



## Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 31 May 2017** commencing at **1.00 pm**.

Blair King  
Chief Executive

---

## Agenda

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

5

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

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

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

Speakers for the public forum are:

- Norelle Ward      Manager Volunteer Resource Centre Manawatu and Districts about what they do (some background information is included in the agenda)
- Chris Horrocks      About freedom camping, speed restriction and safe swimming at Akitio Beach

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

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

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

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

## **7. Personal Matters**

## **8. Confirmation of Minutes**

**7**

### **Recommendation**

*That the minutes of the Council meeting held on 26 April 2017 (as circulated) be confirmed as a true and accurate record of the meeting.*

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

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

### **10.1 Dannevirke Community Board**

**19**

#### **Recommendation**

*That the report of the Dannevirke Community Board meeting held on 1 May 2017 (as circulated) be received.*

### **10.2 Eketahuna Community Board**

**25**

#### **Recommendation**

*That the report of the Eketahuna Community Board meeting held on 5 May 2017 (as circulated) be received.*

### **10.3 Pahiatua On Track**

**33**

#### **Recommendation**

*That the report of the Pahiatua On Track meeting held on 3 May 2017 (as circulated) be received.*

**10.4 Woodville Districts' Vision 37**  
**Recommendation**

***That the report of the Woodville Districts' Vision meeting held on 2 May 2017 (as circulated) be received.***

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

**11. Reports**

**11.1 Feedback on the Draft Annual Plan 2017/18 41**

**11.2 Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974 49**

**11.3 Appointment of Commissioners for the District Plan Proposed Plan Change No. 1 Hearings Panel 69**

**11.4 Liquor Licensing Matters Determined Under Delegated Authority 85**

**11.5 3rd Quarter Performance Report for the 2016/17 Year 93**

**11.6 Staff Report 155**

**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**

**13.1 Tribunal and Hearings Committee**

**Recommendation**

***That Cr A J Thompson be appointed as a member of the Tribunal and Hearings Committee, and***

***That on successfully completing the accreditation requirements of the Resource Management Act 1991 Cr Thompson be deemed a hearing commissioner of the Council for any such hearing relating to that Act.***

**Advisory Note**

***The functions of the Tribunal and Hearings Committee relate to the Resource Management Act 1991, Dog Control Act 1996, Impounding Act 1955 and the Reserves Act 1977.***

*The requirement for Cr Thompson to gain accreditation under the Resource Management Act 1991 is only specific to conducting, considering and determining any matter that requires a hearing or related decision concerning this legislation.*

*For the purpose of participating in any other hearing conducted by the Committee the need for the above qualification is not applicable.*

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



Volunteer Resource Centre Manawatu and Districts connects communities through volunteering.

We recruit volunteers, conduct the initial interview and add them to our database, which enables us to match volunteers with roles supplied by our 92 member organisations.

We promote all aspects of volunteering and assist members to raise the standard of volunteering in their organisation by providing training and support on best practice.

Work to establish VRCMD began in 2005 and it started operating on 23 June 2010. As our name implies, we do not just service Palmerston North, but Manawatu District (where a volunteer runs a weekly pop-up service at Feilding Public Library) and Horowhenua. We have two part-time staff in our Palmerston North office and our part-time Horowhenua coordinator works out of Te Takere in Levin.

Our charitable trust deed includes Tararua. While we have 20 member organisations that provide services in Tararua as well as the wider region, we would look forward to potentially providing a physical presence in your region and work with Tararua-specific organisations as well. We have 10 volunteers from Tararua registered with us at this time, however this is without having conducted any recruitment or advertising in the district.

We are aware of the Project Tararua and have met with the project coordinator, Robyn Winter, and look forward to reviewing the outcomes of this to see where we might be able to provide support in the Tararua area for such a recruitment and referral service, especially with the lack of a Citizens Advice Bureau or similar in the district.

In our experience we see the best results from operating an outreach service with local people running local services. Therefore, we hesitate to begin a service until we can support it well with locals on the ground, as is shown in Horowhenua.

Volunteering is about heart, giving back to the community, making a difference, and most of all fun.

Norelle Ward  
Manager

[www.vrcmanawatu.org.nz](http://www.vrcmanawatu.org.nz)

*"What you do for yourself alone dies with you. What you do for others and the world, remains and is immortal." - Albert Pike*



**Volunteer Resource Centre Manawatu & Districts**  
77 King Street, Palmerston North 4410





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 26 April 2017 commencing at 1.02 pm.

## **1. Present**

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

### **In Attendance**

Mr B King	- Chief Executive
Mr R Taylor	- Governance Manager
Mr P Wimsett	- Manager Strategy and District Development
Mr C Lunn	- Regulatory Services Manager
Mr C Chapman	- Alliance Network Manager
Mr C McKay	- Finance Manager
Mr W Labuschagne	- Management Project Accountant
Mr D Watson	- Water and Wastewater Manager
Mr P Sinclair	- Assets Group Contracts Supervisor

Representatives from Club Targa for the road closures application item of business 11.1

## **2. Council Prayer**

2.1 The Mayor opened the meeting with the Council Prayer.

## **3. Apologies**

3.1 Nil

## **4. Public Forum**

4.1 Nil

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

5.1 Nil

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

6.1 Nil

**7. Personal Matters**

7.1 The Council note and congratulate the following on their achievements:

- Mitchell and Josie Dean - New Zealand Clay Target Nationals Championship
- Liam Kelly, Daniel Tarbotton and Patrick Crawshaw - East Coast Regional FMG Young Farmer of the Year rural challenge contest finalists
- Shaun and Tracie Baxter - Horizons Ballance Farm Environment Supreme Award winners
- Dion King - New Zealand Rural Games speed shearing competition winner
- Derek and Matthew Ramsay - New Zealand Speedway Sidecar Champions
- Paul and Lisa Charmley - LIC Dairy Farm and Massey University Innovation Award at the Horizons Ballance Farm Environment Awards
- Matt and Claire Smith - Tautane Station, Tararua Sheep and Beef Farm Business of the Year Award
- John and Wendy Phillips - Bridgestone Award for outstanding commercial sales 2016
- Joy Murdoch - Merit Award from Musical Theatre New Zealand
- Mavis Mullins - Massey University Distinguished Alumni Award
- Chris Arbuthnott - Paralympics Commonwealth Games and world para-sport swimming event in Berlin
- Dannevirke Burnouts Club - Manfield open day burnout championships

7.2 A card has been sent to Bev Davies conveying the Council's condolences on the recent passing of her husband Peter (member of the Pahiatua Volunteer Fire Brigade for 57 years).

**8. Confirmation of Minutes**

8.1 ***That the minutes of the Council meeting held on 29 March 2017 (as circulated) be confirmed as a true and accurate record of the meeting.***

***Crs Hull/Thompson***

***Carried***

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

9.1 Nil

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

### **10.1 Dannevirke Community Board**

- 10.1.1 *That the report of the Dannevirke Community Board meeting held on 3 April 2017 (as circulated) be received.*

*Crs Johns/Isaacson*

*Carried*

### **10.2 Eketahuna Community Board**

- 10.2.1 *That the report of the Eketahuna Community Board meeting held on 7 April 2017 (as circulated) be received.*

*Crs Johns/Isaacson*

*Carried*

### **10.3 Pahiatua On Track**

- 10.3.1 *That the report of the Pahiatua On Track meeting held on 5 April 2017 (as circulated) be received.*

*Crs Johns/Isaacson*

*Carried*

### **10.4 Woodville Districts' Vision**

- 10.4.1 *That the report of the Woodville Districts' Vision meeting held on 4 April 2017 (as circulated) be received.*

*Crs Johns/Isaacson*

*Carried*

#### **10.4.2 Roading Issues**

- 10.4.2.1 The Mayor asked Cr Johns to request Woodville Districts' Vision to provide her with a copy of their letters sent to the New Zealand Transport Agency regarding roading issues in Woodville.

- 10.4.2.2 This will enable the Mayor to be aware of these matters for the next Road Safety Group meeting.

#### **10.4.3 Gottfried Lindauer Arts Trail (Walkway)**

- 10.4.3.1 Cr Johns requested a meeting is arranged with the Mayor, Chief Executive, Manager Strategy and District Development, B Hutton and himself to discuss a way forward to progress this project.

## **11. Reports**

- 11.1 **Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974 - Club Targa Incorporated**

- 11.1.1 Peter Martin and Victoria Main from Club Targa Incorporated attended the meeting for this item of business.
- 11.1.2 The Governance Manager spoke on the Council's special conditions of application for road closures relating to motor sport events that state applications must be received not less than 26 weeks prior to the date of the proposed event.
- 11.1.3 This is to ensure there is adequate time available to consider and resolve any objections received to such events being held on the district's roading network.
- 11.1.4 In terms of the application made by Club Targa for their proposed event this requirement was not complied with despite them previously being notified of this matter.
- 11.1.5 Further to the above, Whenuahou Road is specifically included in the list of roads that the Council has determined motor sport events are excluded, but the applicant is seeking the use of this road for a stage of their event.
- 11.1.6 One objection has been received to the application on the grounds that no third party insurance is provided by the organiser, and individual drivers must cover the cost of any potential damage they may cause to roads through competing in this event.
- 11.1.7 In response to that objection Club Targa has clarified this is not the case, and they have motor sport public liability insurance cover to the value of \$10,000,000 under the permit given by Motor Sport New Zealand. Also, Peter Martin has public liability insurance to the value of \$10,000,000.
- 11.1.8 Peter Martin and Victoria Main spoke in support of the Club Targa road closures application, including reference to the following matters:
- Due to a change of personnel at Club Targa they were not aware of the Council's special conditions for road closures relating to motor sport events, and they apologise for that oversight.
  - As a result of this situation their processes for dealing with future applications are now aligned to reflect the Council's requirements, and that approach will also be applied to all local authorities when seeking any road closures.
  - The consultation undertaken to inform all residents/property owners on the roads that are the subject of their application did not result in any objections or opposition to the closures sought for the intended rally event.
  - The impact on the community resulting from the event is considered to be minimal, and it provides economic benefits to the district as an attraction for visitors.
  - Acknowledging the Council excludes the use of Whenuahou Road for motor sport events, the applicant agrees to withdraw that road closure request from their application.

11.1.9 ***That the report from the Alliance Network Manager dated 20 April 2017 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

***That the Council note the one objection received to the proposed road closures for the Club Targa rally event is satisfactorily resolved and residents/property owners on the roads to be closed have not conveyed any other opposition to the application, and***

***That in addition to the above, the applicant has taken steps to align their processes for dealing with all future applications to reflect the Council's requirements relating to road closures for motor sport events, and***

***That accepting the applicant's agreement to withdraw Whenuahou Road from the closures requested in their application, they thereby acknowledge the Council has specified this road is excluded from use for motor sport events, and***

***That taking these matters into account, the Council exercise its discretion to hereby vary from its conditions of application for motor sport events in respect of the proposed Club Targa rally, and***

***That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council closes the following roads on Sunday 21 May 2017 to allow Club Targa Incorporated to hold a motor sport rally event.***

***Road names: Takapau Ormondville Road, past Rangitoto Road, past Kopua Road, past Edgecombe Road (no exit), left into Ormondville Te Uri Road, past Donghi Road (no exit), past Tourere Road, past Maunga Road, right into Mangahei Road, past Ngapaeruru Road, past Tuturewa Road, past Okarae Road.***

***Period of closures: 8.35 am to 12.35 pm***

***Road names: Umutaoroa Road, from the intersection with Armstrong Road to Armstrong Road at the intersection with Umutaoroa Road, including right into Te Kakapo Valley Road, right into Takapau Ormondville Road, left into Beatty Road, right into Top Grass Road, past Tamaki West Road (no exit), left into Laws Road, left into Smith Road, left into Armstrong Road.***

***Period of closures: 9.50 am to 1.50 pm***

***Road names: Route 52, from the intersection with Weber Road to Route 52 at the intersection with Piwakawaka Road, including the intersections of River Road, Waione-Horoeka Road, Kaituna Road (no exit), Manuhara Road, Akaroa Road (no exit), Huia Iti North Road (no exit).***

***Period of closures: 11.40 am to 3.40 pm***

**Road names:** *Pahiatua-Pongaroa Road, from a point near (but not blocking) the entrance to the Pongaroa Golf Course to the intersection of Mangamarama Road, including the intersections of Waihi Valley Road, Range Road (no exit), Rimu Road, Old Ford Road (no exit), Titoki Street (no exit), Makuri-Domain Road (no exit), left at Woodville-Aohanga Road (no exit) and Coonoor Road intersections, including the intersections of Pori Road, Ngaturi Road (no exit), Millers Road and Dews Road (no exit).*

**Period of closures:** 12.00 pm to 4.15 pm

**Road names:** *Carisbrook Road, from the intersection of Middle Road to Range Road at the intersection with Priest Road including left into Barrells Road, right into Kohinui Road, past Oparatai Road, past Murphys Road (no exit), left into Thompsons Road, past Oete Road (no exit), straight into River Road, past Piert Road (no exit), past Pahaheke Road, left into Hopelands Road, past Jackson Road, left into Bluff Road, right into Range Road, past Harris Road (no exit), past Troup Road.*

**Period of closures:** 1.15 pm to 5.15 pm

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

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. *That if the Tararua Alliance identify any road or roads as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw such road from the route of this event.*
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.*

**Crs Benbow/Johns**

**Carried**

- 11.1.10 Cr Christison requested his dissenting vote be noted regarding this item of business.



- 11.2 Rollover Provision for Contract C01-11- Operation of Dannevirke Transfer Station by Solid Waste Services (Dannevirke) Limited**
- 11.2.1** *That the report from the Site Engineer dated 20 April 2017 concerning the rollover provision for Contract C01-11- Operation of Dannevirke Transfer Station by Solid Waste Services (Dannevirke) Limited (as circulated) be received, and*
- That under the Council's Procurement Strategy and Guidelines approval is given to agree a variation to clause 1.3 Contract Term whereby the sentence reading "The Council may, at its discretion, extend this contract for two additional terms of one year each by six months prior notice of each extension in writing to the Contractor" be hereby varied to state "The Council may, at its discretion, extend this contract for one additional term of three years".*
- Crs Johns/Christison* *Carried*
- 11.3 Planning Matters Determined Under Delegated Authority**
- 11.3.1** *That the report from the Planner dated 20 April 2017 concerning Planning matters determined under delegated authority (as circulated) be received and the Council note the approvals granted.*
- Crs Christison/Franklin* *Carried*
- 11.4 Staff Report**
- 11.4.1 Support to Whakatane District Council Post Cyclones Debbie and Cook**
- 11.4.1.1** The Council note the value of the experience and assistance provided by the Chief Executive to Whakatane District Council through supporting their Emergency Operations Centre during these events that resulted in the evacuation of Edgecumbe.
- 11.4.2 Economic Development and Communications Manager**
- 11.4.2.1** Mark Maxwell (former Vision Manawatu Economic Development Manager) has been appointed to the position of the Council's Economic Development and Communications Manager.
- 11.4.2.2** This appointment was made following an interview process involving the Mayor and Deputy Mayor in liaison with the Chief Executive.
- 11.4.3 Alliance Response to Recent Cyclone Events**
- 11.4.3.1** The Alliance is congratulated on their excellent performance during the recent cyclones experienced by the district, and the prompt and timely manner they responded to CRM's resulting from these events.

#### **11.4.4 Roadside Tree Harvesting Programme**

- 11.4.4.1 It is pleasing to note the intention through the Council's forestry manager (FOMS) to remove roadside woodlots around the district at no cost, with the initial focus to commence on Route 52.

#### **11.4.5 Glass Disposal**

- 11.4.5.1 Council is in the process of looking at options for glass disposal when the Eketahuna landfill closes.
- 11.4.5.2 It is requested that letters are sent to local Members of Parliament Alastair Scott and Ron Mark to urge the introduction of national container-deposit legislation to cover costs incurred by councils for processing recycled glass. This letter will also be sent to Labour candidate Kieran McNulty who is seeking election as the local Member of Parliament.

#### **11.4.6 Woodville Water Supply**

- 11.4.6.1 The heavy rainfall in the district caused some issues with the Woodville water supply through the increased level of the Mangapapa Stream creating high turbidity.
- 11.4.6.2 This prevented the taking of any usable water to treat for well over 24 hours, with Woodville and Dannevirke Fire Brigades pumping water from the Kliptank into the reticulation.
- 11.4.6.3 Work was undertaken by the treatment team to treat the incoming water and refill the reservoirs, with this resulting in storage returning back to three quarters capacity and the Kliptank being two-thirds full.
- 11.4.6.4 The outlet valve within the earth impounded supply dam was also turned off by 80% to contain most of the runoff sediment in the pond area.
- 11.4.6.5 The Works Liaison Committee shall discuss this matter at its next meeting to consider options to manage the impact of such situations in the future.

#### **11.4.7 Camping Grounds**

- 11.4.7.1 The positive comments from motorhome travellers regarding the district's camping grounds are pleasing to note.

#### **11.4.8 Resource Management Act Iwi Participation Arrangements**

- 11.4.8.1 The Mayor is intending to arrange a meeting with Ngati Kahungunu ki Tamaki nui a Rua Iwi to progress preparing a memorandum agreement for consideration by the Council.

#### 11.4.9 Meridian Te Apiti Whanau Challenge

11.4.9.1 The Meridian Te Apiti Whanau Challenge fun run/walk was a very successful and well supported event that provided an opportunity to experience Tararua Country.

11.4.10 *That the report from the Chief Executive dated 20 April 2017 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

*Crs Franklin/Thompson*

*Carried*

#### 11.5 Stormwater Inundation to 38 and 40 Victoria Avenue, Dannevirke

11.5.1 *That the report from the Chief Executive dated 20 April 2017 concerning stormwater inundation to 38 and 40 Victoria Avenue, Dannevirke (as circulated) be received, and*

*That subject to confirmation in writing that Council will receive a \$3,000 contribution from each of the two properties owned (38 and 40 Victoria Avenue), that Council approve a \$15,000 project to lay a stormwater pipe under Victoria Avenue between number 38 and the stream, and*

*That once constructed this pipe become a Council asset, with an easement granted by number 38 Victoria Avenue for maintenance of the sump and pipe.*

*Crs Crispin/Christison*

*Carried*

## 12. Portfolio Reports

### 12.1 Events

12.1.1 The following councillors reported on various events they had attended to represent the Council:

**Cr Hull**                      New Zealand Planning Institute Conference  
Stage 1 Civil Defence training for volunteers

**Cr Thompson**              Linton Army Camp capability day

**Cr Isaacson**                Strengthening Families forum  
Tararua REAP Annual General Meeting (also attended by Cr Franklin)  
Dannevirke Community Board Anzac Day community concert

## 12.2 **Tararua Arts Exhibition**

- 12.2.1 Several councillors and the Mayor attended the Tararua arts exhibition held at the Woodville Racecourse, and they acknowledged the talent of the artists involved and the success of this event.

## 12.3 **Anzac Day Services**

- 12.3.1 The Mayor and councillors spoke on the various Anzac Day services they had attended throughout the district.

## 12.4 **Herbertville**

- 12.4.1 Cr Crispin is intending to meet with representatives from the Herbertville community.

## 12.5 **Wastewater Forum**

- 12.5.1 The Mayor and several councillors attended the wastewater forum held in Palmerston North, and found this was a very interesting and informative event.

## 12.6 **Pahiatua On Track**

- 12.6.1 Cr Franklin reported on the following matters relating to Pahiatua On Track:
- Funding of \$10,400 was granted to Tararua Community Youth Services as urgent assistance to support the youth worker position in Pahiatua. This is necessary while they resolve issues concerning the availability of funding from the New Zealand Lotteries Grants Board.
  - A proposal to establish a Menzshed in Pahiatua is being progressed by the Rotary Club of Pahiatua.
  - The under-verandah lighting on the east side of Pahiatua is still not working.

## 12.7 **Norsewood/Ormondville**

- 12.7.1 The Deputy Mayor reported on the following matters relating to the Norsewood/Ormondville communities:
- Arrangements are progressing for the Norwegian Day celebrations held in Norsewood on 21 May 2017.
  - The Ormondville Rail Preservation Group held a debrief meeting for their Five Viaducts Tour and Street Festival, and acknowledged the assistance provided by Tararua Business Network staff. They intend to plan a similar event in three years' time.

**12.8 Economic Development/Marketing**

- 12.8.1 The Deputy Mayor reported the economic development/marketing portfolio holders have held a meeting, and another is planned soon.

**12.9 One Plan**

- 12.9.1 The Council should arrange a time to discuss possible options to consider a way forward relative to the Environment Court decision on the One Plan and its implications for the district.

**12.10 Draft Annual Plan 2017/2018**

- 12.10.1 The Mayor encouraged councillors to talk to the community about the Draft Annual Plan 2017/2018, and invite any feedback closing at 12 noon on 11 May 2017.

**12.11 Manawatu Gorge Closure**

- 12.11.1 The Mayor is intending to make contact with businesses in Woodville regarding the closure of the Manawatu Gorge during the period while work is undertaken to assess and clear slips on this state highway route.

**13. Mayoral Matters**

- 13.1 Nil

**14. Items not on the Agenda**

- 14.1 Nil

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 2.40 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 1 May 2017 commencing at 1.00 pm.

### **1. Present**

Board Members W R Macdonald (Chairperson), P F Walshe (Deputy Chairperson), T J Hynes, K P Spooner and Cr C J Isaacson (Council appointed Community Board member) (from item 3.1.9).

#### **In Attendance**

Mrs T H Collis - Her Worship the Mayor  
Mr R Taylor - Governance Manager  
Mr A Frith - Dannevirke High School Community Prefect  
Representative from MidCentral District Health Board for the public forum

### **2. Apologies**

2.1 *That an apology be received from Cr C J Isaacson for lateness to the meeting.*

*Walshe/Hynes*

*Carried*

### **3. Public Forum**

#### **3.1 MidCentral District Health Board Locality Community Planning**

3.1.1 Angela Rainham (MidCentral District Health Board) spoke on the locality planning being undertaken through working closely with the district's communities to better understand their priority needs to enable quality living, healthy lives and wellness.

3.1.2 Locality planning is a population health approach that puts people and families/whanau at the centre of planning decisions and design to best meet the needs of their communities.

3.1.3 It looks wider than health, and drives better connections and integration of health and other services to ensure people live well, stay well, and get the help they need when it is required no matter who they are or where they live.

3.1.4 Initially it is intended that health and wellbeing plans will be developed for Manawatu, Tararua, Horowhenua and Otaki. Plans for Palmerston North will be developed in 2018.

- 3.1.5 Local planning groups have been established within Tararua, Manawatu, Horowhenua and Otaki communities, and they are about to start wider community engagement.
- 3.1.6 The engagement process will be held over a number of months, and involve multiple opportunities for the community to engage at each stage of the process.
- 3.1.7 Discussion will occur with groups throughout the Board's area, arranging community workshops and meetings, and providing surveys to give the opportunity for individuals and groups to share their views.
- 3.1.8 The Board is being informed about this matter as it is connected to the health and wellbeing of its community, and to enable it to contribute to this process.
- 3.1.9 Cr Isaacson entered the meeting at 1.05 pm during the discussion concerning this item of business.
- 3.1.10 Key areas of concern for the Board's community area include a lack of drug and alcohol counselling services and support to meet mental health needs.
- 3.1.11 The work undertaken by Project Tararua through its district community needs assessment identified areas of priority requiring attention, and it will provide information to assist the District Health Board's locality planning process.

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

- 4.1 Nil

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

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

- Project Tararua

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

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

*Hynes/Isaacson*

*Carried*

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

- 7.1 **Anzac Day Community Concert** (Item 11)

- 7.1.1 The Anzac Day community concert was a great success, with close to 500 people attending this event held at the Dannevirke Town Hall.

- 7.1.2 The proceeds received from gold coin admission charges to the concert amounted to \$682.40, and these were donated to Dannevirke and District Returned and Services Association.



- 7.1.3 It is agreed that when the Board supports such future events there be more communication with board members regarding the planning and arrangements.

7.2 **General Assistance Grants Scheme** (Item 12.3)

- 7.2.1 *That the application of the Raumati Hall Committee be uplifted from the table for further discussion at this meeting, and*

*That following a meeting held with board members to discuss their project the Board approve a grant of \$2,000 from its General Assistance Grants Scheme towards the cost of reroofing the Raumati community hall building.*

*Hynes/Walshe*

*Carried*

7.3 **Eastern Institute of Technology Building and Carpentry Training Course** (Item 9.1.4)

- 7.3.1 It is noted that due to the weather the Eastern Institute of Technology building and carpentry training course needs to promptly complete the roofing of the cottage under construction through Tumu Timbers.

7.4 **Community Boards Best Practice Awards** (Item 14)

- 7.4.1 The entry of the Dannevirke Community Vehicle Trust project to the Community Boards Best Practice Awards did not proceed due to insufficient time to prepare a detailed presentation.

- 7.4.2 It is proposed that consideration be given to entering this project for these awards at the next available opportunity when they are held.

**8. Tararua District Council Report**

- 8.1 *That the report of the Tararua District Council meeting held on 26 April 2017 (as tabled) be received.*

*Spooner/Isaacson*

*Carried*

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

9.1 **Dannevirke and Districts A and P Association**

- 9.1.1 Board Member Spooner reported the A and P Association and Dannevirke Host Lions Club held their small holders auction at the showgrounds oval, and this event attracted strong interest.

9.2 **Dannevirke Brass Band**

- 9.2.1 Board Member Spooner reported the Dannevirke Brass Band were very busy providing support at various Anzac Day services held in the district.

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

9.3.1 Board Member Hynes reported the Chamber of Commerce next after five's meeting will be held at the Dannevirke Gallery of History.

9.3.2 The Chamber of Commerce is also arranging a breakfast meeting on 14 June 2017, and Member of Parliament Ron Mark will speak at this event.

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

9.4.1 Board Member Hynes reported the Eastern Institute of Technology building and carpentry training course has restarted working on their cottage construction project, with the roof being the next stage.

9.4.2 It is pleasing to note the success and achievements of the following support services and activities coordinated through Tararua Community Youth Services:

- Four youth passed their driver licence test
- Girls camping programme
- Netball programme
- Involvement with Dannevirke CACTUS youth programme

### 9.5 **Dannevirke Information Centre Management Committee**

9.5.1 *That the Board support the Dannevirke Information Centre submission made to the Council's Draft Annual Plan 2017/2018 requesting its agreement for the delivery of services is renewed, and their annual funding grant be reviewed through waiving the \$6,000 rental charge for the space used by them at the Dannevirke Town Hall.*

*Hynes/Walshe*

*Carried*

9.5.2 Cr Isaacson abstained from the discussion concerning this item of business and voting on the motion regarding that matter.

## 10. **Correspondence**

10.1 *That the correspondence as listed be received.*

*(a) Horizons Regional Council*

*Re: Acknowledgement of submission to Draft Annual Plan 2017/2018*

*Hynes/Walshe*

*Carried*

## 11. **London Plane Trees Removed from Dannevirke Urban Streets**

11.1 *That the Board consider options for landscaping in Victoria Avenue through consultation with the residents of this street.*

*Hynes/Macdonald*

*Carried*

- 11.2 A letter will be sent to Debbie Webster (who raised this matter in the public forum of the Board's previous meeting) to advise her of the Board's decision, and inviting her to submit suggestions from the residents she canvassed on this subject.
- 11.3 This will enable the Board to progress discussion and determine the approach to take in identifying any preferred options to develop a possible plan for community consultation.
- 11.4 The Board signals to the Council through the Draft Annual Plan 2017/2018 it is considering the landscaping of Victoria Avenue following the removal of London Plane trees in June 2013, and it requests a budget for streetscaping is proposed in the 2018/2028 Draft Long Term Plan to undertake such work.

## **12. General Assistance Grants Scheme**

- 12.1 Refer to the item set out in section 7.2 of these minutes.

## **13. Draft Annual Plan 2017/2018**

- 13.1 Refer to the items set out in sections 9.5.1 and 11.4 of these minutes.

## **14. Chairman's Remarks**

- 14.1 Nil

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

### **15.1 Project Tararua**

- 15.1.1 Robin Winter (Project Tararua Manager) is arranging a public meeting to update the community about Project Tararua, and this will be held in the Fountain Theatre on 25 May 2017 commencing at 7.00 pm.

## **16. First World War Commemorations Committee**

- 16.1 The Chairperson is to arrange a meeting with the First World War Commemorations Committee to discuss their intentions for events to be held this year.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 2.06 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 5 May 2017 commencing at 10.02 am.

### **1. Present**

Board Members C C Death (Chairperson), S E Shannon (Deputy Chairperson), P Wilson and Cr A J Thompson (Council appointed Community Board member)

#### **In Attendance**

Mr R Taylor - Governance Manager  
Member of the public

### **2. Apologies**

- 2.1 *That an apology be sustained from Board Member D F Eagle for non-attendance at the meeting.*

*Wilson/Shannon*

*Carried*

### **3. Personal Matters**

- 3.1 It is noted that John and Anne Harman are moving from the district, and John does not wish to have a public send-off as he considers his community service is already acknowledged through recognition previously received.

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

- 4.1 The Chairperson agreed to a request from a member of the public to address the Board, and this will occur following receiving the Tararua District Council April meeting report.

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

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

*Wilson/Thompson*

*Carried*

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

### **6.1 Governance and Treaty of Waitangi Workshop** (Item 6.4.5)

6.1.1 The Deputy Chairperson commended the governance and Treaty of Waitangi workshop held in Pahiatua, and acknowledged it was a good opportunity to develop an understanding on governance procedures (such as declaring conflicts of interest) and the Treaty of Waitangi.

6.1.2 The training was quite valuable in having Brendon Duffy (former Horowhenua District Council Mayor) and Sir Mason Durie speak at the workshop.

### **6.2 Eketahuna Art Group Donation** (Item 6.2)

6.2.1 The Chairperson has spoken with Margaret Parsons concerning this matter, and she still supports offering the donation of funding from the Eketahuna Art Group to provide an upgraded sound system for the Eketahuna Community Centre.

### **6.3 Horizons Regional Council** (Item 7.3)

6.3.1 Cr Thompson tabled a copy of the Environment Court decision regarding the Wellington Fish and Game Council and Environmental Defence Society challenge to the Horizons Regional Council One Plan.

6.3.2 The Horizons Regional Council is considering the implications of this decision, and it has placed on hold for three months processing consent applications in the meantime. Any consents already granted remain valid for those farmers that have completed this process subject to the conditions of review attached.

6.3.3 The outcome of the Environment Court's decision for the Tararua district is significant, and the economic ramifications have the potential to be a major concern impacting adversely on the wellbeing of the rural community.

6.3.4 The Mayor is pursuing this matter with local Member of Parliament, Alastair Scott.

### **6.4 Anzac Day** (Item 8.5)

6.4.1 The Anzac Day civic ceremony held in Eketahuna was very successful and a well-attended event, with the establishment of the new War Memorial remembrance area providing a fitting tribute to this special occasion.

6.4.2 The New Zealand Army 10<sup>th</sup> Transport Company planted two commemorative titoki trees at the War Memorial Hall entrance to recognise the 25<sup>th</sup> jubilee of their continual attendance for Anzac Day in Eketahuna.

### **6.5 Eketahuna Skate Park Plan** (Item 8.4)

6.5.1 A meeting was held with representatives of the skate park and swimming baths committees to discuss the plan for the location of the entrance relative to the playground and these facilities.

6.5.2 Following that meeting the Community Assets and Property Manager provided the following response to Margaret Drysdale as clarification of the intentions regarding this matter:

- The original plan allowed for a 1.4m gap between the skate park and the mouse house. This is necessary as a path is required for access to the swimming pool from Bridge Street.
- The new plan shows a 1.2m path running alongside the swimming pool fence. This is required as the swimming pool committee is going to make their accessible parking in Wilson Lane and they need a 1.2m wide path for providing such access from Wilson Lane to the pool. The laying of the path will be the responsibility of the skate park committee and will be laid in conjunction with the concrete foundations for the skate park.
- This path was always going to be installed as part of the skate park. If funds are short Council did agree it may be able to help out with part of the cost to install the path.
- The entrance/exit can be anywhere along the playground side of the nib wall. They will have to retain the nib wall all the way along the playground side as it is acting as a barrier and is directing the stormwater into the grate at the northern end of the skate park and then out to the kerb and channel in Bridge Street.
- The angled area can be fenced in to stop access to the skate park from Wilson Lane. This will mean the only access will be from the playground side.
- The accessible path from Wilson Lane to the pool can be fenced on the nib wall with a 1.2m fence. The swimming pool is already fenced to comply with swimming pool regulations, and the 1.2m distance between fences meets the building criteria. The fence on the nib wall is to protect the path users from the skate park users.

6.6 **Electric Car Charging Station in Eketahuna** (Item 10)

6.6.1 Cr Thompson will circulate further information to board members on the provision of electric car charging stations.

6.6.2 After further investigation the Manager Strategy and District Development considers the site behind the Service Centre/Library building remains as the only viable site in Eketahuna suitable for this purpose.

6.7 **Alf Rowden Humanitarian Award** (Item 12)

6.7.1 At this time one nomination has been received for the Alf Rowden Humanitarian Award, with the closing date being 20 May 2017.

6.7.2 This matter shall be considered as a public excluded item of business on the agenda of the Board's next meeting.

- 6.8 **Project Tararua** (Item 14)
- 6.8.1 The Project Tararua Eketahuna public meeting is to be held on 15 May 2017 from 7.00 pm to 9.00 pm in the Eketahuna Community Centre Supper Room.
- 6.9 **Eketahuna/Mellemskov Museum Makeover** (Item 17.2)
- 6.9.1 The Deputy Chairperson expressed disappointment regarding the reference made in Chairman's remarks as noted within the minutes of the Board's previous meeting to the lack of board members assistance with undertaking this community project.
- 6.9.2 That observation singled out one occasion where board members could not attend a community event, and the inference of this comment fails to recognise the significant time board members contribute to working in the best interests of the Eketahuna community.
- 7. Tararua District Council Report**
- 7.1 *That the report of the Tararua District Council meeting held on 26 April 2017 (as circulated) be received.*
- Thompson/Wilson* *Carried*
- 8. Matters Raised By a Member of the Public**
- 8.1 Patricia Cowley (from Bridge Street) expressed disappointment at the standard of mowing undertaken by contractors within the vicinity of her residence.
- 8.2 The work being done is untidy and areas are missed, with grass clippings covering fire hydrants and clogging stormwater drains.
- 8.3 The Governance Manager explained how to use the CRM (customer request management) system to report such concerns, and noted the details for follow up regarding the matters raised.
- 9. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities**
- 9.1 Nil
- 10. Correspondence**
- 10.1 *That the correspondence as listed be received.*
- (a) Kerry and Loreen Cunningham*  
*Re: Eketahuna Camping Ground March report*
- (b) Eketahuna Our Town Committee*  
*Re: Annual General Meeting minutes and Treasurer's report*
- Death/Shannon* *Carried*



## 10.2 Empty Shops in Eketahuna

- 10.2.1 It is noted that the Eketahuna Our Committee is considering the possibility of encouraging pop up shops to fill empty buildings in the town centre.

## 11. Wish List for New Footpaths

- 11.1 The Board seek new footpaths for the following areas and request their inclusion on the wish list to be considered and assessed:

- Stanly Street extending to the Eketahuna Camping Ground on left-hand side
- High Street extension of existing footpath

## 12. Draft Annual Plan 2017/2018

- 12.1 The Board note for its information the Draft Annual Plan 2017/2018, and has no specific comments or feedback regarding this matter.

## 13. General Assistance Grants Scheme

- 13.1 Board Member Wilson declared an interest in the applications of Eketahuna Our Town Incorporated and Eketahuna Swimming Pool Management Committee, and abstained from discussion regarding them and determining the amount of funding granted to those organisations.

- 13.2 *That the following grants be approved for disbursement from the Eketahuna Community Board's General Assistance Grants Scheme for the 2016/2017 annual funding allocation.*

<b>Name</b>	<b>Project</b>	<b>Amount Granted \$</b>
<b><i>Eketahuna Bowling Club</i></b>	<b><i>Rates remission</i></b>	<b><i>600.00</i></b>
<b><i>Eketahuna Community Charitable Trust</i></b>	<b><i>Chorus building project</i></b>	<b><i>1,200.00</i></b>
<b><i>Eketahuna Golf Club</i></b>	<b><i>Water rates relief</i></b>	<b><i>775.00</i></b>
<b><i>Eketahuna Our Town Incorporated</i></b>	<b><i>Community newsletter</i></b>	<b><i>500.00</i></b>
<b><i>Eketahuna Swimming Pool Management Committee</i></b>	<b><i>Public address/sound system</i></b>	<b><i>487.00</i></b>
<b><i>Eketahuna Tennis Club</i></b>	<b><i>Insurance of the courts and pavilion</i></b>	<b><i>354.00</i></b>
<b><i>Friends of the Anzac Bridge</i></b>	<b><i>Maintenance of the walkway and Anzac Bridge surrounds</i></b>	<b><i>500.00</i></b>
<b><i>Total amount granted</i></b>		<b><i>\$ 4,416.00</i></b>

***And that the Board agree to carry forward for a further period of twelve months the funding grant of \$1,125.00 still to be uplifted by the Eketahuna Youth Trust to support their project to develop a skate park facility.***

***Shannon/Thompson***

***Carried***

13.3 The Board agree to make the following amendment to its guidelines for future applications to the General Assistance Grants Scheme:

- Expand guideline 6 to state “Applications will not be considered unless accompanied by a balance sheet or statement of income and expenditure for the current financial year that has been reviewed independently.”

#### **14. Eketahuna Swimming Baths Upgrade 2017/2018**

14.1 Nil

#### **15. Chorus Building Project**

15.1 Nil

#### **16. Eketahuna Town Centre Upgrade**

16.1 Work has commenced to undertake the Bridge Street intersection corner stage 2 project by the Eketahuna Service Centre/Library building, and progress on its completion is weather dependent.

16.2 The garden and signage has been removed from this location while the work is proceeding, and they will be reinstated with the addition of new features to the signage.

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

#### **17. Chairman’s Remarks**

##### **17.1 New Zealand Community Boards Conference**

17.1.1 Board Member Wilson is attending the biennial Community Boards Conference held in Methven from 11 to 13 May 2017.

17.1.2 The Mayor and the Board’s Deputy Chairperson completed and submitted an application to nominate the Eketahuna town centre upgrade and Eketahuna War Memorial remembrance site project for the Community Boards Awards presented at the conference.

##### **17.2 Items for Next Meeting Agenda**

17.2.1 Board members are requested to advise the Chairperson of any items for the Board’s next meeting agenda by 19 May 2017.

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

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

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 12.23 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 3rd May 2017 commencing at 5.30pm.

### **1. Present**

Committee Members: John Arends (Treasurer), Michelle Rankin (Secretary), Brett MacDougall (Deputy Chair), Cr Alison Franklin, Jared Brock, Gerry Parker, Nigel Shaw and Rhys Punler

### **Members of the Public**

Ann Marie Bengston and Ian Galloway

### **2. Apologies**

L Powick (Chair)

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

- 3.1 Ian Galloway addressed the committee regarding the Council's intentions to increase the cost to use the transfer station, and is looking for support through submissions to Council on its Draft Annual Plan.

### **4. Personal Matters**

- 4.1 Nil

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

- 5.1 That the minutes of the Pahiatua On Track meeting held on 5th April 2017 (as circulated) be confirmed as a true and accurate record of the meeting.

Michelle/Brett

Carried

### **6. Matters Arising**

- 6.1 A correction in relation to point 10.1 regarding accounts to be passed for payment. The Prenters account should read \$2084.72 and the Downers account is to be removed as it is still being queried.

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

- 7.1 That the report of the Tararua District Council meeting held on 26th April 2017 (as circulated) be received.

Michelle/Brett

Carried

## **8. Correspondence Inwards**

- Council - Rates remission application
- Council - Rates invoice
- Council - Draft Annual Plan 2017/18
- Accountability documentation for the grant received of \$1167.25

**That the inwards correspondence be received.**

**Michelle/Brett**

**Carried**

## **9. Financial Report**

**John Arends**

### **9.1 Accounts to be passed for payment:**

Urban Effects	\$1555.26
Council	\$510.00
Prenters	\$101.20
Pahiatua Golf Club	\$600.00

**That the financial report be adopted.**

**John/Jared**

**Carried**

## **10. Portfolio Reports**

### **10.1 Wheel Park**

**Jared Brock**

The weather has hampered progress, with construction of the final concrete pad still to be completed. Also awaiting confirmation of the Council drainage plans for the new pad. Fencing will begin soon, with the materials ordered.

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

**Louise Powick**

Carnival Park is currently organising production of their new sign for Main Street. The Bush Multisport Trust is keen for Pahiatua On Track to design new signage for their facilities.

### **10.3 Explore Pahiatua**

**Louise Powick**

The first edition of Pahiatua News has received favourable feedback. Pahiatua Play, an activity sheet for families was also launched. Explore Pahiatua Community Facebook page has a growing number of followers, and it was used in conjunction with Pahiatua Play. A great team of personnel are driving these initiatives.

#### **10.4 Business and Retail Report**

**Rhys Punler**

There is a strong desire for retailers to be involved in the consultation process for the town centre upgrade.

If their buying in can be gained through engagement then asking for things that Pahiatua On Track may need in return, e.g. upgrading of signage, maybe easier to achieve. A suggestion was made that retailers would be happy to form their own committee to bring its ideas to the table. I thought that might be a good idea, but seeing that Pahiatua On Track hadn't actually started the process of consultation yet it may be premature to form something that may not be required, although they should put their thinking caps on.

#### **10.5 Harvard Plane**

**John Arends**

I have had further discussion with Simon Currie from the Playground Centre in Wanganui. Attached is a sketch amending the slide, but he considered the best option would be to have the ladder/entry where the slide now comes out and have a better slide coming out the rear. I'm unsure of the costs, but he will provide a costing if there is enough interest in that proposal.

#### **10.6 Community Vehicle Trust**

**John Arends**

They are in need of some additional drivers to add to their volunteer list.

#### **10.7 Swimming Pool**

**Brett MacDougall**

Brett and Louise are to have a meeting next Tuesday with Andrew Arbuthnott.

The meeting closed at 6.30pm.

---

Chairperson





## **Minutes of a meeting of Woodville Districts' Vision held in the Woodville Sports Stadium Supper Room on Tuesday 2 May 2017 commencing at 7.00pm.**

---

### **PRESENT**

S McLeod, G Murray, P McCool, K McIntyre, V James, D Pretty, Cr P Johns, M M Oulaghan (Secretary) and R Winter (Chair)

### **APOLOGIES**

A Devonshire, B Hutton and M Taylor

### **PREVIOUS MEETING**

*That the minutes of the Woodville Districts' Vision meeting held on 4 April 2017 be accepted as a true and accurate record.*

*R Winter/P Johns*

*Carried*

### **MATTERS ARISING**

Nil

### **CORRESPONDENCE**

#### **Inwards**

- DJ's Dairy regarding seat placement outside their shop

Discussion ensued. DJ's Dairy would like the seat to be removed from its current location directly outside their shop and beneath the shop window. This allows access to the window which sets the alarm off. Cr Johns has spoken to the owner. Council has advised that this is not their responsibility. Cr Johns is to take this matter back to Council.

