



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Tuesday 13 December 2016** commencing at **1.00 pm**.

Blair King
Chief Executive

Agenda

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

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

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

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

5. Notification of Items Not on the Agenda

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

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

6.	Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business	
7.	Personal Matters	
8.	Confirmation of Minutes	5
	Recommendation	
	<i>That the minutes of the Council meeting held on 30 November 2016 (as circulated) be confirmed as a true and accurate record of the meeting.</i>	
9.	Any Matters Arising from the Minutes not otherwise dealt with in the Agenda	
10.	Reports	
10.1	Delegation of Authority to Council Officers for Regulatory Services Functions	25
10.2	Liquor Licensing Matters Determined Under Delegated Authority	57
10.3	Triennial Agreement for the Manawatu-Wanganui Region	63
10.4	Staff Report	77
11.	Draft Annual Plan 2017/2018	
	Recommendation	
	<i>That the Council confirm the following dates for workshop briefing sessions to be held to discuss the Draft Annual Plan 2017/2018:</i>	
	<ul style="list-style-type: none"> • <i>24 January (full day)</i> • <i>25 January (half day)</i> • <i>21 February (full day)</i> • <i>22 February (half day)</i> 	
12.	Portfolio Reports	
	Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.	
13.	Mayoral Matters	
14.	Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 5	

15. Public Excluded Items of Business

Recommendation

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

Woodville reservoir project

Civic honour nomination

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48 (1) for the passing of this resolution</i>
<i>Woodville reservoir project</i>	<i>To protect commercial activities</i>	<i>Section (1)(a)(i)</i>
<i>Civic honour nomination</i>	<i>To protect the privacy of natural persons</i>	<i>Section (1)(a)(i)</i>

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

s7(2)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.

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

16. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 30 November 2016 commencing at 1.00 pm.

1. Present

Her Worship the Mayor - Mrs T H Collis, Crs A L Benbow (Deputy Mayor), E J Christison, J E Crispin, 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 (from item 10.6)
Mr C McKay	- Finance Manager
Mrs E Roberts	- Revenue Manager (for item 10.6)
Mr P Sinclair	- Assets Group Contracts Supervisor (for item 10.2)
Mr C Lunn	- Manager Regulatory Services (until item 13)
Mrs L Simpkin	- Economic Development and Communications Manager (until item 13)
Mr C Edsall	- Alliance Manager (until item 13)
Mr D Gerrard	- Alliance Operations Manager (until item 13)

2. Council Prayer

2.1 The Mayor opened the meeting with the Council Prayer

3. Apologies

3.1 Nil

4. Notification of Items Not on the Agenda

4.1 Nil

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

5.1 Nil

6. Personal Matters

- 6.1 The Council's congratulations have been conveyed by the Mayor to acknowledge the following achievements:
- Jesse Walker - Head Boy for Tararua College
 - Sara Swansson - Head Girl for Tararua College
 - Mondeo Dodd-Tui Ihaia - Outstanding contribution to Mau Rakau and outstanding accomplishment in alternative education
- 6.2 The Council's condolences have been conveyed by the Mayor through sending a sympathy card to Wiremu and Trieste Te Awe Awe on the loss of their mother.
- 6.3 The Mayor is to convey the Council's congratulations to Sport Manawatu Chief Executive Officer Trevor Shailer on being named as the best Maori sports administrator at the Maori Sports Awards.
- 6.4 Best wishes have been conveyed to Ruapehu District Council's Mayor Don Cameron and his wife who were attacked in Raetahi's main street when they intervened in a theft of property from the Raetahi theatre.

7. Confirmation of Minutes

- 7.1 *That the minutes of the Council meeting held on 26 October 2016 (as circulated) be confirmed as a true and accurate record of the meeting.*

Crs Johns/Thompson

Carried

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

- 8.1 Nil

9. Community Boards and Community Committees Reports

9.1 Eketahuna Community Board

- 9.1.1 *That the report of the Eketahuna Community Board meeting held on 2 November 2016 (as circulated) be received.*

Crs Isaacson/Johns

Carried

9.2 Dannevirke Community Board

- 9.2.1 *That the report of the Dannevirke Community Board meeting held on 1 November 2016 (as circulated) be received.*

Crs Isaacson/Johns

Carried

9.2.2 **Covered Bus Stop Shelters**

- 9.2.2.1 It is noted that the initial project to provide a covered bus stop shelter in High Street has been completed, with a second shelter to be installed.

9.3 **Pahiatua On Track**

- 9.3.1 *That the report of the Pahiatua On Track meeting held on 2 November 2016 (as circulated) be received.*

Crs Isaacson/Johns

Carried

9.4 **Woodville Districts' Vision**

- 9.4.1 *That the report of the Woodville Districts' Vision meeting held on 1 November 2016 (as circulated) be received.*

Crs Isaacson/Johns

Carried

9.4.2 **Treasurer's Report**

- 9.4.2.1 Cr Johns is requested to clarify with Woodville Districts' Vision the amount of funds held in various accounts that is referred to within their minutes as \$60k and \$35k in the cheque account.

10. Reports

10.1 **Proposed Council Structure, Appointments and Delegations**

- 10.1.1 *That the report from the Mayor dated 24 November 2016 concerning the proposed Council structure, appointments and delegations (as circulated) be received, and*

That the Council adopt the following recommendations set out therein, and note a review will be undertaken by the Mayor pending the by-election for a further South Ward Councillor.

Public Forums

That the Council set aside a maximum period of up to thirty minutes at the commencement of each monthly meeting to provide a public forum included as an agenda item of business, and

That the public forum be conducted in accordance with the provisions of standing orders applicable to this matter.

Standing Committees Structure

Tribunal and Hearings Committee

That the Council establish a Tribunal and Hearings Committee as follows:

Terms of Reference

- 1. A special group with fully delegated authority to hear and adjudicate on all matters the Council is required to handle in this manner.***
- 2. Meets throughout the district or outside as appropriate.***
- 3. The Chief Executive is authorised to:***
 - Make decisions on administrative and process matters relating to resource consent and other applications made under the Resource Management Act 1991, and***
 - Decide on applications for which no hearings are required.***

Delegations: Resource Management Act 1991

The Tribunal and Hearings Committee have delegated authority:

- 1. To conduct, consider and determine any matter that require a hearing or related decision under the Resource Management Act 1991.***
- 2. Excepted are those functions, powers and duties that the Act expressly prevents Council from delegating.***

Notes: The above responsibilities under the Resource Management Act include District Plan reviews, plan changes and variations; requirements, designations and heritage orders; applications for resource consents; applications for review of conditions; objections to decisions and conditions.

This authority does not include the approval of the District Plan or any change to the District Plan. The power to approve the District Plan or any change to the District Plan refers to clause 17 of the First Schedule of the Resource Management Act 1991 and is the final step in the Plan preparation/change process, and does not prevent the Tribunal and Hearings Committee from making decisions on the hearing of submissions or further submissions.

Delegations to Commissioners

Powers of Hearing Commissioner

- 1. Each member of the Tribunal and Hearings Committee that meets the accreditation requirements of the Resource Management Act 1991 are deemed to be hearing commissioners.***
- 2. When appointed, independent (non-elected) persons that meet the accreditation requirements of the Resource Management Act 1991 are also hearing commissioners.***
- 3. Hearing commissioners deemed or appointed by the Council have delegated authority:***
 - To conduct, consider and determine any matter that require a hearing or related decision under the Resource Management Act 1991.***
 - Excepted are those functions, powers and duties that the Act expressly prevents the Council from delegating.***
 - Subject to the condition that hearings are conducted (if one is required) in accordance with the “Making Good Decisions” Workbook, 4th edition including the “Chairs Supplement” or its successor.***

Assignment of Commissioners

- 1. The Tribunal and Hearings Committee members have delegated authority:***
 - To assign councillor hearing commissioners to conduct, consider and determine any matter that require a hearing or related decision to be made by the Tararua District Council under the Resource Management Act 1991.***

Notes: The Council shall determine the appointment of any independent hearing commissioner(s) to determine any matter that requires a hearing or related decision.

Composition of Commissioner Panels

- 1. The following requirements apply to the composition of commissioner hearing panels:***
 - Two councillor hearing commissioners may consider and determine any matter for which a hearing is not required.***
 - One or more independent hearing commissioners may consider and determine any matter for which a hearing is not required.***

- *Three or more councillor and/or independent hearing commissioners may conduct the hearing, consider and determine any matter for which a hearing is required.*
- *If one or more hearing commissioners are unable to continue (e.g. illness), the commissioner panel can continue to make a determination provided there is at least one hearing commissioner able to hear and/or consider the matter.*

Notes: *Delegated authority has also been assigned to the Chief Executive to consider and determine any matter for which a hearing is not required. In the event the Chief Executive elects not to use this delegation for any reason, the matter may be referred to the Tribunal and Hearings Committee for determination.*

Miscellaneous Matters

1. The delegation of authority is subject to the following requirement:

- *That decisions made under delegated authority shall be reported to the next meeting of the Council.*

Delegations: Dog Control Act 1996

1. The Tribunal and Hearings Committee have delegated authority:

- *To conduct, consider and determine any matter that require a hearing or related decision under the Dog Control Act 1996.*

Notes: *The above responsibilities under the Dog Control Act include objections to probationary owner, dog owner disqualification, dangerous dogs, menacing dogs and dog barking abatement notices.*

Delegations: Impounding Act 1955

1. The Tribunal and Hearings Committee have delegated authority:

- *To conduct, consider and determine any matter that require a hearing or related decision under the Impounding Act 1955.*

Delegations: Reserves Act 1977

1. The Tribunal and Hearings Committee have delegated authority:

- *To hear and determine objections and/or submissions received to proposals for leasing or rental of any reserve land under the Reserves Act 1977.*

Membership:

***Her Worship the Mayor – Mrs T H Collis
Cr S A Hull***

An independent appointed hearing commissioner chair for any such hearing required under the Resource Management Act 1991

Chief Executive's Performance Appraisal Committee

That the Council establish a Chief Executive's Performance Appraisal Committee to review the performance of the Chief Executive and the accountabilities relating to this position.

Terms of Reference

- 1. To carry out the regular review of the Chief Executive's performance and accountabilities and to report the outcome along with recommendations for the Council's consideration.***
- 2. To carry out the annual review of the Chief Executive's remuneration, and report the outcome to the Council along with its recommendation.***
- 3. To carry out such matters as may be referred to it by the Council concerning the accountabilities determined for the Chief Executive to achieve.***

Membership:

Her Worship the Mayor – Mrs T H Collis (Chairperson)

Deputy Mayor – Cr A L Benbow

Cr S A Hull

Note: An appointment of a further councillor to this committee may be made at a later date

Works Liaison Committee

That the Council establish a Works Liaison Committee to act in an advisory role on the Council's infrastructure by:

Terms of Reference

- 1. Reviewing and influencing business cases to be considered by the Council on capital programmes prior to the Council adopting the projects into the Long Term or Annual Plan.***
- 2. Monitoring strategy, policy and action plans relating to projects in the Council's capital works sheet, including advising on community consultation.***
- 3. Acting as a community interface for consultation on the thirty-year infrastructure policy and asset management plans.***
- 4. Provide a forum for councillors to raise community concerns with existing contracts or service delivery agreements and to suggest options to address those concerns.***

Membership:

Her Worship the Mayor – Mrs T H Collis

Deputy Mayor – Cr A L Benbow

Cr J E Crispin

Cr E J Christison

Cr P A Johns

Cr A J Thompson

Audit and Risk Committee

That the Council establish an Audit and Risk Committee to consider and, where appropriate, make recommendations to the Council in relation to the following:

Terms of Reference

- 1. The robustness of the internal control framework and financial management practices***
- 2. The integrity and appropriateness of internal and external reporting and accountability arrangements***
- 3. The robustness of risk management systems, processes and practices***
- 4. Monitor sector best practice and guidance in relation to audit and risk matters***

Functions

The Audit and Risk Committee will have responsibility to receive the external audit report(s) and monitor the implementation of recommended actions to be taken by management on significant issues and audit recommendations raised in relation to:

(a) Internal Control Framework

- (i) Maintaining an effective internal control framework that is sound and effective***
- (ii) Embedding a culture that is committed to probity***
- (iii) The appropriateness of systems, processes and controls in place to present, detect and effectively investigate the risk of fraud***

(b) Internal Reporting

- (i) The processes for ensuring the completeness and quality of financial and operational information being provided to the Council***

(c) External Reporting and Accountability

- (i) The appropriateness of the Council's existing accounting policies and principles***

The Audit and Risk Committee will provide oversight of the Council's approach to risk and compliance.

(d) Risk Management

- (i) Review the risk management policy, framework and associated procedures for effective identification and management of the Council's significant risks and matters of compliance***

Attendance at Meetings

- (a) Unless otherwise requested the Chief Executive and the Chief Financial Officer are to attend meetings***
- (b) Other parties may be invited to attend by the committee to assist the committee in its work***
- (c) There shall be at least one meeting per year, or part thereof, where the external auditors shall attend***
- (d) External auditors (or internal auditors) may request a special meeting if they consider this to be necessary***

Membership:

Chairperson - Kevin Ross (external appointee)

***Members - Her Worship the Mayor – Mrs T H Collis
Deputy Mayor – Cr A L Benbow
Cr J E Crispin
Cr S A Hull***

Iwi Liaison Advisory Working Party

That the Council establish an Iwi Liaison Advisory Working Party to provide for the special relationship between Maori and recognise its obligations under the principles of the Treaty of Waitangi.

Terms of Reference

- 1. Work with Ngati Kahungunu iwi to prepare a new memorandum agreement for consideration by the Council. (Note: the Council already has an existing memorandum of partnership agreement with Rangitane iwi).***
- 2. Facilitate an understanding of issues affecting Maori in the district.***
- 3. Review the existing and expected capacity of Maori to contribute to the Council's decision-making processes as required by the Local Government Act 2002.***
- 4. Develop appropriate communication protocols.***

Membership:

Her Worship the Mayor – Mrs T H Collis (Chairperson)

Deputy Mayor – Cr A L Benbow

Cr P A Johns

District Licensing Committee

That the Council establish a District Licensing Committee to deal with licensing matters for its district under the Sale of Alcohol Act 2012.

Functions

- (a) To consider and determine applications for licences and manager's certificates; and***
- (b) To consider and determine applications for renewal of licences and manager's certificates; and***
- (c) To consider and determine applications for temporary authority to carry on the sale and supply of alcohol; and***
- (d) To consider and determine applications for the variation, suspension, or cancellation of special licences; and***
- (e) To consider and determine applications for the variation of licences (other than special licences); and***
- (f) With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and***
- (g) To conduct inquiries and to make reports as may be required of it by the licensing authority; and***
- (h) Any other functions conferred on licensing committees by or under this Act or any other enactment.***

Powers

The licensing committee has all the powers conferred on it by or under the Sale of Alcohol Act 2012 or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.

Membership

- 1. That the Council recommend the Chief Executive appoint David Lea as a Commissioner, and hold the title of Chair of the District Licensing Committee for three years.***
- 2. That the Council recommend the Chief Executive appoint the following people to the District Licensing Committee Members List for three years:***

Maureen Reynolds

Kerry Sutherland

Nick Perry

3. *That the Council agrees that the selection process for the two list members to sit on a full meeting of the District Licensing Committee will be made by the Commissioner.*

Note: Decisions made by the District Licensing Committee in exercising its powers shall be reported to the Council in a timely manner.

Other Appointments

Regional Transport Committee

That Her Worship the Mayor – Mrs T H Collis be appointed as the Council's representative on the Regional Transport Committee, and

That Cr A L Benbow be the deputy representative.

Regional Emergency Management Committee

That Her Worship the Mayor – Mrs T H Collis be appointed as the Council's representative on the Regional Emergency Management Committee, and

That Cr A L Benbow be the deputy representative.

Arts Council Tararua and Tararua District Creative New Zealand Grants Scheme Assessment Committee

That Cr C J Isaacson be appointed as the Council's liaison representative with the Arts Council Tararua and as a member of the Tararua District Creative New Zealand Grants Scheme Assessment Committee.

Manawatu-Wanganui Regional Disaster Relief Fund Trust

That Cr P A Johns be appointed as the Council's representative on the Manawatu-Wanganui Regional Disaster Relief Fund Trust.

Rural Health Alliance Aotearoa New Zealand

That Cr S A Hull be appointed as the Council's representative to the Rural Health Alliance Aotearoa New Zealand.

Dannevirke Community Board

That Cr C J Isaacson be appointed as the Council's representative on the Dannevirke Community Board.

Eketahuna Community Board

That Cr A J Thompson be appointed as the Council's representative on the Eketahuna Community Board.

Woodville Districts' Vision

That Cr P A Johns be appointed as the Council's liaison representative with Woodville Districts' Vision.

Pahiatua On Track

That Cr S A Hull be appointed as the Council's liaison representative with Pahiatua On Track.

Liaison Representatives with Rural Communities

That the following councillors be appointed as liaison representatives with rural communities as specified:

<i>Akitio/Pongaroa:</i>	<i>Cr E J Christison</i>
<i>Norsewood/Ormondville:</i>	<i>Cr A L Benbow</i>
<i>Weber/Wimbledon/Herbertville:</i>	<i>Cr J E Crispin</i>
<i>Makuri:</i>	<i>Her Worship the Mayor – Mrs T H Collis</i>

Portfolios

That the following appointments be made to undertake the portfolios for the activities as specified:

<i>Finance:</i>	<i>Crs S A Hull (L), A L Benbow and C J Isaacson</i>
<i>Community Relations:</i>	<i>Crs S A Hull (L) and C J Isaacson</i>
<i>Community Facilities/ Heritage:</i>	<i>Crs C J Isaacson (L), A L Benbow and S A Hull</i>
<i>Economic Development/ Marketing:</i>	<i>Crs A L Benbow (L) and C J Isaacson</i>
<i>One Plan:</i>	<i>Crs A L Benbow (L) and A J Thompson</i>
<i>Youth/Sport:</i>	<i>Crs C J Isaacson (L), E J Christison and S A Hull</i>
<i>Note: (L) indicates the leader portfolio holder for that activity</i>	

Forestry

That the Council oversee the management of its forestry interests, with two workshop presentations to be scheduled on this matter each year from its contractor Forest Owner Marketing Services Limited.

Delegation of Functions to Community Boards

That the Council delegate the following functions to the Dannevirke and Eketahuna Community Boards, to:

- 1. Liaise and communicate with individuals, community organisations and special interest groups within the Board's area of responsibility.***
- 2. Advocate for the community on any issue, and make submissions to any organisation relating to a matter of interest to the Board in respect to the Board's geographical area.***

3. *Facilitate consultation with local residents and community groups on local issues and local aspects of district issues, including input into the District Plan, Long Term Plan and Annual Plan.*
4. *Make submissions on local issues and local aspects of district issues included in the District Plan, Long Term Plan and Annual Plan.*
5. *In respect of the Annual Plan and Long Term Plan to:*
 - (a) *Prepare an annual submission to the budgetary process of the Council for expenditure within the community and methods of funding.*
 - (b) *Identify and make recommendations on priorities for local projects and community issues.*
6. *Provide preferences for priorities of footpath works within the Board's geographical area.*
7. *Make submissions on relevant policies that impact on the Board's geographical area.*
8. *Make submissions to the Council on the levels of service concerning its facilities and activities provided within the Board's geographical area, and maintain an oversight of their delivery.*
9. *Advise the Council on property related matters concerning the acquisition and sale of such assets of local community significance.*
10. *Promote the community, and support its economic development.*
11. *Fix priorities and expend funds within such budgets allocated by the Council for discretionary spending, including assistance towards rates and Council related fees and charges incurred by voluntary community groups.*
12. *Make annual disbursements to community groups from the General Assistance Grants Scheme.*
13. *Facilitate community events and maintaining services in the Board's geographical area, including providing financial assistance to support such initiatives.*
14. *Consider and report on all matters referred to it by the Council or any issue of interest or concern to the Board, and speak at Council meetings in such circumstances considered appropriate.*
15. *Appoint a Board representative to the Road Safety Group.*
16. *Appoint Board representatives to local community groups.*
17. *Appoint the Board's Chairperson as a member to the Civic Honours selection panel.*
18. *Appoint the Board's Chairperson (or their nominee) as a member of the Trust Power Tararua District Community Awards judging panel.*

19. *Authorise the Board's Chairperson (or their nominee) to be the spokesperson for the Board in all matters within its jurisdiction or of particular interest.*
20. *Advise the Council in advance of considering any actions resulting from exercising its powers, authorities or functions that may have potential implications for the Council.*
21. *Maintain the development, knowledge and skills of board members through attendance at appropriate conferences, courses and training seminars within the budget funding available for this purpose.*

Mayor Collis/Cr Christison

Carried

10.2 Provision of Additional Toilets at the Eketahuna Camping Ground

- 10.2.1 *That the report from the Manager Assets Group dated 24 November 2016 concerning the provision of additional toilets at the Eketahuna Camping Ground (as circulated) be received, and*

That the Council reallocates the funding provision in the 2015 Long Term Plan for the provision of new cabins at the Eketahuna Camping Ground to the provision of additional toilets, and

That the Council support the preferred option identified in the business case, being the provision of two new toilets with a wastewater connection to the Stanly Street main, and

That the Council bring forward the existing funding provision of \$52K from 2017/2018 to the current financial year, and

That the Council allocates additional funding of \$32K from reserves to this project.

Crs Johns/Crispin

Carried

10.3 Proposed Submission to the New Zealand Fire Service Commission on Intended Changes to the Fire Levy

- 10.3.1 *That the report from the Chief Executive dated 24 November 2016 concerning a proposed submission to the New Zealand Fire Service Commission on intended changes to the fire levy (as circulated) be received, and*

That the key points set out in this report be confirmed as the basis of the submission to emphasise the Council's concern regarding the 30% increase in levy to fund the new combined Fire and Emergency New Zealand structure will create a significantly higher cost to ratepayers than the existing arrangements without any corresponding increase to the level of service provided, and

That the submission be forwarded to the New Zealand Fire Service Commission signed on the Council's behalf by the Mayor and Chief Executive.

Crs Johns/Isaacson

Carried

10.4 Proposed Road Name Change for Sowry Road (No Exit)

10.4.1 *That the report from the Land Information Assistant dated 17 November 2016 concerning a proposed road name change for Sowry Road (No Exit) (as circulated) be received, and*

That to conform with National Addressing Standards and alleviate any potential confusion for providing directions to emergency services the Council changes the name of Sowry Road (No Exit) adjoining Woodlands Road, Woodville to hereby be known as Byre Road.

Crs Hull/Thompson

Carried

10.5 Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974

10.5.1 *That the report from the Alliance Manager dated 22 November 2016 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and*

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council resolve to close the following road for the purpose of allowing the Bush Cycle Tour Committee to hold the annual Bush Cycle Tour event.

Road name: Kohinui Road
Date of closure: Sunday 12 March 2017
Period of closure: 6.30 am to 2.30 pm

Conditions Applied to the Granting of this Road Closure

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

Advisory Note

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

Crs Christison/Benbow

Carried

10.6 **First Quarter Financial and Performance for the Period Ended 31 September 2016**

- 10.6.1 The Finance Manager elaborated on the Council's financial position for the first quarter of the 2016/2017 financial year, and spoke on variances noted regarding the outcome relative to the adopted budget and service performance measures.
- 10.6.2 The rates arrears balance of \$915,661 as at 30 June 2016 is noted along with current rates and penalties owing, bringing the brought forward balance at 1 July 2016 to \$1,822,280.
- 10.6.3 A report will be presented to the Council's February meeting to request approval to undertake the abandoned land process for some properties with long-standing rates arrears.
- 10.6.4 A copy of the audited 2015/2016 Summary Annual Report is tabled and circulated for the Council's reference and information.
- 10.6.5 ***That the report from the Finance Manager dated 24 November 2016 concerning the first quarter financial and performance for the period ended 31 September 2016 (as circulated) be received and noted.***

Crs Hull/Johns

Carried

11. Portfolio Reports

11.1 Events

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

- Cr Isaacson Zone 3 meeting in Stratford
Sport Manawatu Grass Roots presentations
Crowdfunding meeting, Dairy Flat, Massey University
- Cr Thompson Civil Defence meeting in Pahiatua
Water New Zealand safe drinking water workshop on understanding your risks and responsibilities (also attended by Crs Christison and Johns)
- Cr Hull Judging of mask making competition at Waireka Rest Home
Wreath laying at Kenneth Anderson Bayne Memorial in Pahiatua
Local Government Risk Agency meeting
Community Response Forum
Eketahuna Christmas Parade

11.2 **Pahiatua Community Civil Defence Response Group**

- 11.2.1 Cr Hull reported that she is undertaking the delivery of pamphlets to promote resilience and provide details of the Pahiatua Community Civil Defence Response Group.

11.3 **Tararua Traverse Cycleway Project Steering Group**

- 11.3.1 Cr Johns reported on a meeting of the Tararua Traverse Cycleway Project Steering Group that considered a report concerning the viability of the project.
- 11.3.2 To advance the project is dependent on the grade of the track and securing the commitment of the Tararua and Horowhenua District Councils along with other interested parties.
- 11.3.3 If a grade 4 track is developed the economic benefit ratio is considered to be minimal.
- 11.3.4 The views of likely users of the track are to be canvassed, such as through cycling groups to ascertain their interest regarding the project if it proceeds.
- 11.3.5 The Mayor requested Cr Johns to provide her with a copy of the report concerning its viability, and proposed that the project be the subject of discussion at a future Council workshop briefing session.

11.4 **Akitio/Pongaroa**

- 11.4.1 Cr Christison reported that he had a meeting with local residents to discuss and view roading in the Akitio/Pongaroa area.
- 11.4.2 Their concerns relate to the completion of seal widening work and roadside vegetation control, particularly on Coast and Towai Roads.
- 11.4.3 Cr Christison has also viewed roading in the Oporae/Waihi Falls area, and parking at that scenic attraction.

11.5 **Roadside Trees**

- 11.5.1 Cr Crispin reported on a matter he had been contacted about regarding the removal of some roadside trees at Tourere Road and the way the berm was left.
- 11.5.2 The Mayor invited Cr Crispin to further discuss this matter through the Works Liaison Committee.
- 11.5.3 Cr Crispin commended the Tararua Alliance on the general good condition and standard of maintenance of the district's roads.

11.6 Policing

11.6.1 The Mayor is following up the concerns of the community regarding the police internal review of resources for policing in the district.

11.6.2 At this time there has been no public consultation on the issue, and the Mayor is urged to continue to pursue this matter to ensure the district maintains its existing policing.

12. Mayoral Matters

12.1 Date of Next Council Meeting

12.1.1 *That the date of the next Council meeting be changed to Tuesday 13 December 2016 at 1.00 pm (being one day earlier than the scheduled day), and*

That a Council workshop briefing session is held on the morning of that meeting commencing at 10.00 am to include discussion concerning water supply projects.

Crs Benbow/Crispin

Carried

12.2 Rural and Provincial Sector Local Government New Zealand Meeting

12.2.1 The Mayor and Deputy Mayor attended the Rural and Provincial Sector Local Government New Zealand meeting held in Wellington following the major earthquake that caused damage to the city.

13. Items not on the Agenda

13.1 Nil

14. Public Excluded Item of Business

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

Site options for the Pahiatua Water Supply reservoir

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
<i>Site options for the Pahiatua Water Supply reservoir</i>	<i>To protect commercial and industrial negotiations</i>	<i>Section (1)(a)(i)</i>

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

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

Crs Thompson/Christison

Carried

14.3

That open meeting be resumed.

Crs Crispin/Thompson

Carried

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 2.10 pm.

Mayor

Report

Date : 6 December 2016

To : Mayor and Councillors
Tararua District Council

From : Craig Lunn
Manager Regulatory Services

Subject : **Delegation of Authority to Council Officers for Regulatory Services Functions**

Item No : **10.1**

1. Reason for the Report

- 1.1 To obtain the Council's approval of the updated delegations necessary to undertake the requirements of the regulatory services functions including: planning, building, animal control, environmental health, general inspection and alcohol licensing.

2. Background

- 2.1 The Council grants delegations with regard to enabling staff to deliver its statutory responsibilities under legislation such as the Building Act, Resource Management Act and the Dog Control Act.
- 2.2 From time to time, a review occurs as required to ensure they remain appropriate relative to the legislation that they relate, and the staff appointed to the associated responsibilities.
- 2.3 Attached to this report is a revised schedule setting out the recommended delegations for approval.

3. Significance Assessment

- 3.1 This item does not trigger the Council's significance and engagement policy, and it has no financial impacts on the approved Long Term Plan.

4. Conclusion

- 4.1 The Council considers this report and grants the proposed delegations recommended to enable the delivery of the regulatory functions specified.

