parties are incentivised to work cooperatively to complete the project within the time and budget forecasts
- Optimal solutions and better decision making for the project through:
 - Transparency of costs - all Alliance staff are able to see the real costs of activities and can therefore make the best decisions for the network
 - Elimination of duplication at all levels – staff, resources, systems and processes.
 - Management efficiency is improved with all staff working under a single management structure
 - Integrated asset management
- Response times to work and customer request are significantly reduced through co-location, reduction in Client/Network Manager/Contractor interfaces, and having an agile and flexible that works quickly and collaboratively to resolve issues as they arise.

6.1.2. The use of an Alliance approach to procurement is gaining interest among Councils in New Zealand as they attempt to capitalise on the benefits of this approach.

6.1.3. Council will explore the Alliance approach where appropriate to achieve the following objectives:

- Maximise performance;
- Proactively share and manage risk;
- Reduce cost and inefficiencies, and maximise “value for money” outcomes; and
- Achieve optimal outcomes for our network

6.1.4. The Alliance group once established will :

- Procure good and services compliant with this Procurement Strategy; and
- Establish an operational guide/manual that will provide guidance to how the Alliance Group with function and deliver on Council's outcomes.

6.2. Best Value approach

6.2.1. Where an existing “best value” contract relationship exists and the project can be completed as a variation or through negotiation to avoid unproductive tender costs, Council will in the first instance seek to negotiate a variation. In the event a variation is not agreed between the parties or the price and project risks are high (refer to Figure 1 ~~and Table 1~~), other contractors will be invited to submit a price through an open tender.

6.2.2. Where no existing “best value” contract relationship exists, and the project exceeds \$1 million, the contracting sector will be invited to pre-qualify through a selection process; then price and non-price weighted attributes will be used to determine the approved tenderer.

6.2.3. Where no existing “best value” contract relationship exists, and the project is between \$200,000 and \$1 million, the contracting sector will be invited to tender on the contract documents in ~~a standard the contracting methods either the Lowest Price Conforming Method or the Price Quality Method will be used to determine the approved tenderer~~ either the Lowest Price Conforming Method or the Price Quality Method will be used to determine the approved tenderer detailed in Figure

2 – Decision Tree for Best value procurement approach and Table 2 – Decision tree for Council wide procurement.

- 6.2.4. For contracts less than \$200,000, tenders may be invited either by open tender or closed contest, or a direct appointment made, dependent on the project risks.

The following Decision Tree explains the “Best Value” approach :

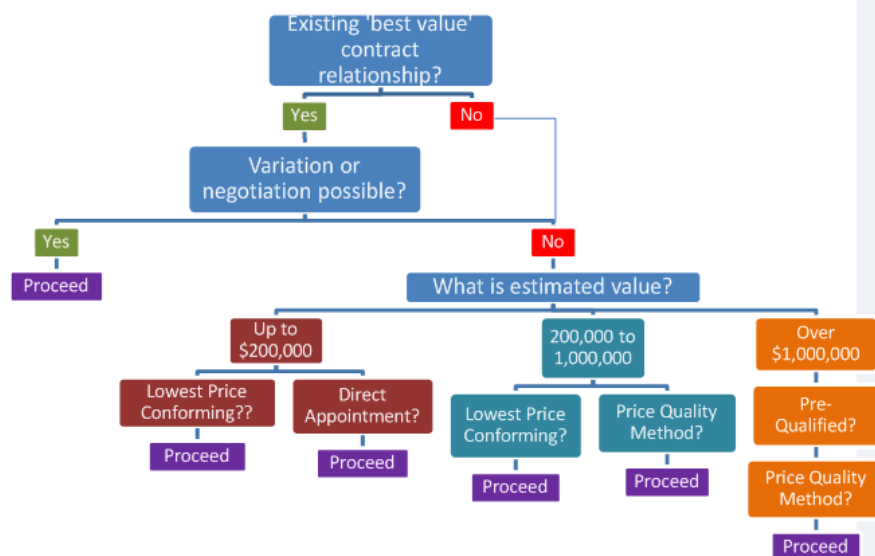


Figure 2 : Decision Tree for Best value procurement approach

Professional Services

6.3. The procurement of professional services is for procurement of services for example valuation, consultants, policy reviews etc.

6.4.

Where Existing Contracts Exist

6.5. Where an existing "best value" contract relationship exists and the project can be completed as a variation or through negotiation to avoid unproductive tender costs, Council will in the first instance seek to negotiate a variation.

6.6. Where contract exist under MW LASS and All Of Government procurement, staff can use these contracts to procure with the agreed suppliers.

6.3-6.7.

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6.4-6.8. The Decision Tree explaining the procedures is as follows:

1. up to \$10,000 <div>Q1</div>	Procure directly with an appropriate professional service provider.
2. \$10,001 to \$50,000 <div>Q2 or Q3</div>	<p>Written quotes to be obtained from at least three professional service providers. Quotes obtained are to be recorded in TRIM and/or contract file.</p> <p>Less than three quotations are acceptable where services required are specialised and/or availability of professional service providers to provide these specialised services are limited. These will have to be documented in the TRIM and/or contract file.</p> <p>A new contract with an existing professional service provider may be considered as an alternative procurement method provided the professional service provider has current successful contract commitments with Council, the work is specialised and/or the availability of a local professional service provider is small, or the project risks are high.</p>
3. \$50,001 to \$200,000 <div>Q2 or Q3</div>	<p>Evaluate best competitive purchasing option</p> <p>Either written quotes, open tender or selective tenders obtained in writing from at least three professional service provider, depending on the nature of the work.</p> <p>The procurement approach to be used will depend on:</p> <ul style="list-style-type: none"> • Whether the work is specialised • Whether the number of contractors available to do the work is restricted • Project Risk <p>Approval to use selected tendering is delegated to the relevant department Manager and the Chief Executive office (jointly).</p>

<p>4. Up to \$200,000 Contract Renewal</p> <p>Q2 or Q3</p>	<p>Where an existing "best value" exists</p> <p>Where an existing "best value" contract relationship exists and the project can be done as a variation or negotiation to avoid unproductive tender costs, Council will in the first instance seek to negotiate a variation.</p> <p>In the event a variation is not agreed between the parties, then depending on the price and project risks, other contractors will be invited to submit a price through invitation or open tender.</p>
<p>5.4. \$200,001 - \$1 million</p> <p>Q2 or Q4</p>	<p>Tendering procedures apply. Industry best practice tender procedures must be used.</p> <p>A weighting on prices and formal non-price attributes (Price/Quality) will be used to determine the approved tenderer. In the case of selective tendering, at least three professional service providers shall be invited to tender. The selective tender list to be approved by the Chief Executive.</p>
<p>6.5. Over \$1 million</p> <p>Q4</p>	<p>Tendering procedures apply. Industry best practice Open Tender procedures must be used.</p> <p>The professional services sector will be invited to pre-qualify through a selection process with prices and formal non-price weighted attributes will be used to determine the approved tenderer.</p>

Table 1 : Decision Tree for professional services procurement

Travel, Training and Credit Card Expenditure

~~6.5.6.9.~~ For all expense related to travel, accommodation, training (including conferences, seminars, courses) and use of credit card to procure, staff are to refer to the Staff Handbook.

~~6.6.6.10.~~ The Staff Handbook is the authority and reference point for such purchases.

~~Where Existing Contracts Exist~~

~~6.7. — Where existing contracts exist under MW LASS and All Of Government procurement, staff can use these contracts to procure with the agreed suppliers.~~

All other Procurement

6.8.6.11. Where there is no existing "best value" contract relationship exist and no statutory requirement to use a particular method, Council needs to decide the procurement method it will use. To ensure that the benefits of the method outweigh the costs, it is expected that Council, when selecting the procurement method, will consider:

1. the need, wherever possible, to promote open and effective competition throughout the procurement process;
2. the potential benefits to local businesses; and
3. the value of and risk associated with the procurement.

6.9.6.12. The method of purchasing goods or services shall be dependent on the estimate of the cost to be incurred, but at all times to ensure the Council receives the best value for its money. Officers purchasing goods on behalf of the Council should be familiar with the extent of purchasing services and the quality of goods available. Local suppliers/contractors must be given every opportunity to obtain Council contracts, by way of local advertising.

6.10.6.13. The works, goods or services must be clearly specified before procuring them. If Council is using a competitive proposal process and is open to innovation, the specification may focus on the outputs and outcomes rather than the process to be followed to deliver the outputs or outcomes.

6.11.6.14. The specification should contain a clear, concise, logical and accurate description of the works goods or services being procured.

6.12.6.15. The Decision Tree explaining the procedures is as follows:

1. Cost up to \$10,000 <div>Q1</div>	Direct purchase from a supplier/contractor, who is able to supply the goods as specified within the required time frame.
2. \$10,001 to \$50,000 <div>Q2 or Q3</div>	Written quotes to be obtained from at least three suppliers/contractors. Quotes obtained are to be recorded in TRIM and/or contract file. Less than three quotations are acceptable where goods/services required are specialised and/or availability of suppliers to provide these specialised goods/services are limited. These will have to be documented in the TRIM and/or contract file. A new contract with existing contractors may be considered as an alternative procurement method providing the Contractor has current successful contract commitments with Council, the work is specialised and/or the availability of local contractors is small, or the project risks are high.
3. Up to \$200,000 Contract Renewal <div>Q2 or Q3</div>	Evaluate best competitive purchasing option Either written quotes, open tender or selective tenders obtained in writing from at least three suppliers/contractors, depending on the

Page 15 of 31

	<p>nature of the work.</p> <p>The tendering procedure to be used will depend on:</p> <ul style="list-style-type: none"> • Whether the work is specialised • Whether the number of contractors available to do the work is restricted <p>Approval to use selected tendering is delegated to the relevant department Manager and the Chief Executive office (jointly).</p>
<p>4. \$200,001 – \$1 million</p> <p>Q3 or Q4</p>	<p>Where an existing “best value” exists</p> <p>Where an existing “best value” contract relationship exists and the project can be done as a variation or negotiation to avoid unproductive tender costs, Council will in the first instance seek to negotiate a variation.</p> <p>In the event a variation is not agreed between the parties, then depending on the price and project risks, other contractors will be invited to submit a price through invitation or open tender.</p>
<p>5.4. \$200,000 - \$1 million</p> <p>Q2 or Q4</p>	<p>Tendering procedures apply. Industry best practice tender procedures must be used.</p> <p>A weighting on prices and formal non-price attributes (Price/Quality) will be used to determine the approved tenderer. In the case of selective tendering, at least three contractors shall be invited to tender, the list to be approved by the Chief Executive.</p>
<p>6.5. Over \$1 million</p> <p>Q4</p>	<p>Tendering procedures apply. Industry best practice Open Tender procedures must be used.</p> <p>The contracting sector will be invited to pre-qualify through a selection process with prices and formal non-price weighted attributes will be used to determine the approved tenderer.</p>

Table 2 : Decision Tree for Council wide procurement

Emergency Procurement

~~6.13.6.16.~~ In an emergency, it may not be possible to satisfy the principle of open and effective competition throughout the procurement process. Council may therefore dispense with parts of the procurement process if it needs to react quickly to genuinely unforeseen events. The criteria for what constitutes an emergency include:

1. life, property or equipment is immediately at risk
2. standards of public health, welfare, or safety need to be re-established without delay, such as disaster relief.

- | ~~6.14.6.17.~~ The Council must still act lawfully and with integrity, be prepared to account for all emergency procurements and act within delegated authority. The Council acknowledges that in emergency situations there can be a higher risk of fraud, bribery, corruption and inflated prices. Council will seek to take action to safeguard against these possibilities.
- | ~~6.15.6.18.~~ It is noted that poor planning or lack of organisation in a procurement process does not justify using an emergency process. Business justification papers should be prepared for all emergency procurements.

7. Performance Measurement

- 7.1. Council will assess changes in organisational effectiveness resulting from the implementation of the Procurement Strategy and Guidelines and in particular whether it has enabled Council to obtain better value for money spent.
- 7.2. NZTA, as a major funding partner of Council, has a number of KPIs against which Council must report. These KPIs cover aspects of value for money, regard to markets, efficiency, and effectiveness.
- 7.3. The KPIs in this policy are in addition to the NZTA KPIs, as the NZTA KPIs only relate to transportation programmes. Where possible, Council will use measurement and recording systems which align with the NZTA processes to ensure procurement performance monitoring is efficient.
- 7.4. The performance of the organisation, in respect to this policy, will be measured as follows:

Policy Objective	Key performance indicator	Target	Confirmation source
'Value for money'	Level of organisation satisfaction with the goods and services procured	95% of projects completed meet agreed project outcomes	Ongoing review of completed projects
	The estimated cost of contract vs. actual cost of contract	95% of projects completed within $\pm 5\%$ of approved budgets	Annual reporting
Procurement practices follow good management practice	Percentage of Council procurement procedures that follow policy guidelines	100%	Ongoing review of completed projects with a value over \$50K
Procurement practices meet statutory requirements	Percentage of NZTA funded programmes that met NZTA procurement criteria	100%	NZTA audits
Guidance is provided on the most appropriate procurement option(s) for the goods and services being purchased	Procurement policy is supported by Quick Guide and contract templates	Documentation supporting the procurement policy is completed and socialised with all staff by 30th November 2013	Annual report

PROCUREMENT GUIDELINES

Part A

1.1. Managing Contracts

- 1.1.1. Contracts can be arranged in a variety of ways. For example, they may be:
- negotiated between Council and the provider as part of a relational contractual situation,
 - simply through issuing a Purchase Order,
 - by way of a written agreement,
 - negotiated with a preferred supplier as part of a direct or selective procurement, or
 - the result of a competitive tender or proposal process.
- 1.1.2. Regardless of how the contract or agreement is arranged and whether it is a conventional or relational contract, Council is responsible for the on-going management of:
- the contract; and
 - the relationship with the supplier of the goods or services.
- 1.1.3. Council needs to monitor and manage the supplier's performance to assess whether Council is receiving value for money. It should determine the extent of this managing and monitoring based on risk management and cost/benefit assessments.
- 1.1.4. Monitoring and managing supplier performance should be a priority when the value and the risks associated with the procurement are high.

1.2. Internal Expertise

- 1.2.1. In October 2014 the Tararua District Council formed an Alliance with Downer NZ to undertake road corridor maintenance activities on its road, footpath and stormwater network. This collaborative agreement brought together members of the existing Council Engineering Services Team and Downer New Zealand Ltd to form a single delivery team to undertake all facets of the transportation infrastructure including asset management, regulatory functions, design, physical works and performance management. Council has established a collaborative working agreement, Tararua Alliance, with Downer New Zealand.

1.2.2.

- 1.2.3.1.2.2. The Council has not identified any potential shortages of skill or internal resources as a consequence of its proposed strategies. It is the reverse with the availability of a desirable skill set within the Tararua Alliance. The Council will continue to review the situation as and when internal resources change.

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1.3. External Contractors – Physical Works

1.3.1. The Council has to access and ~~has successfully used, a range of large and smaller contractors, and owner operator contractors (such as Higgins Contractors, Morris and Bailey Limited) for~~ NZTA funded work. Each of these contractors has an office either within the Council boundaries or close to them. ~~Additionally there are smaller owner operator contractors in the district (Ernie Christison Contracting, Rawhiti Earthmovers, Neville Cammock Earthmoving and Stringfellows). For the Utilities, for example, Tyco, Iplex, Filtec, Orica are all used as suppliers, designers and contractors as required.~~

~~1.3.2. In addition to the above, the Council continues to enjoy competitive and collaborative tendering for its larger road maintenance or renewal contracts by Fulton Hogan Limited and Downer EDI Works Limited, both of whom are large national companies able to service the Council from neighbouring areas. These multinational companies also have extensive experience in the Utilities industry.~~

1.4. External Consultants – Roading and Assets

1.4.1. Council has used specialist consultancy services where needed for either planning or policy advice on procurement, tender preparation or evaluation, and specific design or peer review of design. ~~Companies used include major consultancy practices AECOM(ex Maunsell), Opus, CPG, MWH and GHD, legal advisors Brookfields, or smaller firms such as Good Earth Matters, and similar. Locally Waiwaste Environmental Consultants are available for river engineering services.~~

1.4.2. A list of Consultancy engineers and contractors is kept for use in emergencies such as flooding or other natural disasters where usual procurement practices are not feasible. Council has access to limited reserve funds to cope with emergency situations.

1.5. Other Procuring Entities

1.5.1. The Council has identified NZTA, Horizons Regional Council, Central Hawkes Bay District Council, Palmerston North City Council, Manawatu District Council, Masterton District Council and Horowhenua District Council as neighbouring authorities who may procure significant projects that may attract local suppliers interested in the Council's projects.

1.6. Staff Training

1.6.1. Staff with the financial delegation to manage procurement processes will be given appropriate training to carry out the processes in a manner that complies with this Strategy and Guidelines.

Part B

2. Tendering Process

2.1. Introduction

- 2.1.1. This manual details Tararua District Council procedures to be followed for procuring both Professional Services (PS) and Physical Works (PW). While it is primarily aimed at procurement where NZTA subsidy is required, it is to be used for all other procurement of PS and PW, both roading and non-roading.

2.2. Approval To Proceed With A Contract

- 2.2.1. Upon approval of the procurement a contract number is issued. With consideration to the nature of the procurement, a delivery model is then selected.

Direct Appointment

- 2.2.2. This is still a form of contract and as such a contract number is necessary and a contract file/folder be used.

Closed Contest

- 2.2.3. This is still a form of contract and as such a contract number is necessary and a contract file/folder be used.

2.3. Request for Tender (RFT)

- 2.3.1. The RFT should be carefully tailored to each project so it is easily understood and clear to any competent and experienced supplier. If specific information is required in a tender that would not be normal for an experienced tenderer to supply, then it must be clearly stated as a requirement in the RFT.

- 2.3.2. The RFT shall contain but not be limited to:

- a. the format in which the tender is to be submitted
- b. the closing time and date
- c. where the tenders are to be delivered
- d. how the tender is to be identified (tender number and title should be clearly shown on the outside of the envelope)
- e. the specifications, including conditions of contract
- f. criteria for evaluating tenders
- g. whether alternatives to the specified requirements will be considered. If alternative tenders are to be considered, the provisions of clause 2.1.9 (p10) of SM021 shall be considered.

2.4. Advertisements

- 2.4.1. No tender shall be advertised without appropriate specifications and conditions being prepared by the manager responsible for initiating the tender.

2.4.2. Where tenders are open, advertisements shall be placed at least twice in a newspaper circulating within the district. A minimum of ~~ten~~ twenty days shall be allowed between the first publication of the advertisement and the closing date for tenders.

~~2.4.3. Adequate time, generally no less than 12 working days, must be allowed for the preparation of tender submissions.~~

~~2.4.4.~~ 2.4.3. Advertisement shall contain, but not be limited to:

- a. the Council's name and logo
- b. the contract number
- c. the contract title
- d. a brief description of the goods and services required
- e. where contract documents are available
- f. when tenders will close
- g. where tenders will close
- h. whether a document deposit is required
- i. Council reserves the right to reject all or any tenders submitted.

~~2.4.5.~~ 2.4.4. A register of all tenders advertised is to be maintained and be available for public perusal on request.

2.5. Commercial in Confidence.

2.5.1. Meetings or other communication between tenderers and TDC may be deemed to be commercial in confidence. Tenderers shall notify TDC (upon uplifting of documents) the name and contact details of the person/s within their organization with whom TDC will direct all communications during the tender period.

2.6. Receipt and Custody of Tenders

2.6.1. All tenders received shall be placed unopened in the tenders box. If any tender is received in the mail and opened by mistake, the envelope shall be re-sealed with tape and marked by the Officer responsible by indicating the date and time the mistake occurred, before placing it in the tenders box.

2.6.2. Tenders received by facsimile (if fax tender submissions are allowed) shall be immediately date stamped and sealed in an envelope and placed in the tender box by records staff.

2.6.3. The tenders box shall be located in a prominent position in the reception area of the Council's Dannevirke office. Keys to the tenders box shall be held by the Governance Manager and Chief Financial Officer

2.7. Opening of Tenders

2.7.1. The tenders box shall be opened immediately after the closing time, and the tender envelopes then opened without delay. If circumstances prevent the tenders box being opened immediately after closing time, the box shall be placed in the safe until it can be opened.

- 2.7.2. All tenders are to be opened in the presence of at least two Council staff, one being the Manager responsible for the Tender and the other either the Governance Manager or the Chief Financial Officer (or staff delegated by him).
- 2.7.3. All tenders are to be recorded in a register containing the tenderers name and total tendered amount. The list shall be ruled off directly below the last tender entered on the page and signed by both officers.
- 2.7.4. At no stage may additions or alterations be made to original tender documents.
- 2.7.5. Any moneys received in the form of tender deposits attached to the tender documents are to be receipted.

2.8. Receipt of Late Tenders

- 2.8.1. Generally, late tenders are not to be accepted as this could give an unfair advantage to the late tenderer.
- 2.8.2. However the tender evaluation team (TET) may deem a late tender acceptable if the late delivery was beyond the control of the tenderer and that under normal circumstances the tender would not have been late. E.g. Courier delays where normally the tender would have arrived and been placed in the tenders box before the tender closing time.
- 2.8.3. Late tenders shall be stamped indicating date and time received, and returned promptly, unopened if tender submission is not accepted.

Part C

3. Evaluation and award of tenders

3.1. Introduction

- 3.1.1. The objective of the evaluation process must be to maintain a level playing field upon which all willing tenderers can compete. The process must be conducted with absolute fairness and integrity.

3.2. Confidentiality

- 3.2.1. Information relating to the award of any contract shall not be disclosed to tenderers or others not officially concerned with the tender process until award of the contract has been announced.

3.3. Communication

- 3.3.1. All communication with tenderers from the time of closing of the contract until the awarding of the contract shall be through the leader of the TET and directed to the tenderers nominated contact person.

3.4. Tender Evaluators

- 3.4.1. The TET shall include at least two persons (three for any contracts NOT lowest price conforming). For all [NZTA](#) contracts with an estimated contract value over \$200,000 the TET leader will hold the qualification of National Certificate in Civil Engineering - Asset Management or other NZTA approved qualification.

3.5. Conflicts of Interest

- 3.5.1. All members of the TET are required to proactively declare any actual or potential conflicts of interest or risk of bias as they arise.

3.6. Details to be Recorded

- 3.6.1. Details of any phone call discussion or meeting between any TET member and any other person (eg referees) shall be recorded.

3.7. Conforming Tender

- 3.7.1. The evaluation process must be followed to ensure the tender is acceptable.

3.8. Tender Evaluation Timeframe

- 3.8.1. NZS3910 Conditions of Tendering 107 requires tenderers to be notified whether their tenders are still under consideration within one month of tender closing.

3.9. Alternative Tenders

- 3.9.1. These shall be considered for evaluation only if they have been permitted in the RFT.

3.10. Reports and Recommendation

- 3.10.1. The Schedule of Tenders Received form shall be used in reporting the evaluation results and the recommendation. The report shall include comment on (if applicable):
- a. The non-price attributes grade for each tenderer
 - b. Why any tender failed on any non-price attribute
 - c. The acceptance or rejection of tags
 - d. The acceptance or rejection of late tenders
 - e. The recommendation to accept a tender that is not the lowest price
 - f. The relative size of the tender price to the estimate

3.11. Final Evaluation Forms

- 3.11.1. Where contracts are evaluated for non-price attributes, assessment and calculation sheets shall be fully completed for retention on the contract file.
- 3.11.2. Tender evaluation reports are to be accompanied by a completed report form for the particular methodology used as follows:
- a. For the LPC tender method, the Tender Summary Lowest Price Conforming Method: Final Evaluation (Appendix IV) is to be used.
 - b. For the PQM (Appendix VII) is to be used with the tenders ranked in order of highest overall index.

3.12. Notification of Decision

- 3.12.1. On award of the contract, all tenderers are to be advised of the following:
- a. Name of successful tenderer
 - b. Price (and SQP if applicable) of successful tenderer
 - c. Price range for tenders received where three or more tenders are evaluated
 - d. Range of grades for each non-price attribute where three or more tenders are evaluated (PQM)
 - e. For each tenderer their non-price attribute grade (PQM)
 - f. For each tenderer their individual SQP and the range of SQP's
- 3.12.2. See appendices for template for acceptance and decline letters.
- 3.12.3. A report for the recommendation, accompanied by relevant supporting information, including contract estimates and assessment sheets for acceptance of tenders or to explain why no decision has been reached, shall be presented to the Chief Executive, no later than thirty days after the closing date.

3.13. Contract Award Procedure

3.13.1. Tenders may be accepted by Officers depending on the authority delegated to them by the Council or Chief Executive.

3.13.2. Information to be in contract file:

- a. Estimate
- b. Copies of all notices to tenderers
- c. The Schedule of tenders received form (Appendix II)
- d. Evaluation report
- e. Unsuccessful tenders
- f. Successful tender copy
- g. Copy of acceptance and decline notices
- h. Signed contract document
- i. Certificate of practical completion
- j. Defects liability (final completion) certificate
- k. Report on contractor performance

3.14. Signing of Contract Documents

3.14.1. Two sets of contract documents containing the following should be signed:

- a. The RFT
- b. Contract agreement form
- c. The tender form
- d. Tender pricing and personnel schedules
- e. Letter of acceptance
- f. Notices to tenderers

3.15. Contract Payments

3.15.1. For PW contracts, payments for work performed by the contractor are to be made as set out in NZS3910 and the contract documents.

3.16. Administration of Contracts

3.16.1. All contracts shall be assigned a unique number prefixed by the financial year in which they are advertised. The register of contracts is to be maintained by the Council's Records Officer.

3.16.2. All contracts shall have a separate file, on which all relevant documentation is to be retained.

3.16.3. The file shall be stored in the Dannevirke Office safe.

3.17. Contract Close

- 3.17.1. Contract closure for a PW contract occurs with the issue of a Defects Liability Certificate. Release of the performance bond, if held, the bond in lieu of retentions, if held, and any retentions, if held, are to be made as set out in NZS3910 and the contract documents.

Terminology:

Alternative Tender

Defined as 'a tender proposing alternative methods, forms or materials which might produce a different quality or durability but within the scope of the Request For Tender (RFT)'

Alternative Tender Premium

Defined as 'the difference in price that the tendering authority is prepared to pay for the product offered by an alternative tender compared to the minimum standard product specified in the RFT'. Used in the evaluation of alternative tenders in PW contracts.

Brook's Law Method

Type of quality-based supplier selection method as referred to in the NZTA's *Procurement Manual*.

Closed Contest

Limited number of tenderers invited to submit a tender without public advertisement of contract.

Index

Used in Price Quality Method (PQM) simple and PQM special. Refers to the result of multiplying the non-price attribute grade with the non-price weight.

Limited Invitation to Tender

Limited number of tenderers invited to submit tender without public advertisement of tender. Referred to as closed contest in the NZTA's *Procurement Manual*.

Monetary Values

Monetary values quoted or implied in this manual are in New Zealand dollars and shall be exclusive of GST.

Non-Price Attribute

Refers to the quality attributes used in the tender evaluation marking forms: relevant experience, track record, relevant skills, resources and methodology.

Non-Price Attribute Weight

Refers to the total weight provided for the non-price attributes. The sum of the non-price weight and the price weight has to be 100 percent.

NZTA's *Procurement Manual*

The NZTA's *Procurement Manual* defines procurement procedures to be used for all contracts funded from the National Land Transport Fund.

Price Weight

This is the weight given to the price attribute when evaluating a tender. The sum of the non-price weight and the price weight has to be 100 percent.