*That the seat be moved from under the window to a more appropriate location near DJ's Dairy.*

*G Murray/M M Oulaghan*

*Carried*

- Letter received relating to the placement of the tree sculpture. Acknowledged, but no response is required.
- Letters received from Susan Westbury, Rob Henderson, Regan Henderson and Judy Parker in relation to the need for a bus shelter on the corner of Hall and McLean Streets.

Discussion ensued. While there is representation from the community that children are getting wet when waiting for the bus resolving this issue is challenging. School bus stops tend to move with demand, so what is a bus stop now may not be next year. Susan Westbury joined the meeting. The Chair advised that Woodville Districts' Vision will recommend to Council that consideration be given for providing an additional bus shelter at the most appropriate place. The Chair will write the letter.

## **Outwards**

- New Zealand Transport Agency - Supporting the five issues
- B Marshall - Thanks for leading the Anzac Day civic ceremony

***That the correspondence be accepted.***

***M M Oulaghan/P Johns***

***Carried***

## **REPORTS**

### **Treasurer's Report**

The April financial report is tabled.

***That the Treasurer's report be accepted.***

***P McCool/K McIntyre***

***Carried***

### **Tararua District Council Report**

**Cr P Johns**

Cr Johns passed on the sad news that Graeme Barrell had passed away.

- Comment on the Horizons Regional Council Draft Annual Plan relating to biodiversity and continuing to support Council's connection to the walkway.
- Cr Johns has formally requested a meeting be arranged with the Mayor, Chief Executive, Manager Strategy and District Development, B Hutton and himself to discuss a way forward to progress the walkway.
- One extraordinary water user has had their application for connection to the Council's Woodville water supply approved. However it is limited to a maximum of 3,000 litres per day.
- Council has made available \$20,000 in response to an application for a contribution to support the Te Apiti Manawatu Gorge regional joint project towards installing toilets at Ferry Reserve. This is conditional upon an application proceeding for funding from the mid-sized tourism fund.

General discussion ensued.

- A draft submission to the Draft Annual Plan was tabled. Any comments/changes are to be conveyed back to the Chair prior to the submission closing date on 11 May 2017.
- A business case for the proposed utilisation of the existing i-SITE/Library is to be progressed.
- Reiterate that the Lindauer Studio is an asset to the whole Tararua district, and not just to Woodville.
  - The successful Artist in Residence programme is continuing.
  - Support has been made available from Scanpower (as advised by a Scanpower representative at the art exhibition).
  - Gottfried Lindauer Arts Walkway.

- Reiterate to Council the importance of its involvement with KiwiRail to progress the walkway.

## **Events and Promotions**

### **Anzac Day**

Cr Johns will organise a follow up meeting with relevant participants to progress future Anzac Day arrangements.

### **Lindauer Studio**

- The art exhibition was very successful, with a record number of sales.
- The Artist in Residence programme is on track.

A vote of congratulations is recorded to the organisers of the art exhibition.

## **DISCRETIONARY FUND APPLICATIONS**

Holy Trinity Church - repairs for roofing

Events Centre

Community Pantry

Rose Garden: A request for \$150 to replace roses for the memorial rose garden as the central bed of roses (where the Woodville signs are) is not in good health and passed their best. This money will enable the purchase of ten recommended roses at a significantly discounted price.

***That \$150 be given to purchase roses for the memorial rose garden, with this funding to come from the general fund.***

***P Johns/M M Oulaghan***

***Carried***

A final decision as to who receives the balance of the discretionary fund is to be made at the next meeting.

## **GENERAL BUSINESS**

### **Woodville Website**

A letter is to be sent to the new manager regarding access to and overhaul of the website.

### **Ex i-SITE Building**

A letter is to be sent to Council requesting the power be left on in the interim.

### **Defibrillator**

RSA have arranged for a defibrillator at the Central Hotel. This location was chosen as it is central to all businesses and has longer opening hours. Could consideration be given to locating one at the Caltex petrol station?

### **Woodville Icon**

Woodville Rocks

### **Welcome to Woodville Signs**

This project is still waiting on resource consent to be granted.

As there is no further business the meeting closed at 8.50pm.

Date of next meeting: Tuesday 6 June 2017

## Report

Date : 22 May 2017  
To : Mayor and Councillors  
Tararua District Council  
From : Richard Taylor  
Governance Manager  
Subject : **Feedback on the Draft Annual Plan 2017/18**  
Item No : **11.1**

---

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

- 1.1 The details of the feedback received on the Draft Annual Plan 2017/18 are presented to the Council for discussion.

### **2. Background**

- 2.1 The Council adopted the Draft Annual Plan 2017/18 at its meeting held on 29 March 2017 along with the schedule of the proposed fees and charges.
- 2.2 The Draft Annual Plan was distributed as follows:
- Copies available for reading/viewing at all of the Council's Service Centres and its Libraries throughout the district and included as a summarised feature page in the Bush Telegraph on 10 April 2017
  - Through the Council's website [www.tararua.govt.nz](http://www.tararua.govt.nz)
  - Each ratepayer received a mock invoice setting out the proposed rates for their property and a feedback form
- 2.3 This Draft Annual Plan was not the subject of consultation as the Council did not propose any significant changes from its ten-year Long Term Plan.
- 2.4 The direction and intention for the 2017/18 financial year is based on delivering the levels of service and capital projects in year 3 of the Long Term Plan.
- 2.5 It reflects the Council's awareness of the affordability issues that a large number of residents are facing, and minimises costs where possible.

- 2.6 The Draft Annual Plan proposes a 2.25% overall rates increase, which is significantly less than the forecast 3.52% included in the Long Term Plan.

### **3. Summary of Feedback Received**

- 3.1 The following provides a summary of the feedback received from thirty-nine individuals/organisations conveying their written comments/suggestions to the Council:

- Opposes the appointment of unelected representatives to Council based on race
- Requests renewal of the Dannevirke Information Centre agreement for the delivery of services, and their annual funding grant be reviewed through waiving the \$6,000 rental charge for space used by them at the Dannevirke Town Hall (2)
- Requests reinstatement of farmland used to lay a water line from Council's new bore in Pahiatua
- Objects to ongoing rates increases with no services provided to rural ratepayers other than roads (2)
- Requests drains are cleaned out and piped in Ross and Carr Streets, Ormondville (2), and a general clean-up of the street verges
- Requests a regular bus service from Dannevirke to Palmerston North at a respectable hour (8.30 am or 9.00 am and returning at 1.00 pm or 1.30 pm) for senior citizens
- Requests maintenance of the footpath in Thyra Street, Dannevirke
- Requests trimming of trees and cleaning up of the road into Hughes Court, Pahiatua (from eleven residents)
- Objects to rates increase and water quality in Pahiatua
- Requests landscaping of Victoria Avenue, Dannevirke following the removal of London plane trees in 2013 and a budget is proposed within the Long Term Plan for streetscaping (7), also King and Edward Streets (3) and maintenance of footpaths
- Objects to housing values decreasing and rates increasing
- Objects to paying for stormwater when no such services are provided in Grey Street, Woodville
- Requests the ponding and flooding in Mathew Street, Dannevirke is rectified
- Supports encouraging small companies to relocate from Auckland to Dannevirke

- Objects to rates increasing and paying for the Woodville swimming pool that did not open this year
- Promote the district to potential residents looking for a better lifestyle
- Urge Police to eliminate the serious drug problem
- Address issues in the main street of Woodville relating to the dangerous pedestrian crossing and the need for more parking
- Requests mowing of the paper road between Richardson Street East and Atkinson Street, Woodville is added to the mowing schedule
- Requests planting of trees, fencing and developing a playground at Ormondville Domain
- Proposes strengthening of rules and bylaws relating to offensive signage on private property
- Urges improvements to roading rather than just maintaining it in its current state
- Supports land being made available for new housing and extending the boundary of areas provided with sewerage and water services to supply lifestyle blocks in Dannevirke
- Better promote Dannevirke through the Council stall at Auckland Home Show
- Opposes increasing charges at the Pahiatua transfer station (2)
- Supports the Council's commitment to achieving compliance with the New Zealand drinking water standards
- Recommends a performance measure is included for swimming pools to reflect the target of maintaining pool water quality that meets the pool water quality standards
- Recommends the extension of the Smoke Free Outdoor Areas policy to include further public places and outdoor facilities
- Supports the Council's decision to defer selling its pensioner housing units and consulting on this matter through the Long Term Plan
- Advises the intention to present a business plan to the Council before 30 June for community use of the existing Woodville Library/i-SITE building
- Seeks an arrangement through the appropriate Council staff managing the LED sign and the Lindauer Studio following staff relocating to the new building
- Promotes the enhancement of the Lindauer name as a visitor attraction

- Urges Council's ongoing assistance to progress the Gottfried Lindauer Arts Trail
- Seeks the Council's continued support to maintain the memorial rose garden in Woodville
- Proposes requests for footpath/kerb and channel upgrades and maintenance of pavers and bollards in Woodville
- Seeks the introduction of a suitable bylaw to better manage cat ownership through the bylaws review
- Outlines road safety issues in Woodville requiring action
- Requests Council's ongoing support to increase the number of CCTV cameras in Woodville
- Urges continued emphasis on providing appropriate activity places and spaces for young people in Woodville
- Seeks the assistance of the Business Network staff to establish a district-wide database of craft and food stalls and the recruitment of stalls for such events as the Woodfest in Woodville
- Supports the ongoing upgrading of Saddle Road through funding from the New Zealand Transport Agency to provide an alternative state highway route when the Manawatu Gorge is closed
- Supports the development of Ferry Reserve as a popular destination and monitoring its use by campers
- Supports a footpath is provided along Huxley Street next to the Wheel Park in Pahiatua and implementing road safety measures to slow down traffic
- Urges better maintenance of the Huxley Street drain in Pahiatua
- Requests inorganic kerbside collections are undertaken very six months and better management of eroding riverbanks and river pollution
- Seeks an increase to the funding grant of the Pahiatua Information Centre

3.2 Where the matters raised are of an operational nature they have been referred for follow up through the CRM system, and its use has been explained to the person conveying that feedback.

3.3 Other issues noted form part of identifying matters for consideration through the development of the 2018/2028 Long Term Plan, and it is appropriate to consider them through that process.

3.4 Some of the comments are also the subject of current discussion or have been reiterated to keep the matter before the Council.



- 3.5 The Alliance has been advised of requests from the district's Community Boards and Community Committees for new footpaths/kerb and channel.

## **4. Matters for Decision**

### **4.1 Dog Control Fees**

- 4.1.1 The Council has adopted a draft schedule of fees and charges for the 2017/18 financial year, and this will be confirmed at the time of the Annual Plan being presented next month.
- 4.1.2 Section 37 of the Dog Control Act 1996 requires the Council to set its dog control fees by resolution and publicly notify them in a district newspaper at least once during the month preceding the start of every registration year.
- 4.1.3 To enable compliance with this requirement a recommendation is made for this purpose.

### **4.2 Information Centres**

- 4.2.1 The Dannevirke Information Centre is seeking renewal of its agreement for the delivery of services, and a review of its funding basis relative to the rental charge for using part of the Dannevirke Town Hall.
- 4.2.2 Pahiatua Information Centre is seeking an increase to the amount of their annual funding grant to assist them with operating and wage costs.
- 4.2.3 The request to renew the Dannevirke Information Centre agreement with Council is an operational matter, and can be undertaken by the manager responsible for this function (Manager Strategy and District Development Peter Wimsett).
- 4.2.4 A review of funding provisions for Information Centres is more appropriately considered through the Long Term Plan, noting the Council provides financial support in its budgets to assist the Dannevirke, Eketahuna, Norsewood, Pahiatua and Pongaroa communities with such costs.
- 4.2.5 These are in addition to the funding made available for the Council's Tararua i-SITE in Woodville.
- 4.2.6 The above approach is recommended in terms of responding to the requests made through the Draft Annual Plan feedback process.

### **4.3 Mowing Issues**

- 4.3.1 One request has been received from residents of Woodville to add a paper road and area previously mowed through their inclusion in the mowing schedule.

4.3.2 This followed an onsite meeting with the Chief Executive to discuss stormwater and mowing issues.

4.3.3 Such matters are within the Works Liaison Committee's terms of reference, and it is recommended this request be referred to that committee for its consideration.

#### **4.4 Solid Waste Disposal**

4.4.1 The proposed fees and charges schedule includes a new fee of \$17.00 per m<sup>3</sup> for disposal of green waste and clean fill at landfills and the Pahiatua and Woodville transfer stations.

4.4.2 Two garden service contractors from Pahiatua have raised concerns about the impact of this proposal with regard to affordability.

4.4.3 In conveying their feedback they have outlined various alternative options for the Council's consideration.

4.4.4 It is recommended that these proposals be referred to the Chief Financial Officer and the Assets Group Contracts Supervisor for reporting to the Council at its June meeting prior to adopting the fees and charges schedule.

### **5. Significance Assessment**

5.1 The recommendations set out in this report follow on from the feedback received to the Draft Annual Plan, and do not involve significant issues where the special consultative procedure is required.

5.2 This reflects the Council's intention to deliver the year 3 Annual Plan for the 2017/18 financial year with no significant changes proposed to service levels and capital projects as set out in the adopted Long Term Plan.

### **6. Consultation**

6.1 This Annual Plan did not involve the need for consultation given the above, reflecting changes made to the Local Government Act in 2014.

### **7. Conclusion**

7.1 The Annual Plan will be finalised and presented to the Council for adoption at its meeting held on 28 June 2017.

7.2 At that meeting the Council shall also confirm the remaining fees and charges and set the rates for the 2017/18 financial year.

7.3 The following recommendations are made in respect of matters noted above prior to the completion of the Annual Plan process.

## **8. Recommendations**

- 8.1 *That the report from the Governance Manager dated 22 May 2017 concerning Feedback on the Draft Annual Plan 2017/18 (as circulated) be received, and*
- 8.2 *That the Council note the feedback forwarded by way of comments and matters to the Draft Annual Plan and for consideration in developing the next Draft Long Term Plan.*
- 8.3 *That pursuant to Section 37 of the Dog Control Act 1996, the following dog control fees (including GST) be set for the year of 1 July 2017 to 30 June 2018:*

### **Dog Registration (on or before 1 August)**

<i>Disability assist dogs</i>	<i>no charge</i>
<i>Working dogs</i>	<i>\$32.00</i>
<i>Rural domestic dogs</i>	<i>\$32.00</i>
<i>Preferred owner dogs</i>	<i>\$45.00</i>
<i>Urban domestic dogs</i>	<i>\$84.00</i>
<i>Dangerous dogs</i>	<i>150% of the applicable registration category</i>

### **Dog Registration (paid after 1 August\*)**

*Owners are required to register their dogs by 1 August of each year, failing which an additional penalty fee of 50% of the base fee will apply.*

<i>Disability assist dogs</i>	<i>no charge</i>
<i>Working dogs</i>	<i>\$48.00</i>
<i>Rural domestic dogs</i>	<i>\$48.00</i>
<i>Preferred owner dogs</i>	<i>\$126.00</i>
<i>Urban domestic dogs</i>	<i>\$126.00</i>
<i>Dangerous dogs</i>	<i>150% of the applicable registration category</i>

- \* Disability assist dog has the same meaning as in the Dog Control Act 1996.*
- \* Preferred owners that register their dogs late (after 1 August) may lose their status and the fee charged will be the applicable registration category.*
- \* Dangerous dog has the same meaning as in the Dog Control Act 1996.*
- \* Any new dog up to 3 months of age will be charged a pro rata of the base rate.*
- \* Any new dog from 3 months of age to 6 months of age will be charged the full base fee.*

### **Other Dog Registration Fees**

<i>Replacement registration tag</i>	<i>\$2.00</i>
<i>Application for preferred owner status</i>	<i>no charge</i>
<i>Application to keep three or more dogs (urban)</i>	<i>no charge</i>

- 8.4 ***That the Manager Strategy and District Development undertake the renewal of the Dannevirke Information Centre agreement for the delivery of services to Council, and***
- That the budget provisions for the district's community Information Centres be reviewed through the process of developing the next Draft Long Term Plan.***
- 8.5 ***That the request from residents of Woodville to mow the paper road between Richardson Street East and Atkinson Street and the strip along the north side of Richardson Street east towards Ormond Street be referred to the Works Liaison Committee to consider their possible inclusion in the mowing schedule.***
- 8.6 ***That the feedback forwarded on the proposed fees and charges for the disposal of green waste and clean fill at landfills and the Pahiatua and Woodville transfer stations be referred to the Chief Financial Officer and the Assets Group Contracts Supervisor to consider, and***
- That they report to the Council at its June meeting with their recommendation on this matter prior to the adoption of the fees and charges schedule for the 2017/18 financial year.***

#### **Attachments**

Nil.

## Report

Date : 19 May 2017

To : Mayor and Councillors  
Tararua District Council

From : Chris Chapman  
Tararua Alliance: Network Manager

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

Item No : **11.2**

---

### 1. Reason for the Report

- 1.1 Pahiatua Volunteer Fire Brigade has made application for road closures on Saturday 21 October 2017. These closures have been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 20 March 2017.

### 2. Recommendation

***That the report from the Alliance Network Manager dated 19 May 2017 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

***That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council closes the following roads for the purpose of allowing the Pahiatua Volunteer Fire Brigade to hold their 125 years celebration event.***

***Road name: State Highway 2 Main Street from Edward Street to Tiraumea Road***

***Date of closure: Saturday 21 October 2017***

***Period of closure: 11.30 am to 1.30 pm***

**Road name:** *State Highway 2 Main Street from Churchill Street to Cambridge Street*

**Date of closure:** *Saturday 21 October 2017*

**Period of closure:** *11.30 am to 1.30 pm*

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

- 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 That if the Tararua Alliance identify any road or roads as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw such road from the route of this event.***
- 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 Volunteer Fire Brigade, SH2 Main Street 21 October 2017



## APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail [info@tararua.govt.nz](mailto:info@tararua.govt.nz)  
Website [www.tararua.govt.nz](http://www.tararua.govt.nz)

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received .....  
Application Fee: **\$100.00**  
Receipt No: 861651 .....

## THE APPLICANT

All contact details must be in New Zealand

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

PAHIATUA VOLUNTEER FIRE BRIGADE

Contact Person: BARRY ARCHIBALD

Mailing Address:

Contact: Daytime: 063768633 Mobile: 021426057  
After Hours: Fax:

Email Address: [barry.archibald@aon.com](mailto:barry.archibald@aon.com)

### DETAILS OF REQUESTED CLOSURE(S)

Date/s of Closure/s:	21 October 2017			
Road Name	Start Point:	End Point:	Affected Intersection/s	Time of Closure
SH2 Main Street	Edward Street	Tiraumea road		11.30AM to 1.30PM
	Churchill Street	Cambridge Street		11.30AM to 1.30PM
Centre Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Dawson Street	Albert Street	SH2 Main Street		11.30AM to 1.30PM
Tararua Street	Albert Street	SH2 Main Street		11.30AM to 1.30PM
Wakeman Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Tui Street	Albert Street	SH2 Main Street		11.30AM to 1.30PM
Princess Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Mangahao Road	Arthur Street	SH2 Main Street		11.30AM to 1.30PM
Kiwi Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Huia Street	Arthur Street	SH2 Main Street		11.30AM to 1.30PM
King Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Duke Street	Arthur Street	SH2 Main Street		11.30AM to 1.30PM
George Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Queen Street	Sedcole Street	SH2 Main Street		11.30AM to 1.30PM
Eastern side road parallel to SH2/Main St				
	George Street	King Street		11.30AM to 1.30PM
Western side road parallel to SH2 Main St				
	Duke Street	Churchill Street		11.30AM to 1.30PM

(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)* (1) Advertising in Bush Telegraph

(2) Advertised on banners at Pahiatua entrances.

The purpose is to facilitate a parade of old fire vehicles as part of the Pahiatua Volunteer Fire Brigade Jubilee celebrations.

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

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

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

## CONDITIONS OF APPLICATION

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

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

## SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS

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

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

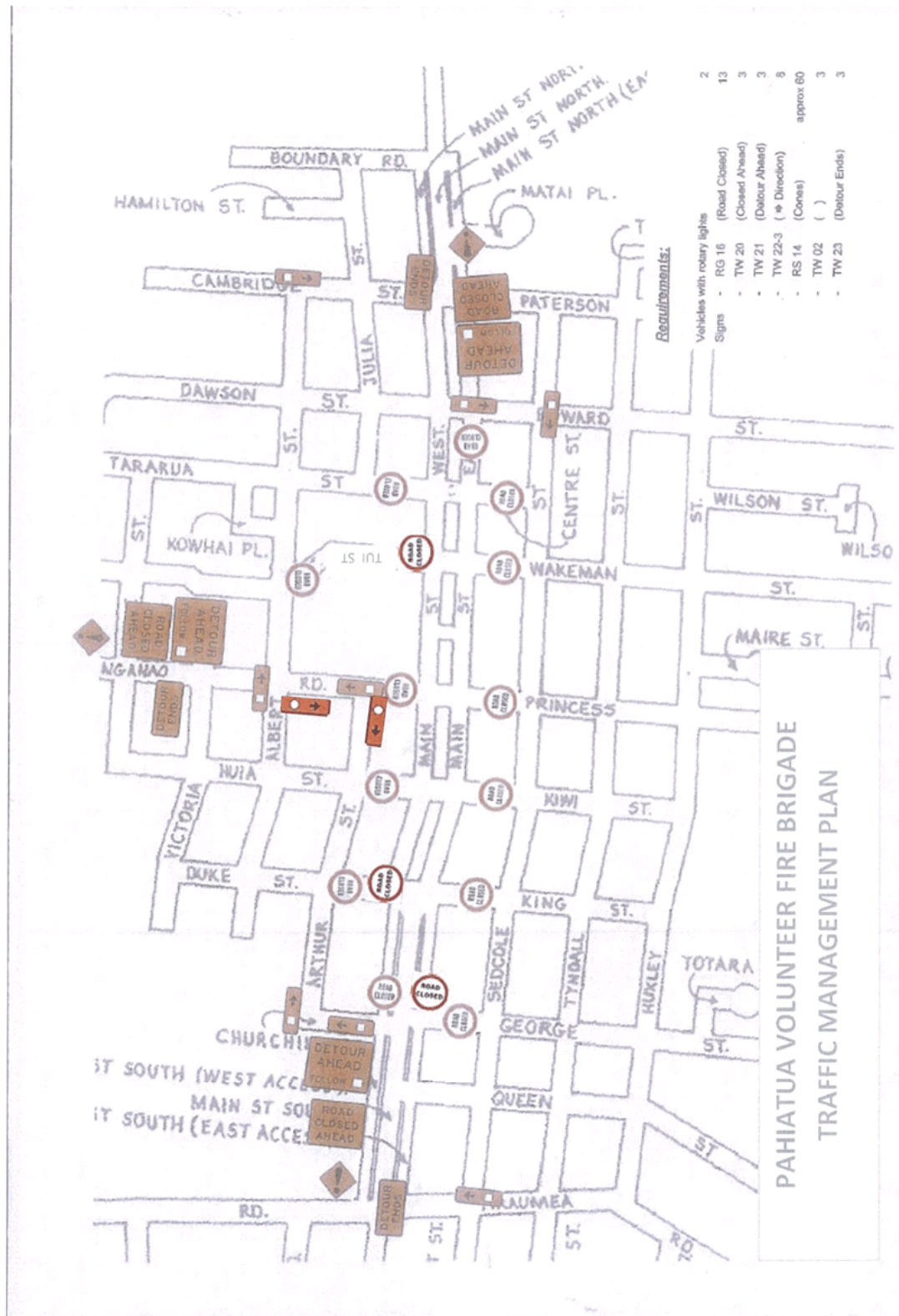
The following roads are **excluded from use for motorsport events**:

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

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

- Mangahei Road
- Blairgowrie Road

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







QBE Insurance (Australia) Limited  
ABN 78 003 191 035 - Incorporated in Australia  
PO Box 44, Auckland 1140  
T: 64 9 366 9920 F: 64 9 366 9930 [www.qbe.co.nz](http://www.qbe.co.nz)

## Certificate of Insurance

QBE Insurance confirms insurance cover is in force as follows:

Insured	:	New Zealand Fire Service Commission				
Policy Number	:	P000136293PUR				
QBE Line	:	75.00%				
Berkshire Hathaway Line	:	25.00%				
Period of Insurance	:	30 June 2016 at 4pm to 30 June 2017 at 4pm				
Wording	:	Agreed Client Specific Wording				
Cover	:	<table><thead><tr><th>Type</th><th>Limit</th></tr></thead><tbody><tr><td>General Liability</td><td>NZD 20,000,000</td></tr></tbody></table>	Type	Limit	General Liability	NZD 20,000,000
Type	Limit					
General Liability	NZD 20,000,000					

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

Issued and signed by QBE's authorised representative

A handwritten signature in black ink, appearing to be 'J. [unclear]', is written over a horizontal line.

Dated: Thursday, 30 June 2016

RCA consent (eg CAR/WAP) and/or RCA contract reference							
<b>TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM</b>							
Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.							
Organisations /TMP reference	TMP reference:	Contractor (Working space):		Principal (Client): Pahiatua Volunteer Fire Brigade			
		Contractor (TTM): Pahiatua Railcar Society (Inc)		RCA: NZ Transport Authority			
Location details and road characteristics	Road names and suburb			House no./RPs (from and to)	Road level	Permanent speed	
	State Highway 2			RP808/8.74 To RP808/9.73	1	50	
Traffic details (main route)	AADT			Peak flows VPH per lane			
Description of work activity							
PARADE OF OLD FIRE VEHICLES IN SUPPORT OF THE VOLUNTEER FIRE BRIGADE'S JUBILEE CELEBRATION							
Planned work programme							
Start date	21-10-2017	Time		End date	21-10-2017	Time	13.30 HRS
Consider significant stages, for example:	ROAD CLOSURE SEE ATTACHED TRAFFIC MANAGEMENT PLAN						
Alternative dates if activity delayed	NONE						
Road aspects affected (delete either Yes or No to show which aspects are affected)							

RCA consent (eg CAR/WAP) and/or RCA contract reference					
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	Yes
Cyclists affected?	Yes	Restricted parking affected?	No	Delays or queuing likely?	No
<b>Proposed traffic management methods</b>					
<b>Installation</b> (includes parking of plant and materials storage)	<p>On bi directional carriageways, signs should be erected by travelling around the road network in a clockwise direction taking in each side road as they are passed. In this way all turns in and out will be to the left which is easier and safer.</p> <ol style="list-style-type: none"> <li>1. The first sign erected must be the advanced warning sign (NB all roads are bi directional carriageways)</li> <li>2. Remaining signs are placed in order from the advanced warning sign until the works end sign is reached. The vehicle then simply turns around on a bi directional carriageway to make the next run. This process is repeated until the sign network is complete.</li> <li>3. A drive through check of all detours must be made in all directions including all side roads once the activation is completed.</li> </ol> <p>This check must confirm that the worksite is;</p> <ol style="list-style-type: none"> <li>1. Safe</li> <li>2. To the minimum standard shown in the TMP and that</li> <li>3. The restriction to traffic flow is reasonable</li> <li>4. The signs and delineation devices give clear messages to road users and</li> <li>5. The signs and delineations are securely erected and will remain in their correct position under the</li> <li>6. Expected traffic volumes and weather conditions.</li> </ol>				
<b>Attended (day)</b>	YES				
<b>Attended (night)</b>	N/A				
<b>Unattended (day)</b>	NO				
<b>Unattended (night)</b>	N/A				

<b>RCA consent (eg CAR/WAP) and/or RCA contract reference</b>				
<b>Detour route</b>	Refer to attached Traffic Management Plan			
	Does detour route go into another RCA's roading network?    Yes If Yes, has confirmation of acceptance been requested from that RCA?    Yes <b>Note:</b> Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.			
<b>Removal</b>	IMMEDIATELY FOLLOWING THE EVENT			
<b>Proposed TSLs (see TSL decision matrix for guidance)</b>				
	<b>TSL details as required</b> Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)	<b>Times</b> (From and to)	<b>Dates</b> (Start and finish)	<b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)
<b>Attended day/night</b>	Not required	Not required	Not required	Not required
<b>Unattended day/night</b>	Not required	Not required	Not required	Not required
<b>Positive traffic management measures</b>				
<ul style="list-style-type: none"> <li>SEE ATTACHED TRAFFIC MANAGEMENT PLAN</li> </ul>				
<b>Contingency plans</b>				



RCA consent (eg CAR/WAP) and/or RCA contract reference		
<b>Generic contingencies for:</b> <ul style="list-style-type: none"> <li>major incidents</li> <li>incidents</li> <li>pre planned detours.</li> </ul> <i>Remove any options which do not apply to your job</i>	<b>Major Incident</b> A major incident is described as: <ul style="list-style-type: none"> <li>Fatality or notifiable injury - real or potential</li> <li>Significant property damage, or</li> <li>Emergency services (police, fire, etc) require access or control of the site.</li> </ul>	<b>Actions</b> The STMS must immediately conduct the following: <ul style="list-style-type: none"> <li>stop all activity and traffic movement</li> <li>secure the site to prevent (further) injury or damage</li> <li>contact the appropriate emergency authorities</li> <li>render first aid if competent and able to do so</li> <li>notify the RCA representative and / or the engineer</li> <li>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</li> <li>re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so</li> <li>Comply with any obligation to notify WorkSafe.</li> </ul>
	<b>Incident</b> An incident is described as: <ul style="list-style-type: none"> <li>excessive delays - real or potential</li> <li>minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>structural failure of the road.</li> </ul>	<b>Actions</b> The STMS must immediately conduct the following: <ul style="list-style-type: none"> <li>stop all activity and traffic movement if required</li> <li>secure the site to prevent the prospect of injury or further damage</li> <li>notify the RCA representative and / or the engineer</li> <li>STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so</li> <li>re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</li> </ul>

RCA consent (eg CAR/WAP) and/or RCA contract reference				
	<p><b>Detour</b></p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> <li>excessive delays when using an alternating flow design for TTM</li> <li>redirecting one direction of flow and / or</li> <li>total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared.</li> </ul> <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> <li>pre- approval form the RCA's whose roads will be used or affected by the detour route</li> <li>ensure that TTM equipment for the detour - signs etc are on site and pre-installed.</li> </ul>	<p><b>Actions</b></p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> <li>Notify the RCA and / or the engineer when the detour is to be established</li> <li>Drive through the detour in both directions to check that it is stable and safe</li> <li>Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared</li> <li>Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.</li> </ul>		
	<p><b>Note also the requirements for no interference at an accident scene:</b></p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> <li>save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>make the site safe or to minimise the risk of a further accident; or</li> <li>maintain the access of the general public to an essential service or utility, or</li> <li>prevent serious damage to or serious loss of property, or</li> <li>follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>			
Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)	Emergency vehicles must have access at all times when required			
<b>Authorisations</b>				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	No
Authorisation to work at	Will portable traffic signals be used or permanent traffic signals be changed?	No	Has approval been granted?	No

<b>RCA consent (eg CAR/WAP) and/or RCA contract reference</b>				
<b>permanent traffic signal sites</b>				
<b>Road closure authorisation(s)</b>	<b>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</b>	Yes	<b>Has approval been granted?</b>	No
<b>Bus stop relocation(s) – closure(s)</b>	<b>Will bus stop(s) be obstructed by the activity?</b>	No	<b>Has approval been granted?</b>	No
<b>Authorisation to use portable traffic signals</b>	<b>Make, model and description/number</b>	Not Applicable		
	<b>NZTA compliant?</b>	No		
<b>EED</b>				
<b>Is an EED applicable?</b>	No	<b>EED attached?</b>	No	
<b>Delay calculations/trial plan to determine potential extent of delays</b>				
NONE				
<b>Public notification plan</b>				
Taranua District Council - In Bush Telegraph				
<b>Public notification plan attached?</b>	No			
<b>On-site monitoring plan</b>				
<b>Attended (day and/or night)</b>	Continuous monitoring during event			
<b>Unattended (day and/or night)</b>	Event not unattended			
<b>Method for recording daily site TTM activity (eg CoPTTM on-site record)</b>				
SHORT TERM EVENT				

RCA consent (eg CAR/WAP) and/or RCA contract reference						
<b>Site safety measures</b>						
STMS to carry out site briefing including safety measures. Requirement to wear Hi Viz jackets and safety boots Marshals to remain at their sites during road closure.						
<b>Other information</b>						
Not required						
<b>Site specific layout diagrams</b>						
<b>Number</b>	<b>Title</b>					
OVDR	Pahiatua Volunteer Fire Brigade Jubilee TMP, attached					
<b>Contact details</b>						
	<b>Name</b>	<b>24/7 contact number</b>	<b>CoPTTM ID</b>	<b>Qualificati on</b>	<b>Expiry date</b>	
<b>Principal</b>	Pahiatua Volunteer Fire Brigade (Barry Archibald)	021426057				
<b>TMC</b>						
<b>Engineers' representative</b>	NONE					
<b>Contractor</b>	Pahiatua Railcar Society (inc) T D Selby Email <a href="mailto:d.selby@actrix.co.nz">d.selby@actrix.co.nz</a>	027 4388472	28413	L1/STMS	15 10 2018	
<b>STMS</b>	T D Selby	0274388472	28413	L1/STMS	15 10 2018	
<b>TC</b>	G L Parker	0273768881	15143	L1/STMS	15 10 2018	
<b>Others as required</b>						
<b>TMP preparation</b>						
<b>Preparation</b>	T D Selby	20-04-17		28413	L1/STMS	15 10 18
	Name (STMS qualified)	Date	Signature	ID no.	Qualificati on	Expiry date

RCA consent (eg CAR/WAP) and/or RCA contract reference							
This TMP meets CoPTTM requirements						Number of	1
TMP returned for correction (if required)							
	Name	Date	Signature	ID no.	Qualificati on	Expiry date	
<b>Engineer/TMC to complete following section when approval or acceptance required</b>							
Approved by TMC/engineer (delete one)							
	Name	Date	Signature	ID no.	Qualificati on	Expiry date	
Acceptance by TMC (only required if TMP approved by							
	Name	Date	Signature	ID no.	Qualificati on	Expiry date	
<b>Qualifier for engineer or TMC approval</b>							
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> <li>1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.</li> <li>2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.</li> <li>3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.</li> <li>4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.</li> </ol>							
<b>Notification to TMC prior to occupying worksite/Notification completed</b>							
Type of notification to TMC required		Notificati on complete d	Date	<input type="text"/>			
			Time	<input type="text"/>			

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

11.2 Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974  
Attachment 1 Pahiatua Volunteer Fire Brigade, SH2 Main Street 21 October 2017

<b>TMP or generic plan reference</b>					
From:  To:	TSL remains in place				
	TSL removed				
<b>Street/road name (RPs or street numbers):</b>	<b>TSL action</b>	<b>Date:</b>	<b>Time:</b>	<b>TSL speed:</b>	<b>Length of TSL (m):</b>
From:  To:	TSL installed				
	TSL remains in place				
	TSL removed				

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



## Report

Date : 22 May 2017

To : Mayor and Councillors  
Tararua District Council

From : Craig Lunn  
Manager Regulatory Services

Subject : **Appointment of Commissioners for the District Plan Proposed Plan Change No. 1 Hearings Panel**

Item No : **11.3**

---

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

- 1.1 The purpose of this report is to seek the appointment of two independent commissioners and one elected commissioner to the Proposed Plan Change No. 1 (PPC1) hearings panel and to delegate them the necessary authority. Supplementary delegations are also sought for the Manager Regulatory Services.

### **2. Background**

- 2.1 Review No.1 of the District Plan became operative on 1st September 2012. Since the Plan became operative a number of 'higher order' planning instruments such as national policy statements, standards and regulations and regional policy statements (e.g. the One Plan) have been introduced or become operative.
- 2.2 The District Plan is required to be changed in accordance with any relevant regulations and to give effect to the policies and directions of these 'higher order' instruments. PPC1 also seeks to 'tidy up' the Plan by updating background information and correcting minor errors or ambiguities.
- 2.3 The primary matters proposed for change include providing for small scale electricity generation from renewable energy sources, removal of most of the rules applying to the management of hazardous substances, removal of the rules applying to the protection of indigenous vegetation and significant habitats of indigenous fauna, providing for deck structures as part of outdoor living courts and new rules designed to provide a more effective means of managing identified community 'eyesores' (e.g. derelict properties and vehicles).

- 2.4 PPC1 was publicly notified on 24 October 2016. Nine submissions were received during consultation. A summary of submissions was publicly notified on 12 December 2016. No further submissions were received. A hearing is required to be held for those submitters who wish to be heard.
- 2.5 The PPC1 hearing is currently scheduled to commence in the week beginning 7 August 2017. The hearing is estimated to take up to three days. This does not include hearing preparation time or deliberation/decision writing time.
- 2.6 The issues in dispute are policy based. The commissioners appointed to the hearing panel require a good understanding of the links between regional and district plans and other legislation.
- 2.7 Given the complex nature of these policies a mixed panel of experienced independent commissioners and an elected commissioner is considered the most appropriate way to hear and determine PPC1.

### **3. Discussion**

#### ***Appointment of Independent Commissioners***

- 3.1 Discussions have occurred with the Council's Planning Consultant, David Forrest, and Mayor Collis and the Chief Executive about suitable independent commissioners to hear and determine PPC1.
- 3.2 Approaches have been made to Chris Mitchell and Robert Schofield, who have confirmed their interest and availability. Robert has declared an area of interest.
- 3.3 Robert and his company have at various times advised three of the submitters to PPC1 (Powerco, NZTA and the oil companies). Robert has reviewed the list of submitters and nature of their submissions, and does not consider there to be any direct conflicts (attachment 1).
- 3.4 I am confident that Robert would objectively and independently hear and make decisions on the submissions from those three submitters if he was appointed to the hearings panel.
- 3.5 The following are brief CV's for the suggested commissioners:
- Chris Mitchell (acting as Chair), a well-known lawyer from Waikanae, who is currently chairing the hearings on the Palmerston North District Plan review, and has extensive experience in the Manawatu, Horowhenua and Kapiti areas.
  - Robert Schofield, a Wellington based planner with Boffa Miskell, who has extensive commissioner experience hearing plan changes, and is familiar with Wairarapa planning issues.
- 3.6 A full set of CV's and certificates are attached (attachments 2-5).

### ***Appointment of Elected Commissioner***

- 3.7 The following two elected representatives currently possess the required certificates to hold a plan change hearing:
- Mayor Tracey Collis
  - Cr Shirley Hull
- 3.8 Discussions have occurred with Mayor Collis and Cr Hull. Cr Hull is interested and available to join the hearings panel, and has not indicated any conflicts of interest.

### ***Manager Regulatory Services Delegations***

- 3.9 Previously Council's plan reviews and changes have resulted in a number of appeals. All of these appeals have been successfully mediated without proceeding to the Environment Court. It is generally expensive and time consuming for appeals to be determined by the court.
- 3.10 Mediation procedures require attendees to have the authority to make compromises. Generally the elected commissioner who heard and decided the plan change would not be involved in the mediation process.
- 3.11 The Manager Regulatory Services is the appropriate person to be delegated the power to agree to a mediated outcome on Council's behalf, based on their authority, knowledge of the issues involved and knowledge of Council's objectives.
- 3.12 The exercise of those delegations generally involves seeking direction from the Mayor before mediation begins for any appeals seeking a materially different decision to that decided by the hearings panel. Advice is also sought from the Chief Executive and Council as necessary for any substantial policy matters.

## **4. Conclusion**

- 4.1 It is necessary for Council to make appointments and delegations for three commissioners to a hearings panel for PPC1. It is proposed that Council appoint Chris Mitchell (acting Chair), Robert Schofield and Councillor Shirley Hull.
- 4.2 It is necessary for Council to authorise a person to mediate appeals on Council's behalf. It is proposed that Council provide those delegations to the Manager Regulatory Services.

## **5. Recommendation**

- 5.1 ***That the report from the Manager Regulatory Services dated 22 May 2017 concerning the Appointment of Commissioners for the District Plan Proposed Plan Change No. 1 Hearings Panel (as circulated) be received, and***

- 5.2** *That pursuant to Section 34A of the Resource Management Act 1991, the Council delegates to Chris Mitchell (acting Chair), Robert Schofield and Councillor Shirley Hull the necessary functions, powers and duties to hear and determine Proposed Plan Change No. 1 and any submissions received to the plan change, subject to the following conditions:*
- a. The commissioners must conduct the hearing in accordance with the “Making Good Decisions” Workbook, 4th edition including the “Chairs Supplement”.*
  - b. The panel of commissioners can continue to hear and make decisions if one or more of the commissioners are unable to continue with the hearing provided there is at least one member of the panel able to hear the plan change and submissions.*
  - c. Where necessary the commissioners may make decisions in relation to preliminary hearing processes (such as extension of time limits, decisions regarding pre-hearing meetings).*
  - d. The commissioners have been delegated the powers to exercise any additional power or function under Sections 41 to 42A of the Resource Management Act 1991.*
- 5.3** *That pursuant to Section 34A of the Resource Management Act 1991, the Council delegates to the Manager Regulatory Services the power to agree to a mediated outcome on the Council’s behalf.*

## **Attachments**

1. Robert Schofield - Conflict of Interest Letter
2. Chris Mitchell - CV
3. Chris Mitchell - Certificate
4. Robert Schofield - CV
5. Robert Schofield - Certificate

Huddart Parker Building  
1 Post Office Square  
Wellington  
New Zealand

7 April 2017

PO Box 1134  
Wellington 614  
New Zealand

Tararua District Council  
C/- Good Earth Matters Limited  
56 Queen Street  
**PALMERSTON NORTH 4414**

Tel: 64 4 385 931  
Fax: 64 4 384 308  
[www.boffamiskell.co.nz](http://www.boffamiskell.co.nz)

Attention: David Forrest

Emailed to: [david.forrest@goodearthmatters.com](mailto:david.forrest@goodearthmatters.com)

Boffa Miskell



**Re: Resource Management Act Hearing Commissioner:  
Plan Change 1, Tararua District Plan**

Dear David

In response to your call on 6 April 2017, I am happy to be considered in respect of being appointed as one of two independent Hearing Commissioners on the Panel to hear submissions on Proposed Plan Change 1 to the Tararua District Plan. This letter provides a summary of my RMA expertise, focusing particularly on my decision-making skills and experience and knowledge of RMA policy and plan-making.