5. Recommendation

- 5.1 *That the report from the Manager Regulatory Services dated 6 December 2016 concerning the Delegation of Authority to Council Officers for Regulatory Services Functions (as circulated) be received, and*
- 5.2 *That the Council approve the delegations as detailed in the schedule attached to this report to enable staff to deliver and fulfil the statutory responsibilities regarding the following legislation:*
- *Resource Management Act 1991*
 - *Sale and Supply of Alcohol Act 2012*
 - *Dog Control Act 1996*
 - *Impounding Act 1955*
 - *Building Act 2004*

Attachments

1. Resource Management Act 1991 Delegations
2. Sale and Supply of Alcohol Act 2012 Delegations
3. Dog Control Act 1996 Delegations
4. Impounding Act 1955 Delegations
5. Building Act 2004 Delegations

**REGISTER OF POWERS DELEGATED BY THE TARARUA DISTRICT
COUNCIL UNDER THE RESOURCE MANAGEMENT ACT 1991 (RMA 1991)**

13 December 2016

DELEGATIONS TO COUNCIL OFFICERS

Chief Executive

1. The Chief Executive has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Chief Executive. The Chief Executive may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise any powers granted to the Council in regard to the Resource Management Act 1991, and regulations made thereunder, and authorise prosecutions where appropriate, subject to the following limitations:

S/N	Reference	Description
1.	Part 6	(Resource Consents) Power to determine resource consents, may only be exercised when a hearing is not required.
2.	Part 8	(Designations and Heritage Orders) Power to determine a recommendation on requirements and alterations for designations and heritage orders, may only be exercised when a hearing is not required.
3.	Section 234	Power to determine variations and cancellation of esplanade strips, may only be exercised when a hearing is not required.

Manager Regulatory Services

2. The Manager Regulatory Services has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Manager Regulatory Services. The Manager Regulatory Services may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 10(2)	Existing use rights
2.	Sections 36(3), 36(5)	Administrative charges
3.	Section 37	Extension and waiver of time limits
4.	Section 38	Authorised Enforcement Officer
5.	Part 6	(Resource Consents) excepting the power to determine consents.
6.	Part 8	(Designations and Heritage Orders) excepting the power to determine requirements and alterations.
7.	Part 10	(Subdivision and Reclamations) excepting the power to vary or cancel esplanade strips; and excepting the power to agree to the creation of an esplanade strip under Section 235 on Council's behalf.
8.	Part 11	(Environment Court) excepting the power to agree to a mediated outcome on Council's behalf.
9.	Part 12	Enforcement
10.	Part 14	Miscellaneous Provisions
11.	Part 15	Transitional Provisions
12.	Part 16	Transitional Provisions

Planner

3. The Planner has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 88	Power to determine whether information provided in resource consent applications meet the requirements of the Act
3.	Sections 91A, 91C	Power to suspend resource consent applications and to return suspended applications.
4.	Sections 92, 92A	Power to request further information be provided and to commission a report
5.	Section 97	Power to adopt an early closing date for submissions
6.	Section 101	Power to decide when and where a hearing is to be held within the constraints of Section 37
7.	Section 169	Power to request further information in relation to a

		notice of requirement for a designation
8.	Section 190	Power to request further information in relation to a notice of requirement for a heritage order
9.	Section 222	Power to certify a completion certificate as an authorised officer
10.	Section 223	Power to certify a survey plan as an authorised officer.
11.	Section 274	Representation before the Environment Court
12.	Section 322, 323	Power to issue and enforce abatement notices
13.	Section 325A	Power to cancel abatement notices where notice has been complied with
14.	Section 327	Issue of Excessive Noise Direction
15.	Section 328	Compliance with Excessive Noise Direction
16.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
17.	Section 333	Power to enter land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan
18.	Section 336	Power in relation to seized and impounded property
19.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
20.	Section 343B	Power to issue infringement notices

Environmental Health Officer

4. The Environmental Health Officer has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 274	Representation before the Environment Court
3.	Section 322, 323	Power to issue and enforce abatement notices
4.	Section 325A	Power to cancel abatement notices where notice has been complied with
5.	Section 327	Issue of Excessive Noise Direction
6.	Section 328	Compliance with Excessive Noise Direction
7.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine

		whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
8.	Section 333	Power to enter land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan
9.	Section 336	Power in relation to seized and impounded property
10.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
11.	Section 343B	Power to issue infringement notices

Licensing Inspector

5. The Licensing Inspector has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 274	Representation before the Environment Court
3.	Section 322, 323	Power to issue and enforce abatement notices
4.	Section 325A	Power to cancel abatement notices where notice has been complied with
5.	Section 327	Issue of Excessive Noise Direction
6.	Section 328	Compliance with Excessive Noise Direction
7.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
8.	Section 333	Power to enter land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan
9.	Section 336	Power in relation to seized and impounded property
10.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
11.	Section 343B	Power to issue infringement notices

General Inspector

6. The General Inspector has delegated authority:

.1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 274	Representation before the Environment Court
3.	Section 322, 323	Power to issue and enforce abatement notices
4.	Section 325A	Power to cancel abatement notices where notice has been complied with
5.	Section 327	Issue of Excessive Noise Direction
6.	Section 328	Compliance with Excessive Noise Direction
7.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
8.	Section 333	Power to enter land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan
9.	Section 336	Power in relation to seized and impounded property
10.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
11.	Section 343B	Power to issue infringement notices

Senior Animal Control Officer

7. The Senior Animal Control Officer has delegated authority:

.1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 274	Representation before the Environment Court
3.	Section 322, 323	Power to issue and enforce abatement notices
4.	Section 325A	Power to cancel abatement notices where notice has been complied with
5.	Section 327	Issue of Excessive Noise Direction
6.	Section 328	Compliance with Excessive Noise Direction

7.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
8.	Section 336	Power in relation to seized and impounded property
9.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
10.	Section 343B	Power to issue infringement notices

Animal Control Officer / Cadet

8. The Animal Control Officer / Cadet has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 274	Representation before the Environment Court
3.	Section 322, 323	Power to issue and enforce abatement notices
4.	Section 325A	Power to cancel abatement notices where notice has been complied with
5.	Section 327	Issue of Excessive Noise Direction
6.	Section 328	Compliance with Excessive Noise Direction
7.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with
8.	Section 336	Power in relation to seized and impounded property
9.	Section 338	To initiate, conduct, compromise and conclude any action in the District Court in respect of offences under the RMA 1991
10.	Section 343B	Power to issue infringement notices

Contracted Noise Control Officer

9. The Contracted Noise Control Officer has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Resource Management Act 1991, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 38	Authorised Enforcement Officer
2.	Section 323	Power to enforce abatement notices
3.	Section 327	Issue of Excessive Noise Direction
4.	Section 328	Compliance with Excessive Noise Direction
5.	Section 332	Power to carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with

Enforcement Officers

10. Council's powers and functions of an enforcement officer under section 38 of the Resource Management Act 1991, and regulations made thereunder, are delegated to:

S/N	Position
1.	Chief Executive
2.	Manager Regulatory Services
3.	Planner
4.	Environmental Health Officer
5.	Licensing Inspector
6.	General Inspector
7.	Senior Animal Control Officer
8.	Animal Control Officer / Cadet
9.	Contracted Noise Control Officers

**REGISTER OF POWERS DELEGATED BY THE TARARUA DISTRICT
COUNCIL UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012 (SSAA 2012)**

13 December 2016

DELEGATIONS TO COUNCIL OFFICERS

Chief Executive

1. The Chief Executive has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Chief Executive. The Chief Executive may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise any powers granted to the Chief Executive in regard to the Sale and Supply of Alcohol Act 2012, and regulations made thereunder including the appointment of licensing inspectors and delegation of the role of Secretary of the District Licensing Committee.

Manager Regulatory Services

2. The Manager Regulatory Services has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Manager Regulatory Services. The Manager Regulatory Services may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 100, 143	Power to issue certificates in regard to the Resource Management Act and the Building Code.
2	Section 198	Be delegated the role of Secretary of the District Licensing Committee
3.	Section 199	Power to prepare an annual report
4.	Clause 10	Power to charge a fee for a special license that is 1 class below the class of the license that is issued.

Secretary of the District Licensing Committee

3. The Secretary of the District Licensing Committee has delegated authority:
- .1 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 64	Issue a licence, certificate, or authority (endorsed, where appropriate, as the authority or committee has directed) to the applicant
2.	Section 66	Keep a record of every application filed with the licensing committee and the decision on the application and a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences.
3.	Section 66(3)	Must send to the secretary of the licensing authority a copy of every application made to the committee, and a copy of every decision made by it.
4.	Section 72	Issue a duplicate licence or certificate to the holder if they are satisfied the licence or certificate has been lost or destroyed.
5.	Section 73	Notify the secretary of the licensing authority if a licence or certificate has been surrendered
6.	Sections 102, 128, 140	Must give a copy of every objection to the applicant.
7.	Sections 103, 141, 220, 225	Must send to the applicant a copy of any report filed with the licensing committee
8.	Section 139	May require an applicant to give public notice of a special licence
9.	Section 155	On notice of appeal must send to the secretary of the licensing authority any application and supporting documents and other papers relating to the decision appealed against:
10.	Section 203	Sign any decision, order, direction, certificate, or other document issued by the committee.
11.	Section 283	Fix the earliest practicable date for a public hearing of an application for a variation, suspension, or cancellation of special licences

Licensing Inspector

4. The Licensing Inspector has delegated authority:
- .1 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 197	Be appointed as a Chief Licensing Inspector or Licensing Inspector
2.	Section 199	Power to prepare an annual report
3.	279-291	Powers of enforcement
4.	Clause 10	Power to charge a fee for a special license that is 1 class below the class of the license that is issued.

Environmental Health Officer

5. The Environmental Health Officer has delegated authority:
- .1 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 197	Be appointed as a Chief Licensing Inspector or Licensing Inspector
2.	Section 199	Power to prepare an annual report
3.	279-291	Powers of enforcement
4.	Clause 10	Power to charge a fee for a special license that is 1 class below the class of the license that is issued.

General Inspector

6. The General Inspector has delegated authority:
- .1 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 199	Power to prepare an annual report

Team Leader Building Services

7. The Team Leader Building Services has delegated authority:

- .1 To exercise the functions, powers, and duties under the Sale and Supply of Alcohol Act 2012, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 100, 143	Power to issue certificates in regard to the Building Code

**REGISTER OF POWERS DELEGATED BY THE TARARUA DISTRICT
COUNCIL UNDER THE DOG CONTROL ACT 1996**

13 December 2016

DELEGATIONS TO COUNCIL OFFICERS

Chief Executive

1. The Chief Executive has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Chief Executive. The Chief Executive may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise any powers granted to the Council in regard to the Dog Control Act 1996, and regulations made thereunder, and authorise prosecutions where appropriate, subject to the following limitations:

S/N	Reference	Description
1.	Section 14	Excepting the power of entry.
2.	Section 15	Excepting the power dog control officer to feed and shelter dogs.
3.	Section 22	Excepting the power to determine an objection to probationary owner classification.
4.	Section 26	Excepting the power to determine an objection to dog owner disqualification.
5.	Section 31	Excepting the power to determine an objection to a dangerous dog classification.
6.	Section 33B, 33D	Excepting the power to determine an objection to a menacing dog classification.
7.	Section 55	Excepting the power to determine an objection to a dog barking abatement notice.
8.	Section 70	Excepting the power to determine an application for the release of a dog seized under sections 15, 32 33E, 56.
9.	Section 71	Excepting the power to determine an application for the release of a dog seized under sections 57, 57A, 58.
10.	Section 71A	Excepting the power to perform the duties under this section.

Manager Regulatory Services

2. The Manager Regulatory Services has delegated authority:
- .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Manager Regulatory Services. The Manager Regulatory Services may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 10A	Power to give public notice of a report adopted under section 10A
3.	Section 12	Power to appoint Dog Rangers including a dog ranger in an honorary capacity.
4.	Section 16	Power to enter into a written agreement whereby the services of the Dog Control officers or Dog Rangers are made available to another authority.
5.	Section 19, 19A	Power to request information
6.	Section 21	Power to classify an owner as probationary and give written notice
7.	Section 22	Power to give written notice of the decision on a probationary owner objection
8.	Section 23A	Power to require a probationary owner to undertake a training programme at the owners expense
9.	Section 25	Power to disqualify a person from owning a dog, and specify the length of disqualification, and give written notice
10.	Section 26	Power to give written notice of the decision on a disqualified owner objection
11.	Section 27	Power to make submissions to Court on an appeal of Council's decision to uphold an owner disqualification
12.	Section 28	Power to extend the length of disqualification of a dog owner
13.	Section 30	Power to supply information pursuant to the levels defined in Section 30 of the Dog Control Act 1996.
14.	Section 31	Power to classify a dog as dangerous and give written notice
15.	Section 31	Power to give written notice of the decision on a dangerous dog objection
16.	Section 32	Power to give written consent to the owner of a dangerous dog to dispose of that dog to another person within the Tararua District Council.

17.	Section 32	Power to approve the release of a dog seized under section 32(5)(a)
18.	Section 33A, 33C	Power to classify a dog as menacing and give written notice
19.	Section 33B, 33D	Power to give written notice of the decision on a menacing dog objection
20.	Section 33E	Power to approve the release of a dog seized under section 33E(3)(a)
21.	Section 35	Power to comply with a lawful request for dog register information.
22.	Section 37	Power to publicly notify the registration fees fixed by resolution
23.	Section 39	Power to refund, remit, or reduce registration fees.
24.	Section 55	Power to give written notice of the decision on a barking dog abatement notice objection
25.	Section 66	Power to authorise a person to issue infringement notices
26.	Section 66	Power to waive infringement notices.
27.	Section 69	Power to give written notice to the owner of an impounded dog.
28.	Section 69	Power to, sell, destroy, or otherwise dispose of the dog
29.	Section 70	Power to approve the release of a dog seized under sections 15, 32, 33E, 56
30.	Section 70	Power to make submissions to Court on an appeal of Council's decision not to release a dog seized under sections 15, 32, 33E, 56
31.	Section 71	Power to give written notice of the decision retain a dog in custody
32.	Section 71	Power to approve the release of a dog seized under sections 57, 57A, 58
33.	Section 71	Power to make submissions to Court on an appeal of Council's decision not to release a dog seized under sections 57, 57A, 58

Senior Animal Control Officer

3. The Senior Animal Control Officer has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 10A	Power to give public notice of a report adopted under section 10A
3.	Section 11	Appointed Dog Control Officer
4.	Section 14	Power of Entry

5.	Section 15	Power of dog control officer to feed and shelter dogs
6.	Section 19, 19A	Power to request information
7.	Section 25	Power to give written notice to a person being disqualified.
8.	Section 26	Power to give written notice of the decision on a disqualified owner objection
9.	Section 30	Power to supply information pursuant to the levels defined in Section 30 of the Dog Control Act 1996.
10.	Section 31	Power to classify a dog as dangerous and give written notice
11.	Section 31	Power to give written notice of the decision on a dangerous dog objection
12.	Section 32	Power to approve the release of a dog seized under section 32(5)(a)
13.	Section 33A, 33C	Power to classify a dog as menacing and give written notice
14.	Section 33B, 33D	Power to give written notice of the decision on a menacing dog objection
15.	Section 35	Power to comply with a lawful request for dog register information.
16.	Section 39	Power to refund, remit, or reduce registration fees.
17.	Section 55	Power to give written notice of the decision on a barking dog abatement notice objection
18.	Section 66	Power to authorise a person to issue infringement notices
19.	Section 66	Power to waive infringement notices
20.	Section 69	Power to give written notice to the owner of an impounded dog.
21.	Section 69	Power to, sell, destroy, or otherwise dispose of the dog
22.	Section 71	Power to give written notice of the decision retain a dog in custody
23.	Section 71	Power to approve the release of a dog seized under sections 57, 57A, 58

Animal Control Officer / Cadet

4. The Animal Control Officer / Cadet has delegated authority:
- .1 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 11	Appointed Dog Control Officer
3.	Section 14	Power of Entry
4.	Section 15	Power of dog control officer to feed and shelter dogs

5.	Section 19, 19A	Power to request information
6.	Section 25	Power to give written notice to a person being disqualified.
7.	Section 26	Power to give written notice of the decision on a disqualified owner objection
8.	Section 33A, 33C	Power to give written notice of a dog classified as menacing
9.	Section 33B, 33D	Power to give written notice of the decision on a menacing dog objection
10.	Section 35	Power to comply with a lawful request for dog register information.
11.	Section 55	Power to give written notice of the decision on a barking dog abatement notice objection
12.	Section 69	Power to give written notice to the owner of an impounded dog.
13.	Section 69	Power to, sell, destroy, or otherwise dispose of the dog
14.	Section 71	Power to give written notice of the decision retain a dog in custody

Licensing Inspector

5. The Licensing Inspector has delegated authority:

- .1 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 10A	Power to give public notice of a report adopted under section 10A
3.	Section 11	Appointed Dog Control Officer
4.	Section 14	Power of Entry
5.	Section 15	Power of dog control officer to feed and shelter dogs
6.	Section 19, 19A	Power to request information
7.	Section 25	Power to give written notice to a person being disqualified.
8.	Section 26	Power to give written notice of the decision on a disqualified owner objection
9.	Section 30	Power to supply information pursuant to the levels defined in Section 30 of the Dog Control Act 1996.
10.	Section 31	Power to classify a dog as dangerous and give written notice
11.	Section 31	Power to give written notice of the decision on a dangerous dog objection
12.	Section 32	Power to approve the release of a dog seized under section 32(5)(a)

13.	Section 33A, 33C	Power to classify a dog as menacing and give written notice
14.	Section 33B, 33D	Power to give written notice of the decision on a menacing dog objection
15.	Section 35	Power to comply with a lawful request for dog register information.
16.	Section 39	Power to refund, remit, or reduce registration fees.
17.	Section 55	Power to give written notice of the decision on a barking dog abatement notice objection
18.	Section 66	Power to authorise a person to issue infringement notices
19.	Section 66	Power to waive infringement notices
20.	Section 69	Power to give written notice to the owner of an impounded dog.
21.	Section 69	Power to, sell, destroy, or otherwise dispose of the dog
22.	Section 71	Power to give written notice of the decision retain a dog in custody
23.	Section 71	Power to approve the release of a dog seized under sections 57, 57A, 58

Regulatory Support Officer

6. The Regulatory Support Officer has delegated authority:
- .1 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 25	Power to give written notice to a person being disqualified.
3.	Section 30	Power to supply information pursuant to the levels defined in Section 30 of the Dog Control Act 1996.
4.	Section 31	Power to give notice to the owner of a dog classified as dangerous.
5.	Section 33A, 33C	Power to give written notice of a dog classified as menacing
6.	Section 35	Power to comply with a lawful request for dog register information.

Contracted Animal Control Officers

7. Contracted Animal Control Officers have delegated authority:
- .1 To exercise the Council's functions, powers, and duties under the Dog Control Act 1996, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 6	Power to perform functions and duties and exercise powers imposed or conferred under this Act
2.	Section 11	Appointed Dog Control Officer
3.	Section 14	Power of Entry
4.	Section 15	Power of dog control officer to feed and shelter dogs
5.	Section 19, 19A	Power to request information

Dog Control Officers

8. Council's powers and functions of an dog control officer under section 11 of the Dog Control Act 1996, and regulations made thereunder, are appointed to:

S/N	Position
1.	Chief Executive
2.	Manager Regulatory Services
3.	Senior Animal Control Officer
4.	Animal Control Officer / Cadet
5.	Licensing Inspector
6.	Contracted Animal Control Officers

**REGISTER OF POWERS DELEGATED BY THE TARARUA DISTRICT
COUNCIL UNDER THE IMPOUNDING ACT 1955**

13 December 2016

DELEGATIONS TO COUNCIL OFFICERS

Chief Executive

1. The Chief Executive has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Chief Executive. The Chief Executive may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise any powers granted to the Council in regard to the Impounding Act 1955, and regulations made thereunder, and authorise prosecutions where appropriate, subject to the following limitations:

S/N	Reference	Description
1.	Section 14	Excepting the power to set pound fees.

Manager Regulatory Services

2. The Manager Regulatory Services has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Manager Regulatory Services. The Manager Regulatory Services may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 8, 10	Power to appoint, remove or suspend Pound-keeper

Senior Animal Control Officer

3. The Senior Animal Control Officer has delegated authority:
 - .1 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	General	Power to perform the duties of a Pound-keeper
2.	Section 13	Power to keep records required to be kept by a local authority

Animal Control Officer / Cadet

4. The Animal Control Officer has delegated authority:
- .1 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	General	Power to perform the duties of a Pound-keeper
2.	Section 13	Power to keep records required to be kept by a local authority

Licensing Inspector

5. The Licensing Inspector has delegated authority:
- .1 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	General	Power to perform the duties of a Pound-keeper
2.	Section 13	Power to keep records required to be kept by a local authority

Regulatory Support Officer

6. The Regulatory Support Officer has delegated authority:
- .1 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 13	Power to keep records required to be kept by a local authority

Contracted Animal Control Officers

7. Contracted Animal Control Officers have delegated authority:

- .1 To exercise the Council's functions, powers and duties in regard to the Impounding Act 1955, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	General	Power to perform the duties of a Pound-keeper
2.	Section 13	Power to keep records required to be kept by a local authority

REGISTER OF POWERS DELEGATED BY THE TARARUA DISTRICT COUNCIL UNDER THE BUILDING ACT 2004 (BA 2004)

13 December 2016

DELEGATIONS TO COUNCIL OFFICERS

Chief Executive

1. The Chief Executive has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Chief Executive. The Chief Executive may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise all functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, and authorise prosecutions where appropriate, subject to the following limitations:

S/N	Reference	Description
1.	Section 131, 132	Excepting the power to adopt or review the Council's policy on dangerous, earthquake prone and insanitary buildings
2.	Section 213	Excepting the power to make arrangements to transfer functions to another building authority
3.	Section 233, 234, 235, 236	Excepting the power to transfer functions, duties or powers of a territorial authority to another territorial authority

Manager Regulatory Services

2. The Manager Regulatory Services has delegated authority:
 - .1 To exercise all functions, duties and powers granted to any officer who reports, directly or indirectly, to the Manager Regulatory Services. The Manager Regulatory Services may also temporarily curtail any authority delegated to any such officer or apply any term of condition to its use.
 - .2 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 34	Power to issue a project information memorandum
2.	Section 37	Power to issue certificate if resource consent required
3.	Section 38, 39, 46	Power to advise network utility operators and Heritage New Zealand and give notice to NZ Fire Service Commission
4.	Section 48	Power to request further information and suspend processing until that information is received
5.	Section 48, 49, 50, 51	Power to process and determine applications for building consent
6.	Section 52	Power to extend the lapse date of a building consent
7.	Section 59	Power to pay building consent levy
8.	Section 62	Power to recover unpaid levies
9.	Section 67, 67A, 68	Power to grant waivers or modifications of the Building Code
10.	Section 71, 72, 73	Power in respect to building on land subject to natural hazards
11.	Section 74	Power to remove Section 73 Notices
12.	Section 75, 76, 77	Power in respect of buildings over boundaries
13.	Section 83	Power to remove entry under Section 78
14.	Section 90	Power to inspect building work
15.	Section 91, 92, 93, 94, 95, 95A	Power to process and determine code compliance certificates
16.	Section 96, 98, 99, 99AA, 99A	Power to process and determine certificates of acceptance
17.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness.
18.	Section 112, 113, 114, 115, 116, 116A	Power in respect to alterations to buildings and changes of use
19.	Section 121, 121A, 122, 123, 124	Power in relation to dangerous, affected, earthquake-prone or insanitary buildings
20.	Section 123	Power to determine that a building is insanitary
21.	Section 126	Power to apply for Order to carry out building work
22.	Section 129, 130	Power to take measures to avoid immediate danger or to fix insanitary conditions
23.	Section 162D	Power in relation to inspections and certificates (residential pools)
24.	Section 164, 167	Power in relation to notices to fix building work
25.	Section 177, 180	Power to apply to apply for a determination
26.	Section 215	Power to apply for accreditation

27.	Section 219	Power to impose a fee or charge
28.	Section 220, 221	Power to seek a Court order to carry out building work on default and recover costs.
29.	Section 222	Authorised Officer
30.	Section 281C	Power in relation to refunds or waivers of fees and charges.
31.	Section 363A	Power to process and determine public use of premises certificates
32.	Section 371B	Authorised enforcement officer
33.	Section 372	Power to issue infringement notices
34.	Section 377	Power to lay an information for prosecution
35.	Section 381	Power to apply for an injunction
36.	Schedule 1	Power to exempt building work from needing to obtain building consent

Team Leader Building Services

3. The Team Leader Building Services has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 34	Power to issue a project information memorandum
2.	Section 37	Power to issue certificate if resource consent required
3.	Section 38, 39, 46	Power to advise network utility operators and Heritage New Zealand and give notice to NZ Fire Service Commission
4.	Section 48	Power to request further information and suspend processing until that information is received
5.	Section 48, 49, 50, 51	Power to process and determine applications for building consent
6.	Section 52	Power to extend the lapse date of a building consent
7.	Section 59	Power to pay building consent levy
8.	Section 62	Power to recover unpaid levies
9.	Section 67, 67A, 68	Power to grant waivers or modifications of the Building Code
10.	Section 71, 72, 73	Power in respect to building on land subject to natural hazards
11.	Section 74	Power to remove Section 73 Notices
12.	Section 75, 76, 77	Power in respect of buildings over boundaries

13.	Section 83	Power to remove entry under Section 78
14.	Section 90	Power to inspect building work
15.	Section 91, 92, 93, 94, 95, 95A	Power to process and determine code compliance certificates
16.	Section 96, 98, 99, 99AA, 99A	Power to process and determine certificates of acceptance
17.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness.
18.	Section 112, 113, 114, 115, 116, 116A	Power in respect to alterations to buildings and changes of use
19.	Section 121, 121A, 122, 123, 124	Power in relation to dangerous, affected, earthquake-prone or insanitary buildings
20.	Section 129, 130	Power to take measures to avoid immediate danger or to fix insanitary conditions
21.	Section 162D	Power in relation to inspections and certificates (residential pools)
22.	Section 164, 167	Power in relation to notices to fix building work
23.	Section 177, 180	Power to apply to apply for a determination
24.	Section 215	Power to apply for accreditation
25.	Section 219	Power to impose a fee or charge
26.	Section 221	Power to recover costs when carrying out building work on default
27.	Section 222	Authorised Officer
28.	Section 281C	Power in relation to refunds or waivers of fees and charges.
29.	Section 363A	Power to process and determine public use of premises certificates
30.	Section 371B	Authorised enforcement officer
31.	Section 372	Power to issue infringement notices
32.	Section 377	Power to lay an information for prosecution
33.	Section 381	Power to apply for an injunction
34.	Schedule 1	Power to exempt building work from needing to obtain building consent

Building Officer

4. The Building Officer has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 34	Power to issue a project information memorandum
2.	Section 38, 39, 46	Power to advise network utility operators and Heritage New Zealand and give notice to NZ Fire Service Commission
3.	Section 48	Power to request further information and suspend processing until that information is received
4.	Section 48, 49, 50, 51	Power to process and determine applications for building consent
5.	Section 59	Power to pay building consent levy
6.	Section 62	Power to recover unpaid levies
7.	Section 67, 67A, 68	Power to grant waivers or modifications of the Building Code
8.	Section 71, 72, 73	Power in respect to building on land subject to natural hazards
9.	Section 74	Power to remove Section 73 Notices
10.	Section 75, 76, 77	Power in respect of buildings over boundaries
11.	Section 90	Power to inspect building work
12.	Section 91, 92, 93, 94, 95, 95A	Power to process and determine code compliance certificates
13.	Section 96, 98, 99, 99AA, 99A	Power to process and determine certificates of acceptance
14.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness
15.	Section 112, 113, 114, 115, 116, 116A	Power in respect to alterations to buildings and changes of use
16.	Section 121, 121A, 122, 123, 124	Power in relation to dangerous, affected, earthquake-prone or insanitary buildings
17.	Section 129, 130	Power to take measures to avoid immediate danger or to fix insanitary conditions
18.	Section 162D	Power in relation to inspections and certificates (residential pools)
19.	Section 164, 167	Power in relation to notices to fix building work
20.	Section 177, 180	Power to apply to apply for a determination
21.	Section 215	Power to apply for accreditation
22.	Section 219	Power to impose a fee or charge
23.	Section 222	Authorised Officer
24.	Section 363A	Power to process and determine public use of premises certificates