PQM Simple

Price Quality Method Simple is a type of price quality supplier selection method as referred to in the NZTA's *Procurement Manual*.

PQM Special

Price Quality Method Special is a type of price quality supplier selection method as referred to in the NZTA's *Procurement Manual*.

Request for Tender (RFT)

A document that details the contract requirements and conditions for tendering.

Risk Parameter

Used in PQM Special. Refers to certain risk factors or attributes that can affect the project's costs. Generally sourced from the project's risk register.

Risk Premium

Used in PQM Special. Refers to the dollar premium assigned to each risk parameter. It represents the maximum costs that can occur if a risk was not managed properly (assessed by the tendering authority).

Supplier Quality Premium

Defined as 'the amount the tendering authority is prepared to pay to secure a higher quality tender relative to the lowest quality tender'. Used in PQM Simple and PQM Special to represent an explicit dollar value that represents the difference in quality between tenderers.

Supplier Selection Method

Method of supplier selection previously known as evaluation method.

Target Price

Supplier selection method referred to as purchaser nominated price in the NZTA's *Procurement Manual*.

Traditional Delivery Model

Delivery model referred to as staged delivery in the NZTA's *Procurement Manual*.

Weighted Sum

The sum of all the non-price attribute indices. Refer to the definition of 'index'. Used in PQM Simple and PQM Special.

Weighted Sum Margin

The result of deducting the lowest-weighted sum from all other weighted sums and inclusive (i.e. the lowest weighted sum will be zero). This forms a relative comparison between tenderers. Used in PQM Simple and PQM Special.

Abbreviations:

ATP	Alternative Tender Premium
KPIs	Key Performance Indicators
LPC	Lowest Price Conforming
NCCE	National Certificate in Civil Engineering
NPV	Net Present Value
NTT	Notice to Tenderer
NTST	Notice to Specific Tenderer
NZS 3910:2003	New Zealand Standard 3910:2003 Conditions of Contract for Building and Civil Engineering Construction
NZTA	New Zealand Transport Agency
PET	Pre-qualification Evaluation Team
PL	Public Liability
PQM	Price Quality Method of tender evaluation
PS	Professional Services
PW	Physical Works
RCA	Road Controlling Authority
RFI	Request for Information
RFT	Request for Tender
SQP	Supplier Quality Premium
TET	Tender Evaluation Team

These procedures apply to any tender, whether selective or open. A "tender" means a formal written offer to supply goods or services at a stated cost or rate.

Appendix 1

9

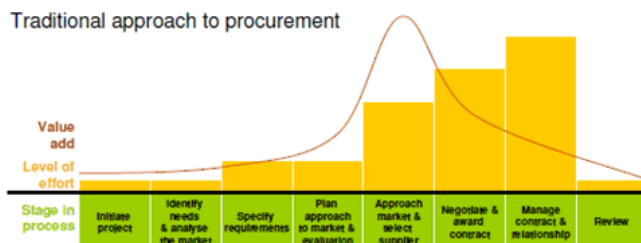
Traditional versus strategic procurement

There are several differences in methodology and execution between traditional approaches to individual procurements and strategic approaches.

- A traditional approach to procurement is to view it as an administrative function for buying goods/services.
- A strategic approach involves understanding the importance of the procurement to the agency in achieving its outcomes, sourcing suppliers and managing relationships to successfully deliver against public policy objectives and business needs, whilst delivering overall value for money.

Diagram 1

Traditional approach to procurement



This diagram illustrates a traditional approach to procurement where little time is spent on planning. Effort is generally brought to bear when it comes to approaching the market. As a consequence of insufficient analysis in the planning stages increasing levels of effort are required through contract and relationship management. If the procurement is not reviewed there is little opportunity to benefit from lessons learned.

Diagram 2

Strategic approach to procurement



This diagram illustrates a strategic approach to procurement which methodically works through each stage in the procurement process. The time taken to plan, research and analyse add significant value to identifying solutions that will meet the needs. A focus on relationship development and management means that less time is spent resolving issues and more time applied to assessing quality in delivery and identifying opportunities for cost savings and benefit gains. A strategic approach delivers greater value.

A guide to mastering procurement

<http://www.business.govt.nz/procurement/pdf-library/agencies/GUIDEMasteringProcurement.pdf>

Report

Date : 23 September 2015
To : Mayor and Councillors
Tararua District Council
From : Raj Suppiah
Chief Financial Officer
Subject : **Draft 2014/15 Summary Annual Report**
Item No : **11.9**

1. Reason for the Report

- 1.1 The reason for this report is to present to the Council the Draft 2014/15 Summary Annual Report (Summary) and for the Council to approve the attached Summary, subject to changes arising from the quality review, to be provided to Audit New Zealand for their review.

2. Background

- 2.1 The Council is required to prepare the Summary in accordance with Section 98 of the Local Government Act 2002 and the Public Benefit Entity Financial Reporting Standard 43 Summary Financial Statements.
- 2.2 The key objective of the Summary as detailed in Section 98 (5) is, *“The summary must represent, fairly and consistently, the information regarding the major matters dealt with in the annual report”*.
- 2.3 The Summary is intended to meet the information needs of users who do not require all the information contained in full financial statements. It should be written for the “man on the street”.
- 2.4 The key principles that we have to consider in the preparation of the Summary are:
- Disclose sufficient information to enable a reader to obtain a broad understanding of the financial position and performance of in a manner that is neither misleading nor biased; and
 - The information in the Summary shall be drawn from and be consistent with information presented in the full Annual Report for the relevant periods.

3. Significance Assessment

- 3.1 The decisions recommended in this report are not considered significant in terms of the Council's significance and engagement policy.
- 3.2 This is a procedural matter required to be undertaken in accordance with statutory requirements.

4. Highlights

4.1 Underlying Theme

- 4.1.1 If there was a theme to the 2014/15 Annual Report, it is "change". We wanted a better outcome and that could only be possible if we took a different approach. It meant taking a critical look at how we were doing things and at times having the courage to make those changes.

- 4.1.2 The Mayor and the Chief Executive's introduction to the Summary and Annual Report summarises the major changes, including:

4.1.3 Reviewing the Group Structure

- Following a series of poor returns, the Council resolved to review whether the Council Controlled Organisation (CCO) entities remained viable and sustainable relative to the Council's strategic goals. We started this process in 2013, which resulted in de-establishing TDC Holdings Limited and Tararua Forests Limited.
- The result of bringing the forestry operations in-house, with new Directors and a Forest Manager appointed, is delivering consistent positive cash flows, and now it is seen as an asset.
- Infracon were liquidated whilst sufficient cash and assets existed, to ensure creditors were paid, and a new collaborative working agreement formed, to manage roading and stormwater assets, after an externally audited and run tendering process.

- 4.1.4 Forming the Tararua Alliance – through collaboration between the Council and Downer New Zealand to bring about an integrated approach to asset management, ensures the right work occurred the first time.

- 4.1.5 Improved relationships and credibility in the delivery with key funding stakeholders, evident through continued funding of projects such as the Saddle Road, upgrades to water, and enhanced environmental results.

- 4.1.6 Creating and staffing the Tararua Business network and the business incubation service – a stand-alone operational unit to link, support, facilitate and enable small to medium business growth in the district.

- 4.1.7 Enhancing staff delivery, which included reviewing staffing resources and accountabilities - to support and enable the Council to deliver effectively and efficiently on its objectives.

4.2 **Progress towards Council's Long Term Plan Strategies**

- 4.3 The section on "Progress towards our Strategies" details the Council's progress towards the vision and strategies in the 2012-2022 Long Term Plan.

- 4.4 It is a ten-year plan, and overall the Council is progressing well. With the changes made and the service delivery reviews planned for the next two years, the Council will continue to make progress in meeting the vision and strategies in the Long Term Plan.

5. **Recommendation**

- 5.1 *That the report from the Chief Financial Officer dated 23 September 2015 concerning the Draft 2014/15 Summary Annual Report (as circulated) be received, and*
- 5.2 *That the Council approves the Draft 2014/15 Summary Annual Report, subject to any changes arising from the quality review, for providing to Audit New Zealand to undertake their audit of the Report.*

Attachments

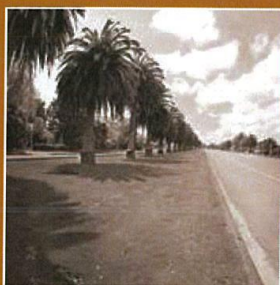
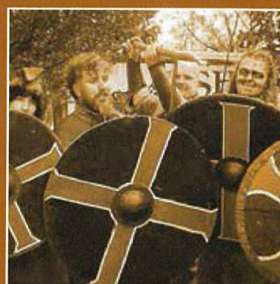
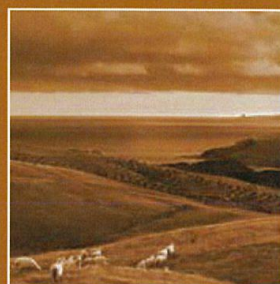
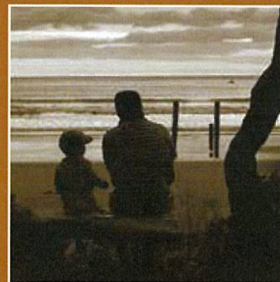
- 1. Draft 2014/15 Summary Annual Report

DRAFT

TARARUA DISTRICT COUNCIL

SUMMARY

OF THE **ANNUAL REPORT**
2014/15



FROM YOUR MAYOR AND CHIEF EXECUTIVE

2014/15 was the third year of your 2012–2022 Long Term Plan, focused on improved core infrastructure, prudent financial management, and more emphasis on economic development.

We have made good progress to achieve the strategies set out in our 2012–2022 Long Term Plan. This could not have happened without the efforts from staff, the leadership of councillors and support from the community. This report proudly reflects their efforts.

Key results achieved this year against the agreed targets were:

- Creating a new roading maintenance alliance with endorsement from our major funding agency, the NZ Transport Agency (NZTA). This collaborative agreement brought together members of the existing Council Engineering Services Team and Downer New Zealand Ltd to form a single delivery team to undertake all facets of the transportation infrastructure – including asset management, regulatory functions, design, physical works and performance management.
- We advocated on behalf of the community on the Rooding Funding Assistance Rate and have secured a higher subsidy for all approved renewal and maintenance work on our roading infrastructure (increased from 58% to 62% in 2014/15, increasing to 65% in three years). This a great outcome given our very large roading network.
- Appointing new directors to Council's forestry activity; who contracted a new forest manager, has enabled Council's forestry activity to create a cash reserve over \$600,000 at year-end.

“
... a new roading maintenance
alliance with endorsement
from our major funding
agency, the NZTA.
”

- Setting up the Tararua Business Network (previously known as Tararua Business Hub) as a stand-alone operational unit to link, support, facilitate and enable small to medium business growth within the district. Additionally, the business incubation service within the Business Network was

developed in order to help fledging businesses to grow and establish themselves.

- Desludging and placing plastic liners into our wastewater ponds, plus adding new treatment processes to minimise environmental impacts from the urban wastewater treatment plants. This was significantly subsidised by a Ministry for the Environment grant, administered by Horizons Regional Council.

“
Setting up the Tararua Business
Network ... as a stand-
alone operational unit ...
”

- Submitting on many of the multitude of new Central Government legislation changes and policies that often incrementally add overhead costs to services we deliver.
- Optimising options for shared services with other Councils. This included an assessment of outsourcing our staffing resources, along with better project management and contract management disciplines, to rein in rate increases whilst still delivering on strategies in our Long Term Plan.
- Providing cost effective services focused on the core services ratepayers should expect of a rural Council. For someone paying \$2,000 a year in rates, similar to an average household electricity bill of about \$6 per day, Council provides the following services:
 - We upgrade and maintain assets – such as piped networks to store, treat and deliver fresh water, remove and treat wastewater; provide facilities for refuse and recycling; repair and maintain local roading and footpaths.
 - We provide social and community amenities, including sports facilities; parks and reserves; cemeteries and public conveniences; libraries and service centres.

- We regulate activities – resource management; consenting building activities; noise and animal management; liquor licensing and health inspections for food outlets.
- We provide prudent financial management to minimise rate increases and debt levels while maintaining infrastructure and for some activities, increase service levels.
- Consulting with ratepayers and residents on what they believe are the priorities for the 2015–2025 Long Term Plan, which also received a clean audit opinion.

We continued to be actively involved in the MWLASS (a regional council shared service initiative) projects on the purchasing of:

- insurance;
- electricity;
- debt collection;
- rating system standardisation;
- the development of a centralised IT Strategy; and
- the development of the protocols for the release of imagery from crime prevention CCTV cameras to the New Zealand Police.

We are also working closely with several individual councils in the MWLASS as "cluster groups" to explore the standardisation of processes, shared services and efficiencies.

“
We made a commitment to do things better ... to improve the way we deliver our services.
”

The use of a remotely controlled underground pipe-camera inspection system continues to pay significant dividends to Council. The evidence obtained from the camera system highlighted the significant damage to the Eketahuna wastewater piped network in the February 2014 earthquake. This helped Council process the insurance claim, receiving the full insurance payout of \$760,000 covering Council's 40% contribution to costs, and secured a 60% subsidy from Central Government for the remainder of the damages.

We made a commitment to do things better and went through several changes to staffing and organisational structure to improve the way we deliver our services. For example, establishing the Taranaki Alliance, restructuring the Regulatory Department and bringing the Water and Wastewater maintenance team in-house. During the transition phase of these changes, there have been challenges in delivering against the formal performance targets in some activities. As a result, Council's achievement against its service performance measures reduced from 2013/14. This year

we achieved 73% of service performance measures compared to 83% in prior year. The number of measures not achieved was 16, compared to 14 last year.

We thank staff and Councillors for their commitment to delivering services within the financial constraints placed upon them and for the continued support from the community and other agencies.

Roly Ellis
Mayor

Blair King
Chief Executive

ABOUT THIS ANNUAL REPORT SUMMARY

This Annual Report Summary is the year end snapshot of the Council's activities and the group's finances for the financial year ended 30 June 2015.

The information this Summary contains is taken from the Annual Report 2014/15 itself, which was finalised on 28 October 2015. The Annual Report 2014/15 provides detailed information on the Council's service and financial performance at year end.

This summary report cannot be expected to provide as complete an understanding as provided by the Annual Report of the full financial statements and service performance of the Council. Both this summary and the full Annual Report can be viewed on the Council's website: www.taranuadc.govt.nz

OUR YEAR AT A GLANCE

This is a quick summary of what we have been doing for the year, and how we have performed against what we said we would do.

What We Said We Would Do

● Achieved ● Almost achieved ● Not achieved

●	Decreasing rates increases
●	Continued investment in our core infrastructure We carried over \$8.6 million to be completed in the next three years.
●	Continue to address the water supply and quality issues
●	Delivery on service level performance targets We did not achieve 16 out of 87 of our service performance measures.
●	Reduce environmental impact from our waste management practices
●	Increase levels of service for Solid Waste Management in an efficient and cost effective way
●	Debt managed within Long Term Plan forecast
●	Operating cost does not exceed budget Operating expenses for Roading exceeded budget due to flood and earthquake damage repairs.
●	Branding of each town and promotion of Tararua
●	Promote economic development
●	Improve relationships and collaboration with other organisations We continue to work on new projects with MW LASS, and collaborative work with several MW LASS Councils in Building Control and Information Technology. Have established a working party to review and strengthen iwi relationships and consider establishing memorandums with both iwi.

Financial Overview

Overall Operating Result	\$1.4 million UNFAVOURABLE
Operating Revenue	\$1.6 million UNFAVOURABLE
Operating cost	\$471,000 FAVOURABLE
Total External Debt	\$732,000 FAVOURABLE
Capital Expenditure	\$8.6 million UNFAVOURABLE
Net Debt	\$3 million FAVOURABLE
Net Interest	\$43,000 FAVOURABLE

External Core Debt

Our core external debt at year-end was \$10.5 million, which was \$700,000 under budget. The average cost of debt for Council was 4.9% (5.5% in last year) as at 30 June 2015.

Infrastructure Investments

We are significantly under budget. Our total investment to maintain and in some activities increase the service levels was \$14.1 million which was 70% compared to a budget of \$20.1 million. The delays were due to reprioritising projects and insufficient resources.

Big-Ticket Items

Roading and Footpath – total was \$7.2 million

- Saddle Road – \$1.9 million*
- Pavement rehabilitation – \$2.2 million
- Road reseal – \$1.3 million
- Minor safety improvements – \$700,000
- Sub-structures components replacement – \$400,000
- Unsealed road metaling – \$400,000
- Drainage renewals – \$300,000

*Total work completed was \$2.8 million, but \$1 million related to work on the Palmerston North City and Manawatu District Councils' roading network and not included.

Wastewater – total was \$2.9 million

- Dannevirke oxidation pond remedial work – \$1.2 million
- Woodville treatment plant upgrade and oxidation pond remedial work – \$500,000
- Pahiatua treatment plant upgrade and oxidation pond remedial work – \$800,000
- District-wide mains replacements – \$400,000

Water – total was \$212,000

- District-wide mains replacements – \$212,000

Parks and Reserves – total was \$300,000

- Dannevirke camping ground new house – \$300,000

Support activities – total was \$861,000

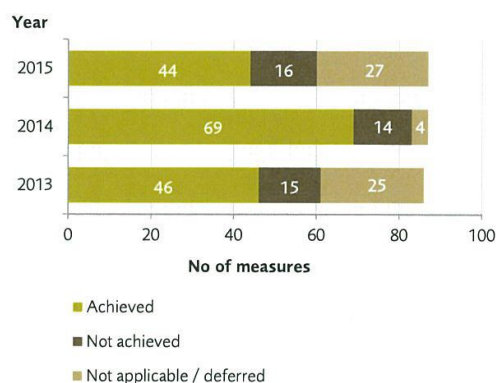
- Information systems renewals – \$440,000
- Vehicle replacements – \$187,000
- Information systems development – \$97,000
- Other support renewals – \$137,000

Service Performance

We use a range of service performance measures to monitor the service levels we deliver to our customers.

Overall, Council's performance has declined. This year, we achieved 73% of the service performance measures compared to 83% in the prior year and 76% in 2012/13. Twelve out of 22 of our activities met all of their service performance measures. The number of measures not achieved was 12, compared to 14 last year.

OVERALL SERVICE PERFORMANCE MEASURES



This table shows what each resident owns, owes and spent for the last three years.

	2012/13	2013/14	2014/15
Number of residents	17,450	17,350	17,350
Assets	\$50,689	\$51,706	\$51,713
Liabilities	\$855	\$953	\$931
Equity	\$49,834	\$50,753	\$50,782
Debt per rate payer	\$586	\$639	\$604
Operating cost	\$1,909	\$2,030	\$1,935
Capital expenditure	\$720	\$640	\$788
Interest cost	\$31	\$33	\$30
Cash investments	\$466	\$729	\$569

PROGRESS TOWARDS OUR STRATEGIES

In the 2012-2022 Long Term Plan, Council developed a vision for the district:

A growing and prosperous district providing a wide range of employment opportunities that is underpinned by highly efficient, capable and affordable infrastructure.

Underpinning this vision was a Future State and Strategic Focus for Council.

The Future State: Tararua in 10 Years – 2022

By 2022, the Council wanted to achieve the following key strategic goals and be in a sound financial position:

The Future State	Progress 2014/15
Water and waste water infrastructure upgraded – to meet legislative requirements, businesses and ratepayers needs.	●
Maintain the district's infrastructure – to facilitate, encourage and attract businesses to grow and invest in the district.	●
Provide good amenities and recreational assets – so that people can have a great lifestyle in our rural townships and rural areas, and give residents a sense of pride and belonging.	●
Keep costs affordable – operating expenditure (and rates) increases will be limited to inflation plus the impacts of growth and enhanced levels of service.	●
Decreasing debt – by the end of 2022 debt levels are declining and are at a comfortable level.	●
Adequate investments levels – cash reserves for future asset replacements are adequate through prudent financial management.	●

Strategic Focus

The strategy we adopted had three limbs – core network infrastructure, financial prudence, and economic development.



Council, in the 2012-2022 Long Term Plan, proposed to slowly reduce some roading levels of service to concentrate on urban water supply upgrades and improved wastewater treatment, with the additional emphasis to provide more focussed efforts on economic development and promotion to attract and retain residents and businesses. These strategic goals were together seen as critical to the future prosperity of the district.

A highlight of the year was the signing of the new Alliance agreement, between Downer New Zealand Limited and Council, for the management and delivery of the Roding, Footpath and Stormwater activities. Council is already seeing improvements in asset management, and expects to be able to improve the service levels and performance in these activities in the medium term.

The 2014/15 Annual Report is Year 3 of the 2012-2022 Long Term Plan. The following table summarises our progress, and the details of our achievements are explained further in the 'Highlights of the Year' section of this Annual Report on pages 19 to 29.

Strategy 1: Core Infrastructure

Legend: ● On Track ● Need to catch up ● Needs more effort

Strategy	Progress 2013/14	Progress 2014/15	Comments
Maintain current infrastructure to a good standard			
To facilitate, encourage and attract businesses to grow and invest in the district.	●	●	<ul style="list-style-type: none"> Dannevirke impounded supply has provided security of water supply to residents and businesses. Established the Tararua Business Hub. Roading network is maintained to the agreed standard to facilitate commerce and travel. Upgrades to footpath and town centre mainstreets are progressing as planned for Eketahuna and Pahiatua. Over the past three years the Dannevirke, Woodville and Eketahuna camping grounds have progressively been upgraded. Visitor numbers have improved significantly.
Water and Wastewater infrastructure upgraded	●	●	<ul style="list-style-type: none"> Upgrades to urban water treatment in Eketahuna, Woodville, and Dannevirke completed. A preferred upgrade option has been developed for Pongaroa Water and Ministry of Health subsidy of 85% was applied for during the year. The subsidy was approved in August 2015. Delay in ensuring resilience to supply and storage for Pahiatua, Woodville, and Eketahuna. But these projects are planned for completion over the next three years. Three out of five water schemes fully comply with New Zealand Drinking Water Standards and Health Act 1956. Progress on wastewater upgrades to improve discharge into rivers and increase treatment capacity has been hampered by weather, sludge disposal and staff resource issues. Council has spent \$6.1 million, and received subsidies of \$1.7 million.
Provide Good Amenities and Recreational Assets	●	●	<ul style="list-style-type: none"> Upgrades to community buildings, camping grounds and playgrounds are being completed as planned. A total of \$1.9 million has been spent over the last three years.
Prioritise new infrastructure investment in assets			
Major public safety issues	●	●	<ul style="list-style-type: none"> No fatal accidents on roads due to road factors. Playground equipment meet standards and are regularly maintained. Trees in parks and reserves that were hazards have been pruned. Identified Council's buildings that are classified as being earthquake prone buildings and programmed their upgrade. A total of \$238,000 has been spent on the upgrade and maintenance of urban footpaths this year. Traffic Management Plans and work safety training, practices and culture are enforced.
Resource consent requirements	●	●	<ul style="list-style-type: none"> We met all resource consents for urban water supplies. Even though four of the eight wastewater schemes do not have renewed consents, they meet the conditions of the expired resource consents.
Other legislation requirements	●	●	<ul style="list-style-type: none"> Several performance measures relating to legislated requirements in the Water and Wastewater activities (as noted above), Health and Safety activity (for example, processing of building consents and swimming pools/spas inspection) and in the Animal Control activity were not met.
Discretionary upgrades, building resilience, and managing water demand and supply	●	●	<ul style="list-style-type: none"> The second bore and storage in Pahiatua was pushed out to 2015/16 by agreement with our funding partner, the Ministry of Health. Upgrades to improve water storage were delayed. Discussions on historic agreements for water has commenced.

Strategy 2: Financial Prudence

Legend: ● On Track ● Need to catch up ● Needs more effort

Strategy	Progress 2013/14	Progress 2014/15	Comments
Maintain a strong balance sheet and low operating costs to allow future financial flexibility and affordability of rates.	●	●	<ul style="list-style-type: none"> Overall operating expenditure excluding depreciation was \$21 million in Year 1, \$20 million in Year 2, and \$22 million in Year 3 (2014/15). This equated to an increase of 6.2% over the three years. Rates increases for the last three years have reduced from 4% in Year 1 to 3.5% in Year 3. Council has the capacity within its prudent borrowing limits to increase borrowing to \$30 million if required to fund capital development.
Maintain modest debt levels within financial strategy limits allowing capacity for future developments.	●	●	<ul style="list-style-type: none"> Debts level has remained well within limits in the Long Term Plan. Council's core external debt at year end was \$10 million.
Adequate Investments Levels – cash reserves for future asset replacements are adequate through prudent financial management.	●	●	<ul style="list-style-type: none"> Council is in a net cash position – i.e. cash investments are higher than core external debt. Depreciation reserves for future asset replacements have increased by \$3.5 million. Adequate insurance policies are in place to mitigate risk of unplanned asset replacements due to natural disasters.
Subsidiary ownership decisions results in maximising value of our investments.	●	●	<ul style="list-style-type: none"> Forestry activity generated positive net returns to Council. Council continues to rationalise its commercial investment portfolio to maximise returns.

Strategy 3: Economic Development

Support and facilitate growth in local business.	●	●	<ul style="list-style-type: none"> In 2014 Council established the Tararua Business Hub (as a stand-alone operational unit) to link, support, facilitate and enable small to medium business growth within the district. The business incubation service within the Tararua Business Hub was set up, in order to help fledgling businesses to grow and establish themselves. Facilitated seven (total of 17 over the three years) business applications to the Ministry of Science and Innovation Subsidy scheme. The GO! Project – with help from NIWA, HortResearch, and Crop and Food Research – has identified opportunities for land owners to diversify into crops that are best suited for the Tararua district.
Build district identity and promote the district by telling our story.	●	●	<ul style="list-style-type: none"> Working with the four major towns on branding and developing an identity. For example the Woodville "Wood You" and in Dannevirke the "Viking Country". Promoting Tararua Country through videos, website, local newspaper, Facebook, and advertising. New Zealand Motor Caravan Association (NZMCA) has accredited Dannevirke and Woodville as "Motor Home Friendly" towns. Developed and successfully organised the national Provincial Conference in April 2015 to profile issues within the rural sector of New Zealand.
Develop a clear economic development plan.	●	●	<ul style="list-style-type: none"> Economic Development Plan 2013–2018 adopted by Council.
Provide business friendly and welcoming support for new residents.	●	●	<ul style="list-style-type: none"> Welcome wagon for new residents to the district is operational. Welcome packs sent out to 227 new residents. Working closely with Fonterra in Pahiatua for accommodation, housing and recreation for the new staff employed in the Fonterra factory expansion.