As requested, I have enclosed my curriculum vitae, which outlines experience of relevance to the Plan Change, as well as a copy of my current Making Good Decisions Commissioner certification (valid to 30 June 2018). I also set out a declaration of potential areas of interest in this Plan Change, as well as an indication of my availability over the potential hearing period.

**Summary of Expertise**

In brief, I have been a planning practitioner since 1983, working primarily as a consultant to clients throughout New Zealand, including local authorities, central government and national infrastructure and energy organisations. While I have specialised in District Plan policy research and evaluation, I have worked across a range of RMA and environmental policy frameworks, including regional and central government policy making.

I have acted as an independent Hearing Commissioner since 2000, becoming an accredited RMA decision-maker in 2005 (when the Commissioner Accreditation system came into effect), and was most recently reaccredited in 2013 as a Chairperson (valid through to 30 June 2018).

I regularly act as an independent Hearings Commissioner, hearing and determining resource consent applications, or making recommendations on notices of requirement or plan changes. In this capacity I have heard an extensive range of proposals, including:

- A range of residential projects, from residential infill through to comprehensive greenfields development and provision for urban growth
- Numerous plan changes, including for a new heritage area, large format retailing, a multi-zoned suburban expansion, a new urban growth area, and a new distribution hub
- Retail and industrial developments, including a fuels storage facility and a chocolate factory extension

- Child care and educational facilities, including a new private school, a children's residential care facility, and a child care centre
- Roading and infrastructure development, including a marina facility, a road widening, a helicopter landing facility, and an airport runway extension
- Public and community facilities such as the redevelopment of a public swimming pool complex, a community hall and library, a new church, recreational activities/facilities, a residential home and hospital for the elderly, and a carnival parade and associated activities
- Rural activities, including forestry clearance and a farm quarry expansion
- Plan changes involving zoning for suburban expansion, a business park and a heritage area, along with residential rezoning
- Historic heritage matters, including a new heritage area for an historic ship slipway and an historic conference & wedding venue

As a Hearing Commissioner, I have acted both alone and as part of a Panel, either with Councillors or with other externally appointed Commissioners, and have occasionally assumed the role of Chair. I particularly enjoy working on mixed panels with local councillors as it provides me with an opportunity to use my skills and experience to complement their local knowledge, thereby resulting in more effective and locally centred decision-making.

I also provide best practice advice on RMA and strategic planning, having been involved with the development of the Ministry for the Environment's Quality Planning website since its inception, and either preparing Guidance Notes or peer reviewing draft guidance. Most recently, I have been advising the Ministry for the Environment and Transpower on guidance relating to the National Policy Statement on Electricity Transmission.

## Accreditation Qualifications

I am a fully accredited RMA Decision-maker (Chairperson endorsed), accredited through to 30 June 2018. A copy of my current accreditation is attached.

## Availability

I understand the hearing on Plan Change 1 is to be sometime in July/August this year. Currently I am generally available in July and in the first half of August. I am giving evidence at the Board of Inquiry on the Northern Corridor Improvements Project in Auckland sometime between 17 July and 10 August (most likely near the start of the Hearing), but that is likely to only require a day or so of my time. I should have confirmation of the exact date over the next month. I would note that I am on leave between 23 August and 15 September 2017.

## Areas of Potential Interest

I have reviewed the list of submitters and the nature of their submissions. While I do not consider that I have any direct conflicts that would affect my ability to objectively and independently hear and make decisions on those submissions, I wish to declare the following areas of potential interest:

1. **Powerco:** Boffa Miskell has recently provided planning, ecology and urban design advice on a number of projects requiring resource consent, none of which were located in the Tararua District. I have not been personally involved in any of these projects.
2. **NZ Transport Agency:** Boffa Miskell has provided and continues to provide planning, ecology, landscape and urban design advice on a range of large-scale roading projects throughout the NZ, noting that none of these are within the Tararua District. I have been directly involved with a number of these projects, the most recent located in the northern

part of the North Island. We are not involved with the maintenance and operational aspects of the Agency's work, and have no direct interest in the matters outlined in the Agency's submissions, which are largely of minor technical detail.

3. **Oil Companies:** I have provided planning services to Shell NZ Limited (the predecessor to Z Energy Limited one of the three oil company submitters), but ceased in the mid-1990s.

Please contact me if you require further information or clarification. I look forward to an opportunity to work with the Council.

Yours sincerely  
**Boffa Miskell Limited**



Robert Schofield  
Partner: Senior Planner  
*Direct Dial: +64-4-385 5792 | Mobile Ph. 027 444 0060*  
Email: [robert.schofield@boffamiskell.co.nz](mailto:robert.schofield@boffamiskell.co.nz)

**Mitchell Law**  
Public Law  
Resource Management

*Riverbank  
462 Te Moana Road  
P O Box 499  
Waikanae  
Phone 04 293 3646  
Mobile 021 277 1033*

**CV for Chris Mitchell: independent commissioner services**

Phillip Christopher (Chris) Mitchell,

Direct dial: 04 293 3646

E-mail: [chris@mitchelllaw.co.nz](mailto:chris@mitchelllaw.co.nz)

**Qualifications:**

LLM Hons. Victoria University of Wellington, BA (economics) Massey University

Accredited as hearings commissioner with chairing endorsement under s. 39A RMA

**Professional:**

Admitted as a barrister and solicitor in 1977. City Solicitor at Wellington City Council 1991-1992. Partner at Phillips Fox in Wellington specialising in resource management, local government and litigation from 1992-2006. In 2007 established a sole practice, Mitchell Law, specialising in public law and resource management. Admitted as lawyer in Queensland.

Past adjunct faculty member at Victoria University of Wellington's Law School organising and teaching environmental and resource management law courses at under graduate (LAWS 318) and post graduate (LAWS 544) levels.

Principal co-author (with Dean Knight) of the LexisNexis texts on Local Government, and of the relevant chapter in Laws of New Zealand

**Work as commissioner**

I have been appointed to a number of local authority panels and have worked both a sole commissioner and as a chair of hearing panels.

The panels I have chaired have included both independent commissioners and councillor/community board commissioners.

My current commissioner work is primarily on district plan review/change hearings. I am expected to write the relevant decisions, for review by other commissioners, on behalf of the Councils.

Overall, my work has been primarily in land development and subdivision applications, though often involving coastal issues, water and waste.

---

Chris Mitchell BA LL.M e-mail [chris@mitchelllaw.co.nz](mailto:chris@mitchelllaw.co.nz)



## Mitchell Law

Ref: 1254/20

page 2 of 2

22/5/17

Significant commissions have included proposed plan changes for Petone West mixed zone, the Paraparaumu Town Centre, a service/industrial and residential rezoning near Paraparaumu Airport, designations for Palmerston North Airport and SH2 in the Hutt Valley, a proposal for New Zealand's largest piggery between Foxton and Himatangi, and two major wind farm proposals (Meridian Central Wind and Contact Waitahora) in the lower North Island.

I am currently chairing the hearings on the full review of the Palmerston North District Plan which is being carried out on a sectional basis and expected to take until early 2018.

My current certification with chairing endorsement runs to 30 June 2019.

### Other work

As legal advisor and counsel I have run applications and hearings for development resource consents and private plan changes, mostly in the Manawatu, Horowhenua and Kapiti areas.

I act for the Local Government Commission and for two regional councils on core local government issues, and advise other clients on issues under the Local Government Act (particularly development contributions), acquisitions under the Public Works Act and transactions under the Reserves Act.

Many of the applications and disputes I am involved with are successfully resolved by mediation or arbitration. I have also acted as mediator on environmental disputes, most recently on the submissions to the Department of Conservation RCP for the sub-Antarctic Islands and Kermadecs.

I am on the Waitangi Tribunal's panel of consultants for report writing, revision and peer review.



**Chris Mitchell**  
**March 2017**

---

Chris Mitchell BA LLM e-mail [chris@mitchelllaw.co.nz](mailto:chris@mitchelllaw.co.nz)

# making good decisions

A Training, Assessment and Certification Programme  
for Resource Management Act Decision-makers

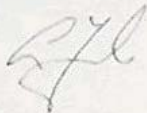
This certificate recognises that

*Phillip Christopher Mitchell*

has successfully demonstrated the competencies required  
by the Making Good Decisions Programme.



Dr Paul Reynolds  
Secretary for the Environment



Lawrence Yule  
President  
Local Government New Zealand

Awarded on:

13 June 2014

This certificate is valid until:

30 June 2019



Ministry for the  
Environment  
*Manatū Mo te Taiao*



Local Government  
New Zealand  
*te pūtahi matukihiri*





**CLICK HERE TO ENTER TEXT.**  
**RESOURCE MANAGEMENT PLANNING**

CONTACT ROBERT SCHOFIELD – CURRICULUM VITAE

Robert has worked in planning since 1983 as a consultant to clients throughout New Zealand, including local government, national corporations, energy and utility companies, development companies, educational institutions, roading and infrastructure agencies, and private individuals.

An accredited RMA decision-maker (Chairing endorsed), Robert regularly acts as an independent Hearings Commissioner. He also provides best practice advice on RMA and strategic planning.

While Robert specialises in District Plan policy research and evaluation, he has worked across a range of RMA and environmental policy frameworks at national, regional and local levels. He is familiar with instruments of national direction under the RMA (National Policy Statements and National Environmental Standards), having both involved in their development and then subsequent implementation throughout the country.

Skilled in most aspects of planning, Robert's experience includes environmental impact assessment, feasibility studies, district and regional planning, general research and surveys, strategic planning and policy-making.

Robert also has expertise in the consenting process, including the preliminary evaluation of sites and options for development projects, and the preparation of Assessment of Effects on the Environment for resource consent applications and Notices of Requirement (designations), including for large scale infrastructure and other projects. An experienced project manager and expert witness, Robert regularly provides expert evidence before council hearings and the Environment Court.

#### AREAS OF EXPERTISE

Decision-making +  
Facilitation

Environmental Policy + Plan  
Preparation

Urban, Transportation,  
Energy + Strategic Planning

Feasibility Studies/Site +  
Route Evaluation

Resource Consents +  
Assessments of Effects on  
the Environment

Project Management

#### QUALIFICATIONS

Bachelor of Arts (Honours),  
Victoria University

Master of Regional +  
Resource Planning  
(Distinction), University of  
Otago

#### PROFESSIONAL AFFILIATIONS

Fellow + Past President, NZ  
Planning Institute

Member,  
Resource Management  
Law Association

#### BACKGROUND

1997 to present	1990 - 1997	1985 - 1990	1984
Partner/Senior Principal/ Principal, Boffa Miskell Ltd, Wellington	Senior Associate/Associate, Connell Wagner Ltd	Environmental Planner, Synergy Applied Research Ltd	Planner, Ministry of Works and Development, Wellington

#### PROFESSIONAL ACTIVITIES

1992-2002	2002 to 2009	2008	2008	2011 – 2015
NZPI Council, including President of NZPI 1998-2000	Editor, Quality Planning Website	Distinguished Service Award, NZ Planning Institute	Fellow of the New Zealand Planning Institute	Member of NZPI Governance Board

## EXPERIENCE

### Decision Making & Facilitation

#### Accredited RMA Decision-Maker

Regularly appointed as Hearing Commissioner with delegated authority to hear and recommend on plan changes and designations, or to determine resource consent applications. Accredited as a Chairperson (valid to June 2018). On occasion, also appointed to make decisions on procedural matters, such as notification (see cover letter for more details).

#### Mediation

Assisted in the resolution of planning disputes, both through Environment Court processes and through more informal dispute resolution processes.

#### Facilitation

Acts a facilitator to resolve or address RMA issues, sometimes as part of District Plan process. For example, engaged by the Kāpiti Coast District Council to facilitate the review of the science and methodology of the coastal hazard mapping for the Proposed District Plan, undertaken by a panel of independent scientists.

#### Pre-hearing Chairing

Chairing of pre-hearing meetings under the RMA.

### RMA Policy & Plan Preparation

#### District Plan Change, WelTec, 2009 – 2013

Assisted WelTec in introducing a change to the Hutt District Plan to provide for the Institute's main campus in Petone. Included public and community consultation, preparation of the plan change, and supporting WelTec in the Hearing on the Plan Change.

#### Integrated Plan Framework, Local Government New Zealand, 2013

Assisted LGNZ in facilitating workshops of Council Planners on ways to progress a single plan template and integrated plans.

#### Draft Second Generation Dunedin District Plan, 2014 – 2015

Peer reviewed draft provisions of the second generation E-Plan, and 'road tested' E-Plan prior to notification.

#### Porirua Landscape Management, Porirua City Council 2012 – ongoing

Assisted the City Council in developing a Landscape Management Strategy to manage its outstanding and significant landscapes, and in the subsequent rural zone mapping exercise and landowner consultation, to determine most appropriate areas for rural lifestyle development.

#### Planning Review, New Plymouth District Council, 2013

Reviewed the District Council's planning services to examine whether the current structure and systems at the Council are adequate to meet the current and potential future resource management challenges the District is facing.

#### Auckland Unitary Plan, 2014 – 2015

Assisted group of Network Utility Operators in support of their submission on the RPS section of the Proposed Auckland Unitary Plan before the Independent Hearings Panel.

#### District Plan Review, Christchurch City Council, 2013 – 2014

Assisted Christchurch City Council in its replacement District Plan, by providing a review of the technical quality of its early draft provisions.

#### Section 32 Guidance Note Review, Ministry for the Environment, 2013

Peer reviewed the revision of the Ministry for the Environment's Guidance on s32 of the Resource Management Act.

#### District Plan Review Options, Hutt City Council, 2014

Assisted Hutt City Council by reporting on options for the review of its District Plan.

#### Preparation of the Combined Wairarapa District Plan, 2004 – 2011

Responsible for preparing the first combined district plan in New Zealand, for Wairarapa's three District Councils (Masterton, Carterton and South Wairarapa), seeking to bring about consistent environmental management policies, as well as to address new obligations introduced into the

legislation since the previous plans were prepared. The Plan is also one of the first "second generation" of District Plans prepared under the RMA.

#### District Plans for Masterton and Hurunui Districts, 1992 – 1996

Principal planner responsible for preparing the District Plan for each of these districts as required under the Resource Management Act 1991. This involved project management, policy preparation, consultation, and public presentations.

#### District Plan Changes

Prepared plan changes on behalf of local authorities (changing their plans) and businesses, and educational institutions (as privately sought changes), including:

- Rural-residential developments
- Large residential developments
- Marinas
- Tertiary education campuses
- Airports
- Heritage areas
- Industrial growth areas
- Urban growth areas

#### Kāpiti Coast District Plan Change 80, 2006 – 2009

Principal planner in preparation of plan change to accommodate significant new urban growth development based on integration with ecological and landscape values.

#### Horizons Proposed One Plan, 2007 – 2012

Assisted TrustPower in analysing and presenting evidence and resolving appeals on the provisions of the Proposed One Plan, focusing on energy and infrastructure, indigenous biodiversity, and outstanding natural features and landscapes; working with technical experts in assessing impacts of proposed policies and rules.

#### Biodiversity Policies, Wairoa District Plan, 2004

Worked with an ecologist to review the effectiveness of current policies and to prepare a Plan Change to resolve current issues.



## EXPERIENCE

### National Policy Direction

#### Quality Planning Project, 2002 – ongoing

Assisted Ministry for the Environment in establishing the Quality Planning website to promote the exchange of information on best practice in plan preparation under the RMA, including the preparation of best practice guides on a range of policy issues. An editor of new and revised guidance notes since 2002.

#### NES for High-Voltage Transmission Lines, 2006 – 2007

Principal planner to Transpower and the Ministry for the Environment in the development of national environmental standards to manage the effects of the upgrading, maintenance and operation of New Zealand's national high voltage transmission line network.

#### NPS on Electricity Transmission, 2008 – 2010

Provided advice to Transpower and the Ministry for the Environment on the development of Guidance to local authorities on the implementation of this NPS. Presented at workshops around New Zealand on the Guidance.

#### NPS on Renewable Electricity Generation, 2008

For the New Zealand Wind Energy Association, reviewed the proposed NPS, assisted in the preparation of its submission, and presented expert planning evidence to the Board of Inquiry. For the Ministry for the Environment, assisted in the development of online guidance on the implementation of the NPSREG.

#### National Policy Statement on Freshwater Management, for Electricity Generators, 2016

Assisted major electricity generators in responding to NPSFM policies relating to hydroelectricity generation.

#### Review of District and Regional Plans and Policies, Transpower, 2012 – ongoing

Adviser to Transpower on new plans and policies, including

analysis of plans, preparation of submissions, preparation of evidence for hearings.

#### Review of District and Regional Plans and Policies, Trustpower, 2008 – ongoing

Adviser to Trustpower on new plans and policies, including analysis of plans, preparation of submissions, and preparation of evidence for hearings.

#### Transmission Lines Corridor Protection Strategy, 2006 – 2007

Advice to Transpower on developing a decision-making framework for guiding its efforts in seeking protection for its transmission corridors.

#### Eastern Rivers Floodplain Management, Greater Wellington, 2012

Adviser to GWRC on the development of its floodplain management for Wairarapa Rivers.

#### 2G Plan Workshops, 2008 – 2009

For the New Zealand Planning Institute, facilitated two-day workshops on second generation RMA plans in five major centres throughout New Zealand.

#### Regional Air Quality Plans for Hawke's Bay, Manawatu-Wanganui, and Bay of Plenty Regional Councils, 1994 – 1995

Worked as part of a team of legal and technical specialists on these Air Quality Management Plans (Regional Plans).

### Resource Consents, Designations & Assessments of Effects on the Environment

#### Planning Consultancy Services for Businesses

Prepared numerous resource consent applications (including Assessments of Effects on the Environment and site audits) and prepared and presented evidence for numerous planning hearings to local authorities and the Environment Court. Managed the provision of these planning services for a range of clients. Projects include:

- Residential developments, from apartment buildings, townhouses and new dwelling houses to large-scale residential developments
- Rural-residential developments
- Residential villages and hospitals for the elderly
- Subdivisions
- Pa whakairo, where wananga and kohanga reo
- Bulk retail developments
- Commercial developments (such as restaurants, real estate offices, service stations, truck stops, home display centres, heavy machinery centres, hotels, a wood chipping plant, a winery, a cement distribution facility, a private landfill, beef and lamb processing plants, a marina, and a private geriatric hospital)
- Heritage protection and protected trees
- Sports clubs and recreation facilities
- Churches
- Motel, hotel and tavern developments
- Events Centre and cinemas
- Cleanfills
- Wind farms
- Telecommunications and broadcasting transmission facilities
- Cultural and craft market
- Gas Flare Vent for removing landfill gases
- Sewage treatment plants.

#### Transmission Gully Project, Wellington Gateway Partnership (Public-Private Partnership), 2013 – ongoing

Consenting Manager for the Wellington Gateway Partnership during the bid phase and subsequent design and construction of the Transmission Gully Project, an \$800+ million new section of State Highway 1 motorway in the Wellington Region.

#### Mackays to Peka Peka Expressway for NZ Transport Agency, 2009 – 2013

Consents Manager for the Mackays to Peka Peka Expressway as part of an Alliance, including alignment and connectivity

## EXPERIENCE

options evaluation, consultation, Notice of Requirement and Assessment of Environmental Effects, and Board of Inquiry processes.

### Northern Corridor Improvements Project, for NZ Transport Agency 2016

Review of assessment of alternatives undertaken to date for one of the accelerated projects for Auckland. Input into AEE and preparation of evidence for Board of Inquiry

### Hutt River Flood Protection Scheme, 2014 – ongoing

Assisted Wellington Regional Council in planning for the upgrade of Hutt River flood protection in the Lower Hutt city centre.

### Planning Assistance to Port Marlborough New Zealand, 2004 – 2008

Provision of planning services to Port Marlborough in its marina developments, including consent for a drystack/apartment complex and for two marina extensions; working with technical experts on the Assessment of Effects on the Environment, including benthic ecology, coastal processes, and terrestrial ecology.

### Upgrade of Masterton Wastewater Treatment Plant, 2006

Responsible for the preparation of the Notice of Requirement and resource consent applications, including the Assessment of Effects on the Environment, as well as evidence in support at the joint hearing, and consultation with iwi, adjacent landowners, and key stakeholder organisations.

### Storage Yard Developments, CentrePort, 2014 – date

Assisted CentrePort in obtaining resource consents for its development of storage areas at Waingawa and Kaiwharawhara.

### Manapouri Tailrace Amended Discharge Resource Consents, 2009

Provided expert planning evidence to Environment Southland on Meridian Energy's resource consent applications to increase the discharge through the Manapouri Power Scheme, in Fiordland.

### New Men's Prison, Wiri, 2009

Assisted the Department of Corrections in its Notice of Requirement for a new men's prison at Wiri, Manukau.

### New Transmission Line, Wairakei to Whakamaru, Transpower, 2009 – 2011

Project managed the constraints mapping, route options analysis, Assessment of Environmental Effects and Notice of Requirement for proposed new 220kV line near Taupo.

### New 220kV Connection to Paraparaumu, Transpower, 2012 – 2014

Project adviser on the assessment of options and consequent preparation of a Notice of Requirement for a proposed new transmission link to Paraparaumu substation.

### WellTec N Block Extension, 2009 – 2013

Assisted WellTec in obtaining resource consent for its new School of Engineering in Petone, including variations of conditions.

### Palmerston North and Manawatu Transportation Strategy, 2009

Working with Traffic Design Group, Principal Planner for assessing scenarios in the development of a Transportation Strategy for Palmerston North City and Manawatu District.

# making good decisions

A Training, Assessment and Certification Programme  
for Resource Management Act Decision-makers

This certificate recognises that

*Robert Schofield*

has successfully demonstrated the competencies required  
by the Making Good Decisions Programme.



Dr Paul Reynolds  
Secretary for the Environment



Lawrence Yule  
President  
Local Government New Zealand

Awarded on:

29 July 2013

This certificate is valid until:

30 June 2018









## Report

Date : 24 May 2017

To : Mayor and Councillors  
Tararua District Council

From : Clayton Locke  
Liquor Licensing Officer

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

Item No : **11.4**

---

### **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
401.2010.00003437.001	Eketahuna Rugby Football Club	Mr D P Dougherty	05 Dec 2016	28 Jun 2019
401.2015.00005163.001	Post Office Hotel	Ms K L Metekingi	05 Dec 2016	20 Oct 2019
401.2007.00003533.001	Pahiatua New World	Ms S J Franssen	05 Dec 2016	25 Oct 2019
401.2007.00002797.001	Pongaroa Hotel	Ms M E Pomana	05 Dec 2016	13 Nov 2019
401.2007.00003349.001	Mangatera Hotel	Miss N R Holdem	05 Dec 2016	18 Nov 2019
401.2007.00002075.001	Mangatera Hotel	Mr D P Speedy	05 Dec 2016	18 Nov 2019
401.2007.00002076.001	Mangatera Hotel	Mrs D E Speedy	05 Dec 2016	18 Nov 2019
401.2016.00005201.001	Eketahuna Inn	Mr M R Shale	05 Dec 2016	29 Nov 2019
401.2016.00005202.001	Big Barrel	Mr P Singh	05 Dec 2016	03 Dec 2019
401.2015.00005169.001	The Forge Restaurant	Miss K Smith	08 Feb 2017	15 Dec 2019
401.2015.00005167.001	Dannevirke New World	Ms W S Kells	05 Dec 2016	16 Dec 2019
401.2010.00005020.001	Pahiatua New World	Mrs K M Fenning	08 Feb 2017	20 Dec 2019
401.2015.00005171.001	The Bottle - O Pahiatua	Mrs H R Elms	10 Apr 2017	09 Feb 2020
401.2007.00002683.001	Eketahuna Inn	Mr C Gillott	08 Feb 2017	15 Feb 2020
401.2014.00005117.001	Eketahuna Liquor Centre	Mr T R Patel	10 Apr 2017	26 Feb 2020
401.2012.00005078.001	Post Office Hotel	Miss N R C Burt	10 Apr 2017	04 Mar 2020
401.2016.00005173.001	Black Dog	Ms H J Upson	10 Apr 2017	24 Mar 2020
401.2016.00005175.001	Merrylees Hotel	Mrs N M Henry	10 Apr 2017	31 Mar 2020
401.2008.00003712.001	Dannevirke New World	Mr G R Hasler	11 Apr 2017	29 May 2020

### 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 3 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
400.2012.00005220.001	Dannevirke Golf Club	Dannevirke Golf Club Inc.	08 Oct 2012	08 Oct 2019
400.2011.00005059.001	The Shed	Tui Point Pool and Darts Club	23 Mar 2011	23 Mar 2020
On Licence - Renewal On Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2015.00005458.001	Pongaroa Hotel	Pongaroa Hotel 2014	11 Nov 2015	11 Nov 2019
400.2010.00005033.001	Wimbledon Tavern	De Visser R H J and L M	02 Dec 2009	02 Dec 2019
400.2007.00003593.001	Settlers Arms Tavern	Mr R A Boyce	17 Dec 2006	17 Dec 2019
Off Licence - Renewal of Off Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2015.00005442.001	Four Square Dannevirke	RTST Ltd	22 Jun 2015	22 Jun 2019
400.2015.00005459.001	Pongaroa Hotel	Pongaroa Hotel 2014	11 Nov 2015	11 Nov 2019
400.2009.00004199.001	Wimbledon Tavern	De Visser R H J and L M	02 Dec 2009	02 Dec 2019

#### 4. New Certificates

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

Manager's Certificate - New Manager's Certificate				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
401.2016.00005193.001	Eketahuna Bottle Store	Mr C Carter	05 Dec 2016	05 Dec 2017
401.2016.00005194.001	Woodville Four Square	Miss H Wetere	05 Dec 2016	05 Dec 2017
401.2016.00005195.001	Dannevirke Citizens and Services Club	Ms G M Urwin	05 Dec 2016	05 Dec 2017
401.2016.00005197.001	Red Chillies	Mrs S Sunar VK	05 Dec 2016	05 Dec 2017
401.2016.00005198.001	The Black Stump Cafe	Miss A L Walshe	05 Dec 2016	05 Dec 2017
401.2016.00005199.001	Pahiatua New World	Miss S J Polglase Wills	05 Dec 2016	05 Dec 2017
401.2016.00005200.001	Pahiatua New World	Mr B J Matthews	05 Dec 2016	05 Dec 2017
401.2016.00005203.001	Post Office Hotel	Mrs J M Oswald Keen	09 Mar 2017	09 Mar 2018
401.2016.00005204.001	The Forge Restaurant	Miss R L Smith	09 Mar 2017	09 Mar 2018
401.2017.00005205.001	The Forge Restaurant	Miss S D Chasland	10 Apr 2017	10 Apr 2018
401.2017.00005206.001	Dannevirke New World	Mrs H M Durbin	10 Apr 2017	10 Apr 2018
401.2017.00005207.001	Big Barrel Dannevirke	Mr S Singh	10 Apr 2017	10 Apr 2018

## 5. New On, Off and Club Licences

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

On Licence - New On Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005541.001	The Forge Restaurant	The Forge Restaurant Ltd	02 Dec 2016	02 Dec 2017
400.2017.00005566.001	Post Office Hotel	Trust House Ltd	26 Apr 2017	26 Apr 2018
Off Licence - New Off Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005545.001	Ruahine Ports	Ruahine Ports Ltd	09 Feb 2017	09 Feb 2018
400.2017.00005567.001	Post Office Hotel	Trust House Ltd	26 Apr 2017	26 Apr 2018

## 6. Special Licences

- 6.1 Under Section 22 of the Sale and Supply of Alcohol Act 2012, the following have made application for special licences for the occasions detailed.
- 6.2 Reports have been obtained from the Police and the Liquor Licensing Inspector, neither of whom have raised any matters in opposition to the application.
- 6.3 In considering each application, the Licensing Agency must have regard to the following matters:
- The nature of the particular occasion
  - The suitability of the applicant
  - The days on which and the hours during which the applicant proposes to sell liquor

- The steps proposed to be taken to ensure that prohibited persons are not served
- The applicant's proposals relating to the sale and supply of non-alcoholic refreshments and food
- The reports from the Police and the Liquor Licensing Inspector

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

Special Licence - Special Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005539.001	Woodville Structures Depot	Descendants Motorcycle Club NZ	02 Dec 2016	03 Dec 2016
400.2016.00005542.001	Pukaha Mt Bruce	Pukaha Mount Bruce Board	02 Dec 2016	06 Dec 2016
400.2016.00005546.001	Dannevirke A&P Showgrounds	Central & Southern Hawkes Bay Show Jumping Group	15 Dec 2016	07 Jan 2017
400.2016.00005550.001	Pukaha Mt Bruce	Pukaha Mount Bruce Board	11 Jan 2017	18 Jan 2017
400.2016.00005547.001	Oxbow Farms	Creative Catering	10 Jan 2017	29 Jan 2017
400.2017.00005554.001	Woodville - Pahiatua Race Course	Creative Catering	08 Feb 2017	11 Feb 2017
400.2016.00005548.001	Dannevirke and District Dog Trial Club	Mr J B Walker	08 Feb 2017	12 Feb 2017
400.2017.00005555.001	Stadium Pahiatua	Bush Multisport Trust	08 Feb 2017	16 Feb 2017
400.2017.00005553.001	Pahiatua Makuri Dog Trial Club Room	Pahiatua Makuri Dog Trial Club	09 Feb 2017	18 Feb 2017
400.2016.00005551.001	Dannevirke Golf Club	Dannevirke Golf Club Inc.	08 Feb 2017	18 Feb 2017
400.2017.00005560.001	Dannevirke Services and Citizens Club	Dannevirke Services and Citizens Club Inc.	24 Feb 2017	28 Feb 2017
400.2017.00005565.001	Ormondville Railway Station	Junction Wines	02 Mar 2017	04 Mar 2017
400.2017.00005556.001	Wainui Valley Dog Trial Club Rooms	Wainui Dog Trail Club	13 Feb 2017	04 Mar 2017
400.2017.00005559.001	Akitio Sheep Dog Trial Club	Akitio Sheep Dog Trial Club	13 Feb 2017	11 Mar 2017
400.2016.00005549.001	Weber Hall	Weber Sheep Dog Trial Club	28 Feb 2017	13 Mar 2017
400.2016.00005544.001	Dannevirke Golf Club	Dannevirke Golf Club Inc.	08 Feb 2017	18 Mar 2017
400.2017.00005562.001	Kumeroa Dog Trail Club Room	Kumeroa Dog Trial Club	15 Mar 2017	18 Mar 2017
400.2017.00005563.001	Makotuku Dog Trial Club Room	Makotuku Sheep Dog Trial Club	15 Mar 2017	25 Mar 2017

400.2017.00005552.001	Dannevirke Tennis Club	Dannevirke Tennis Club	08 Feb 2017	30 Mar 2017
400.2017.00005561.001	Dannevirke Town Hall	Dannevirke Theatre Company Inc.	09 Mar 2017	08 Apr 2017
400.2017.00005568.001	Alfredton Sheep Dog Trial Club	Mr A B Schnell	23 Mar 2017	09 Apr 2017
400.2017.00005569.001	Tararua Club	Tararua Club Inc.	23 Mar 2017	15 Apr 2017
400.2017.00005574.001	Pongaroa Hotel	Pongaroa Hotel 2014	13 Apr 2017	16 Apr 2017
400.2017.00005564.001	Akitio Boating Club	Akitio Boating Club Inc.	15 Mar 2017	17 Apr 2017
400.2017.00005575.001	Wimbledon Tavern	Mrs L M De Visser	24 Apr 2017	24 Apr 2017
400.2017.00005572.001	Norsewood Crown Hotel	Norsewood Crown Hotel 2015 Ltd	18 Apr 2017	25 Apr 2017
400.2017.00005570.001	Dannevirke Hunt Club	Dannevirke Hunt Inc.	07 Apr 2017	17 Jun 2017
400.2017.00005571.001	Pongaroa Domian	Puketoi Rugby Football Club	07 Apr 2017	12 Aug 2017

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

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

## 7. Temporary Authority

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

7.2 Applicants for temporary authorities also apply for permanent on and off licences. Given that these are thoroughly investigated, there seems little point, in most cases, in holding a hearing. The Liquor Licensing Inspector and Police have made inquiries into the following applicant/s and have nothing to report to their detriment.

7.3 Applications have been received from the following

Temporary Authority - Temporary Authority				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2017.00005557.001	Post Office Hotel	Trust House Ltd	1/30/2017	4/30/2017
400.2017.00005558.001	Post Office Hotel	Trust House Ltd	1/30/2017	4/30/2017

## **8. Recommendation**

- 8.1 *That the report from the Liquor Licensing Officer dated 24 May 2017 concerning Liquor Licensing Matters Determined Under Delegated Authority (as circulated) be received and noted.*

## **Attachments**

Nil.







## Report

Date : 25 May 2017  
To : Mayor and Councillors  
Tararua District Council  
From : Raj Suppiah  
Chief Financial Officer  
Subject : **3rd Quarter Performance Report for the 2016/17 Year**  
Item No : **11.5**

---

## Contents

1. Executive Summary
2. Summary of Activity Financial Results and Variances
3. Summary of Service Performance Results
4. Capital Expenditure Report
5. Debtors Report
6. Treasury Report
7. Financial Prudence Measures
8. Compliance Report

## Appendices

- Appendix 1 : Executive Performance Dashboard  
Appendix 2 : Service Performance Measures

## 1. Executive Summary

	<b>2015/16 Actual</b>	<b>3rd Quarter Actual</b>	<b>2016/17 Budget</b>	<b>Variance to Budget</b>
	<b>000's</b>	<b>000's</b>	<b>000's</b>	<b>000's</b>
Revenue	<b>28,489</b>	<b>25,786</b>	<b>25,431</b>	<b>355</b>
Operating Expenditure	<b>25,052</b>	<b>24,908</b>	<b>25,773</b>	<b>865</b>
<b>Operating Surplus/(Deficit)</b>	<b>3,437</b>	<b>878</b>	<b>(341)</b>	<b>1,219</b>
Other Gains/(Losses)	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Revenue &amp; Expense</b>	<b>3,440</b>	<b>878</b>	<b>(341)</b>	<b>1,219</b>

**Table 1: Summary Income Statement**

### 1.1 Operating Results

Council is in a favourable position for the nine months ending March 2017. We had budgeted for a deficit of \$341,000, but currently have a surplus of \$878,000. This is primarily due to timing of NZTA subsidies and also a significant portion of emergency roading works being renewal in nature as opposed to operational.

## 1.2 Operating Revenue

Revenue for the 3<sup>rd</sup> Quarter is slightly higher than budget by \$355,000.

The following table explains significant favourable variance explanations:

Activity	Current Favourable Variance	Reason	Reported in Previous Quarter	Reflected in Annual Plan 2017/18
Roading	\$390,000	<ul style="list-style-type: none"> <li>Scheduling of pre-renewal maintenance in the early part of the financial year that was budgeted for over the full 12 months of the year.</li> <li>Due to the weather events in April, Council is seeking further emergency works funding. This will be at the higher rate of 83% and will result in a favourable variance at year end.</li> </ul>	Yes	No
Support	\$220,000	<p>Rates penalties higher than budgeted, as outstanding rates debt is managed. See Part 5 – Debtors report for more information.</p> <p>This will be a favourable variance at year end.</p>	Yes	Yes, increased to reflect actuals
Parks & Reserves	\$46,000	\$23,000 relates to higher camping revenue from the Dannevirke Camping Ground. \$20,000 was a grant received for the upgrade of Norsewood Water Wheel Playground	No	Yes, camping grounds revenue has increased
Animal Control	\$5,000	The unfavourable variance of \$17,000 reported in the Six Month Report is now a favourable variance. With the additional Animal Control Officer we were able to respond to CRM's in a timely manner and improve our level of service by following up unregistered dogs. As a result, revenue from Infringements and impounding are higher than budget by \$18,000 and \$5,000 respectively.	Yes	Yes, increased to reflect actuals

**Table 2: Favourable Operating Revenue Variances**

The following table explains the significant unfavourable revenue variances to budget:

Activity	Current Unfavourable Variance	Reason	Reported in Previous Quarter	Reflected in Annual Plan 2017/18
Commercial Investments	\$208,000	Due to the poor weather, harvesting has been significantly delayed. Harvesting at the Kaiparoro block will not proceed this financial year as planned. This activity has no rates impact and is self-funding.	Yes	Yes, harvesting is planned for the 2017/18 year.
Health & Safety	\$64,000	Although the number of consents is higher than last year, the amount of chargeable time has reduced due to the value of the building consents being significantly lower.	Yes	Yes
Water Supplies	\$165,000	Subsidy revenue is \$200,000 under budget. This is due to delays in Pongaroa Water Supply project.	No	No

***Table 3: Unfavourable Operating Revenue Variances***

Refer to Section 2.1 for variance analysis at an activity level.

### 1.3 Operating Expenditure

The favourable variance for operating expenditure for the 3<sup>rd</sup> quarter is \$865,000. The major variations are explained below.

The activities below currently have unfavourable variances that are expected to remain unfavourable at year end:

Activity	Current Unfavourable Variance	Reason	Reported in Previous Quarter	Reflected in Annual Plan 2017/18
Public Conveniences	\$7,000	This was expected to increase to \$25,000 by year end due to new contracts being let in the current year having additional cleaning frequency to address issues around cleanliness. However, due to lower contract variations for additional cleaning, the budget variance at year end will likely only be \$10,000.	Yes	Yes, also included an increase for additional cleaning at the Ferry Reserve.
Service Centres	\$15,000	This is expected to increase to \$20,000 as additional resource hours have been temporarily requested to allow the Customer Services Team Leader to increase her focus in CRM management. This will enable her to learn and improve the CRM system.	Yes	No
Representation	\$40,000	During election year, representation is budgeted to make a loss as Council funds the election from the Election reserve. This reserve will run into deficit as the result of two by-elections.	Yes	Yes, additional funding is budgeted to replenish the Election Reserve.
Animal Control	\$29,000	This is due to the additional resource employed during the year. This has resulted in an improved level of service as explained in section 1.2 above.	Yes	Yes
District Planning	\$28,000	The variance relates to consultant costs incurred to date, mainly for the Proposed Plan Change as the scope has increased. This has been offset in the activity by higher LIM revenue of \$23,000	Yes	
Stormwater	\$10,000	Due to the unseasonably wet summer experienced in the district, additional stormwater maintenance was required to minimise the impact of flooding from high rain volumes.	Yes	Yes, the Annual Plan budget has been increased slightly.

**Table 4: Unfavourable Operating Expenses Variances**

The following activities have significant favourable variances:

Activity	Current Favourable Variance	Reason	Reported in Previous Quarter	Reflected in Annual Plan 2017/18
Commercial Investments	\$85,000	Due to the poor summer, harvesting at Kaiparoro will be delayed until next summer.	Yes	Yes
Health & Safety	\$50,000	Is mainly due to timing of staff costs. \$22,000 of this was to fund staff costs during the planned back-capturing project programmed for the university holidays. However, Council was only able to progress with two students. It is likely that this variance will decrease slightly by year end as Council have approved a records digitisation officer split between Regulatory and the Records team.	Yes	Yes, additional resource
Parks and Reserves	\$65,000	This activity has a favourable variance that relates to the following 2 items; \$25,000 rates that relate to Waste Water, the budget has been corrected in the 2017/18 Annual Plan, and the remainder relates to lower extraordinary expenditure to date.	Yes	Yes
Community Buildings, Housing	\$55,000 \$65,000	The variances mainly relate to painting. These tenders were awarded in November, but due to the poor summer, painting has only recently started.	Yes	No
Support	\$110,000	This variance relates to lower staff costs due to staff resignations during the year and lower legal costs incurred than budgeted.	No	
Community Support	\$65,000	This is mainly due to timing of expenditure in relation to CCTV camera's, Community Grants, and Main Street Funding	No	No
Water Supplies	(\$16,000) Favourable	The favourable variance has resulted from reclassifying \$49,000 of water toby replacements traditionally treated as operational expense to renewals. However, increased water testing frequency, and chlorination costs resulting from the Pahiatua Bore becoming unsecured, has resulted in additional operational cost.	Yes	Yes, additional water treatment and testing costs.

**Table 5: Favourable Operating Expenses Variances**

Refer to section 2.2 for variance analysis at an activity level.

## **1.4 Treasury Position**

### **1.4.1 Cash and Cash Investments**

Cash and cash investments are currently \$7.2 million, being below budget by \$4 million. This is mainly due to having not received payment of subsidy from NZTA for February and March.

Council's average investment interest rate of 3.01% is lower than our budgeted investment rate of 3.6%. This is due to the Reserve Bank of New Zealand keeping the Official Cash Rate (OCR) at 1.75%. The impact of this is on call investments held for working capital is receiving less interest.

Despite this, Council has been able to achieve through active treasury management high deposit returns on term investments of 6 months maturity. This has resulted in a \$27,000 favourable variance to budget.

### **1.4.2 External Debt**

Council has core debt as at 31 March of \$10 million, and short-term borrowing of \$1 million. This is all with the Local Government Funding Agency (LGFA).

Council has also borrowed \$1 million commercial paper from LGFA on a 6 month term at a very favourable rate of 2.29%. This has enabled Council to maintain its term deposit investments that are at more favourable interest rates. This was rolled over in April for a further 6 months at a rate of 2.21%.

With significant capital projects (especially in Water and Wastewater activities) planned this year, we anticipate our core debt to increase close to \$12 million. This is consistent with our planned debt forecast.

LGFA debt is at varying terms ranging from 6months - 7 years.

### **1.4.3 Debt Financing Cost**

Interest expense is \$25,000 below budget. Our effective interest rate was 3.98% compared to a budgeted rate of 5.1%.

### **1.4.4 Cash Flow**

Council's cash position compared to budget is higher than budget due to subsidy revenue from NZTA being above budget.

## **1.5 Capital Expenditure**

We are currently 60% through our total capital budget for the year. We are making progress with 43 projects in the commissioning/completed phase and an additional 14 projects moving to the construction stage. The following significant projects have been identified will not be complete at year end:

- Saddle Road
- Woodville Water Storage
- Pahiatua Water 4.5 day storage
- District Stormwater Management
- Water & Wastewater District generators
- Dannevirke Wastewater pond 1
- Sewerage Treatment Plant Cassettes renewal
- Information Services Hardware Renewals
- Pongaroa Water Supply
- Akitio water
- Roothing Emergency Renewals

Further information on the reason and scope of delay is included in the CapEx section of the report.

Council has deferred the following significant projects:

- Pahiatua and Woodville Earthquake prone buildings – Deferred to 2017/18 and 2018/19 while waiting on new EQ standards.
- Eketahuna Wastewater Treatment plant – Deferred to 2017/18, due to discussion with MfE for additional funding.