25.	Section 371B	Authorised Enforcement Officer
26.	Section 372	Power to issue infringement notices
27.	Schedule 1	Power to exempt building work from needing to obtain building consent

Environmental Health Officer

5. The Environmental Health Officer has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness, in consultation with the Team Leader Building Services.
2.	Section 123, 124	Power in relation to insanitary buildings
3.	Section 162D	Power in relation to inspections and certificates (residential pools)
4.	Section 164, 167	Power in relation to notices to fix building work (residential pools)
5.	Section 219	Power to impose a fee or charge
6.	Section 222	Authorised Officer (residential pools)
7.	Section 371B	Authorised Enforcement Officer
8.	Section 372	Power to issue infringement notices

General Inspector

6. The General Inspector has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness, in consultation with the Team Leader Building Services.
2.	Section 162D	Power in relation to inspections and certificates (residential pools)
3.	Section 164, 167	Power in relation to notices to fix building work (residential pools)

4.	Section 219	Power to impose a fee or charge
5.	Section 222	Authorised Officer (residential pools)
6.	Section 371B	Authorised Enforcement Officer
7.	Section 372	Power to issue infringement notices

Licensing Inspector

7. The Licensing Inspector has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 102, 104, 106, 107, 109, 111	Power in respect of compliance schedules and building warrants of fitness, in consultation with the Team Leader Building Services.
2.	Section 162D	Power in relation to inspections and certificates (residential pools).
3.	Section 164, 167	Power in relation to notices to fix building work (residential pools)
4.	Section 219	Power to impose a fee or charge
5.	Section 222	Authorised Officer (residential pools)
6.	Section 371B	Authorised Enforcement Officer
7.	Section 372	Power to issue infringement notices

Planner

8. The Planner has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 71, 72, 73, 74	Power to prepare and lodge notices in respect to building on land subject to natural hazards
3.	Section 75, 76, 77, 83	Power to prepare and lodge certificates in respect of buildings over boundaries

Regulatory Support Administrator

9. The Regulatory Support Administrator has delegated authority:

- .1 To exercise the functions, duties and powers granted to the Council as a Territorial Authority and Building Consent Authority in regard to the Building Act 2004, and regulations made thereunder, in relation to:

S/N	Reference	Description
1.	Section 71, 72, 73, 74	Power to prepare and lodge notices in respect to building on land subject to natural hazards
3.	Section 75, 76, 77, 83	Power to prepare and lodge certificates in respect of buildings over boundaries

Authorised Officers and Enforcement Officers

10. Council's functions, duties and powers of an authorised officer under section 222 and of an enforcement officer under section 371B of the Building Act 2004, and regulations made thereunder, are delegated to:

S/N	Position
1.	Chief Executive
2.	Manager Regulatory Services
3.	Team Leader Building Services
4.	Building Officer
5.	Environmental Health Officer
6.	General Inspector
7.	Licensing Inspector

Report

Date : 6 December 2016

To : Mayor and Councillors
Tararua District Council

From : Clayton Locke
Liquor Licensing Officer

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

Item No : **10.2**

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
401.2007.00003198.001	Woodville Bowling Club	Mr M J Hickey	01 Nov 2016	06 Aug 2017
401.2007.00003197.001	Tararua Club	Mrs C A Treder	29 Sep 2016	06 Aug 2019
401.2007.00002791.001	The Barrelhouse	Mrs C A Charlton	29 Sep 2016	13 Sep 2019
401.2007.00002792.001	Barrelhouse	Mr M R Charlton	29 Sep 2016	13 Sep 2019

401.2015.00005160.001	Makuri Country Club	Mr A C Poulton	19 Sep 2016	14 Sep 2019
401.2015.00005152.001	Dannevirke New World	Mr J P Molloy	10 Oct 2016	14 Sep 2019
401.2015.00005158.001	Pongaroa Hotel	Ms A M Hill	29 Sep 2016	14 Sep 2019
401.2007.00002899.001	Masonic Hotel	Mrs J A MacFarlane	10 Oct 2016	25 Sep 2019
401.2007.00003342.001	Pahiatua New World	Mrs T M Garrett	10 Oct 2016	07 Oct 2019
401.2007.00003473.001	Bush Sports Park	Mr B J Archibald	10 Oct 2016	25 Oct 2019
401.2007.00003532.001	Pahiatua New World	Mrs J Timmins	10 Oct 2016	25 Oct 2019
401.2007.00003551.001	Settlers Arms Tavern	Mr R I Boyce	10 Oct 2016	25 Oct 2019

3. Renewal of On, Off and Club Licences

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

On Licence - Renewal On Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2015.00005437.001	Red Chillies	Nepnz Ltd	15 Sep 2015	15 Sep 2019
400.2007.00004098.001	The Barrelhouse	Brighton Co Ltd	28 Sep 2009	28 Sep 2019
400.2015.00005453.001	Eketahuna Inn	Mr M R Shale	07 Oct 2015	07 Oct 2019
Off Licence - Renewal of Off Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2007.00002194.001	Bottle-O Dannevirke	Brighton Co Ltd	28 Sep 2000	28 Sep 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 Certificate.
- 4.2 Reports have been obtained from the Police and the Liquor Licensing Inspector, neither of whom have raised any matters in opposition to the application.
- 4.3 In such a situation, Section 223 requires the Agency to issue the certificate for a period of one year.

Managers Certificate - New Manager Certificate				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
401.2016.00005187.001	Tui HQ	Mrs V A Davidson	01 Sep 2016	01 Sep 2017
401.2016.00005188.001	Eketahuna Inn	Mr J J Armstrong	01 Sep 2016	01 Sep 2017
401.2016.00005191.001	Mangatera Hotel	Mr A A Arts	28 Sep 2016	28 Sep 2017
401.2016.00005192.001	Woodville Bowling Club	Mr L H Webster	29 Sep 2016	29 Sep 2017
401.2016.00005196.001	Saigon Restaurant and Cafe	Mr B C Van	21 Oct 2016	21 Oct 2017
401.2016.00005190.001	Merrylees Hotel	Miss T A Puki	21 Oct 2016	21 Oct 2017
401.2016.00005189.001	Dannevirke Four Square	Miss N M Lilo	09 Nov 2016	09 Nov 2017

5. New On, Off and Club Licences

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

Club Licence - New Club Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005524.001	Pahiatua Bowling Club	Pahiatua Bowling Club	11 Oct 2016	11 Oct 2017

6. Special Licences

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

Special Licence - Special Licence				
License / Cert No	Premises	Applicant	Issue Date	Expiry Date
400.2016.00005528.001	Ernie Massie Hall - Dannevirke Sports Club	Irie Nation Events Ltd	02 Sep 2016	16 Sep 2016
400.2016.00005531.001	Stadium Pahiatua	Bush Multisports Trust	04 Oct 2016	08 Oct 2016
400.2016.00005532.001	Regent Movie Theatre	Bush Rock N Roll Club	10 Oct 2016	14 Oct 2016
400.2016.00005533.001	Stadium Pahiatua	McGriggs Ltd	10 Oct 2016	14 Oct 2016
400.2016.00005535.001	A&P Showgrounds Woolshed	Ms E Newborn	10 Oct 2016	21 Oct 2016
400.2016.00005527.001	Dannevirke Theatre Company	Dannevirke Theatre Company Inc.	09 Sep 2016	05 Nov 2016
400.2016.00005536.001	Namoi Farm	Ms E Newborn	10 Oct 2016	12 Nov 2016
400.2016.00005540.001	Tararua Club	Tararua Club Inc.	08 Nov 2016	17 Nov 2016
400.2016.00005534.001	Dannevirke Tennis Club	Dannevirke Tennis Club	10 Oct 2016	15 Dec 2016

- 6.5 Under Section 22 of the Sale and Supply of Alcohol Act 2012, the applications for special licences are approved subject to the following condition:
- At all times when liquor is available for sale, a reasonable range of non-alcoholic refreshments and food is to be available for consumption on the premises at all times while liquor is being sold.

7. Temporary Authority

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

No Temporary Authority Applications have been received

8. Recommendation

- 8.1 *That the report from the Liquor Licensing Officer dated 6 December 2016 concerning Liquor Licensing Matters Determined Under Delegated Authority (as circulated) be received and noted.*

Attachments

Nil.

Report

Date : 6 December 2016

To : Mayor and Councillors
Tararua District Council

From : Richard Taylor
Governance Manager

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

Item No : **10.3**

1. Reason for the Report

- 1.1 The Horizons Regional Council's Triennial Agreement between the local authorities of the region is presented to the Council for its acceptance.
- 1.2 The Council is required to sign this document along with the other councils in the Manawatu-Wanganui Region.

2. Background

- 2.1 Section 15 of the Local Government Act 2002 requires all local authorities within the Manawatu-Wanganui Region to enter into an agreement to establish the protocols for communication and coordination between the local authorities.
- 2.2 That agreement is effective from 1 March 2017 until it either is amended by the agreement of all parties, or is renewed following the 2019 local authority elections and before 1 March 2020.
- 2.3 A copy of the proposed document is attached to this report, and it follows the format of previous Triennial Agreements with any proposed updates representing changes detailed in blue.
- 2.4 These changes reflect the current situation with regional cooperation and requirements of the Resource Management Act in relation to regional policy and plans.

3. Significance Assessment

- 3.1 The matter of endorsing the Triennial Agreement is not considered to be significant with regard to the Council's policy on significance and engagement.
- 3.2 It involves making a decision on a statutory document to provide the basis that the region's councils will work together in good faith for the good governance of their communities and the region.

4. Consultation

- 4.1 The acceptance of the document requires each council's Mayor within the region to sign the Triennial Agreement.
- 4.2 As such, it has been circulated to each of the respective councils involved for their approval.

5. Conclusion

- 5.1 It is recommended that the Council accept the Triennial Agreement as circulated with this report.

6. Recommendation

- 6.1 ***That the report from the Governance Manager dated 6 December 2016 concerning the Triennial Agreement for the Manawatu-Wanganui Region (as circulated) be received, and***
- 6.2 ***That the Mayor is authorised to sign this document on the Council's behalf to confirm its acceptance of the Triennial Agreement dated December 2016.***

Attachments

- 1. Triennial Agreement for the Manawatu-Wanganui Region



Triennial Agreement for the Manawatu-Wanganui Region

December 2016

MANAWATU-WANGANUI REGION

TRIENNIAL AGREEMENT

PURPOSE

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

The Agreement is effective from 1 March 2017 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020.

PARTIES

The signatories to this agreement are:

Principal Signatories:

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

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

Non-primary Signatories:

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

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

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

AGREEMENT

A. General

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

Signatories to this Agreement recognise that:

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

B. Communication and Coordination

Signatories to this agreement will:

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

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

C. Regional Co-operation

1. The parties note that there is value, in the appropriate circumstances, in working together to take a regional approach to issues and opportunities of mutual benefit.
2. In this triennium the parties note that areas of regional focus include developing regional growth and prosperity (e.g. through Accelerate25) and identifying regionally significant facilities (e.g. sports and recreation facilities).
3. Other areas of regional focus may arise during the triennium and will be considered by mutual agreement.
4. The parties are committed to ongoing and open discussions about how they best work together to develop opportunities that are regionally as well as locally significant.

D. Proposals for New Regional Council Activities

1. New Activities

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

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

2. Significant New Activities proposed by Horizons Regional Council

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

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

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

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

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

E. Form

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

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

4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs' meeting scheduled during or about September each year.

F. Agreement to Review

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

G. Consultation in Relation to RMA Policy and Plans

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, Regional Policy Statement, regional plan or district plan by a local authority in the Region:

1. The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the Regional Policy Statement, or regional or district plan.
2. For the Regional Policy Statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
3. The territorial authority responsible for the preparation of a district plan, plan change or variation, will make the draft version available to the Regional Council for discussion and development.
4. The responsible local authority will ensure that at least 20 working days is available to consider and respond to any proposal.
5. The parties to this agreement acknowledge their obligation to act in accordance with the principles of consultation set out in Section 82 LGA.

H. Resolving Disagreement

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

I. Servicing

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

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

J. Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14e, 15 and 16 of the Local Government Act 2002, and [Schedule 1 Clause 3A\(1\) of the Resource Management Act 1991](#).

Section 15 of the Local Government Act 2002 requires that:

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

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

Section 14(e)

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

Section 16 – (summarised)

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

Schedule 1 Clause 3A(1) of the Resource Management Act 1991 requires that:

A triennial agreement entered into under section 15(1) of the Local Government Act 2002 must include an agreement on the consultation process to be used by the affected local authorities in the course of—

- (a) preparing a proposed policy statement or a variation to a proposed policy statement; and
- (b) preparing a change to a policy statement; and
- (c) reviewing a policy statement.

AUTHORITY

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

Council		Signature
Horizons Regional Council	Bruce Gordon Chairperson	_____ Date:
Horowhenua District Council	Michael Feyen Mayor	_____ Date:
Manawatu District Council	Helen Worboys Mayor	_____ Date:
Palmerston North City Council	Grant Smith Mayor	_____ Date:
Rangitikei District Council	Andy Watson Mayor	_____ Date:
Ruapehu District Council	Don Cameron Mayor	_____ Date:
Stratford District Council	Neil Volzke Mayor	_____ Date:
Tararua District Council	Tracey Collis Mayor	_____ Date:
Taupo District Council	David Trewavas Mayor	_____ Date:
Waitomo District Council	Brian Hanna Mayor	_____ Date:
Whanganui District Council	Hamish McDouall Mayor	_____ Date:

APPENDIX ONE

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

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

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

APPENDIX TWO

Collaboration and Co-operation for Regional Economic Development

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

This Appendix is a demonstration of the Councils' shared vision which is

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

The agreement

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

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

Works proposed this triennium

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

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Lead Team. (The Lead Team would likely consist of; 2 Mayors/ Chairs, 2 iwi representatives, 2 business representatives, 1 Central Government representative and 1 Chair who holds a non-voting position)
- Engaging both governance and staff in project teams that will be charged with identifying and implementing actions arising from the Regional Growth Study.
- Working with iwi and business leaders to aid implementation of the Regional Growth Study.

Report

Date : 6 December 2016
To : Mayor and Councillors
Tararua District Council
From : Blair King
Chief Executive
Subject : **Staff Report - 13 December 2016**
Item No : **10.4**

1. Reason for the Report

This report is to update Councillors on key projects and items of interest for the period from 1 November 2016 to 7 December 2016.

Key Points

2. Council Tradeshow as part of Councillor Induction and LGNZ Review

The Tradeshow on November 4 involving Councillors, Community Board members and new staff was successful, and built on the Councillor only day recommended as part of the LGNZ Good Governance Review. Good media support was obtained, and it is likely we will run one of these for the public as part of the Annual Plan community engagement.

3. Procurement Policy and Merits of a “Buy Local” Clause

During the Tradeshow on November 4, questions were asked on how staff could do more to support local business during procurement of services. Council’s procurement policy sets out the price levels at which certain tendering processes must be undertaken, that balances the risks relating to the activity being procured against the process costs of tendering or negotiation, and reducing red tape. To help local suppliers ensure they meet the mandatory requirements such as for Workplace Safety procedures, we have held two briefing sessions, and those contractors who completed the documents required are now shown as pre-qualified.

Councils vary across the country as to whether they include a specific Buy Local Clause – which effectively is the premium that Council wishes to pay to use a local supplier rather than one seen as external. Analysis of one Council’s premium shows Councillors were willing to pay up to 1% more, which is expected when Section 10 of the Local Government Act 2002 requires -

10 Purpose of local government

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is **most cost-effective** for households and businesses.

(2) In this Act, **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

4. First Meeting of Works Liaison Committee

On 5 December 2016, Councillors were invited to site visits to three of the District’s Water Headworks, prior to the first meeting of the Works Liaison Committee. At this meeting, Councillors appointed Jim Crispin as their Chairman, and discussions were held with staff on issues ranging from:

- The background to the gifting of land relating to construction of the Akitio Community Hall
- Project status and options for the Woodville Impounded Supply
- Issues relating to ground water inundation in three residential sections and the sealed road in upper McLean Street, Woodville
- Status of easements relating to Water Headworks assets
- Landowner requests for Council to contribute to stream crossings that may benefit both Council and the landowner if agreement on cost-shares can be reached

5. Sealing of Documents

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

- Memorandum of lease for Woodville Association Football Club
- Tenant contribution flat tenancy agreement for 13D Tennyson Street, Dannevirke - E N Eagle

6. South Tararua Ward Extraordinary Vacancy

Resulting from the 2016 triennial election there is currently an extraordinary vacancy for a South Tararua ward councillor. Nominations to fill this position are currently open, with the closing date being 22 December 2016.

If an election for the above is required, then the delivery of voting papers will occur in the period from 26 to 31 January 2017, with the election held on 17 February 2017 closing at 12 noon and the preliminary results announced on that day.

The declaration and public notice of the results will follow by the end of February, and the newly elected councillor can then make their member's declaration and commence the term of office.

Human Resources

7. Staff Changes

Janice Perry – Fixed Term Revenue Assistant

Janice has joined Council for a fixed term period of 12 months as a part of the Revenue Team. Janice is assisting with the day-to-day administration of rates rebate applications, property sales, direct debits, customer enquiries, rates refunds and rates penalties. This will enable the team to focus on delivery of the contiguous property amalgamations and similar rate projects imposed by central government. Congratulations and a warm welcome to Janice.

Claire Mills – Eketahuna Customer Services Librarian

With the retirement and departure of Janice Percy from the Eketahuna Library in October, we welcome Claire Mills to the team. Claire, a local to Eketahuna, commenced training at the Dannevirke Library and Service Centre on 7 November and is set to go solo at the Eketahuna library this week. Congratulations and a warm welcome to Claire.

Kathy Dever-Tod – Assets Group Manager

Kathy's last day with Council was 22 November 2016 following a decision to reallocate that budget from management into external project and asset planning functions. A farewell morning tea was provided to thank Kathy for her valuable contribution to Council during her 5 years with us. Kathy will be missed and we wish her well for her next journey in life.

Jonathan Francis – Water Reticulation Technician

Jonathan Francis tendered his resignation early November with his last day at Council being 29 November 2016. Jonathan was recruited from Infracon in 2014 as part of an internal "Water Maintenance Team" and was posted to the Alliance in February 2016. We have appreciated his hard work, support and local knowledge over the last two years especially with the transition from Infracon. We wish him all the best for the future.

Andrew Sargent – Fixed Term Project Accountant

Andrew's fixed term contract ended on 29 November 2016. Andy's input and expertise has been invaluable to the team and wider Council. He will also be remembered for the generosity and kindness he displayed throughout his time with Council. We wish him well with his future role.

Health and Safety

8. Workplace Safety Management Programme (WSMP) Audit

ACC Accreditation has now been confirmed for 8 December 2016, and we are confident we will reach a level of accreditation during this process. Whilst this was initially planned for 3 November, it was deferred to enable staff to focus on preparing material and stands for the Council Trade Fair held on 4 November.

9. Staff Workgroups

In order to spread the work load and ensure business continuity the Health and Safety Committee is in the early stages of considering the option of implementing staff workgroups. This would mean each Health and Safety Representative is assigned a workgroup and the workgroup reports any health and safety concerns, hazards or incidents to their assigned representative. This is currently in proposal stages.

10. Elected Member Health and Safety Induction

Elected Member Induction was undertaken at the Council Trade Fair on the 4 November. This covered off the 6 areas of due diligence.

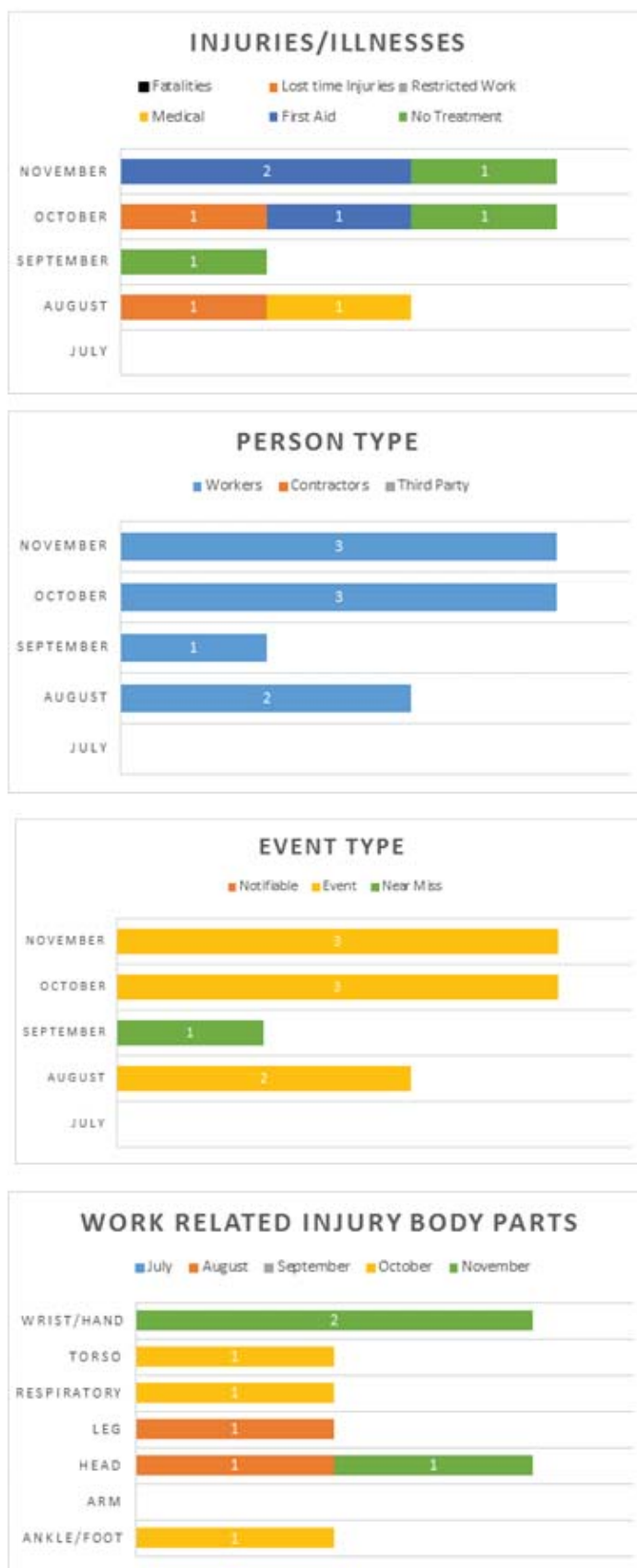
11. Training

Health & Safety Rep Stage one Course has provided Health and Safety Committee Representatives with foundation skills, knowledge and initial support for their role. All staff successfully completed the assessment to gain the NZQA Unit Standards US 20198.	8
Internal Hazard Identification Internal training taken by our Health and Safety Coordinator to help staff understand how to identify hazards and implement industry standard controls	9
Fire Warden Training	24
First Aid Training	24

12. Progress Calendar

Task	Month	Traffic Light	Comment
Committee meetings	Monthly		On going
Report to CE	Monthly		On going
Update to incident, hazard & near miss reporting forms	May		New forms implemented and being used by staff.
Pre-Approved Suppliers Meeting with Contractors	June		Pre-approved suppliers list underway
Electronic Incident Reporting review	July		Completed
Electronic Hazard Reporting review	July		On hold due to system change. Advised to use Civica Authority not Sharepoint
Electrical Checking	August		Completed
First aid kit checks	September		Completed
Health and Safety Manual Review Completion	October		At final review stage anticipate completed prior to 8 December
Hazard audits of water & wastewater sites	November		Site audits complete—still to finalise report and action points
First Aid Training	November		Completed 10 & 11 November
Fire extinguisher checks	November		Completed
Fire warden training	November		Booked in for 15 & 16 November
Trial Evacuation—Dannevirke Admin Building	November		Completed
WSMP external audit	December		
First aid kit checks	December		

13. Incident Investigation (Including Near Miss) and Reporting



Tararua Alliance

14. EXECUTIVE SUMMARY

The construction season is well and truly underway. Despite delays in starting due to spring's consistent rainfall, around half of the pavement and surfacing renewal sites have already been completed.

The local government elections saw changes to Council and a chance to showcase our capabilities and functions to the governance team through Councils inaugural Trade Show. This provided a great opportunity to discuss areas of interest with the new Mayor, Councillors and Community Board members, and to provide insight into what we do, how we do things and what we want to achieve. Discussions were very positive and constructive, with the issues raised already being on our radar. We hope to continue in this vein.



Tararua Alliance stand at the Council Trade Show

We have had some staffing changes since the last report, with Johnny Francis resigning from our utilities team. His replacement is currently being sought. A new member to the team is Daniel Erard who has taken on the Urban Supervisor role. His hard working and positive attitude has enabled him to settle into the team well and hit the ground running. We have also recently signed on a new Civil Engineering Cadet, current Dannevirke High School Deputy Head Boy Shaun Newell, who will join us in the New Year.

The two articles printed in recent local media has been hugely encouraging; with the Bush Telegraph reporting on some of the Tararua Alliance's activities following the Council Trade Show, and the Talking Tararua article highlighting some of the work being done with local high school students.

We continue to focus on advancing Council's asset management capabilities, predominantly through improving the accuracy of asset information. Solid progress has been made with the validation of the underground water, waste water and storm water assets, which will feed into future planning, and improvements are constantly being made to the roading asset inventory. The Office of the Auditor General is preparing a case study to highlight to other councils the good work TDC is doing in this space, and Tararua Alliance staff were heavily involved with their interviews for this.

As always, safety is our number one priority. The changing season, heading towards summer, is generally the worst time of the year across the industry for work place accidents. We recently held a Change of Season Tool Box meeting for all staff to mitigate this. As well as being a good team building exercise, it served as a reminder to staff to be sensible and vigilant at all times to ensure their own safety, and the safety of those around them, for both the workplace and at home.

Roads

15. Maintenance

Pre-reseal repairs for this year's resurfacing sites and safety related faults have been the focus of maintenance programmes completed over the past few months. The pre-reseal repairs have now been completed and our focus shifts slightly to ensuring the network is at an appropriate standard in the lead up to the holiday period.

We plan to prioritise preventive maintenance activities in the New Year, with the aim of improving the pavements waterproofness and reduce ongoing pavement and surfacing maintenance needs. This includes repairs such as crack sealing, surface water channel clearing, culvert clearing and high lip removal.

Positive feedback continues to be received regarding the condition of our unsealed roads, although some justifiable concerns have been raised on watertabling and sightlines on the lower volume roads. This feedback is reflected in the significant drop on weekly service requests since the Alliance Agreement started, which runs contrary to the amount being spent on this now compared to historical levels. Part of this is attributed to changes in metal sources, using initiatives such as the grader teeth and towing a roller, that help correct the road's shape.

All of our bridges were checked following the South Island's 7.8 magnitude earthquake with no significant damage to roading assets identified. A tomo has since appeared on Short Road near Mangatainoka, causing the road to be temporarily closed. This has since been repaired and it is unknown whether the fault was a result of the quake (or its many aftershocks).



Small tomo in Short Road (now repaired)

A condition assessment of the footpaths is underway, with Dannevirke already completed. Once finalised, maintenance and renewal programmes will be developed for physical completion by the end of the year.

We continue to focus on identifying and implementing improvements with regards to how maintenance activities are completed – from initial identification of network faults to final task sign-off following physical works completion. We will be implementing some slight changes to our maintenance programming process early in the New Year.

Work is programmed for the month of August around the district to complete sign maintenance installation, minor pavement repairs and drainage repairs. The change in weather condition has increased the demand on our crews, to deal with issues such as slips, fallen trees and minor dropouts. The increased rainfall also resulted in a larger number of potholes on the network.

16. Renewals

The 2016/17 construction season is upon us and pavement and surfacing renewals are well underway, despite initial delays due to consistent rainfall. Our pavement rehabilitation programme is as follows:

Road Name	Location	Planned Start	Planned Finish	Current Status
Maunga Road	2160-2340m	September 2016	December 2016	Underway
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	Underway
Pukemiku Road	0-145m	January 2017	January 2017	Not yet started
Weber Road	19684-19929m	January 2017	March 2017	Complete
Weber Road	15000-15560	January 2017	March 2017	Not yet started
Weber Road	30255-30884m	January 2017	March 2017	Not yet started
Totaramoa Road	2600-4050m	January 2017	March 2017	Not yet started
Carlson Street	186-300m	March 2017	April 2017	Not yet started

Planning focus has moved to renewal sites in 2017/18 and beyond. The 2017/18 resurfacing programme is predominantly confirmed and some pre-reseal repairs have already been completed to accommodate this. We are developing a long term forward works programme for pavement and surfacing renewals, with a full network drive-over planned for the first quarter of 2017.