SERVICE PERFORMANCE

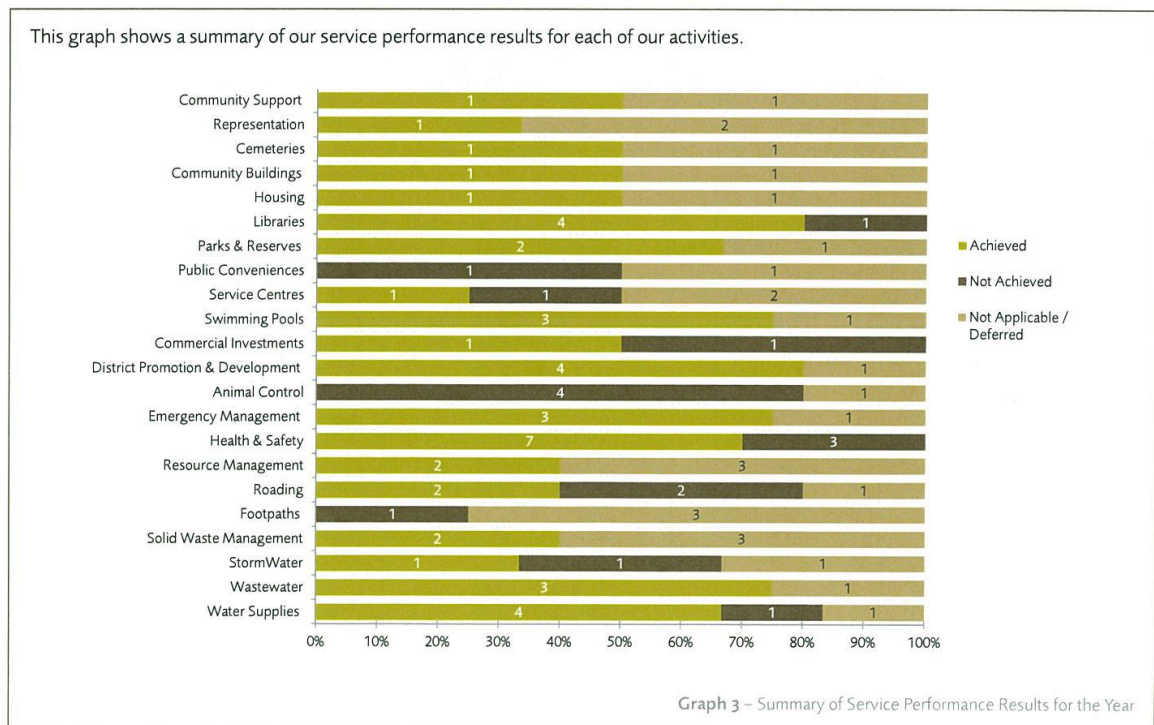
We use a range of service performance measures to monitor the service levels we deliver to our customers.

Overall, Council achievement against its service performance measures reduced from 2013/14. This year we achieved 73% of service performance measures compared to 83% in prior year and 76% in 2012/13.

Total number of measures	2012/13	2013/14*	2014/15
Achieved	47	69	44
Not achieved	15	14	16
Not applicable	24	4	27
Total	86	87	87

* The year in which the Community Survey was completed.

The following graph summarises the service performance results for the year by Council Activities.



HOW WE SPENT YOUR RATES

We provide a variety of services to the district ranging from animal control, consenting authority, libraries, service centres, public conveniences, sports and recreation facilities, emergency management, and maintaining our infrastructure like roading, footpaths, water and stormwater.

This page presents the significant projects we delivered to our community this year, and the amount spent providing Council services to the community, based on average yearly rates for a ratepayer in the district.



DISTRICT PROMOTION AND ECONOMIC DEVELOPMENT

Significant projects: Establishing the Tararua Business Hub; Return the forestry activity to profit



COMMUNITY AND RECREATION FACILITIES

Significant projects: Upgraded facilities; Upgrade of camping facilities and playgrounds



REGULATORY SERVICES

Significant projects: Streamline business processes; Engaging early with businesses for consents and working with "cluster groups" to better deliver services



ROADING AND FOOTPATHS

Significant projects: Saddle Road; Flood damage repairs across the district; Reseals and culverts across the district



BUILDING COMMUNITIES AND LEADERSHIP

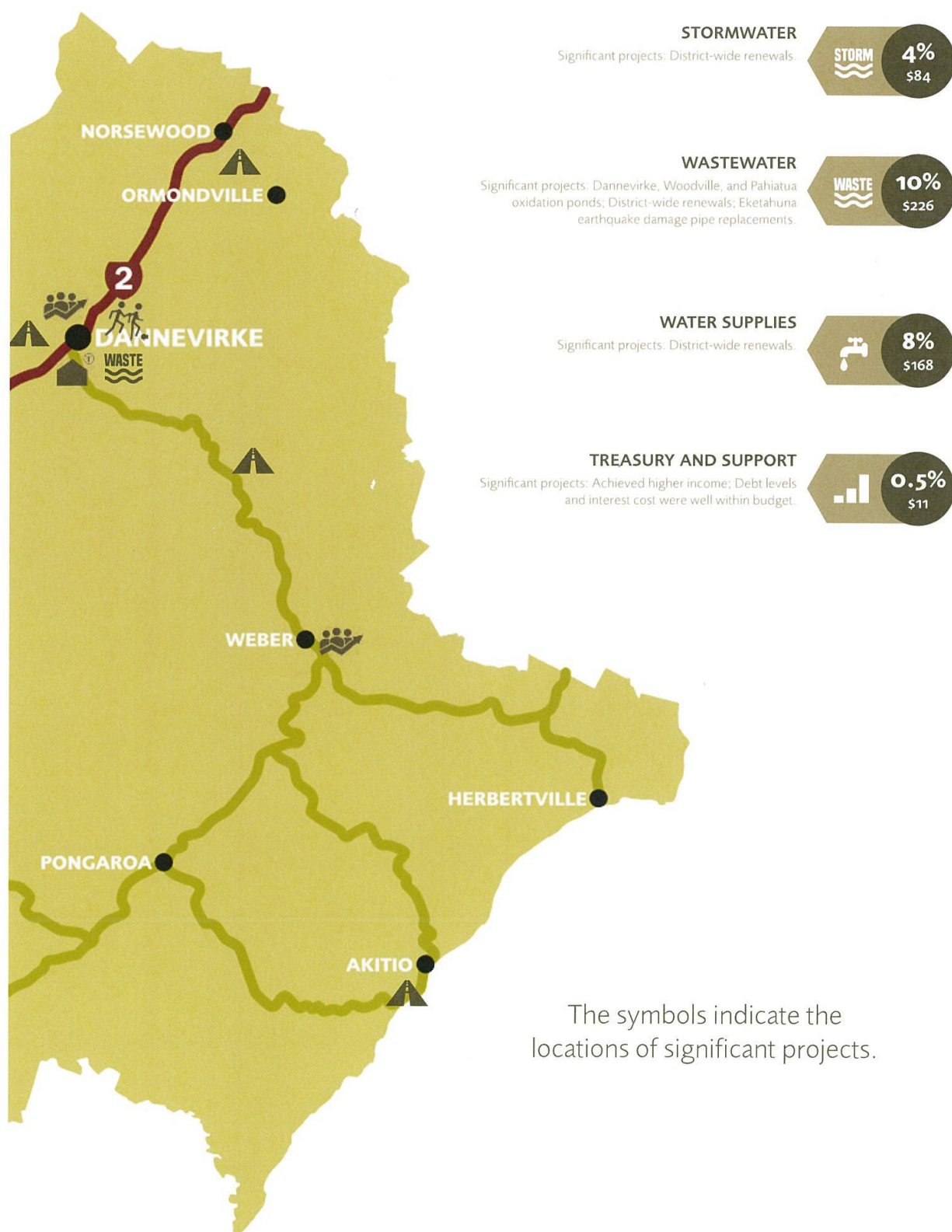
Significant projects: Community grants; CCTV for main streets



SOLID WASTE MANAGEMENT

Significant projects: Capping of cells in the Eketahuna landfill





FINANCIAL OVERVIEW

Statement of Comprehensive Revenue and Expense – Revenue

Grants and Subsidies

Grants and subsidies are lower than budget by \$1.168 million.

Subsidies for water projects were below budget, by \$530,000, for the subsidised Pahiatua second bore water upgrade project. The test bore did not strike the required volume of ground water. That led to the expected capital expenditure being halted, and the consequent delay in receiving the approved subsidy.

We budgeted for \$2 million subsidy from the NZ Transport Agency for the Saddle Road upgrade. However, we were only able to recognise \$1.5 million, as part of the upgrade relates to sections of road belonging to Manawatu District Council and Palmerston North City Council.

This reduction in subsidies received is offset by higher subsidies received from Ministry for the Environment for wastewater projects (\$150,000), and additional NZ Transport Agency subsidies relating to flood damages (\$400,000).

Fees & Charges

Fees and Charges are below budget for the year by \$1.2 million.

This mainly relates to \$1.29 million of budgeted internal charges and revenue for the previous Engineering Services department. These charges are internal charges and have been excluded from the income statement.

We received unbudgeted revenue from the new Water and Wastewater team of \$44,000, and additional revenue of \$30,000 from the Dannevirke Camping Ground.

Other Revenue Sources

Revenue from interest income, forestry and other revenue is higher than budget by \$823,000 due to:

- Revenue from forestry sales of \$250,000. This is budgeted for in other revenue but is reported on a separate line. Overall forestry revenue was under budget by \$30,000.
- Insurance payments for the Eketahuna wastewater pipes (\$661,000) damaged in the January 2014 earthquake, and initial insurance payments for the replacement of the Pahiatua Recycling Centre (\$60,000).
- Higher than budgeted interest revenue of \$97,000 – a result of the favourable interest rates, compared to those assumed in the budget, and higher cash balances due to delay/deferring of capital projects.

Statement of Comprehensive Revenue and Expense – Expenses

Operating Expenses

Overall, total operating expenditure was under budget by \$548,000.

Significant variance (higher than budget) was noted in the following activities:

- Housing (\$35,000) for higher maintenance costs,
- Parks and Reserves (\$109,000) of which \$50,000 relates to Domain Board expenditure (offset by increased revenue of \$50,000) with the remainder due to the increase in contract costs for parks maintenance.
- Water Supplies (\$147,000) due to the unbudgeted initial costs of bringing in-house the new Water and Wastewater Team. These cost increases relate mainly to hireage of equipment and contracted staff cost.
- Wastewater (\$123,000) are over budget due to the unbudgeted initial costs of bringing in-house the new Water and Wastewater Team and unexpected costs of \$57,000 related to resource consent renewals.
- Roading operating expenditure was higher than budget by \$1,056,000 mainly due to:
 - Roading staff cost now included in operating expenditure instead of personnel costs.
 - Additional flood damage work.
 - Increase in pre-seal work in preparation for the 2015/16 reseals.
- District Promotion & Development (\$62,000) due to the unbudgeted cost of operating the new Business Hub.

These were offset by savings in operating costs in other activities, reduction in staff costs mainly due to restructuring and resignations, and depreciation expense.

Finance Costs

Finance costs are higher than budget by \$54,000. The finance cost of \$680,000 comprises of unrealised loss from the fair value movement of interest rate swaps of \$395,000, interest cost from term debt of \$522,000 and the unwinding of landfill expense of \$237,000. However, interest cost on term debt is \$104,000 lower than budget due to lower external debt and lower than planned market interest rates.

Statement of Financial Position

Cash and Cash Equivalent

Cash and Cash Equivalent including Other Financial Assets (current) is higher than budget due to delay and/or deferring of capital renewal projects.

Non-Current Other Financial Assets

Non-current other financial assets are lower than budget due to the liquidation of Infracon Limited. Council's investment of \$3.65 million was written down to NIL in 2013/14 due to Company's ability to pay all its liabilities.

Debtors and Other Receivables

Debtors and other receivables are higher than budget by \$2.2 million mainly due to higher NZ Transport Agency subsidies accruals and higher rate debtors at year end.

Investment Property

Investment property is higher than budget, as current asset held for sale has been transferred back to investment property because it no longer meets the definition of the standards to be accounted as held for sale.

Payables and Deferred Revenue

Payables are higher than budget by \$1.3 million due to higher than expected contract payments at year end. The increase in payables is mainly due to completing large capital and operational projects in the last two months prior to year end.

Property, Plant and Equipment

Property, plant & equipment was \$1.7 million higher than last year and \$40.5 million lower than budget at year end. An analysis of the variances between the budget value and the actual year end value of property, plant and equipment is outlined below:

- Asset additions were lower than budget by \$8.2 million due to delay in the completion and capitalisation of capital projects.
- Infrastructure assets are being valued on 1 July. Previously this was completed 30 June and was budgeted for as such. Therefore the planned increase in asset values due to revaluation are lower than budget by \$21 million.

Borrowings (Current and Non-Current)

Total borrowings were lower than budget by \$1.2 million due to delay and/or deferring of capital renewal projects. The classification of current and non-current is different to budget due to short term borrowing from Westpac of \$1 million.

Accumulated Funds

Accumulated funds are \$10 million lower than budget. This is mainly due to:

- Opening accumulated funds being lower than forecast for the budget.
- Transfer from accumulated funds to special Reserves higher due to delay/deferring in renewal expenditure.

Asset Revaluation Reserves

The asset revaluation reserve is lower than budget by \$35 million due to a change in revaluation date from 30 June to 1 July and the opening balance being lower than forecast by \$14 million.

Special Funded Reserves

Special Funds are \$4.8 million above budget at year end. This is due to the actual opening balance for special funds being lower than forecast, and transfers to special funds of \$3.7 million were higher than budget by \$1.5 million.

Statement of Cash Flows

Overall net increase in cash balances held were higher than budget by \$60,000.

Significant variances are:

Operating Activities

- Overall cash flow was \$1.6 million lower than budget due to lower Council's portion of the NZ Transport Agency subsidy for the Saddle Road, higher flood damage expenditure, and increased cost for roading pre-seals.

Investing Activities

- Overall cash flow is \$1.4 million over budget
- This is mainly due to a lower investments in capital expenditure.

Financing Activity

- Net cash flow is consistent with budget.

Financial Overview

	2013/14 Council Actual \$000's	2014/15 Council Actual \$000's	2014/15 Council Plan \$000's
Operating Revenue			
Rates	19,406	20,082	20,070
Grants and subsidies	8,964	9,388	10,556
Interest and dividends	606	450	353
Other Income	4,176	4,397	4,895
Total operating revenue	33,151	34,317	35,874
Expenditure			
Other operating expenses	14,835	16,635	16,529
Depreciation and amortisation	11,300	11,542	11,720
Employee benefit costs	4,933	4,722	5,175
Interest	498	680	626
Total operating expenditure	31,566	33,579	34,050
Other asset gains/(losses)	(3,663)	(246)	30
Surplus/(deficit) before tax	(2,078)	492	1,854
Taxation expense	-	-	-
Net surplus/(deficit)	(2,078)	492	1,854
Parent interest	(2,078)	492	1,854
Surplus/(deficit) attributable to minority interests	-	-	-
Other Comprehensive Income			
Gains on Infrastructure assets revaluation	13,046	-	21,323
Fair value through equity	-	-	-
Tax on Equity Items	-	-	-
Total Comprehensive Income	10,968	492	23,177
Attributable to Tararua District Council	10,968	492	23,177
Non-controlling interests	-	-	-

Table 2 – Summary Statement of Comprehensive Revenue and Expenses

	2013/14 Council Actual \$000's	2014/15 Council Actual \$000's	2014/15 Council Plan \$000's
Current assets	16,941	15,028	13,287
Non-current assets	880,161	882,183	926,155
Total assets	897,104	897,211	939,442
Current liabilities	10,015	5,516	3,403
Non-current liabilities	6,521	10,635	13,123
Total liabilities	16,567	16,151	16,526
Equity	880,567	881,059	922,916
Equity attributable to minority interest	-	-	-
Total equity	880,567	881,059	922,916
Total liabilities and equity	897,104	897,211	939,442

Table 3 – Summary Statement of Financial Position

	2013/14 Council Actual \$000's	2014/15 Council Actual \$000's	2014/15 Council Plan \$000's
Balance at 1 July	869,599	880,567	899,739
Total comprehensive income previously reported	10,968	492	23,177
Dividends to non-controlling interest	-	-	-
Total Balance at 30 June	880,567	881,059	922,916
Comprising of:			
Accumulated Funds	350,362	347,214	358,816
Asset Revaluation Reserves	504,895	504,895	539,980
Special Funded Reserves	25,260	28,901	24,072
Trust Funds	50	49	48
Minority Interest	-	-	-
Total Equity	880,567	881,059	922,916
Total comprehensive income attributable to:			
Tararua District Council	10,968	492	23,177
Non-controlling interests	-	-	-
Total comprehensive income	10,968	492	23,177

Table 4 – Summary Statement of Changes in Equity

	2013/14 Council Actual \$000's	2014/15 Council Actual \$000's	2014/15 Council Plan \$000's
Net cash flow from operating activities	14,653	11,942	13,236
Net cash flow from investing activities	(10,233)	(15,896)	(14,450)
Net cash flow from financing activities	856	(1,000)	1,214
Net increase/(decrease) in cash held	5,276	(4,954)	-
Opening balance	4,242	9,518	946
Total cash resources at 30 June 2010	9,518	4,564	946

Table 5 – Summary Statement of Cash Flows

ACCOUNTING DISCLOSURES

These summary financial statements are a summary of the 2014/15 Annual Report and cover the period from 1 July 2014 to 30 June 2015. These summary financial statements do not provide as complete an understanding as provided by the full 2014/15 Annual Report. A full copy is available on the Council website at www.taruadc.govt.nz. The information included in this report has been prepared in accordance with PBE FRS 43; Summary Financial Statements.

Reporting Entity

Tararua District Council is a New Zealand territorial local authority governed by the Local Government Act 2002 and is domiciled in New Zealand.

The Council and group provides local infrastructure, local public services, and performs regulatory functions to the community. The Council does not operate to make a financial return. Accordingly, Council has designated itself and the group as public benefit entities for financial reporting purposes.

The group consists of Tararua District Council, its subsidiaries. They are domiciled and incorporated in New Zealand.

The group consists of:

- Infracon Limited (in Liquidation), a 66% owned subsidiary – profit orientated entity.
- Manawatu-Wanganui LASS Limited, a 14% owned associate – public benefit entity.

The financial statements of Council are for the year ended 30 June 2015. The financial statements were authorised for issue by Council on 28 October 2015.

Basis of Preparation

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of Compliance

Infracon Limited (the Company) was placed into liquidation effective 25 August 2014 by the Company's Shareholders, Tararua District Council and Central Hawkes Bay District Council, and PricewaterhouseCoopers was appointed as liquidators of the Company.

At the time of the Company going into liquidation, the audit for the 2013/14 financial year was not complete.

Council resolved not to consolidate the 2013/14 financial statements of the Company as they are unaudited.

As a result of this, the Council's 2014/15 consolidated financial statements is not compliant with the requirements of the Local Government Act 2002: Part 6, Section 98 and part 3 of Schedule 10, and New Zealand Generally Accepted Accounting Practice (NZ GAAP).

However, Council's financial statements (the parents) have been prepared in accordance with NZ GAAP. They comply with Public Benefit Entity Standards (PBE IPSAS) for a Tier 1 entity.

Measurement Base

The financial statements have been prepared on an historical cost basis, modified by the revaluation of land and buildings, certain infrastructural assets, investment property, forestry assets, and financial instruments (including derivative instruments).

Functional and Presentation Currency

The financial statements are presented in the functional currency, which is New Zealand dollars, and all values are rounded to the nearest thousand dollars (\$'000).

Commitments

Council's commitments on projects where contracts have been entered into but goods or services have not been received are:

	2013 Council	2013 Group	2014 Council
	\$'000's	\$'000's	\$'000's
Operational Commitments	11,489	6,931	5,165
Capital Commitments	7,200	4,846	4,566
Operating Leases	101	-	63

Contingent Liabilities

Council has the following significant contingent liabilities:

- Council has a contingent liability for a claim relating to Weathertightness under the Funding Assistance Package.

Under this programme, Council agrees to fund 25% of the cost to remedy the weathertightness defect.

Council has one claim for a potential cost of \$125,000. Council is working with the Ministry of Business, Innovation and Employment and the owners to confirm the design and cost to remedy the weathertightness defect. As Council is not able to reliably quantify the potential liability given the complexity of the claims, a contingent liability has been recognised for the value of \$50,000.

Related Party Disclosure

Council has entered into related party transactions during the year but they were within "a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the Council and group would have adopted in dealing with the party at arm's length in the same circumstances".

Events After Balance Date

There are no post balance date events.

INFRACON LIQUIDATION AND ITS IMPACT ON COUNCIL'S CONSOLIDATED ANNUAL REPORT

Infracon Limited (the Company) was, by resolution of its shareholders, Tararua District Council and Central Hawkes Bay District Council, placed into liquidation on Monday, 25 August 2014, with PricewaterhouseCoopers appointed as liquidators of the Company.

At the time of the liquidation, the audit of the Company, for the year ended 30 June 2014, had not been completed.

Council relies on the Company's audited Annual Report to prepare its consolidated statements. This ensures that the Council's consolidated Annual Report is compliant with the New Zealand Generally Accepted Accounting Practice (NZ GAAP).

Council considered the options available to it for preparing consolidated accounts and resolved not to prepare consolidated financial statements for the 30 June 2014 Annual Report. As a result, Council received an adverse audit opinion for its group accounts, as it had not complied with NZ GAAP and the Local Government Act 2002.

The 2014/15 Annual Report is still not compliant with NZ GAAP and the Local Government Act 2002, as it does not disclose consolidated figures.

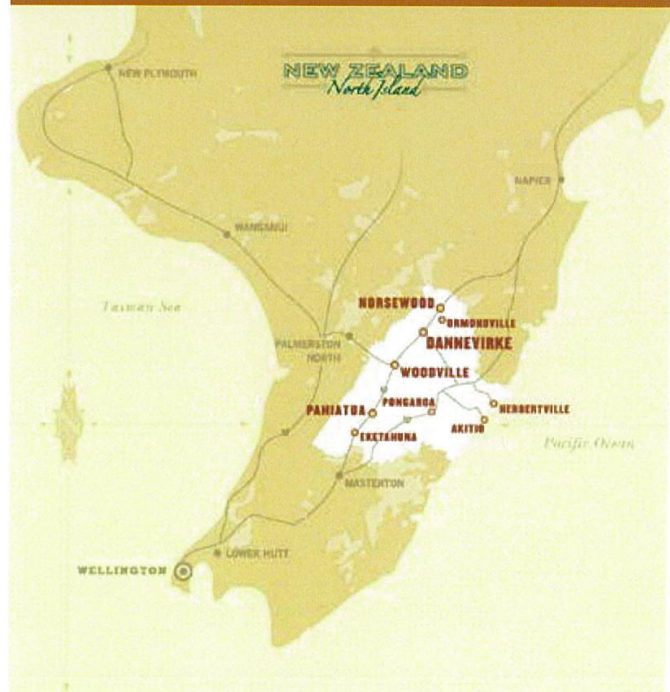
INDEPENDENT AUDITOR'S REPORT

AUDIT NEW ZEALAND
Māori: Ārotake Aotearoa

Independent Auditor's Report

OUR DISTRICT

Resident population (2015)	17,350
Number of rateable properties	10,763
Area (ha)	427,000
Net capital value (\$m)	\$4,570
Total roading network (km).....	1,957
Elected representatives (Council and Community Boards)	17



26 Gordon Street
Dannevirke

Phone 06 374 4080

www.tararua-dc.govt.nz

Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Clayton Locke
Liquor Licensing Officer

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

Item No : **11.10**

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
401.2009.00002746.001	Post Office Hotel	A J Bourke	10 Aug 2015	02 Jun 2018
401.2011.00005036.001	Bridge Cafe	Ms R J Algie	10 Aug 2015	30 Jun 2018
401.2014.00005130.001	Pongaroa Hotel	Ms F M Ramsden	10 Aug 2015	23 Jul 2018
401.2014.00005128.001	Beach Haven Inn	Mrs L J Bloom	10 Aug 2015	06 Aug 2018
401.2014.00005129.001	Beach Haven Inn	Mr A J Bloom	10 Aug 2015	06 Aug 2018
401.2011.00005039.001	Countdown Kilbirnie	Ms S C Dickson	10 Aug 2015	16 Aug 2018

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.
- 3.2 The Act requires the applicant to publicly notify the application twice.
- 3.3 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)
- 3.4 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.
- 3.5 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.

Club Licence - Renewal of Club Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2009.00002242.001	Tararua Club	Tararua Club Inc.	17 Jul 2009	23 Jul 2018

4. New Certificates

- 4.1 There have been no applications received under Section 219 of the Sale and Supply of Alcohol Act 2012.

No New Manager Applications have been received

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.

No New Renewal Applications have been received

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
400.2015.00005449.001	Dannevirke Squash Club	Dannevirke Squash Club Inc.	29 Aug 2015	09 Oct 2015
400.2015.00005451.001	Dannevirke Services and Citizens Club	Dannevirke Services and Citizens Club Inc.	19 Aug 2015	05 Dec 2015
400.2015.00005444.001	Woodville Pahiatua Racing Club	Woodville Pahiatua Racing Club Inc.	10 Aug 2015	26 Apr 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 conditions:
- 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 23 September 2015 concerning Liquor Licensing Matters Determined Under Delegated Authority (as circulated) be received and the contents are noted.*

Attachments

Nil.

Report

Date : 23 September 2015
To : Mayor and Councillors
Tararua District Council
From : Craig Lunn
Planning Manager
Subject : **Planning Matters Determined Under Delegated Authority**
Item No : **11.11**

1. Resource Management

- 1.1 The Chief Executive has granted the following resource consents under delegated authority:

2. Subdivision Applications

Pursuant to Sections 104, 104A and 104B of the Resource Management Act 1991, the following subdivision consents have been granted:

- 2.1 **201.2015.29.1** **Hunt, Henry & Martin – 491 Waitahora Road, Dannevirke**

Consent to subdivide Lot 1 DP 16717 (CFR HBJ2/1122) and Lot 1 DP 25009 (CFR HBV3879) into two allotments

Pursuant to Section 113 of the Resource Management Act 1991, consent was granted for the following reasons:

- The environmental effects of the proposal will be no more than minor, subject to the recommended conditions of consent.
- Granting consent will be consistent with the relevant objectives, policies, and area characteristics of the Operative Tararua District Plan and the relevant provisions of the Part II of the Resource Management Act 1991.

Pursuant to Sections 108 and 220 of the Resource Management Act 1991, consent was granted subject to the following conditions:

1. That the proposed subdivision shall proceed in general accordance with the application received by Council on 21 July 2015 including the subdivision plan drawn by C G Bone dated "July 2015" and held on Council file 201-2015-29-1, except as required by the following conditions.
2. That this consent will lapse if not given effect to within 5 years from the date of commencement, under Section 125 of the Resource Management Act 1991.

Advice Notes:

- a. Pursuant to Section 357 of the Resource Management Act 1991, if you disagree with this decision or any of the conditions of consent, you may lodge an objection in writing to the Tararua District Council. The objection must be received within 15 working days of the receipt of this written decision.

2.2 201.2015.31.1 Jacobsen, Koeck & Pringle – 72A Cole Street, Dannevirke

Consent to subdivide Lot 16 DP 9003 (CFR HBJ4/785) into two allotments

Pursuant to Section 113 of the Resource Management Act 1991, consent was granted for the following reasons:

- The environmental effects of the proposal will be no more than minor, subject to the recommended conditions of consent.
- Granting consent will be consistent with the relevant objectives, policies, and area characteristics of the Operative Tararua District Plan and the relevant provisions of the Part II of the Resource Management Act 1991.

Pursuant to Sections 108 and 220 of the Resource Management Act 1991, consent was granted subject to the following conditions:

1. That the proposed subdivision shall proceed in general accordance with the application received by Council on 24 July 2015 including the subdivision plan drawn by C G Bone dated "July 2015" and held on Council file 201-2015-31-1, except as required by the following conditions.
2. Prior to requesting a Section 223 Certificate, Right of way easements 'A' and 'B' as shown on the scheme plan of subdivision dated 'July 2015' shall be duly granted or reserved.
3. Prior to requesting a Section 223 Certificate, other easements 'C' and 'D' required to protect access to services as shown on the scheme plan of subdivision dated 'July 2015' shall be duly granted or reserved.
4. That this consent will lapse if not given effect to within 5 years from the date of commencement, under Section 125 of the Resource Management Act 1991.