## **1.6 Service Performance Measures**

Overall results and forecast show that we are tracking to improve from last year's results. However, from the 2<sup>nd</sup> quarter results, a further 3 measures have changed status from "on target" to "needs improvement".

Please refer to section 3 below for further detail.



## 2. Activity Financial Results and Significant Variances

The following table summarises the financials at the activity level. Refer to Appendix 1 for details.

	<b>Actual 31 March 2017</b>	<b>Budget 31 March 2017</b>	<b>Variance in Dollar</b>
<b>Activity revenue</b>	26,107,677	25,714,960	392,717
<b>Activity Expenditure</b>	16,523,620	17,012,779	489,159
<b>Total</b>	9,584,056	8,702,181	881,876





**Table 6: Summary Activity Financial Results and Significant Variances**

*Note: The revenue excludes finance income, depreciation and finance charges, other gains/losses but includes support activities' overhead allocations.*




In the detailed activity income and expenditure we have also included the "End of Year Forecast Variance".

The legend to explain the traffic lights:

For the column – End of Year Forecast

	Forecast to be on target at Year End
	Minor Variance to budget expected at year end
	Significant unfavourable variance to budget expected at year end
	Significant favourable variance to budget expected at year end

For the column – Trend from last quarter

	Improved
	No Change
	Worsened

## 2.1 Revenue

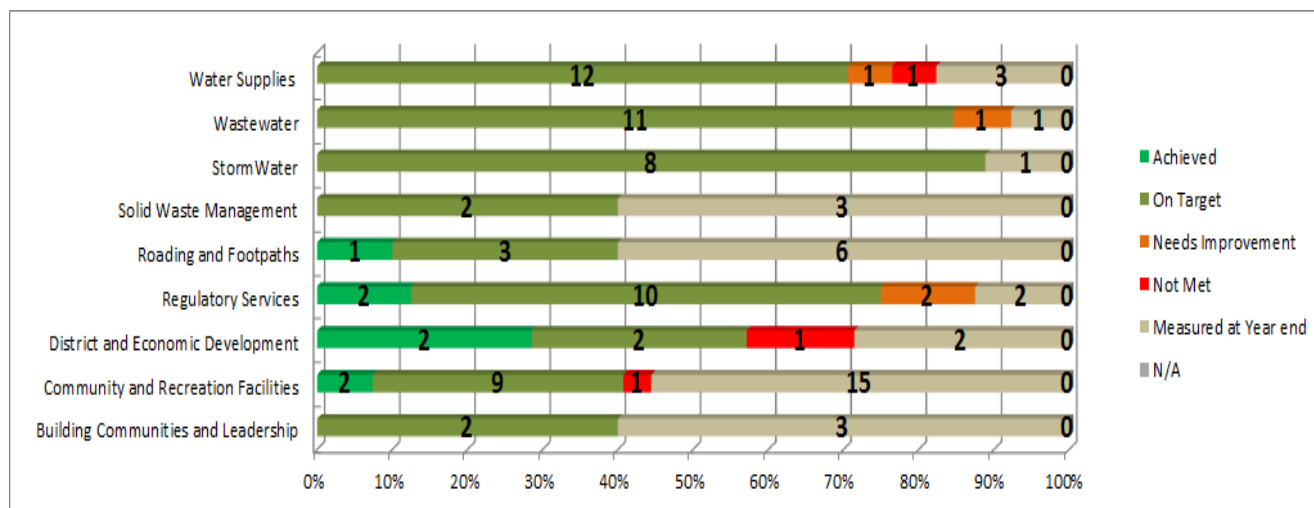
	Budget	Actuals	Variance	Trend from last Quarter	End of Year Forecast	Explanation
<b>Building Communities &amp; Leadership</b>						
Community Support	276,616	279,697	3,082	➡	●	
Representation	849,950	872,275	22,325	⬆	●	Due to higher election costs as a result of the Southern By-Election, we received higher reimbursement of costs from Elections NZ.
<b>Community &amp; Recreation Facilities</b>						
Cemeteries	263,189	280,945	17,757	⬆	●	Plot sales higher than budgeted.
Community Buildings	648,180	641,772	-6,408	➡	●	The variance mainly relates to timing of rental income from the Dannevirke Town Hall
Housing	250,290	260,830	10,540	⬆	●	Residential rent higher due to the pensioner units being predominantly fully tenanted.
Libraries	859,869	867,058	7,189	➡	●	Greater fee revenue from DVD rental and fines.
Parks and Reserves	1,023,218	1,069,566	46,349	⬆	●	The Dannevirke Camping Ground has received significantly higher revenue than budgeted. Also Council received an unbudgeted grant of \$20,000 for the upgrade of the Norsewood Water Wheel Reserve Playground.
Public Conveniences	192,887	192,887	0	➡	●	
Service Centres	403,082	403,005	-76	➡	●	
Swimming Pools	389,511	389,511	0	➡	●	
<b>District Promotions and Development</b>						
Commercial Investment	435,441	226,501	-208,940	⬆	●	Variance relates to timing of forestry revenue. Harvesting has been delayed due to poor weather conditions over summer period. Harvesting is not likely to re-commence until the new financial year.
District Promotions and Development	556,213	567,218	11,006	⬆	●	Variance relates to Ministry of Social Development subsidies for employee development.
<b>Regulatory Services</b>						
Animal Control	274,642	280,054	5,412	⬆	●	As a result of the additional Animal Control Officer, Council has been able to improve response times to CRM's and follow-up on unregistered dog owners. This has resulted in impounding fees (\$5,000) and infringements revenue (\$18,000) being higher than budget. However, this is partially offset by lower-than-budgeted registration revenue.
Emergency Management	302,561	306,870	4,309	⬆	●	
Health & Safety	772,158	708,511	-63,647	⬆	●	The unfavourable variance relates to building consent revenue. Although the number of consents issued are higher than last year, the value of the consents are significantly lower (by 20%). This revenue change has been reflected in the Annual Plan 2017/18
District Planning	235,031	258,403	23,372	⬆	●	The property market is experiencing high demand as the Auckland House price effect moves across the country. Therefore, this has led to higher than expected demand on LIM requests and Subdivision consents.
<b>Roading and Footpath</b>						
Roading	11,444,491	11,835,417	390,926	⬆	●	Variance relates to the time of receipt of subsidy. Due to weather events additional emergency works funding is being sought at the higher rate of 83% and is expected to result in a positive variance at year end.
Footpaths	772,325	773,261	937	➡	●	
Solid Waste Management	1,515,057	1,564,156	49,099	⬆	●	Dumping fees are higher than budgeted, as well as receiving final insurance claim for the Pahiatua fire of \$46,000. However, offsetting this is lower refuse label sales as Council has started to exit from refuse collection.
Stormwater Drainage	550,313	551,187	875	➡	●	
Waste Water	1,554,677	1,578,789	24,111	⬆	●	The favourable variance relates to higher trade waste fees collected to date than expected.
Water Supplies	1,778,947	1,613,217	-165,730	⬆	●	The unfavourable variance relates to \$200,000 of subsidy not yet received due to delays in the Pongaroa Water Treatment plant project. This is offset by \$35,000 higher water meter revenue to date.
Support Activities	366,314	586,544	220,230	➡	●	Higher revenue mainly due to higher rates penalties recorded than budgeted
<b>Total Year to Date</b>	<b>25,714,960</b>	<b>26,107,677</b>	<b>392,717</b>			

## 2.2 Expenditure

Expenditure						
	Budget	Actuals	Variance	Trend from last Quarter	End of Year Forecast	Explanation
<b>Building Communities &amp; Leadership</b>						
Community Support	256,266	190,582	65,684	↑	●	The favourable variance is made of 3 parts. \$13,000 relates to unspent main street funding. Any savings in this area is carried over at year end. The other savings relate mainly to CCTV cameras as we have not purchased any additional cameras at this time, and timing of Community Grants.
Representation	525,020	565,135	-40,115	↑	●	This variance is due to the cost incurred for the local body elections. This is funded for over a 3 year period and the variance in election year is funded from the election special reserve. However note that the costs of by-elections were unplanned and will have a funding effect in the next financial year as we rebuild the reserve
<b>Community &amp; Recreation Facilities</b>						
Cemeteries	215,723	225,214	-9,491	→	●	Interment fees are higher than budget due to increased grave digging costs and higher volume of internments. After discussion with the Alliance we have been able to find efficiencies to lower this cost.
Community Buildings	268,170	213,301	54,869	↑	●	The variance relates to painting of 2 buildings that was planned for early in the year. Work commenced late in the 3rd quarter.
Housing	293,286	228,460	64,826	↑	●	The variance relates to painting that was planned for earlier in the year. Work started early in 4th quarter.
Libraries	471,752	462,861	8,891	↑	●	Favourable variance relates to savings in staff costs.
Parks and Reserves	779,167	714,399	64,768	↓	●	The favourable variance is made of a \$25,000 budgeting error for rates expense that related to Waste Water, and the remaining amount relates to lower extraordinary maintenance to date.
Public Conveniences	135,206	142,114	-6,908	→	●	The new cleaning contracts for Public Conveniences has a higher than budgeted cost. However, this to date this has been offset by lower contract variations.
Service Centres	215,465	230,721	-15,256	↓	●	The unfavourable variance relates to extra staff costs, particularly in managing the CRM process. It is expected that this variance will be close to \$20,000 at year end. This is to enable the customer services team leader to focus on learning and improving the CRM system.
Swimming Pools	264,507	289,596	-25,089	↑	●	The variance relates to Tararua Aquatic Community Trust for renewals. This is funded from the TACT depreciation reserve.
<b>District Promotions and Development</b>						
Commercial Investments	431,592	346,192	85,400	↓	●	The variance relates to timing of forestry operations. Harvesting delayed by poor weather conditions over summer period.
District Promotions and Development	427,260	434,225	-6,965	↑	●	The variance is due to Council approving a grant for the Ferry Reserve upgrade (\$17,500). This has been funded from reserves.
<b>Regulatory Services</b>			0			
Animal Control	166,127	195,210	-29,083	↓	●	The unfavourable variance is due to bringing forward the recruitment of a 3rd Animal Control Officer, originally planned for the 2017/18 financial year. This has resulted in improving the level of service in Animal control and is a driver for the increased revenue discussed in the revenue section.
Emergency Management	198,008	195,297	2,711	→	●	
Health & Safety	565,431	514,711	50,720	→	●	The favourable variance is mainly due to staff costs. Council had budgeted for a summer back-capturing project with university students. Council was only able to obtain 2 students this year. Note, some of this budget will be consumed with the hiring of a full time digital consent administrator in March as signalled in the Annual Plan
District Planning	192,916	220,941	-28,025	↓	●	The variance relates to consultant costs incurred to date, mainly for the Proposed Plan Change.
<b>Roading and Footpath</b>						
Roading	4,875,916	4,780,543	95,373	↑	●	This favourable variance is mainly due to reclassifying \$761,000 of Emergency works to Renewals, reflecting the nature of work done. This is offset by higher maintenance and response costs from inclement weather events. As a result, additional emergency work repairs are required.
Footpaths	86,994	59,367	27,627	↑	●	Favourable variance relates to timing of maintenance work. A condition assessment has been performed and new works programme commenced which is scheduled to complete by 30 June 2017.
<b>Solid Waste Management</b>						
Stormwater Drainage	118,305	129,167	-10,862	→	●	The variance relates to increased maintenance spent to date. The 2017/18 budget has been increased slightly to reflect the increase in maintenance.
Waste Water	561,494	566,052	-4,558	↓	●	The unfavourable variance is due to higher testing and compliance costs, and also \$25,000 of rates incorrectly budgeted for in Parks and Reserves. This has been offset by savings in consultant costs.
Water Supplies	636,893	621,087	15,806	↑	●	The favourable variance relates to reclassifying \$49,000 of water toby replacements as capital renewal, and \$20,000 savings in consultants and insurance costs. This is partially offset by unexpected costs from the water quality issue in Pahiatua which resulted in additional testing and monitoring costs of \$53,000.
Support Activities	4,048,714	3,937,965	110,749	↑	●	This favourable variance relates mainly to savings in salary costs and lower legal fees to date.
<b>Total Year to Date</b>	<b>17,012,779</b>	<b>16,523,620</b>	<b>489,159</b>			

### 3. Summary Cost of Service Performance

The details for the service performance results are attached in Appendix 1. The summary of the results by activity is shown in the graph and table below:



**Graph 1: Service Performance Results**

Category	2015/16 Annual Report	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter
Achieved/On Target	69	62	70	66
Needs improvements	N/A	4	1	4
Measured at Year end	N/A	42	35	36
Not achieved	18	1	3	3
Not Applicable	21	0	0	0
<b>Total</b>	<b>108</b>	<b>109</b>	<b>109</b>	<b>109</b>

**Table 7: Service Performance Results**

The service performance measures that are “Not Achieved” and “Needs Improvement” are:

S/N	Activity	Performance Measure	Last Year's Results	Target 2016/17	Results to 31 March 2016	Comments																
1.	Commercial Investments	Occupancy of commercial buildings each year	<b>Not Achieved</b>	100%	<b>No Achieved</b>	<p>The Thyra Street property in Dannevirke was sold 22 February 2017.</p> <p>The yards at Vogel Street in Woodville are currently not occupied.</p>																
2.	Public Conveniences	The number of complaints received per annum about the condition of public toilets	<b>Not Achieved</b> 73	<50	77 <b>Not Achieved</b>	<p>The number of customer requests received relating to public toilets:</p> <table><tr><th>Year</th><th>No of service request</th></tr><tr><td>2016/17</td><td>77</td></tr><tr><td>2015/16</td><td>73</td></tr><tr><td>2014/15</td><td>67</td></tr><tr><td>2013/14</td><td>47</td></tr><tr><td>2012/13</td><td>44</td></tr><tr><td>2011/12</td><td>40</td></tr><tr><td>2010/11</td><td>24</td></tr></table> <p>Of the 77 complaints, 8 related to the cleanliness of the toilets, 50 to the maintenance and 19 to vandalism</p>	Year	No of service request	2016/17	77	2015/16	73	2014/15	67	2013/14	47	2012/13	44	2011/12	40	2010/11	24
Year	No of service request																					
2016/17	77																					
2015/16	73																					
2014/15	67																					
2013/14	47																					
2012/13	44																					
2011/12	40																					
2010/11	24																					
3.	Water	Drinking water clarity	4 <b>Achieved</b>	<5	8.8 <b>Not Achieved</b>	<p>44 complaints regarding clarity have been received for the year-to-date.</p> <p>17 relate to the 1<sup>st</sup> Quarter 16 relate to the 2<sup>nd</sup> Quarter 11 relate to the 3<sup>rd</sup> Quarter</p> <p>Nine out of the 11 that were received in the 3<sup>rd</sup> Quarter were due to after effects from mains flushing in Dannevirke.</p> <p>There were also two separate one-off incidents in Pahiatua recorded.</p>																

S/N	Activity	Performance Measure	Last Year's Results	Target 2016/17	Results to 31 March 2016	Comments
4.	Wastewater	Number of schemes that are current	3 <b>Not achieved</b>	5	4 <b>Needs Improvement</b>	Eketahuna wastewater hearing was held on 5-7 April and was adjourned. We are awaiting further details. The hearing for Pahiatua is programmed for the 23-25 May. The consent for Woodville will be lodged shortly.
5.	Water Supply	Number of schemes that comply with Part 5 (protozoal compliance criteria) of the NZ Drinking Water standards	5 <b>Achieved</b>	5	0 <b>Needs Improvement</b>	<p>Woodville and Eketahuna treatment plants will have 24 hour online monitoring to fully comply for UV, pH, turbidity. This will be completed by the end of June.</p> <p>The Dannevirke plant has had the new UV unit fitted and Pahiatua's will be completed by the end of May. Both will have 24 hour online compliance monitoring by the end of June.</p> <p>Norsewood is non-compliant. A 5 yearly test needs to be conducted by a MoH recognised lab, and a bore security report needs to be completed by a qualified engineer. This will take 6-9 months and should be completed by December 2017.</p> <p>Preparation of a cyanobacteria/cyanotoxin protocol for Dannevirke, Woodville, Pahiatua and Eketahuna will be completed by the end of June.</p>
6.	Animal Control	Educational publications and programmes are available to the community	2 <b>Not Achieved</b>	Minimum of 4 educational presentations per year	2 <b>Needs Improvement</b>	We have extended invitations to a number of education providers to run education programmes, however due to timing pressures on school's delivering the prescribed curriculum the uptake to date has only been 2. We will continue to promote uptake of this offering.

S/N	Activity	Performance Measure	Last Year's Results	Target 2016/17	Results to 31 March 2016	Comments
7.	Emergency Management	Communities are organised and have a current Community Civil Defence Response Group Plan	<b>Achieved</b>	Pongaroa, Ormondville and smaller Plans completed	<b>Needs Improvement</b>	Pongaroa plan completed.  An action plan is in place to ensure Ormondville has a completed plan. However, the completion date is dependent upon the availability from members of the Ormondville community

**Table 8: Service performance where results were “Not Achieved”**

## 4. Capital Expenditure

Total capital expenditure completed for the 3<sup>rd</sup> quarter was \$12.9 million compared to a budget of \$21.6 million which is 60% (57% last year).

The table and graph below summarises the capital expenditure report.

Note: dollar amounts are in \$'000

Type	Annual Plan		Carry Forwards		Variations		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Growth	82	38	15	15			97	53
Level of Service	6,315	1,340	4,518	2,692	1,583	1,808	12,416	5,841
Renewals	7,512	6,508	1,542	440	54	39	9,108	6,987
<b>Grand Total</b>	<b>13,909</b>	<b>7,886</b>	<b>6,075</b>	<b>3,147</b>	<b>1,637</b>	<b>1,847</b>	<b>21,621</b>	<b>12,881</b>
		57%		52%		113%		60%

**Table 9: Summary of Capital Expenditure**

The following table provides an overview of the budgets and spend at a Group of Activity level.

Group of Activity	Annual Plan		Carry Forwards		Variations		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Communities and Recreational Facilities	1,296	485	722	298	(402)	5	1,616	788
District Promotion and Economic Development	20	-	10				30	-
Regulatory Services	6	173	111	69			117	242
Roading and Footpath	7,729	5,390	1,498	1,270			9,227	6,660
Solid Waste Management	60	36	73	1			133	37
Stormwater Drainage	843	26	128	43			971	69
Support	830	493	585	287	63	39	1,478	819
Wastewater	2,067	429	1,486	881	(739)		2,814	1,310
Water Supplies	1,058	854	1,462	299	2,715	1,803	5,235	2,956
<b>Grand Total</b>	<b>13,909</b>	<b>7,886</b>	<b>6,075</b>	<b>3,147</b>	<b>1,637</b>	<b>1,847</b>	<b>21,621</b>	<b>12,881</b>

**Table 10: Capital Expenditure by Group of Activity**

The percentage spent on variations is greater than 100% as some variations are deferred projects (see Table 10 above), which reduces the variation budget. Excluding the deferred projects show variations at 66% complete.



The following significant capital projects will not be complete by 30 June:

	<b>Activity</b>	<b>Project</b>	<b>Reason</b>
Level of Service	Roading	Saddle Road	Multi-year project continuing with next phase
Level of Service	Water Supplies	Woodville Water Storage	Project has stopped due to weather conditions. This was brought forward from 2018/19.
Level of Service	Water Supplies	Pahiatua 4.5 Day storage	Delays with site and inclusion of Treatment plant. Initial UV and Kliptank on target.
Level of Service	Stormwater	District Stormwater Management	Stormwater modelling driving new development plan. Work commencing late 2016/17.
Level of Service	Water and Wastewater	District Generators	Will be spent as treatment plants are completed.
Level of Service	Wastewater	Dannevirke Wastewater Pond 1	Final lining underway, but at risk of delay due to weather.
Renewal	Wastewater	Sewerage Treatment Plant Cassette Renewal	Planning in conjunction with upgrade scheduled for 2018/19.
Renewal	Support	Information Services Hardware Renewals	Second phase of server replacement required additional planning.
Level of Service	Water Supplies	Pongaroa Water Supply	Delays with design and securing site.
Level of Service	Water Supplies	Akitio Water Supply	Procurement approach was revisited, currently underway with procurement.

***Table 11: Significant Capital Projects***

## 4.1 Variation to Budgets

There are projects that we have identified require a variation to the current budgets. These are due to changes in the scope or new information that comes to light.

As such, we seek Council's approval for the following variations to the capital project budgets:

Projects	Total Budget	Variation	Revised budget	Comments
<b>Renewals</b>				
Eketahuna Business Centre Upgrade – Phase 1 Renewals (Level of Service portion has \$143,000 budget)	-	100,000	100,000	Overspend due to out-of-scope items requested by community. These items are renewal in nature, and funded from Depreciation Reserves. Phase 2 (Bridge St) is commencing and estimated to be slightly under budget.
District Mains Replacement - Water Supplies	315,000	130,000	445,000	Reclassification of water toby replacement as renewals (\$60k) and additional work (\$70k) including laterals with mains replacements. Funded from Depreciation Reserves.
<b>TOTAL :</b>	315,000	230,000	545,000	

**Table 12: Variation to Capital projects**

## 5. Debtors Report

Council continues to manage the rates debtors by classifying them to categories based on risk. This allows staff to take a risk-based approach to managing rates debtors.

We use internal resource and also the MWLASS debt management services (DMC) to manage/collect rates debtors in arrears.

The following graph summarises the rates debtors' arrears as at 31 March 2017. The Bar graph shows the movements in the arrear categories compared to the previous quarter.

Total arrears owing as at 31 December 2016 was \$1,315,844 and reduced to \$1,104,189 as at 31 March 2017. For the 9 months we had collected \$718,000 of rates arrears.

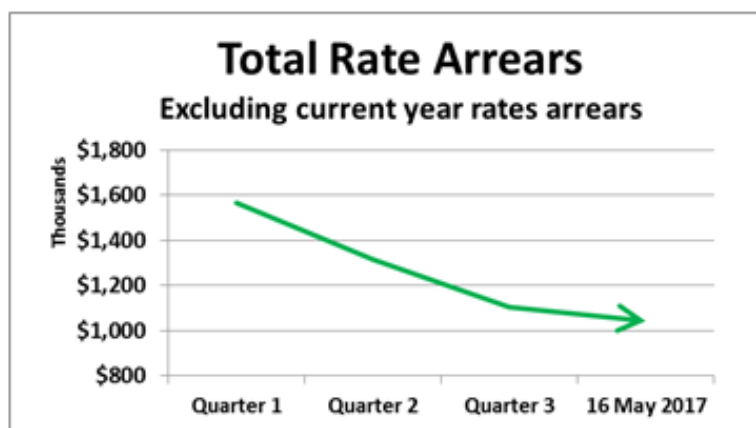
	<b>Total Rate Arrears &amp; Penalty Owing 31/03/2017</b>	<b>Current Year Rates Owing</b>	<b>Total Owing 31/03/2017</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Arrears cleared	-	164,454	164,454
Direct Debit	11,694	128,528	140,222
Automatic or Regular payment	-	2,072	2,072
Payments received	78,057	24,294	102,351
Arrears Agreement	168,733	133,204	301,936
MWLASS DMC Advice Issued	282,255	181,056	463,311
No payments received to date*	14,251	8,455	22,707
Left the District*	5,84	3,894	9,741
MWLASS Advice Agreement	29,860	20,565	50,425
Abandoned Land	513,492	67,749	581,240
Current Year Rates Owing	-	93,861	93,861
<b>TOTAL</b>	<b>\$1,104,189</b>	<b>\$828,132</b>	<b>\$ 1,932,321</b>

\* At risk debtors

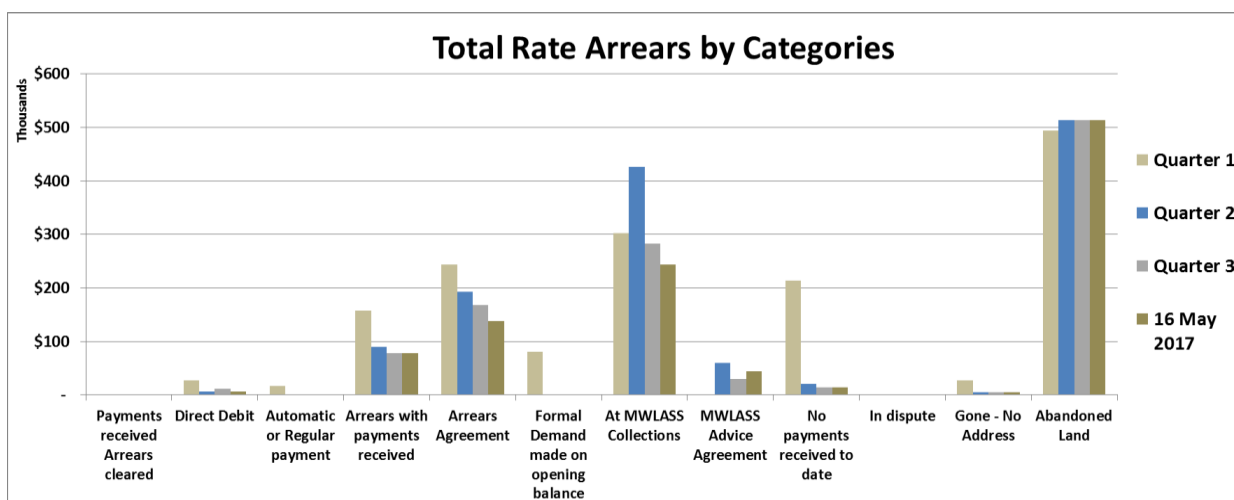
**Table 13: Categories of rates owing**

<b>Debt Status</b>	<b>Total owing as at 31/03/2017</b>
	<b>\$</b>
Managed	1,251,551
At Risk	32,448
Abandoned Land	581,240
Legal Process	67,081
<b>Total</b>	<b>\$ 1,932,321</b>

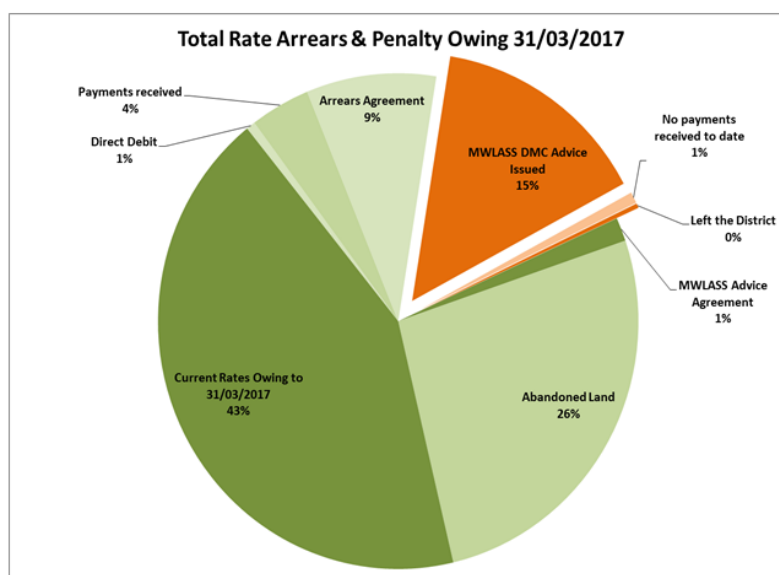
**Table 14: Status of rates owing**



**Graph 2: Total Rates Arrears**



**Graph 3: Total Rate Arrears Owning by Category as at 31 March 2017**



**Graph 4: Total Council Rates Owing as at 31 March 2017**

## **6. Treasury Report**

### **6.1 Compliance with Investment Policy**

The following report details the specific requirements of the Investment Policy. No breaches were noted.

### **6.2 Cashflow management and Liquidity**

Council continues to manage its cash to ensure optimum results for ratepayers. We have an agreement in place with LGFA to enable Council to borrow short-term commercial paper to assist with cashflow management. The interest rates charged on these are currently very favourable, meaning it is more favourable to keep cash on favourable term deposits rather than break term deposits for daily cash needs. We are then able to minimise the amount of cash sitting on low interest call savings accounts.

### **6.3 Debt Ratios**

Debt is to be managed within the following limits subject to the Council continuing to control and maintain its share of the roading network requirements in the event of civil emergencies:

<b>Item</b>	<b>Borrowing Limit</b>	<b>Actual</b>
Net external debt as a percentage of total revenue	<50%	18.17%
Net Interest on external debt as a percentage of total revenue	<7%	0.78%
Net Interest on external debt as a percentage of annual rates income (debt secured under debenture)	<10%	1.28%
Liquidity (External term debt+ committed loan facilities +cash and cash equivalents to existing external debt )	>110%	185.87%

***Table 14: Compliance with Debt Ratios***

## 6.4 Compliance with Investment Policy

The following report details the specific requirements of the Investment Policy. No breaches were noted.

S/N	Policy Statements	Results	Comments						
1	Council may hold financial, property, forestry, and equity investments if there are strategic, economic or other valid reasons.	✓	Council does not have any equity holdings for subsidiaries.						
2	Council will not be involved in investments for purely income earning purposes, except for short-term investment of surplus funds.	✓	Council’s equity investments (Civic Assurance) and in subsidiaries are mainly for strategic reasons as disclosed in the LTP.						
3	Council will keep under review its approach to all major investments and the credit rating of approved financial institutions.	✓	<div>Council banks with the following banks:</div> <table><tr><th>Bank</th><th>Standard &amp; Poor’s</th></tr><tr><td>Bank of New Zealand</td><td>AA-</td></tr><tr><td>Westpac New Zealand Limited</td><td>AA-</td></tr></table> <div>The two banks Council uses for the majority of its treasury management functions are BNZ and Westpac.</div>	Bank	Standard & Poor’s	Bank of New Zealand	AA-	Westpac New Zealand Limited	AA-
Bank	Standard & Poor’s								
Bank of New Zealand	AA-								
Westpac New Zealand Limited	AA-								
4	Council will review its policies on holding investments at least once every three years.	✓	Review was completed as part of the 2015-2025 LTP. The next review is scheduled to occur as part of the 2018-2028 LTP.						

**Table 15: Compliance with Investment Policy**

The following is the report detailing the specific requirements of the Liability Management Policy.

## 6.5 Compliance with Liability Management Policy

S/N	Policy Statements	Results	Comments
1	Council will manage its debt in accordance to limits set.	✓	Council has complied with all limits above.
2	New borrowings and refinancing existing debt should be evaluated for cost effectiveness and compliance with policies.	✓	In April, Council rolled over \$1,000,000 of short-term borrowing for a further six months at a very favourable rate.
3	Council assets may be pledged as security where it is advantageous and cost effective to do so	✓	Council has not pledged any assets as security.  As part of its banking agreements (for borrowing) Council has in place a Deed of Charge over rates with the BNZ and Westpac.
4	Council should retain tax-deductible debt ahead of non-tax deductible debt provided the benefits of doing so continue to exceed the risks.	✓	This will be reviewed in line with Council's review of the group structure.
5	Council may act as guarantor to financial institutions on loans or enter into incidental arrangements for organisations, clubs, trusts, or business units, when the purpose of the loan are in line with Council's strategic objectives.	✓	Council has not acted as guarantor to any institutions or organisation.
6	Council may authorise use of special funds to reduce the requirement for external debt where there is financial benefit to borrow internally.	✓	Council continues to use special funds (depreciation funds, and Council approved special funds only) for internal borrowings for capital expenditure where it is beneficial to do so.
7	Capital works will be funded through raising new debt or by utilising depreciation reserves when such reserves exist for the classes of assets.  The use of long-term loan funds will be restricted to capital items only.	✓  ✓	As above  Loans (internal and external) are only used for capital expenditure.

**Table 16: Compliance with Liability Management Policy**

## 6.6 Risk Management Compliance with Liability Management Policy

S/N	Policy Statements	Results	Comments															
1	Total amount of debt should be spread across the range of financial institutions and maturity dates.	✓	Council term debts are with LGFA, with maturity dates ranging from 0.5 – 7 years. Council has a credit line of \$3 million with Westpac.															
2	Variable debt compared to fixed debt should be no greater than 45% of total external 12 month core debt amount.	✓	Council’s current fixed to floating debt is 82% fixed to 18% floating.															
3	Hedging instruments can be used but they should not increase Council’s overall risk.	✓	Most of Council’s term debt is hedged using the swaps. The overall all-up fixed rate cost of borrowing is approximately the weighted average swap rate of 4.29%.															
4	Council’s portfolio shall be arranged to provide, at all times, sufficient funds for planned expenditure and to allow for payment of its obligations as they fall due.	✓	Council has placed investment in deposits of varying maturities of 0-9 months providing sufficient funds for planned and unplanned expenditure.															
5	The risk of default in respect to any individual investment will be minimised by the selection of quality investments spread across different entities.	✓	<div>Council’s investment spread is as follows:</div> <table><tr><th>Institution</th><th>Amount (\$m)</th><th>%</th></tr><tr><td>BNZ</td><td>5.98</td><td>82</td></tr><tr><td>Westpac</td><td>0.96</td><td>13</td></tr><tr><td>Domain Boards</td><td>0.37</td><td>5</td></tr><tr><td>TOTAL</td><td>7.31</td><td></td></tr></table> <div>Domain Board investments are either with Westpac or BNZ.</div>	Institution	Amount (\$m)	%	BNZ	5.98	82	Westpac	0.96	13	Domain Boards	0.37	5	TOTAL	7.31	
Institution	Amount (\$m)	%																
BNZ	5.98	82																
Westpac	0.96	13																
Domain Boards	0.37	5																
TOTAL	7.31																	
6	Council may invest in equity instruments where they meet Council’s strategic goals.	✓	No new equity investment.															

**Table 17: Compliance with Risk Management Policy**



## 7. Financial Prudence Benchmarks and Indicators

As part of the Local Government reforms, a set of financial prudence measures and indicators were introduced and Council is required to report against these in the 2016/17 Annual Report.

A total of seven measures were introduced. The seven benchmarks were organised around the three elements of financial prudence – affordability, sustainability and predictability. The desired outcome of this reform is to:

- Encourage and provide local government an opportunity to showcase excellence and to share best practice.
- Lift the local authority performance and avoid the need for central government intervention in individual authorities.

The following table details the measures and Council's results:

S/N	Elements	Benchmark Name	Measure	Results		Comments
				Annual Plan	3 <sup>rd</sup> Qtr results	
1.	Affordability Benchmarks	Rates Benchmark	Rates income complies with the limits set in the Financial Strategy	✓	✓	3.9% was the limit set with the planned rates increase being at 1.71%
2.		Debt Benchmark	Debt complies with the limits set in the Council's Financial Strategy	✓	✓	Refer to <i>Table 7: Compliance with Debt ratios</i> of this report
3.	Sustainability Benchmarks	Balanced Budget Benchmark	Revenue equals or exceeds operation	✓	✓	Refer to <i>Table 1: Summary Income Statement</i>
4.		Essential Services Benchmark	Capital expenditure on five core network infrastructure equals or exceeds depreciation on those five services	✓	✓	Capital expenditure on the five core network assets exceeds depreciation
5.		Debt Servicing Benchmark	Borrowing cost less than 10% of operating revenue	✓ 1.7%	✓ 0.8%	
6.	Predictability Benchmarks	Operations Control Benchmark	Net cashflows from operations equals or exceeds budget	N/A	✓	
7.		Debt Control Benchmark	Net debt is less than or equal to net debt in LTP	N/A	X	In the LTP net debt was \$3.2M but actual in 3 <sup>rd</sup> quarter was \$3.8M net debt.

**Table 18: Financial Prudence benchmarks and indicators**

## **8. Compliance Exception Report**

### **8.1 Investment Policy**

No non-compliance noted.

### **8.2 Liability Management Policy**

No non-compliance noted.

### **8.3 Accounting Standards**

No non-compliance noted.

### **8.4 Rating Remissions Policy**

All remissions provided were compliant with policy.

### **8.5 Revenue and Financing Policy**

No non-compliance noted.

### **8.6 Specific Policy on Giving of Securities**

Council may act as guarantor to financial institutions on loans or enter into incidental arrangements for organisations, clubs, trusts or business units, when the purpose of the loans are in line with Council's strategic objectives. Council has not provided any guarantees as of 31 March 2017.

### **8.7 Local Government Act (LGA)**

The 2017/18 Annual Plan is progressing well. The Draft Annual Plan was made publically available for feedback in April 2017, and adopt the final Plan on 28 June 2017 prior to the statutory deadline of 30 June 2017.

## **9. Recommendation**

**9.1 *That the report from the Chief Financial Officer dated 25 May 2017 concerning the 3rd Quarter Performance Report for the 2016/17 Year (as circulated) be received and the contents are noted, and***

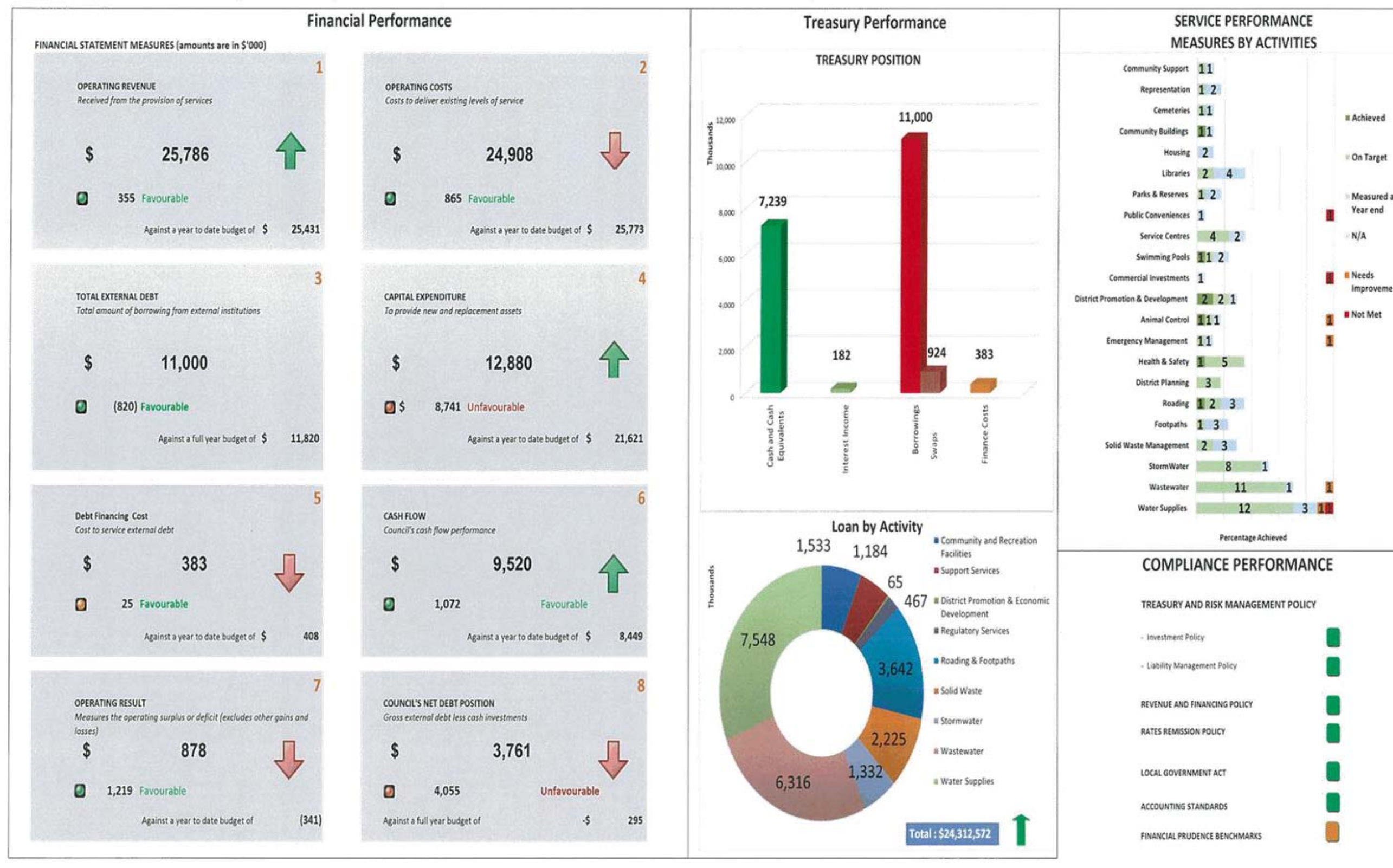
**9.2 *That the Council notes and approves the variations in Paragraph 4.1 to the capital project budgets as outlined in this report.***

## **Attachments**

1. Executive Performance Dashboard
2. Service Performance Measures

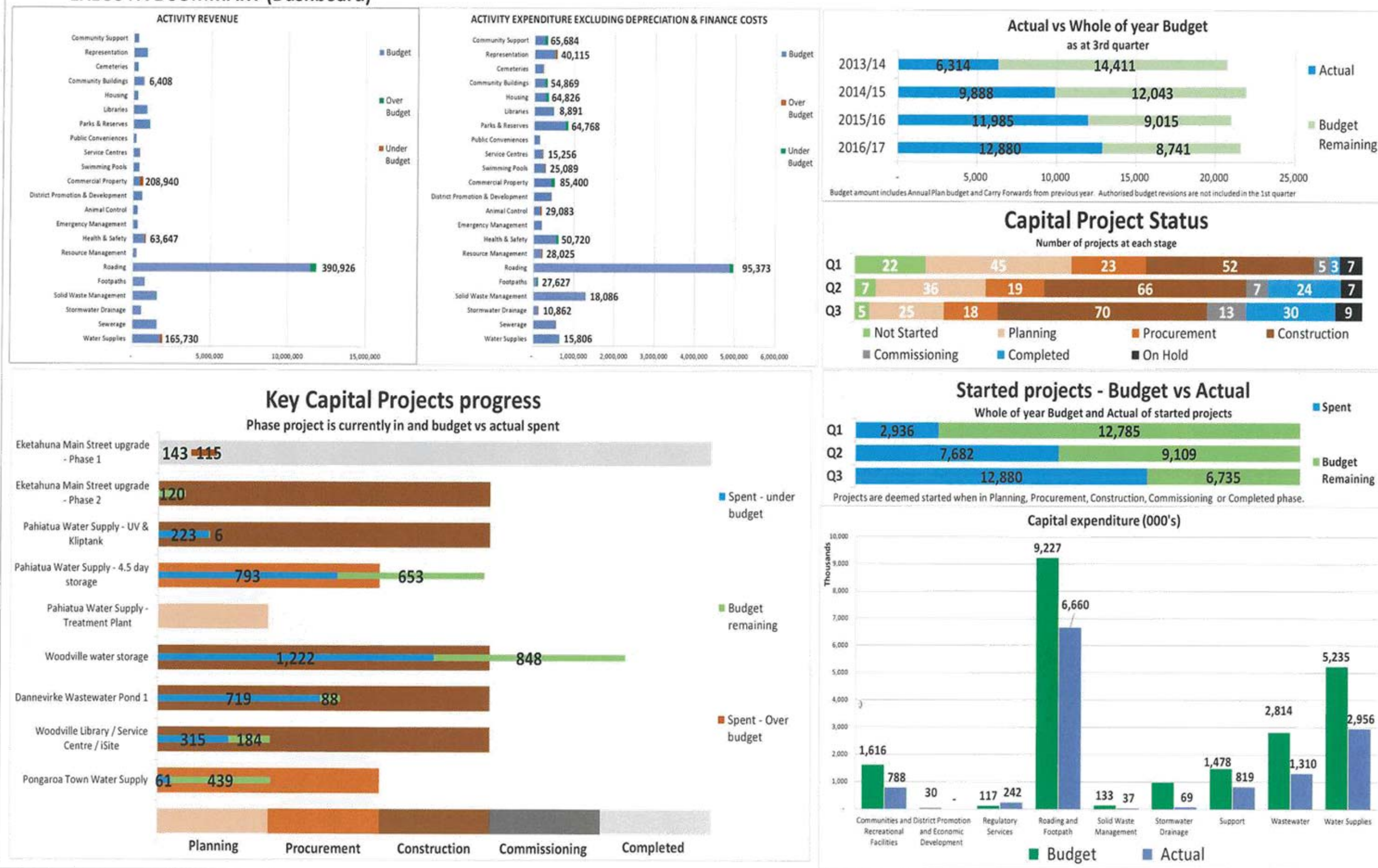
## EXECUTIVE SUMMARY (Dashboard)

## 2017 3rd Quarter Performance Report





## EXECUTIVE SUMMARY (Dashboard)



Meeting of Tararua District Council – 31 May 2017

**Appendix 1**

**Group – Building Communities and Leadership**

**Community Support**

S/ N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Council funds and supports key community organisations in order to build district community capability	Percentage of residents rating Council's involvement in community support as "fairly satisfactory" or "very satisfactory" in the community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year's survey results: <table><tr><td>Category</td><td>2011</td><td>2014</td></tr><tr><td>Very/Fairly Satisfied</td><td>67%</td><td>65%</td></tr><tr><td>Not very satisfied</td><td>4%</td><td>4%</td></tr><tr><td>Don't know/ Unable to say @</td><td>30%</td><td>32%</td></tr><tr><td>Percentage satisfied</td><td>67%</td><td>65%</td></tr><tr><td>Percentage satisfied excluding @</td><td>94%</td><td>94%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	67%	65%	Not very satisfied	4%	4%	Don't know/ Unable to say @	30%	32%	Percentage satisfied	67%	65%	Percentage satisfied excluding @	94%	94%
Category	2011	2014																							
Very/Fairly Satisfied	67%	65%																							
Not very satisfied	4%	4%																							
Don't know/ Unable to say @	30%	32%																							
Percentage satisfied	67%	65%																							
Percentage satisfied excluding @	94%	94%																							
2		All organisations receiving grants meet accountability requirements of Council	Achieved	100%	On Target	On Target	No issues identified with grants and their use for the purpose intended																		

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Representation

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																					
1	Providing leadership to contribute towards maintaining and improving their social, cultural, economic and environmental wellbeing	Percentage of residents rating the overall performance of the Mayor and Councillors as “fairly satisfactory” or “very satisfactory” in the community survey	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>55</td><td>66</td></tr><tr><td>Just acceptable</td><td>28</td><td>20</td></tr><tr><td>Not very satisfied</td><td>5</td><td>5</td></tr><tr><td>Don’t know/ Unable to say @</td><td>12</td><td>9</td></tr><tr><td>Percentage satisfied</td><td>55%</td><td>66%</td></tr><tr><td>Percentage satisfied excluding @</td><td>63%</td><td>73%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	55	66	Just acceptable	28	20	Not very satisfied	5	5	Don’t know/ Unable to say @	12	9	Percentage satisfied	55%	66%	Percentage satisfied excluding @	63%	73%
Category	2011	2014																										
Very/Fairly Satisfied	55	66																										
Just acceptable	28	20																										
Not very satisfied	5	5																										
Don’t know/ Unable to say @	12	9																										
Percentage satisfied	55%	66%																										
Percentage satisfied excluding @	63%	73%																										
2		Percentage of residents rating the overall performance of the Community Boards and Community Committees as “fairly satisfactory” or “very satisfactory” in the community survey	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>N/A</td><td>54</td></tr><tr><td>Not very satisfied</td><td>N/A</td><td>13</td></tr><tr><td>Don’t know/ Unable to say @</td><td>N/A</td><td>4</td></tr><tr><td>Percentage satisfied</td><td>N/A</td><td>54</td></tr><tr><td>Percentage satisfied excluding @</td><td>N/A</td><td>75%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	N/A	54	Not very satisfied	N/A	13	Don’t know/ Unable to say @	N/A	4	Percentage satisfied	N/A	54	Percentage satisfied excluding @	N/A	75%			
Category	2011	2014																										
Very/Fairly Satisfied	N/A	54																										
Not very satisfied	N/A	13																										
Don’t know/ Unable to say @	N/A	4																										
Percentage satisfied	N/A	54																										
Percentage satisfied excluding @	N/A	75%																										
3	Provide processes and local community boards / committees through which the community can have its views heard	Percentage of Council committee meetings that meet the requirements the Local Government Official Information and Meetings Act	Achieved 100%	100%	On Target	On Target	Meetings were publicly notified by newspaper, generally through the Bush Telegraph.																					