The location, timing and type of renewal treatment are based on a combination of factors, including condition, texture, road classification, traffic volumes, and current and future demand. Ongoing improvements to Council's asset information, which the Alliance is progressing, will enable more effective and efficient investment decision making to be made in this space.

Projects

17. Eketahuna Main Street Upgrade

The Eketahuna Main Street Upgrade is largely completed, with sculptures and lighting installed at Memorial Hall and the last of the concrete poured. An official opening was held on 10 November and, although the weather was not good, feedback regarding the completed work was very positive. Minor landscaping and finishing the asphalt footpath is to be completed by the end of the year. The proposed design for the Bridge Street intersection has been completed and is awaiting Community Board representative approval before physical works are completed.

18. Saddle Road

Work on the Saddle Road continues and our team is busy surveying and preparing designs for the final stages. Construction of the retaining wall at Site 4 has commenced following delays due to the availability of materials.

19. Route 52

We are aware that Route 52, between Weber and Wimbledon, is currently in poor condition and acknowledge the concerns raised at the recent Council Trade Show. The road is subject to a range of issues and unfortunately it is not a quick or cheap fix.

- The geology of the area is such that land movement is frequent and very difficult to predict or prevent. Continuously treating road failures due to land subsidence on a reactive basis is expensive, temporary and unsustainable. We have consultants currently carrying out a geotechnical assessment of the area to locate the 'hot-spots' and assess where we may be able to improve the road's stability.
- The increase in heavy vehicles (predominantly logging trucks) and their total legal weight using the road has rapidly increased deterioration of the pavement. We cannot change the vehicles using the road, but can design and build to accommodate it as the pavement is renewed over time.
- The narrow road width and insufficiently supported road shoulder is causing failures on the outer edges. This is compounded by the increase in heavier vehicles having to remain on their side of the centre-line. We plan to widen the road slightly, where possible, as it is renewed over time to accommodate the heavy vehicles and to improve general motorist safety.
- The roadside drainage is inadequate in areas or has failed due to tree route intrusion, resulting in water staying in the pavement and causing it to fail prematurely. We are assessing existing drainage assets and will improve these over time where issues are identified. Maintenance has recently been completed and we plan to continue this in the New Year.

- We are about to begin harvesting trees within the road reserve, where they will not affect road stability, with any revenue from the harvesting offsetting the cost of felling.

We want to deliver cost effective, long term solutions, rather than continuously throwing money at temporary fixes. Route 52 will be specifically identified in the 2018-21 Roding Activity Management Plan and NZ Transport Agency funding request.

In the meantime, we have focused the December maintenance programme on the route Dannevirke and Akitio/Herbertville to ensure it is safe for motorists travelling over the holiday period, and have increased our routine patrol to at least once per week.

20. One Network Road Classification (ONRC)

The next regional Road Efficiency Group Workshop will be held in early December with plenty to do before then. We have assessed the Tararua roading network against the ONRC measures and council's within our peer group. We are comparable to our peer group except for our safety statistics, which are trending upwards (over the past 10 years) and paint quite a sad story. More information is required before we can invest in this and we plan to analyse the data to understand any common themes with regards to crash location, cause and/or factors.

21. Emergency Works

Site surveys and geotechnical investigations are being carried out on some of the complex flood damage sites. Physical works is planned to be undertaken following completion of the pavement rehabilitation sites.

We have liaised with Iwi regarding the Akitio Sea Wall and Waitahora Road sites and no significant issues have been raised.

3-Waters

22. Maintenance

Inspections of the waste water and storm water pipe network continues with the CCTV camera. Recent efforts have been concentrated on the storm water network, due to the lack of existing data and the need to align information with the storm water modelling currently being completed by Opus.

The jet unit has been used on both reactive and planned maintenance activities. Having a jetting unit available locally has enabled us to respond quicker to wastewater blockages, minimising waste water overflow and the resulting public health risk.

23. Renewals

We are currently working on a waste water main renewal in Cadman Street, between Queen Street and Carlyle Street, in Dannevirke. It is a 150mm diameter concrete main in poor condition and the pipe burster is being utilised to reduce the amount of trenching required, minimising costs.

The next programmed waste water pipe renewal to be completed is in Tennyson St Dannevirke.



Pipe burster in action in Cadman Street

Stage 1 and 2 of the Sedcole Street (Pahiatua) watermain replacement has been completed. This work involved replacing the old 80mm cast iron watermain with 100mm PVC-O from the Kiwi Street intersection through to George Street.



Tui Street Renewal

The Tui Street (Pahiatua) waste water pipe renewal has also been completed. This included the installation of approximately 160m of new pipe, between Albert Street and Main Street.

The asset inventory validation is progressing well, with many assets identified as previously being missing. Based on the increasing accuracy of the asset inventory and condition information, we expect there to be an increase in pipe renewal need over the next 10+ years. Development of a draft asset classification framework is also being progressed which will enable us to prioritise renewal programmes more effectively, incorporating the condition and overall criticality of the asset into a risk based approach.

Projects

24. Storm Water Model

Opus has delivered a draft report for the storm water modelling project on 4 November. We have since supplied feedback on aspects of the report, mainly regarding the key objectives outlined in the initial project brief and letter of engagement, and are awaiting the final report. We raised concerns over the extensive GIS work, done as part of the project to create the model, being unavailable to Council. Flood maps and areas of focus will now be included in the final report for use in guiding data improvement actions.

The recommendations of the draft report call for extensive work in asset data validation and updating, amalgamation of roading data with utilities data, installation of rain gauges and surveying of open channels to form a holistic GIS data model, while continuing to record photo evidence of current flooding events. The key recommendation from the report suggests all modelling work should halt until such time as sufficient data improvements have been completed.

25. Woodville Reservoir

The Woodville Reservoir project has hit a few a snags, with only one tender being received with a much higher price than was initially indicated/estimated. We are working through possible options and solutions to provide Council with a recommended strategy moving forward. This will likely include changes to the project scope and timing to complete the project in the most cost effective way for Council.

26. Pahiatua Main Street Upgrade

Planning has begun for the Pahiatua Main Street Upgrade project and we are building an understanding of the existing underground infrastructure. Unfortunately there are significant discrepancies between what the existing asset inventory information is telling us and what we know to actually be on site, so we are assessing possible options to improve this. The condition of the 3-Waters pipes under the road is known to be in average to poor condition. However, we need to understand better the extent of Council assets within the road reserve and what state they are in, and an initial proposal has been submitted by an external supplier to use ground penetrating radar and hydro-excavation to confirm this. Whilst their proposal was impressive regarding the outputs they would deliver, the cost is quite high so we are looking into alternative, more efficient methodologies.

Performance

27. Customer Management

Customer request response times are trending well, with results for September and October of 0.87 and 1.23 days for roading, and 0.49 and 0.88 days for 3-Waters respectively – well within the five day target. Completion rate and feedback scores are also trending well, with 4.78 for September and 4.47 for October – indicating a high to very high level of satisfaction from those who are lodging CRMs.

28. Corridor Access Requests

Over the months of September and October, 120 BeforeUDig requests were lodged, with the increase in numbers largely due to an increase in construction around the area. 48 corridor access requests were received and processed within the same period. There has been a strong focus on contractors updating their traffic management plans to align with the requirements in the new legislation and we are working with them to achieve this.

29. Traffic Management

During the months of September and October, eleven sites were audited, one non Tararua Alliance site was deemed non-compliant. The contractor made the site safe while our auditor was on site.

30. Performance Framework

The Alliance performance framework is now embedded into the Alliance and the majority of the Key Result Areas (KRA) and Key Performance Indicators (KPI) are now being measured. Performance to date is shown below; results for November were unavailable at the time this report was prepared and will be included in our subsequent report.

	KRA	Name	Frequency	Comments	
RESULTS	1. PEOPLE RESULTS	Alliance Team Safety	Monthly	62 SBO's undertaken in August. Goal = 52 per month	!
		Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 1 Environmental incidents 0	!
	2. CUSTOMER RESULTS	Timely Communications	Monthly	100% of all CRMs received were responded to on time for September and October	✓
		Effective Communication	Monthly	Average feedback score was 4.78 out of 5 for the months of September and October	✓
		Minimise Operational Impacts	3 Monthly	Complaints received YTD 0 Compliments received during September and October 3	✓
	3. SOCIETY RESULTS	Compliance with TMP	Monthly	TMP compliance undertaken monthly with results published.	✓
		Zero Harm – Environment	Monthly	Site safety audits results have all been to an acceptable high standard. Work to be carried out in getting more staff to undertake site safety audits.	!

Key Performance Framework Results

31. Non-Financial

Description	Detail	Unit	Sept 2016	Oct-2016
Alliance Team Safety	Medical Treated Injuries (MTI)	No.	1	
	Loss Time Injuries (LTI)	No.		
	First Aid Treatments	No.		
	Near Miss Reports	No.		
	Site Observations	No.	29	33
TMP Compliance Alliance Sites	Total Audit Score	No.	75	79
	Dangerous Sites	No.	0	0
	Sites Scoring Below 30	No.	3	3
	Total No. Sites Audited	No.	4	4
TMP Compliance - Non-Alliance Sites	Total Audit Score	No.	50	18
	Dangerous Sites	No.	1	0
	Sites Scoring Below 30	No.	0	2
	Total No. Sites Audited	No.	1	2
Overall Standard	Total of All Sites Audited		5	6
	Total Non-Compliant Sites		0	6
Effective Communication	Total Number of Customer Surveys	No.	19	18
	Overall Feedback Score	Index	4.78	4.47
	No. Scoring Below 3	No.	0	0
Timely Communication Three Waters	Total Number of Three Waters CRMs Received	No.	59	49
	Average Completion Time	Days	0.49	0.88
	Total Number of CRMs Open	No.	0.00	0.00
	Number completed within target	No	59	49
	% Target	%	100%	100%
	% Carried to following month		0%	0%
	% Completed on Time	%	100%	100%

32. Financial

Description	Detail	Sept-2016	Oct-2016
True Cost of Service Delivery - TCE vs Actual	Monthly Measured Items TCE	\$735,393.97	\$366,336.79
	Monthly Measured Items Actual	\$690,846.30	\$638,162.93
	Monthly Measured Items TCE vs Actual	6.06%	-74.20%
	Monthly Total TCE	\$1,137,731.35	\$786,059.99
	Monthly Total Actual	\$1,094,970.02	\$1,077,413.46
	Monthly TCE vs Actual	4%	-37%
	Cumulative YTD Measured Items TCE	\$1,844,822.86	\$2,211,159.65
	Cumulative YTD Measured Items Actual	\$1,753,289.92	\$2,391,452.85
	Cumulative YTD Measured Items TCE vs Actual	4.96%	-8.15%
	Cumulative YTD TCE	\$3,104,838.58	\$3,890,898.57
	Cumulative YTD Actual	\$3,015,080.17	\$4,092,493.63
	Cumulative YTD vs Actual	2.89%	-5.18%
	Cumulative CTD Measured Items TCE	\$8,437,282.82	\$8,803,619.61
	Cumulative CTD Measured Items Actual	\$8,738,918.56	\$9,377,081.49
	Cumulative CTD Measured Items Difference	\$301,635.74	\$573,461.88
	Cumulative CTD Measured Items TCE vs Actual	-4%	-7%
	Cumulative CTD TCE	\$17,313,581.65	\$18,099,641.64
	Cumulative CTD Actual	\$16,570,291.92	\$17,647,705.38
	Cumulative CTD Difference	-\$743,289.73	-\$451,936.26
	Cumulative CTD vs Actual	4%	2%

Description	Detail	Sept-2016	Oct-2016
True Cost of Service Delivery - Programme Delivery	Drainage - Programmed	\$35,535.30	\$40,455.40
	Programmed Work Completed	\$ 10,004.33	\$19,566.68
	Unprogrammed Work Completed	\$84,566.45	\$5,649.09
	Drainage - Total	\$94,570.78	\$25,215.77
	Drainage - % Programmed	28.15%	48.37%
	Drainage - Backlog	\$ 25,530.97	\$20,888.72
	Footpath - Programmed	\$0	\$0
	Programmed Work Completed	\$0	\$0
	Unprogrammed Work Completed	\$102.18	\$0
	Footpath - Total	\$102.18	\$0
	Footpath - % Programmed	0%	0%
	Footpath - Backlog	\$0	\$0
	Pavement (Sealed Mtce) - Programmed	\$289,353.25	\$87,372.10
	Programmed Work Completed	\$201,981.15	\$51,686.47
	Unprogrammed Work Completed	\$23,350.25	\$8,423.16
	Pavement (Sealed Mtce) - Total	\$225,331.40	\$60,109.63
	Pavement (Sealed Mtce) - % Programmed	69.80%	59.16%
	Pavement (Sealed Mtce) - Backlog	\$87,372.10	\$35,685.63
	Pavement (Unsealed Mtce) - Programmed	\$69,161.44	\$20,264.77
	Programmed Work Completed	\$69,161.44	\$20,264.77
	Unprogrammed Work Completed	\$50,359.04	\$0
	Pavement (Unsealed Mtce) - Total	\$119,520.48	\$20,264.77
	Pavement (Unsealed Mtce) - % Programmed	100.00%	100.00%
	Pavement (Unsealed Mtce) - Backlog	\$0	\$0

During October, the crews have been stockpiling sealing chip in preparation for the season reseal programme. In the monthly measured items TCE and monthly measured items Actual the “actual” is higher than the TCE due to the chip stockpiling in advance.

Assets Group

33. EXECUTIVE SUMMARY

The Council Induction Trade Show on 4 November proved to be beneficial to Councillors and staff. Staff relished the opportunity to brief the Councillors and Community Board members about some of the background processes that are required for the day-to-day operations. These may only appear minor but are critical for not only the Assets Team but also the wider Council, to enable efficiency with optimal customer satisfaction and minimal inconvenience.

The team is continuing to work through the transition of water and wastewater project oversight to the Alliance, with the support of Tom Dodd and David Veale of Wai Waste Consultants.

With the additional funding approved and brought forward to this financial year, the building plans for the additional Eketahuna Camping Ground toilets are in the process of being sent out to local builders for pricing. It is anticipated that by early next year, the contract will be awarded.

A Health and Safety Systems Audit Assessment carried out by Enterprise Services was undertaken at the water and wastewater treatment plants district wide. The water and wastewater team will be assessing the findings from the report, prioritising them and ensuring that the recommended measures or controls are implemented to provide additional protection for those who enter the sites.

We have recruited Leanna Ransom on a fixed term contract to assist with administration support for the group while Carrie Newell is on maternity leave.

There have been no health and safety issues over the last two months.

Solid Waste

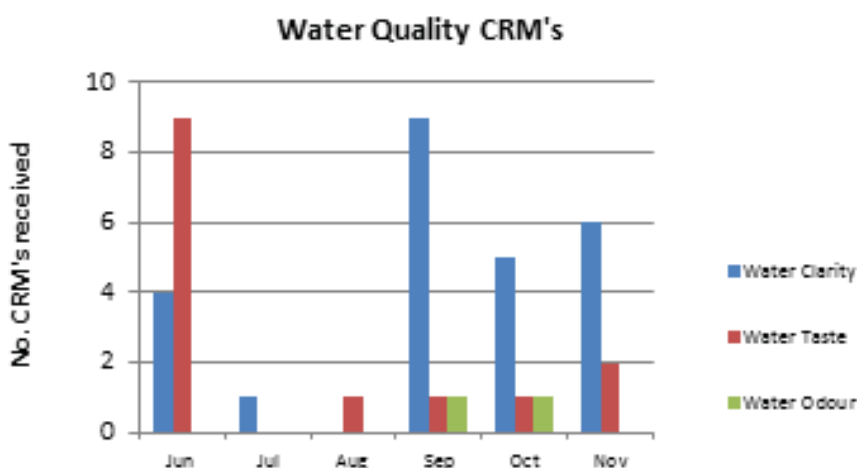
34. Kerbside Collections

Council's kerbside contractors have been performing well over the last two months with only six CRM's being received due to missed bags. It appears the bags being missed are mostly due to householders putting them out late or cars being parked in front of the bags, which are then not visible to the truck driver.

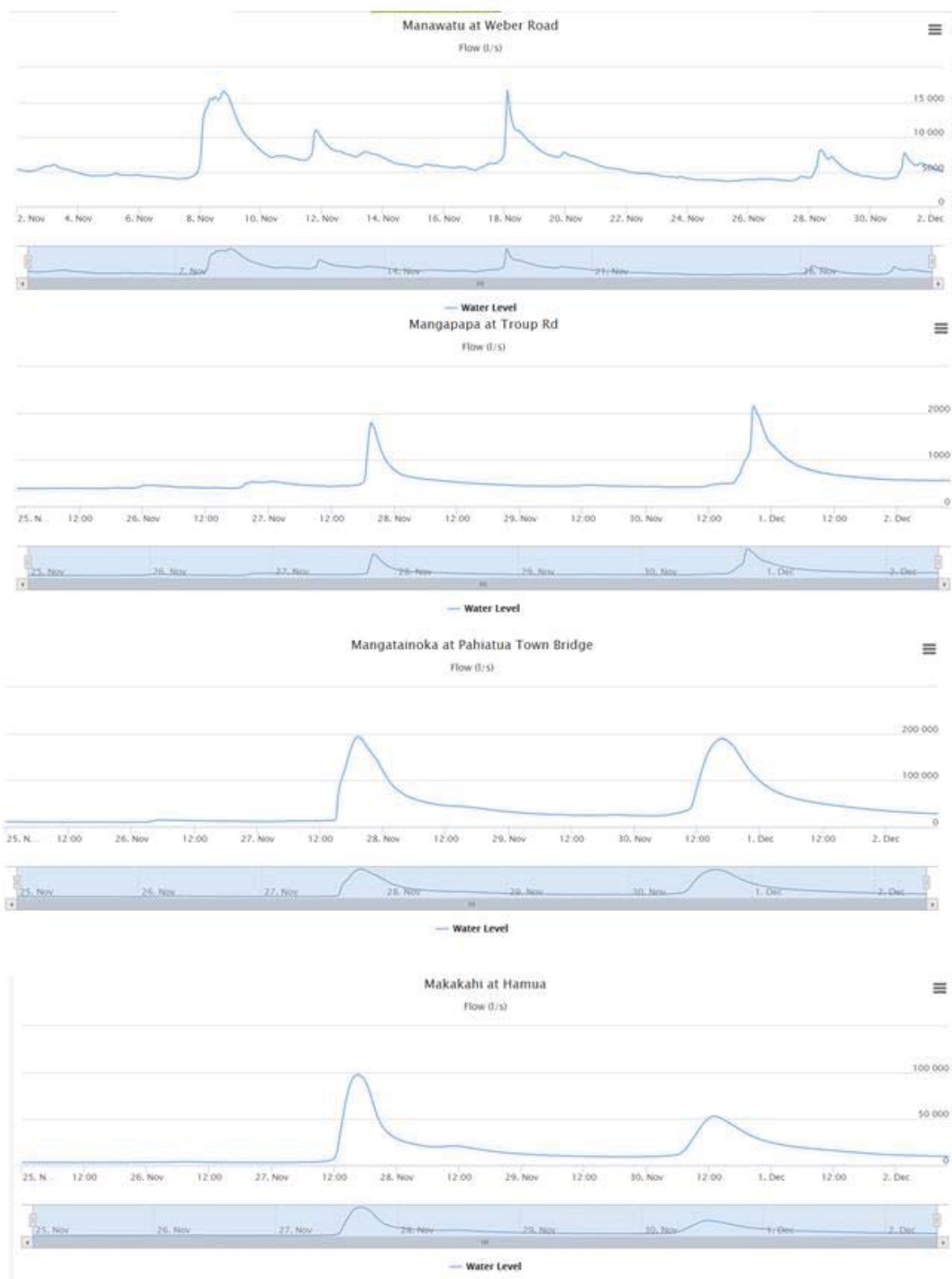
As part of maintaining a smooth transition for the exit of kerbside refuse collection, Council stopped selling stickers in Woodville on 4 November. A letter was sent to the Woodville retailers and an article was put in the paper informing the public of this happening. There was a little bit of confusion in regards to the services still being provided so an additional flyer was put into some Woodville retailers windows to clarify this. Council has since not received any negative feedback.

Utilities

35. Water Supplies



36. District River Flows – Last 30 Days



37. District Rainfall



38. District Water Usage

November				
Month	Dannevirke Reservoir 2 Export	Pahiatua Bore Intake	Eketahuna Plant Export	Woodville Plant Production
1/11/16	4973	1098	571	860.6
2/11/16	4487	1115	522	1037.9
3/11/16	4685	1116	512	375.6
4/11/16	4513	1117	508	871.3
5/11/16	3445	1116	541	1081.3
6/11/16	3523	1105	534	886.5
7/11/16	4099	0	531	779.6
8/11/16	4324	794	564	844.1
9/11/16	4515	0	547	1097.8
10/11/16	4466	595	518	1195.1
11/11/16	4709	1144	503	925.2
12/11/16	3873	1142	506	743.2
13/11/16	3773	1136	525	1085.6
14/11/16	1411	294	182	350.5
15/11/16	4464	738	573	934.8
16/11/16	4382	769	575	1233.8
17/11/16	4314	867	584	735.3
18/11/16	4497	825	597	840.3
19/11/16	3517	916	29677	977.8
20/11/16	3940	993	602	1169.7
21/11/16	4750	983	599	1196.8
22/11/16	4913	881	600	976.1
23/11/16	4763	1000	586	838.3
24/11/16	5026	963	591	1231.4
25/11/16	4679	1005	612	1275.7
26/11/16	3704	991	617	895.6
27/11/16	3375	1004	61642	926.2
28/11/16	4335	980	638	970.1
29/11/16	1780	992	631	717.8
30/11/16	4410	978	614	1238.6

39. Dannevirke Treatment Plant

During the commissioning of the plant, a water leak was detected around the pipework outside the plant. A contractor was engaged to excavate the area to locate the leak. It was found to be around the flange join of the two pipes. The contractor will be on site on 2 December to repair the leak and Filtec will be onsite on Tuesday 6 December to fully commission the plant.

40. Pongaroa Water

The design of the new plant has been received and discussions have been held with the project team.

41. Pahiatua Reservoir

The new 2,000m³ capacity clip tank has been erected. The pipe work, pumps and valves need to be installed. The UV unit has been ordered and we are blending river water and bore water together as the bore is not keeping up with extra usage. We are investigating a possible leakage in the reticulation that may account for extra water being lost. After the earthquake on 14 November, the existing reservoir was checked for any damage. The bore system tripped out and was unable to be re-started remotely, and it was left until the site visit first thing in the morning to check if there was any major damage. An immediate total water ban was imposed until the reservoir levels were restored and the network was checked. Upon inspection of the bore, nothing was found to be amiss, and monitoring occurred to ensure our draw-down from the bore was back to normal. The water ban was lifted after two days.

The Geo-tech report came back favourable for the preferred site in Wakeman Street. 67 Wakeman Street has been purchased by Council so that boundary changes and easements can be tidied up ready for new access into the preferred site on Mr Brown's property.

42. Woodville

In conjunction with the impounded supply upgrade there have been four 30,000 litre plastic tanks ordered, which will ease the effects of any imposed water restrictions over the summer period for Woodville residents. Two of these tanks will be placed in McLean Street and two by the Sports Stadium in Ross Street.

Wastewater

43. Resource Consents

The next pre-hearing is set for April 2017.

44. MfE - Dannevirke

Ruahine Contractors have re-commenced work at the No.1 Pond after being the successful tenderer to complete the ground works.

Work has to be completed by the end of February ready for Viking to reline the pond.

45. MfE Projects – Woodville

The last of the tephra components are being installed ready for full commissioning of the plant. This should take place in the next two weeks. Once completed, this will give us a good idea of the results we can achieve during the summer period.

Property

46. Housing for the Elderly

71 flats are presently occupied, there are currently 8 vacant flats, which are:

Aften Court, Dannevirke (to be tenanted in January)	1 flat vacant
Elsinore Court, Dannevirke (being redecorated)	1 flat vacant
Burns Street, Dannevirke	1 flat vacant
Centennial Flats, Woodville (tenancy being to 6 December 2016)	1 flat vacant
Kowhai Place, Pahiatua	2 flats vacant
Eketahuna Flats (tenancy to begin 17 December 2016)	2 flat vacant

47. Camping Grounds

	October 2016	October 2015	% Change
Dannevirke	348	267	30% increase
Pahiatua	236	269	12% drop
Woodville	49	74	33% drop
Eketahuna	212	274	23% drop

48. Woodville Camping Ground

New grass and plantings are now well established and the whole site is open for public use. There have been a number of motor homes using the facility, with some good feedback in regards to the improvements made.



49. Council Building Cleaning Contracts

Three tenders were received for the Dannevirke Public Convenience Cleaning. The successful tenderer for Dannevirke was OCS from Palmerston North who are new contractors to Council. The tenders for the Woodville and Pahiatua Building Cleaning were awarded to Archer's Handyman Services who were the incumbent cleaners.

The new contracts have commenced and are operating well. This has been reflected by the amount of CRM's relating to cleanliness that have been received over the last two months.

Administration Buildings

50. Pahiatua Service Centre Earthquake Strengthening

Council agreed on 28 September to defer the earthquake strengthening until the methodology reviews are completed. This is scheduled to happen around April 2017.

Cemeteries

51. General

October	Burials	Ashes
Mangatera	3	4
Mangatainoka	1	2
Woodville		1
Alfredton	1	
Norsewood	1	
Pongaroa	1	
November		
Mangatera	4	
Woodville	1	

There have been 26 cemetery enquiries by way of email or phone since the beginning of October.

52. Mangatainoka Cemetery

The stillborn memorial has been erected. We are waiting for the Alliance to complete drainage work and reseal the driveway.



53. Cemetery Brochure and Website

The cemetery brochure and website page are now finalised and we have received positive feedback regarding the information that is available. It is hoped that with the amount of information made available to the public, the number of phone and email enquiries will reduce.

Community Buildings

54. Painting Tenders

Six exterior painting tenders were advertised in late October. The Eketahuna War Memorial Hall, Elsinore Court Pensioner flats and Tennyson Street flats in Dannevirke have been awarded to M G Ross Decorators. Ballarat Court Pensioner flats in Dannevirke and the Kowhai Place flats in Pahiatua have been awarded to Smooothedge Decorators and the Eketahuna Community Centre has been awarded to Intouch Decorators. All successful tenderers are located locally.

Parks and Reserves

55. Woodville Playground – Fountaine Square

The re-development of the Woodville Playground is underway. The Eagles Lair, a new set of swings and two skate rockers have been installed. New safety matting has been laid under these pieces of equipment. A new carousel is yet to go in.

The new picnic tables have been installed in conjunction with the Woodville Lions Club. The old tables have been installed at Ferry Reserve.



56. Waterwheel Park

The Norsewood Lions were gifted \$20,000.00 from the old Norsewood Bowling Club. They have donated this money to Council for the erection of a new infant's playground. The Lions have co-ordinated the ordering of the play equipment and, together with the playground company, organised the installation of the equipment. Council will pay the balance for the playground.

57. General

The Southern part of the region has endured very high rainfall in the last two months. In spite of this, the contractors have kept on top of the lawn mowing and garden maintenance and the areas are a credit to the contractors for keeping these areas so neat and tidy despite the inclement weather.

Council contractors are currently spraying the district's parks for broadleaf weeds. This will give our parks a better appearance as well as having to be mowed less. The weather has held this programme up, however Woodville has now been completed along with the sports fields in Dannevirke.

Strategy and District Development

58. Electricity Tender

Contact Energy has been awarded a new energy contract for Council.

The analysis by the Ministry of Business and Innovation for Tararua District Council allowed for several options but a longer contract with all supply types was selected based on overall lowest cost and is as follows:

Single Lowest Supplier	Contact Energy	38 month contract	30/09/2019	3,107,618 Kilo Watts	\$509,680 p.a.
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The finalised contract period for almost all aspects of the supply is for a 33 month contract commencing 1 January 2017. Contact Energy is our existing supplier so there will be little disruption to Council.

The Tranche 7 procurement process for AoG “All of Government” electricity supply arrangements was conducted in July 2016 by the Ministry’s Utilities CoE. This process allowed the Suppliers to submit pricing for your Agency’s electricity needs as specified in the Tranche electricity load profile.

The Ministry’s SPP was conducted in accordance with the AoG Masters Supply Agreements executed with five electricity suppliers (Contact, Genesis, Meridian, Mercury Energy and TrustPower) in December 2011.

The level of participation was impressive. Tranche 7 included 110 participating agencies, including a number of councils, with an annual load of approximately 750 GWh, or approximately 2.8% of the New Zealand market. This was the largest electricity tender for AoG in both agencies registering their interest and the aggregation of power.