Advice Notes:

- a. Pursuant to Section 357 of the Resource Management Act 1991, if you disagree with this decision or any of the conditions of consent, you may lodge an objection in writing to the Tararua District Council. The objection must be received within 15 working days of the receipt of this written decision.
- b. Please note that as the result of this subdivision, the existing Council sewer main easement, registered by Transfer 121803, will remain in whole with no change.

**2.3 201.2015.35.1 K. & M. Martin and Donald and Associates
Trustees Limited – 623 Akaroa Road, Pongaroa**

Consent to subdivide Part Section 21 Block X Mt Cerberus S.D. (CFR WN45D/685), Sections 23 Block X Mt Cerberus S.D.(CFR WN24C/536) & 36 Block X Mt Cerberus S.D. (CFR WN45D/684), into four allotments

Pursuant to Section 113 of the Resource Management Act 1991, consent was granted for the following reasons:

- The environmental effects of the proposal will be no more than minor, subject to the recommended conditions of consent.
- Granting consent will be consistent with the relevant objectives, policies, and area characteristics of the Operative Tararua District Plan and the relevant provisions of the Part II of the Resource Management Act 1991.

Pursuant to Sections 108 and 220 of the Resource Management Act 1991, consent was granted subject to the following conditions:

1. That the proposed subdivision shall proceed in general accordance with the application received by Council on 7 August 2015, including the subdivision plan drawn by C G Bone dated “May 2015” and held on Council file 201-2015-35-1, except as required by the following conditions.
2. That Lot 1 hereon and Section 25A Block X Mount Cerberus SD (CFR WN279/152) be held in one Computer Freehold Register. See LINZ reference: 1311296
3. That Lot 4 hereon and Part Section Block X Mount Cerberus SD (Residue CFR WN45D/684) be held in one Computer Freehold Register. See LINZ reference: 1311296
4. That this consent will lapse if not given effect to within 5 years from the date of commencement, under Section 125 of the Resource Management Act 1991.

Advice Notes:

- a. Pursuant to Section 357 of the Resource Management Act 1991, if you disagree with this decision or any of the conditions of consent, you may lodge an objection in writing to the Tararua District Council. The objection must be received within 15 working days of the receipt of this written decision.

3. Subdivision Plans Approval

Pursuant to Section 223 of the Resource Management Act 1991, having previously obtained subdivision consent, the following plans of subdivision have been approved:

3.1	201.2014.42.1	Woodville Pahiatua Racing Club Inc. - Upper McLean Street, Woodville
3.2	201.2015.9.1	R. & N. Parker - 78286 State Highway 2, Oringi
3.3	20.2015.26.1	Hilly View Land Company – Nireaha-Hukanui Road and North Road, Eketahuna
3.4	201.2015.27.1	V. Larsen and H. Goodall – 119 Norsewood-Ormondville Road, Norsewood

4. Variation to Consent Conditions

Pursuant to Section 127 of the Resource Management Act 1991, the following resource consents have been granted:

4.1	202.2013.55.3	Fonterra Co-operative Group Limited – 118 Mangahao Road, Mangamutu
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Consent to change Conditions 1, 20, 21, 22, 24, 27 and 29 of land use resource consent 202.2013.55.1 to alter the approved site layout. Consent to cancel Conditions 16 and 17 as they are no longer necessary.

Pursuant to Section 113 of the Resource Management Act 1991, consent was granted for the following reasons:

- The requested changes to consent conditions, together with those to be retained with or without modification as the case may be, will not give rise to any additional adverse effects on the environment that are more than minor.
- Granting consent will be consistent with the relevant objectives and policies of the Operative Tararua District Plan and the relevant provisions of the Part II of the Resource Management Act 1991.

Pursuant to Section 127 of the Resource Management Act 1991, that consent was granted to change conditions of resource consent 202.2013.55.1, subject to minor amendments. That Condition 17 of resource consent 202.2013.55.1 was retained without alteration. The changed conditions to apply are as detailed below:

- Condition 1: The proposed expansion of the Pahiatua Fonterra Factory and the construction of the proposed wastewater treatment plant and treated wastewater storage pond and associated works shall be constructed and operated generally in accordance with the information and site plans accompanying the originating application Ref 202-2013-55-1, together with the further information submitted, and the consent granted on 31 July 2013 and subsequently amended by information and plans submitted as part of applications to change various conditions of consent as set out in the change of consent decisions TDC LUC 202-2013-55-2 and 202-2013-55-3. Where there is inconsistency or ambiguity between the application and these conditions, the conditions shall prevail.
- Condition 16: Pukemiku Road along the boundary of the Pahiatua Manufacturing Plant site from its intersection with Pahiatua-Mangahao Road to the northern side of the northern most entrance as shown on amended site layout plan Aurecon OV-GA-009 Rev A dated 1 April 2015 attached as Appendix B (and which formed part of the further information submitted with this application in April 2015) shall be widened to a minimum width of 6.5 metres to allow for one heavy vehicle to pass another. The design shall be based on Austroads "Rural Road Design: A Guide to the Geometric Design of Rural Roads" and approved by the District Council.
- Condition 20: Prior to the commencement of operation of the P3 dryer the Consent Holder shall ensure that:
- a. the new accesses onto Pukemiku Road have been formed and the widening of Pukemiku Road along its frontage with the site has been undertaken in accordance with Condition 16; and
 - b. clear sight lines have been established in accordance with Condition 17;
 - c. the existing right turn lane for vehicles turning from Pahiatua-Mangahao Road into the plant shall be retained; and

- d. a detailed assessment of the swept paths for heavy vehicles entering and exiting the site at the Pahiatua-Mangahao Road/ Scarborough Konini Road intersection shall be undertaken to inform the re-design of the access, and the assessment findings together with the access re-design plans submitted to the Tararua District Council for approval prior to the commencement of construction; and
- e. signage is to be prominently displayed toward incoming vehicles at the Pahiatua-Mangahao Road access with the message 'No Entry except for chemical delivery vehicles' or similar wording; and
- f. no chemical delivery vehicles greater than 23 metres in length are to access the site without the prior approval of the Tararua District Council.

Condition 21: Prior to the operation of the P3 dryer onsite, the Consent Holder shall submit to the Tararua District Council for certification an Emergency Traffic Management Plan. The purpose of that Plan shall be to set out and detail the extent and timing of traffic during any emergency event or incident which makes the Pukemiku Road access unavailable for use, and in particular:

- a. Requiring the Consent Holder to advise the Tararua District Council within 30 minutes of the discovery of the incident or emergency which causes the closure of the Pukemiku Road access;
- b. Limiting use of the Pahiatua-Mangahao Road site access (excluding chemical deliveries) for tanker movements entering the site to the duration of closure of the Pukemiku Road access; and
- c. Detailing the practices and procedures to be followed by traffic and associated activities on roads adjoining and surrounding the site during the emergency or incident.

Condition 22: Except for chemical deliveries, the Consent holder shall not use the alternative Pahiatua-Mangahao Road entrance until the Tararua District Council has certified in writing that the Emergency Traffic Management Plan fulfils the requirements of Condition 21.

- Condition 24: The Consent Holder shall implement the site landscape planting and other landscape treatment works shown on the revised Landscape Concept Plan prepared by Andrew Craig Landscape Architect Ltd (Ref: Drawing No. FPB-A3-P1-HR Revision D 150413) submitted as part of the application dated 23 April 2015 to change the conditions of consent.
- Condition 27: The acoustic fences shown on the Andrew Craig Landscape Architecture Ltd revised concept landscape plans (Ref: Drawing No. FPB-A3-P1-HR Revision D 150413) and on the proposed site layout fencing plan prepared by Aurecon (Ref: Project 237128 Drawing No. OVV-GA-009 dated 1 April 2015) as submitted with the Section 127 application dated 23 April 2015 (Ref: TDC 202-2013-55-3) shall be constructed and completed (in combination with earth noise bunds as appropriate) prior to the commissioning of Dryer P3.
- Condition 29: All new lighting, except at the Pukemiku Road entrance, shall be designed so as to achieve a level of 8 lux at the boundary of the site.

5. Recommendation

- 5.1** *That the report from the Planning Manager dated 23 September 2015 concerning Planning Matters Determined Under Delegated Authority (as circulated) be received and the contents are noted.*

Attachments

Nil.

Report

Date : 23 September 2015

To : Mayor and Councillors
Tararua District Council

From : Blair King
Chief Executive

Subject : **Staff Report for September 2015 Council Meeting**

Item No : **11.12**

1. Reason for the Report

This report is to update Councillors on key projects and items of interest for the period from 19 August 2015 to 23 September 2015.

Key Points

2. Government Releases Report from Rules Reduction Taskforce

The above taskforce has provided 10 recommendations to the Minister of Local Government. Four of these changes are already embedded in work projects here.

The first is coordinating work between Building Services, Planning, Customer Services, Assets, and Economic Development relating to ensuring potential business developers get consistent and timely advice (recommendation 3 below). The second is improving customer service (recommendation 7), starting with the areas with the highest service request numbers. Inside 12 months from being established, proactive steps taken by the Tararua Alliance has significantly reduced the volumes of service requests, and similar results have been achieved with recruiting a three person “water and wastewater maintenance team”. We are now working on Regulatory Services. The third work string is ensuring appropriate use of the Building Consent exemption process (recommendation 1). The fourth is around improving engagement (recommendation 8), as evident from the success of the Long Term Plan consultation process, successes achieved by the economic development hub, and the changes such as how we advertise then process road closure applications.

1. Make it easier to get building consents, including promoting the use of building consent exemptions under Schedule 1 of the Building Act 2004, and use progressive building consents so work can begin sooner, with non-structural details confirmed later.
2. Get serious about lifting the skills of the building sector, including work towards builders certifying their own work so as to deal with joint and several liability pressures on councils.
3. Make it easier to get resource consents, including establishing an end-to-end relationship management approach for all resource (and building) consenting within councils.
4. Reduce the cost of consenting fees, by capping government building levies.
5. Sort out what “work safety” means and how to do it, which requires defining what is meant by “all practicable steps” in the Health and Safety in Employment Act 1991 and any replacement term in the Health and Safety Reform Bill.
6. Make it clear what the rules are, such as define what is meant by “as nearly as is reasonably practicable” in the Building Act 2004, and make government agencies accept their responsibility to correct misunderstandings about their policies and regulations, particularly in the building and resource management areas, and as noted in health and safety.
7. Establish a new customer focus in the public sector, by including customer service responsibilities for chief executives, under the respective Acts, and to maintain a permanent focus on loopy rules, through establishing a website for people to report loopy rules, which are then referred to the responsible agency to put right.
8. Departments should introduce a stakeholder engagement approach to developing local government policies and regulations.
9. Reform the Local Government Act 1974 and the Reserves Act 1977.

And, most importantly:

10. Stop making loopy rules, through developing a coordinated pipeline approach to regulation, and including a cost-benefit analysis prior to development.

3. Project Delivery Control Systems

As tabled in the workshop, staff have developed a template that captures key details and milestones for Council’s projects, to enable Councillors to better monitor progress and status. This picks up the better project management framework we used in the Alliance tender process, and aims to improve the percent complete during the construction season.

4. Saddle Road

Following meetings involving the Mayors of Manawatu, Palmerston North and Tararua Councils, the New Zealand Transport Agency, and Minister of Transport, we have been advised a new Stage 3 funding was approved of \$3.7m.

5. Update on By-election to Fill the Extraordinary Vacancy for the Position of South Tararua Ward District Councillor

The Council received nominations from Peter Johns and Andy Thompson to fill the extraordinary vacancy for the South Tararua ward district councillor arising from the resignation of Warren Davidson.

A by-election by postal voting using the first past the post system shall occur, with candidates names listed in alphabetical order. Voting opens on 6 October 2015, and closes at 12 noon on Election Day (28 October 2015).

Through the processing of voting papers during the voting period, it enables the provisional result to be available on Election Day, with the official declaration expected on 2 November 2015. The successful candidate then makes their statutory declaration at the Council meeting that month to commence office as a district councillor for the remainder of this term.

6. Sealing of Documents

The Council's common seal was affixed to the following document, under signature of the Mayor and Chief Executive.

- Memorandum of Lease – Hopelands Dairies Limited

7. Human Resources

Recruitment

Recruitment for the below positions is underway with 110 applications received to date.

- Records and Information Assistant – Dannevirke – 40 applicants
- Customer Services Representative – Dannevirke – 32 applicants
- Customer Services Representative – Pahiatua – 38 applicants

Applications close on 18 September 2015 for the Customer Services positions and on 22 September 2015 for the position of Records and Information Assistant.

Advertising will commence shortly to replace Raewyn Murray who retired from her position as the Woodville Librarian/Customer Services at the end of August 2015.

20 Years of Service

Congratulations to Monica Hook and Colin Veale who recently reached 20 years of service with TDC.

Activity Reports

Tararua Alliance

8. Executive Summary

The focus in August has been continuing the work associated with the emergency event in late June. The majority of this work has been completed with the exception of the larger projects. Work has also continued on the unsealed road network to coincide with the winter conditions.

The planning team has been busy developing this year's rehabilitation and reseal programme and aligning this to the Tararua District Council and NZ Transport Agency's approved budgets. The majority of the rehabilitation programme has been confirmed and designs have been completed. The reseal programme has also been confirmed and seal designs are in the final stages of completion.

The planning team has also focussed on developing the Target Cost Estimate for the 2015/2016 season and aligning this to the budgets and finalising forward works programmes.

The Performance Framework has been integrated into the Tararua Alliance, and the team recently undertook a workshop with the Principals Group to outline the expectations for the 2015/2016 financial year. The focus from this meeting includes improved planning and integrated asset management. The team is also focussed on tracking costs and budgets and reporting on these on a monthly basis.

With the Alliance undertaking additional pavement work on Route 52 in June 2014 of last financial year, the budgets for the 2015/2016 season have been reduced. The result of this is that the Alliance has excess resource for this year. Additional work is being sourced outside of the Alliance to retain these resources. This includes targeting work for Horizons and Central Hawke's Bay to reduce costs in Tararua.

With the weather improving the Alliance will be focussing on starting the 2015/2016 rehabilitation projects, pavement repairs, increased urban mowing and preparation for this year's reseal programme.

9. Planning

The Planning Team's focus has been on developing the Target Cost Estimates (TCE) for the 2015/16 Financial Year. The draft Target Cost Estimate was presented to the Principals Group to discuss and review this year's budgets.

The Target Cost Estimate will be incorporated into the Alliance claim process along with reporting on the Target Cost versus Actual Cost comparison data to monitor performance throughout the financial year.

The asset team has also been heavily involved with transferring Data from RAMM to the Assetic Database, along with continued meetings between Assetic providers and TDC to resolve issues with implementation.

During the previous month, the Alliance Asset Management team has been actively working on the implementation of new asset management procedures and software systems and working closely with the operations team on programme development. The Fuse implementation for the operational asset management of the Tararua Alliance is progressing as planned with customisation of the setup for Tararua in progress. The software will be operational in November with the focus on testing and training prior to rolling it out across the operational team.

The Roding implementation of Assetic for the Roding asset register has slowed due to unforeseen circumstances with the developers. The next stages include functionality testing and data quality assurance and is programmed for October. In the meantime the asset register side of RAMM will continue to be the primary database for this information.

Work continues on defining and improving the internal processes for completed data capture, monthly programme scheduling and cost monitoring. The increased control around these items will lead to continued improvement of the KPIs in these areas and better visibility for the wider audience.

Planning has also begun for the High Speed Data Survey using the Hawkeye 2000. This survey will cover the sealed network and capture data such as rutting, texture, roughness, Lidar and GPS referenced video. The data captured will form part of the inputs to the Local Authority Downer dTIMS model, which is currently being developed and is planned to be used in the Tararua during this financial year to forecast a long term plan for the reseal and rehabilitations for the Tararua network. The primary difference between the NZ IDS model and the Downer model is that the IDS model focuses on maintaining a specific condition of the network as the primary driver, whereas the Downer model focuses on selecting the best section for renewal to minimise the maintenance activities undertaken on the whole network. Using this approach we can minimise our maintenance spend in favour of more extensive less costly treatments.



Hawkeye 2000 High Speed Data Technology

The team has also undertaken an All Faults inspection, analysis and report for the district's cemeteries and car parks that highlighted the pavement areas requiring maintenance and renewal works.

Work has commenced on a detailed footpath and kerb & channel condition rating over the entire district to assist with developing long term renewal programmes built from up-to-date data. Maintenance Intervention Strategies have been put in place for our Forward Works Programme and will form the strategy for how we manage maintenance activities on future renewal sites.

9.1 2015/2016 Pavement Rehabilitation

The 2015/2016 rehabilitation programme is in the final stages of development. The team has identified 17 individual sites that currently require rehabilitation intervention. Budget constraints will not allow for all of this work to be undertaken so the team are prioritising the sites and revising methodology to get best value for money. The proposed sites are listed below:

2015/16 Proposed Pavement Rehabilitation Sites

Road	RP	Tentative Treatment
052-109	3788 - 4376	Stabilising (confirmed)
052-109	8297 - 8525	Stabilising (confirmed)
Carlson St	200 – 309	Stabilising
Coast Rd	3607 - 4214	Stabilising
Ormondville – Te Uri Rd	11323 - 11653	Overlay/Stabilise
Ormondville – Te Uri Rd	12780 - 14020	Stabilising
Otanga Rd	0 - 460	Stabilising
Pahiatua – Pongaroa Rd	36864 - 37782	Stabilising (confirmed)
River Rd	5574 - 6083	Stabilising
River Rd	8563 - 9011	Stabilising
River Rd	10071 - 10743	Stabilising
Tourere Rd	2633 - 2853	Stabilising
Weber Rd	28173 - 28500	Stabilising
Denmark St	15 - 360	Reconstruction
Waterloo St	0 - 315	Reconstruction
Swinburn St	256 - 583	Reconstruction
Pahiatua Track Rd	2265 - 2534	TBC

Pavement designs are confirmed for the following sites:

- Route 052-109 (8297–8525) Stabilise 2% cement 200mm deep
- Route 052-109 (3788–4376) Stabilise 2% cement 200mm deep
- Pahiatua–Pongaroa Rd (36864–37782) Stabilise 1.5% cement 200mm deep

The Alliance is currently confirming schedules/designs for the sites listed above. A handover meeting is scheduled for Route 52 sites on Thursday 17 September, with work commencing on site 2 on Monday 21 September.

Pahiatua Track Road (2265–2534) has been added to the 2015/16 list due to the surface deteriorating significantly in the last two months. This will be scheduled for pavement testing in September.

SMA (stone mastic asphalt) has been previously laid on certain corners to prevent surface stripping and is currently performing well, so this treatment will be considered this year also.



9.2 Rehabilitation Sites – Pre Construction

Route 052-109 (8297 – 8525)



Route 052-109 (3788 – 4376)



Pahiatua– Pongaroa Road (36864 – 37782)



10. Assets & Utility Design

10.1 Wilson Lane Eketahuna

All pipe laying of mains/laterals and manholes have now been completed and the trenches have been prepared ready for sealing. The Alliance is just waiting for a window of fine weather to complete the sealing of this work site.

10.2 Manhole installs – Eketahuna

The manholes have been installed at the following locations – 1 x main to oxidation pond, 2 x Bridge Street, 2 x Stanley St, 1 x Herbert St, 1 x Anderson St. Still to complete – 1 x Haswell St Install.

The adjacent photo was taken looking into the new manhole installed by the bridge on Bridge St, Eketahuna.

This clearly shows the current infiltration of clean ground water and the subsequent flow within the sewer network.

This is prior to the open cut renewal and relining works being undertaken.



The adjacent photo is of the Anderson Street manhole installation showing the timber shoring used to protect the staff while installing deep cut manholes



10.3 Pahiatua Recycling Centre

Work has commenced on extending the sewer and water mains on Queen St in Pahiatua to service the new recycling centre. This work involves approximately a 60 m extension for each asset, including a new sewer manhole and fire hydrant at the top end. The Alliance is about to begin laying the new services within the actual recycling centre worksite.

10.4 Future Work

The Alliance have a number of manholes to install on the sewer network in Woodville. These manholes are to break up the distance between current manholes into shorter sections. This will enable Interflo to reline the mains and help address some of the current infiltration problems. Eric Bonny is working on compiling a programme / list for the Alliance.

11. Delivery

11.1 General Maintenance

Work continues on general maintenance with 12 new signs and poles being upgraded, repaired or replaced. We have also installed 100 new roadside marker pegs across the network as part of the general ongoing maintenance programme. The Alliance has also undertaken several site rail repairs and replacements during August.

Potholes are being attended to as required on the sealed pavement and there has been a minor increase in unsealed potholes due to recent rain.

Programmed routine drainage work and high shoulder removal has been undertaken on the following roads:

- Tutaekara Rd
- Surreydale Rd
- Kopikopiko Rd

11.2 Sealed Pavement Maintenance

The remainder of the 2015/16 pre-reseal repairs have been identified and programmed for completion. Work has commenced on these repairs and work is expected to be completed by the end of September. All drainage repair work has been completed for this season's reseals sites and work is now commencing on the 2016/2017 reseal sites.

11.3 Unsealed Pavement Maintenance

Work has continued with grading of the unsealed roads and maintenance metalling has continued throughout the district. Some of the roads completed in September included the following:

- Tiratu Rd
- Knights Rd
- Castle Hill Rd
- Central East Rd
- Tawataia Rd
- Te Awe Awe Rd
- Coach Rd
- Maunga Rd
- Rimu Rd
- Ridge Rd
- Putara Rd
- Haunui Rd
- Morgans Rd
- Kakariki Rd

11.4 Emergency Works

Due to a heavy rain event in July, the majority of work in August has centred on repairing slips, dropouts, heavy scour and loss of metal on unsealed roads, blocked culverts and drainage reinstatements. All of the larger flood damage sites have now been identified and scheduled for repair.

The sites below still require further work, however they have been made safe and have the appropriate traffic management in place for the current conditions.

3.73	Hall Block Rd	Dropout/Culvert extension
2.83	Hall Block Rd	Retreat/ Culvert install
4.35	Range Rd	Re-instate wall
3.800	Paihiatua - Mangahao Rd	Large retreat
2.77	Carisbrook Rd	Re-instate shoulders 3x culvert

The photo shows the Castle Hill retreat project. All major earthworks have been completed and the pavement is currently being replaced and is programmed for surfacing on 23 October 2015.



The photo shows the completed retreat on Kaitawa Ridge Road.



11.5 Urban Construction / Maintenance

The Alliance crews have been continuing regular clearance of litter bins in Dannevirke as well as routine cleaning of all main streets. The litter bins in Woodville, Pahiatua and Eketahuna are being emptied by our Subcontractor, Brees Property Maintenance and Wilson's Services.

Urban crews are currently working on the urban pre-sites, lifting fire hydrants and manholes. The crews continue to undertake reinstatement work as required for the Assets team. A new culvert line has been replaced on Station Rd in Woodville. Work is also programmed to remove the flagpole in the centre island on the main street in Pahiatua.

11.6 Pavement Rehabilitations

With the planning of this year's rehabilitation nearing completion, work is scheduled to commence in September.

11.7 Saddle Road Upgrade – September 2015

With the weather starting to improve, work on the Saddle Rd Upgrade project is beginning to pick up again. Stringfellow's have almost completed the cantilevered retaining wall near the bottom of Site 7 on the Ashhurst side of the project. Once this is completed, the shoulder will be constructed allowing the road to be moved over. Kerb and channel construction will follow soon after.

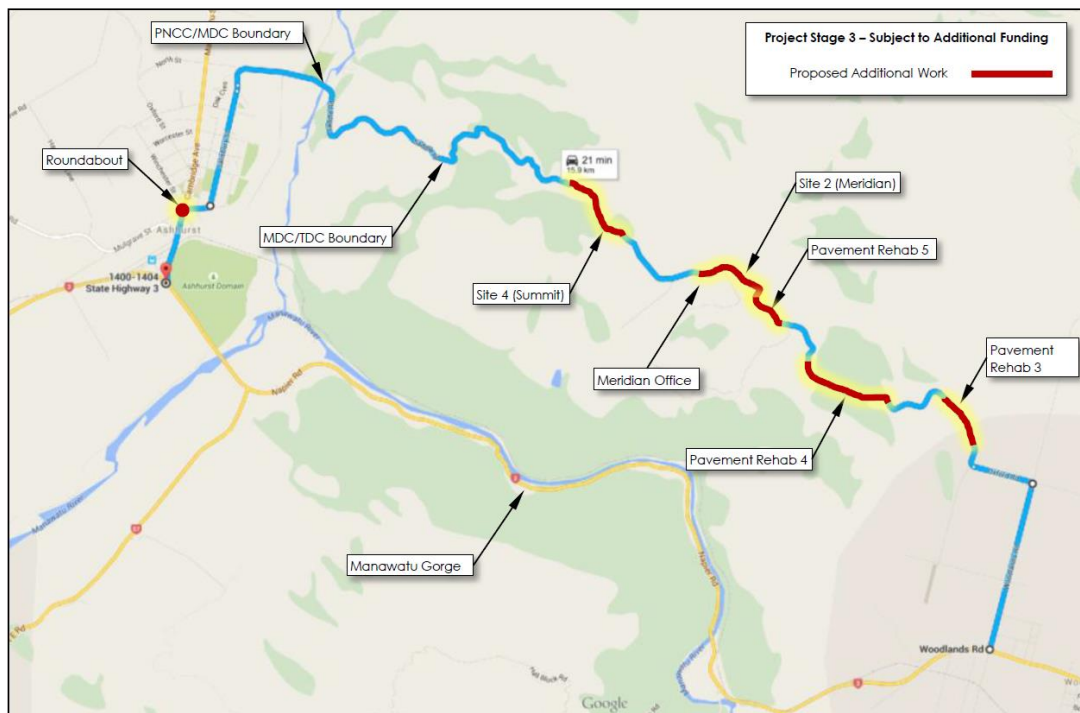


Work will also commence on the earthworks on Site 3 near Cook Rd as the weather improves. The fill site is currently being prepared through benching. Additional subsoil drains are being laid in areas that have showed signs of spring water during the winter. Stringfellows hope to begin excavating the design batters in late September.



Additional funding has been sought from the NZ Transport Agency to undertake further project works on the Saddle Road. This additional funding would allow the majority of the sections that were not part of the first two stages to be upgraded. We have had positive feedback from the NZ Transport Agency and the funding has been approved at a regional level and has now been sent through for national head office review.