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



## Group - Community and Recreation Facilities

### **Cemeteries**

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	The cemetery grounds are presented to a high standard.	Percentage residents satisfied with cemeteries in the community surveys	N/A	N/A	Will be measured at year end	Will be measured at year end	<div>Previous year's survey results:</div> <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>77</td><td>77</td></tr><tr><td>Not very satisfied</td><td>1</td><td>3</td></tr><tr><td>Don't know/ Unable to say @</td><td>22</td><td>20</td></tr><tr><td>Percentage satisfied</td><td>77%</td><td>77%</td></tr><tr><td>Percentage satisfied excluding @</td><td>99%</td><td>96%</td></tr></table> <div>Council continues to commit funding in each Annual Plan to progressively upgrade the cemeteries in the district. This year, Council has budgeted \$129,000 of capital expenditure to enhance the service levels.</div>	Category	2011	2014	Very/Fairly Satisfied	77	77	Not very satisfied	1	3	Don't know/ Unable to say @	22	20	Percentage satisfied	77%	77%	Percentage satisfied excluding @	99%	96%
Category	2011	2014																							
Very/Fairly Satisfied	77	77																							
Not very satisfied	1	3																							
Don't know/ Unable to say @	22	20																							
Percentage satisfied	77%	77%																							
Percentage satisfied excluding @	99%	96%																							
2	Plots are available in all local cemeteries	Percentage of cemeteries in District with plots available for next 12 months- based on historical burial data.	Achieved 100%	100%	100% On Target	100% On Target	All cemeteries in the district have more than adequate number of plots available.																		

## Community Buildings

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Council provides community buildings which are fit for purpose	Percentage residents satisfied with community buildings in the community survey.	N/A	90%	Will be measured at year end	Will be measured at year end	<p>Previous year's survey results:</p> <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>93</td><td>91</td></tr><tr><td>Not very satisfied</td><td>2</td><td>4</td></tr><tr><td>Don't know/ Unable to say @</td><td>5</td><td>5</td></tr><tr><td>Percentage satisfied</td><td>93%</td><td>91%</td></tr><tr><td>Percentage satisfied excluding @</td><td>98%</td><td>96%</td></tr></table> <p>Council has committed a limited budget in each Annual Plan to progressively upgrade the Halls and sport facilities in the district. This ensures that Community facilities are being maintained to current requirements, hence ensuring service levels expectation are being met.</p> <p>Worked planned for the year include:</p> <ol style="list-style-type: none"><li>1. Woodville sports stadium – heating and upgrade toilets</li><li>2. Pahiatua Town Hall – windows</li><li>3. Dannevirke Sport Centre – Floor refurb</li><li>4. Pongaroa Hall – Floor refurb</li><li>5. District carparks reseals</li></ol>	Category	2011	2014	Very/Fairly Satisfied	93	91	Not very satisfied	2	4	Don't know/ Unable to say @	5	5	Percentage satisfied	93%	91%	Percentage satisfied excluding @	98%	96%
Category	2011	2014																							
Very/Fairly Satisfied	93	91																							
Not very satisfied	2	4																							
Don't know/ Unable to say @	5	5																							
Percentage satisfied	93%	91%																							
Percentage satisfied excluding @	98%	96%																							
2	Facilities are well-utilised	The total number of hours per annum facilities are booked through Council	3,632 hours <b>Achieved</b>	>3100 hrs	2228 <b>On Target</b>	3758 <b>Achieved</b>																			

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



## Housing

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Housing units are maintained to a suitable standard.	Percentage of housing units which, when inspected, are found to have maintenance issues which are more than minor	0 Achieved	<10%	Measured later in the year	Measured later in the year	These are being undertaken in April
2	Council acts as a good caring landlord.	Tenants' satisfaction with the landlord service received from Council	95% Achieved	90%	Measured later in the year	Measured later in the year	The tenant satisfaction survey is undertaken in March each year

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Libraries

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Access to information	Library facilities are clean, welcoming and open at times suited to the community based on annual survey carried out internally by the library	100% Achieved	90%	Measured at year end	Measured at year end	<p>Last year results:</p> <table><thead><tr><th>Category</th><th>Responses</th></tr></thead><tbody><tr><td>Completely Satisfied</td><td>74</td></tr><tr><td>Very Satisfied</td><td>21</td></tr><tr><td>Moderately Satisfied</td><td>4</td></tr><tr><td>Not very Satisfied</td><td>0</td></tr><tr><td>Not at all Satisfied</td><td>0</td></tr><tr><td>Not Applicable</td><td>1</td></tr></tbody></table> <p>A total of 136 users responded to the survey with 130 completely or very satisfied and 5 moderately satisfied.</p>	Category	Responses	Completely Satisfied	74	Very Satisfied	21	Moderately Satisfied	4	Not very Satisfied	0	Not at all Satisfied	0	Not Applicable	1				
Category	Responses																								
Completely Satisfied	74																								
Very Satisfied	21																								
Moderately Satisfied	4																								
Not very Satisfied	0																								
Not at all Satisfied	0																								
Not Applicable	1																								
2	Access to information	Percentage of residents rating libraries as "fairly satisfactory" or "very satisfactory" in the community survey.	N/A	90%	Will be measured at year end	Will be measured at year end	<p>Previous year's survey results:</p> <table><thead><tr><th>Category</th><th>2011</th><th>2014</th></tr></thead><tbody><tr><td>Very/Fairly Satisfied</td><td>87</td><td>80</td></tr><tr><td>Not very satisfied</td><td>1</td><td>4</td></tr><tr><td>Don't know/ Unable to say @</td><td>12</td><td>16</td></tr><tr><td>Percentage satisfied</td><td>87%</td><td>80%</td></tr><tr><td>Percentage satisfied excluding @</td><td>99%</td><td>96%</td></tr></tbody></table> <p>The library ran a survey in-house (see performance measure above) for all four branches : Dannevirke 22; Woodville 31; Pahiatua 65; Eketahuna 18</p> <p>We are looking to run this survey monthly in the next financial year.</p>	Category	2011	2014	Very/Fairly Satisfied	87	80	Not very satisfied	1	4	Don't know/ Unable to say @	12	16	Percentage satisfied	87%	80%	Percentage satisfied excluding @	99%	96%
Category	2011	2014																							
Very/Fairly Satisfied	87	80																							
Not very satisfied	1	4																							
Don't know/ Unable to say @	12	16																							
Percentage satisfied	87%	80%																							
Percentage satisfied excluding @	99%	96%																							

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																								
3	Provide residents of the district access to a wide range of information and lifelong learning opportunities	Library collections are current based on weighted average of: <ul style="list-style-type: none"><li>The number of new items added to the collection (60% weighting with zero for 2 items per 1,000 of population and 10% for each 0.1 items above that up to 60% for 2.5 per 1,000 of population) and</li><li>Percentage of time of time that online information (e-resources – eBooks, online database) is available to the public (40% weighting with zero for 90% of the time up to 40% for 100% of the time)</li></ul>	99% <b>Achieved</b>  4,327 books   Downtime was 211hrs and 12mins out of 35,040 total hours	85%	On Target  2646 Items  On Target Downtime – 20 minutes	On Target  3954 items  Downtime – no change																									
4	Supporting literacy in all its forms	Number of programmes run annually	6 <b>Achieved</b>	>6	5 On Target	5 On Target	Detailed results : <table><tr><th>Category</th><th>2015/16 Participation</th><th>2016/17 Participation</th></tr><tr><td>Winter Warmers (Literacy)</td><td>1,244</td><td>1,077</td></tr><tr><td>Summer Reading Programme</td><td>294</td><td>298</td></tr><tr><td>iRead</td><td>70</td><td>71</td></tr><tr><td>Maths is Fun (Numeracy)</td><td>140</td><td>113</td></tr><tr><td>GIF Making (Digital Literacy)</td><td>57</td><td></td></tr><tr><td>Little Ears (Preschool programme)</td><td>970</td><td>479</td></tr><tr><td><b>Total</b></td><td><b>2,775</b></td><td><b>2,038</b></td></tr></table>	Category	2015/16 Participation	2016/17 Participation	Winter Warmers (Literacy)	1,244	1,077	Summer Reading Programme	294	298	iRead	70	71	Maths is Fun (Numeracy)	140	113	GIF Making (Digital Literacy)	57		Little Ears (Preschool programme)	970	479	<b>Total</b>	<b>2,775</b>	<b>2,038</b>
Category	2015/16 Participation	2016/17 Participation																													
Winter Warmers (Literacy)	1,244	1,077																													
Summer Reading Programme	294	298																													
iRead	70	71																													
Maths is Fun (Numeracy)	140	113																													
GIF Making (Digital Literacy)	57																														
Little Ears (Preschool programme)	970	479																													
<b>Total</b>	<b>2,775</b>	<b>2,038</b>																													

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments														
5	Improve literacy and knowledge among the district's children	Percentage of customers satisfied with children's programmes (Annual survey)	Achieved 97%	90%	Measured at Year end	Measured at Year end	<p>Last year's results :</p> <table><tr><th>Category</th><th>Responses</th></tr><tr><td>Completely Satisfied</td><td>27</td></tr><tr><td>Very Satisfied</td><td>7</td></tr><tr><td>Moderately Satisfied</td><td>2</td></tr><tr><td>Not very Satisfied</td><td>1</td></tr><tr><td>Not at all Satisfied</td><td>1</td></tr><tr><td>Not Applicable</td><td>32</td></tr></table> <p>70 participants responded with 2 participants not satisfied.</p>	Category	Responses	Completely Satisfied	27	Very Satisfied	7	Moderately Satisfied	2	Not very Satisfied	1	Not at all Satisfied	1	Not Applicable	32
Category	Responses																				
Completely Satisfied	27																				
Very Satisfied	7																				
Moderately Satisfied	2																				
Not very Satisfied	1																				
Not at all Satisfied	1																				
Not Applicable	32																				
6	Staff are knowledgeable, helpful and friendly	Percentage of customers satisfied with staff service (Annual survey)	Achieved 97%	90%	Measured at Year end	Measured at Year end	<p>Last year's results :</p> <table><tr><th>Category</th><th>Responses</th></tr><tr><td>Completely Satisfied</td><td>121</td></tr><tr><td>Very Satisfied</td><td>11</td></tr><tr><td>Moderately Satisfied</td><td>3</td></tr><tr><td>Not very Satisfied</td><td>0</td></tr><tr><td>Not at all Satisfied</td><td>1</td></tr><tr><td>Not Applicable</td><td>0</td></tr></table> <p>136 participants responded with 1 participant not satisfied.</p>	Category	Responses	Completely Satisfied	121	Very Satisfied	11	Moderately Satisfied	3	Not very Satisfied	0	Not at all Satisfied	1	Not Applicable	0
Category	Responses																				
Completely Satisfied	121																				
Very Satisfied	11																				
Moderately Satisfied	3																				
Not very Satisfied	0																				
Not at all Satisfied	1																				
Not Applicable	0																				

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Parks and Reserves

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Our parks, and park facilities are well presented.	Percentage of residents rating parks and reserves as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	90%	Measured at Year end	Measured at Year end	<p>Previous year’s survey results:</p> <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>91</td><td>92</td></tr><tr><td>Not very satisfied</td><td>4</td><td>4</td></tr><tr><td>Don’t know/ Unable to say @</td><td>5</td><td>5</td></tr><tr><td>Percentage satisfied</td><td>91%</td><td>92%</td></tr><tr><td>Percentage satisfied excluding @</td><td>96%</td><td>96%</td></tr></table> <p>We continue to progressively upgrade our playgrounds and camping grounds, and have programmed Woodville playground upgrade and district wide walkway development</p>	Category	2011	2014	Very/Fairly Satisfied	91	92	Not very satisfied	4	4	Don’t know/ Unable to say @	5	5	Percentage satisfied	91%	92%	Percentage satisfied excluding @	96%	96%
Category	2011	2014																							
Very/Fairly Satisfied	91	92																							
Not very satisfied	4	4																							
Don’t know/ Unable to say @	5	5																							
Percentage satisfied	91%	92%																							
Percentage satisfied excluding @	96%	96%																							
2	Playing fields and associated facilities are fit for purpose.	Number of recorded incidences where parks and reserves are found to be below the agreed maintenance standard.	<b>Achieved</b> Nil	<5	1 <b>On Target</b>	1 <b>On Target</b>	No incidents have been recorded this quarter based on the maintenance standards of playing fields around the district.																		
3	Playground equipment is safe to use and fit for purpose.	Percentage of playgrounds in the District with all equipment meeting the AUS/NZ playground safety standards	<b>Achieved</b> 85%	90%	Measured at Year end	Measured at Year end	Equipment and safety surface replacement occurred at Fountaine Square, Woodville, before Christmas.																		

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Public Conveniences

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>d</sup> Quarter	Comments																		
1	Public conveniences provided are fit for purpose	Percentage of residents rating public conveniences as "fairly satisfactory" or "very satisfactory" in the community survey	N/A	90%	Will be measured at year end	Will be measured at year end	Previous year's survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>76</td><td>71</td></tr><tr><td>Not very satisfied</td><td>6</td><td>9</td></tr><tr><td>Don't know/ Unable to say @</td><td>18</td><td>20</td></tr><tr><td>Percentage satisfied</td><td>76%</td><td>71%</td></tr><tr><td>Percentage satisfied excluding @</td><td>93%</td><td>89%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	76	71	Not very satisfied	6	9	Don't know/ Unable to say @	18	20	Percentage satisfied	76%	71%	Percentage satisfied excluding @	93%	89%
Category	2011	2014																							
Very/Fairly Satisfied	76	71																							
Not very satisfied	6	9																							
Don't know/ Unable to say @	18	20																							
Percentage satisfied	76%	71%																							
Percentage satisfied excluding @	93%	89%																							
2		The number of complaints received per annum about the condition of public toilets	Not Achieved 73	<50	55 Not Achieved	77 Not Achieved	The number of customer requests received relating to public toilets: <table><tr><th>Year</th><th>No of service request</th></tr><tr><td>2016/17</td><td>77</td></tr><tr><td>2015/16</td><td>73</td></tr><tr><td>2014/15</td><td>67</td></tr><tr><td>2013/14</td><td>47</td></tr><tr><td>2012/13</td><td>44</td></tr><tr><td>2011/12</td><td>40</td></tr><tr><td>2010/11</td><td>24</td></tr></table> Of the 77 complaints, 8 related to the cleanliness of the toilets, 50 to the maintenance and 19 to vandalism.	Year	No of service request	2016/17	77	2015/16	73	2014/15	67	2013/14	47	2012/13	44	2011/12	40	2010/11	24		
Year	No of service request																								
2016/17	77																								
2015/16	73																								
2014/15	67																								
2013/14	47																								
2012/13	44																								
2011/12	40																								
2010/11	24																								

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



## Service Centres

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	The Council provides friendly, professional and knowledgeable service to customers.	Percentage of customers who lodge faults/requests are satisfied with service provided.	N/A	94%	Will be measured at year end	Will be measured at year end	Previous year's survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>N/A</td><td>94%</td></tr><tr><td>Not very satisfied</td><td>N/A</td><td>6%</td></tr><tr><td>Don't know/ Unable to say @</td><td>N/A</td><td>-</td></tr><tr><td>Percentage satisfied</td><td>N/A</td><td>94%</td></tr><tr><td>Percentage satisfied excluding @</td><td>N/A</td><td>94%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	N/A	94%	Not very satisfied	N/A	6%	Don't know/ Unable to say @	N/A	-	Percentage satisfied	N/A	94%	Percentage satisfied excluding @	N/A	94%
Category	2011	2014																							
Very/Fairly Satisfied	N/A	94%																							
Not very satisfied	N/A	6%																							
Don't know/ Unable to say @	N/A	-																							
Percentage satisfied	N/A	94%																							
Percentage satisfied excluding @	N/A	94%																							
2	Customer requests are handled effectively and accurately.	Average wait time for incoming calls.	17.6 seconds <b>Achieved</b>	20 seconds	14.6 seconds <b>On Target</b>	15.8 seconds <b>On Target</b>	July 2016 – 13 seconds August 2016 – 12 seconds September 2016 – 13 seconds October 2016 – 12 seconds November 2016 – 14 seconds December 2016 – 18 seconds January 2017 – 28 seconds* February 2017 – 18 seconds* March 2017 – 15 seconds  *(Phones not transferred to Afterhours on public holidays 8am – 5pm)																		
3	Customer requests are handled effectively and accurately.	Percentage of abandoned calls.	4% <b>Achieved</b>	<10%	2.3% <b>On Target</b>	2.8% <b>On Target</b>	July – 3% (2426 calls received) August – 2% (2911 calls received) September – 3% (2803 calls received) October – 1% (2336 calls received) November – 3% (2579 calls received) December – 3% (1941 calls received) January – 6% (2304 calls received)* February – 3% (2589 calls received)* March – 2% (2913 calls received)																		

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
4	Responsive 24/7 phone service.	Percentage of customers who lodge faults/requests are satisfied with the after hours service received.		90%	Will be reported later in the year	Will be reported later in the year	
5	Responsive 24/7 phone service.	Percentage of abandoned calls by the after hours service	5% <b>Achieved</b>	<10%	5% <b>On Target</b>	5% <b>On Target</b>	July – 5% (241 calls received) August – 7% (218 calls received) September – 5% (221 calls received) October – 4% (283 calls received) November – 8% (300 calls received) (Kaikoura earthquake) December – 3% (553 calls received) January – 5% (346 calls received) February – 5% (325 calls received) March – 5% (275 calls received)
6	Responsive 24/7 phone service.	Average wait time for incoming calls.	14.8 seconds <b>Achieved</b>	20 seconds	20 seconds <b>On Target</b>	17.5 seconds <b>On Target</b>	July 2016 – 17 seconds August 2016 – 15 seconds September 2016 – 17 seconds October 2016 – 15 seconds November 2016 – 24 seconds (Kaikoura earthquake) December 2016 – 21 seconds January 2017 – 20 seconds February 2017 – 17 seconds March 2017 – 12 seconds

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



## Swimming Pools

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Public swimming pools provide a quality visitor experience	Percentage of residents rating swimming pools as “fairly satisfactory” or “very satisfactory” in the community survey	N/A	80%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>66</td><td>59</td></tr><tr><td>Not very satisfied</td><td>10</td><td>15</td></tr><tr><td>Don’t know/ Unable to say @</td><td>24</td><td>26</td></tr><tr><td>Percentage satisfied</td><td>66%</td><td>59%</td></tr><tr><td>Percentage satisfied excluding @</td><td>87%</td><td>80%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	66	59	Not very satisfied	10	15	Don’t know/ Unable to say @	24	26	Percentage satisfied	66%	59%	Percentage satisfied excluding @	87%	80%
Category	2011	2014																							
Very/Fairly Satisfied	66	59																							
Not very satisfied	10	15																							
Don’t know/ Unable to say @	24	26																							
Percentage satisfied	66%	59%																							
Percentage satisfied excluding @	87%	80%																							
2	Public swimming pools open during summer months	The number of weeks each year Wai Splash is open for public use	52 weeks <b>Achieved</b>	52 Weeks	On Target	On Target																			
3		The number of weeks each year outdoor pools is open for public use	12 weeks (average) <b>Achieved</b>	>10 weeks	On Target	10 Weeks (average) <b>Achieved</b>	Due to operational issues at the Woodville pool, this facility was only open for 1 day. To ensure the public of Woodville have access to swimming facilities, we were able to operate out of the Woodville School swimming pool.  Woodville Pool–25.02.16 - 26.02.16 Woodville School Pool – 27.12.16 – 24.02.16 (9 weeks) Pahiatua – 27.12.16 - 19.03.17 (12 weeks) Eketahuna – 06.01.17 - 10.03.17 (9 weeks)																		
4	Public swimming pools are financially sustainable in the long term.	Percentage of rates spent funding public swimming pools (base-average household rate)	<b>Achieved</b> 2%	<4%	Measured at Year end	Measured at Year end																			

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Group – District and Economic Development

### Commercial Investments

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Properties maximise returns to Council	Occupancy of commercial buildings each year	0% <b>Not Achieved</b>	100%	<b>Not Achieved</b>	<b>Not Achieved</b>	The Thyra Street property in Dannevirke was sold 22 February 2017. The yards at Vogel Street in Woodville is currently not occupied.
2		Net operating surplus each year	-3% <b>Not Achieved</b>	>5%	Will be measured at year end	Will be measured at year end	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## District Promotion and Development

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Assist businesses to apply for Government subsidies and grants	Referrals of Business Applications to Ministry of Science and Innovation Subsidy (while scheme is available)	13 <b>Achieved</b>	Minimum 5 per annum	7 <b>Achieved</b>	11 <b>Achieved</b>	
2	Promote the Tararua at large events in and outside the District	Major Events that 'Tararua' is directly involved	9 <b>Achieved</b>	Minimum 5 per annum	2 <b>On Target</b>	8 <b>Achieved</b>	<ul style="list-style-type: none"> <li>Auckland Home Show</li> <li>Southern Tararua Business Expo</li> <li>Woodville – International Moto Cross (done)</li> <li>A&amp;P Show – Dannevirke (done)</li> <li>Wheels with Attitude</li> <li>Five Viaducts Tour and Street Festival – Ormondville</li> <li>Central Districts Fieldays</li> <li>COVI Motor Home Show – Auckland</li> </ul>
3	Community Supported Events in Tararua	Community Event that is actively supported	29 <b>Achieved</b>	Minimum 10 per annum	15 <b>Achieved</b>	20 <b>Achieved</b>	
4	Provide professional customer service at the Tararua i-SITE	Percentage of customers surveyed are satisfied with the services received	96% <b>Achieved</b>	85%	100% <b>On Target</b>	100% <b>On Target</b>	<b>First Quarter – 17 surveys</b> 16 very satisfied, 1 satisfied <b>Second Quarter - 39 surveys</b> 36 very satisfied, 3 satisfied <b>Third Quarter - 23 surveys</b> 23 very satisfied
5	Council page in Bush Telegraph and website is engaging and informative	Percentage of survey respondents that consider the Bush Telegraph Council page and website content useful or very useful	87% <b>Achieved</b>	60%	Will be measured at year end	Will be measured at year end	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Group – Regulatory Services

### Animal Control

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Animal control complaints and issues are resolved in a timely manner	Percentage of residents rate dog control as "quite satisfactory" or "very satisfactory" in community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	<p>Previous year's survey results:</p> <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>80</td><td>68</td></tr><tr><td>Not very satisfied</td><td>13</td><td>22</td></tr><tr><td>Don't know/ Unable to say @</td><td>8</td><td>10</td></tr><tr><td>Percentage satisfied</td><td>80%</td><td>68%</td></tr><tr><td>Percentage satisfied excluding @</td><td>86%</td><td>76%</td></tr></table> <p>Council has made the following changes to improve resident satisfaction:</p> <ol style="list-style-type: none"><li>1. Constructing a new dog pound to increase Council's capacity to impound dogs.</li><li>2. Improved our business processes to ensure we are responding promptly to service request</li><li>3. Recruited for a third Animal Control Officer to manage the risk associated with dangerous, roaming and unregistered dogs.</li></ol>	Category	2011	2014	Very/Fairly Satisfied	80	68	Not very satisfied	13	22	Don't know/ Unable to say @	8	10	Percentage satisfied	80%	68%	Percentage satisfied excluding @	86%	76%
Category	2011	2014																							
Very/Fairly Satisfied	80	68																							
Not very satisfied	13	22																							
Don't know/ Unable to say @	8	10																							
Percentage satisfied	80%	68%																							
Percentage satisfied excluding @	86%	76%																							
2	Animal control complaints and issues are resolved in a timely manner	Percentage of dog attacks responded to within 2 hours	<b>Not Achieved</b> 89%	100%	100% On Target	100% On Target	There have been 26 reported dog attacks in the year to date, from 1352 customer requests. 1.9% of requests																		

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
3	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	5 <b>Not Achieved</b>	Minimum of 6 articles per year	5 <b>On Target</b>	6 <b>Achieved</b>	
4	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	2 <b>Not Achieved</b>	Minimum of 4 educational presentations per year	2 <b>On Target</b>	2 <b>Needs Improvement</b>	We have extended invitations to a number of education providers to run education programmes, however due to timing pressures on school's delivering the prescribed curriculum the uptake to date has only been 2. We will continue to promote uptake of this offering.

## District Planning

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Advice to customer is of good quality (fit for purpose)	Survey of customers rate advice received was helpful	83% <b>Not Achieved</b>	85%	100% <b>On Target</b>	100% <b>On Target</b>	Responses received from two of five applicants that had pre-application meetings.
2	Resource consents are administered effectively and efficiently	Percentage of resource consents processed within the statutory time frame. <ul style="list-style-type: none"> <li>• Non-notified 20 working days</li> <li>• Notified 70 working days</li> <li>• Notified and Limited Notified not requiring a hearing -50 working days</li> </ul>	98% <b>Not Achieved</b>	100%	100% <b>On Target</b>	100% <b>On Target</b>	
3	Council responds effectively to complaints about non-compliances	Non-compliances are resolved within 3 months of customer complaint.	100% <b>Achieved</b>	95%	100% <b>On Target</b>	100% <b>On Target</b>	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Emergency Management

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Facilitate Community Civil Defence Response Groups in all of our larger community's	Communities are organised and have a current Community Civil Defence Response Group Plan	Achieved	Pongaroa, Ormondville and smaller Plans completed	On Target	Needs Improvement	Pongaroa plan completed. An action plan is in place to ensure Ormondville has a completed plan. However, the completion date is dependent upon the availability from members of the Ormondville community
2	Improve our ability to manage and coordinate emergency services during civil defence emergencies	Assessment of residents' readiness and capability to respond to a civil defence emergency	N/A	85%	Will be measured at year end	Will be measured at year end	
3	Improve our ability to prevent and to respond promptly to uncontrolled fires in the rural area	Volunteer Rural Fire Forces respond to all fires within the rural area in accordance with 'NRFA Standard – Achieving timely responses to fires'	Achieved	100%	100% On Target	100% On Target	All responses to date have been within stated time frames

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Health and Safety

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
1	Ensure that the district's built environment is safe and healthy	All swimming pool and/or spa fencing inspected once every 5 years	100% <b>Achieved</b>	100%	100% <b>On Target</b>	100% <b>Achieved</b>	All Pools were inspected in the 2015/16 year.
2	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	93% <b>Achieved</b>	90%	47% <b>On Target</b>	67% <b>On Target</b>	Programmed activity to inspect at certain times of the year
3	Responsive and accurate building control service provided	Percentage of building consents issued within the statutory time frame (20 working days)	100% <b>Achieved</b>	100%	100% <b>On Target</b>	100% <b>On Target</b>	
4	Protect public health by regulating the sale of liquor	Percentage of on and off licence liquor outlets inspected annually	100% <b>Achieved</b>	95%	30% <b>On Target</b>	70% <b>On Target</b>	Programmed activity to inspect at certain times of the year and as renewals of premises are due
5	Excessive noise complaints will be attended to by council to minimise disturbance to others	Percentage of noise complaints responded to within 1 hour	96% <b>Achieved</b>	95%	98% <b>On Target</b>	96% <b>On Target</b>	
6	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	100% <b>Achieved</b>	90%	100% <b>On Target</b>	100% <b>On Target</b>	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



## Group – Roading and Footpaths

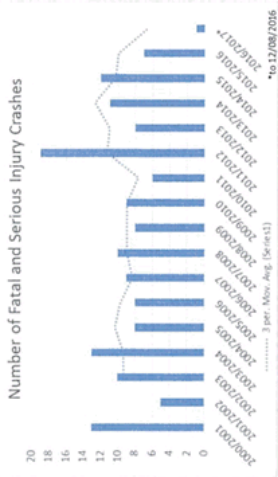
### Footpaths

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Council maintains footpaths to an acceptable level to customers	Percentage of residents rate footpaths as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>77</td><td>76</td></tr><tr><td>Not very satisfied</td><td>18</td><td>18</td></tr><tr><td>Don’t know/ Unable to say @</td><td>5</td><td>6</td></tr><tr><td>Percentage satisfied</td><td>77%</td><td>76%</td></tr><tr><td>Percentage satisfied excluding @</td><td>81%</td><td>81%</td></tr></table> Footpath condition assessment to be completed in Summer months	Category	2011	2014	Very/Fairly Satisfied	77	76	Not very satisfied	18	18	Don’t know/ Unable to say @	5	6	Percentage satisfied	77%	76%	Percentage satisfied excluding @	81%	81%
Category	2011	2014																							
Very/Fairly Satisfied	77	76																							
Not very satisfied	18	18																							
Don’t know/ Unable to say @	5	6																							
Percentage satisfied	77%	76%																							
Percentage satisfied excluding @	81%	81%																							
2		The percentage of footpaths within the district fall within the footpath condition standards set out in the Asset Management Plan	99% <b>Achieved</b>	90%	Will be measured at year end	Will be measured at year end																			
3		Complaints regarding unsafe footpaths are rectified within 5 days	97% <b>Achieved</b>	85%	100% <b>On Target</b>	100% <b>On Target</b>	62 Footpath Maintenance Requests were received to the end of the March quarter. Of these, 31 related to safety hazards. All were completed within timeframe.																		
4		Percentage of resident and non-resident ratepayers rate Urban CBD upgrades as “fairly satisfactory” or “very satisfactory” in the community surveys to be conducted in 2014, 2017 and 2020.	N/A	N/A	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>77</td></tr><tr><td>Not very satisfied</td><td>8</td></tr><tr><td>Don’t know/ Unable to say @</td><td>15</td></tr><tr><td>Percentage Satisfied</td><td>77%</td></tr><tr><td>Percentage satisfied excluding @</td><td>91%</td></tr></table>	Category	2014	Very/Fairly Satisfied	77	Not very satisfied	8	Don’t know/ Unable to say @	15	Percentage Satisfied	77%	Percentage satisfied excluding @	91%						
Category	2014																								
Very/Fairly Satisfied	77																								
Not very satisfied	8																								
Don’t know/ Unable to say @	15																								
Percentage Satisfied	77%																								
Percentage satisfied excluding @	91%																								

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments

## Roading

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments						
1	Council ensures roads are safe for all road users	The change (expressed as a number) from the previous financial year in the number of fatalities and serious injury crashes on the local road network.*	-3 <b>Achieved</b>	0 or less over a 3 year average	Report at year end	Report at year end	 <p>Number of Fatal and Serious Injury Crashes</p> <p>2008/09 2009/10 2010/11 2011/12 2012/13 2013/14 2014/15 2015/16 2016/17</p> <p>*3 year Moving Avg. (Series 1)</p>						
2	Requests from the public are responded to in a timely manner	Customer requests relating to roads are responded to within 5 working days	99% <b>Achieved</b>	85%	99% <b>On Target</b>	98% <b>On Target</b>	1289 CRMs received relating to roading matters. 18 were completed outside timeframes.						
3		Percentage of Residents rating Urban and Rural roading as “quite satisfactory” or “very satisfactory” in community survey.	N/A	70%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: Sealed roads <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>80</td><td>75</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	80	75
Category	2011	2014											
Very/Fairly Satisfied	80	75											

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																														
							<table><tr><td>Not very satisfied</td><td>19</td><td>18</td></tr><tr><td>Don't know/ Unable to say @</td><td>1</td><td>6</td></tr><tr><td>Percentage satisfied</td><td>80%</td><td>75%</td></tr><tr><td>Percentage satisfied excluding @</td><td>80%</td><td>80%</td></tr></table> <p>Unsealed roads</p> <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>58</td><td>57</td></tr><tr><td>Not very satisfied</td><td>18</td><td>16</td></tr><tr><td>Don't know/ Unable to say @</td><td>25</td><td>27</td></tr><tr><td>Percentage satisfied</td><td>58%</td><td>57%</td></tr><tr><td>Percentage satisfied excluding @</td><td>76%</td><td>78%</td></tr></table>	Not very satisfied	19	18	Don't know/ Unable to say @	1	6	Percentage satisfied	80%	75%	Percentage satisfied excluding @	80%	80%	Category	2011	2014	Very/Fairly Satisfied	58	57	Not very satisfied	18	16	Don't know/ Unable to say @	25	27	Percentage satisfied	58%	57%	Percentage satisfied excluding @	76%	78%
Not very satisfied	19	18																																			
Don't know/ Unable to say @	1	6																																			
Percentage satisfied	80%	75%																																			
Percentage satisfied excluding @	80%	80%																																			
Category	2011	2014																																			
Very/Fairly Satisfied	58	57																																			
Not very satisfied	18	16																																			
Don't know/ Unable to say @	25	27																																			
Percentage satisfied	58%	57%																																			
Percentage satisfied excluding @	76%	78%																																			
4	Council ensures that all roads remain available to users	Initial response to impassable roads to be undertaken within 24 hours	99% <b>Achieved</b>	99%	97% <b>On Target</b>	98% <b>On Target</b>	203 CRMs were received in Passable Road Workflow categories to the end of March. Of these, five were responded to outside of the timeframe. One of these was due to incorrect information provided by the customer, and on investigation was not a Council matter; this item has been discounted from the calculation.																														
5	Council ensures quality of roads and safety of users	Percentage of sealed roads providing a smooth and comfortable ride as measured by RAMM Roughness Surveys for NAASRA counts lower than 220 for urban and 120 for rural	<b>Not Achieved</b> 85%	95%	Will be measured at year end	Will be measured at year end	Roughness survey to be completed during Summer months																														

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
6		The percentage of road network that is resurfaced	6% Achieved	>5%	Will be measured at year end	5.5% Achieved	100% of 2016/17 reseals completed. 5.5% total network resurfaced does not account for rehab work, this is yet to be completed.

### Group - Solid Waste Management

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Refuse and recycling services meet user needs	Percentage of residents rating rubbish collection service as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>58</td><td>54</td></tr><tr><td>Not very satisfied</td><td>10</td><td>7</td></tr><tr><td>Don't know/ Unable to say @</td><td>32</td><td>40</td></tr><tr><td>Percentage satisfied</td><td>58%</td><td>54%</td></tr><tr><td>Percentage satisfied excluding @</td><td>85%</td><td>89%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	58	54	Not very satisfied	10	7	Don't know/ Unable to say @	32	40	Percentage satisfied	58%	54%	Percentage satisfied excluding @	85%	89%
Category	2011	2014																							
Very/Fairly Satisfied	58	54																							
Not very satisfied	10	7																							
Don't know/ Unable to say @	32	40																							
Percentage satisfied	58%	54%																							
Percentage satisfied excluding @	85%	89%																							
2		Percentage of residents rating recycling as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>73</td><td>70</td></tr><tr><td>Not very satisfied</td><td>18</td><td>15</td></tr><tr><td>Don't know/ Unable to say @</td><td>9</td><td>15</td></tr><tr><td>Percentage satisfied</td><td>73%</td><td>70%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	73	70	Not very satisfied	18	15	Don't know/ Unable to say @	9	15	Percentage satisfied	73%	70%			
Category	2011	2014																							
Very/Fairly Satisfied	73	70																							
Not very satisfied	18	15																							
Don't know/ Unable to say @	9	15																							
Percentage satisfied	73%	70%																							

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																								
							<table><tr><td>Percentage satisfied excluding @</td><td>80%</td><td>82%</td></tr></table>	Percentage satisfied excluding @	80%	82%																					
Percentage satisfied excluding @	80%	82%																													
3		Percentage of residents rating landfills/ transfer station management as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	75%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>47</td><td>62</td></tr><tr><td>Not very satisfied</td><td>22</td><td>10</td></tr><tr><td>Don’t know/ Unable to say @</td><td>32</td><td>29</td></tr><tr><td>Percentage satisfied</td><td>47%</td><td>62%</td></tr><tr><td>Percentage satisfied excluding @</td><td>68%</td><td>86%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	47	62	Not very satisfied	22	10	Don’t know/ Unable to say @	32	29	Percentage satisfied	47%	62%	Percentage satisfied excluding @	68%	86%						
Category	2011	2014																													
Very/Fairly Satisfied	47	62																													
Not very satisfied	22	10																													
Don’t know/ Unable to say @	32	29																													
Percentage satisfied	47%	62%																													
Percentage satisfied excluding @	68%	86%																													
4	Council will promote and encourage recycling and reuse	Tonnage of waste sent to landfills by the District per annum	4,450 <b>Not Achieved</b>	<4400	2330 <b>On Target</b>	3550 <b>On Target</b>	<table><tr><th colspan="4">Tonnes</th></tr><tr><th></th><th>2014/15</th><th>2015/16</th><th>2016/17</th></tr><tr><td>Eketahuna Landfill</td><td>689</td><td>542</td><td>200</td></tr><tr><td>Pongaroa Landfill - 36.92 tonnes</td><td>39</td><td>21</td><td>16</td></tr><tr><td>Waipukurau Landfill</td><td>3,534</td><td>3,887</td><td>3,333</td></tr><tr><td><b>Total</b></td><td><b>4,262</b></td><td><b>4,450</b></td><td><b>3,550</b></td></tr></table>	Tonnes					2014/15	2015/16	2016/17	Eketahuna Landfill	689	542	200	Pongaroa Landfill - 36.92 tonnes	39	21	16	Waipukurau Landfill	3,534	3,887	3,333	<b>Total</b>	<b>4,262</b>	<b>4,450</b>	<b>3,550</b>
Tonnes																															
	2014/15	2015/16	2016/17																												
Eketahuna Landfill	689	542	200																												
Pongaroa Landfill - 36.92 tonnes	39	21	16																												
Waipukurau Landfill	3,534	3,887	3,333																												
<b>Total</b>	<b>4,262</b>	<b>4,450</b>	<b>3,550</b>																												
5	Council open and closed landfills are well managed	All Horizons resource consent conditions are met	50% <b>Not Achieved</b>	100%	100% <b>On Target</b>	100% <b>On Target</b>	Have established a fill plan to ensure the volume does not exceed the consent conditions																								

## Group - Stormwater Drainage

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	An effective stormwater system that protects people and properties from flooding	The number of flooding events where an overflow of stormwater had entered a habitable floor.	Nil <b>Achieved</b>	<40	Nil <b>On Target</b>	Nil <b>On Target</b>	No reports of flooding affecting habitable floors during the reporting period.																		
2		For each flooding event, the number of habitable floors affected, expressed per 1,000 properties connected to the stormwater system	Nil <b>Achieved</b>	<5	Nil <b>On Target</b>	Nil <b>On Target</b>																			
3	A reliable stormwater network	Percentage of residents rating stormwater management as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	70%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>61</td><td>60</td></tr><tr><td>Not very satisfied</td><td>25</td><td>19</td></tr><tr><td>Don’t know/ Unable to say @</td><td>14</td><td>20</td></tr><tr><td>Percentage satisfied</td><td>61%</td><td>60%</td></tr><tr><td>Percentage satisfied excluding @</td><td>71%</td><td>76%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	61	60	Not very satisfied	25	19	Don’t know/ Unable to say @	14	20	Percentage satisfied	61%	60%	Percentage satisfied excluding @	71%	76%
Category	2011	2014																							
Very/Fairly Satisfied	61	60																							
Not very satisfied	25	19																							
Don’t know/ Unable to say @	14	20																							
Percentage satisfied	61%	60%																							
Percentage satisfied excluding @	71%	76%																							
4		Number of complaints received by Council about the performance of its stormwater system, expressed per 1,000 properties connected to the stormwater system	8 <b>Achieved</b>	<9	3.3 <b>On Target</b>	6.2 <b>On Target</b>	30 Stormwater issues were reported during the reporting period.																		
5	A reliable stormwater network	Number of enforcement actions against Council for not meeting resource consent conditions for discharge from the stormwater system relating to: Abatement Notices	0 <b>Achieved</b>	0	NIL <b>On Target</b>	NIL <b>On Target</b>																			

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
6		Infringement notices	0 <b>Achieved</b>	0	NIL <b>On Target</b>	NIL <b>On Target</b>	
7		Enforcement orders	0 <b>Achieved</b>	0	NIL <b>On Target</b>	NIL <b>On Target</b>	
8		Convictions	0 <b>Achieved</b>	0	NIL <b>On Target</b>	NIL <b>On Target</b>	
9	Council ensures quality and efficiency of the stormwater network	Median time (hours) to attend a flooding event, measured from the time that Council receives a notification that service personnel reach the site	42 minutes <b>Achieved</b>	2 hours	NIL <b>On Target</b>	NIL <b>On Target</b>	No flooding events recorded.