Agencies sites and usage profile information has now been confirmed and provided by existing suppliers in order to submit to panel for pricing

The following Councils in our Region have now separately participated in the AoG Tranche 7:

- Palmerston North City
- Horizons
- Manawatu
- Rangitikei
- Tararua

59. Tararua Aquatic Community Trust

The pool operation is now close to its target income levels but it has not recovered from the initial three months of low use over autumn-winter. This is currently able to be financially managed but reserves of the Trust have been affected.

On capital improvements, the carpark reseal and road marking is a huge improvement and has increased the safety of pedestrians. Stage two of the replacement of all facility lights to LED is nearing completion with most internal lighting now replaced. Funding of \$5,000 has been granted by Infinity Foundation for exit door upgrades including the installation of a new exit door between the changing rooms.

Pool safe documentation has now been completed and its operation is being applied by staff.

60. MW LASS

The work done by MW LASS building the business cases to deliver IT Services as a shared service has been put on hold as more detailed work is now required to prove the business cases and to review the risks associated with merging services. The “foundation” business case, for hardware and software platform and processes, and “business integration, intelligence and collaboration” business case have been completed at a high level. Further analysis is now necessary to comply with Section 17A LGA 2002 and this review will continue in the New Year.

61. IT Update

- The Civica Authority system has been successfully tested and upgraded to the latest version.
- The IT team is commencing the upgrade options for the Council network which is now 8 years old.
- The new Nutanix server system is fully operational and the old equipment will be transferred to Pahiatua in the coming month to become Council’s back-up system. This will be installed in the Data Centre presently being completed by Inspire Net at the Pahiatua Service Centre:- The Data Centre is expected to be fully operational prior to Christmas.

62. Woodville Library/i-SITE/Service Centre/Public Toilet Building

The building, electrical, and plumbing tender for 43 and 45 Vogel Street renovation has been released to Greatbatch Building Limited for \$373,700 following a formal process and a request for proposal. A weighted attribute method was applied to assess the two tenders received on the following criteria:

- Proven Track Record
- Team
- Project Plan
- Quality
- Value for Money
- Accessibility

Work will commence in the New Year. The objective is to have the project completed by 30 June 2016 within the overall budget. The full plans will be presented to Woodville Districts' Vision at its December 2016 meeting.

63. Pongaroa Rural Water Supply Upgrade

We remain on target to complete the project within the financial year target of 30 June 2017 or earlier. The Ministry of Health granted an extension for completion by 30 November 2017.

A second draft of a new Management contract with the Pongaroa Rural Water Supply Incorporated Society has been presented to the Committee. This defines the town treatment responsibilities between Council and the Society.

It has been identified that the water source AVG sand filter needs repair to allow a better assessment of the plant requirements and this will be undertaken early in the New Year. In addition, the flow meter for measuring use of water for consent compliance is to be replaced.

The major project risks are scope changes, unrefined cost estimates and completion of the land purchase. Potential design modifications identified are:

- High turbidity in laboratory water analysis – This is likely to be a result of the AVG sand filter close to the intake not functioning due to its state of disrepair –A qualified engineering firm has been engaged to complete repair, prior to new testing – The impact on the project is a recommended scope change to the Town plant to include a secondary sand filter. Council is negotiating to take over the management of this plant.
- The Society has been advised of two hazard identification issues at the intake by Downer NZ. They have health and safety concerns regarding access/building issues at the intake; The Society have been advised and asked to consider improving road access and structure improvements to the chlorine shed.

The project status is as follows:

- GHD has been appointed through an ROI and RFP process as design engineers
- The Council project team has received the design for finalisation
- We have completed initial site plans for the structures and plant
- Further laboratory analysis of water has confirmed high/abnormal turbidity
- Not completed is deferred maintenance on the AVG sand filter at source. A suitable engineering firm has been contracted to undertake this work
- A request for improvements for health and safety has been received from Downer NZ for the access and structure at source. Options are being considered for advice to the Society now that the weather has improved.
- We have engaged a qualified plumber who has completed a house by house assessment of connection requirements and provided a report. We have reviewed this information. We are now preparing a matrix assessment in preparation of a house by house plan and costing to implement.
- A town leak detection review has been completed in the past two week's
- Proposed site power options and competitive pricing has been assessed and power requirements can now be confirmed based on the plant design specification
- With the site and design assessment, Council staff have requested to meet with the land owner to further discuss the sale and contact has been made with the respective party solicitors
- A flow meter including online data logger has been installed at the town to assist to confirm earlier flow results
- A qualified expert company has been employed to test the flow meter at source for regional council consenting purposes. Further tests are underway to meet these requirements.
- Chlorination at source is likely to cease with consideration being given to household filter/UV systems to meet a water safety plan for a Rural Agricultural Drinking Water Supply. Advice is being sought from suppliers, the Ministry and Mid Central Health on this matter.

The next legal milestone stages –in brief:

- Confirm **Plant Design** from GHD
- Complete land purchase
- Modify in-house designed site plans
- Modify requirements for power & confirm pricing; Communicate with adjacent land owner regarding power & communication easement
- Complete ROI for **Plant Build** & notify this through Tenderlink
- Complete RFI for **Plant Build** & tender this through Tenderlink
- Award tender for build (likely March/April 2017; with commissioning by May 2017)
- Complete agreement with Pongaroa Rural Water Supply & determine if a water safety plan is required for rural (non Township) household-scheme supplied water.

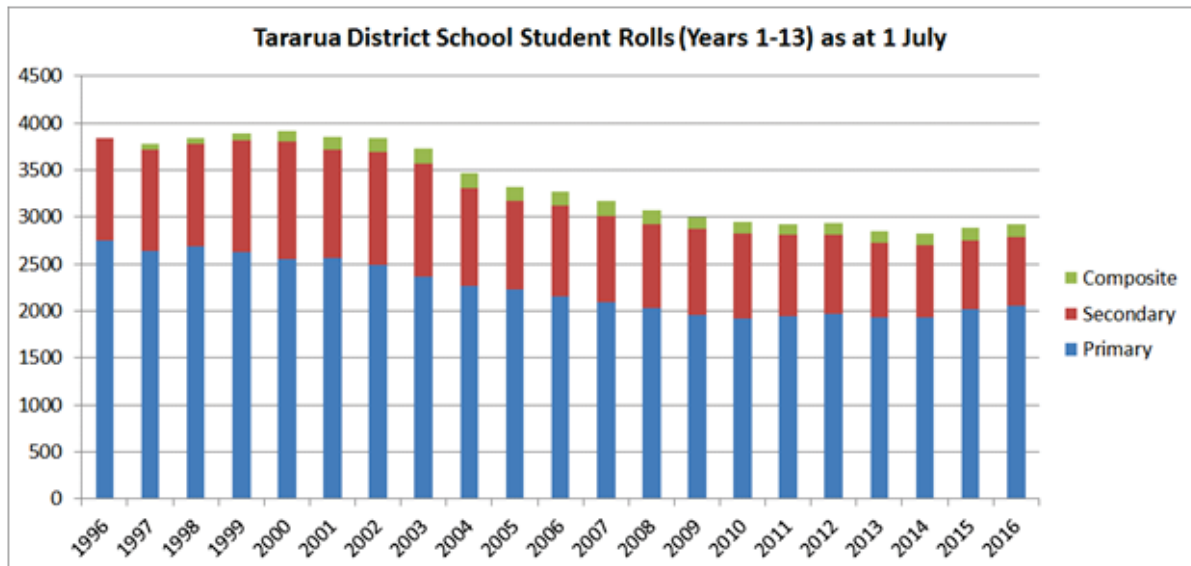
Economic Development and Communications

Economic Development

64. Annual School Rolls

School student numbers have finally been released, and it is good news for Tararua. Student numbers are up 1.3% (or 38 children) for the year, as at 1 July 2016. This builds on the good results from last year (2% increase). Most of the growth is in primary – but secondary is now starting to increase again as well.

As at 1 July	2010	2011	2012	2013	2014	2015	2016	Change 2016
Dannevirke High School	514	509	500	473	440	400	409	9
Tararua College	393	361	345	318	327	326	324	-2
Norsewood and Districts School	107	115	118	105	105	122	105	-17
Dannevirke South School	336	319	322	335	309	308	323	15
TKKM o Tamaki Nui A Rua	71	70	74	79	82	84	83	-1
Huia Range School	234	260	245	233	257	275	309	34
St Joseph's School	120	113	99	91	93	97	94	-3
Weber	57	54	61	68	66	66	61	-5
Pongaroa School	57	48	58	47	51	58	61	3
Ruahine School	163	167	173	158	148	166	149	-17
Papatawa	17	17	12	24	35	48	44	-4
Kumeroa-Hopelands	64	68	63	48	42	48	48	0
Woodville School	125	123	131	124	100	77	78	1
Ballance	27	30	27	24	29	33	26	-7
Mangatainoka	45	53	59	56	67	62	58	-4
Pahiatua School	224	223	236	280	289	342	374	32
Hillcrest	40	48	49	34	30	33	29	-4
St Anthony's School (Pahiatua)	112	128	138	125	127	117	116	-1
Makuri	8	7	7	11	6	11	13	2
Eketahuna School	98	92	91	95	96	103	108	5
Alfredton School	31	36	40	41	50	54	62	8
% of District School Students	96.4%	97.0%	97.0%	97.2%	97.2%	98.2%	98.3%	44
Primary								
Pahiatua / Woodville	662	697	722	726	725	771	786	
Dannevirke area	924	929	913	896	889	930	958	

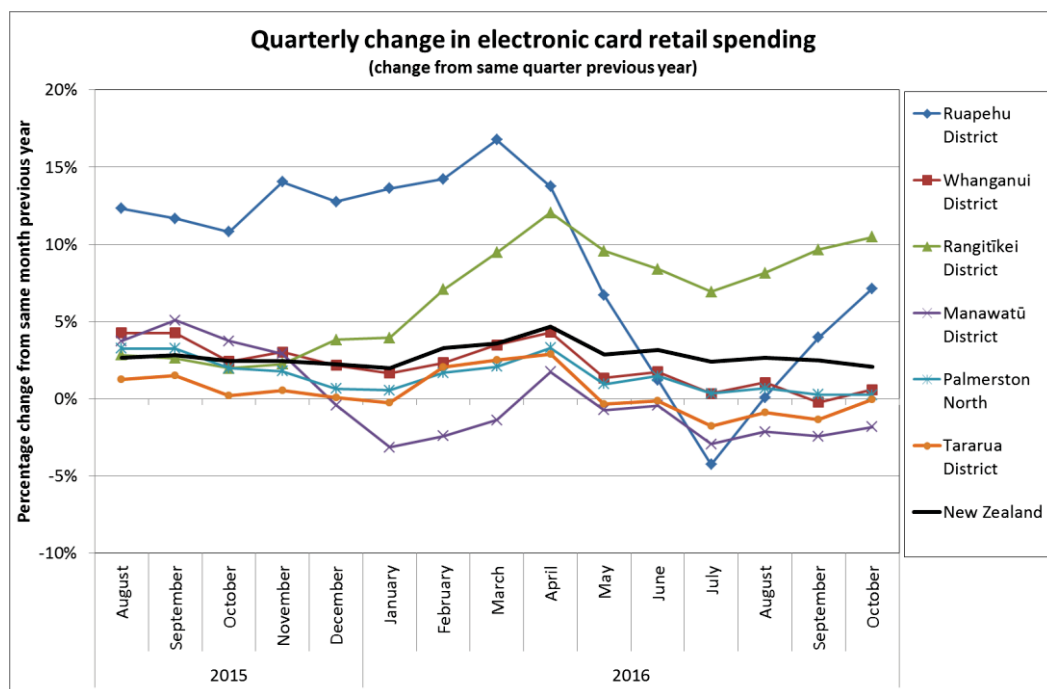


This was a strong growth for the year, and supports the stronger population growth that the latest estimate from Statistics shows.

65. Number of People Receiving NZ Superannuation

Benefit	NZ Superannuation			Annual Change			
	Oct 2014	Oct 2015	Oct 2016	Oct 2014 to Oct 2015		Oct 2015 to Oct 2016	
TLA Name				No.	%	No.	%
Tararua District	3,006	3,082	3,188	76	2.5%	106	3.4%

66. Retail Spending



67. Tourism Spending

The Ministry of Business, Innovation and Employment has released new tourism estimates, which now include additional domestic spending from 'unknown origin'. This has increased total domestic spending in the region by around \$35 million compared with the previous estimates. The new estimates released by MBIE are for the year ended October so are not directly comparable with the estimates previously released for the year ended September. The inclusion of the 'unknown origin' expenditure has significantly lifted growth rates for the year ended October 2016 compared with the previous estimates for the year to September.

Annual domestic visitor spending from 'unknown origin' (\$ million, year ended October)								
	2009	2010	2011	2012	2013	2014	2015	2016
Horowhenua District	0.0	0.0	0.1	0.0	0.0	0.0	0.6	2.0
Manawatū District	0.0	0.1	0.1	0.0	0.3	1.1	1.2	3.0
Palmerston North City	0.5	0.9	0.8	0.3	1.2	0.6	4.1	13.5
Rangitīkei District	0.1	0.1	0.2	0.1	0.2	0.2	0.6	1.6
Ruapehu District	0.2	0.1	0.1	0.1	0.8	0.2	2.5	5.7
Tararua District	0.1	0.1	0.1	0.0	0.1	0.1	0.4	1.7
Whanganui District	0.2	0.2	0.1	0.4	0.6	0.2	1.8	7.9
Manawatū-Whanganui	1.2	1.5	1.3	1.0	3.1	2.4	11.2	35.3
New Zealand	21.9	23.1	20.5	22.0	28.9	34.7	292.1	709.8

Regional Business Partners

68. Central Economic Development Agency (CEDA)

The Tararua Business Network continues to work with CEDA (previously Vision Manawatu). In an effort to improve their reporting function to the regions, CEDA has started to produce quarterly reports by sub-regions to the Regional Business Partner Network (RBPN).

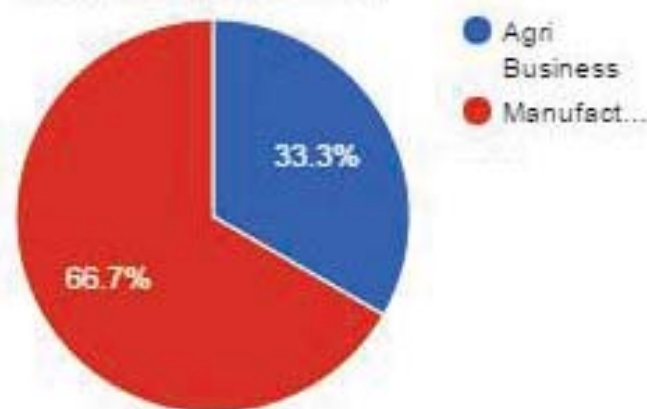
69. Regional Business Partner Quarterly Report (July-Sept 2016-Tararua Region)

Regional Update:

- Central Economic Development Agency (CEDA) has formally commenced operations (taking over roles of Vision Manawatu and Destination Manawatu) and the RBPN contract has been formally transitioned to CEDA.
- CEDA operates from 478 Main Street, Palmerston North.

70. Summary Statistics

Tararua Business Development & R&D Engagements by Sector



8 Business Development Engagements

- 5 Vouchers Issued, totalling \$11,135
- 0 Callaghan R&D Engagements
- No. Callaghan Grants Approved, totalling \$00
- 0 Business Mentor Matches
- 6 Business Referrals
- 2 Start Up Biz Inquiries

71. Regional Business Partner Quarterly Meeting

The quarterly meeting for the RBPN was held at CEDA on 9 November.

Eastern Bridge - a collaborative partner of TBN's - presented their experiences and observations on how local authorities can benefit from being internationally connected. The RBPN is considering the opportunities gained by working collaboratively with Eastern Bridge; who focus on investment attraction, international student recruitment and export facilitation. A copy of their presentation is available below or by contacting the Economic Development Manager.



Council
Presentation.pdf

72. International Connection

We have provided Eastern Bridge data regarding Tararua to add to their revamped website. This will be translated into Chinese and Korean under each section and the information will be displayed to relevant people wanting to settle, invest and do business in New Zealand. Their site will include general information about employment law, taxation, and immigration (including the incentives for migrants to set up outside of Auckland) - as well as an overview of the education and healthcare services.

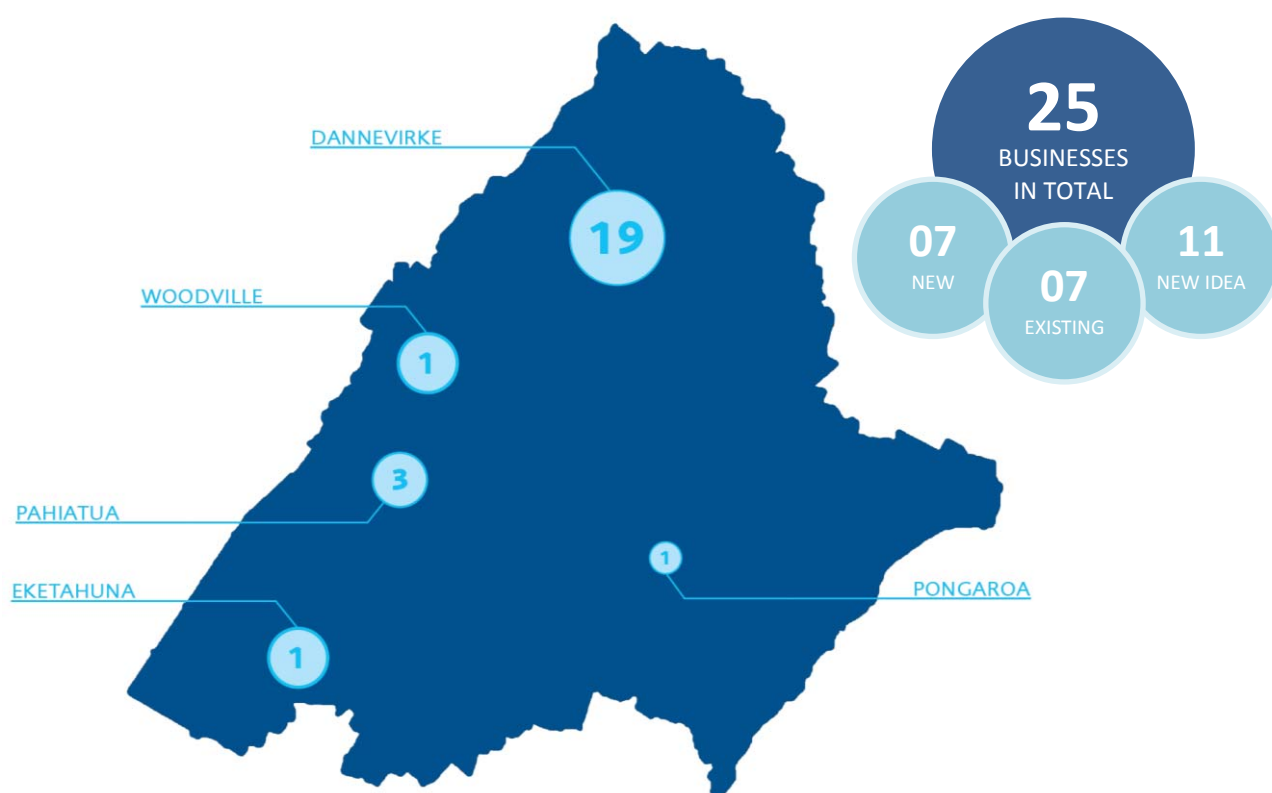
73. Accelerate25: 'Growing our Region' Newsletter

The latest edition of the Accelerate25 'Growing our Region' digital newsletter has been released and has a feature article relating to a prominent business in Tararua. To read the latest edition, follow the link below:

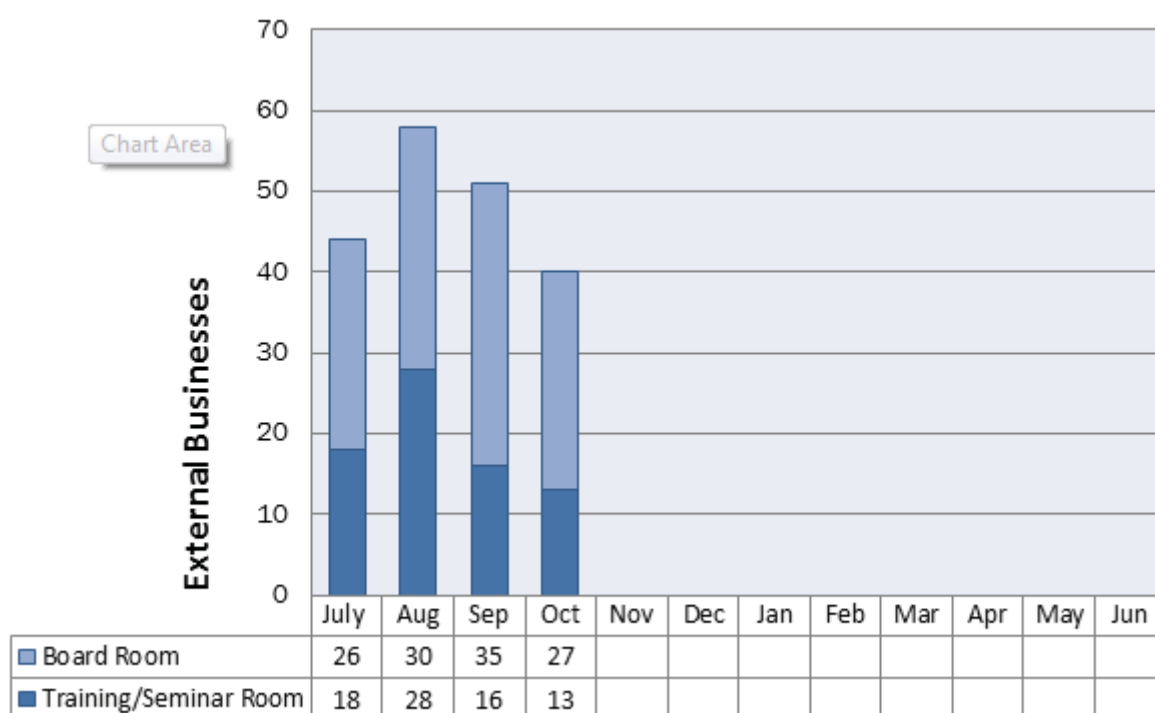
<http://direct.kudosweb.com/t/r-CFAE7E8962A7A2202540EF23F30FEDED>

Business

74. Geographical Statistics



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



76. Business Support

The support provided over the past few months has mainly been concentrated on residents exploring new business ideas. This support has ranged from assisting individuals to assess retail/workshop space and lease options, to brainstorming ideas for business planning, business training opportunities and referrals to local support for website and marketing advice.

We also worked closely with some returning residents to brainstorm potential business ideas and we will continue to provide support to them through this process.

A local business referred a business partner to us, who is looking at tourism opportunities for tour groups travelling through the district; they have been linked to the Tararua i-SITE and we have facilitated introductions to local business owners.

We have linked a number of businesses to Council's Regulatory Services department to assist with zoning and resource consent queries.

A new resident, who has recently bought land in the district, is exploring the information provided by the GO! Project to see what crop options would make a viable proposition for them. We are assisting by introducing them to the Feijoa Grower Led Group and arranging visits to some local orchards.

We continue to receive queries and requests for support from our existing customer base and provide them with assistance - linking them to opportunities as they arise within our networks.

Our consultant at CEDA visits our district every fortnight, and a couple of new businesses have recently enrolled on the Business Mentor Start-up Scheme.

77. Business Events

- **Southern Tararua Business Expo**

On 14 - 15 October, the Tararua Business Network attended the annual Business Expo organised by the Pahiatua Chamber of Commerce. The event has been growing in size and popularity every year and this was the first time it was held at the Bush Multisport Park. The main sports hall was full, with approximately 20 local companies showcasing their products and services. It was a great opportunity to promote what we do, meet and network with the business participants, as well as visitors to the event.

- **BCC – Crowdfunding 101**

We attended an evening workshop at Building Clever Companies (BCC) in Palmerston North to learn about a new funding platform and its potential to assist business start-ups, business growth and community projects.

The BCC hosted Anna Guenther, the founder of Pledge Me – an internet based crowdfunding company – who shared her story and those of the businesses and communities their platform has assisted, with some amazing results. Their platform helps people harness the power of their crowd to support Kiwi creativity.

- **Artisan Cheese Seminar**

The Business Administrator assisted local artisan, Biddy Fraser-Davies of Cwmglyn Farmhouse Cheese, with her 'Pop-up Cheese Seminar' at the War Memorial Hall in Eketahuna. Guest speakers visiting New Zealand from the UK, Paul Neaves – microbiologist, and Katrina Farrell - independent advisor to food manufacturers and retailers, shared their knowledge and expertise of European legislation and how it impacts on NZ. They also discussed traditional cheese making methods. It attracted attendees from all over the region and as far afield as Auckland.

The feedback: "much better and more organised compared to the very expensive one in Auckland"

78. Business Workshops and Training Opportunities

We continue to provide a range of workshops at our offices in Dannevirke and Pahiatua. Feedback from the attendees is collated and used to continually develop the range of support available to our business community. Workshops held included:

- **Tourism workshop – 6 September**

This workshop was specifically targeted at tourism and service providers. Guest speakers were Nigel Formosa, an Assessment Officer for Worksafe NZ, who provided information and advice to this sector, and Vanessa Smart from Smart Digital focusing on social media, specifically looking at the potential of Facebook and how to use it.

- **Social media workshops - 15 & 20 September**

Delivered by Chelsea Millar of Grass Roots Media, this workshop was held in both Pahiatua and Dannevirke, helping businesses set up their social media platforms and planning how to best utilise these for their specific products and services.

- **Customer service workshop – 17 October**

This free workshop was delivered by Marianne Gemmell, Tararua REAP; Angela Rule, Tararua Business Network and supported by ServiceIQ. The team delivered a customised workshop covering ‘the good customer service experience’; strategies to encourage staff to provide better service; and strategies to boost your business / impress your boss.

Feedback has been positive and some businesses have taken up the opportunity to continue training and development of these skills with ServiceIQ.

- **IRD compliance**

The IRD continue to deliver their workshops in our district and are always pleased with the level of interest. There have been three workshops held over the last few months; including the popular Introduction to Business and GST workshops - and for the first time, an Employer’s Workshop. Over the coming months, IRD will be delivering these workshops from the Pahiatua Service Centre.

- **‘Best of’ for Tradies – ANZ Workshop (8 November 2016)**

Presented by ANZ, this free workshop provided attendees with insight into how to face the challenges and utilise opportunities within the trade-based sector; as well as an excellent networking opportunity. Covering topics such as:

- Top tips for marketing, where, when and how to advertise so you get more quality customers.
- Getting paid on time - terms of trade and contracts.
- Minimising risk in your business so you sleep better and stress less (including cash flow and financial health essentials).

- **Workshop Series: Funding Applications (November 2016)**

Assistance was provided for a series of workshops that delivered practical training to enable people to confidently complete funding applications. Tararua Business Network assisted with promoting these workshops to the public, as well as providing free use of our facilities for the bulk of these workshops.

District Development & Tourism

79. Palmerston North Airport “Meet the Neighbours” Campaign

In September, Palmerston North Airport launched an inbound campaign – “Take time to meet the neighbours” – which focused on promoting the surrounding districts, reminding locals and travellers alike of what is available in their “neighbourhood” (aka region), as well as maximising opportunities as we approach the holiday season and people begin to plan their holiday travel arrangements.

The campaign focused on one region at a time for approximately a week and ran through to the end of November. It was promoted through radio, billboards, terminal activity (e-ology kiosks), and social media (Facebook) – see examples of their promotion for Taranaki below and to the right.



Marketing & Events

80. Tararua District Charter Parade

A Charter was bestowed to the 1st Battalion Royal New Zealand Infantry Regiment (RNZIR) by the Tararua District Council on Friday, 7 October at 12noon.

Tararua Business Network assisted with producing posters and invitations for this event, as well as promoting this event to the public via our standard distribution network.

81. Council Trade Show

We hosted the Tararua District Council Trade Show at the Business Network. The Trade Show was held to help induct the new Mayor, Councillors and Community Board members. The day went well and received mention in the LGNZ monthly newsletter.