Proposed Additional Work

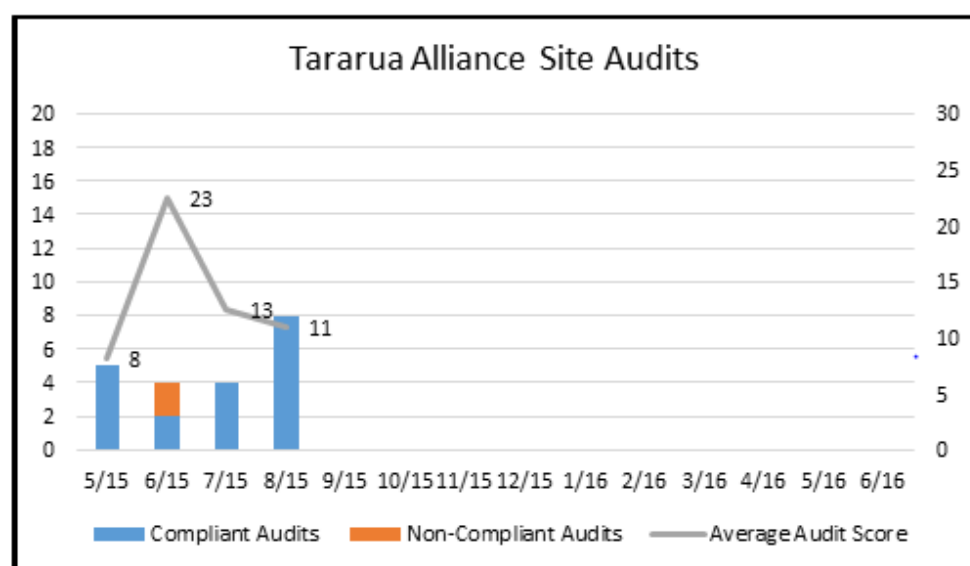
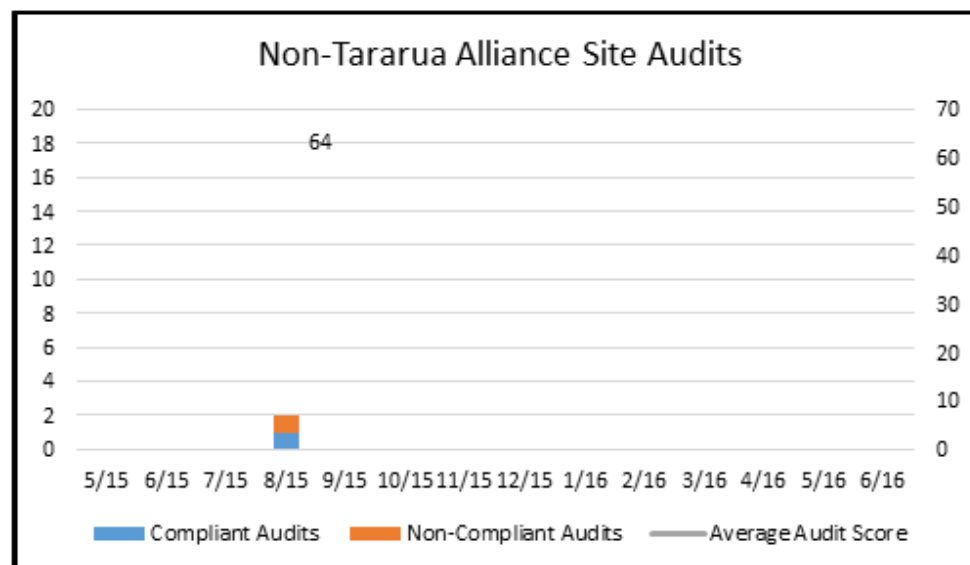


12. Performance

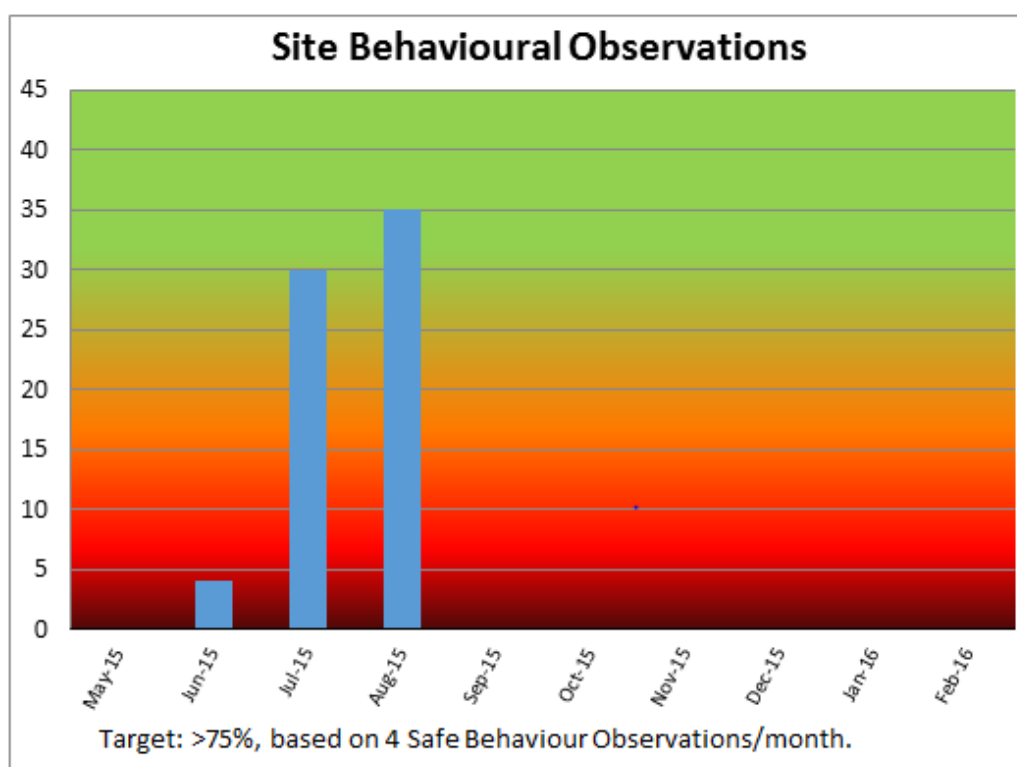
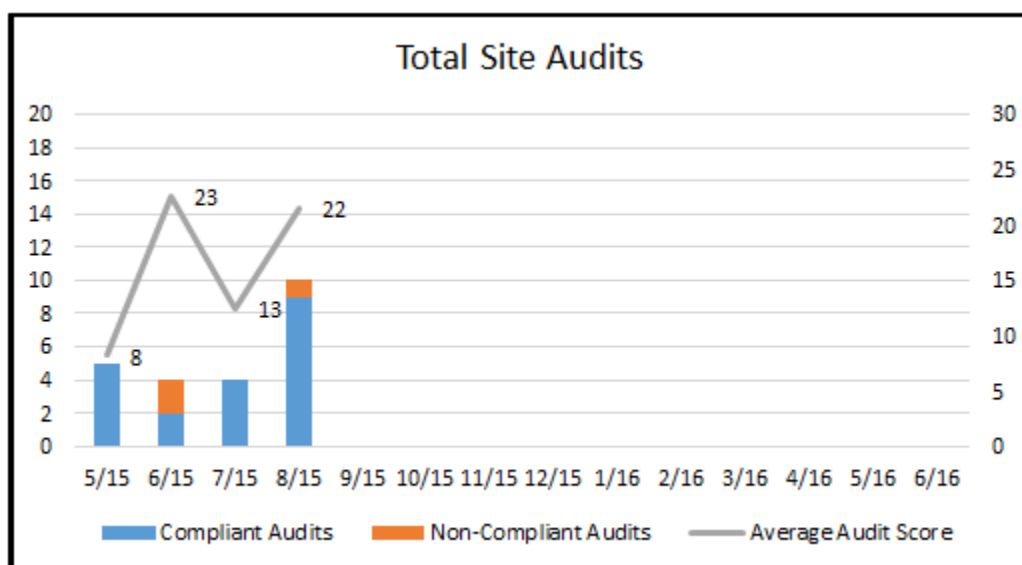
12.1 Traffic Management Plans & Carriageway Access Requests

Eight Tararua Alliance work sites were audited during August. The majority of these sites had a high level of compliance, however two sites were found to have signs missing and these were rectified at the time of the audit. A further two sites of other contractors were audited with issues being raised with missing signs and noncompliant traffic management plans on site. This resulted in one site being shut down.

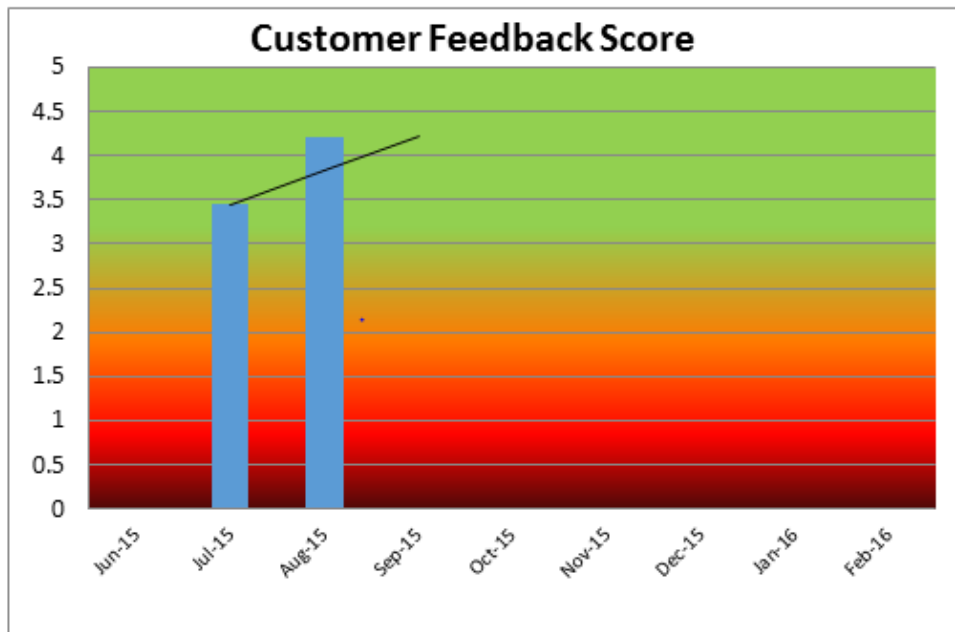
Thirty one carriageway access requests applications were received and approved during the month. On 22 September the Tararua Alliance is holding a service authority meeting to implement local conditions and discuss forward works programmes from all attending utilities operators and contractors.



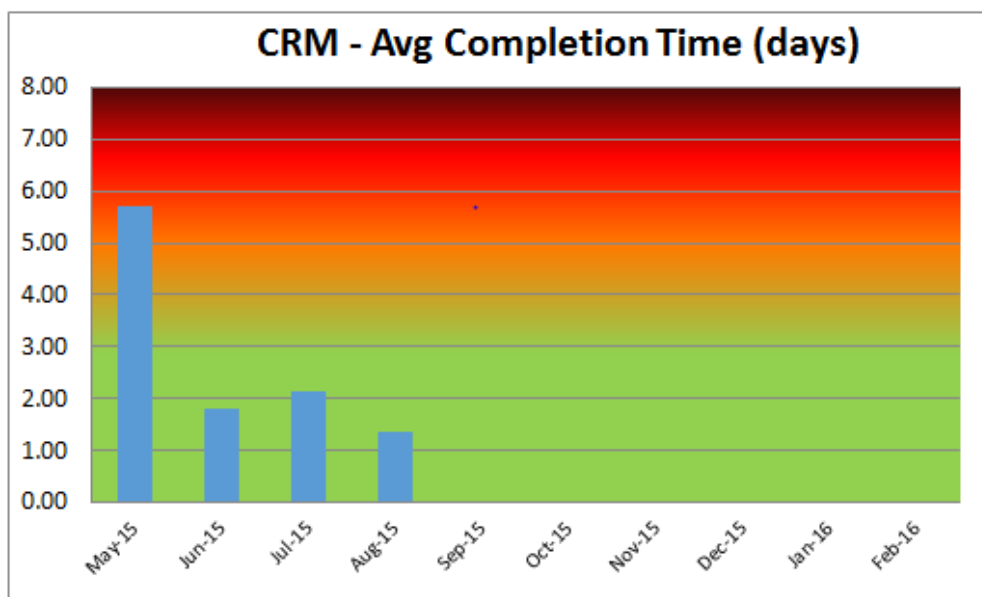
Formal traffic management audits are being undertaken to measure the level of compliance throughout the district. This initiative is designed to lift the standard of safety on the Tararua network.



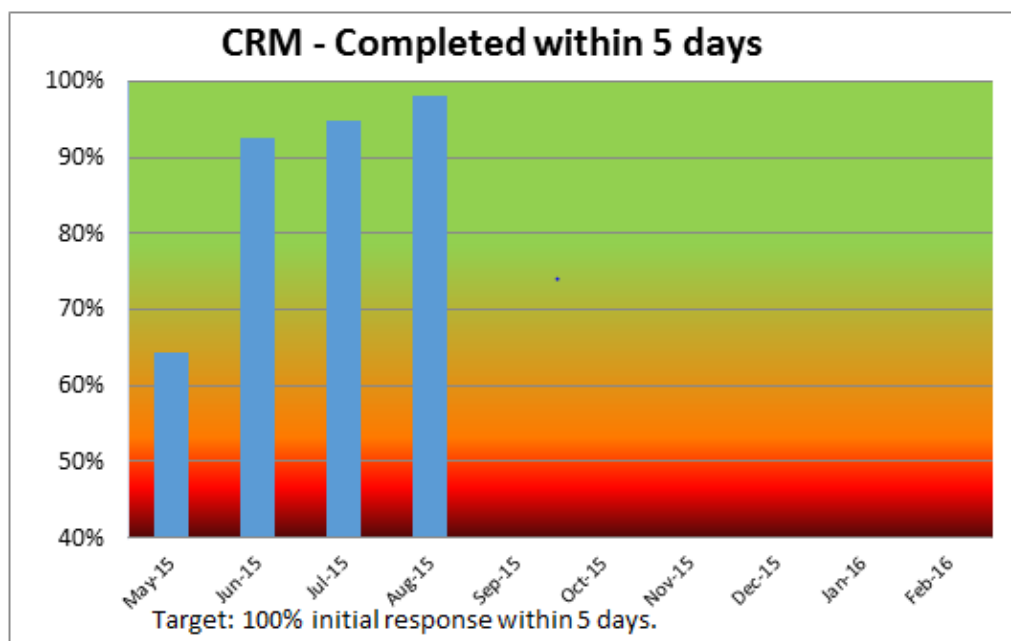
Safety Behaviour Observations have been introduced and are continuously monitored. The focus is to audit more contactors sites that are working within the Tararua District. Audits will continue on Alliance work sites focusing on health and safety with the new legislation coming in to affect early next year.



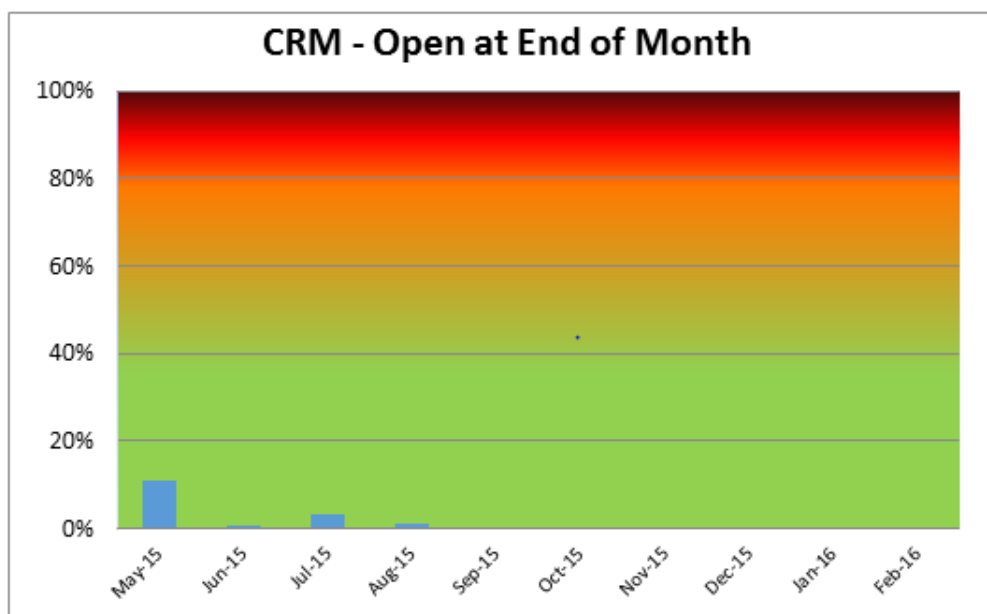
Customer surveys are being carried out monthly on a minimum of 10% of all CRMs received by the Alliance. This is designed to improve the overall level of service received by the public. The focus is on communication, response and feedback on satisfaction of work completed. Initial results have been encouraging with the majority of the surveys receiving a score of 4 out of 5. The lower scores relate to communication issues.



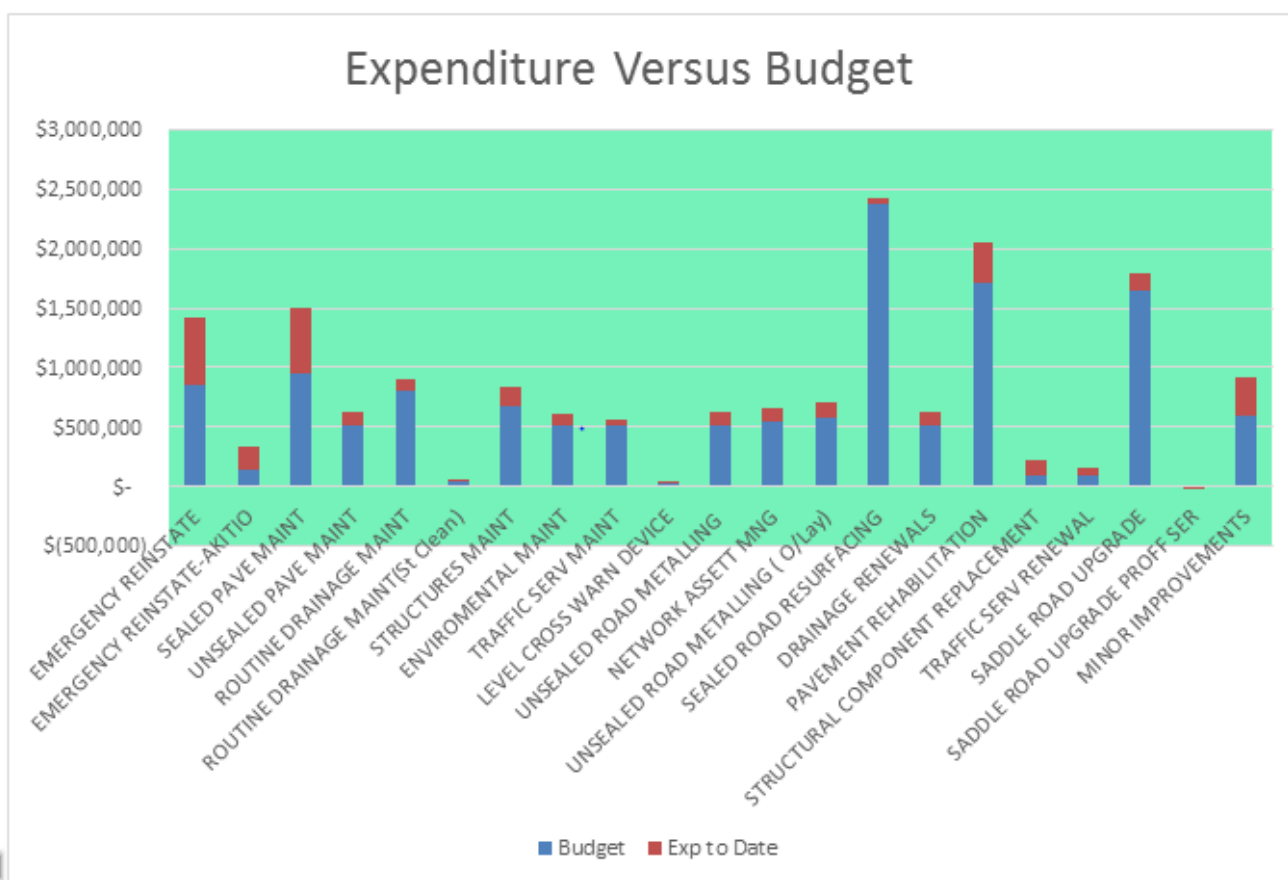
With the focus on response times within the Alliance, we have seen a real improvement in average completion time of CRMs over the past few months. The Alliance received 93 CRMs in August with 98% completed within the required level of service target of five days. Out of the total received, 88 were roading related and 5 were stormwater related CRMs. The Alliance is currently tracking at less than 2 days to investigate, report, programme and communicate back to the initiator of the CRM.



The above graph measures the number of CRMs completed within the 5 day target. The team has put a real focus into customer service and CRM completion times are being monitored on a weekly basis to improve response. Over the last few months there has been a strong focus to improve on this area within the Alliance and the results have been especially pleasing.



The Alliance is continually monitoring the open CRMs at the end of each month to encourage the Alliance team members to meet the goal of having all CRMs closed before the end of each month.



Current budget expenditure for Sealed Pavement Maintenance is relatively high due to some coding issues. This will be resolved for the September period claim.

With the delay in finalising the Target Cost Estimate and finalising the budgets, the financial graphs for each activity along with the Target Cost vs. Actual Cost will be reported upon in next month's report.

13. Rural Fire

On 5, 6 and 7 August the Performance Manager represented the Tararua Alliance at the Forest and Rural Fires Association of New Zealand annual conference in Blenheim.

Assets Group

14. Executive Summary

The Group continues to make good progress in advancing the large programme of capital works. The Dannevirke water treatment upgrade project is now in the planning phase, the contract for the Dannevirke public toilets has been let, the Pahiatua Town Hall toilet upgrade is underway and the Eketahuna public toilets upgrade complete.

The relining of the number two pond in Dannevirke is complete, and the pond is currently refilling and number one pond is being lowered for desludging and relining this summer. The Pahiatua wastewater treatment plant is now in the testing phase.

The Eketahuna waste water pipe renewal programme is well underway, with both relining and pipe replacement work teams in the town. Daily audits of traffic management are continuing as contractors move from street to street. There have been some unexpected manholes needed, and the Tararua Alliance has been invaluable in getting these done as quickly as possible to minimise disruption to the programme.

The Pahiatua recycling centre rebuild project is progressing well after the earlier issues with the soft ground. The poles are in place and the floor has been poured. The roof and walls are due to be completed this week, weather permitting. At this time, the centre is scheduled to be open to the public by the end of October.

Council has received resource consent for the boundary adjustment at the Hovding Court flats. The tender documents and the signage for the site are ready, awaiting the formal Council resolution. The property will then be offered for sale by public tender.

The parks and reserves garden renovation programme has begun, albeit that we are battling with an unseasonably cold and stormy October. The first job is a large garden replant in the Upper Domain. Other projects include the Woodville Cemetery gardens and hedging, replanting bare patches in the Woodville Town Centre gardens and a district wide turf weed spraying programme.

A public consultation process regarding the future development of Fountaine Square in Woodville has commenced with a workshop with pupils of the Woodville School to gauge their views on what the Square should look like in the future. The intention is to consult with key stakeholders and the public, and from there develop a master plan for the Square. In the absence of such a plan, it is very easy for the Square to develop piecemeal, and to not meet the needs of the public overall.

For the summer period, two portable cabins have been hired for use at the Dannevirke Camping Ground. This is a cost effective way for Council to gauge whether it is worth investing in extra cabins at the site, or not, before making such an investment. The cabins come fully insulated, curtained and carpeted and have power points and lights. They plug into the standard caravan power boxes.

15. Solid Waste

15.1 Pahiatua Recycling Centre

Now that the unstable ground issues have been resolved, the building done by the contractor (Greatbatch Building Ltd) is progressing well. The concrete was poured on 11 September and weather permitting the roof and walls should be on by the 25 September.



The Alliance has completed extending the water and sewer mains up to the building and they have also installed the services to the building. It was pleasing to see how efficient this team was to do this so promptly.

There is still a lot of water coming up from the ground on the site and the Alliance and Kevin O Connor & Associates are working on a plan to drain this away.

With no other unforeseen problems, it is hoped that the building will be completed by 23 October.

There is still a reasonable amount of un-recyclable material being left at the location of the recycling bin in behind the Town Hall. As the new recycling building will only be open four days a week as it previously was, there is a concern that this may continue at the new building on the days that the centre is closed. Council may have to look at cameras etc. to help deter and catch offenders.

15.2 Norsewood Recycling Drop Off Centre

The Norsewood Recycling Drop Off Centre has now been completed with the ground levelled out and the fence having been re-erected and painted. Feedback on this area has been very good and the amount of recycling has increased since its re-location to this area.



15.3 Refuse Stickers

Our current kerbside refuse contractor Budget Waste is now selling bags in the Woodville and the Eketahuna Service Centres as well as the Dannevirke and Pahiatua New Worlds. They are going to promote their bags in these stores by having a display in each store. These bags are cheaper than Council stickers and it is hoped that as people realise this, it will help with a gradual transition to Council moving out of kerbside collection. As sales of these bags in Eketahuna increase, Council will stop selling stickers at the Service Centre and it is hoped that Eketahuna will be the first town in the district to be out of Council stickers. The contractor will however continue to pick up both Council stickered bags and Budget Waste bags until the contract ends in October 2017.

16. Utilities

16.1 Water

Dannevirke Treatment Plant

Work is continuing on the planning and component side of the treatment plant upgrade.

Pahiatua

The main replacement on Crewe Street from Tararua Street to Tui Street is 95% complete.

The Queen Street water and sewer main development has been completed up to the recycling building. The sealing of the road is programmed for Friday.

Pongaroa

Documentation has been filled in for the project milestone dates to be considered by the Ministry of Health and we are awaiting the contract documents once they have approved the project dates.

Akitio

We have had initial discussions with Hugh Ramsden of Moanoroa Station on the Akitio water upgrade and possible changes. We are doing some investigation work at present prior to any further consultation.

16.2 Wastewater

Woodville

Downer is to start fitting new manholes next week in McLean, Fergusson, Gladstone and Grant Streets ready for relining the sewer mains.

Eketahuna

The relining work is continuing. Haswell, Jones, Main and Bengston Streets have been completed. A new manhole was fitted prior to relining the sewer main in Main Street because of the alignment of the pipe and an inspection repair concreted over. The hot mixing has been completed in Haswell, Main, Jones and Church Streets and the reseal of Wilson Lane is due on Friday 25 September.

MfE Projects - Pahiatua

The UV filter has been commissioned this week. We are continuing with the testing regime.

MfE Projects – Woodville

The No.2 pond that was relined has developed several whales from the gases underneath the pond not being able to disperse. We are emptying this pond at present for the Viking relining team to assess and rectify this issue.

MfE - Dannevirke

The baffles in the No.2 pond have been installed.



The inflow from the town reticulation has been bypassed from No.1 pond directly to No.2 pond over the last week and it is now full. The No.1 pond is emptying and is showing signs of sludge volumes around the old sewage inflow area. This will take a period of time to empty fully over the next few weeks. There was a slight odour last week with the fine weather and the reduction of the level of the wastewater around the concrete wave band, and we will need to monitor this closely as part of our consent.



The construction work of the track below the STP plant has commenced ready for the work on the tephra filter bunding etc. This work will be completed by the end of October. Drum filters are currently on the boat – the arrival date has been pushed back slightly due to unforeseen circumstances. They are now due at the end of October.



16.3 Infiltration

All letters have been sent to Eketahuna and Pahiatua residents. The Woodville timeline for repairs ends on Friday 25 September. Garth has been following up enquiries from some households for help on remedying the problem. Early next month we will follow up the re-checks on the Woodville properties to make sure they all comply.

17. Property

17.1 Housing for the Elderly

Occupancy

82 flats are presently occupied, there are currently 10 vacant flats, which are:

Ballarat Court, Dannevirke	1 flat vacant	77 days
Hovding Court, Dannevirke	4 flats vacant	41, 77, 407, 544 days
Elsinore Court, Dannevirke	2 flats vacant	318, 274 days (left vacant in case Hovding Court tenants need to relocate)
Bengston St, Eketahuna	1 flat vacant	156 days
Ruahine Flats, Woodville	2 flats vacant	70, 92 days (both tenanted in September)

The three modern flats at Hovding are tenanted. The four vacant flats at Hovding Court are in the old complex. The vacant flats at Ballarat and Elsinore Courts remain untenanted at this time, in case they are needed to relocate any tenants from the old Hovding Court flats, once the result of the public tender process is known.