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Group - Wastewater

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	A reliable waste water service	The number of dry weather sewerage overflows from the wastewater system per 1,000 connections	4 <b>Achieved</b>	<5	0.4 <b>On Target</b>	0.6 <b>On Target</b>	15 CRMs were recorded to the end of March, however further analysis reveals only six were an issue with the Council network, the remainder were on-property issues, and in one case a wet-weather event reported by a customer days later. One was a water leak initially reported as sewerage.																		
2		Percentage of residents rating wastewater management as “fairly satisfactory” or “very satisfactory” in the community survey.	N/A	70%	Will be measured at year end	Will be measured at year end	Previous year’s survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>61</td><td>57</td></tr><tr><td>Not very satisfied</td><td>2</td><td>2</td></tr><tr><td>Don’t know/ Unable to say @</td><td>37</td><td>41</td></tr><tr><td>Percentage satisfied</td><td>61%</td><td>57%</td></tr><tr><td>Percentage satisfied excluding @</td><td>97%</td><td>97%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	61	57	Not very satisfied	2	2	Don’t know/ Unable to say @	37	41	Percentage satisfied	61%	57%	Percentage satisfied excluding @	97%	97%
Category	2011	2014																							
Very/Fairly Satisfied	61	57																							
Not very satisfied	2	2																							
Don’t know/ Unable to say @	37	41																							
Percentage satisfied	61%	57%																							
Percentage satisfied excluding @	97%	97%																							
3	Risks to public health and our natural environment are minimised	Number of schemes that are current	3 <b>Not achieved</b>	5	4 <b>Needs Improvement</b>	4 <b>Needs Improvement</b>	Eketahuna wastewater hearing was held on 5,6,7 April and was adjourned. We are awaiting further details. The hearing for Pahiatua is programmed for the 23,24,25 May. The consent for Woodville will be lodged shortly.																		
4		Number of enforcement actions against Council for not meeting resource consent conditions for sewage schemes relating to: Abatement Notices	0 <b>Achieved</b>	0	0 <b>On Target</b>	0 <b>On Target</b>																			

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
5		Infringement notices	0 <b>Achieved</b>	0	0 <b>On Target</b>	0 <b>On Target</b>	
6		Enforcement orders	0 <b>Achieved</b>	0	0 <b>On Target</b>	0 <b>On Target</b>	
7		Convictions	0 <b>Achieved</b>	0	0 <b>On Target</b>	0 <b>On Target</b>	
8	Council responds quickly when things go wrong	Median response time to attend a sewage fault, measured from the time Council receives notification to the time that service personnel reach the site	22 Minutes <b>Achieved</b>	1 hour	36 minutes <b>On Target</b>	35 minutes <b>On Target</b>	
9		Median response time to resolve a sewage fault, measured from the time Council receives notification to the time that service personnel confirm resolution of the fault	2 hours 22 minutes <b>Achieved</b>	8 hours	92 minutes <b>On Target</b>	79 minutes <b>On Target</b>	
10	Council services meet customer expectations	Number of complaints received about wastewater per 1,000 connections for: Sewerage odour	1 <b>Achieved</b>	<5	0.4 <b>On Target</b>	0.6 <b>On Target</b>	There are 3 issues with odour to date this year
11		Sewerage system faults	2 <b>Achieved</b>	<5	2.0 <b>On Target</b>	3 <b>On Target</b>	Of 37 CRM's recorded. Of the 26 mains blockages, all were cleared. One was a gas line in the pipe, for which the gas company accepted responsibility. One was the wet-weather flood event reported days later.

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
12		Sewerage system blockages	9 <b>Achieved</b>	<7	1.6 Dry 1.4 Wet <b>On Target</b>	2.0 Dry 2.4 Wet <b>On Target</b>	
13		Council's response to the above issues	0.2 <b>Achieved</b>	<10	0 <b>On Target</b>	0 <b>On Target</b>	No complaints were received about Council's responsiveness in the reporting period.
14		Total Number of recorded complaints	12 <b>Achieved</b>	<27	5.5 <b>On Target</b>	8 <b>On Target</b>	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Group - Water

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments																		
1	Council provides a reliable water supply	Percentage of customers rating availability of water as "fairly satisfactory" or "very satisfactory" in the community survey.	N/A	N/A	Will be measured at year end	Will be measured at year end	Previous year's survey results: <table><tr><th>Category</th><th>2011</th><th>2014</th></tr><tr><td>Very/Fairly Satisfied</td><td>51</td><td>49</td></tr><tr><td>Not very satisfied</td><td>25</td><td>14</td></tr><tr><td>Don't know/ Unable to say @</td><td>25</td><td>38</td></tr><tr><td>Percentage satisfied</td><td>51%</td><td>49%</td></tr><tr><td>Percentage satisfied excluding @</td><td>67%</td><td>78%</td></tr></table>	Category	2011	2014	Very/Fairly Satisfied	51	49	Not very satisfied	25	14	Don't know/ Unable to say @	25	38	Percentage satisfied	51%	49%	Percentage satisfied excluding @	67%	78%
Category	2011	2014																							
Very/Fairly Satisfied	51	49																							
Not very satisfied	25	14																							
Don't know/ Unable to say @	25	38																							
Percentage satisfied	51%	49%																							
Percentage satisfied excluding @	67%	78%																							
2	Council provides water at a consistent volume	Number of complaints over 1,000 connections to Council's networked reticulation system for: drinking water pressure or flow	2 <b>Achieved</b>	<5	2.0 On Target	2.0 On Target	12 complaints in total for the reporting period.																		
3	Water looks and tastes good	Drinking water taste	6 <b>Not Achieved</b>	<5	1.4 On Target	2.2 On Target	11 complaints have been received regarding taste for the year to date. Six of these complaints have been lodged by the same complainant who resides in Pahiatua.																		
4		Drinking water clarity	4 <b>Achieved</b>	<5	6.6 <b>Not Achieved</b>	8.8 <b>Not Achieved</b>	44 complaints were received regarding clarity for the reporting period. 17 relate to the 1 <sup>st</sup> Quarter 16 relate to the 2 <sup>nd</sup> Quarter 11 relate to the 3 <sup>rd</sup> Quarter  Nine out of the 11 that were received in the 3 <sup>rd</sup> Quarter were due to after effects from mains flushing in Dannevirke.  There were also two separate one-off incidents in Pahiatua recorded.																		

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>d</sup> Quarter	Comments														
5		Drinking water odour	2 <b>Achieved</b>	<5	1 <b>On Target</b>	1.2 <b>On Target</b>	1 complaint was received regarding odour for the 3 <sup>rd</sup> quarter														
6	Interruptions to supply are minimised	Continuity of supply	3	<5	1.6 <b>On Target</b>	2.6 <b>On Target</b>	There were 13 complaints of loss of supply received to the end of March 2017.														
7	Council is responsive to issues relating to water supply	Council's response to the issues above	0 <b>Achieved</b>	<5	0.6 <b>On Target</b>	0.6 <b>On Target</b>	3 complaints were received about Council's responsiveness to the above issues. (No change from 2 <sup>nd</sup> quarter)														
8	Council is responsive to issues relating to water supply	Total number of recorded complaints	19 <b>Achieved</b>	<30	13.2 <b>On Target</b>	17.4 <b>On Target</b>															
9	Water provided is safe to drink	Number of schemes with a Public Health Management Plan in place	6 <b>Achieved</b>	7	6 <b>On Target</b>	6 <b>On Target</b>	These are now called Water Safety Plans. Akitio's will be completed by the end of June.														
10		Number of schemes that comply with Part 4 (bacteria compliance criteria) of the NZ Drinking Water standards	2 <b>Not Achieved</b>	5	On Target	6 <b>On Target</b>	<div>This Year's Results:</div> <table><tr><th>Town Supply</th><th>Compliant?</th></tr><tr><td>Akitio</td><td><b>Yes</b></td></tr><tr><td>Dannevirke</td><td><b>Yes</b></td></tr><tr><td>Eketahuna</td><td><b>Yes</b></td></tr><tr><td>Norsewood</td><td><b>Yes</b></td></tr><tr><td>Pahiatua</td><td><b>Yes</b></td></tr><tr><td>Woodville</td><td><b>Yes</b></td></tr></table> <p>Council has increased its sampling regime from 2015/16 to be compliant with the new standards.</p> <p>A report from Mid Central Health is due at the end of the financial year.</p>	Town Supply	Compliant?	Akitio	<b>Yes</b>	Dannevirke	<b>Yes</b>	Eketahuna	<b>Yes</b>	Norsewood	<b>Yes</b>	Pahiatua	<b>Yes</b>	Woodville	<b>Yes</b>
Town Supply	Compliant?																				
Akitio	<b>Yes</b>																				
Dannevirke	<b>Yes</b>																				
Eketahuna	<b>Yes</b>																				
Norsewood	<b>Yes</b>																				
Pahiatua	<b>Yes</b>																				
Woodville	<b>Yes</b>																				

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures



S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
11		Number of schemes that comply with Part 5 (protozoal compliance criteria) of the NZ Drinking Water standards	5 <b>Achieved</b>	5	4 <b>On Target</b>	0 <b>Needs Improvement</b>	Woodville and Eketahuna treatment plants will have 24 hour online monitoring to fully comply for UV, pH, turbidity. This will be completed by the end of June. The Dannevirke plant has had the new UV unit fitted and Pahiatua's will be completed by the end of May and both will have the 24 hour online compliance monitoring by the end of June. Norsewood is not compliant due to the five year residency test which needs to be carried out by a lab recognised by MoH and the bore head security report to be completed by a qualified engineer. This will take 6-9 months – should be completed by December 2017. Preparation of a cyanobacteria/cyanotoxin protocol for Dannevirke, Woodville, Pahiatua and Eketahuna will be completed by the end of June.
12	Council is responsive to issues relating to water supplies	Median response time to attend an urgent call out, measured from the time Council receives notification to the time that service personnel reach the site	44 Minutes <b>Achieved</b>	1 hour	43 minutes <b>On Target</b>	45 minutes <b>On Target</b>	
13		Median time to resolve an urgent callout, measured from the time Council receives notification to the time that service personnel confirm the resolution of the fault	2 hours 15 minutes <b>Achieved</b>	8 hours	2 hours, 6 minutes <b>On Target</b>	2 hours, 17 minutes <b>On Target</b>	
14		Median response time to attend a non-urgent call out, measured from the time Council receives notification to the time that service personnel reach the site	2 hours 4 minutes <b>Achieved</b>	24 hours	3 hours, 42 minutes <b>On Target</b>	3 hours, 1 minute <b>On Target</b>	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

S/N	Level of Service	Performance Measure	Last Year Results	Target 2016/17	Results For 2 <sup>nd</sup> Quarter	Results For 3 <sup>rd</sup> Quarter	Comments
15		Median time to resolve a non-urgent callout, measured from the time Council receives notification to the time that service personnel confirm the resolution of the fault	4 hours 44 minutes <b>Achieved</b>	72 hours	5 hours, 58 minutes <b>On Target</b>	4 hours, 54 minutes <b>On Target</b>	
16	Wastage of water is minimised	The percentage of real water loss from the Council's networked reticulation schemes based on the minimum night flow (MNF) analysis	46% <b>Not Achieved</b>	<7%	Measured at year end	Measured at year end	Further work is being done to establish the accuracy of the water loss reported last year. Thereafter, remedial actions/action plan will be developed.
17		Average consumption of drinking water per day per resident connected to a Council scheme	213 litres <b>Achieved</b>	300 litres	Measured at year end	Measured at year end	

Appendix 1 : 3<sup>rd</sup> Quarter Performance Report: Service Performance Measures

## Report

Date : 25 May 2017  
To : Mayor and Councillors  
Tararua District Council  
From : Blair King  
Chief Executive  
Subject : **Staff Report - May 2017**  
Item No : **11.6**

---

### Reason for the Report

This report is to update Councillors on key projects and items of interest for the period from 20 April 2017 to 24 May 2017.

### Key Points

#### 2. Resource Consent Hearings for Wastewater Treatment Plants

Hearings for Eketahuna and Pahiatua wastewater treatment plants and discharges are being heard by three external Commissioners from 23-26 May 2017. It is likely the Eketahuna hearings will be further adjourned for up to six months to enable Council to provide an updated detailed Assessment of Environmental Effects including the wetland and new discharge location, that -

- Has Cultural Values Assessments from the two recognised Iwi within the District and the on-going involvement by representatives of these Iwi in the final wetland design and operation.
- Confirms the sale and purchase from the Golf Club for the proposed wetland site and surrounds.
- Confirms the layout of the new tertiary treatment plant, wetland and rock discharge blanket at a “to be constructed” design status.

Overall, the hearing went much smoother than the initial three days, due in part to the support from Buddle Finlay legal and planning teams. The Commissioners appreciated the site hosting from Eric Bonny and appeared receptive to a case that:

- The wastewater plants are not a discretionary activity for Council, compared to developments that could be modified.
- Planning reports tend to focus on the potential for adverse effects, whereas the Resource Management Act specifically requires balancing the positive and negative effects, and giving due weight to the Regional Policies.

The Regional Policy has wording that requires assessments of continued operations of district wastewater schemes to be given similar importance to the health of the community, as national scale developments by Government.

Planning team members from Opus and I met with Eketahuna Golf Course Committee members last night, and sought their agreement to commence the process for buying the land required. It is likely they will call a special meeting to enable this.

### **3. Woodville and Pahiatua Water**

The Woodville Kliptank is ready to use, whilst the Pahiatua Kliptank is in the final stage of having the UV system commissioned. On 19 May, the Pahiatua Bore Pump failed, and testing over the weekend showed it was the actual pump, not any of the electrical supply. Well-drillers have been engaged in the week starting 22 May to fit the new bore pump we have in stock for this issue, and we expect it will be live by 25<sup>th</sup> or 26<sup>th</sup> May.

In the interim, due to high rainfall, the river supply is causing some turbidity issues visible in the treated water being supplied to businesses and homes.

Through the Bush Telegraph Page, we will be running reminders through winter for residents to conserve water during high rainfall events to help us give the best quality water.

### **4. Proposed Third Medical School**

Attached for the Council's information is a copy of correspondence received from the University of Auckland setting out details to provide an understanding of a proposed third medical school, once advocated for Wellington and now proposed by the University of Waikato.

### **5. Sealing of Document**

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

- Stock underpass agreement - Cumming and Co, Ormond Road, Woodville



## Human Resources

### 6. New Appointment

#### **Congratulations and welcome to the TDC Family...**

##### Mark Maxwell - Economic Development and Communications Manager

Mark Maxwell joins the team on Monday 29 May as the new Economic Development and Communications Manager. Mark (in his own words) has a boundless passion for building vibrant communities and will bring with him years of experience working within the community. Mark has also worked very closely with Lianne and Roly in the past and in particular was involved in the resurrection of the GO Project.

Congratulations to Mark and thank you to the Economic Development & Communications team who have been doing a great job of holding the fort.

### 7. Resignations

##### Monica Hook – Payroll Administrator

With regret we advise that Monica Hook has decided to retire, Monica's final day was Friday 12 May. We will arrange a morning tea for Monica in the coming weeks to say farewell and thank you for her 22 years of service with Council.

##### Tracey Hinton – Records & Information Administrator

Tracey Hinton resigned from her position as Records and Information Administrator with her last day being Wednesday 24 May. Tracey has decided to take some time out from working life to concentrate on her family. We wish Tracey well for the future and thank her for her contribution during her short time here.

##### Clayton Locke – Liquor Licensing Inspector

Clayton has resigned from his role as Liquor Licensing Inspector/DPRFO to take on a whole new challenge with FENZ in rural fire. Clayton has been working alongside Paddy for a while now to enable him to take on the position as Deputy Principal Rural Fire Officer and subsequently transfer to FENZ.

A morning tea will be arranged for Clayton to say farewell and thank you for the 14 years service with Council and for his work in liquor, animal control, compliance etc. Clayton will officially transfer to FENZ on 1 July but will remain in the Dannevirke Administration Building until a suitable working location has been sorted for him by FENZ.

## Health and Safety

### 8. MWLASS Health and Safety Business Partner

The MWLASS Health and Safety Business Partner, Michelle Hunt, is working to assist the six councils involved with various projects and has arranged for forum meetings to occur three monthly, with the next to occur on 21 July 2017. It is anticipated that this will help us work collectively as a team. Michelle has identified key initiatives for the group as below:

#### Health & Safety Software System

- Contractor Management database/ system for pre-qualification/preferred contractors
- Shared Training framework
- Utilising the collaboration portal for communication, sharing of information and projects

### 9. Contractor Management

Contractor Management guidelines specific to health and safety are being reviewed and will be rolled out in conjunction with the contractor management training booked in for 1 June.

### 10. Wai Splash Health and Safety Systems

As a result of the notifiable incident earlier in the year at Wai Splash, an investigation was undertaken and the Health and Safety systems were found to need some work. Aquatics Manager, Kendyl Paget is currently working in consultation with Sandy Lowe, on a project plan for the improvements. The project plan is expected to go to the Aquatic Community Trust at the end of June.

### 11. Notifiable Incident – Assets Team

A notifiable incident has occurred at the number two reservoir; under the HSWA;

*A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following:*

*a substance escaping, spilling, or leaking  
gas or steam escaping*

A chlorine leak occurred due to the failure of a regulator on a chlorine cylinder. The area was isolated and emergency services contacted to assist. We are currently investigating this. WorkSafe NZ has been notified and the leak has been repaired. A full investigation will need to take place, which may include an audit of procedures and corrective actions.

## **12. Asbestos Regulations (2016)**

Towards the end of April Sandy attended a WorkSafe NZ presentation on the updates to the asbestos regulations. Sandy is working with other councils, specifically Horizons as they have already begun this process, to create the Tararua District Council Asbestos Management Plan, which will be completed prior to March 2018. WorkSafe NZ has advised that we are able to make assumptions concerning the presence of asbestos in previously unconfirmed buildings. Depending on these assumptions, testing will only need to be undertaken if the buildings are disturbed as a result of works, incidents, or emergencies.

## **13. Software**

At the Health and Safety forum at the end of April, MWLASS has decided to continue with the software procurement project at a regional level. They are looking to employ a consultant to conduct a full needs analysis for the six councils involved.

## **14. Training**

No Health and Safety training has been undertaken since my last report. Contractor Management training is booked to be held on 1 June.

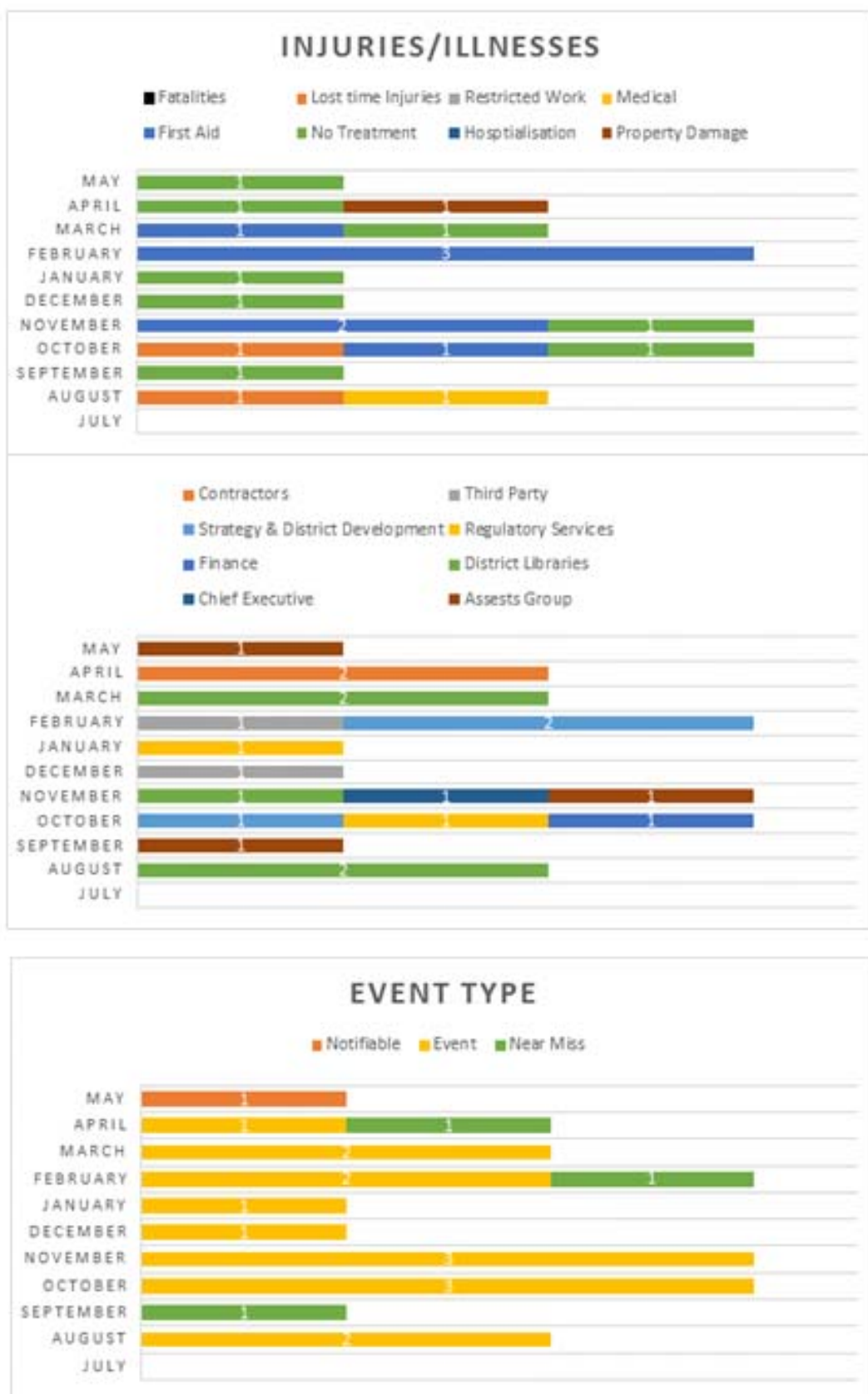
## **15. Progress Calendar**

Sam from WorkSafe NZ has rebooked to attend our June Health and Safety Committee meeting.

Workgroups are being rolled out to all staff within the next two weeks. Management have been consulted and there have been no concerns raised. This will allow the Health and Safety Representatives to investigate low level incidents and to assist in the management of risks/hazards for the group to which they are assigned.

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

## Incident Investigation (Including Near Miss) and Reporting



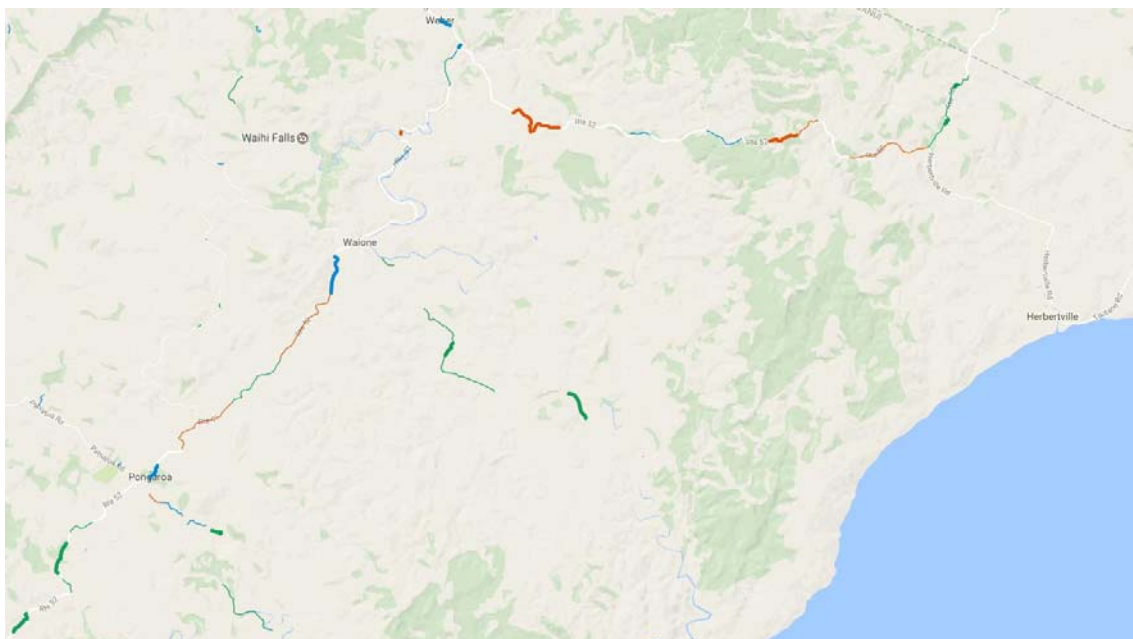
## Tararua Alliance

### 17. Executive Summary

April was another very busy month for the team, with Cyclone Cook hitting the North Island only a week after the last report, just after Cyclone Debbie passed through. Heavy rain and strong wind, combined with the already saturated ground, resulted in more damage to the network, with over-slips, dropouts and fallen trees around the network. Cyclone Cook arrived late on a Friday evening and many reports of isolated damage came through throughout Saturday, keeping the delivery team busy over the weekend clearing over-slips and fallen trees, as well as making dropout sites safe. Good progress has since been made on the dropout sites and is an ongoing focus.

With the Manawatu Gorge temporarily closed due to ongoing slips, the Saddle Road and Pahiatua Track are experiencing far greater traffic loadings. We continue to monitor the condition of both routes and are monitoring traffic numbers on the Saddle, both those using the approved detour route (via Woodlands Road then through Woodville) and those bypassing Woodville (via Oxford and Pinfold Roads).

Our Planning Team has also been very busy, and made significant progress, on future programmes. A ten year pavement and surfacing renewals forward works programme is 99% complete, with Route 52 being a key area of focus over the next few years. In the 3Waters space good progress is being made on validating Council's asset inventory database, carrying out condition assessments of stormwater and wastewater pipes using the CCTV technology, and developing a risk based criticality framework to prioritise maintenance and renewals investment – a recommendation from Audit during the 2015 Long Term Plan.



***Map showing future pavement (thick lines) and surfacing (thin lines) renewals on Route 52 (Orange=2017/18, Green=2018/19, Blue=2019/20)***

## Roads

### 18. Maintenance

The team has been extremely busy for the month of April. Early in the month we experienced Cyclone Debbie and Cyclone Cook that caused a significant amount of damage across the network. The cyclic teams have been very busy making many of the damaged sites safe for motorists until permanent treatments can be completed. We have also had a large amount of vandalism done to our street signage around the Dannevirke and Woodville areas recently. Our team have been working hard to repair these and local police have been notified.

Our graders continue to cyclically grade our unsealed roads, with the following graded during April; Waihi Valley Rod, Range Road, Ruhi Road, Paeroa Road, Ruanui Road, Tower Street, Morrison Road, Wright Road, Church Road, Newling Road, McLeod Road, Rakaiatai Road and Pederson Road.

### 19. Renewals

All pavement renewals are now complete, with a pavement stabilisation site on Weber Road and a granular replacement site on Carlson Street recently finished. Planning for the 2017/18 construction season is now underway, with both pavement and surfacing renewal sites being surveyed and investigated in coming months to enable effective pavement and seal designs to be prepared.



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



The asset team has been focused on preparations for the long term pavement and surfacing renewals programme, to inform the Activity Management Plan (AMP) and 2018-21 Land Transport Programme, with a key component being the dTIMS deterioration modelling.

Deterioration modelling uses our extensive pavement and surfacing condition data and various budget scenarios to predict the ongoing condition of the network and recommend effective and efficient treatments for our sections of road, reducing whole of life costs and maximising the value generated from investment in renewals.

Initial outputs have been validated in the field with preliminary results showing a good correlation to what is happening in real life, with 72% of suggested treatments from the modelling being approved during the network drive-over.

Tararua is the first Local Authority to have the new Downer model run on it, with multiple State Highway networks having been run prior. The main difference between this new model and the historic Investment Decision Support (IDS) model used within the roading industry is how it optimises investment. The IDS will attempt to create a renewal strategy to achieve a target condition status, whereas the Downer model will work to minimise maintenance costs while maintaining a suitable level of service.

In conjunction with this work the team are also preparing the asset register for analysis and discussion as part of the AMP, working to ensure Council's RAMM is the master data set while keeping in mind the requirements for the RAMM Valuation Module that will be implemented this financial year.

## Projects

### 20. Emergency Works

Good progress is being made on flood damage sites around the network, with cost effective bench and fill and minor realignment works being completed. Surveying, geotechnical investigation and engineered designs are progressing for our more complicated sites, including the large slip on Riverdale Road that has recently been laser surveyed.





Other sites include;

- Hall Block Road (bridge abutment scour)
- Pahiatua-Pongaroa Road (3 dropouts)
- Birch Road North (dropout)
- Ormondville Te Uri Road (dropout)
- Troup Road West (bridge abutment scour)
- Kaukahu Road (bridge abutment scour)

The Akitio Rock Wall project begins shortly with the Environmental and Sediment Control Plan being approved by Horizons, a site blessing with Iwi carried out, and rock being transported to site.

## **21. Saddle Road**

Upgrade work on the Saddle Road has been put on hold temporarily while the Manawatu Gorge is closed, resulting in a significant number of vehicles using the route. The road is regularly monitored, with maintenance carried out as required to ensure the road is safe. General feedback from commuters using the road has been positive, however we are aware of motorist frustration stemming from slow heavy vehicles during peak hours resulting in dangerous passing manoeuvres. We are regularly liaising with both the NZ Transport Agency and local Police while the gorge is closed. The upgrade project will recommence once the gorge is open, with a realignment site and some pavement rehabilitation sites to be completed by June 2018.

## **22. Eketahuna Upgrade**

Our urban team has been busy continuing the upgrade project in Eketahuna, with the Bridge Street intersection ready to have exposed aggregate concrete constructed shortly. A way finding sign is being engineered and installed as part of this. Ducting for a fibre optic cable has also been installed during the works to prevent future digging in the new footpaths.

## 3Waters

### 23. Maintenance

Maintenance activities kept the team busy during April, with 61 customer requests to respond to. This included 13 toby replacements, 8 water lateral leaks, 2 main bursts, 22 minor water related attendances, 2 sewer blockages and 14 minor sewer attendance.

We have also recently carried out open drain maintenance in Barraud Street, Dannevirke, including removal of the trees.



*Barraud St Drain Before Clearing*



*Barraud St Drain After Clearing*

### 24. Renewals

All 3Waters renewals projects for 2016/17 have now been completed and planning is underway for future years. Key information required for the development of an effective and efficient long term programme includes:

- Having a robust understanding of TDC's assets, which is improving through the asset inventory validation project,
- Knowing what condition our assets are in, which we continue through CCTV inspections, and
- Understanding the criticality of the assets, where the recently developed risk based criticality framework will be used.

## Projects

### **25. Asset Inventory Data Improvement**

Our recent focus has been in Pahiatua where stormwater asset inventory has been validated to inform the stormwater model. This is now complete and we are now moving to the Eketahuna stormwater assets. Following completion of all stormwater assets, we will continue with wastewater and water supply assets in Woodville, Pahiatua, Eketahuna, Pongaroa, and Akitio.

### **26 Stormwater Modelling**

With the stormwater asset inventory being validated in Dannevirke, Woodville and Pahiatua, the updated information is being fed into the model to significantly increase its accuracy. Opus, who were commissioned to develop the model, has advised that further investigative works are required to fully assess the impact of proposed capital projects, which will be completed in May and June.

## Performance

### **27. Customer Management**

Management of customer requests was a big job in April, with 225 received in 48 hours during the two cyclone events.

Customer request response times continue to be well within the five day requirement, with an average of 1.6 days for roading and 0.9 days for 3waters during the month of April.

Feedback scores continue to trend well, with an average satisfaction level of 3.7 out of 5 for April, indicating a continued high level of satisfaction by those lodging requests through Council's customer services team.

### **28. Corridor Access Requests**








24 Corridor Access Requests and BeforeUdig requests were submitted during the month of April.

### **29. Traffic Management**

Two traffic management sites were audited during March and both were compliant. With the winter months upon us we expect increased numbers of forestry contractors working on small blocks close to roads - this generally presents a challenge for keeping the sites and roads safe for motorists and increased monitoring will be carried out.

### 30. Performance Framework

The results for April are as follows:

	KRA	Name	Frequency	Comments	
RESULTS	PEOPLE RESULTS	Alliance Team Safety	Monthly	39 SBO's undertaken in February	
		Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 1 Environmental incidents 0	
	CUSTOMER RESULTS	Timely Communications	Monthly	100% of all CRMs received were responded to on time during April	
		Effective Communication	Monthly	Average feedback score was 3.7 out of 5 for the months of February	
		Minimise Operational Impacts	3 Monthly	1 Complaint received YTD 4 Compliments have been received over the past three months	
	SOCIETY RESULTS	Compliance with TMP	Monthly	TMP compliance undertaken monthly with results published.	
		Zero Harm – Environment	Monthly	Site safety audits results have all been to an acceptable high standard.	

### 31. Key Performance Framework Results – Non-Financial

Description	Detail	Unit	April-2017
<b>Alliance Team Safety</b>	Medical Treated Injuries (MTI)	No.	0
	Loss Time Injuries (LTI)	No.	0
	1st Aid Treatments	No.	0
	Near Miss Reports	No.	0
	Site Observations	No.	39
<b>TMP Compliance - Alliance Sites</b>	Total Audit Score	No.	10
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	2
	Total No. Sites Audited	No.	10
<b>TMP Compliance - Non-Alliance Sites</b>	Total Audit Score	No.	0
	Dangerous Sites	No.	0
	Sites scoring below 30	No.	0
	Total No. Sites Audited	No.	0
<b>Overall Standard</b>	Total of All Sites Audited	No.	10
	Total Non-Compliant Sites	No.	0
<b>Effective Communication</b>	Total Number of Customer Surveys	No.	31
	Overall Feedback Score	Index	3.69
	No. Scoring Below 3	No.	10

<b>Timely Communication - 3Waters</b>	Total Number of Three Waters CRM Received	No.	61
	Average Completion Time	Days	0.09
	Total Number of CRM open	No.	0
	Number completed within target	No	61
	% Target	%	100
	% Carried to following month	%	0
	% Completed on Time	%	100
<b>Timely Communication - <u>Roading</u></b>	Total Number of <u>Roading</u> CRM Received	No.	251
	Average Completion Time	Days	1.62
	Total Number of CRM open	No.	0
	Number completed within target	No	250
	% Target	%	100
	% Carried to following month	%	0
	% Completed on Time	%	100

## Assets Group

### Solid Waste

#### 32. Exit of Kerbside Collection

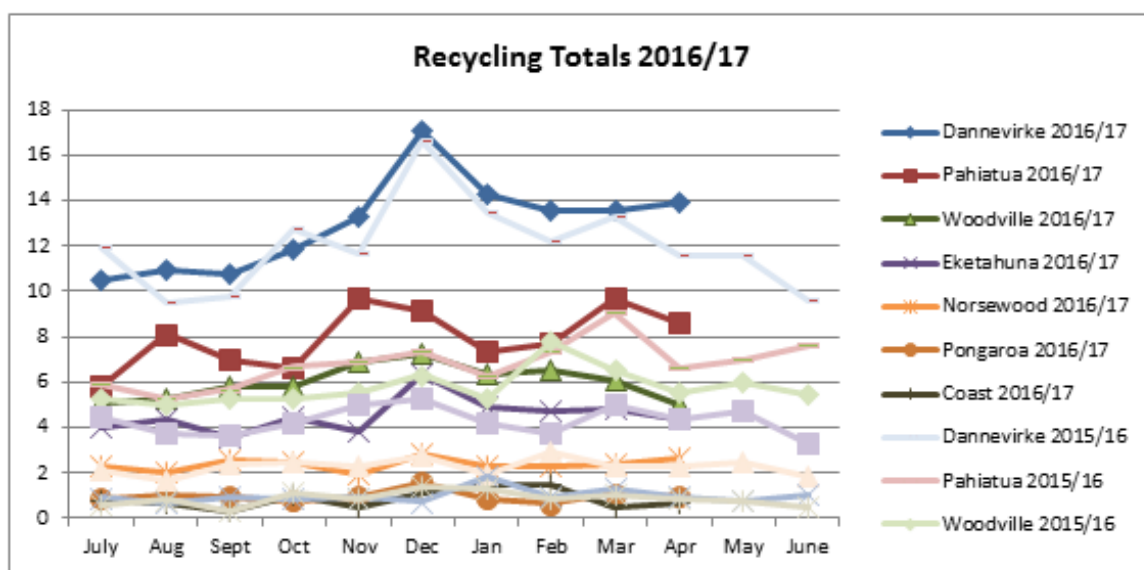
A bag audit was conducted in Dannevirke on Tuesday 16 May of the residents using kerbside collection on this day. 45 had Council labelled bags and 131 yellow Budget Waste bags, compared with the February audit of 107 Council labelled bags and 110 yellow Budget Waste bags. There also seemed to be an increase of Wheelie Bins at kerbside as well.

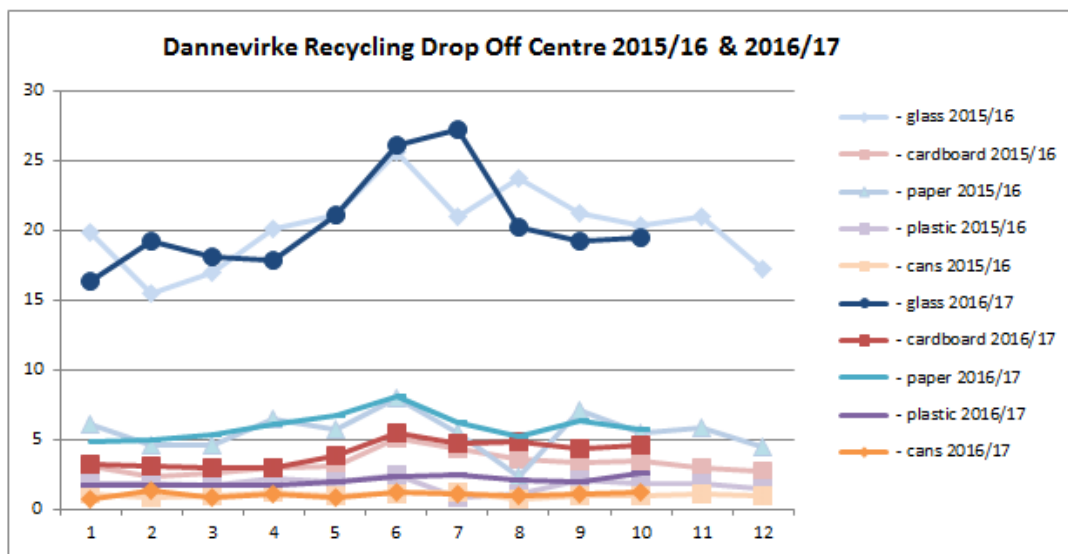
#### 33. Eketahuna Transfer Station

Contractors have pre-cast the concrete pad for the site at Eketahuna, and this will be installed next month. There will be some ground works taking place in the next couple of weeks and also a sump installed to dispose of any leachate to the leachate pump.