Community Support

82. Event Support Register: 01 October – 30 November 2016

Independent, Community Group or Organisation	Event	Assistance Provided
Ruahine Ramblers	Marching Teams	Provided 25 bags and 200 visitor guides for promotion packs.
Appleton Kindergarten	Fundraiser - Bike a Thon	Provided 5 spot prizes and 70 gift packs for fundraiser.
Dannevirke Wheels Club	Wheels with Attitude	Artwork for event.
Dannevirke High School	End of the year (leavers assembly)	Provided gifts for school leavers.
Ballance School	Fundraiser	Provided spot prizes for fundraiser.
Mel Poulton	Kumeroa Public Meeting	Flyers for community meeting re telecommunications.
Woodville Lions	Annual Coast to Coast Ride	Provided spot prizes.

83. Event Support: Tu Te Manawa (Ferry Reserve) Planting Day

Tararua Business Network assisted with the promotion of a community planting session. The planting day took place on Saturday, 12 November, with the community invited to look around Ferry Reserve and the Manawatū River, listen to local history and help to plant a few native plants.

Tararua District Council and the Ferry Reserve Board are working together to upgrade and beautify Ferry Reserve. The planting day is part of the Tu Te Manawa project and will complement the upgrade and beautification.

The Tu Te Manawa project is a series of eight “information kiosks” to be constructed along the Manawatū River over the next two years. There will be three along the Eastern Manawatū River and five along the Western Manawatū River. Each whare will contain historical and community narratives together with scientific facts that encourage community science. “Te Waha o Te Kuri” is the first of these whare.

Communications

84. Talking Tararua – more than just words (October Issue)

October's issue of Talking Tararua was launched on Monday, 24 October 2016 and focused on highlighting the value of youth in the workplace, including articles such as:

- Collaborative action for youth employment
- Pilot programme helps Tararua youth find direction
- Tararua youth programme huge success
- "Working here is awesome" says young apprentice
- Local vet nurse loves her job
- "I'm really happy here" says apprentice engineer
- Apprentices full of praise for the company they work for
- "Local Government is a really good career"



To read this issue of Talking Tararua, go to:

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

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

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

The next issue of Talking Tararua is due for release in late-December.

85. 2017 By-election

Notice was given that on Friday, 17 February 2017, a by-election will be held to fill one extraordinary vacancy for the South Tararua Ward. Please see below for a table of articles published in relation to the By-election:

Article	Date published	Communication channels
Notice of By-election for South Tararua Ward	21 November 2016	Bush Telegraph Council website (homepage) Council Facebook Sent to all media (incl. radio stations)

86. Public Education for Civil Defence Emergency Management (CDEM)

Following the boil water notice that was issued for Pahiatua in September, an article was produced to educate public about where to get information when disaster strikes.

This was published in October and covered topics such as who is Civil Defence; where to get information before, during and after an emergency; and helpful links and downloads. Copies of this article can be obtained by speaking with the team at the Business Network.

87. Communications Campaign: 'Meet the Council'

The Communications team is producing a series of articles that will enable public to develop a stronger relationship with members of Council. Please see below for a table of articles published in relation to this campaign:

Article	Date published	Communication channels
Mayor looks forward to greater community engagement	5 December 2016	Bush Telegraph Council website Council Facebook Tararua Business Network Google+ page Sent to all media (incl. radio stations)

88. Media and News

Below you will find a breakdown of media releases from the Tararua District Council, as well as an overview of local, regional and national news stories relating to the Tararua District Council:

Internal

This list includes all media releases (not public notices) sent out from the Tararua District Council between 21 September and 30 November 2016:

Date	Title	Topic
26/09/2016	Local vet nurse loves her job	Youth Employment
07/10/2016	New dog pound opens in Dannevirke	Animal Control
07/10/2016	Council assures residents Pahiatua water is safe to drink	Water & Wastewater
10/10/2016	Wandering dogs (do's, doo-doo's and don't do's)	Animal Control
10/10/2016	"I'm really happy here" says apprentice engineer	Youth Employment
10/10/2016	Get Ready Week 2016 begins today!	Civil Defence
13/10/2016	Results from the 2016 Local Elections	Local Elections
16/10/2016	When disaster strikes...	Civil Defence
20/10/2016	Key dates for Tararua District By-election	Local Elections
24/10/2016	Are you hosting an event this Summer? (special licence deadlines)	Alcohol Licensing
24/10/2016	Council urges Woodville residents to utilise refuse stickers	Rubbish & Recycling
31/10/2016	Fireworks safety for pets	Animal Control
31/10/2016	Work commencing on Woodville Water Supply	Water & Wastewater
07/11/2016	Fires in the open air	Rural Fire
07/11/2016	Time to celebrate our local "sportsmakers"	Sport Manawatu
07/11/2016	GoBuild mobile app speeds up process for booking inspections	Building Control
14/11/2016	Total hosing ban and urgent water conservation needed in Pahiatua	Water & Wastewater
14/11/2016	Woodville Impounded Supply Project due to commence	Water & Wastewater
14/11/2016	Update on Pahiatua Water Project	Water & Wastewater
15/11/2016	UPDATE: Water conservation still needed for Pahiatua	Water &

	water	Wastewater
18/11/2016	Total hosing ban for Pahiatua has been lifted	Water & Wastewater
21/11/2016	Apprentices full of praise for the company they work for	Youth Employment
21/11/2016	Notice of By-election for South Tararua Ward	Local Elections
28/11/2016	Out of bounds for hounds (dog prohibited areas)	Animal Control
28/11/2016	Update on Woodville Impounded Water Supply Project	Water & Wastewater

External

This list includes all media releases published by local, regional and national media between 21 September and 30 November 2016 (which mention or relate to the Tararua District Council) that we have been able to capture and record.

Date	Paper/Website	Title	Feel (anecdotal)
22/09/2016	Scoop.co.nz	Historic Military Charter Parade for Dannevirke	Positive
22/09/2016	Manawatu Standard	Hard road to work and skills for regional youth	Positive
24/09/2016	NZ Herald	Tararua councillors are "pretty good" at attending meetings	Neutral
26/09/2016	NZ Herald	Alastair Scott: Bill creates options for councils to collaborate on the delivery of local services	Neutral
26/09/2016	NZ Herald	Voting dips at start of councils' poll	Neutral
29/09/2016	NZ Herald	One Plan action	Neutral
29/09/2016	Manawatu Standard	Charter parade set for Dannevirke in historic move	Positive
01/10/2016	Hawke's Today	Bay Hard yards' pay off for Dannevirke Cactus training programme students	Positive
03/10/2016	Hawke's Today	Bay Library assault leads to safety rethink: 'Do we put them in glass cages?' - Councillor	Neutral

04/10/2016	Hawke's Today	Bay	Not-secure water notice 'worst outcome' says Tararua District Council chief executive	Neutral
05/10/2016	Hawke's Today	Bay	Proud moment for Dannevirke's new Justice of the Peace Katrina Kerr	Positive
13/10/2016	Hawke's Today	Bay	Smashing of Dannevirke road signs frustrates police	Neutral
14/10/2016	NZ Police		Police and agencies disappointed with alcohol operation in Tararua District	Negative
15/10/2016	Hawke's Today	Bay	Sutherland rules out recount after missing Tararua District Council seat by slim margin	Neutral
20/10/2016	Manawatu Standard		Woodville residents have to fork out \$32,000 to sort flooding woes	Negative
21/10/2016	Hawke's Today	Bay	Shattering start for new Mayor Tracey Collis	Neutral
21/10/2016	Scoop.co.nz		Tū Te Manawa to connect iwi with the Manawatū River	Positive
23/10/2016	Manawatu Standard		Woodville residents rally to keep railway station	Neutral
25/10/2016	Maori TV (online)		New project to connect iwi with Manawatū River	Positive
26/10/2016	Manawatu Standard		Tararua District Council mayor and councillors sworn in	Neutral
28/10/2016	Hawke's Today	Bay	Nerve-wracking first meeting for Tararua District's new mayor Tracey Collis	Neutral
30/10/2016	Hawke's Today	Bay	'Nothing town' comments upset Dannevirke residents	Neutral
02/11/2016	Manawatu Standard		Woodville's hope for cleaner, tastier water	Neutral
03/11/2016	Hawke's Today	Bay	Hard work pays off for Tararua Council	Positive
08/11/2016	Guide2.co.nz		GoBuild mobile app speeds up process for booking inspections	Positive

08/11/2016	Hawke's Today	Bay	Big tick for Tararua District Council	Positive
09/11/2016	Hawke's Today	Bay	Praise for council's trade expo	Positive
13/11/2016	Manawatu Standard		The things council staff have to put up with	Neutral
14/11/2016	Hawke's Today	Bay	Dannevirke retailers' lights on to beat 'nothing town' label	Positive
14/11/2016	Manawatu Standard		Urgent water restriction for Pahiatua bore	Neutral
15/11/2016	Manawatu Standard		Water restrictions remain in Pahiatua	Neutral
16/11/2016	Hawke's Today	Bay	Tararua residents urged to conserve water	Neutral
18/11/2016	Stuff.co.nz		Pahiatua hose ban lifted	Neutral
21/11/2016	Manawatu Standard		Eketahuna town upgrade near completion	Positive
22/11/2016	Manawatu Standard		Roly Ellis reflects on farming, business and life after politics	Neutral

89. Online presence

Below you will find a breakdown of Council's online presence, including updates and statistics for our internal websites, any involvement with external websites, and updates and statistics for our social media pages.

90. Internal Websites

- **Tararua Country (www.tararua.com)**

The new Tararua Country website will be launched on 13 December 2016. The new website has been designed to be a user-friendly and interactive tool for visitors.

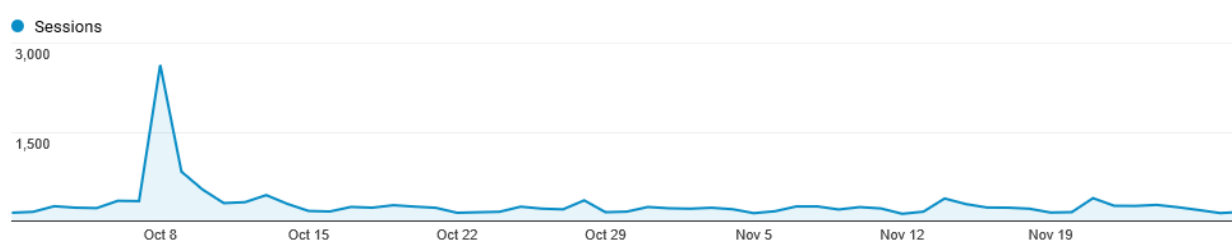


NB: Refer to Tararua i-SITE report for Tararua Country website statistics.

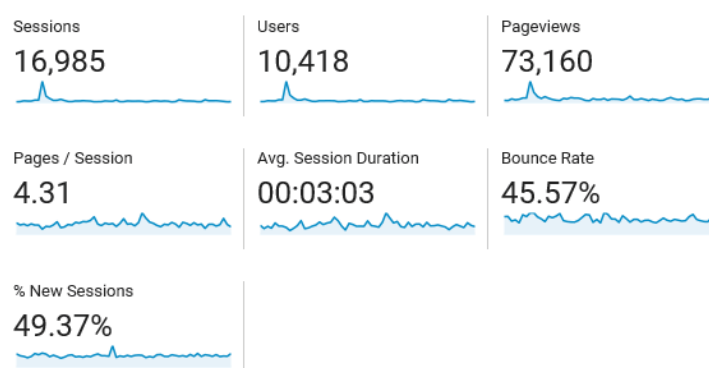
- **Tararua District Council (www.tararuadc.govt.nz)**

We continue to make improvements to both the information on our website, and the overall look and feel. We are currently working alongside the Environmental Health Officer to improve the “Food & Health” section of our website.

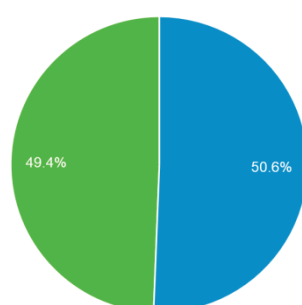
Page summary from the last 60 days:



NB: There is a ‘spike’ in website sessions on 8 October (and the days following) due to the 2016 Local Elections.



■ Returning Visitor ■ New Visitor



- **GO! Project – Unearthing Potential (tararuacropping.wordpress.co.nz)**

Great progress has been made since our last report on this website, we have completed an estimated 95% of the site and anticipate this will be ready to launch and publicise in January 2017.

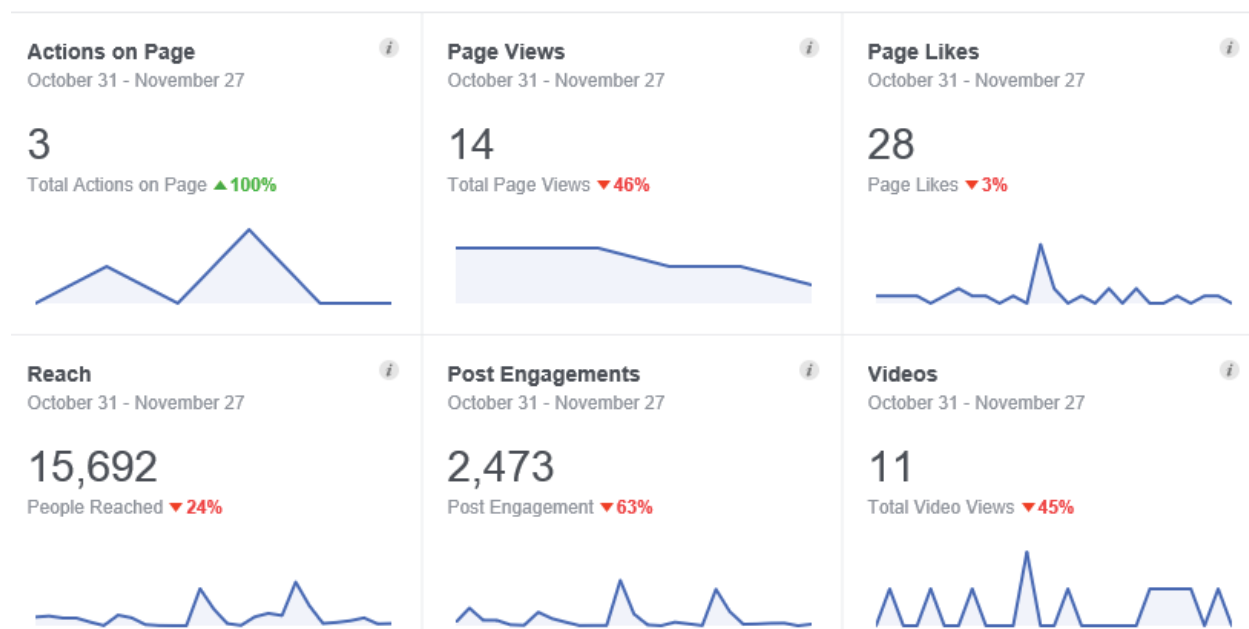
91. Social Media

- **Facebook** (www.facebook.com/tararuadc)

Page summary from 01 November – 28 November:

Results from Nov 01, 2016 - Nov 28, 2016

Organic Paid



Actions on Page

The number of clicks on your Page's contact info and call-to-action button.

Page Views

The number of times people viewed your page and its sections.

Page Likes

The number of times people liked your page.

Reach

The number of people your posts have reached plus likes, comments, shares and more.

Post Engagements

The number of times people have engaged with your posts through likes, comments, shares and more.

Videos

The number of times the videos on your Page have been viewed, for at least 3 seconds.

NB: Although there was a smaller number of Page Views for the period shown, the Reach was still significant at 15,692 people reached, and Post Engagement was a strong 2,473.

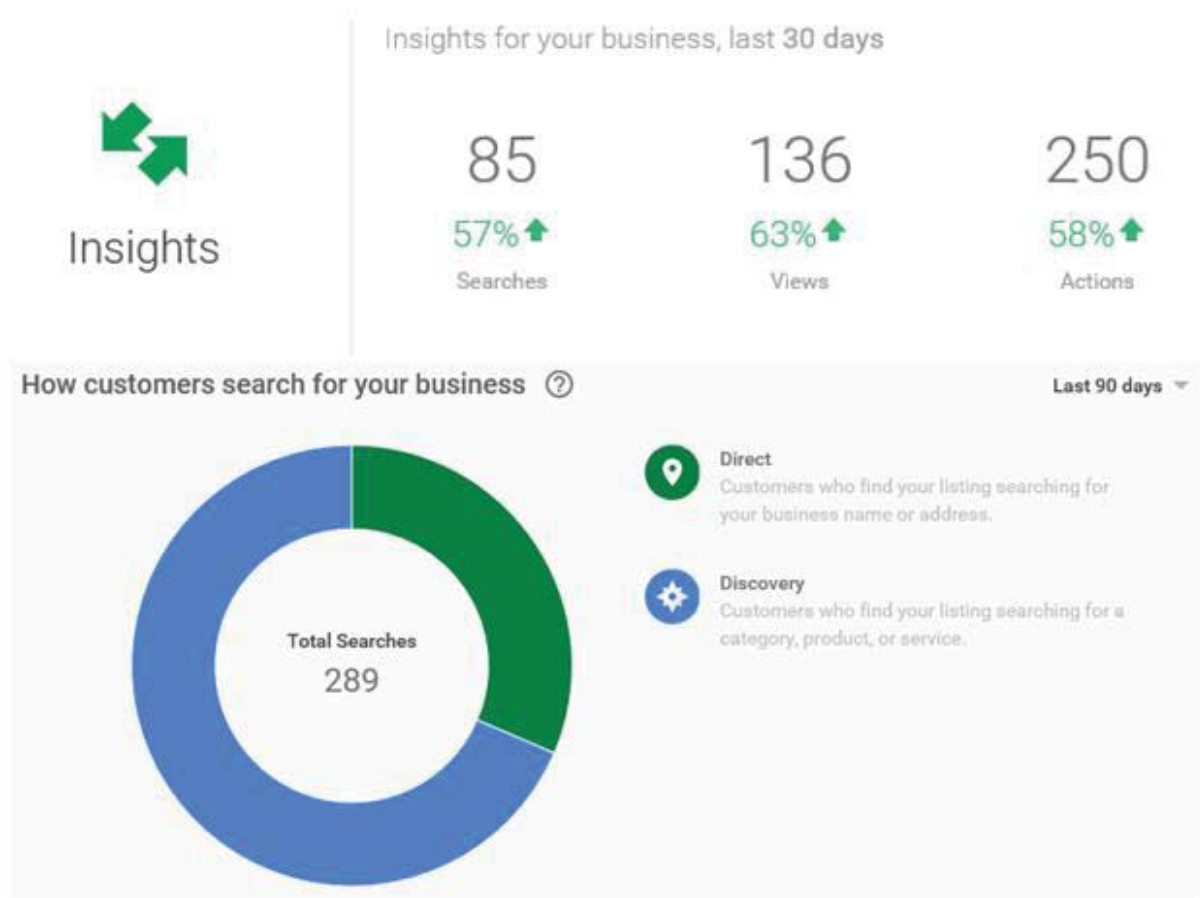
- **Civil Defence Manawatu-Wanganui**
(www.facebook.com/civildefencemanawatuwanganui)

We are members of the Manawatu-Wanganui CDEM Public Information Managers (PIMs) Group. The Civil Defence Manawatu Wanganui Facebook Page is administered by all PIMs in the group on a rostered basis, our rostered month was November. We assisted with responding to enquiries relating to the recent earthquake activity, as well as posting several preparedness messages.

- **Google+ (www.tararuabusinessnetwork.co.nz)**

The Tararua Business Network “website” was developed in the form of a Google+ business page – this is proving to be a good platform for the Business Network to share training opportunities, business case studies, latest news and more.

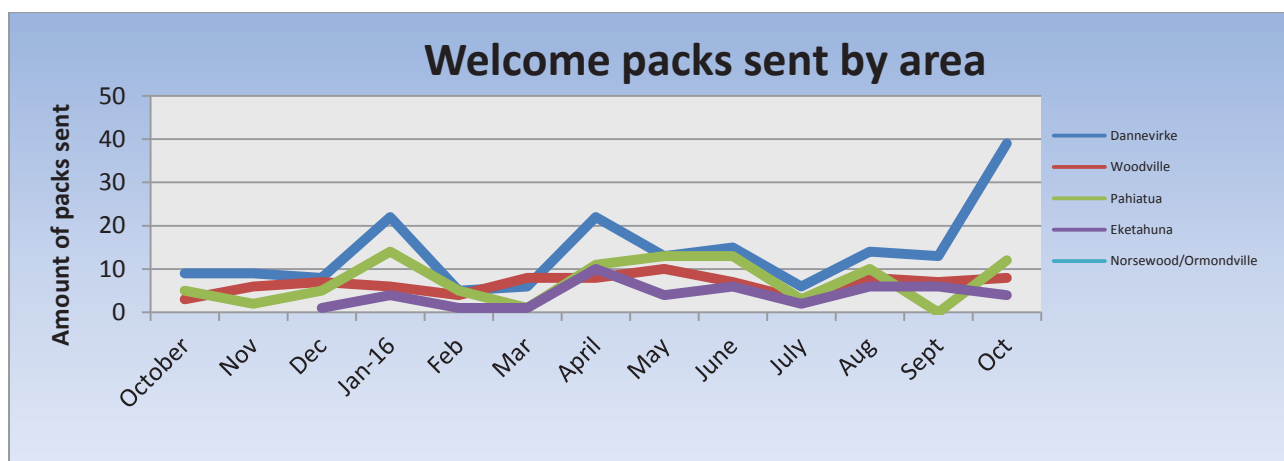
Page summary from the last 90 days:



Tararua i-SITE Visitor Information Centre

92. Welcome Packs

A total of 52 welcome packs were sent during September and October; thirteen of these were sent outside of the district.



93. i-SITE Conference

Held in Cromwell, the theme of this year's Conference was 'Forward Horizons 2016'. The i-SITE Conference programme included the Visitor Information Network AGM, delivery of the i-SITE NZ Strategic Plan by the i-SITE NZ BOARD, updates from key partners such as Tourism NZ, DoC and other agencies.

A number of workshops were also held around the theme of ways forward. In a changing environment with technology on the rise, visitors are able to easily make their own bookings and access information from their mobile devices – so, what does this mean for i-SITE'S? Opportunities exist for i-SITE's to find new ways to bring visitors in and increase income.

94. iTICKET Agency

The i-SITE are now agents for i-TICKET. <https://www.iticket.co.nz/>

This will enable the i-SITE to sell tickets for over 1000 events , including Festivals and Expos, Cultural and Lifestyle, Sporting, Media and Corporate, and Theatre and Performing Arts. The i-SITE will receive \$1.50 per ticket sold and there is no cost to set this up.

95. Creative Communities NZ

A series of roadshows are to be held in February 2017 around the district to assist groups and individuals to understand the application forms and guidelines. Dates and venues will be advertised on the Council page in the Bush Telegraph. The next funding round dates will be advertised in February 2017.

These will be advertised on www.tararua.govt.nz

96. Tararua Passport

Staff have been busy organising special deals and discounts with participating businesses in Tararua. These will be in the form of a "Tararua Passport" - available for both visitors and locals - and can be picked up at the i-SITE or Information Centres. This is to encourage people to stay longer and spend money in the district (at participating businesses). To date, there are 16 participating businesses and we hope to finalise this in the second week of December. Our intention is to do this annually, each Christmas Holidays. The 'passport' has an expiration date of 31 March 2017.

97. Accommodation & Travel Sales

October 2015

Company sales

Start date: Saturday, 1 October 2016

Note: All amounts in this report include GST

End date: Monday, 31 October 2016

Selected by: Sale date

Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
Sale type: Agent all								
Intercity Coachlines	29	29	\$919.00	\$91.90	10.0%	\$3.17	827.10	\$919.00
Interislander	3	3	\$798.00	\$79.80	10.0%	\$26.60	718.20	\$798.00
Blue Bridge	3	3	\$798.00	\$79.80	10.0%	\$26.60	718.20	\$798.00
Bookit Online Accommodat	4	4	\$788.00	\$90.69	11.5%	\$22.67	697.31	\$788.00
Tranzscenic	2	3	\$397.00	\$39.70	10.0%	\$19.85	357.30	\$397.00
Tranzit Coachlines	10	16	\$193.00	\$19.30	10.0%	\$1.93	173.70	\$193.00
Naked Bus	3	3	\$40.00	\$6.00	15.0%	\$2.00	34.00	\$40.00
Subtotal	54	61	\$3933.00	\$407.19	10.4%	7.54	\$3525.81	\$3933.00
Total	54	61	\$3933.00	\$407.19	10.4%	7.54	3,525.81	\$3933.00

October 2016

Company sales

Start date: Thursday, 1 October 2015

Note: All amounts in this report include GST

End date: Saturday, 31 October 2015

Selected by: Sale date

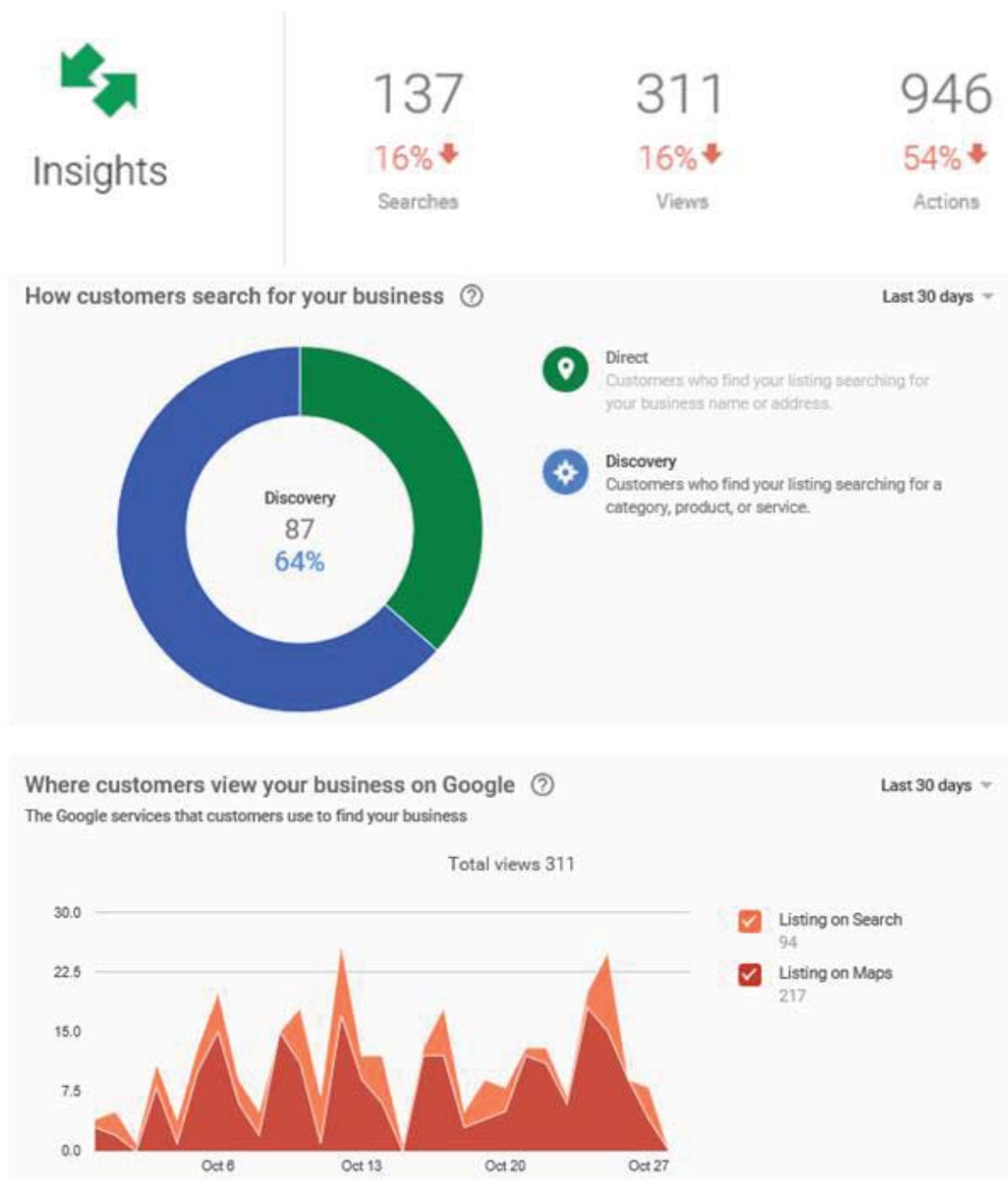
Company	Tickets	Pax	Ticket value	Comm.	% Comm.	Comm per sale	Operator	Sale
Sale type: Agent all								
Interislander	5	5	\$2079.00	\$207.90	10.0%	\$41.58	1,871.10	\$2079.00
Intercity Coachlines	24	24	\$1237.00	\$123.70	10.0%	\$5.15	1,113.30	\$1237.00
Blue Bridge	2	2	\$748.00	\$74.80	10.0%	\$37.40	673.20	\$748.00
Bookit Online Accommodat	4	4	\$435.00	\$52.20	12.0%	\$13.05	382.80	\$435.00
Naked Bus	7	7	\$208.00	\$20.80	10.0%	\$2.97	187.20	\$208.00
Tranzit Coachlines	8	12	\$156.00	\$15.60	10.0%	\$1.95	140.40	\$156.00
Subtotal	50	54	\$4863.00	\$495.00	10.2%	9.90	\$4368.00	\$4863.00
Total	50	54	\$4863.00	\$495.00	10.2%	9.90	4,368.00	\$4863.00