The tender documents to purchase Hovding Court are being drawn up. It is hoped that the property will be on the market by 1 October 2015.

Woodville Flats

All the flats in the Centennial and Ruahine complexes have been filled.

17.2 Community Buildings

Pahiatua Library

Work has commenced on the toilet refurbishment and the library alterations. The toilets will be completed by 25 September 2015.



17.3 Camping Grounds

Bookings for the district camping grounds in August 2015 were:

Dannevirke	89	Pahiatua	306
Woodville	63	Eketahuna	242

17.4 Parks and Reserves

Dannevirke Judo Hall

A meeting was held with the Judo club and the club were given until 18 October to vacate the building.

17.5 Cemeteries

Settlers, Dannevirke

The area where the trees were removed has been levelled out and the grass sown.



Pinfold Road Cemetery

The lease for the land adjacent to the Pinfold Road Cemetery has been finalised. The successful tenderer was Hopeland Dairies Limited.

17.6 Public Toilets

Eketahuna

The renovations of the public toilets have been completed. The outside will be painted when the Main Street development plans are available.



Dannevirke Domain

Council received three quotes for the building of the Dannevirke Domain Toilets. Greatbatch Building Ltd were the successful company for the building of these facilities.

Strategy and District Development

18. MW LASS - CCTV

Work is nearing completion on generic documents, including a memorandum of understanding, on access for the New Zealand Police to Crime Prevention of CCTV systems.

In the next few months, the Police Command Centre in Palmerston North is likely to get access to footage from the Dannevirke Camera system with the sponsorship and assistance of Inspire Net.

The NZ Police are now giving formal notice of the first stage of the CCTV system for Woodville.

19. Ex-Infracon Site Reviews

Council owned sites vacated by Infracon (In Liquidation) Limited have been identified for potential contamination. These sites are at the Tahoraiti Metal Pit, and the former depots in Woodville and Dannevirke. Prior to liquidation, Infracon undertook some tidying up work at the Woodville depot but further issues have been identified. The Tahoraiti site has an unauthorised tip and a number of old bitumen barrels and other material that require removal to an appropriate disposal site.

To comply with environmental standards, Council has contracted a suitably experienced and qualified company to test and oversee removal of any contamination found. Three companies provided pricing and assessed the extent of work. Pattle Delamore Partners was awarded the contract at a cost of \$44,315. The Tararua Alliance will follow instruction for disposal.

20. Bluff Road Public Access to the Manawatu River

Clarity over land ownership is required to progress options around the Bluff Road public access to the Manawatu River. A survey of the area around the Bluff Road – Manawatu River access point has been arranged with approval from the adjacent land owner. Land Information New Zealand has been advised and the work is planned for completion by the beginning of October 2015.

21. Rural Broadband Initiative 2 (RBI2)

The initial MBIE list of Tararua towns to potentially receive RBI2 funding now includes Pahiatua and Woodville.

This is preliminary and does not mean that any town will be guaranteed funding, but it is however very promising.

Whilst we also asked for Norsewood and Eketahuna to be included, there remain non-fibre optic ways to achieve the "last mile" connection. Late last year TDC and a local business achieved fibre connectivity to lower Norsewood. Opportunities to support Eketahuna as part of earthquake repairs and CBD upgrade also exist. Our very proactive support for broadband over the past ten years gives us a great deal of credibility and was a matter of emphasis in the digital enablement plan we were required to submit to MBIE on 18 September 2015. The Business Hub will be a key part of Council encouraging local use of the Internet and a "Connected Community", however we are already well on our way.

It is also a reason why Peter Wimsett has been asked to speak at the ICMA international local government conference this week.

22. Forest Owners Marketing Services Contract

The contract with FOMS has been agreed and is now being completed for signing.

Economic Development, Marketing and Communications

23. Auckland Home Show - Post Show Report



Two members of our team attended the Auckland Home Show on Monday, 7 September 2015. The Home Show was open from 9 – 12 September, with the doors opening at 10:00am and closing at 9:00pm on all days except for Saturday (12 September) where the show closed at 6:00pm - 52 hours in total. Mayor Roly also worked on the site from Wednesday afternoon until Saturday night; the team felt it was fantastic to have his vast knowledge of Tararua on-site.

Goals for the Show

To promote the Tararua District as an excellent place to relocate and invest – additionally, to champion the affordable housing available in Tararua, the lack of problem traffic, the ease of travel to big cities, the recreational activities on our doorstep and the availability of jobs and investment opportunities in Tararua.

The Tararua District Council Site

The site received compliments from the Managers of the Auckland Home Show and from other site holders; some Event Managers rated it as the **best site at the Show!**

Attendees at the Home Show were very receptive to our site and interested in learning where Tararua District is. Visitors to the site were impressed with the house prices we had on display and, without exception, they all expressed their unhappiness with both the Auckland real estate market and the traffic problems experienced on a daily basis. We were able to give out a lot of information to an open, receptive audience.

Statistics

We gave out 1,500 packets of promotional items; this gives an indication of how many individuals and families we spoke to over the five days of the Home Show.

We displayed a collection of properties that are currently for sale in the Tararua District. The price of each property was highlighted on its poster. These posters attracted hundreds of visitors to our site and started some really worthwhile conversations. As we are not permitted to promote the real estate companies outright, we gave interested parties the web site address and reference numbers of properties. We also offered to email information to people when we got back to the office. We had 38 people/couples/families give us their e-mail address and ask for more information. That is an average of roughly one interested party giving us their contact details every hour-and-a-half of the show. Good results and this does not take into account the people who took photos of particular brochures and noted their reference numbers to look at on the web later.

Staff did their best to keep a record of conversations; however, due to numbers each day it was impossible to keep perfectly accurate records.

However, they managed to record as follows:

Post Show Feedback	
Topic	Number of conversations
Lifestyle / Travel / House Prices	33
Tourist Interest / Visitor Attractions	29
Quick Look Around Site	5
Information On Specific House	14
Schools / Sports For Kids / Health	12
Business Opportunities	8
Cheese	2
Small Business	8
Investment Opportunities / House	19
Young Couples	4
Older / Retirees Moving	6
Weekend Breaks	7
Rentals	13
Total	160 full conversations with interested people

In Summary

The Auckland Home Show was a massive success for Tararua District Council. It exceeded all of our expectations.

We believe that the time is right to attract some of the Auckland population to our district as their dissatisfaction with house prices and appalling daily traffic jams is growing. We need to follow up the show with advertising in Auckland publications. We should be targeting the Asian market – we have the contacts for the Chinese media in Auckland. The Auckland Home Show is a great platform to attract new residents to our district - we have started the ball rolling brilliantly. One very important thing we could do is advertise job opportunities in Tararua.

We would like to thank the members of our team Louise Charlton, Angela Randall and support of Roly Ellis for such a great result.

The Tararua Business Hub facility continues to be utilised by the following:

- Dannevirke Community Board
- Red Hat Society
- Sport Manawatu
- Community Projects
- IRD - Business Training
- BCC – Business Training
- Vision Manawatu – Business Training
- Business Mentors
- Business Seminars – ‘The Business Group’
- Business Development Projects
- Dannevirke Budget Services
- Dannevirke Chamber Of Commerce
- Rural Fire Training
- Trustpower Awards
- Skype Meetings

24. Business | Potential:

We continue to provide support to new and existing businesses and ideas through links to the BCC, Vision Manawatu, Graphic Design and Digital Marketing services available in our district:

- Continued support provided for a new business which is developing markets throughout the lower North Island, as well as competing in the Innovate Competition
- Participated in meeting regarding a site development for an existing business to develop their tourism market
- Continued support for an existing business, assisting with marketing ideas and staff recruitment
- Continued support for an existing business, liaising through all Council teams; Planning, Building, Environmental Health and the Tararua Alliance
- Four new business ideas; full range of services offered, linking to Vision Manawatu, BCC and Business Mentors; training & development opportunities, as well as connections within the district’s business community

25. Development Strategies:

- Hemp Association
- Continue to explore opportunities as part of GO! Project to develop a concept for an industry in the district
- ANZ Migrant Expo
- Grasped opportunity to profile Tararua District – five reasons why it is a great idea to live in Tararua and 5 reasons why it is a great idea to do business in Tararua
- Investment Opportunities
- GO! Project - Manuka
- BCC Innovate Competition – Final attended by Business Hub team, with Tracey Collis, Carole Isaacson and Shirley Hull, as well as Mayor Roly Ellis
- Business Mentors Accreditation Steve and Louise – understand the process and the role of a business mentor

26. Training/Support Programme:

- Attending BCC Market Validation Evenings at their office, to support Top 11 competitors
- BCC – a consultant available for business every fortnight
- ‘The Business Group’ – 9 Steps To Ensure Business Success
- IRD – the GST workshop was well attended and the IRD continue to be delighted with the response and our facility
- Vision Manawatu – Accountants and support available for their clients

27. Ministry of Business, Innovation and Employment (MBIE)

The Ministry of Business, Innovation and Employment (MBIE) is leading an initiative announced as part of Budget 2014, which will establish Regional Research Institutes around NZ (250 million dollars).

Eligible regions for hosting an institute are only those outside the main population centres of Auckland, Wellington and Christchurch. The proposed new research institutes would support innovation in the regions by maximising the unique business, technology and economic growth opportunities in these areas.

MBIE will work with regional stakeholders to identify where the best opportunities are to develop new institutes.

We attended a workshop on 14 September to find out more about Regional Research Institutes funding.

We could align to two regions:

- The East Coast – (Masterton – Napier)
- Manawatu-Wanganui

The East Coast group aligns to our research and development for the agribusiness sector.

The Manawatu-Wanganui will be aligning to a Wanganui led initiative focusing on aged care.

We are considering all options currently.

28. GO! Project – Eastern Bridge

To coincide with Local Government New Zealand's (LGNZ) push to promote Council connectivity with China, Eastern Bridge is a business which supports connectivity between New Zealand and Asia and they are working with councils providing Chinese (Simplified / Mandarin) Communication. We have signed up to this programme, the Communication Starter Pack includes: Translation of marketing/website content into simplified Chinese and providing ongoing support in incoming and outgoing email, phone and letter correspondence.

Within the first month of signing to this service, we have received interest in the GO! Project crops from overseas investors including:

Ginseng:

- We are working with an overseas investor looking to set up a start-up ginseng farm. Roly Ellis has been assisting to analysis opportunities in our district.

Manuka:

- We are working with a Polish investor on the opportunities in Tararua for a Manuka plant.
- We have a separate investor considering Tararua as an option. The first step for our Chinese interpreter is to go back to the investor with some evidence that there is an opportunity, that we have the relationships in place to be successful and access to the suitably skilled people.

29. Migrant Business Expo:



The ANZ Migrant Business expo; held at The Cloud on Auckland's waterfront on Saturday 5 September went well with an estimated 12,000 migrants attending.

Apart from the Eastern Bridge booth, the only other Council to attend was Tauranga City. In the Eastern Bridge booth, they had posters from Tararua, Hauraki, Opotiki, Whakatane, and Matamata Piako. There was good interest, the majority of which were Chinese who already live in New Zealand, have a family and were looking to start a business and have a change of lifestyle. There was also interest from several Chinese real-estate businesses. They spoke with just over 90 individual groups over the day. The biggest concerns they expressed were being able to access food (no Asian supermarkets), schools for the children and not being able to communicate to set up a business.

The posters we supplied:



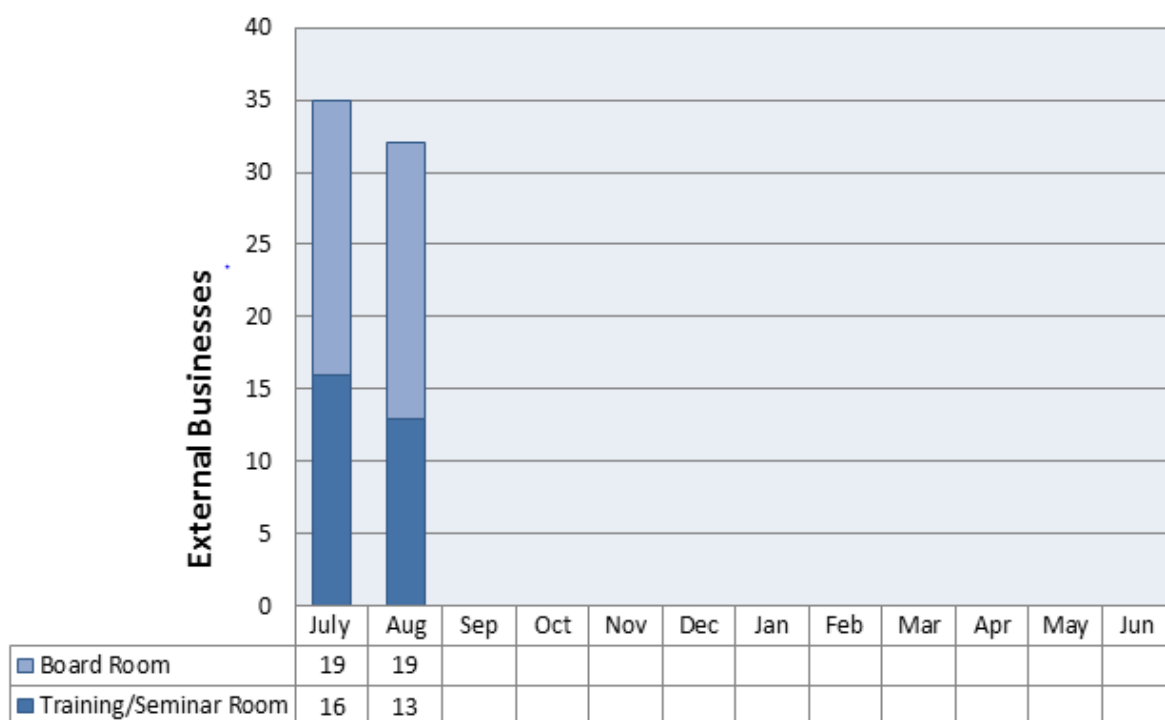
30. GO! Project

Berry Fruit

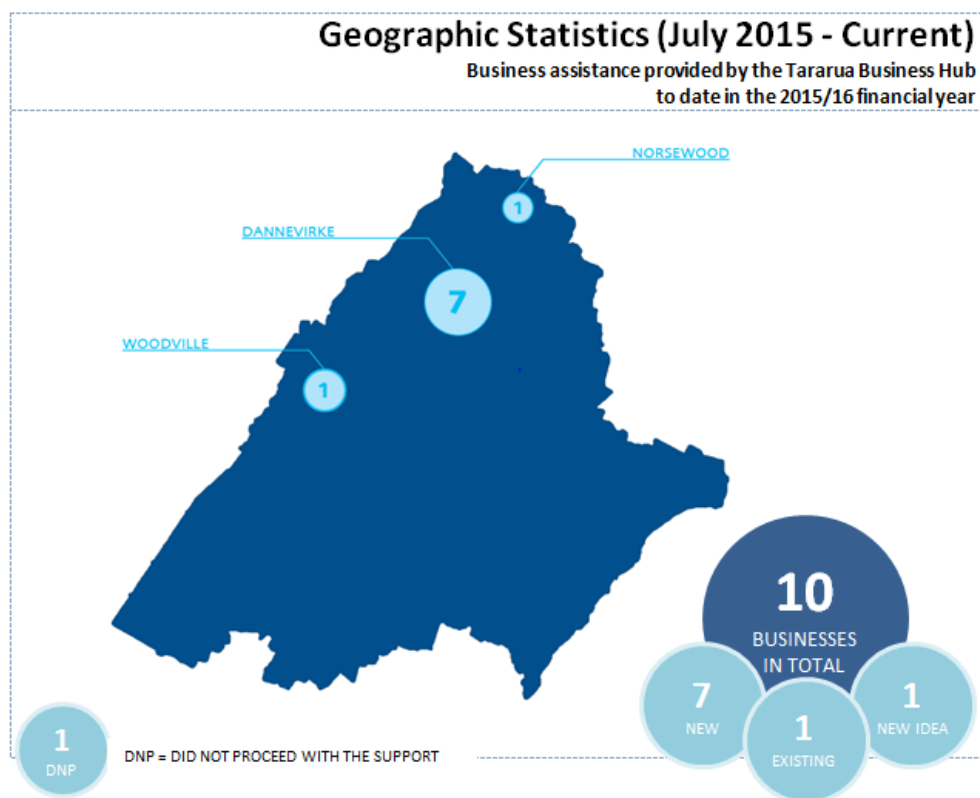
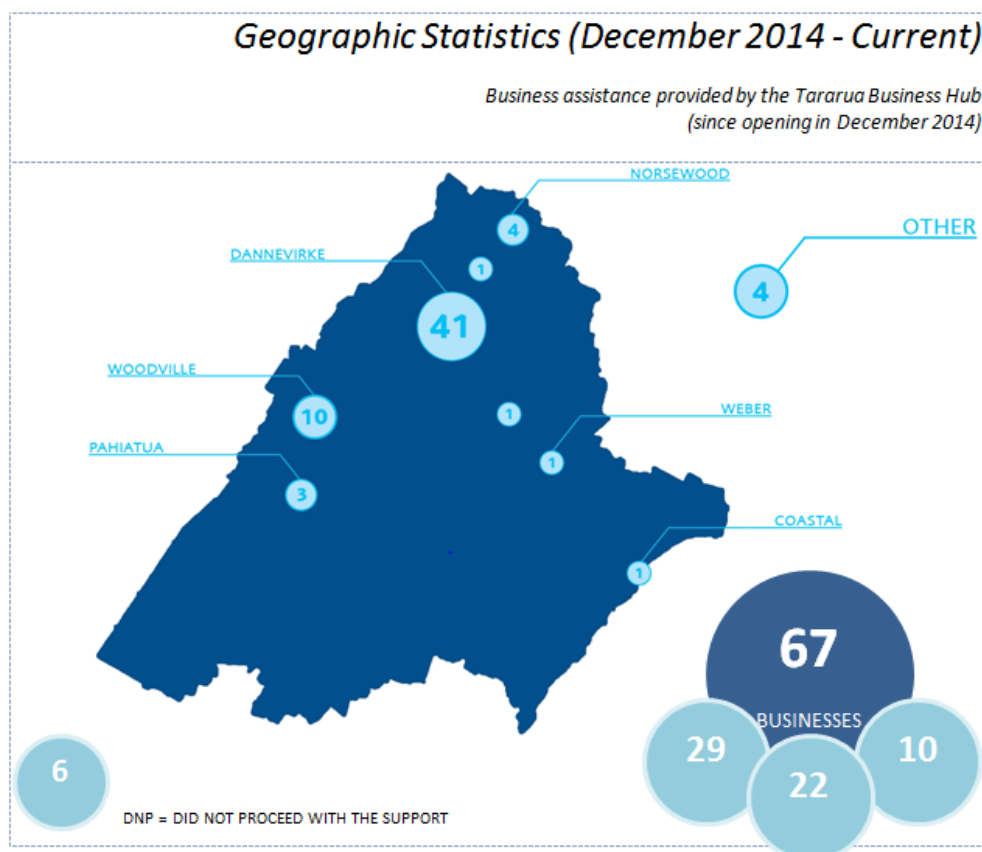
Following an article regarding the GO! Project in the Orchardist, we have been approached by past lecturers at Massey University. They have been trialling greenhouse berry fruit at Massey for numerous years and now they are ready to consult commercially.

They have consulted all over the world on horticulture and advised on an international project (USAID) greenhouse berry fruit production. We are very keen to include hydroponics within the GO! Project and will be visiting the Massey study and a commercial operation in Masterton.

31. Use of Facilities



32. Geographic Statistics

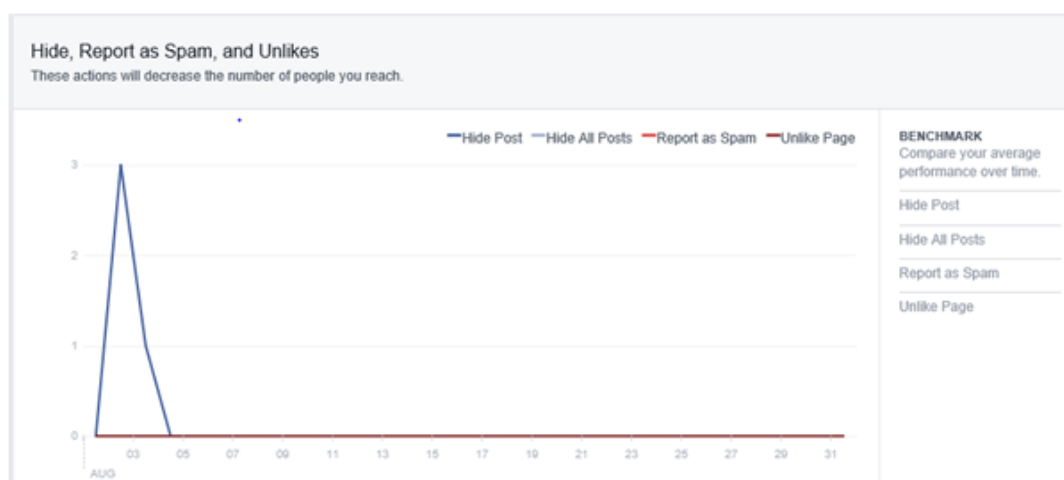
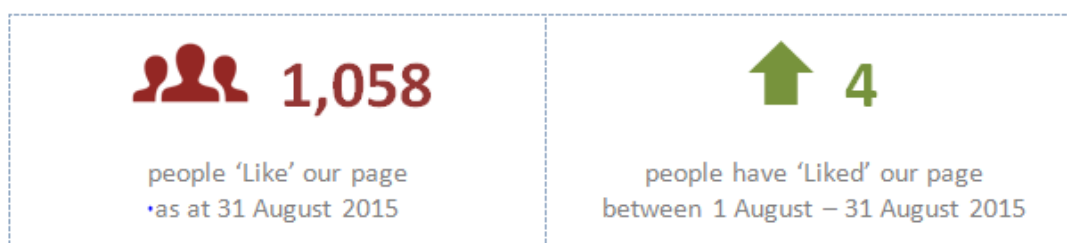


33. Marketing Potential

33.1 Facebook Key Statistics



What does this mean?



What does this mean?





What does this mean?



1,432

Highest total organic reach in one day (for the month of August)



15

Lowest total organic reach in one day (for the month of August)



210

Average total organic reach (for the month of June)



728

Average total organic reach (for the month of June)

*total means any activity on our page

*organic means we have not paid anything to 'Boost' the reach

*reach is the number of people who have/may have seen this (this does not indicate 'Engagement' levels)

34. Destination Marketing

We have installed a promotional billboard to Tararua at the Palmerston North Airport (dimensions 7.2m wide by 2.2m high) you cannot miss it! We are promoting the choice of activities in the district and the Waihi Falls.



35. Community Potential

35.1 Trustpower Community Awards 2015

Friends of the ANZAC Bridge Kaiparoro Incorporated scooped the Supreme Award at the 2015 Trustpower Tararua District Community Awards. The Awards were announced and presented on Wednesday 16 September at the Pahiatua Town Hall in front of almost 130 spectators, the majority of whom are also volunteers.

Representatives of Friends of the ANZAC Bridge Kaiparoro Incorporated received, on behalf of their group, a framed certificate, a trophy and \$1,500 in prize money. These folks also will have the opportunity to represent their region at the 2015 Trustpower National Community Awards, being held in Dunedin next March.

The competition for this year's Awards was strong with a solid 60 entries received.

Category Winners:

Supreme Winner	Friends of ANZAC Bridge Kaiparoro Inc.	
Heritage & Environment	Winner:	Pongaroa The Way to Go
	Runner-up:	Pahiatua Railcar Society
Health & Well-Being	Winner:	Dannevirke Community Vehicle Trust
	Runner-up:	St John Southern Tararua
Arts & Culture	Winner:	Te Wananga o Tamaki Nui a Rua
	Runner-up:	Pahiatua Repertory Society
Sport & Leisure	Winner:	Eketahuna Swimming Pool Committee
	Runner-up:	Dannevirke Walkway/Cycleway Project
Education & Child Youth Development	Winner:	Ruahine School Parents for Kids Committee
	Runner-up:	Pahiatua Toy Library
Youth Spirit	Winner:	Jacob Bennett

35.2 Community Assistance

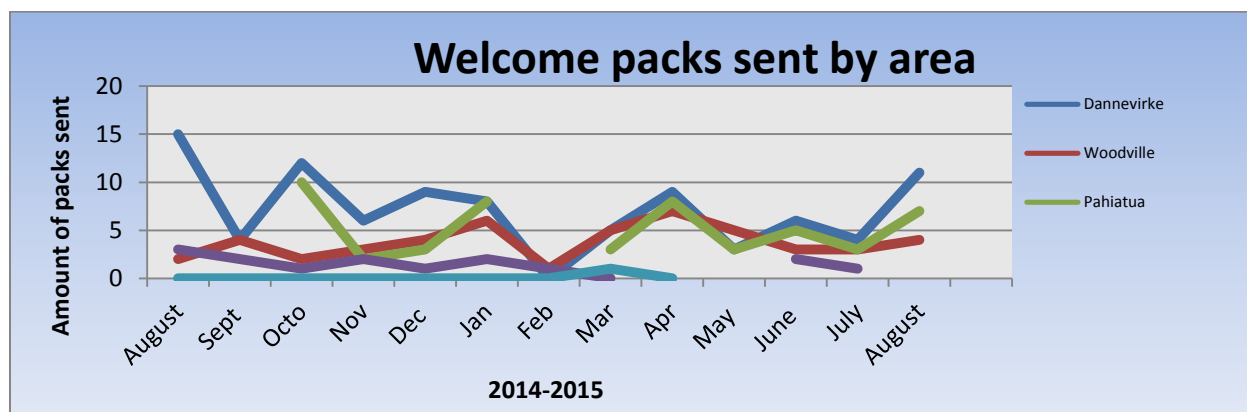
We have provided the following community assistance throughout the month of August:

Independent, Community Group or Organisation	Event	Assistance Provided
Tararua District Council	Welfare Trip to Vanuatu	Provided goods for a welfare trip to Vanuatu RE Cyclone Pam
Independent - Nicola Smyth	World Skills Competition	40 Postcards Provided
Dannevirke Community Board / WW1 Committee	Commemorative Concert and Display	Design and print concert programmes
Dannevirke Community Board / WW1 Committee	Commemorative Concert and Display	Created plaques (dog tags) for silhouettes of soldiers that were injured in war.
Independent - Daphne Miller	Country Carnival Market	Posters for Car Boot Sales and Community Signboard
Eketahuna Community Board	Eketahuna Town Branding Meeting	60x Promotional Product Provided
Dannevirke Community Board	Wackrow Memorial Youth Award	Provided goods for Wackrow Memorial Youth Awards
Tararua District Libraries	Adult Learners Week	Provided 60 x Prizes
Dannevirke Rotary Club	Dannevirke Spring Festival	Design and arrange printing of flyers advertising Spring Festival programme

i-SITE Visitor Centre

36. Welcome Packs

22 Welcome packs were sent out in August - 18 within the district and four outside Tararua.



37. Training – Pahiatua Information Centre staff

The i-SITE Manager held a training session at the Pahiatua Information Centre for Information Centre volunteers. Laptops were kindly supplied by Wairarapa REAP. The volunteers learnt about accessing useful websites and were taken through the Tourism New Zealand online training modules. The volunteers did very well and are very keen to continue with the training sessions.