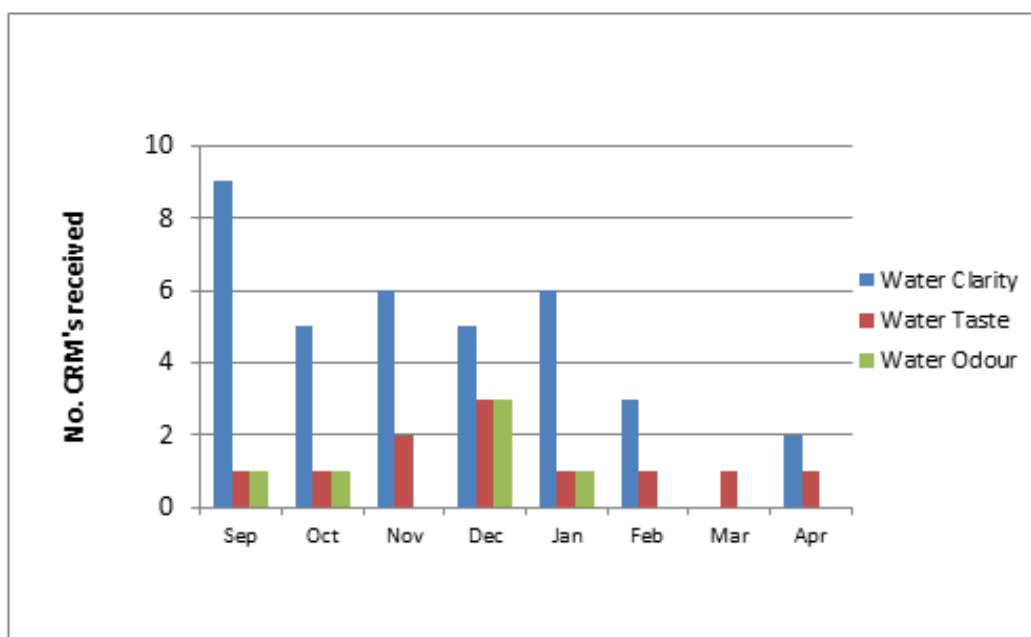
#### 34. District Recycling





## Utilities

### 35. Water Quality CRM's

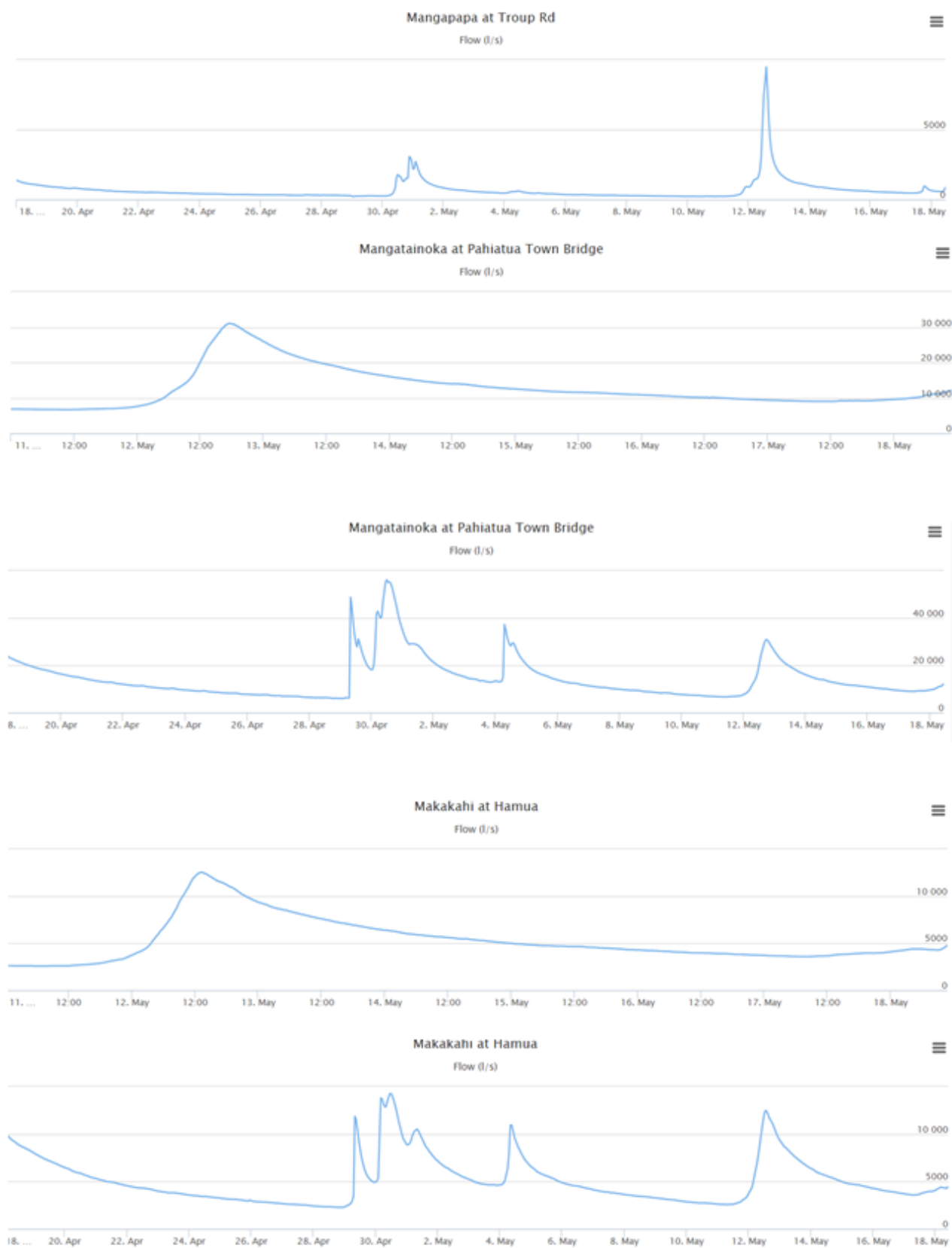


One taste and two water clarity related CRM's were reported for the month of April. All three calls related to Dannevirke's supply, however, one was found to be outside Council's responsibility.



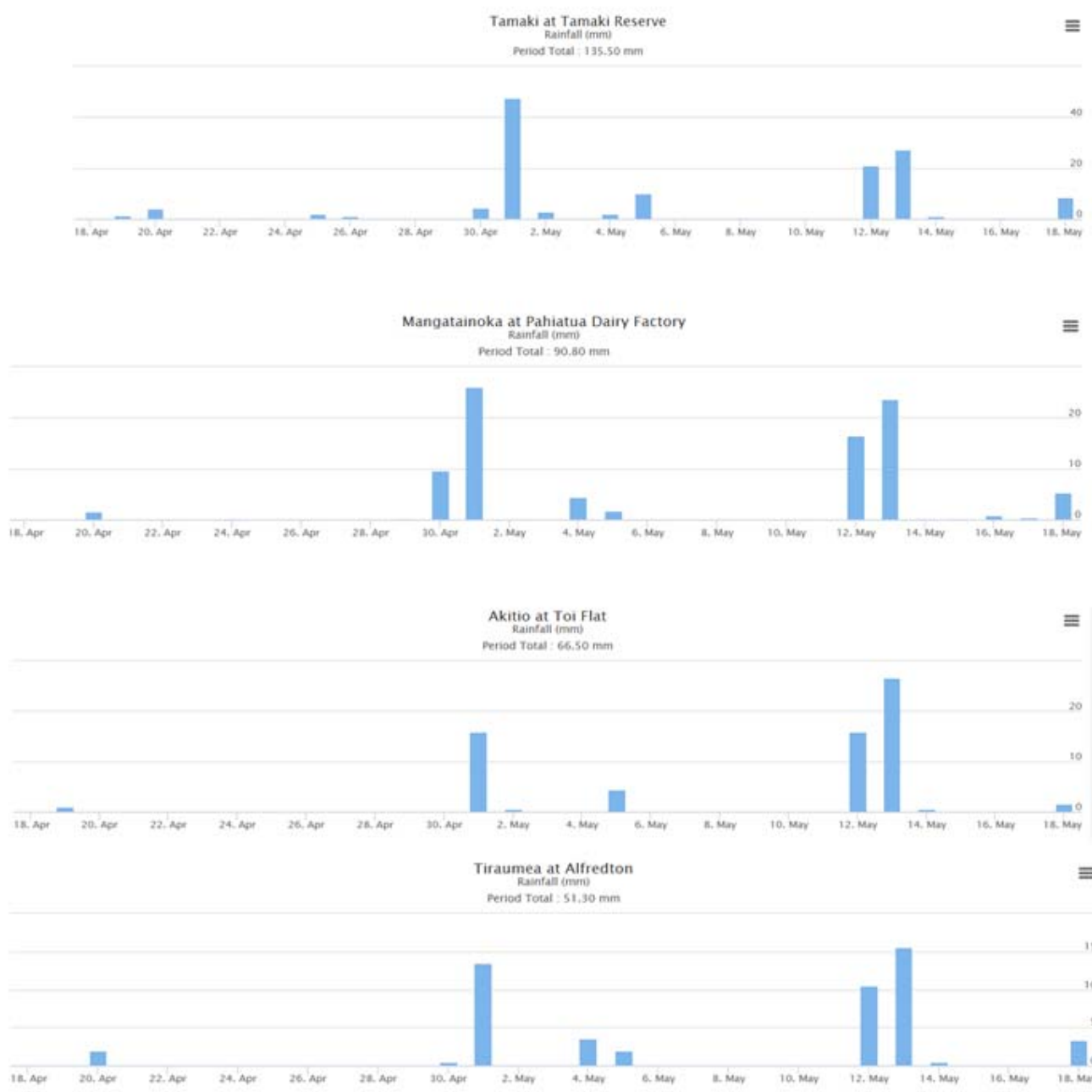
## 36. District River Flows





### 37. District Rainfall

Rainfall graphs shown below are for the last 30 days.



### 38. District Water Usage

<b>April 2017</b>	<b>Dannevirke Reservoir 2 Export</b>	<b>Pahiatua Bore Intake</b>	<b>Eketahuna Plant Import</b>	<b>Woodville Plant Production</b>
1/04/17	3043	591.12	519.6	1190.8
2/04/17	3176	505.75	540.2	1207.2
3/04/17	3204	452.99	509.0	1112.4
4/04/17	3219	466.89	477.1	723.6
5/04/17	3350	372.19	492.3	0
6/04/17	3514	0	454.7	0
7/04/17	3474	651.77	544.6	429.1
8/04/17	2944	601.15	453.4	1107.8
9/04/17	2988	601.91	524.6	1299.9
10/04/17	3419	600.06	510.9	1425.9
11/04/17	3464	591.69	482.0	1425.4
12/04/17	3297	593.86	493.7	1138.5
13/04/17	3084	606.32	469.1	1317.6
14/04/17	2947	422.09	492.5	1065.5
15/04/17	2731	543.98	475.8	1185.7
16/04/17	2817	542.1	521.7	834.1
17/04/17	2739	413.86	483.5	829.3
18/04/17	3013	568.27	501.6	1054.8
19/04/17	3460	599.55	487.2	963.1
20/04/17	3400	596.17	495.8	684.0
21/04/17	3575	593.73	421.7	1128.2
22/04/17	2864	622.13	534.7	1171.9
23/04/17	2893	590.42	534.0	797.3
24/04/17	3419	602.07	544.8	1023.7
25/04/17	2726	617.55	481.9	827.9
26/04/17	3644	406.55	509.0	1019.3
27/04/17	3523	548.44	47.0	1081.8
28/04/17	3495	642.88	587.6	938.7
29/04/17	2694	458.92	462.1	1070.6
30/04/17	2863	526.24	586.6	819.1

### **39. Pahiatua Treatment Plant**

The pipework is all connected up ready to start filling the Kliptank. Some wiring needs to be completed to the pump set. The container with the UV unit will be on site on Tuesday 23 May ready to be connected up.

### **40. New Reservoir Site**

Council staff met with Phillip Brown the owner of the proposed site in Wakeman Street. A proposal is currently being drawn up for Mr Brown's consideration, and once an agreement has been reached the solicitors will then draw up the final documents.

### **41. Woodville Water**

The Kliptank pumps and auxiliary pipework has been completed and is operational.

The Scada and electrical work is being completed for the pumps and the UV, ready to commission.



There is no further work to be done at the impounded supply this winter.

Through the Bush Telegraph Council page, we will start educating residents on the need to keep conserving water especially if any storms or severe rainfall causes high turbidity in the Mangapapa Stream for a prolonged period, which may impede our water treatment processes.

### **42. Akitio Water**

We have received the final design and are awaiting the amended telemetry and electrical pricing. Dave is to meet with the Moanaroa Station land owner in the next couple of weeks to discuss the positioning of the new plant.

## Wastewater

### 43. Resource Consents

The resource consent hearings start next week. The Eketahuna hearing will be reconvened on Tuesday morning, 23 May and the Pahiatua hearing will commence after that. The hearing panel will visit the Pahiatua and Eketahuna wastewater plants on Monday 22 May prior to the hearings.

### 44. Eketahuna Wastewater Upgrade - MfE

Council staff attended the Fresh Water Improvement Fund Working Group meeting and discussed the application from the region that was put in to the Ministry for the Environment for consideration relating to the funding available through the Government. The Eketahuna wastewater treatment plant upgrade has been included in that application. Project funding details are to be released from the Government around late June/July.

### 45. Dannevirke Wastewater Ponds

Viking has been back on site and has completed 12 days in a row with the lining procedure. There is possibly one more week before this pond will be completed. The weather has been unfavourable this week. 75% of the pond is completed and the other two 20,000m<sup>3</sup> ponds will take five days each with a good run of weather. Viking will be measuring up the baffle curtain lengths ready for assembling and when the lining is finished, these will be installed in the pond.



## Property

### 46. Housing for the Elderly

78 flats are presently occupied; there is currently 1 vacant flat, which is:

Centennial Flats, Woodville	To be tenanted late May/early June
-----------------------------	------------------------------------

### 47. Customer Satisfaction Surveys

52 survey forms have been received to date from a total of 75. These will be analysed within the next month.

### 48. Annual Housing Inspections

The annual housing maintenance inspections have begun with the Pahiatua and Eketahuna flats already completed.

### 49. Installation of Heat Pumps in Units

Sedco Engineering from Pahiatua was the successful tenderer for the installation of the heat pumps. They will commence installation on 22 May, starting in Pahiatua and Eketahuna and then move north.

### 50. Elsinore Court, Dannevirke

The exterior painting of this complex has been completed.

## Camping Grounds

### 51. Occupancy Rates

	April 2017	April 2016
Dannevirke	628	342
Pahiatua	273	279
Woodville	89	96
Eketahuna	379	536

### 52. Dannevirke Camping Ground

Plans are underway to install new hard stand areas and replace the aged power boxes. It is hoped this will be completed during the period 23 June – 10 July when the camping ground will be closed.

### 53. Eketahuna Camping Ground – Additional Toilets

Council has awarded the building of the additional toilets at the Eketahuna Camping Ground to BJ Dickson Building Limited of Eketahuna. The tentative start date for this building is 26 June 2017.

## Cemeteries

### 54. Statistics

April	Burials	Ashes
Norsewood	1	
Mangatera	1	2
Mangatainoka		1
Woodville	1	1
Eketahuna		1
Alfredton		1

### 55. Mangatainoka Cemetery

The sealing of the pathway is still to be completed to finish off the project.

### 56. Settlers Cemetery

The erection of the fence around the Settlers Cemetery is almost complete. Wet weather has held up the completion.





## Parks and Reserves

### 57. Mowing

Grass growth has slowed throughout the district. The parks and reserves in the south are water logged with the recent heavy downpours.

### 58. Pahiatua Bush Multi Sports Complex

The Skate Park Committee has met with the Tararua Alliance regarding the proposed stormwater plans from the skate area. The plan is to build a sump and then pipe the water under Huxley Street to the Huxley Street drain.

## Community Buildings

### 59. Painting Contracts

Unfortunately the inclement weather is still holding up the exterior painting of five complexes.

### 60. Pahiatua Town Hall/Library

We are still waiting for the rest of the windows in the Library to be replaced.

## Domain Boards

### 61. Makuri Domain Board

The lease has been sent out for signing and the grazing lease has been advertised with the closing date being 9 June.

### 62. Raumati Hall Committee

The hall committee that administers the old Raumati School Complex has approached Council regarding the renewal of the Lease on the property. Council is to draw up a Deed of Licence for the grazing of the area.

## Swimming Pools

### 63. Eketahuna Baths

A recent earthquake has damaged the small pool. Half of the pool was damaged in the earthquake and this was repaired. The half not repaired is the area that has now cracked. Repairs on the pool are to commence shortly.



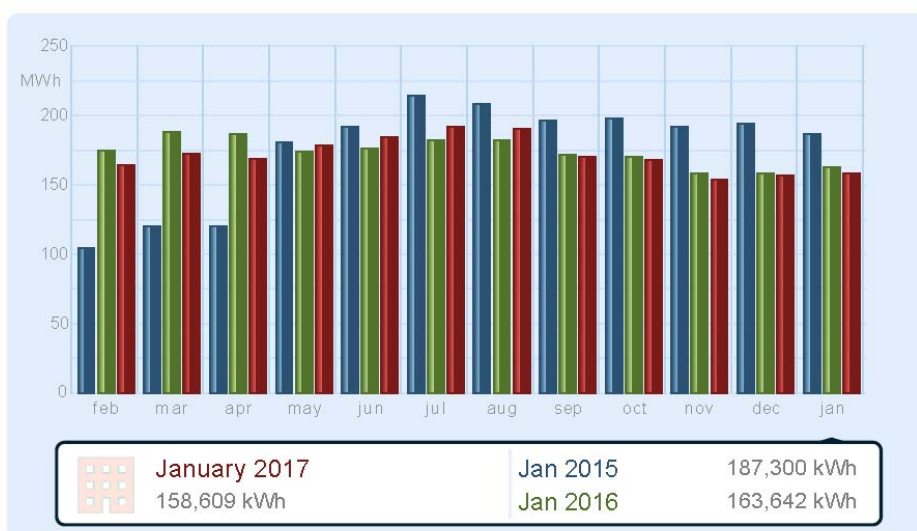
## Strategy and District Development

### 64. Contact Energy – Smart Meter Installation

Contact Energy, Council's electricity retailer, is planning to upgrade 47 Council sites with smart meters over July and August 2017. The conversion to smart meters allows for more timely monitoring of energy consumption, and was requested by Council during last year's procurement process for determining the retail contract. At present, electricity use is monitored monthly, with alerts for unusual activity. However, delays in receiving data means reports may only be reliable several months earlier.

#### Consumption Graph

The following graph and data shows total organisation consumption for Tararua District Council and tracks consumption over the previous three years.

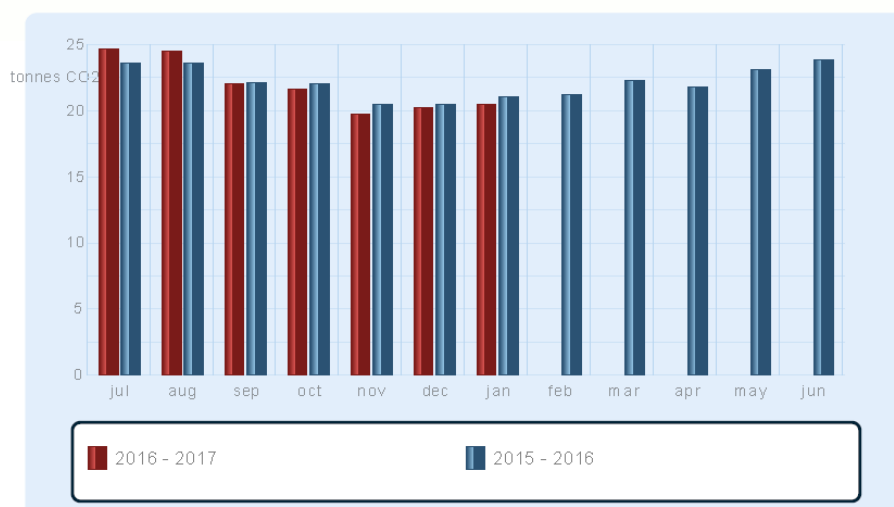


Monthly kWh	2016 - 2017	2015 - 2016	2014 - 2015
February	164,308	174,825	104,272
March	172,605	188,334	119,774
April	169,000	187,427	120,571
May	179,034	173,801	181,544
June	184,170	175,937	191,105
July	191,301	182,585	213,851
August	190,290	182,366	208,099
September	170,355	171,874	196,631
October	167,897	170,614	197,120
November	153,304	158,519	191,271
December	157,246	158,764	194,439
January	158,609	163,642	187,300

Three years consumption to the report month

## Total CO2e Produced

The following graph and table detail Tararua District Council's CO2e production during January 2017.



## 65. Electric Vehicle Charging Stations

Three potential sites on Council land have been offered to Charge Net NZ Limited to initiate Tararua's participation in a 125 network of fast charge stations. These devices cost up to \$50,000 each to get operational. The sites are dependent on access and cost to connect to power.

Charge Net has identified two towns that they wish to install stations in this calendar year, being Dannevirke and Eketahuna.

Eketahuna is the most challenging as the nearby transformer is close to capacity and each charge station currently charges only one vehicle at a time and draws 55 KVA (A normal house is generally allocated 15 KVA with 10 Amp power at 240 Watts or 2.4KVA per socket). A major factor of site selection is vehicle safety as charge point on the vehicles vary between front and back. Consequently on-road angle parks are poor for driver safety.

Woodville is "EV Ready" with the new i-SITE carpark being pre-fitted with duct suitable to power multiple EV charging stations to the nearby transformer. Duct exit points are shown below, prior to sealing.





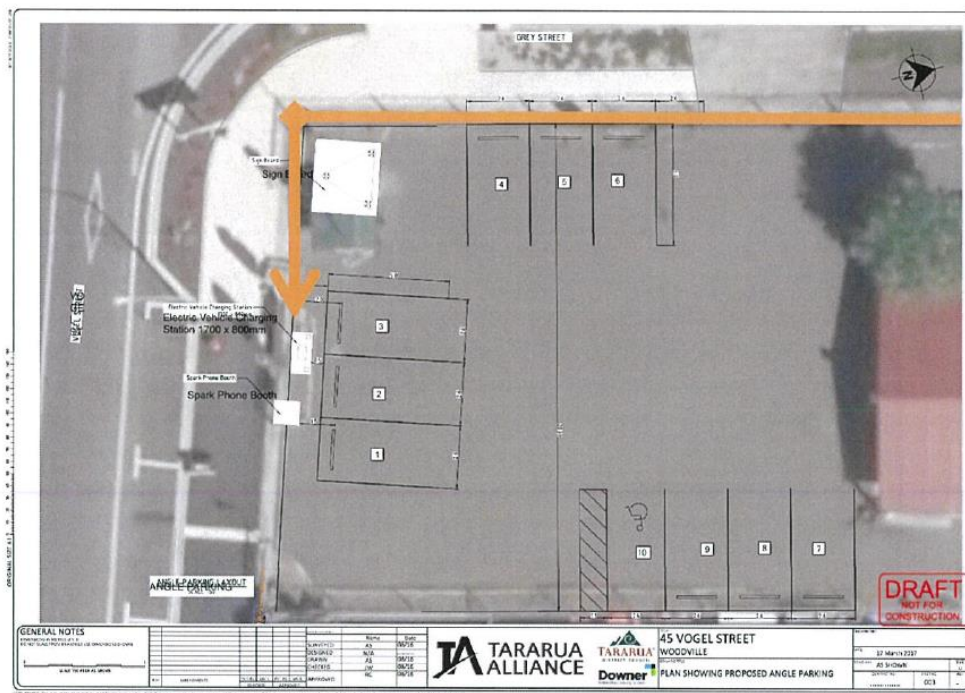
## Site Location 1:

### Tararua District Council Service Centre Carpark at 1 Bridge St (corner of SH2), EKETAHUNA



## Site Location 2:

### Tararua District Council iSite Carpark at 43 Vogel Street (also known as SH3), WOODVILLE



## EV Ready” - Duct



### Site Location 3:

#### **Gordon Street Reserve Carpark at 22 Gordon Street (near SH2), DANNEVIRKE**



Two car parking spaces, off-street, near 22 Gordon Street, and close to the Taranui District Council, and one street back from SH2.



## 66. Rural Broadband

The Government's Crown Fibre Holdings is now assessing the tenders for managing mobile black spots and Rural Broadband Initiative 2 (town residential fibre). This includes Council's offer of funding towards mobile towers.

At a recent Telecommunications User Association rural broadband symposium, discussion included developments in transforming rural production using "Internet of Everything" device connectivity to significantly add value to production and figuratively shorten the distance between consumers and producers. An example of reducing the "distance" is where NZ macadamia producers already sell premium product online at slightly lower than retail prices, thereby achieving far greater profitability. In the future, from start to finish management systems will be possible with new technology that will allow communication to devices up to 6 metres underground. It is noted that this technology requires towers to operate from.

## 67. Tararua Aquatic Community Trust

New water treatment "dosing station" systems have now been installed at the Wai Splash Community Pool at a cost of \$47,322 installed for two systems – one for each pool (\$23,661 each). Water clarity has already noticeably improved. This system greatly reduces chemical handling and therefore improves health and safety of the staff, while the system also maintains excellent control over the water treatment, giving greater confidence to the users of the pools.

### GRANUDOS Dosing Station



For calcium hypochlorite, acid and flocculent completely with autocontrol system for free chlorine, pH-value, redox and temperature. For the disinfection, pH-regulation and flocculation of swimming pool water.

Chlorine dosing directly from integrated hopper. Acid is dosed into the system directly from the canister to correct the pH and to avoid scaling. Chlorine and acid are dosed separately at intervals to the dissolving system from where the chlorine solution is conveyed by a venturi nozzle to the pool water. The dosing of the chemicals is controlled directly by the integrated autocontrol system.

The repair of the diatomaceous earth (DE) slurry tank is also underway with a replacement pump now received. The DE slurry tank improves the evenness of the application of DE onto the surface of the filters.



New heating systems for the changing rooms are being installed. This follows many requests over the years and the recent assessment that the main heating system has reached capacity and cannot be extended into the changing rooms. Recent cool weather has reduced the facility's air temperature and multiple minor plant issues also resulted in the pool water cooling. The electric elements have had to be used to raise the temperature back up to the correct minimum temperature.

Council is assisting staff with their health and safety procedures and a site visit to the Levin Pool was recently completed to review their processes.

**68. New Woodville *i*-SITE/Library Service Centre**

The building at 45 Vogel Street in Woodville is nearing completion. Staff will begin the shift to the new offices on Friday 9 June 2017 and are expected to be operational from the site on Tuesday 13 June 2017. The sealing will be completed the week of 29 May 2017. A formal opening is being planned for later in June once operations have bedded down.

**69. CCTV Maintenance**

Twelve replacement CCTV cameras plus eight for the new Woodville *i*-SITE/Library Service Centre internal/external cameras are to be installed during June. These cameras can operate with 1/20<sup>th</sup> of the light of the old cameras, indicating the advancements in technology.

## 70. Economic and Paymark Data

Growth in electronic transactions of nearly 10% has occurred from the same month last year. This is a quick catch-up and brings Tararua in line with national annual trends of about 3% growth for the 12 months to April 2017.

### Breakdown of SPENDING Activity - By Retail Category - April 2017

Data on this page is sourced from Paymark and BNZ MarketView

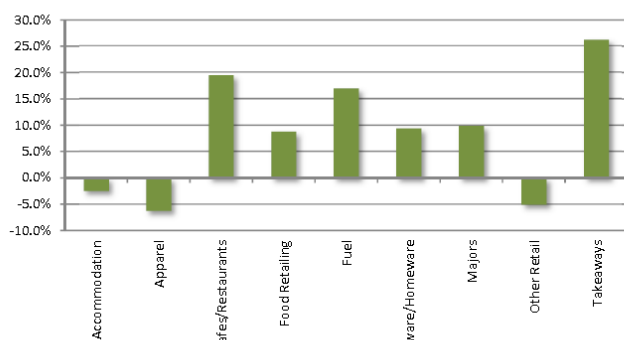
#### 1.1 VALUE OF SPENDING at merchants based in Tararua District

	April	Distribution	Last 12 months	Distribution	<i>Total NZ</i>	
					April	Last 12 months
Accommodation	\$0.3 m	2.7%	\$3.7 m	2.9%	\$173.9 m	\$2.0 b
Apparel	\$0.2 m	2.0%	\$2.2 m	1.8%	\$219.6 m	\$2.6 b
Bars/Cafes/Restaurants	\$0.6 m	5.9%	\$6.8 m	5.4%	\$437.5 m	\$5.1 b
Food Retailing	\$4.5 m	42.0%	\$53.9 m	42.9%	\$1,532.7 m	\$18.1 b
Fuel	\$2.5 m	23.0%	\$27.4 m	21.8%	\$562.2 m	\$6.6 b
Hardware/Homeware	\$0.3 m	3.2%	\$3.8 m	3.0%	\$242.3 m	\$3.0 b
Majors	\$0.7 m	6.2%	\$8.6 m	6.9%	\$486.8 m	\$6.1 b
Other Retail	\$1.1 m	10.2%	\$13.8 m	11.0%	\$899.6 m	\$11.4 b
Takeaways	\$0.5 m	4.7%	\$5.3 m	4.2%	\$217.7 m	\$2.5 b
<b>TOTAL</b>	<b>\$10.8 m</b>	<b>100.0%</b>	<b>\$125.5 m</b>	<b>100.0%</b>	<b>\$4.8 b</b>	<b>\$57.3 b</b>

#### 1.2 - PERCENTAGE CHANGE over the same time periods last year

	April	Distribution	Last 12 months	Distribution	April	Last 12 months
Accommodation	-2.4%	-0.3%	3.2%	0.0%	7.0%	6.6%
Apparel	-6.3%	-0.3%	-10.0%	-0.3%	-7.0%	1.4%
Bars/Cafes/Restaurants	19.5%	0.5%	10.2%	0.4%	4.4%	9.7%
Food Retailing	8.8%	-0.3%	4.2%	0.6%	6.6%	2.6%
Fuel	16.9%	1.4%	4.7%	0.4%	12.6%	3.0%
Hardware/Homeware	9.4%	0.0%	12.8%	0.3%	-0.1%	4.2%
Majors	9.9%	0.0%	8.1%	0.3%	0.9%	0.1%
Other Retail	-5.0%	-1.6%	-13.4%	-2.1%	-4.0%	0.3%
Takeaways	26.2%	0.6%	14.8%	0.4%	7.7%	12.3%
<b>TOTAL</b>	<b>9.6%</b>		<b>2.9%</b>		<b>3.3%</b>	<b>3.1%</b>

##### 1.2.1 Change in Spending over same month last year



##### Top three categories

- 1 Takeaways
- 2 Bars/Cafes/Restaurants
- 3 Fuel

##### Lowest three categories

- 7 Accommodation
- 8 Other Retail
- 9 Apparel

\* Majors includes merchants within the Appliances, Departments Stores and Furniture/Flooring Categories



## 71. International Spending

International spending in the Tararua District for the year to 31 March 2017 was \$9 million, up 10.6% for the year. This data comes from a nationwide survey of visitors.

## 72. House Prices

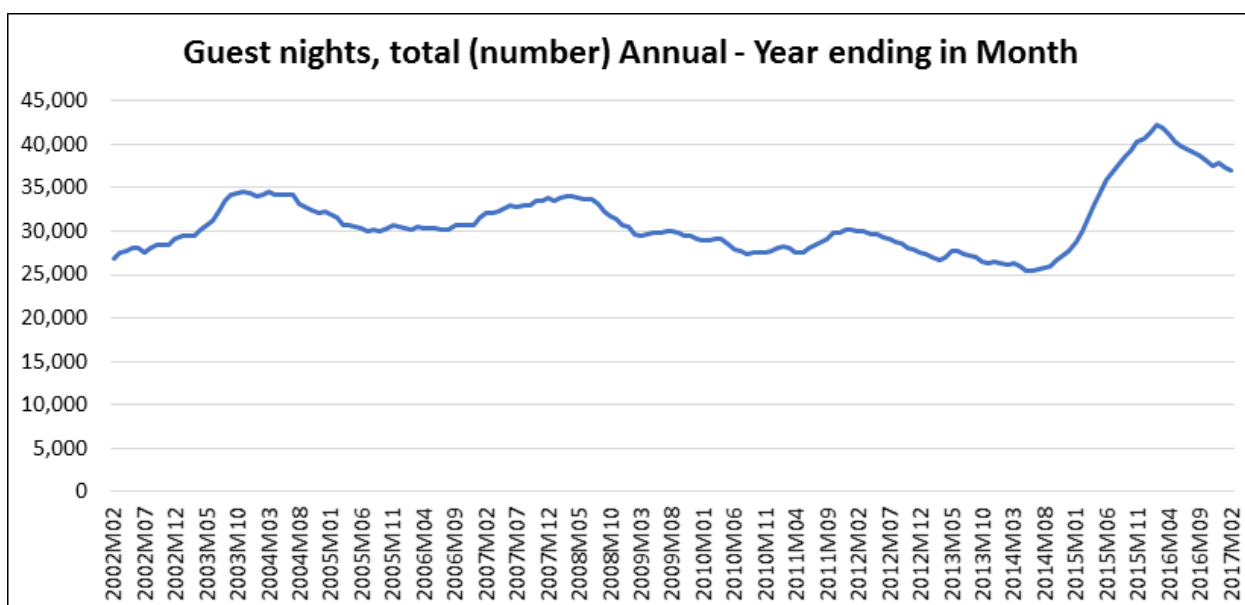
Tararua average prices from QV (rolling average last 3 months) for April 2017 have increased significantly – up 13.7% for the year and now just above the previous peak of 2007/08.

If this continues, the higher values will be reflected in the 3-yearly rating valuation due as at 1 September 2017.

## 73. Guest Nights

There was likely to be an increase in accommodation arising from the Pahiatua Fonterra upgrade in 2015.

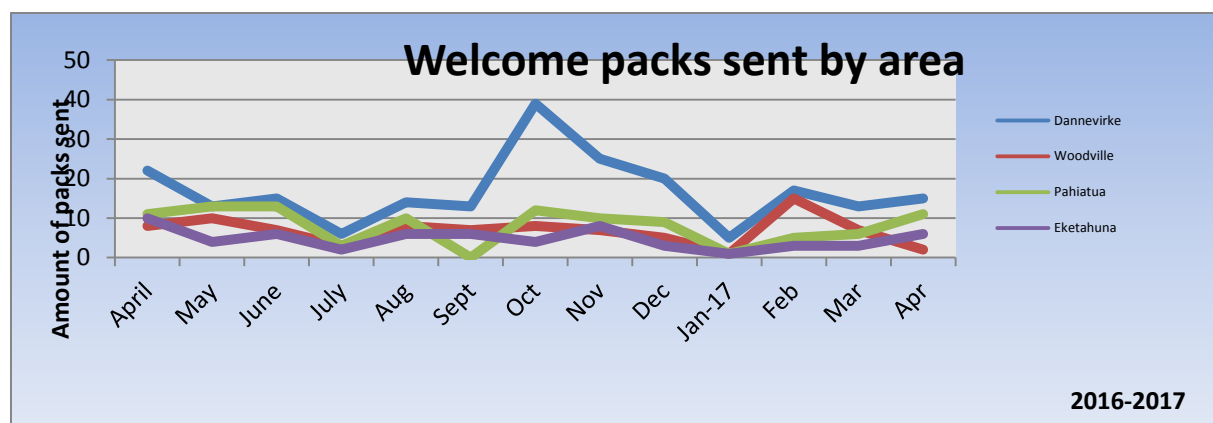
Average daily guest nights is 102 (district wide).



## Taranua i-SITE Visitor Information Centre

### 74. Welcome Packs

A total of 34 Welcome packs were sent during March 2017, 12 of these were sent outside of the district.



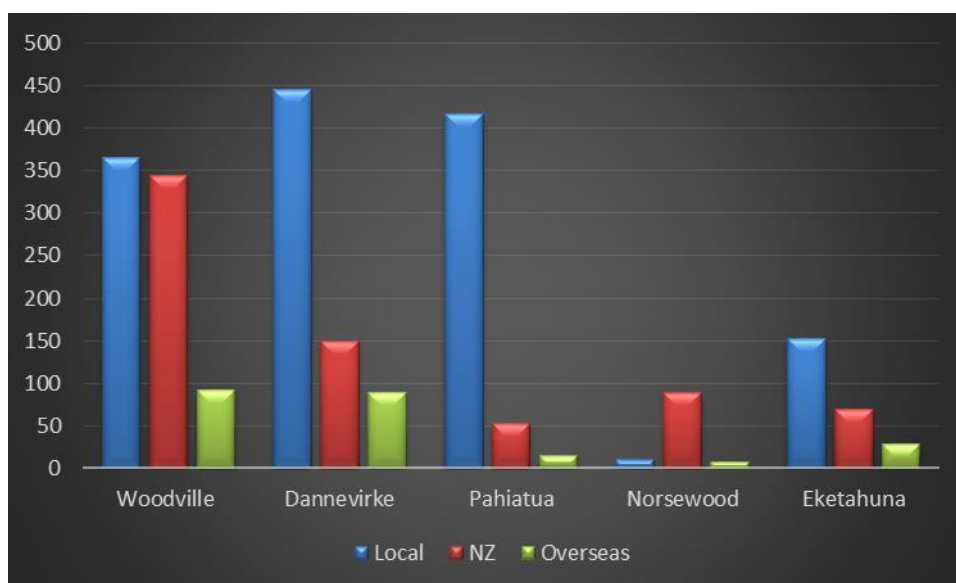
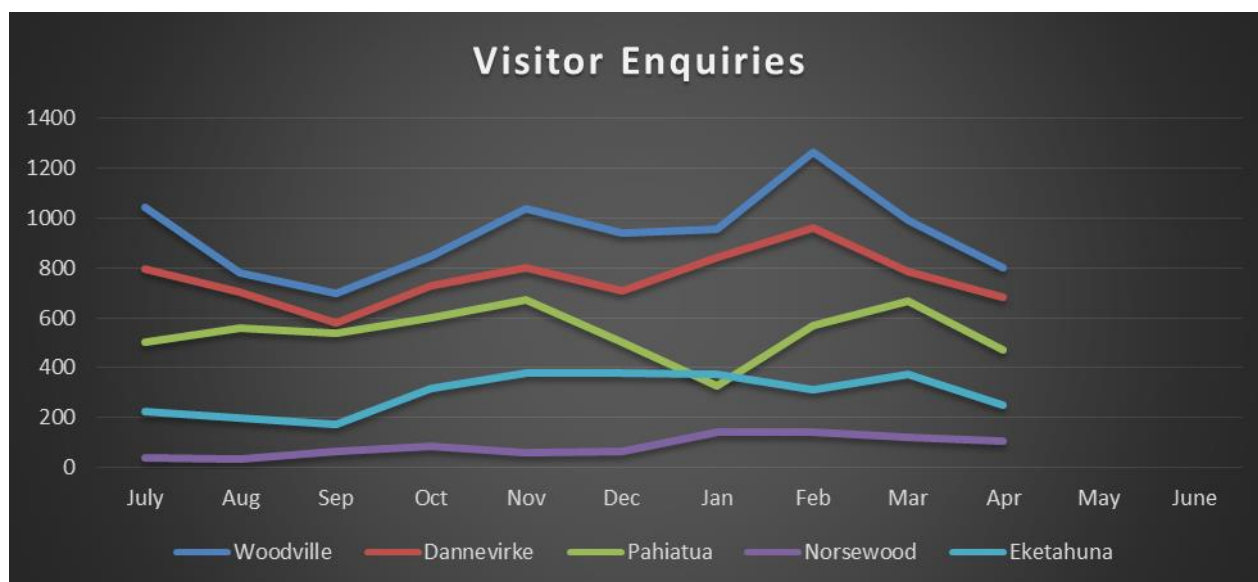
### 75. Creative Communities NZ

A total of \$10,720 was allocated to Arts Projects in the Taranua.

David Selfe	Monthly Concerts at the Old Dairy Factory - Norsewood	\$350.00
Dannevirke Theatre Co	Evita Stage show	\$600.00
Kevin McIntyre	Gottfried Lindauer research	\$500.00
KuiKui Charitable Trust	Construct a walkway with 'Tuna' Waharoa	\$200.00
Dannevirke Art Society	Annual Exhibition	\$800.00
Lindauer Studio	Taranua District Art Exhibition	\$500.00
Dannevirke FloralArt Group	Floral Art Demonstration	\$1,000.00
Eketahuna Chorus Building Committee	Develop foyer on Chorus Building	\$1,500.00
Melissa Reiri	Matariki Celbrations	\$400.00
Eketahuna Youth Group	Community Music Day	\$130.00
Pahiatua Repertory Society	'Play On' Production	\$1,600.00
Caroline Franklin	Felting Workshop	\$40.00
Woodville Playcentre	Native Bird Mural	\$1,000.00
Wairarapa REAP	Oamaru Stone carving workshops	\$500.00
Makirikiri Marae	50th Anniversary Exhibition of the Marae	\$1,600.00

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

Things are starting to quieten down, especially since the closure of the Manawatu Gorge.