Adjustments for cash reconciliation: payments outside the period for tickets within the period

98. Online Presence

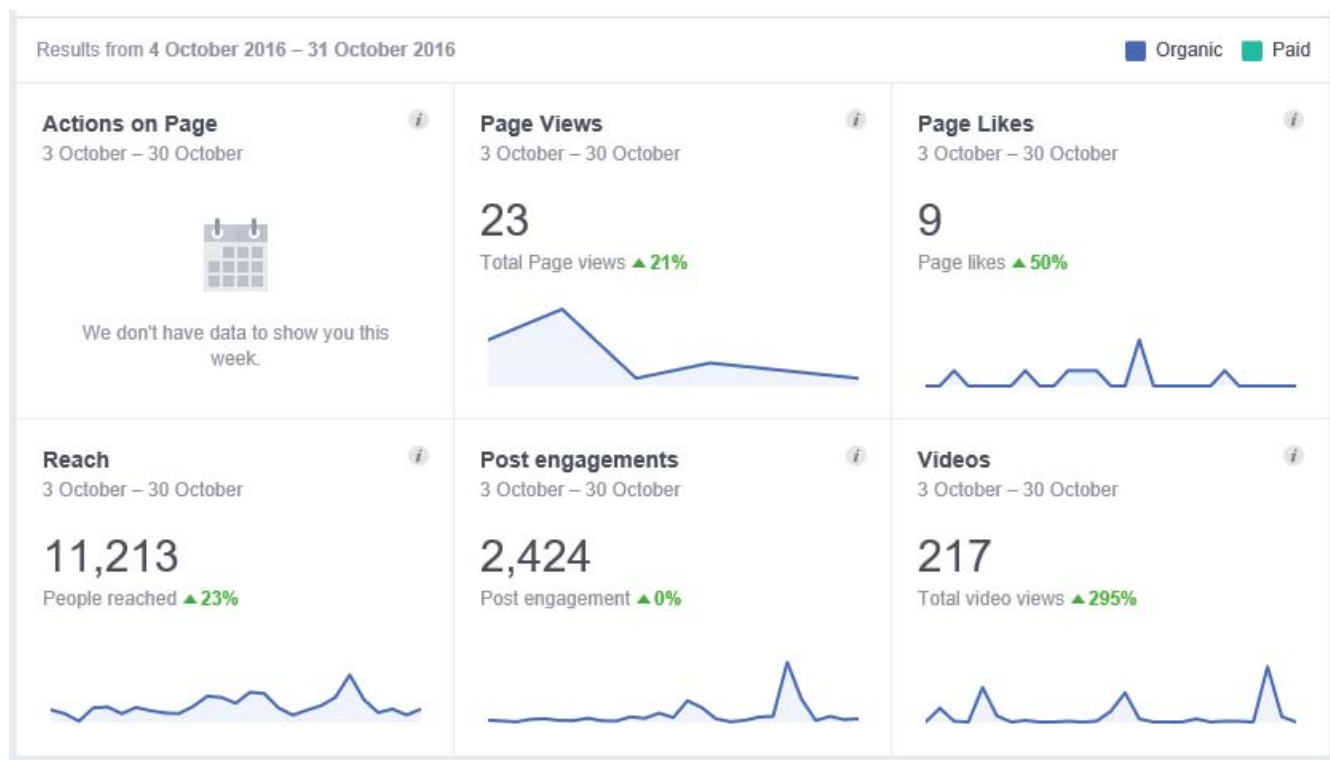
- **Tararua Country** (www.tararua.com)

Page summary from the last 30 days:



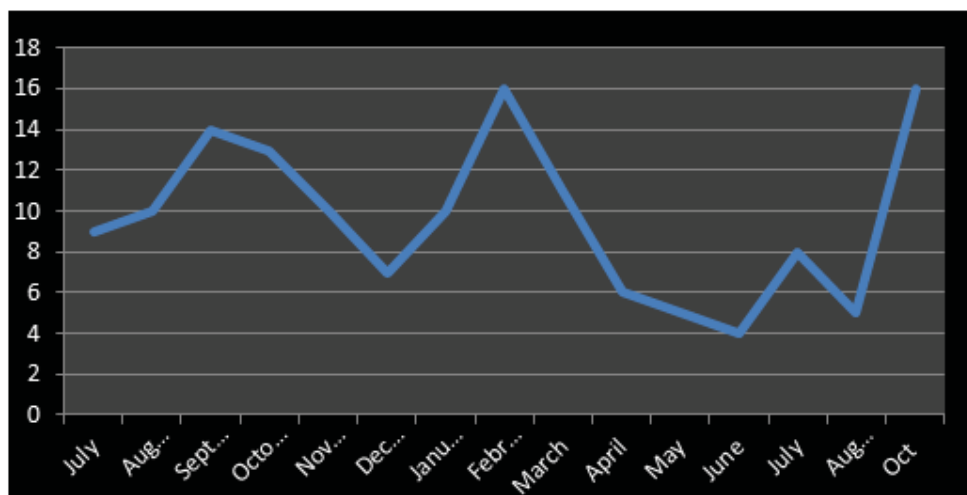
99. Facebook (www.facebook.com/tararuaisite)

Page views – up 23% from last month with increases of 9 likes of our page. We have reached 11,213 people with our posts.

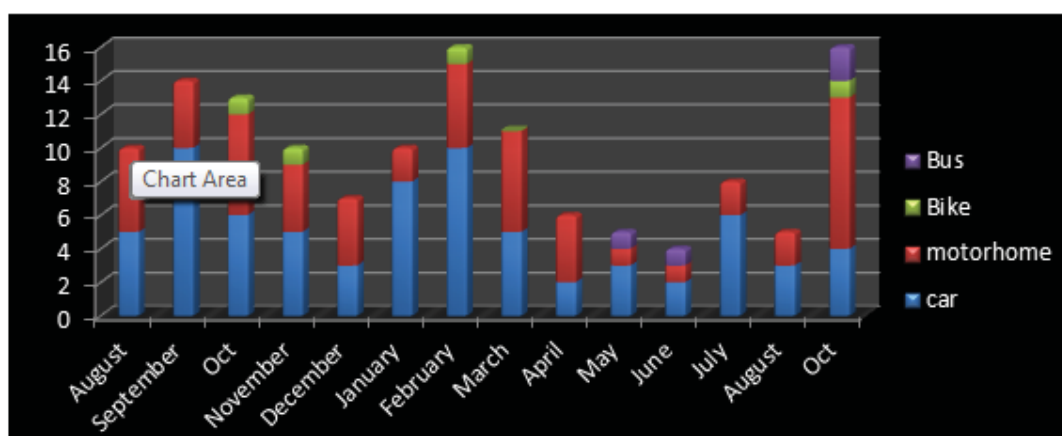


100. Visitor Surveys

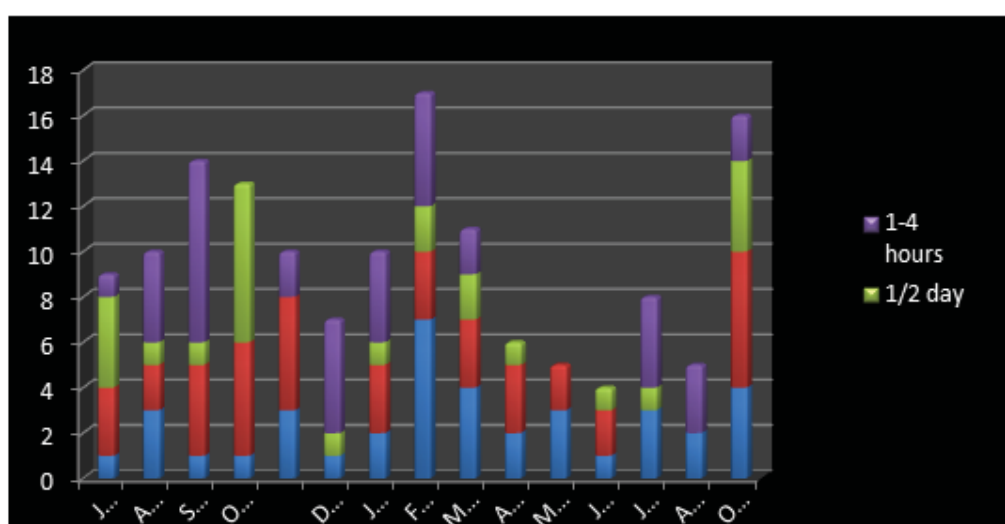
Surveys completed



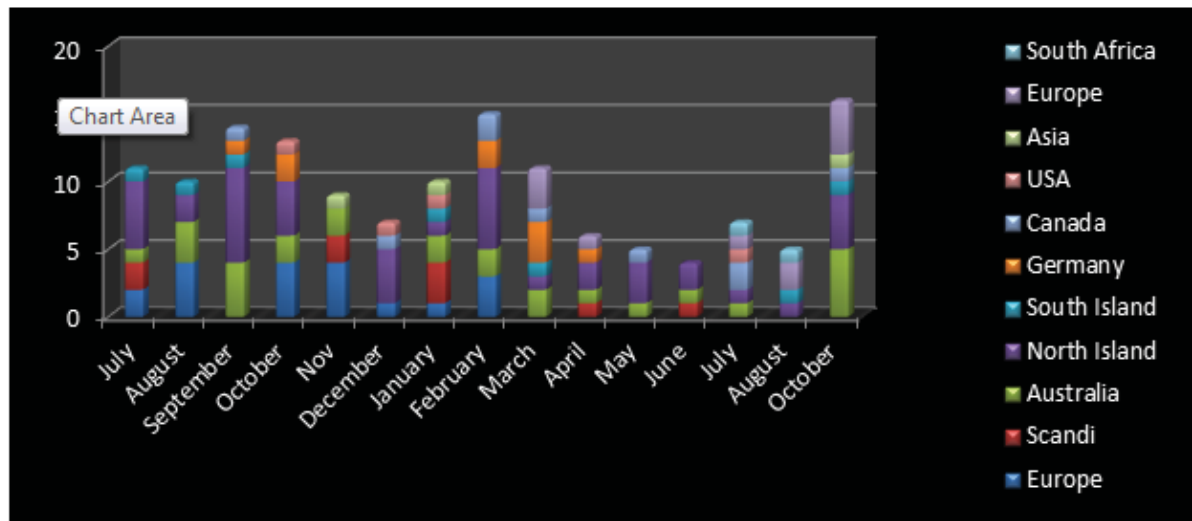
How are they travelling?



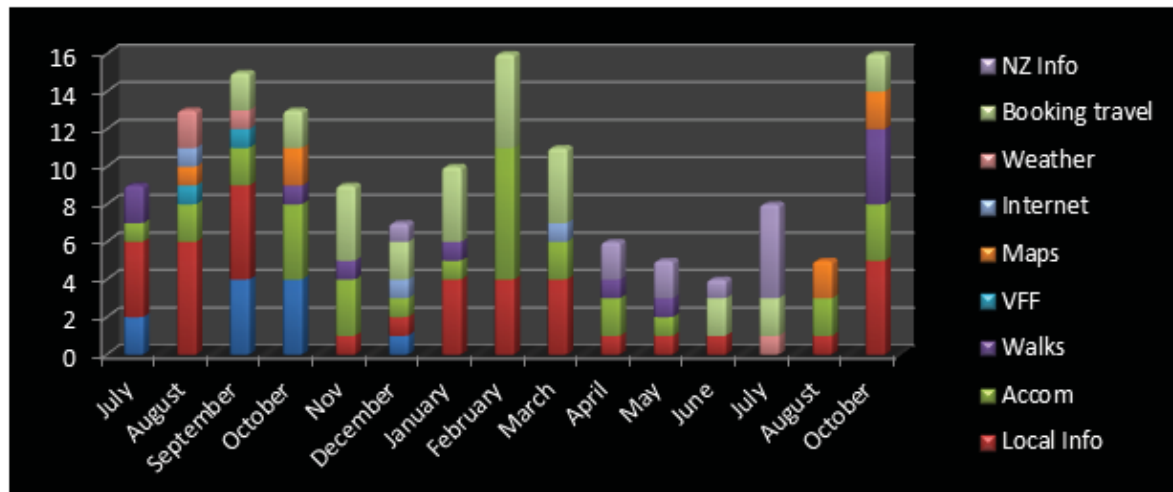
How long did they stay?



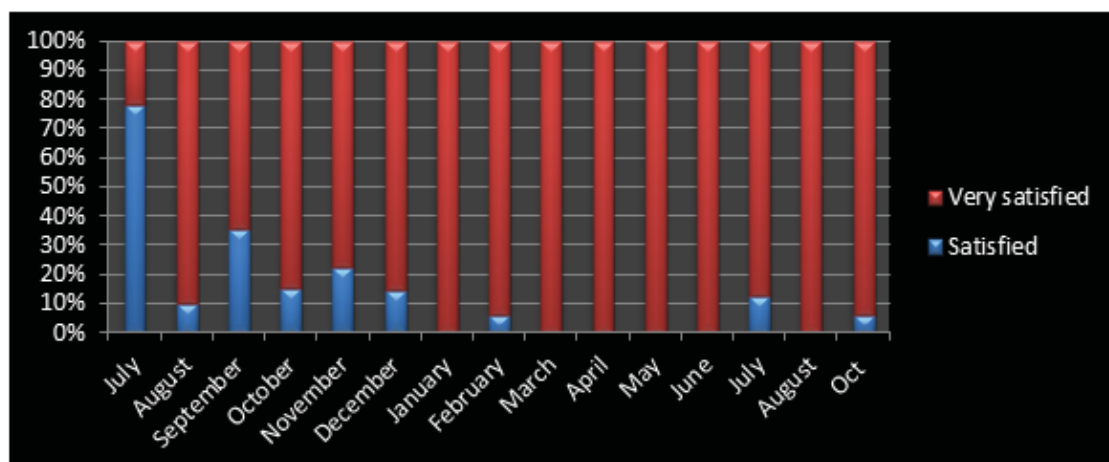
Where do they come from?



What did they ask for?



How satisfied were they?



Regulatory and Planning

Alcohol Licensing

101. General Matters

A tentative date has been sent down in March 2017 by the Alcohol Regulatory Licensing Authority to hear the appeal of the Tararua District Licensing Agencies decision in relation to the grant of the off-licence renewal for Dannevirke New World, by the Medical Officer of Health. There is a technical question in regards to the layout of the shelving and exposure of the Alcohol to the public. There are similar cases being heard around the country, with a recent hearing in the Court of Appeal for a similar matter – *Vaudrey and Bond Court of Appeal decision: CA37/2016*

102. Non-Compliance Issues and or Breaches of the Act

A premises was found to be in breach of Act by way of “Irresponsible promotion of Alcohol”. The licensee advertised a deal via email that would lead a person to believe that there was a discount of a product of more than 25%. Licensees are not allowed to advertise any discount greater than 25% in any form of media, though they can do this inside the premises. The Inspector had an education discussion with the licensee, as it was the Inspector’s opinion that it was a genuine mistake and a lack of understanding.

103. District Licensing Committee Activity

Application Type	Applications Received	Applications Granted	Applications Refused
On Licence - New			
On Licence - Renewal	3		
Off Licence - New			
Off Licence - Renewal	1		
Club Licence - New			
Club Licence - Renewal			
Manager Certificate - New	1	1	
Manager Certificate - Renewal	5		
Special Licence	3	1	
Temporary Authority - On			
Temporary Authority - Off			
TOTAL	13	2	0

104. Non Financial Performance Measures Year to Date

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%	27% On Target

Animal Control

105. General Matters

Non-Microchipped dogs have been reduced from 338 to 99 outstanding; this has been through our administrator's dedicated hard work.

106. Short Course, Workshop or Conference Attendance

Two Animal Control Officers have attended a "Dealing with difficult Customers Course" which will give our staff more expertise to deal with these people.

107. Legislation Changes or Legislation Comments

We are still awaiting the outcome of the new Menacing Dog legislation, which is close to being announced by the Government.

108. Monthly Dog Pound Statistics

Reason for Impounding	Number of Dogs	Year to Date
Roaming	15	59
Unregistered	8	21
Roaming and known to be unregistered	9	44
Rushing	0	0
Barking	0	1
Failure to comply with classification - Menacing	0	0
Failure to comply with classification -Dangerous	0	0
Failure to comply with Bylaw	0	0
Attacking - Person	3	5
Attacking – Stock	0	1
Attacking - Domestic Animal	0	1
Attacking - Protected Wildlife	0	0
Released to Council	0	3
Welfare	0	7
TOTAL	35	142

Resolution of Impounding	Number of Dogs	Year to Date
Returned to Owner	27	80
New Owner/Rehomed	6	40
Destroyed	2	21
TOTAL	35	141

109. Registration Statistics

Classification	Registered	Unregistered	Total
Dangerous Dog	5	3	8
Preferred Dog Status	354	7	361
Rural Domestic Dog	1709	133	1842
Urban Domestic Dog	826	192	1018
Working Dog	3266	208	3474
TOTAL	6160 (91.8%)	543	6703

110. Infractions Issued under the Dog Control Act 1996

Section	Offence	Total for Month	Year to Date
18	Wilful obstruction of Dog Control Officer or Ranger	0	1
19(2)	Failure or refusal to supply information or wilfully providing false particulars	0	0
19A(2)	Failure to supply information or wilfully providing false particulars about dog	0	0
20(5)	Failure to comply with any bylaw authorised by the section	0	0
23A(2)	Failure to undertake dog owner education programme or dog obedience course (or both)	0	0
24	Failure to comply with obligations of probationary owner	0	0
28(5)	Failure to comply with effects of disqualification	0	0
32(2)	Failure to comply with effects of classification of dog as dangerous dog	0	0
32(4)	Fraudulent sale or transfer of dangerous dog	0	0
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	0	0
33F(3)	Failure to advise person of muzzle and leashing requirements	0	0
36A(6)	Failure to implant microchip transponder in dog	0	0
41	False statement relating to dog registration	0	0
41A	Falsely notifying death of dog	0	0
42	Failure to register dog	8	10
46(4)	Fraudulent procurement or attempt to procure replacement dog registration label or disc	0	0
48(3)	Failure to advise change of dog ownership	0	0
49(4)	Failure to advise change of address	0	0
51(1)	Removal, swapping, or counterfeiting of registration label or disc	0	0
52A	Failure to keep dog controlled or confined	1	2
53(1)	Failure to keep dog under control	1	2
54(2)	54(2) Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	0	0
54A	Failure to carry leash in public	0	0
55(7)	Failure to comply with barking dog abatement notice	0	0
TOTAL		10	15

111. 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	72
33A(1)(BI) - Observed or Reported Behaviour of Dog	17
TOTAL	90

112. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not Known	Urban Nth Ward	Urban Sth Ward	Monthly Total	Year to Date
Aggressive Dog	0	0	0	0	0	0	1	0	0	1	10
Barking Dog - First Call - Record Only	0	0	0	0	1	1	0	3	5	10	136
Barking Dog - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	0	0	0	1	1	0	2	60
Dead Dog	0	0	0	0	0	0	0	0	0	0	6
Dog Attack	0	0	0	0	1	0	0	2	0	2	13
Dog Bylaw Breach	0	1	0	0	0	0	0	0	0	1	1
Dog Other	0	2	1	0	2	2	21	7	11	46	241
Dog Welfare Concern	0	0	0	0	0	0	0	1	2	3	11
Roaming/ Uncontrolled/ Secured Dog	0	1	0	1	4	3	21	6	4	40	201
Roaming Stock	0	0	0	0	1	0	9	1	0	11	87
Rushing Dog	0	0	0	0	0	0	1	2	0	3	9
TOTAL	0	4	1	1	9	6	54	23	21	119	780

113. Comments on CRMS

Aggressive dogs – The most serious attack was where a child ventured onto the dog's property and went near it whilst the dog was eating, this resulted in the child being bitten on the face. The dog has since been classified as Dangerous. Due to a conflict of interest, another council was engaged to undertake the investigation.

The second attack was where a dog bit our On Call Officer's leg after he visited the property on an attack complaint.

This dog was released to Council and has since been euthanized.

The third attack happened at a local residence where the report came in that a dog was frothing at the mouth and had bitten a person at the property.

The dog was believed to be from the property and has since been impounded.

No complaint has been received as of yet from the person bitten, and the dog will be euthanized after the seven day impounding period.

Barking dogs – the number of second call barking complaints has declined dramatically possibly due to habitual complainers vacating the area.

First complaints are also down; the reason for this is unknown.

114. Non Financial Performance Measures Year to Date

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 2

115. Non Financial Performance Measures for Month

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		%
January		%
February		%
March		%
April		%
May		%
June		%

Building

116. General Matters

November has been a busy month with 4 new building consents for dwellings issued in the Tararua area being constructed in Eketahuna, Pahiatua, Woodville and Dannevirke. The building team is still receiving high numbers of enquiries from people outside the district about building or buying properties in our area with an increase in applications for building packets and Land Information Memorandums (LIM's).

117. Short Course, Workshop or Conference Attendance

Team Leader Building Services attended a Building Warrant of Fitness (BWOFF) and Specified System course in Havelock North.

Key Learnings

The course allows the Building Officer to check and monitor the creation of a Compliance Schedule, process variations to a Compliance Schedule. Monitor the annual Warrant of Fitness process for buildings which incorporate Specified System. The Building Officer will have an appreciation of the various Specified Systems, their

8 Legislation Changes or Legislation Comments

The Building (Pools) Amendment Act 2016 repeals the Fencing of Swimming Pools Act 1987 and includes pool safety provisions under the Building Act 2004. It also creates new Building Code clause F9 which relates to residential pool barriers. Changes under the Amendment Act take effect from 1 January 2017.

118. Non-Compliance Issues and or Breaches of the Act

A local business had a BWOFF audit conducted and failed due to a non compliance fire alarm system and passive systems not complying with the building code.

Action Taken

The owner received a formal letter to rectify the issues in consultation with IQP and TA in a given time frame due to the high cost of complying to the building code.

Resolution

The process for the building to comply is ongoing.

119. Monthly Building Consents Statistics

Consent Time Frames	Month	Year to Date
Code Compliance Certificate issued	21	148
10 days or Less	7	61
11 - 15 Days	13	37
16 - 17 Days	8	23
18 – 19 Days	1	8
20 Days	1	4
>20 Days	0	0
TOTAL	30	133
Percentage processed within 20 day limit	100%	100%
Total Value	\$2,103,330	\$5,900,432
Average Value	\$70,111	\$44,364.15

Inspection Results Report –	Month	Year to date
No of passed inspections	105	520
No of failed inspection	7	55
TOTAL	112	575

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

120. Non Financial Performance Measures Year to Date

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

121. 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				
January				
February				
March				
April				
May				
June				
TOTAL /269				

**-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.

One of the pools that failed Cathy went ahead and padlocked the gates so there is no access until the pool complies. This may seem an extreme measure but they had received a letter and phone call regarding the matter some months previous.

General Inspection

122. Short Course, Workshop or Conference Attendance

Dealing with difficult customers. This course was held on the 29 November across the road at the Business Network. A very informative course attended by a group from the Regulatory Department and Library staff.

123. 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		
January		
February		
March		
April		
May		
June		
Year to Date	3.630	629.94

124. CRMs

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Sth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Not known	Urban Nth Ward	Urban Sth Ward	Monthly Total	Year to Date
Abandoned Vehicle	0	0	0	0	0	0	2	0	2	4	22
Fire Hazards	0	0	0	0	0	0	0	2	0	2	3
Illicit Dumping	0	1	0	0	0	1	12	1	1	16	66
Noise - Stereo/ Drums/ Party - First Call - Record Only	0	0	0	0	0	0	9	12	7	28	78
Noise - Stereo/ Drums/ Party - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	0	0	0	9	20	4	33	94
Machinery / Vehicle Noise on Private Property - First Call - Record Only	0	0	0	0	0	0	0	0	1	1	4
Machinery / Vehicle Noise on Private Property - SECOND CALL / ATTENDANCE REQUIRED	0	0	0	0	0	0	0	0	0	0	5
Noise Other - First Call - Record Only	0	0	0	0	0	0	0	0	0	0	2
Noise Other - SECOND CALL / ATTENDANCE REQUIRED	0	1	0	0	0	0	0	0	0	1	1
Overhanging Trees or Projections from Private Property	0	0	0	0	0	0	0	0	1	1	4
Stock Crossings	0	1	0	0	0	0	0	0	0	0	1
Wasp & other Pests Complaints	0	1	0	0	0	0	0	0	0	0	0
TOTAL	0	4	0	0	0	1	30	35	16	86	211

125. Non Financial Performance Measures year to Date

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					
Liveable Communities	Excessive noise complaints will be attended to by council to minimise disturbance to others	Percentage of noise complaints responded to within an hour	95.9% On Target	95%	94.8% On Target
Attractive Communities	Control excessive rubbish dumping, overhanging vegetation and fire hazards through monitoring and enforcement	Percentage of complaints responded to within 48 hours	100% On Target	90%	100% On Target

126. Non Financial Performance Measures for Month

Month	TOTAL CRM's	Responded to within 1 hour
July	10	100%
August	14	100%
September	6	83.3%
October	31	87.1%
November	33	100%
December		%
January		%
February		%
March		%
April		%
May		%
June		%

Health

127. General Matters

Business as usual for the month of November. A food control plan workshop was held at the Tararua Business Network for invited businesses due to transition into the Food Act 2014 before 31 March 2017 and businesses that expressed an interest to attend. This was well attended with 5 businesses registering a food control plan on the day of the workshop, one more workshop will be held prior to the end of the transition for businesses with an on-licence.

128. Short Course, Workshop or Conference Attendance

Dealing with Difficult People and Situations

Key Learnings

How to effectively identify, manage and resolve conflict within the workplace and out in the field in a positive and constructive way.

129. Legislation Changes or Legislation Comments

Food Regulations 2015 are under consultation to clarify National Programme sector technical information requirements. The main areas that will affect territorial authorities are the possibilities to extend the verification timeframes for new businesses registering. The timeframes are currently one month for new businesses and three months for existing businesses.

130. Non-Compliance issues and or Breaches of the Act

No non compliances to report for the month of December 2016.

131. CRMs

November	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	Monthly Total	Year to Date
Dead Animal/s - Private Property	0	0	0	0	0	0	0	0	0	0	2
Hazards Environmental Spill	0	0	0	0	0	0	0	0	0	0	3
Health Complaint Miscellaneous	0	1	0	0	0	0	0	1	1	3	9
Industrial Noise Complaint	0	0	0	0	0	0	0	0	0	0	0
Offensive Odour	0	0	0	0	0	0	1	0	0	1	4
Poultry Noise	0	0	0	0	0	0	0	0	0	0	2
Rodent Infestation	0	0	0	0	0	0	0	0	0	0	2
Smoke Nuisance	0	0	0	0	0	0	0	1	0	1	5
Total	0	1	0	0	0	0	1	1	1	5	24

132. Comments on CRMs

No unusual activity or trends to report.