38. i-SITE Regional Meeting – Funders Conference

A forum for i-SITE funders is being held on 3 November in Wellington - an invitation has been sent to Councillors. This one-day conference is specifically tailored to the needs of council officers and elected officials who are responsible for the oversight and funding of i-SITE Visitor Information Centres. The aim of the conference is to ensure councils gain a better understanding of the following:

- The relationship between Regional Tourism Organisations and i-SITES
- i-SITE history and current structure (ownership and funding)
- Why do we have i-SITES?
- What are the benefits to local communities?
- What are the current challenges?
- What are the likely solutions?

The day will be a mix of presentations, including a case study highlighting change followed by discussion in break out groups on challenges/solutions.

39. Brochure Display Figures

Operators outside the district pay a \$50.00 annual fee to display their brochures at the i-SITE. This has increased from 20 last year to 24 this year.

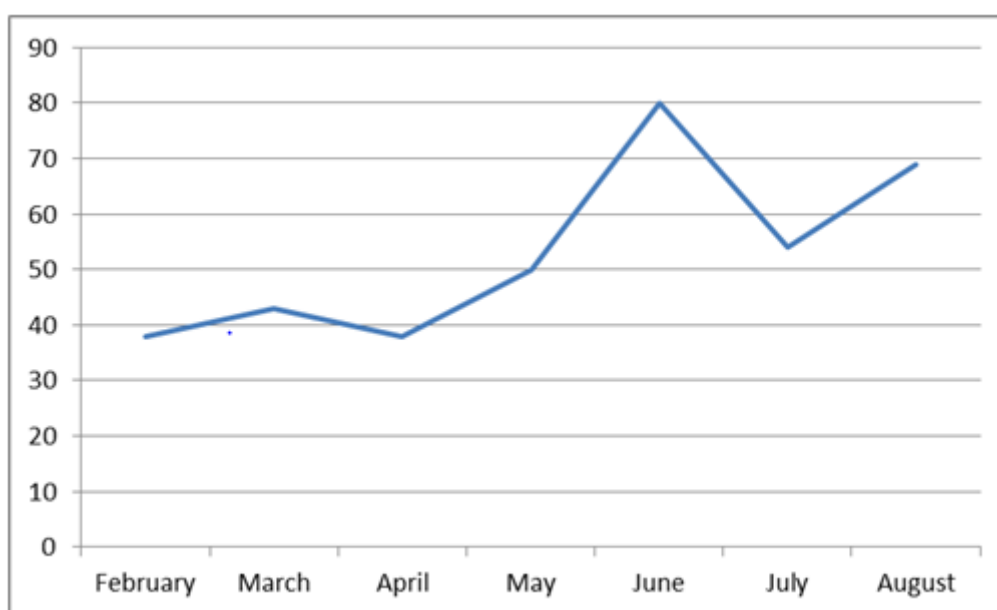
40. Lions Hand-over to Hospice

i-SITE staff attended the official hand-over of \$8,000.00 to the Arohanui Hospice, which was funds raised by the Woodville Lions Track & Tunnel Walk.

41. Google My Business

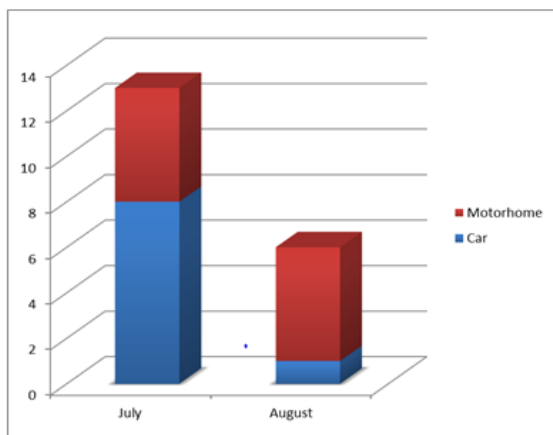
Tararua i-SITE now has 2,280 views (up from 1,930 in July) with three new followers this month. At least two stories are added each week and linked to Facebook.

42. i-SITE Profile Views on Rankers

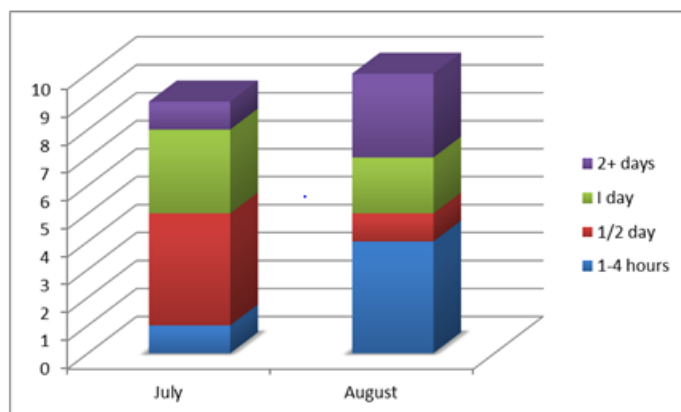


43. Customer Surveys - August 2015 – 10 surveys completed

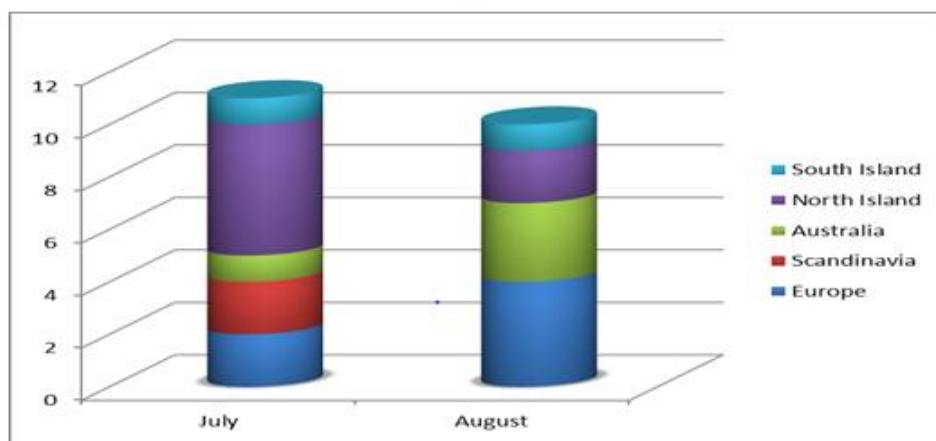
Method of Travel



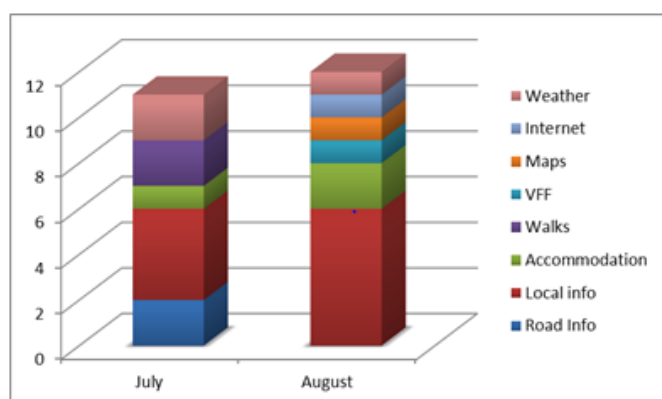
Length of Stay in Taranaki



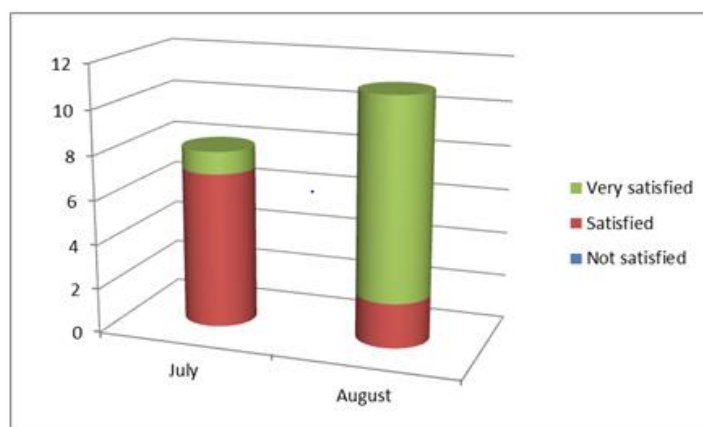
Origin



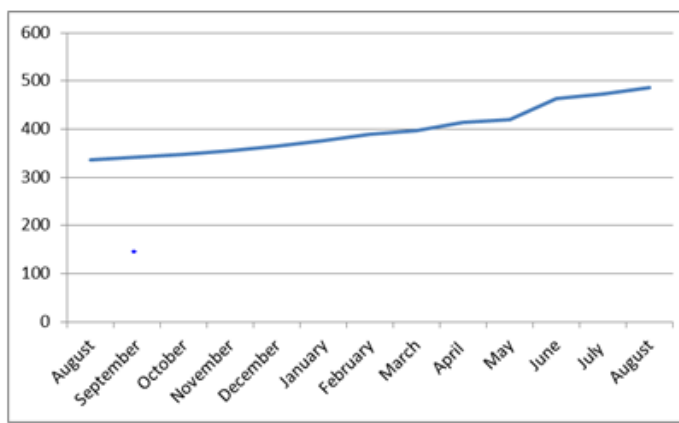
Type of Enquiry



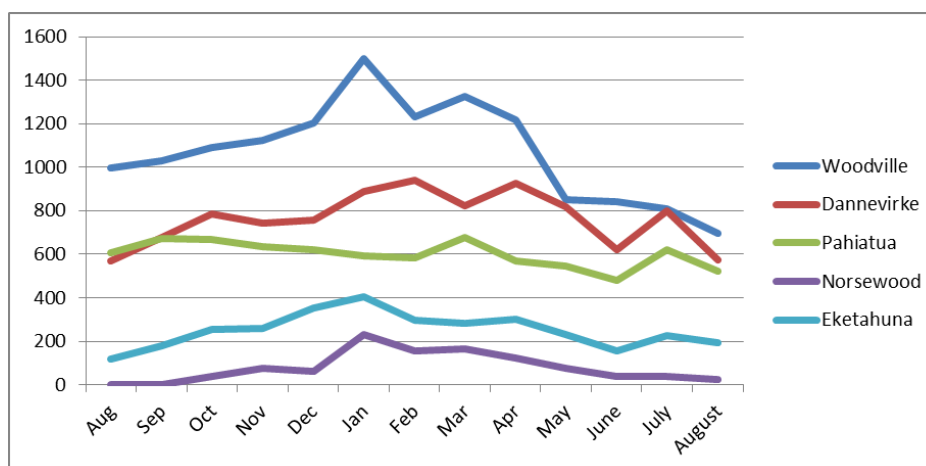
Visitor Satisfaction



44.. Facebook

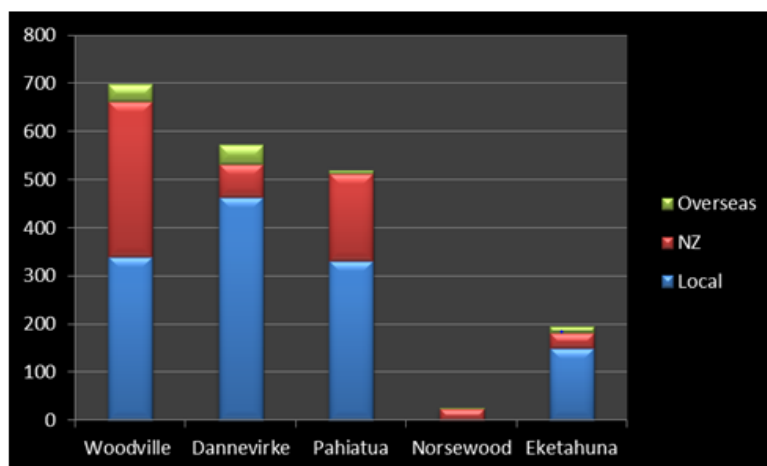


45. Tararua Information Centres Statistics



	August 2015	August 2014
Local	1,284	1,442
NZ	631	698
Overseas	96	152

August was a very quiet month - this was a trend in the lower North Island



46. Media Release i-SITE NZ

Report shows local i-SITEs are adding value to regional economies

i-SITEs across the country are adding value to regional economies by improving visitor experiences that in turn increase local spending and generate local benefits, a new report shows.

The *Economic Impact Analysis of the i-SITE Network* report states that, across the regions, the average income returned to households for every \$1 provided in funding is \$5.20, while the average GDP return generated by the i-SITEs equates to \$8.70 per \$1 of public funds invested.

Servicing around 7.5m domestic and international tourists in more than 80 locations around the country, the i-SITE network facilitates visitor activity within the regions, which in turn facilitates the purchase of goods and services by visitors to the regions.

i-SITE New Zealand Executive Manager Paul Yeo says local i-SITEs are able to unlock and facilitate additional expenditure within the region because they link visitors with the ‘things to do’ that they were previously unaware existed.

“As a result, i-SITES can make the visitor experience more pleasurable, more convenient and generally ‘richer’ for visitors.

“In all regions, most of the economic benefit of the \$146.8m GDP generated by the i-SITE network is felt in the regions that the i-SITEs are promoting and, on average, around two-thirds of the effects stay within the region where the i-SITEs operate,” says Mr Yeo.

Wellington regional analysis:

- i-SITEs in the Wellington region facilitated \$4.7m commission-based sales in the 2013/14 financial year.
- The Wellington region collected \$431m in holiday expenditure in 2014.
- i-SITE sales account for 2.1 per cent of the accommodation spend, 0.9 per cent of the travel spend and 0.9 per cent of the activity spend in the Wellington region.
- Wellington is the second largest region in terms of the economic contribution it makes, which is \$15.2m of the i-SITE network’s overall GDP effect. This is due in part to the fact Wellington-based firms supply goods and services to other regions, especially the lower North Island.
- Local i-SITEs generate an economic return of \$5.50 per \$1 of public funds invested in the Wellington region.
- One component of this economic return is income, which includes salaries and wages returned to households as payment for labour. In the Wellington region, the net income effect accruing to each household is \$3.40:\$1 of public funds invested. This ratio shows the income returned to households (on a per household basis) relative to the public funds invested (also expressed on a per household basis).

Tourism, both domestic and international, generates \$23.7 billion of expenditure in New Zealand, making it one of New Zealand’s largest industries.

The *Economic Impact Analysis of the i-SITE Network* report was commissioned by i-SITE New Zealand and Auckland Tourism, Events and Economic Development (ATEED) and released in May 2015. The work was led by Market Economics with Colmar Brunton.

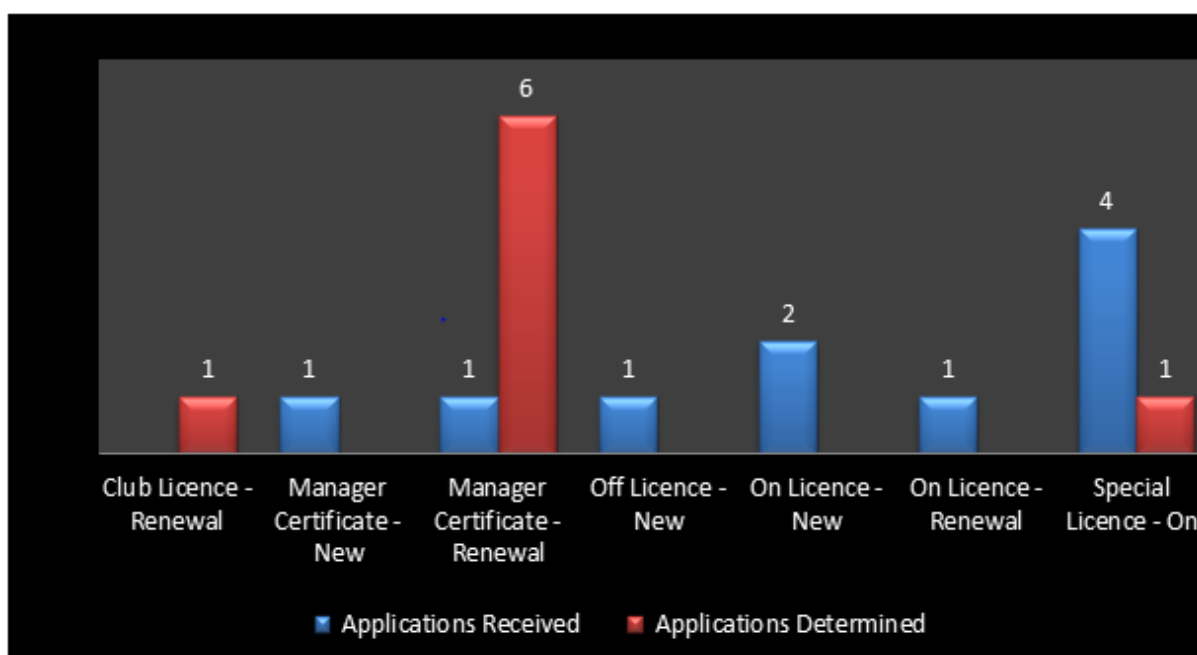
Regulatory

47. Alcohol Licensing

There have been two applications for new on-licence style premises, both are hotels and result from change of ownership.

With the Act now being fully in place for one year, there has been a chance to review the internal procedures, documentation and the information on the Council's website that is currently in place. By comparing what we do and offer, with other TA's in the wider Manawatu licensing area, has identified some changes that can be made to improve services and reduce some of the increasingly large amount of paper that applicants complete. As a cluster group, we are working towards a more region-wide collective approach to licensing matters. We already have a Combined Agency Agreement in place that governs how all regional agencies involved in the licensing process interact and support each other.

47.1 District Licensing Activity



Of the eight applications that were presented to the DLC for determination, all eight were granted.

47.2 Performance Measures

The District Licensing Committee (DLC) discussed and agreed on the following performance measures:

Agendas to be mailed out by the Friday before each meeting (meetings are held on the first Friday of each month).

- Defended hearing minutes to be available within five working days of the decision being made.
- Full and comprehensive reports to be received from the Licensing Inspector in a timely manner.
- Briefings by the Licensing Inspector on matters that may be coming up.
- Licensing Inspector to supply copies of the important and relevant authority decisions as they are published.

The DLC will also develop performance targets to measure the committee's effectiveness and has requested that if the Council has any specific expectations/targets of the DLC, they liaise with the DLC Secretary.

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%	28% On target

48. Animal Control

Hilary and Sharon attended the Annual New Zealand Institute of Animal Control Officers conference in Wellington on 27 and 28 August. Guest presenters included Carolina Anderson, who was severely mauled by two dogs in 2004 and was instrumental in legislation change to the Dog Control Act 1996. She spoke about the incident and life after. Nigel Latta spoke about how and why people react and think when confronted by enforcement officers. This presentation was very informative and delivered in a direct and frank manner.

Dog registration is proceeding well, and we have had a good portion of payments processed via internet banking with no signed form received. With this in mind, it is a good opportunity to look at the registration process as a whole and improve for next year. Hilary and Sharon are investigating on-line registration to improve efficiency and reduce double handling of documents.

48.1 Staffing and Team Structure

We have completed the interview process for the Animal Control Officers (ACO). An excellent range of applicants was received, making the decision on how best to deliver this service, more difficult.

We started the process wanting to hire 3 ACOs – 1 Senior ACO and 2 ACOs. The intention was that we would rely less on afterhours (First Security), increase the service levels and, also the ACOs would take over most of the admin work currently being done by other staff. We also wanted to review the structure of the team ie in-house, outsource or a combination of the two – aim was to find the optimal solution to meet the agreed service levels and objectives/community outcomes for the Animal Control activity.

Outcome

We secured the services of Kevin Jensen as the Senior ACO (he will start with us on 5 October 2015) and continued with our selection and interview process for the other 2 ACOs.

After a long process, we have decided on the following:

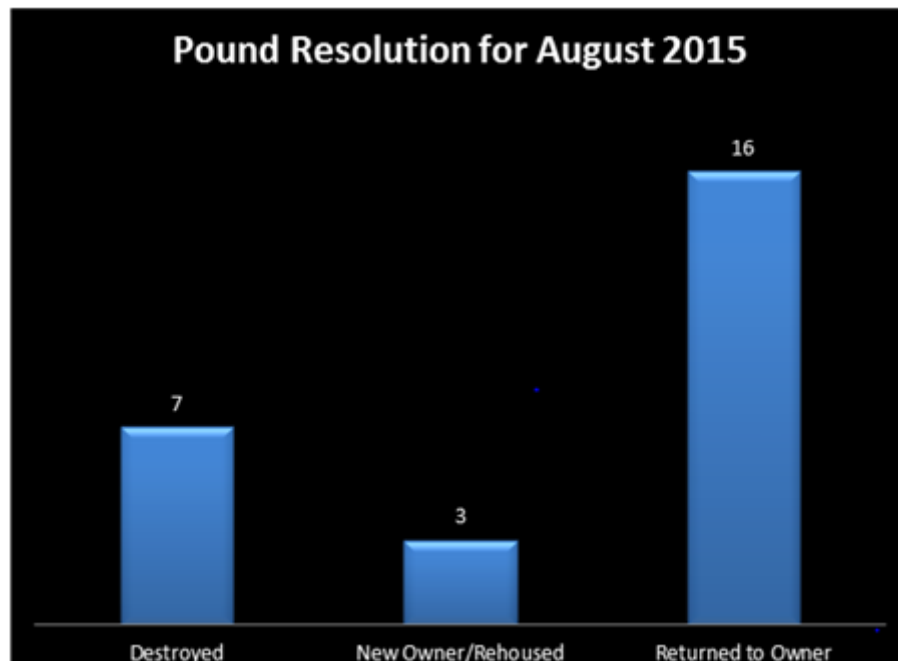
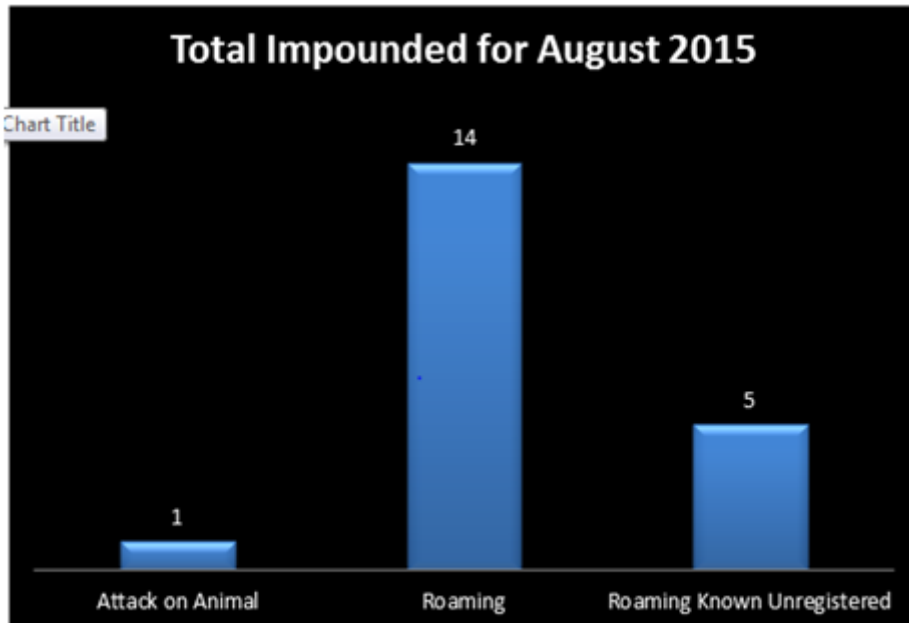
- Nisan Stephens as a Cadet in the ACO role – Nisan currently works for Kiwi Sock Co and is a volunteer senior fire brigade member. He applied for the same position previously and interviewed very well.

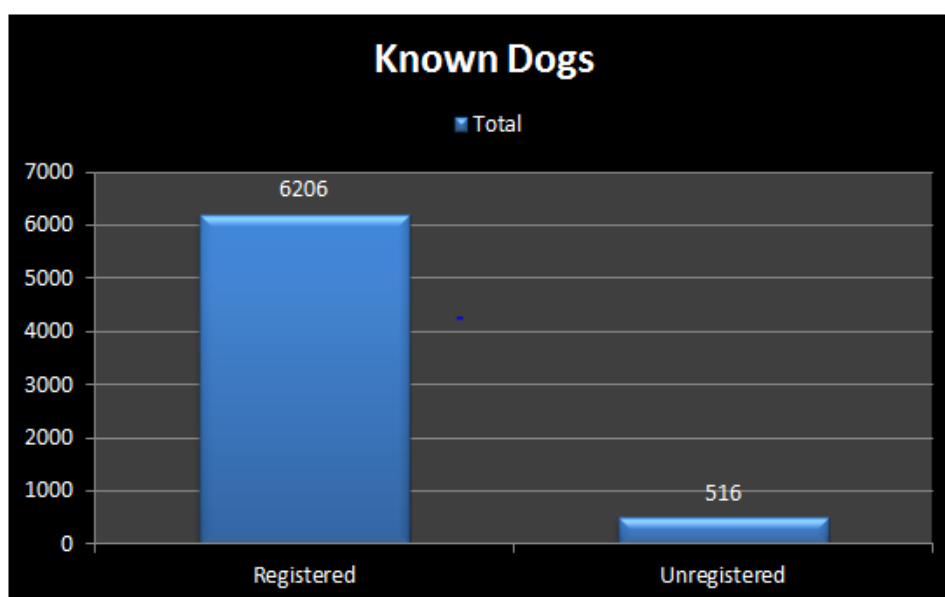
The cadet role will be for six months. This will enable Nisan to gain the required knowledge and demonstrate the responsibilities of an Animal Control Officer. Towards the end of the six months, a review of Nisan's progress and successes will occur. If he scores well, we will be able to offer him a full time role as a warranted Animal Control Officer.

- Contract with Rangitikei District Council (RDC) for the other ACO role - for a 1 year term. We will review these arrangements prior to our 2016/17 Annual Plan (around July/August 2016).

With the ACO structure now in place, we can move forward with the required changes/improvements to the Animal Control activity.

48.2 Pound Activity





48.3 Performance Measures

Performance Measures - Animal Control					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Collaborative Council • Great lifestyle					
Public safety	Animal control complaints and issues are resolved in a timely manner	Percentage of residents rate dog control as “fairly satisfactory” or “very satisfactory” in the community survey to be conducted in 2017, 2020, and 2023	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%	88% <u>Note 1</u>
	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	Nil Nil <u>Note 2</u>

Note 1:

This is mainly due to the availability of ACOs. On most days we only have one ACO, hence response times have been exceeded. Total number of calls received for dog attacks was nine and seven were responded to within two hours. However all calls relating to dog attacks were responded to.

Note 2:

We will be working with Elayne Hand who is a dog trainer and behaviourist to implement the “DogSmart Educational program for schools, in conjunction with the “ZeroBites Dog Training” developed by Christchurch City Council.

We will also work with the New Senior ACO on the publishing of educational articles.

48.4 Customer Requests

01 Aug 2015 to 31 Aug 2015	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total
Aggressive Dog	0	0	0	0	1	2	1	4
Barking Dog - First Call - Record Only	0	0	9	0	5	2	5	21
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED	0	0	4	0	0	0	4	8
Dog Attack	0	0	1	1	0	0	1	3
Dog Bylaw Breach	0	0	0	1	3	0	1	4
Dog Other	0	0	1	0	0	3	4	8
Dog Welfare Concern	0	0	0	0	1	0	0	1
Roaming/ Uncontrolled/ Secured Dog	2	1	3	0	31	12	13	62
Rushing Dog	0	0	0	0	1	0	0	1
Total	2	1	18	2	42	19	29	112

49. Building

Consent issued numbers are down, however Building Officers are very busy processing a high number of consents as well as a large volume of both phone and over the counter enquiries.