<b>April 2017</b>	<b>Local</b>	<b>NZ</b>	<b>Overseas</b>
	<b>1,390</b>	<b>706</b>	<b>233</b>
<b>April 2016</b>			
	<b>1,581</b>	<b>774</b>	<b>257</b>

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

**Start date:** Saturday, 1 April 2017

Note: All amounts in this report include GST

**End date:** Sunday, 30 April 2017

**Selected by:** Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
<b>Sale type:</b> Agent all								
Bookit Online Accommodat	2	2	\$423.20	\$50.78	12.0%	\$25.39	372.42	\$423.20
Intercity Coachlines	14	14	\$375.00	\$37.50	10.0%	\$2.68	337.50	\$375.00
Interislander	2	2	\$227.00	\$22.70	10.0%	\$11.35	204.30	\$227.00
Blue Bridge	1	1	\$226.00	\$22.60	10.0%	\$22.60	203.40	\$226.00
Tranzit Coachlines	7	11	\$138.00	\$13.80	10.0%	\$1.97	124.20	\$138.00
Tui Brewery Hq	2	4	\$100.00	\$10.00	10.0%	\$5.00	90.00	\$100.00
<b>Subtotal</b>	<b>28</b>	<b>34</b>	<b>\$1489.20</b>	<b>\$157.38</b>	<b>10.6%</b>	<b>5.62</b>	<b>\$1331.82</b>	<b>\$1489.20</b>
<b>Total</b>	<b>28</b>	<b>34</b>	<b>\$1489.20</b>	<b>\$157.38</b>	<b>10.6%</b>	<b>5.62</b>	<b>1,331.82</b>	<b>\$1489.20</b>

All sales are down on the same month last year

**Start date:** Friday, 1 April 2016

Note: All amounts in this report include GST

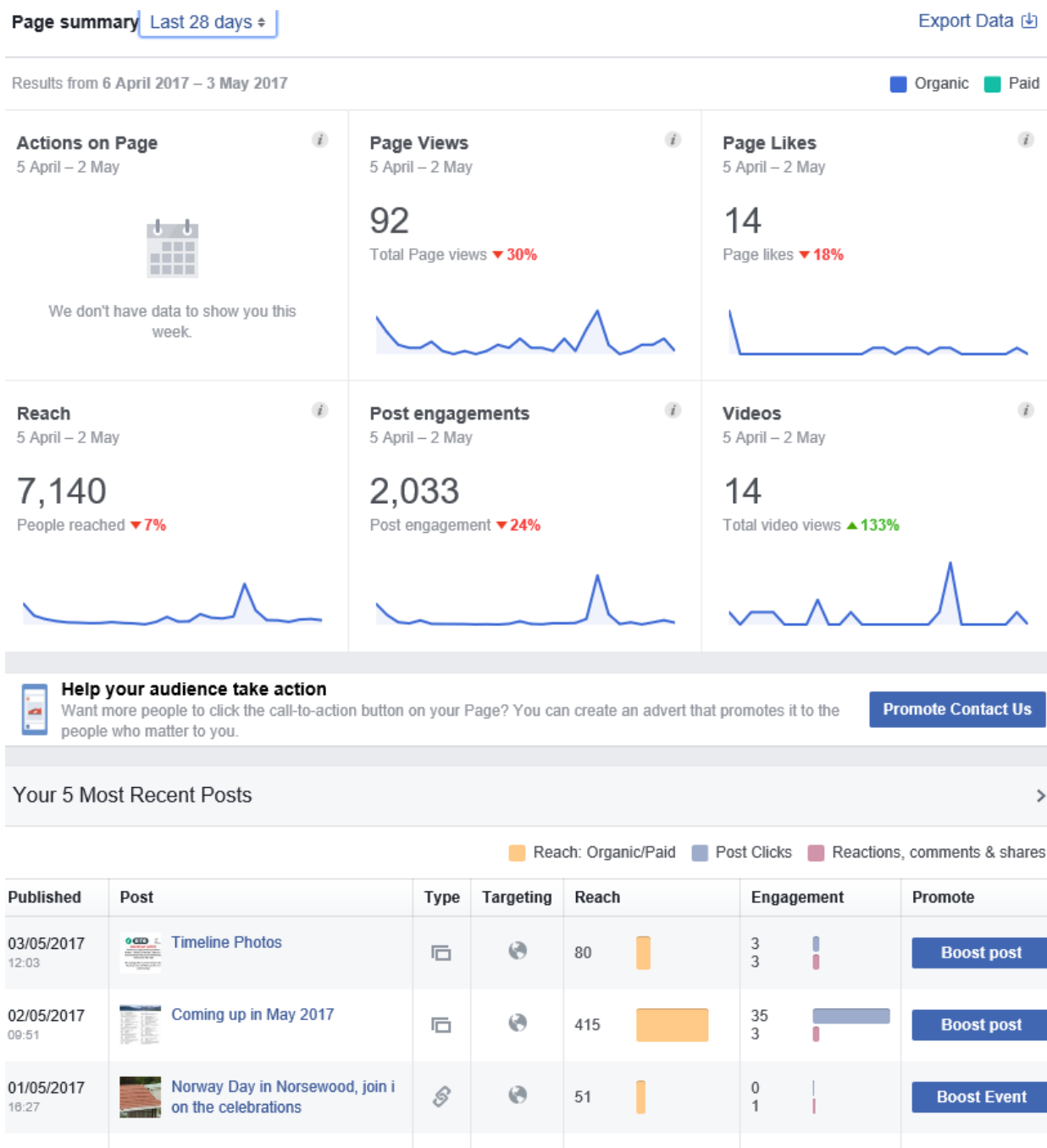
**End date:** Saturday, 30 April 2016

**Selected by:** Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
<b>Sale type:</b> Agent all								
Interislander	6	6	\$1635.00	\$163.50	10.0%	\$27.25	1,471.50	\$1635.00
Intercity Coachlines	19	19	\$582.00	\$58.20	10.0%	\$3.06	523.80	\$582.00
Blue Bridge	3	3	\$556.00	\$55.60	10.0%	\$18.53	500.40	\$556.00
Bookit Online Accommodat	3	3	\$303.00	\$36.36	12.0%	\$12.12	266.64	\$303.00
Naked Bus	6	6	\$134.00	\$13.40	10.0%	\$2.23	120.60	\$134.00
Tranzit Coachlines	2	2	\$24.00	\$2.40	10.0%	\$1.20	21.60	\$24.00
<b>Subtotal</b>	<b>39</b>	<b>39</b>	<b>\$3234.00</b>	<b>\$329.46</b>	<b>10.2%</b>	<b>8.45</b>	<b>\$2904.54</b>	<b>\$3234.00</b>
<b>Total</b>	<b>39</b>	<b>39</b>	<b>\$3234.00</b>	<b>\$329.46</b>	<b>10.2%</b>	<b>8.45</b>	<b>2,904.54</b>	<b>\$3234.00</b>

## 78. Facebook

During this period, the i-SITE facebook posts reached 6,794 people and engaged with 2,381. There were 17 more likes of our page.



## Regulatory

### Alcohol Licensing

#### 79. General Matters

The DLC and Inspector attended an Alcohol Regulatory Licensing Authority hearing in Wellington on Friday 28 April. The hearing was a result of an appeal to the DLC's decision in 2016 to grant Dannevirke New World a renewal of the off-licence by the Medical Officer of Health (MoH) from Mid Central Health. The MoH appealed on the grounds that the DLC did not take in to account the size of the signage in the single sale area and that they failed to limit exposure by allowing end of aisle displays inside of the single sale area. Judge K. Kelly heard the appeal, with legal representation for the appellant, applicant and the Inspectorate. Judge Kelly heard all the evidence and reserved his decision. This case is important as it will have ramifications nationwide for Supermarkets and Grocery Stores in how they advertise inside the single sale areas and it will determine if end of aisle displays are permitted inside these areas.

The decision [2017] NZARLA PH 169 was released 12 May 2017. In its conclusion, the Authority dismissed the MoH's appeal and confirmed the decision of the DLC.

#### 80. District Licensing Committee Activity

Application Type	Applications Received	Applications Granted	Applications Refused
On Licence - New		1	
On Licence - Renewal	1		
Off Licence - New		1	
Off Licence - Renewal	2		
Club Licence - New			
Club Licence - Renewal	1		
Manager Certificate - New	2	3	
Manager Certificate - Renewal	4		2
Special Licence	2	5	
Temporary Authority - On			
Temporary Authority - Off			
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>2</b>

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

Performance Measures - Alcohol Licensing					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Health	Protect Public Health by regulating the sale of alcohol	Percentage of licensed premises inspected annually for compliance	Achieved 100% Target 100%	100%	82% On Target

## Animal Control

### 82. General Matters

The new Pound is now operational and working well.

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

Elaine has attended an investigation course in Wellington and acquired a certificate of completion.

### 84. Legislation Changes or Legislation Comments

New dog legislation has not yet been introduced to Parliament.

### 85. Monthly Dog Pound Statistics

Reason for Impounding	Total for Month	Total for Year (from 1 July)
Roaming	11	132
Unregistered	4	40
Roaming and known to be unregistered	5	65
Rushing		6
Barking		3
Failure to comply with classification - Menacing		0
Failure to comply with classification - Dangerous		0
Failure to comply with Bylaw		0
Attacking - Person	1	8
Attacking – Stock		3
Attacking - Domestic Animal		3
Attacking - Protected Wildlife		0
Released to Council	2	13
Welfare	3	17
TOTAL	26	290

Resolution of Impounding	Total for Month	Total for Year (from 1 July)
Returned to Owner	17	167
New Owner/Rehomed	4	74
Destroyed	4	42
TOTAL	25	283

## 86. Registration Statistics

Classification	Registered	Unregistered	Total
Dangerous Dog	6	3	9
Preferred Dog Status	369	3	372
Rural Domestic Dog	1822	76	1898
Urban Domestic Dog	960	93	1053
Working Dog	3303	156	3459
<b>TOTAL</b>	<b>6460</b>	<b>331</b>	<b>6791</b>

## 87. Menacing Dogs in the District

Menacing Classification Type	Total
33A(1)BII - Characteristics typical of Dogs Breed/Type	1
S33C(1) - Dog of Breed / Type in Schedule 4	91
33A(1)(BI) - Observed or Reported Behaviour of Dog	24
<b>TOTAL</b>	<b>116</b>



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

Section	Offence	Total for Month	Total for Year (from 1 July)
18	Wilful obstruction of Dog Control Officer or Ranger		1
19(2)	Failure or refusal to supply information or wilfully providing false particulars		0
19A(2)	Failure to supply information or wilfully providing false particulars about dog		0
20(5)	Failure to comply with any bylaw authorised by the section		0
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)		0
24	Failure to comply with obligations of probationary owner		0
28(5)	Failure to comply with effects of disqualification		0
32(2)	Failure to comply with effects of classification of dog as dangerous dog		0
32(4)	Fraudulent sale or transfer of dangerous dog		0
33EC(1)	Failure to comply with effects of classification of dog as menacing dog		0
33F(3)	Failure to advise person of muzzle and leashing requirements		0
36A(6)	Failure to implant microchip transponder in dog		0
41	False statement relating to dog registration		0
41A	Falsely notifying death of dog		1
42	Failure to register dog	1	80
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc		0
48(3)	Failure to advise change of dog ownership		0
49(4)	Failure to advise change of address	1	1
51(1)	Removal, swapping, or counterfeiting of registration label or disc		0
52A	Failure to keep dog controlled or confined		4
53(1)	Failure to keep dog under control		2
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise		0
54A	Failure to carry leash in public		0
55(7)	Failure to comply with barking dog abatement notice		0
<b>TOTAL</b>		<b>2</b>	<b>89</b>

## 89. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not Known	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Aggressive Dog								2	2	4	24
Barking Dog - First Call - Record Only					6		2	3	7	18	268
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED					3		1		1	5	133
Dead Dog							2		1	3	13
Dog Attack							1	1	1	3	29
Dog Bylaw Breach											2
Dog Other		1			3		9	10	5	28	433
Dog Welfare Concern											28
Roaming Stock					1	3	11		1	16	145
Roaming/ Uncontrolled/ Secured Dog						1	12	4	8	25	357
Rushing Dog								1	1	2	24
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>4</b>	<b>38</b>	<b>21</b>	<b>27</b>	<b>104</b>	<b>1456</b>

## 90. Comments on CRMS

Aggressive dogs –

1 x dog was handed over and subsequently euthanised,

1 x attack - the complainant's daughter was unsure whether the dog had made contact as there were small marks that could have been scratches and they were unsure the exact location where the dog was from.

The other attack the address given was incorrect and we are still unable to get the correct information as to where the dog is from.

Barking dogs – Barking complaints have reduced dramatically due to one offending dog being impounded, unclaimed and euthanised. Generally letters have been sent to offenders along with barking information sheets being handed to the dog owners.

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

Performance Measures – Animal Control					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
Public Safety	Animal Control complaints and issues are resolved in a timely manner	Percentage of residents rate Dog Control as “Fairly Satisfactory” or “Very Satisfactory” in the Community Survey to be conducted in 2017, 2020 and 2023	Not Measured		N/A
		Percentage of calls that involve dog attacks responded to within 2 hours	89% Needs Improvement Target 100%	100%	100%
	Promoting responsible animal ownership through public education	Educational publications and programmes are available to the community	5 Needs Improvement 2 Needs Improvement	Minimum of 6 articles per year Minimum of 4 educational presentations per year	5 NOTE 1 2 NOTE 2

**Note 1:** This measure is on target. Two articles are scheduled to publish in May and June.

**Note 2:** Educational presentations are voluntary. The programme provider is working with schools to encourage their uptake.

### Non Financial Performance Measures for Month – Dog Attack

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

## Building

### 92. General Matters

The month of April has been the same as March with 51 building consents issued including 31 fire consents. Local installers have informed us that our educational article about building consents for fires has increased sales in the Tararua District. There has been an increase in applications from the rural sector for covered yards and covered feed pads.

### 93. Legislation Changes or Legislation Comments

Nil

### 94. Non-Compliance Issues and or Breaches of the Act

A Dannevirke business was discharging stormwater onto the footpath

#### Action Taken

A Notice To Fix was issued to rectify the problem.

#### Resolution

Ongoing

### 95. Monthly Building Consents Statistics

1. Consent Time Frames	Total for Month	Total for Year (from 1 July)
Code Compliance Certificate issued	21	245
10 days or Less	41	194
11 - 15 Days	5	73
16 - 17 Days	4	31
18 – 19 Days	1	11
20 Days	0	4
>20 Days	0	0
<b>TOTAL</b>	<b>51</b>	<b>313</b>
<b>Percentage processed within 20 day limit</b>	100%	100%
Total Value	\$1,393,024	\$15,089,501
Average Value	\$27,314	\$48,209

Inspection Results Report –	Month	Year to date
No of passed inspections	106	986
No of failed inspection	7	124
<b>TOTAL</b>	<b>113</b>	<b>1107</b>

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

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

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

## 97. Swimming Pool Inspections

	Inspected	Passed	Failed	Removed*
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	2	0	1	1
November	3	1	2	0
December	1	1	0	0
January	1	0	1	0
February	0	0	0	0
March	2	1	1	0
April	2	2	0	0
May				
June				
<b>TOTAL /271</b>				

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

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

## General Inspection

### 98. Illegal Dumping Collection

	Tonnage	Transfer Station Cost (\$)
July	0.340	45.35
August	0.710	187.06
September	0.980	107.56
October	0.570	100.01
November	1.030	189.96
December	0.540	99.95
January	1.000	122.95
February	0.660	208.27
March	0.410	84.61
April	0.580	101.10
May		
June		
<b>Year to Date</b>	<b>6.820</b>	<b>1246.82</b>

## 99. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not known	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Abandoned Vehicle					1	1	1	1		4	44
Fire Hazards											32
Illicit Dumping							12			12	134
Noise - Stereo/ Drums/ Party - First Call - Record Only					1		9	10	12	32	260
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED					1		5	10	12	28	274
Machinery / Vehicle Noise on Private Property - First Call - Record Only							1			1	9
Machinery / Vehicle Noise on Private Property - SECOND CALL / ATTENDANCE REQUIRED										0	6
Noise Other - First Call - Record Only										0	4
Noise Other - SECOND CALL / ATTENDANCE REQUIRED										0	1
Overhanging Trees or Projections from Private Property		1					1	1	1	4	19
Stock Crossings											6
Wasp & other Pests Complaints											2
<b>TOTAL</b>		1			3	1	29	22	25	81	791

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

Performance Measures – General Inspection					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
<b>Liveable Communities</b>	Excessive noise complaints will be attended to by council to minimise disturbance to others	Percentage of noise complaints responded to within an hour	95.9% On Target	95%	95.7% On Target
<b>Attractive Communities</b>	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	100% On Target	90%	100% On Target

## 101. Non Financial Performance Measures for Month (from 1 July) – Noise

Month	TOTAL CRM's	Responded to within 1 hour
July	10	100%
August	14	100%
September	6	83.3%
October	31	93.5%
November	33	100%
December	31	100%
January	36	94.4%
February	44	95.5%
March	41	95.1%
April	28	89.3%
May		
June		



## Health

### **102. General Matters**

The Food Act has surpassed the first 12 months of transition, the first groups to transition are business with an on licence and Early Childhood Centres that prepare food for students. There are 4 businesses with an on licence still to register under the Act. Reminder letters have been sent to these businesses.

Food businesses that signed up to the Voluntary Implementation Programme prior to commencement of the Food Act (01 March 2016) are now receiving a decrease in the verification frequency for their risk based measure. This means that the highest performing operators in this sector have had a decrease in frequency from 12 months to 18 months. A small number of business operators are still coming to terms with the Food Act changes and have received an increase in the frequency from 12 months to 9 months. The frequency of verification is determined by the outcomes, this is outlined in section 90 of the Food Regulations 2015.

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

The Environmental Protection Authority (EPA) held a workshop at Palmerston North City Council to better understand the barriers facing Territorial Authorities in undertaking their legislative duties for the Hazardous Substances and New Organisms Act 1998.

#### **Key Learnings**

The EPA are holding 11 cluster workshops around the country to understand the issues of each region. A representative was selected by the cluster to represent the group and liaise with the EPA and Council representatives present at the meeting.

### **104. Legislation Changes or Legislation Comments**

No legislative changes to report for the month of April 2017.

### **105. Non-Compliance issues and or Breaches of the Act**

No compliance issues or breaches to report for the month of April 2017.

## 106. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Dead Animal/s - Private Property		1								1	6
Hazards Environmental Spill											3
Health Complaint Miscellaneous					2		1	1	1	5	20
Industrial Noise Complaint									1	1	1
Offensive Odour											9
Poultry Noise											4
Rodent Infestation		1						2	1	4	15
Smoke Nuisance					2		2	2	1	7	31
Total		2			4		3	5	4	18	89

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

Performance Measures – Health					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
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	90% Target  93% Achieved	90%	76.4% On target

	Total for Month	Total for year (from 1 July)
High Risk Food Inspections	7	57
Low Risk Food Inspections	2	19
Food Control Plan Audits	6	34
New Business Enquiry	1	14
New Food Business Registered	n/c	9
Business Closed	n/c	7

## Planning

### **108. General Matters**

The Ministry for the Environment (MfE) has indicated that the information requirements for their National Monitoring System are likely to be similar to the current financial year. Council collects and submits this information to MfE on an annual basis. Changes to information requirements involve reconfiguring Council systems and other processes.

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

No short courses, workshops or conferences regarding planning matters were attended in the last month by the Planning Officer.

### **110. Legislation Changes or Legislation Comments**

As per last month's comments the legislative process for the Resource Legislation Amendment Act (RLAA) 2017 is now complete, as the Bill obtained Royal Assent on the 18 April 2017. The RLAA is now on the Legislation NZ website: Resource Legislation Amendment Act 2017. What this means is that that the consenting changes (subpart 2 of Part 1) and amendments to the Conservation Act 1987 (Part 4) will come into force on 18 October 2017. The following has been provided on the MfE website:

- An overview of the changes
- A checklist for councils which details at what times different aspects of the changes come into force (either immediately or at later dates)
- A set of 16 fact sheets which provide more detailed information about the changes (to be published on the website in the next couple of days)

The Planning Officer is attending the Regional Planning forum on 25 May 2017 to further understand the changes and be provided with further information from MfE.

## 111. CRM's

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unknown	Urban Nth Ward	Urban Sth Ward	Total for Month	Total for Year (from 1 July)
Advertising Signs, Unlawful, Unsightly, Hazardous							1			1	6
Environmental Amenity - Derelict Vehicles, Unsightly Odour/ Storage on Private Land											1
Noise Explosion or Vibration											1
Windfarm Noise Complaint						4				4	50
Total						4	1			5	58

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

Application Type	Applications Received	Applications Granted	Applications Refused
Subdivision Consents	1	6	
Land Use Consents	1	0	
MONTHLY TOTAL	2	6	
YEAR TO DATE TOTAL	47	38	

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

Performance Measures – Planning/ Resource Management					
Major Aspect	Level of Service	Performance Measure	2015/16 Results	2016/17 Target	Current Result
Community Outcome(s): Prosperous Economy • Collaborative Council • Great Lifestyle					
<b>Resource Management</b>	Advice to customer is of good quality (fit for purpose)	Survey of customer rate advice was helpful	83% Agree 85% Target	85% Target	N/A
	Resource consents are administered effectively and efficiently	Percentage of resource consents processed within the statutory time frame. <ul style="list-style-type: none"> <li>• Non-notified 20 working days</li> <li>• Notified 70 working days</li> <li>• Notified and Limited Notified not requiring a hearing -50 working days</li> </ul>	98.11% Achieved 100% Target	100%	100%
	Council responds effectively to complaints about non-compliances	Non-compliances are resolved within 3 months of customer complaint.	100% Achieved 100% Target	100%	100%

# Emergency Management



## Rural Fire

### 114. General

Quiet period with only one suspicious major structure fire at Ormondville-Takapau Road.

### 115. 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	0	1	0	0	1	2	1	1	0	0			6
Vehicle - Car, Truck etc.	2	0	0	1	0	0	2	4	0	1			10
Farm/Forest Machinery	0	0	0	0	0	0	1	0	0	0			1
Camp fires/bonfires/rubbish fires	0	0	0	0	1	1	0	0	0	0			2
Smokers	0	0	0	0	0	0	0	0	0	0			0
Land clearing escaped - Open Fire Season	0	0	0	0	0	1	1	1	2	0			5
Land clearing escaped - Restricted/ Prohibited Fire Season (no Fire Permit)	0	0	0	0	0	0	0	0	0	0			0
Structural - House/Shed	2	1	0	1	1	1	4	3	1	2			16
Pyrotechnics Fireworks	0	0	0	0	0	0	0	0	0	0			0
False Alarm	1	3	3	2	3	2	3	9	0	2			28
Medical Assist	0	1	1	0	1	1	2	0	2	0			8
Motor Vehicle Accident	0	0	0	0	0	0	2	2	1	1			6
Miscellaneous	0	0	0	0	2	1	0	1	0	0			4
<b>Total</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>9</b>	<b>16</b>	<b>21</b>	<b>6</b>	<b>6</b>			<b>86</b>

### 116. FENZ

Clayton Locke has accepted an offer of appointment in FENZ as the Deputy Principal Rural Fire Officer Tararua. Clayton will be housed in the Gordon Street Council Building until a suitable office is constructed in the Dannevirke Fire Station. He is currently updating all of our Volunteer Rural Fire Force personnel on the current situation re integration into FENZ.

## **117. Rural Fire Authority Medals Presentation and FENZ Integration Celebration**

The Tararua District Council Rural Fire Authority will be conducting a final Medals Presentation evening and FENZ Integration Celebration dinner on Wednesday, 28 June 2017. Invitations from the Mayor have been sent to all Councillors, rural fire volunteers and key rural fire staff and contractors. This function will be subsidised by the FENZ team.

Paddy and Clayton paid a visit to the Wairarapa Rural Fire District to discuss FENZ integration issues and to see what their expectations were with Tararua coming under their initial control. It was a very productive meeting with no major issues identified.

Both Paddy and Clayton have been heavily involved in attending FENZ Integration meetings in Wellington. Clayton is keeping our volunteers up to date with the latest information produced from these meetings.

## **Civil Defence**



## **118. Training**

The first round of Civil Defence volunteer training courses have almost been completed with 62 volunteers attending the Introduction to Civil Defence courses, 14 attended the two day CD Basic Skills course and 14 have attended the newly developed Operate a CD Centre Course. The new Operate a CDC course developed by Tararua CD was a great success and enjoyed by all. The two day CD Basic Skills course covered NZQA unit standards relating to Workplace Health and Safety, Use of Radios and First Aid. This course was run by Dave Greenberg, paramedic from the Wellington Rescue Helicopter, and was very well done with plenty of examples from Dave's experience. The course was paid for by the Ministry of Civil Defence.

Building control staff and Paddy attended the MBIE Earthquakes seminar in Palmerston North on 2 May 2017.

Paddy provided an ITF Coordinating Centres Foundation Course to 14 members of the Tararua Alliance at Oringi, bringing the total of people who have completed the course in the District to 151.

## **119. Meetings**

An Emergency Management Committee meeting was held in Dannevirke on 11 May 2017. The meeting was well attended by local agencies including the Police. The meeting opened with a great presentation from the Tararua Alliance re Ex Cyclone Debbie. It was followed by a presentation from Steve Glassey, CEO of SPCA New Zealand. Steve's entertaining presentation gave an excellent insight into issues relating to care of companion animals during a CD event. Examples from the New Orleans floods and our own Edgecombe floods were given where people refused to evacuate unless they could take their pets with them.

Allan Benbow, Deputy Mayor and Paddy attended an Ag Research workshop at the REAP rooms, which focussed on Rural Resilience. It was a great workshop with some interesting outcomes. A comparison was made between what we assumed in relation to rural resilience against stats from the last census that provided actual figures.

Paddy attended the CEG Meeting in Palmerston North Police Area HQ. The main topic for discussion was the new CDEM Act Amendments relating to the requirement for CDEM Groups to provide Recovery Managers. Our two nominations for Local Recovery Manager and Alternate Recovery Manager (Cameron McKay and Craig Lunn) were approved and this will be recorded in the Group CDEM Plan. Relevant training for Recovery Managers is seen as a priority.

Paddy met with Nathan Penny from Horizons to discuss possible cooperation in relation to our radio network. Some initiatives have been identified but more discussion is required.



## Library

### **120. General Matters**

The District Librarian attended the Association of Public Library Managers Strategic Meeting in Rotorua. As a part of this, she presented a paper regarding the current compilation of National Annual Statistics collection and benchmarking. The paper, written in collaboration with the Upper Hutt District Librarian was well received by the membership and the recommendations were accepted and will be implemented from July 2017.

April was busy with three short weeks, and many staff taking advantage of this to take some leave prior to the RFID tagging starting later in the month.

South School and Totara College have visited the Dannevirke Library during April.

### **121. Radio Frequency Identification Project (RFID)**

Tagging the bookstock began on 24 April. There are two trollies in use, one at Dannevirke and the other started at Woodville. Woodville tagged all their stock by 3 May and the trolley will now move to Pahiatua to start tagging the book stock there.

The Go Live for this project has been pushed out one week so that it will not clash with the Woodville Project.

Due to the resignation of one staff member at Dannevirke, a student has been employed to help with the tagging of the Dannevirke stock. Staff from Dannevirke are assisting at Woodville and Pahiatua with their tagging.

To date we are on target for this project to be completed on time.

### **122. Little Ears Preschool Programme**

A change of time will be trialled at the Pahiatua Library for this programme. It is hoped that having morning sessions will attract more parents. Woodville Library has indicated that their numbers have recently dropped. Leilani Gundry rang those who had stopped coming to ascertain the reason, and a change of time at this branch will also be trialled during Term two.

### **123. School Holiday Programme**

The Term 1 digital literacy OGOBILD Animation programme was run at each branch during the holidays. Seventy-eight children took part in the sessions.

The library has created a YouTube channel and all the stop go animation movies from the holiday programme have been uploaded.

[https://www.youtube.com/playlist?list=PLwTArky\\_0okRR1KI0aWIngEeSruT6K2F8](https://www.youtube.com/playlist?list=PLwTArky_0okRR1KI0aWIngEeSruT6K2F8)

There has been a lot of positive feedback from children and their parents for this programme. We are looking into how we can run this programme throughout the term time for children who are interested after school.

## Planning

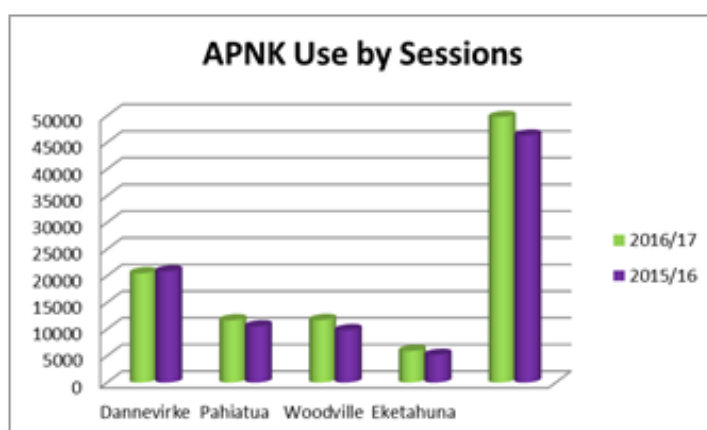
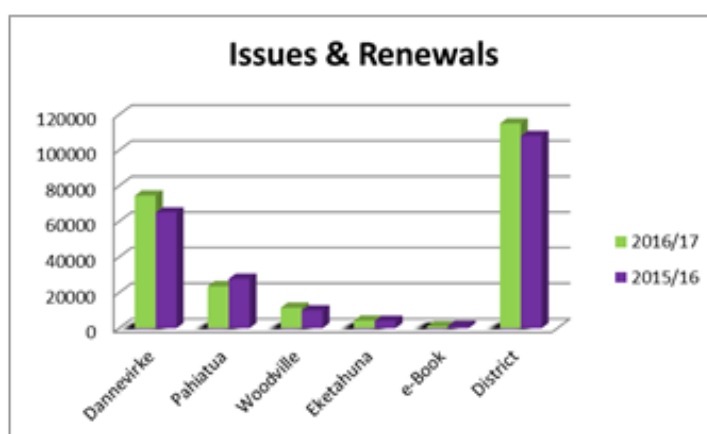
### 124. Woodville Project

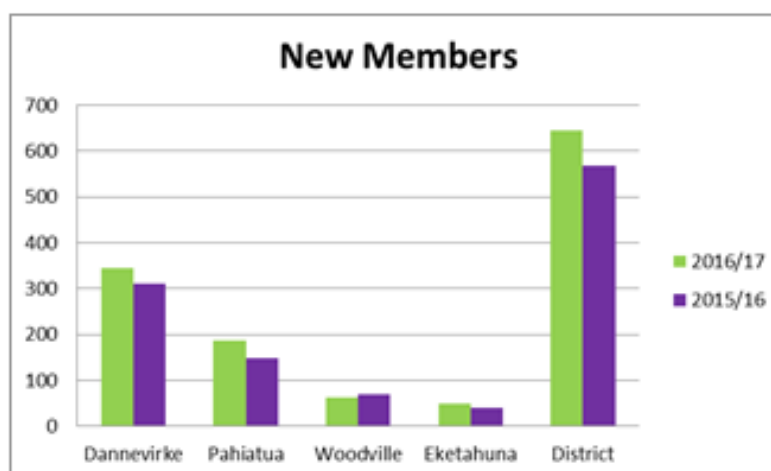
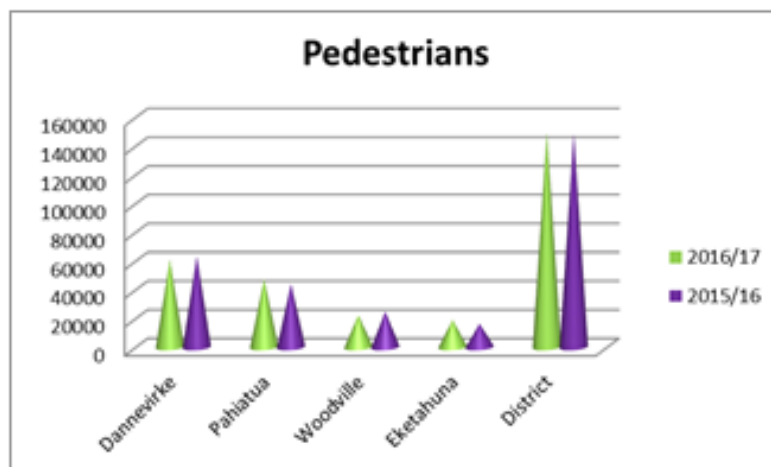
A moving plan for the shift has been formulated. Staff at the Library/Service Centre have begun to box up material ready for the shift. Metalform has been very helpful demonstrating how shrink-wrapping works best, and have supplied us with the shrink-wrap on a sale or return basis. This will be used to secure the bookstock during the move.

### 125. Winter Warmers

Planning is underway for this Eastern and Central Community Trust funded reading programme. Schools who have previously taken part in this programme have registered their interest. Norsewood School has expressed an interest in taking part also.

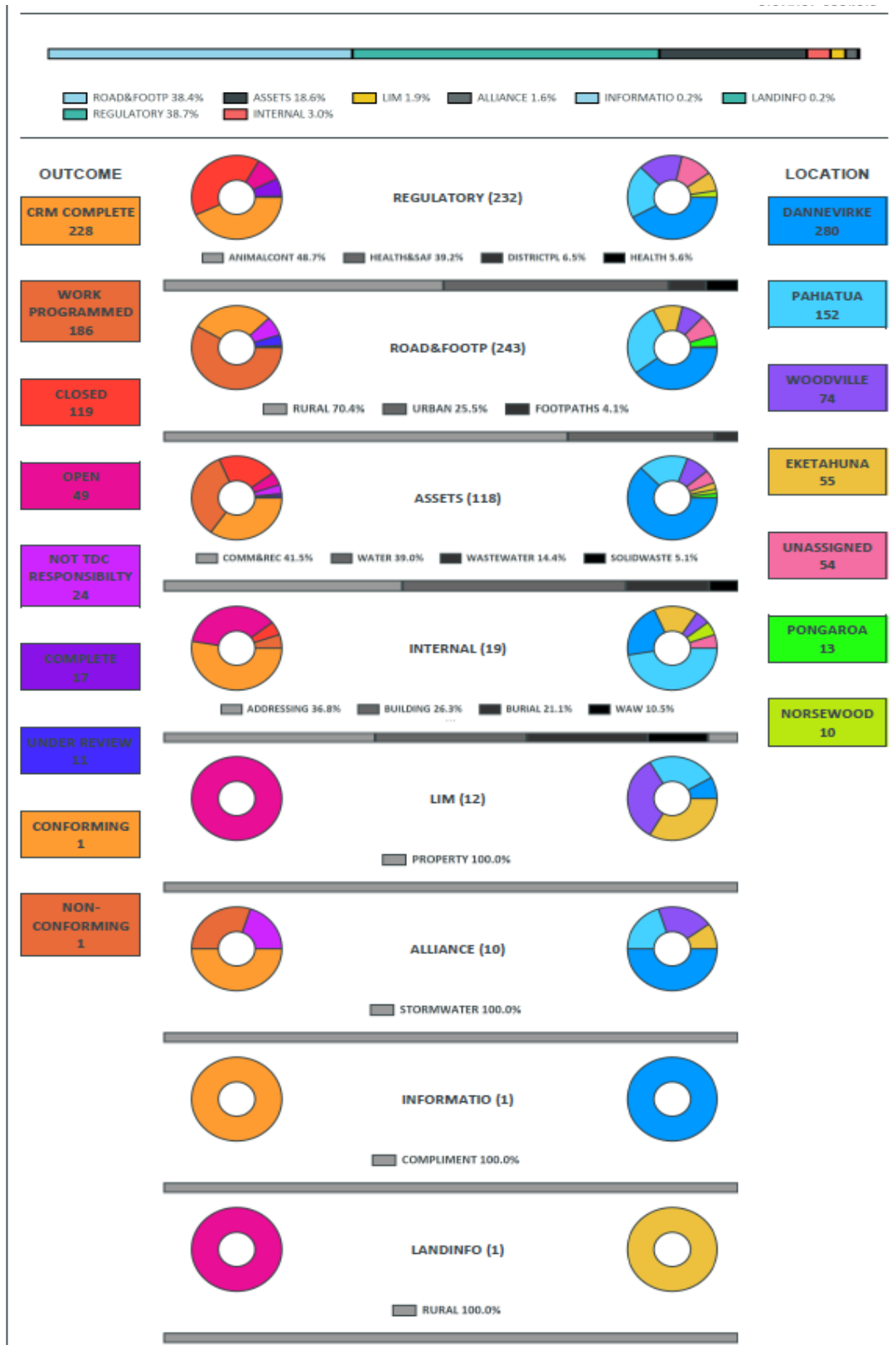
### 126. Statistics – as at 30 April 2017





## Customer Services

### 127. Customer Service Requests - CRM Dashboard – 1-30 April 2017



### 128. Tararua District

- Attracting over 500 participants from as far as Wellington, Wairarapa, Manawatu and the United States, the Meridian Te Apiti Whānau Challenge event held on Sunday 23 April 2017 was a great success. The record attendance numbers far exceeded Sport Manawatu's expectations.

The event was managed by the Tararua Recreation Advisor with the support of 15 Sport Manawatu and 9 Meridian Energy staff members. Volunteer marshals from Huia Range School and Massey University provided invaluable assistance along the course. Rangitane o Tamaki nui a Rua, Tararua District Council (Tararua Business Network staff members and Mayor Tracey Collis), Huia Range School, Sam's Coffee & Food to Go and Sport Manawatu provided stalls at the festival site.

A debrief was held with the Sport Manawatu project team and another with Meridian's Community Engagement officer. Overall the consensus was that the event was a great success with 95% of feedback being overwhelmingly positive and indicating they would return should the event be held again. Both debriefs highlighted points for improvement, mostly centred on the festival site and engagement with participants.

Articles on the success of the event were published by the Bush Telegraph and Hawke's Bay Today:

[http://www.nzherald.co.nz/hawkes-bay-today/news/article.cfm?c\\_id=1503462&objectid=11846966](http://www.nzherald.co.nz/hawkes-bay-today/news/article.cfm?c_id=1503462&objectid=11846966)

- The Tararua Rural Travel Fund received 111 applications with \$35,660.00 being sought. The fund, administered by the Tararua Recreation Advisor on behalf of Tararua District Council receives \$9,500.00 from Sport NZ to support rural sports teams with travel costs to and from sport competitions. \$9,150.00 was allocated between the successful applicants with \$281.40 used for promotional purposes.
- The Tararua Recreation Advisor presented on the following to the Dannevirke CACTUS group at Dannevirke High School:
  - Sport and Recreation opportunities
  - Upcoming programmes and events
  - The benefits of maintaining a healthy lifestyle through sport and recreation

- The Regional Talent and Coach Development Advisor delivered a Grassroots Coaching course at Dannevirke High School. Five coaches attended the course including two student coaches who coach basketball in Dannevirke.
- The Sport Manawatu Secondary School Advisor facilitated a second Student Leadership Council Workshop. Two Year 10 student Leaders from Tararua College attended the session focusing on: the values in leaders, different strategies and working to our strengths.
- The Sport Manawatu Secondary School Advisor attended the Ministry of Education Sports Health and Safety Reference Group Meeting where 22 National Sporting Organisation staff members met alongside Ministry representatives, SportNZ staff and the executive director of the New Zealand Secondary School Council. The discussion was based around the new resource – Health and Safety Guidance for School Sport.

## **129. Upcoming events (that we deliver or directly impact on)**

- Sport Manawatu, alongside local Physiotherapists Therapists Jane Kilmister and Jill Woods, will host a series of Sport Strapping Workshops in Dannevirke and Pahiatua.  
Registrations can be made on line at  
<http://www.sportmanawatu.org.nz/events/category/courses/>
- Sport Manawatu has taken on the project leadership of the 2017 Tararua Primary School Seven-a-Side Tournament. School team registrations for the event closed on Wednesday 17 May. The event will be held on Wednesday 14 June at Bush Multisport Park, Pahiatua. The postponement date is Friday 16 June.
- Following on from the successful inaugural Dannevirke Basketball Summer League; the Tararua Recreation Advisor will again support local basketball enthusiast, Eruera Rautahi with administration of the 2017 season. The competition is scheduled to commence late September and will be held at the Dannevirke Sports Centre.

## **Recommendation**

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

## **Attachments**

1. Letter from the University of Auckland re Proposed Third Medical School



**Vice-Chancellor's Office**

Professor Stuart N. McCutcheon PhD  
Vice-Chancellor

19 May 2017

---

The ClockTower  
22 Princes Street  
Auckland, New Zealand  
**T** +64 9 367 7196  
**E** s.mccutcheon@auckland.ac.nz  
**W** auckland.ac.nz  
**The University of Auckland**  
Private Bag 92019  
Auckland 1142  
New Zealand

---

Blair King  
Chief Executive  
Taranua District Council  
PO Box 115  
Dannevirke 4942

Dear Mr King

I am writing to you to provide information to inform your opinion on a proposed third medical school, once advocated for Wellington and now proposed by the University of Waikato.

My concern is that such a school, costing hundreds of millions of dollars, would be a huge waste of taxpayers' money, consuming resources that are needed elsewhere.

The argument for a third school is that existing medical schools have failed to meet a shortage of doctors, particularly GPs in the regions and rural areas. These claims are incorrect and misleading.

It is important to understand that the two existing medical schools at Auckland and Otago universities are already responding to the country's increased demand for doctors through a government programme to increase medical graduate numbers. By 2020 the programme will reach its full cohort of 570 medical graduates each year, 200 more than in 2008. The scale of these increases was agreed with the health sector but these numbers would fall if the Waikato proposal went ahead because it would remove clinical places from the existing schools.

Both schools have extensive programmes to encourage graduates to practice in rural and regional areas nationwide. I have attached details of the numbers of students the Auckland and Otago medical schools are training in regional centres. You will notice that these numbers have been increasing and will continue to increase over the next few years. Furthermore, these programmes are operating across the country.

Given that the issue for New Zealand is not the number of medical graduates but rather where they practice, setting up a new medical programme, especially a postgraduate programme, would be an extremely expensive way of addressing it.

Scanned 24/05/2017

The proposed new medical school would duplicate existing facilities developed to train doctors. These facilities represent significant investment over decades by the government, the universities and their donors.

The investment in buildings is one cost associated with a medical school but there would also be significant taxpayer investment required to raise the quality of Waikato's academic programmes to the standard required for a medical school. With no medically related subjects ranked even in the top 500 in the world, Waikato would have to be supported to attract internationally sought-after academics, again adding significantly to the cost.

We are also concerned that the proposed Waikato programme would require students to undertake a three or four year undergraduate degree before a four-year postgraduate degree, extending the study time for a doctor by at least one year. Again this would be a further cost to government and the taxpayer.

New Zealand does continue to import doctors, but this reflects the lag between increased intake into the existing medical programmes and the availability of qualified doctors. It also reflects the shortage of doctors willing to serve in the rural and regional areas.

However, it must be noted three quarters of these overseas doctors stay less than two years – they are here primarily for work experience – and our dependency on overseas-trained doctors will be falling as numbers of domestically-trained doctors rise.

As a community leader acutely aware of limited government funds and the demands on these funds, I urge you to examine this issue. As indicated, I have attached some information but can provide further detail and of course meet directly to discuss further. Please contact me directly if you wish.

Yours sincerely



Stuart McCutcheon  
Vice-Chancellor  
The University of Auckland



**THE UNIVERSITY OF AUCKLAND FACULTY OF MEDICAL AND HEALTH SCIENCES: STUDENT LOCATIONS**

**YEAR 4 - Cohort Numbers**

Cohorts	2017 Actuals
Auckland	74
South Auckland	72
Waitemata	54
Waikato	46
Tauranga	24
Rotorua	11
	281

**YEAR 5 - Cohort Numbers**

Cohorts	2017 Actuals
Waitemata/Auckland	96
South Auckland	57
Waikato & Lakes	46
Pukawakawa Regional-Rural	24
BOP Regional-Rural	18
Taranaki (tbc)	
	241

**Year 6 - Cohort Numbers**

Cohorts	2017 Actuals
Auckland	44
South Auckland	43
Waitemata	42
Waikato	36
Tauranga	16
New Plymouth	16
Rotorua	7
Whangarei	12
	216

\* Approximately 60-70 additional places for Year 4 to Year 6 students, outside of Auckland, will be used in 2018.

QS Subject	2017 QS Subject Ranking (World Rank)						
	Auckland	Otago	Waikato	Canterbury	Victoria	Massey	AUT
Anatomy & Physiology	34	24					
Biological Sciences	101-150	101-150		251-300	451-500	251-300	
Chemistry	101-150	251-300		351-400	351-400	451-500	
Pharmacy & Pharmacology	51-100	101-150					
Nursing	50					51-100	