133. Non Financial Performance Measures year to Date

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%	42%

	Month	Year to Date
High Risk Food Inspections	13	37
Low Risk Food Inspections	0	7
Food Control Plan Audits	3	17
New Business Enquiry	2	7
New Food Business Registered	0	4
Business Closed	0	5

Planning

134. CRM's

	Historical Rating Unit	Ind/Com Nth Ward	Ind/Com Nth Ward	Non Rateable	Rural Nth Ward	Rural Sth Ward	Unkno wn	Urban Nth Ward	Urban Sth Ward	Monthly Total	Year to Date
Advertising Signs, Unlawful, Unsightly, Hazardous	0	0	0	0	0	0	0	0	0	0	2
Environmental Amenity - Derelict Vehicles, Unsightly Odour/ Storage on Private Land	0	0	0	0	0	0	0	0	0	0	0
Noise Explosion or Vibration	0	0	0	0	0	0	0	0	0	0	1
Unlawful Activities Requiring Resource Consent	0	0	0	0	0	0	0	1	0	1	1
Windfarm Noise Complaint	0	0	0	0	0	12	0	0	0	12	28
Total	0	0	0	0	0	12	0	1	0	13	32

135. Monthly Resource Consents Statistics - 2016/17

Application Type	Applications Received	Applications Granted	Applications Refused
Subdivision Consents	6	4	0
Land Use Consents	1	2	0
TOTAL	7	6	0
YEAR TO DATE TOTAL	21	19	0

136. Non Financial Performance Measures Year to Date

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					
Resource Management	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 NOTE 1
	Resource consents are administered effectively and efficiently	Percentage of resource consents processed within the statutory time frame. <ul style="list-style-type: none"> • Non-notified 20 working days • Notified 70 working days • Notified and Limited Notified not requiring a hearing -50 working days 	98.11% Achieved 100% Target	100%	100%
	Council responds effectively to complaints about non-compliances	Non-compliances are resolved within 3 months of customer complaint.	100% Achieved 100% Target	100%	100%

District Resilience

137. Civil Defence

- Blair and Paddy set up a minimal EOC following the recent Kaikoura earthquake. Following a tsunami warning, evacuations were carried out in Herbertville and Akitio with police in attendance.
- Robyn Winter assisted in the Kaikoura EOC in logistics for nine days and Blair assisted as Operations Manager in the National Crisis Centre for four nights.
- Currently looking at a new computer known as the D4H system – Council volunteers are considered employees under the new Health and Safety Act, and we need to record details of training, next of kin etc. This will include those volunteers who have completed formal training.
- The Woodville Civil Defence plan has been completed and adopted.
- In an emergency, Woodville Radio has agreed to site its portable radio station at the Woodville Civil Defence Centre for transmitting messages from the controller.
- Paddy to meet with Pukaha Mount Bruce staff – they are keen to be a Civil Defence centre and they have their own generator on site.
- The emergency management software EMIS training for emergency operations staff is to be held on 9 December.
- The Mayor and Paddy attended a Resilience Strategy workshop in Hastings and gave input into ideas on how we are going to drive civil defence in the future.
- Emergency Management Committee meeting was held on 10 November with a good attendance from local groups.
- Agreement has been reached with MSD and other like groups to set up a Local Welfare Committee. Meeting will be held with these groups on 12 December 2016.
- Paddy attended a Cape Turnagain Marine Repeater Trust meeting.

138. Rural Fire

- Fire and Emergency New Zealand (FENZ) merger -
 - All of our rural fire assets have been listed and sent to FENZ
 - Financial information and systems have been sent to FENZ – see below
 - Currently working on personnel records
 - Paddy will attend a 2-day event seminar in Wellington on 6/7 December
 - Paddy will be meeting with FENZ on 5 December to discuss his role
 - Paddy has met with all of our Rural Fire Forces and discussed the merger and identified issues.
- A basic rural fire pump course is being held in 17-18 December.
- Clayton and Robyn and have completed their aircraft supervisor courses.

Taranua District Council Rural Fire Authority

OPERATING COSTS INCURRED DIRECTLY BY THE RFA

The aim of this page is to capture all costs incurred by the RFA relating to rural fire.

Please include any costs charged to a rural fire business unit, or cost-centre, as well as any additional costs to the Council/RFA related to rural fire, which are not captured in those accounts. For example, a Council employed person who spends 5 hours per week issuing fire permits, whose time is not captured in the Council rural fire business unit or cost-centre. For this type of person, please include the cost of their time (based on an estimate of their annual salary and annual hours spent on rural fire-related work) in "Staff wages and salaries". There will also be an overhead cost to the Council associated with this person's time. Please include this overhead (for the time spent on rural fire only) in "Administration and overhead costs".

Overhead allocation: For all staff included in "Staff wages and salaries" personnel costs, please include associated overhead costs in "Administration and overhead costs". Overhead costs using standard Council percentages are acceptable.

"In-kind" costs (such as those provided to the RFA by another stakeholder at little or no actual cost to the RFA or Council) will be captured separately on Page 4.

We are seeking your operating costs for the last three financial years with one exception. For fire suppression costs, we need to capture data for the previous 10 years (this is because the suppression costs often fluctuate significantly from year-to-year).

For some of the operating cost items, we need to understand how the cost is allocated across the 4 "Rs" (reduction, readiness, response, recovery). In some instances, cost items will only sit under one of the 4 "Rs" (eg costs relating to fire prevention will sit under Reduction). In other instances, you will need to make a judgement about how to allocate the cost across a number of the 4 "Rs" (eg costs relating to salaries and wages will need to be allocated across most, if not all, of the 4 "Rs"). We ask that you make this judgement using your knowledge of the RFA and we recognise that it will only be based on an estimate of what you think is the most reasonable allocation of cost. Page 7 contains a definition of each of the 4 "Rs".

You only have to enter data in the yellow cells. Cells that are shaded grey contain instructions or information that is pre-populated.

	2013/14	2014/15	2015/16	Reduction	Readiness	Response	Recovery	Other	Total
				Input values as a % (each row should total 100%). Page 7 defines the 4 "Rs". The "Other" column can be used to capture the proportion of cost relating to management and administration. The other column does not need to be completed if you are happy to allocate all cost/time across the 4 Rs.					
Total Fire Suppression Costs (net of Recoveries)	\$9,007	\$6,666	\$20,464	\$0	\$0	\$0	\$0	\$7,101	\$3,257
Administration and overhead costs <i>(Includes legal, audit, payroll, accounts, telephone, printing, stationery and other overhead costs.)</i>	\$45,057	\$38,106	\$25,727						
Other costs <i>Please list each cost. For example, you might want to split out very large or "one-off" admin or overhead costs.</i>									
Foam, soap etc		\$7,981	\$7,033						
Signage									
Total other costs	\$0	\$7,981	\$7,033						
Total Operating Costs (this will be net of any fire suppression cost recoveries)	\$237,325	\$307,172	\$247,212						

Additional comments:

1. VRRF Costs represents a grant provided by the Council for use by the Community. It is given in lieu of payment for fire fighting time etc. Some of this grant is used for purchase and maintenance of equipment and the remainder for community projects.
2. We are unable to provide fire suppression costs 2006 to 2010 as we went to a new financial accounting system in 2010. We could extract the data from our old IT records but at great expense. Generally we allow \$10k for fire response expenditure and \$3k recovery per annum.
3. ICT costs are included in the Administration & overhead costs, unfortunately the way in which these costs are allocated we are unable to determine just the ICT portion.

Vehicles provided to the RFA by stakeholders free of charge

This section allows us to identify the running costs of vehicles that are provided to the RFA by stakeholders free of charge. It captures the running costs of response and non-response vehicles. We will estimate the cost of this service using a consistent approach for all of New Zealand.

The majority, but not all, of the information you need to answer this section will be available on the Asset Workstream template that you have previously filled out.

The examples below are provided to give you prompts. You can over-write the examples and add new ones as you need to.

2015/16		
Registration number of vehicle provided "in-kind" to the RFA	Vehicle owner	Comments (if required)
Nil	N/A	

Insert new rows above this row if needed

Additional comments:

All vehicles are Council owned with the exception of the Herbertville tanker which is owned by the Herbertville community and used by the RFA at a cost.

	B	C	D	E	F	G	H	I	J
Other minor assets									
Enter all other minor asset costs (eg PPE, hoses, pumps, plant and equipment) that are NOT included in the "Operating Cost" page. Don't record any assets provided "in-kind" (ie assets purchased or donated by stakeholders and the public and provided to the RFA for use).									
All other minor asset costs			\$2,399						
Total Capital Expenditure Costs <i>Ensure capital costs listed here are NOT double counted in the "Operating Cost" page.</i>			\$42,805	\$8,858	\$0				

Planned capital expenditure in the next three financial years

PAGE 5b

We only need planned asset purchases for large assets (over \$20,000 per item). Please list the planned capital expenditure over the next three years. The expected cost is the total cost of the asset regardless of how it is funded (eg.grants or donations).

Asset description	Planned financial year of purchase	Expected cost
Radio Renewals	2017/18	\$3,000
Radio Renewals	2018/19	\$3,000
Radio Renewals	2019/20	\$3,000
Herbertville Rural Fire Appliance	2019/20	\$104,000

insert new rows above this row if needed

Additional comments:

The vehicle replacement was for a 36 year old ex NZFS appliance. It is recommended that this be brought forward as soon as possible into the 2018/19 FY

EXTERNAL INCOME

Tararua District Council Rural Fire Service PAGE 6

The aim of this page is to capture the income received from external parties such as community trusts, pub charity, private citizens, or private sector organisations. Include grants given directly to Volunteer Rural Fire Brigades, if known.



	2013/14	2014/15	2015/16
Donations			
Monetary donations			
Donated assets Estimate the dollar value of the asset at the time it was donated			
Total Donations	\$0	\$0	\$0

Other external income
Excludes:
- cost recoveries from fire suppression, and
- income from grants or subsidies from the NRFA, Fire Service, councils and council-related parties.

Comments
Please indicate whether you expect this income to continue after the FENZ transition, and any other comments you'd like to add.

List source of external income. Use a different row for each source.

Sale of pump lifter			\$130
Basic chainsaw Course		\$1,200	
Total other external income	\$0	\$1,200	\$130

No
No

Additional comments:

Income from basic chainsaw course involved cost recovery from non RFA personnel on the course

Library

139. General Matters

Eketahuna Customer Services Librarian Mrs Janice Percy retired on 7 October. Janice had worked for Council for twenty years. Her replacement, Claire Mills, has been appointed, and started work with Council on 8 November. Claire has been training at Dannevirke and starts at the Eketahuna office on Wednesday 30 November.

Staff with the designation of Fire Warden at each office participated in training with Mike Finucane, Fire Risk Management Officer.

Council organised first aid training with six participating from the library. This brings the total number of certified staff in the library team to seven, plus one other who has allowed her certification to slip due to health issues.

Seven of the library staff have attended a Dealing with Difficult People and Situations workshop (inhouse). This was organised after the assault at the Dannevirke Library to ensure staff have the tools and confidence to deal with any difficult situations that may arise in future. A further three had already completed this training at an earlier date. Members of the Regulatory Team also took up the opportunity to attend this training. A further course will be held in the New Year to allow those staff who were unable to attend to also complete the training.

140. Math is Fun

This Eastern and Central Community Trust funded programme was organised at all four libraries and run during the Term Three holidays.

Dannevirke Library had all fifty places filled and of these, 46 completed. Pahiatua filled 24 of their fifty places and of these 22 completed. Staff at Pahiatua are unsure why numbers were down from last year. Both Woodville and Eketahuna had 25 places available - Woodville filled 18 and of those 16 completed; Eketahuna filled 22 and of those 18 completed.



141. Little Ears

This preschool programme is held at Dannevirke, Woodville and Pahiatua branches. Feedback from Woodville participants has been received recently, praising the themes set for each session. Children and staff at Woodville dressed up for the Pirate session – looks like they had a blast!



Numbers attending this programme are still very low at Pahiatua Library, and they plan to take the programme to one of the local kindergartens to see if they are interested in attending.

142. Mental Health Awareness Week



Rangitane o Tamaki nui a Rua Inc. held a colouring competition to promote awareness. The Dannevirke Library was the collection point. Winners were announced at the library.

143. New Zealand Book Awards for Children and Young Adults - Quiz

The winners of this highly contested quiz night was Ruahine School. Schools from across the district entered this competition.



144. EC Read’N Summer Reading Programme

Registrations for this popular programme opened in mid November. This year is the twenty-year anniversary of the programme. The programme, funded by the Eastern and Central Community Trust, is run in libraries from Gisborne to Wairarapa and from Feilding to Horowhenua.

The number of participants at Tararua has almost doubled over the twenty years; especially as parents realise the importance of children continuing their reading to reduce the Summer Slide over this long holiday period.

Eketahuna’s places are 75% filled as at the end of November, and Dannevirke’s are 60%. There are no figures available from the other two sites at this time. However, it is anticipated that all places will fill as they have in previous years.

Staff have been decorating their children’s areas to reflect the theme of the programme “Sail into Summer Reading”.

Planning

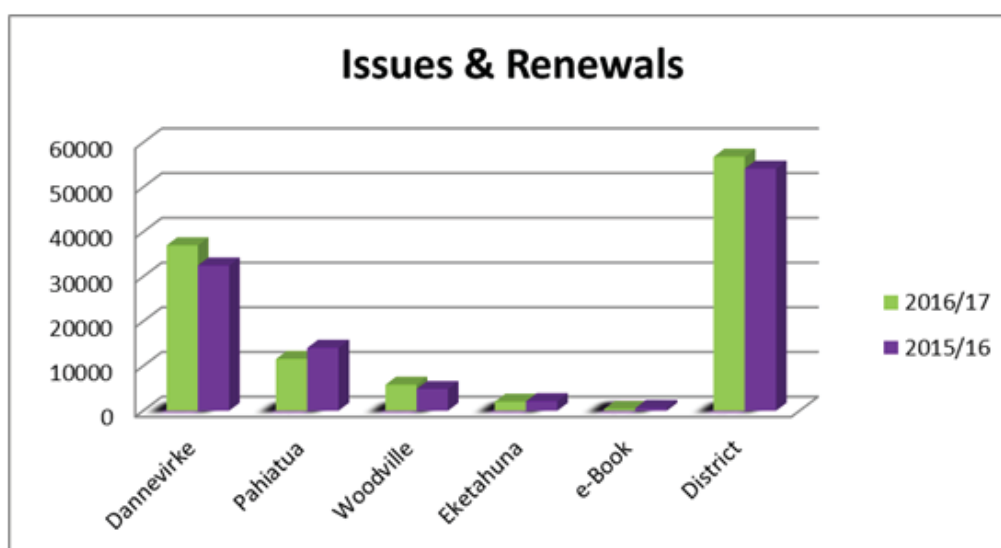
145. EC Read’N Summer Reading Programme

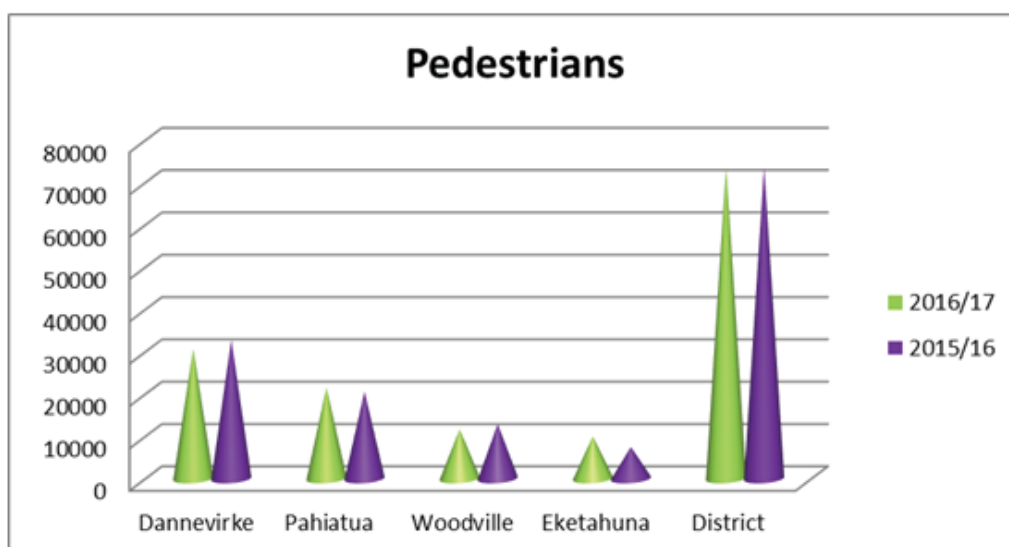
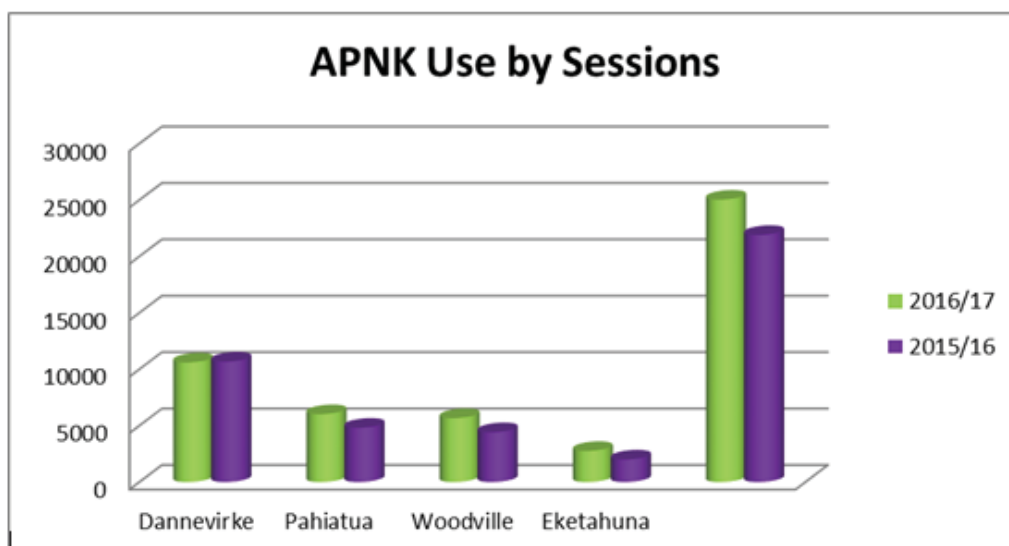
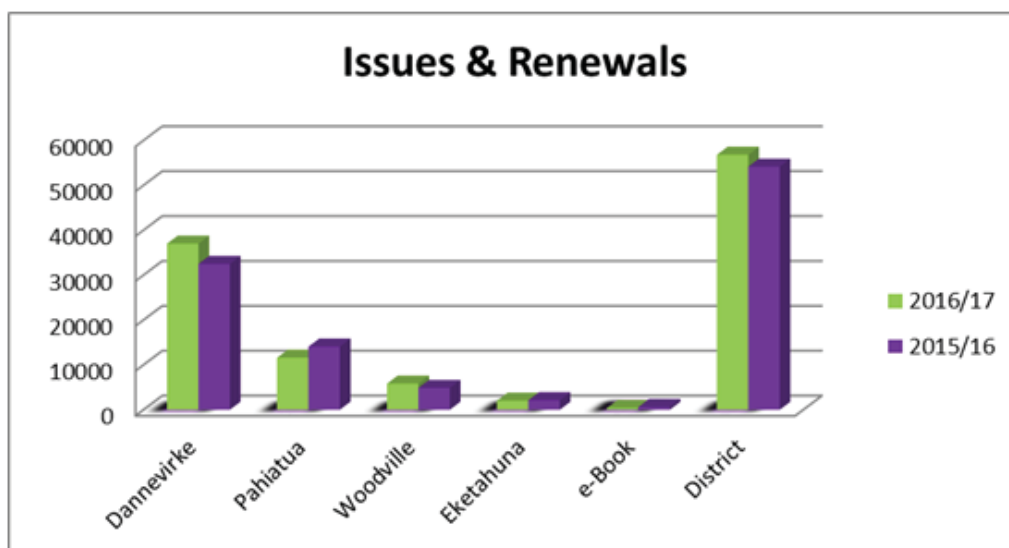
Reporting in for the programme starts from 5 December and this will be the main focus of the libraries over the following six weeks. Planning for the entertainers in late December and early January is well underway.

146. Radio Frequency Identification (RFID)

Due to staff shortages during August to October in the libraries, this project is not as far along as planned. Quotes from the vendors are expected in early December and a contract should be on target for signing by the end of the month. Although delayed, this project will be completed prior to 30 June.

147. Statistics – as at 30 November 2016

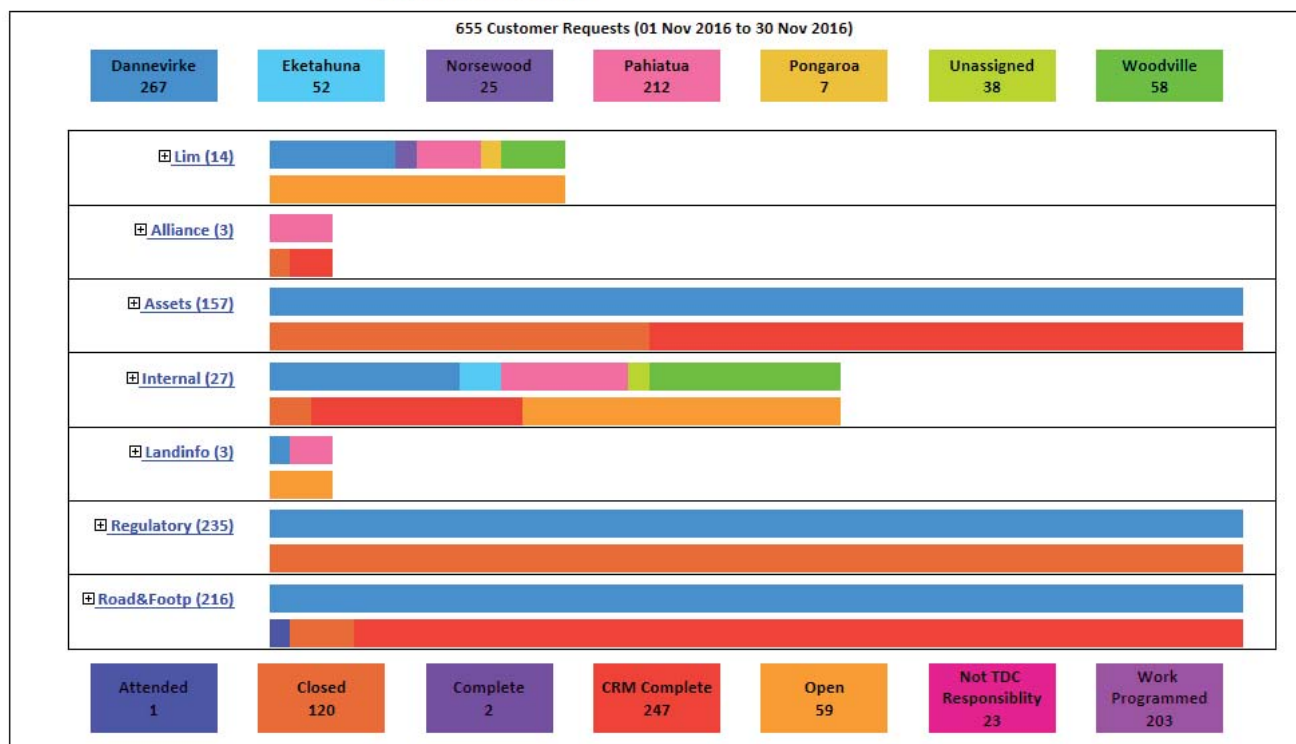




Customer Services

148. Customer Services Request – 1 November – 30 November 2016

CRM Dashboard



149. Afterhours Forum

Steph and June attended an Afterhours Forum on 16 November 2016. The forum included discussion on the following:

- Websites:- Important to ensure websites are up to date with what is happening so Afterhours can easily access/identify and advise callers.
- Surveys: Afterhours will undertake surveys on behalf of councils (cost will depend on type and length of survey).
- Online training opportunities: Short courses that can be done in quiet moments or before/after shifts.
- Web services – ‘in the future’ Afterhours can send our calls to ‘the cloud’ and if our systems are able they can be downloaded from there straight into our systems, eg CRMs.
- Social Media – After hours can monitor social media sights on councils behalf (price depends on how often sights are checked (eg: hourly, 4 hourly etc).
- Questionnaire to be completed on emergency services

Recreation and Sports Report



150. Tararua District

- The Tararua Recreation Advisor supported the Tararua Business Network Assistant with the Tararua District Council promotional stall at the Ross Shield Tournament held in Dannevirke on the week of 26 September – 2 October. The Recreation Advisor provided a variety of physical activities for children at the event, including relay races and ball skills.
- The Active Transport Advisor, along with the Tararua Recreation Advisor, delivered a Grade 2 Cycle Skills course to 45 students at St Anthony's School Pahiatua. The highlight was that two students with disabilities joined these classes on a road ride around local streets.
- The Tararua Recreation Advisor assisted Constable Maxine Walshe on Monday and Wednesday, 7 and 9 October, with the delivery of a Grade 2 Cycle Skills course at South School. The lessons aimed to educate senior students that currently cycle to and from school, and involved a road ride that included the Stairs Street roundabout and crossing High Street on to Millers Street.
- The Dannevirke Basketball Summer League finals were held on Saturday 26 November at the Dannevirke Sports Centre. The winners of their respective grades were:

Morehu - winner of the women's grade,
Activate - winner of the social grade, and
Seagulls - winner of the competitive grade.

The brand new, recently installed scoring system enabled the coordinators to provide quality scoring and timing for the last 3 weeks of the competition.

- The Tararua Recreation Advisor is assisting with the event planning and promotion of the Dannevirke Tigers Rugby League Club Muster Day to be held on Saturday 3 December at Coronation Park. The committee aims to recruit players and coaching staff for Under 7, 9, 11, 13 and 17 age grades.
- Active Teens participants took part in a golf afternoon at the Dannevirke Golf Club (9 teens attended), a lawn bowls afternoon at the Dannevirke Lawn Bowls Club (4 teens attended) and utilised the boxing room at the Dannevirke Sports Centre for a X-Fit session (3 teens attended). The sessions provided the teens with an opportunity to link in with a local club to give them a taste of what individual sports are available in their community, and gave clubs a chance to promote what they offer and membership options.

- Tararua College staff and board members have expressed an interest in the Active Teens programme. The Tararua Recreation Advisor and Active Families Advisor aim to start the programme at the College in term 1, 2017.
- Opus International Consultants provided the Dannevirke Multisport Complex Committee with the first draft report of the feasibility study.
- The Tararua Recreation Advisor met with the coordinator of Dannevirke Social Volleyball, Sarah Burne. The Recreation Advisor will assist with promotion of the competition, scheduled for term 1, 2017.
- The Tararua Recreation Advisor and Active Transport Advisor provided support to Cycling Uncovered participants taking part in the Tour De Manawatu Cycle Challenge on Sunday 6 November.
- The Tararua Recreation Advisor assisted at the Dannevirke Inter-school Athletics event held at the Dannevirke Domain on 23 November.
- The Regional Youth and Coach Development Advisor visited Papatawa School in Woodville and facilitated a student-led consultancy session to generate ideas for their playground. The school is looking to try and get funding to improve their playground facilities.
- The Secondary School Sport Advisor facilitated the Secondary School Sports Awards Judges meeting, with over 140 nominations for code awards, including 2 students from Tararua College. Five officials in boys and girls categories were judged, including one Netball umpire from Tararua College, and 11 teams. Five teams were taken through as finalists from the nominations.
- The Secondary School Sport Advisor facilitated the Sport Coordinator Meeting where 11 schools were present. Discussion centred on supporting Regional Sporting Organisations that operate in the secondary school space delivering competitions. Bridget Bailey attended from Tararua College.
- The Secondary School Sport Advisor assisted with the running of the Secondary School Sports Awards, which saw over 450 attendees attending, including approximately 120 student athletes. The Tararua region had one Official of the Year – Boys finalist, a sporting code finalist and a sporting code winner on the night.
- A meeting was held with the Rugby Top 4 2016 organising group where it was decided Sport Manawatu will continue to support the event in 2017, with both the Boys' and Girls' Tournaments combining.

- A Kiwi Swim Safe workshop was run in Dannevirke and involved 12 local primary school teachers and swim instructors. Kiwi Swim Safe is a comprehensive professional development programme designed specifically for school teachers. It has been developed to give school teachers the necessary skills, knowledge and confidence to deliver “swim and survive” to their students.
- Dannevirke High School received \$8,167 KiwiSport funding for their Increase in Sports Participation project, engaging 187 participants across 5 sports.

151. Upcoming events (that we deliver or directly impact on)

- The Grassroots Sports awards were held on Friday 18 November. This year’s event was staged at the Palmerston North Convention Centre.
- The application submitted to the Meridian Community Sponsorship Fund was successful with Meridian Energy offering \$5,000 to secure naming rights of the Te Apiti Whanau Challenge event.
- After consultation with Pahiatua School Principal Lynne Huddleston, Sport Manawatu has agreed to take over the project lead of the 2017 Tararua Primary School Seven-a-side Tournament. The scheduled date for the event is Wednesday 14 June with a postponement date of Friday 16 June at Bush Multisport Park, Pahiatua.
- Registrations are open for the Inaugural Anthony Gray & Faith Chase Touch Tournament. The Tararua Recreation Advisor and Rangitane staff member, Jamie Hape, are collaborating to bring an annual Touch tournament to the district. The tournament will be held on Saturday 17 December at Coronation Park, Dannevirke.
- Applications closed for the new coach initiative Community Coach Advance (CCA) on 18 November.

Recommendation

That the report from the Chief Executive dated 7 December 2016 concerning an update on key projects and items of interest to the Council (as circulated) be received.

Attachments

Nil.