Trevor and Russell both attended the Senior BOINZ conference in Auckland. The key learnings from the conference are:

- Responsibility that councils have received correct information on consents applications so that the Building Consent can be issued
- Auckland has had issues with false documentation and fraud from Engineers and Tradesmen who have been stuck off the Institution of Professional Engineers New Zealand Register or the Licensed Building Practitioners Register. The documents include Producer Statements, Certificate of Works, Warranties, IPENZ letters, plans, and alteration of council documents.
- The Building Manager from Invercargill City Council gave a short presentation about the Southland Stadium roof collapse. The need to follow due process and the ramifications of a legal process was highlighted.

Chris attended a Fire Documents course in Auckland. This is to meet the requirements of the diploma that the building officers are working towards.

Fonterra is beginning to call for final inspections on some of their consents, with Russell spending a considerable amount of time on this. Work on the site is beginning to wrap up and we expect more final inspections to be called for over the coming month.

Pennie and Russell have done a considerable amount of work towards ensuring that we have the current Building Warrant of Fitness documentation for buildings throughout the District on file for Council records.

49.1 Statistics for Building Consents for the month of August 2015

Consent Processing Time Frames	August 2015	Year to date
Total days	167	590
Average of Days Taken (/31)	5.4	19
Consent Breakdown		
10 days or Less	9	26
11 - 15 Days	4	16
16 - 17 Days	1	3
18 – 19 Days	0	2
20 Days	3	7
>20 Days	0	0
TOTAL	17	54
Percentage processed within 20 day limit	100%	100%
Consent Values		
Total Value	\$554,001	\$1,002,881
Average Value	\$32,588	\$18,942

49.2 Performance Measures

Performance Measures - Building					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council					
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%	28.4% On Target
Customer Service	Building safe communities through cost effective and streamlined processes	Consents issued within statutory timeframes	Not achieved 98% Target 100%	100%	100%

50. General Inspection

Illegal Dumping totalled 870kg with only two calls to the recycling centre in Pahiatua.

The photo shows part of the 180kg of household rubbish that was tipped over a fence at Mangaramarama Road, Pahiatua. A person was identified and invoiced with the cost of removal and disposal of the rubbish being \$276.00 plus a \$300 infringement notice. If the rubbish was taken to the transfer station by the offender, it would have only cost them \$19.92.



Rubbish on Mangaramarama Road, Pahiatua

The following two pictures show two fadges and its contents that were left at the rest area by Otanga Road, Dannevirke. They mainly contained empty racing horse feed bags, other associated refuse and a small amount of household refuse from a stable in the Ormondville area. This rubbish also contained unknown liquid chemicals. A person was identified and has been invoiced \$147.00 for the removal and disposal of the rubbish, and issued with a \$400 infringement notice. If the rubbish was taken to the transfer station by the offender, it would have cost them \$10.60



***Rubbish at Rest Area by
Otanga Road, Dannevirke***



***Contents of the fadges from
Otanga Road, Dannevirke***

There were four complaints of overhanging vegetation, all of which have been dealt with by the owners.

One abandoned vehicle was removed by the owner after contact was made.

50.1 Customer Requests

01 Aug 2015 to 31 Aug 2015	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total
Abandoned Vehicle	0	0	0	0	1	0	0	1
Illicit Dumping	0	0	0	0	13	0	0	13
Noise - Stereo/ Drums/ Party - First Call - Record Only	0	0	0	1	8	9	3	21
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	1	3	13	4	21
Noise Other - First Call - Record Only	0	0	0	0	0	0	1	1
Noise Other - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	0	0	0	1	1
Overhanging Trees or Projections from Private Property	0	0	0	0	1	3	0	4
Roaming Stock	0	0	1	2	21	2	1	27
Stock Crossings	0	0	0	0	1	0	0	1
Total	0	0	1	4	48	27	10	90

50.2 Performance Measures

Performance Measures – General Inspection					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Collaborative Council • Sustainable environment • 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%	100%
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%

51. Health

	August 2015
High Risk Food Inspections	16
Low Risk Food Inspections	4
New Business Enquiry	3
New Food Business Registered	2
Business Closed	1

Health annual renewal fees invoices have been sent to all registered food businesses.

51.1 Food Act 2014

The Ministry for Primary Industries (MPI) have provided information after the first consultation of the Regulations under the Food Act 2014. Items of interest to Territorial Authorities include:

- Businesses operating under a National Programme will be required to register with the TA on a biennial basis. This is to reflect the lower risk a National Programme poses to food safety and to reduce costs to small businesses.
- Food Businesses will transition into the Food Act 2014 over a three year period. The final date, at this stage, for the transition will be 28 February 2019.
- Food businesses that operate a food control plan will be given three years to transition.
- Businesses that operate a food control plan will not be required to renew their registration during the transition period. This will impact on the registration fees received by the TA in 2015/16 through to 2018/19.
- TAs have been given the verification function for food control plans under s.137 Food Act 2014, however this will be revised at the end of transition.
- TAs wishing to retain verification of businesses that operate under the National Programme will need to apply to MPI to become a recognised agency and meet the requirements for Accreditation or hold Accreditation to ISO/IEC 17020: 2012.

51.2 Customer Requests

01 Aug 2015 to 31 Aug 2015	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total
Dead Animal Carcass	0	0	0	0	1	2	0	3
Dead Stock	0	0	0	0	1	0	0	1
Hazards Environmental Spill	1	0	0	0	0	0	0	1
Health Complaint Miscellaneous	0	0	0	0	0	0	2	2
Poultry Noise	0	0	0	1	0	0	1	2
Rodent Infestation	0	0	0	0	0	0	1	1
Total	1	0	0	1	2	2	4	10

51.3 Performance Measures

Performance Measures – Environmental Health					
Major Aspect	Level of Service	Performance Measure	2013/14 Results	2015 Target	Current Result
Community Outcome(s): Prosperous economy • Collaborative Council					
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%	14% On target

Emergency Management

Rural Fire



52. Fire Season

Still quiet with the current spate of wet weather, however North West winds are starting and will dry things out quickly. The continuing El Nino conditions in the Pacific Ocean typically mean an increased likelihood of more southerlies over New Zealand for spring. Dry, drought conditions are still being predicted for late December and January. The current state of the Southern Oscillation Index continues to indicate that we may get a drought similar to that experienced in 1997/1998. This will mean a volatile fire season.

53. Incident Reports

<i>NRFA Classification Type</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Total</i>
Power Lines	1	0	0										1
Vehicle - Car, Truck etc.	0	0	0										0
Farm/Forest Machinery	0	0	0										0
Camp fires/bonfires/rubbish fires	1	1	0										2
Smokers	0	0	0										0
Land clearing escaped - Open Fire Season	0	0	0										0
Land clearing escaped - Restricted/ Prohibited Fire Season (no Fire Permit)	0	0	0										0
Structural - House/Shed	4	0	3										7
Pyrotechnics Fireworks	0	0	0										0
False Alarm	4	6	2										12
Medical Assist	1	0	0										1
Motor Vehicle Accident	0	1	0										1
Miscellaneous	0	0	1										1
Total	11	8	6										25

54. Tiraumea Rural Fire Force

Tiraumea Volunteer Rural Fire Force has got a new lease of life since receiving their Rural Fire utility vehicle and station upgrade. They have attended two courses to date and two of their members are booked in for Crew Leader training. They have received new personal protection equipment and are raring to go. Of interest is the number of new younger recruits they have managed to obtain.

55. Rural Fire Meetings

Nil.

56. Rural Fire Plan

The Tararua District Council Rural Fire Authority Fire Plan has been reviewed and updated in accordance with the Forest and Rural Fires Regulations. A list of amendments etc. will be ready for the Council Meeting on 30 September 2015 for approval.



Civil Defence

57. Incidents

A tsunami warning was received as a result of the 8.3 Chile earthquake experienced on 17 September 2015. All coastal settlements in Tararua were warned and kept informed and a 24 hour monitoring watch maintained by the EMO. Warnings for strong currents and the odd extra high wave are still in place for the Chathams and the East Coast of the North Island as at the writing of this report. No further issues are expected.

58. Meetings

Paddy attended the Group Emergency Management Officers Meeting in Palmerston North on 3 September 2015.

59. Civil Defence Plans/Standard Operating Procedures/Manuals

Continuing to work on the Tararua District Council Civil Defence Plan and still on target to be completed by the end of November, providing the fire season doesn't require extra hours from the District Resilience Manager.

60. Seminars/Workshops/Courses/Forums/Training

Our Regional Emergency Management Information System (EMIS) trainer spent two days providing EMIS introduction training. This was a very valuable session leading up to an EMIS exercise to be held on 22 September 2015.

Work has been carried out in preparation for a flood exercise to be held at TDC on 22 September 2015. The exercise, called "Floodex 2015", will test our call takers and the use of EMIS for message recording. Four Council call takers will receive an inject phone call every 2 minutes for 2 hours (a total of 50 calls) as well as business as usual calls. Messages will be analysed and forwarded to the relevant sections of the EOC. The message injects relate to the actual calls received during the 2004 flood event and the July 2015 floods. From this we expect enough information to formulate a Situation Report and an Action Plan. There will be a debrief and a report following the exercise.

Library

61. Farewell to Raewyn Murray

August saw the Council farewell Raewyn Murray who retired from the Woodville Community Library. Raewyn has been an integral part of the Library team and will be missed by the Woodville Community. However, Raewyn has agreed to be a casual staff member for us in times of need, and is planning to be one of our volunteers at Woodville, helping with our Reading Programmes over the summer months.



62. General

The Library celebrated National Poetry Day by running our second annual poetry competition. Twenty one people entered from all over New Zealand. The poems were judged by Akitio local, Muriel Cowan and the winners were Karen Rees from Pahiatua, and Steve Clarkson from Taupo. All poems entered were published on the Library Blog. In Dannevirke, print copies were put on display in the library foyer and the public interest in these was very high.

The annual collection management of the Fiction collection was ongoing throughout August, with stock not moving removed for either deletion or reallocation to another branch. The collections at Eketahuna and Pahiatua have been completed and Woodville and Dannevirke will be finished by the end of September.

Woodville and Eketahuna Libraries were kept busy with rates rebates and dog registrations as well as their other library duties. This and the Winter Warmers programme makes August a very busy time for these two offices.

Preparations are underway for Adult Learners Week events in September, including the Trivia Quiz and Poetry Workshop.

With the assistance of the Records Manager, the Tararua Library Trust paperwork that was stored in the Dannevirke Library stackroom has been assessed and sorted for destruction or retention. All statistical and report information has been kept and will be sorted and digitized in the future.

63. Children's Services

Winter Warmers 2015

Tararua District Libraries rolled out Winter Warmers to 11 primary schools in the district as well as enrolling extra children who were not participating through schools.

Library books were delivered to the schools in class lots and the children were given review booklets in which to retell, through words or drawings, the books they read.

After five reviews, participants received a prize and were awarded a book and certificate at the end of the programme. If children completed the maximum of ten reviews they received another small prize.

As an extra incentive this year, 750 pizza wheel vouchers were awarded after seven reviews courtesy of HELL Pizza, major sponsor of the LIANZA Children and Young Adult Book Awards 2015.

Over seven weeks, library staff and volunteers visited schools, checked 1,244 review booklets, gave out thousands of stickers and awarded 856 books and certificates.

Funding is generously provided by the Eastern & Central Community Trust. This enabled digital literacy prizes in the form of one tablet per school in Pahiatua and Dannevirke to be awarded to children who completed the programme.

Feedback from teachers involved was overwhelmingly positive with the following comments being typical responses.

"A huge source of motivation for all readers, includes family/whanau and gives the children 'mileage'."

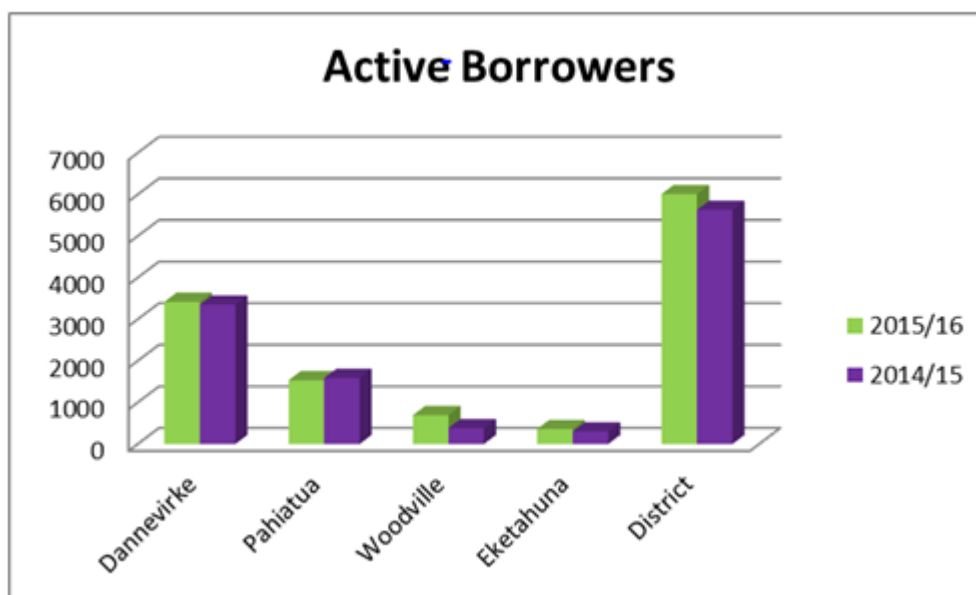
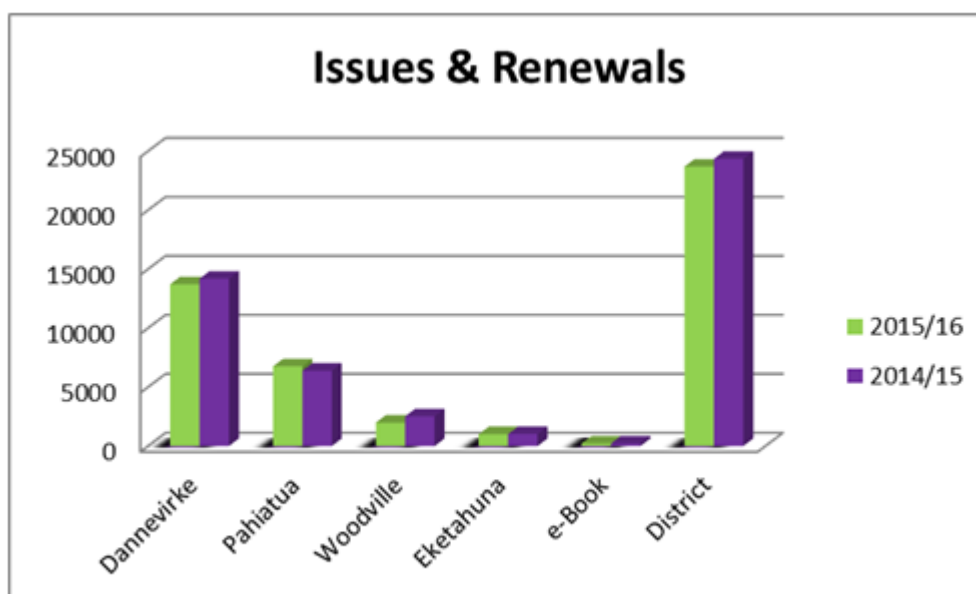
"Inspired my reluctant readers" and "the incentives along the way were great for those who struggle to maintain their independent reading for greater periods of time."

"Great programme that has managed to get a number of my reluctant readers reading chapter books."

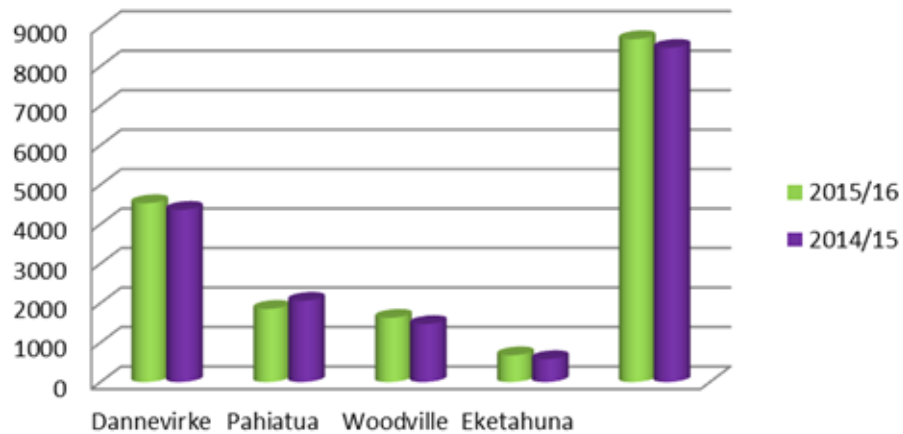
Also in August, the library ran our annual year 7/8 quiz promoting the New Zealand Children's Book awards finalists. Nine teams from Pahiatua, Woodville and Dannevirke Libraries competed to win the coveted trophy. This year's winners were Norsewood & Districts School.



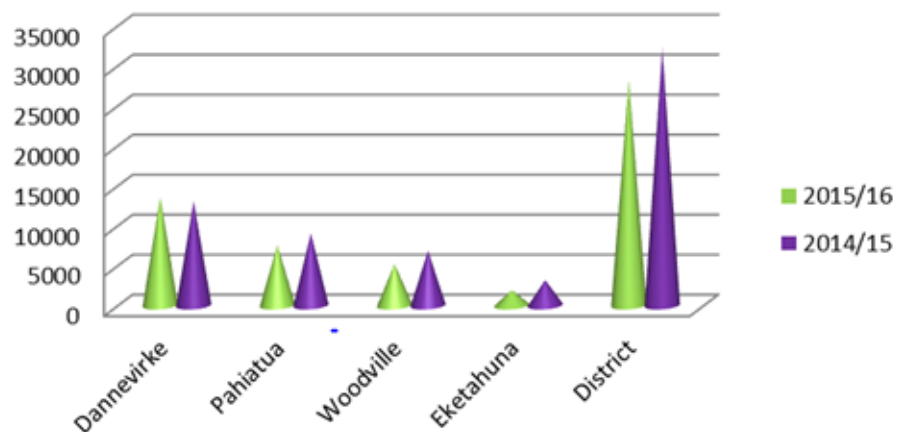
64. Statistics as at 31 August 2015



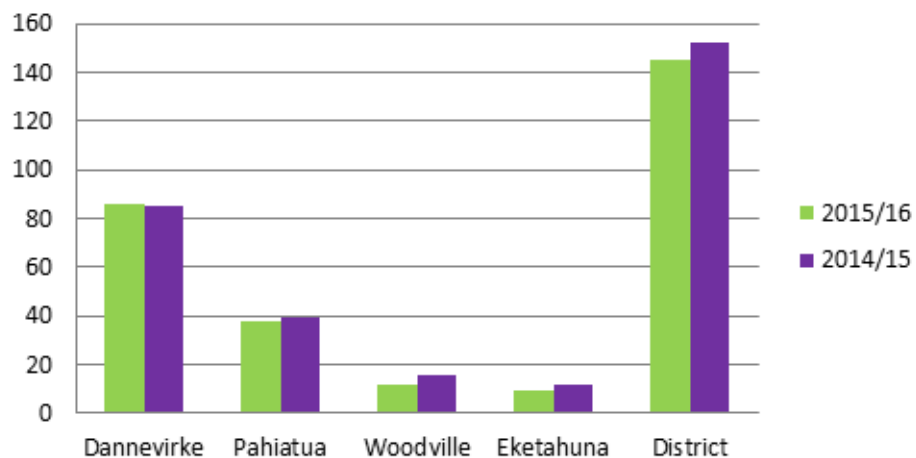
APNK Use by Sessions



Pedestrians



New Members



Customer Services

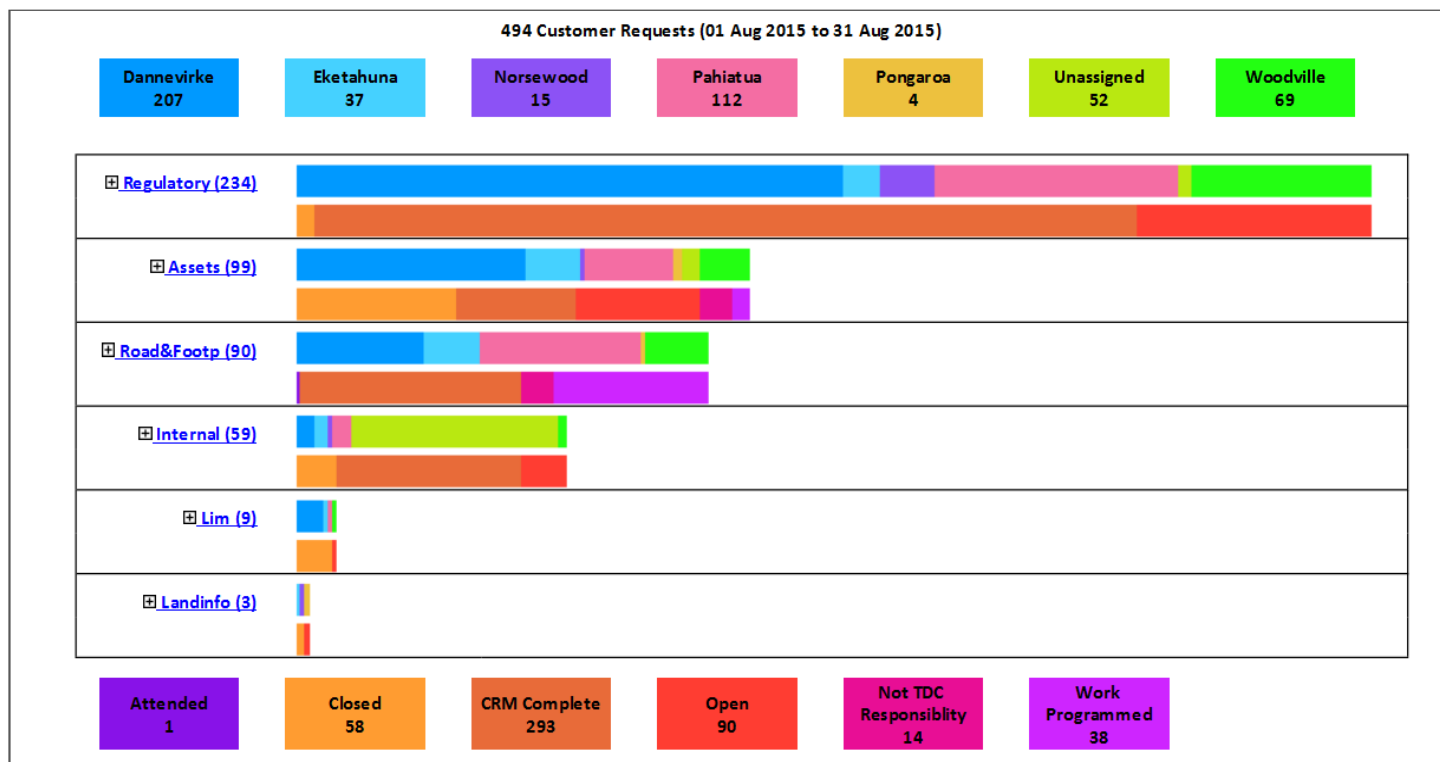
65. General

July 2015 saw a very busy month with dog registrations due on 31 July 2015. Thanks to the team for their efforts during this very busy month and a special thank you to Hayley Pocock and Jade Dittmer from the Pahiatua office for stepping up to assist with the administration.

August 2015 provided an equally busy month with the first instalment of rates due on 31 August. Thanks again to the team for stepping up during this time, which was particularly busy for the Dannevirke Office who coped without a full complement of staff.

Customer Services staff from Dannevirke and Pahiatua attended Emergency Management Information System (EMIS) training in August. Staff will now participate in a Civil Defence exercise that is taking place on 22 September 2015 aimed at testing the telephone and messaging system in the event of a real emergency.

66. CRM Dashboard Report – August 2015



Sport and Recreation



67. General

- A six week **3v3 Basketball** initiative has been taking place out of **Tararua College**. The programme is aimed at children who do not currently participate in organised sport.
- Capability Advisor has been working closely with the **Dannevirke Athletics Club**. An initial participation initiative was very successful with a subsequent case study being produced. The next phase of support will see the capability of the club being developed through support with committee structuring, coaching, and planning. Job descriptions have already been produced that will allow the club to prepare for succession planning.
- The final report for the **Dannevirke Netball Centre** has been produced, with all three years of the fundamental skills programme being successful. 88 children went through the programme, with feedback showing a very positive response.
- The Tararua Recreation Advisor and Community Sport Advisor met with **BAMS Boxing and Fitness** to discuss a **Small Project KiwiSport application**. The club is now applying for an in school programme as a result and plan to include coach upskilling as part of the application.
- The Tararua Recreation Advisor and Community Sport Advisor met with **Habit HQ** to discuss a **KiwiSport** application. The original programme proposal was altered slightly to meet KiwiSport requirements and the application is now in the creation process.
- The Tararua Recreation Advisor and Community Sport Advisor met with **Tararua Community Youth Services Inc** to discuss potential for a **KiwiSport application**. As a result, the organisation is now aware of what they can and cannot apply for, and are considering creating a programme to suit KiwiSport.
- **New Zealand's reigning heavyweight boxing champion, Joseph Parker** has been confirmed as the Visique Dannevirke and Pahiatua Optometrists guest speaker for the **2015 Tararua Alliance Sport Awards** on Friday 16 October at the Dannevirke Town Hall.
- The Tararua Recreation Advisor modelled the **SportStart Year's five and six, and seven and eight invasion games lesson plan** to two senior teachers at **Norsewood School**. The next session will include an observation of the teacher's topic delivery.

- **Norsewood School** has signed up for **Cycle Safety/Learn to Ride** programmes scheduled in term four.
- **Ballance School** has signed up as a **Sport Manawatu Partner School**. The school hopes to commence **SportStart professional development and Cycle Safety/ Learn to Ride** in term four.
- The Tararua Recreation Advisor observed the **SportStart delivery** of three Huia Range teachers. All three demonstrated a good understanding of the programme.
- The Tararua Recreation Advisor and a Community Sport Advisor are scheduled to meet with representatives from the Dannevirke Sports Club, Dannevirke Tennis Club, and Tararua College to share information about the **Sport NZ Club Warrant of Fitness, Grassroots Coaching Course, Tararua Alliance Sport Awards, and local funding opportunities**.

68. Upcoming events (that we deliver or directly impact on)

- Tickets for the **2015 Tararua Alliance Sport Awards** go on sale on Monday 7 September. Tickets are available for purchase from all Tararua District Council Service Centres.
- The **Dannevirke Multisport Complex Inc Society AGM** will be held on Wednesday 9 September, 7pm at the Tararua Business Hub.
- Planning is underway for the **2016 MidCentral Fit Whanau Triathlon**.

69. KiwiSport Regional Partnership Fund

- **The Dannevirke Netball junior programme** came to its conclusion. 24 children went through the programme, with feedback showing that the programme was a success, and provided an excellent avenue to provide the Netball NZ Future Fern programme to the region.

70. Recommendation

That the report from the Chief Executive dated 23 September 2015 concerning an update on key projects and items of interest to the Council (as circulated) be received.

Attachments

Nil.