



**I, Steven May, Tumu Whakarae Chief Executive Officer, hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 11 February 2020
Time: 1.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Ordinary Council Meeting

11 February 2020

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

Order Of Business

1	Karakia.....	5
2	Apologies for Absence	5
3	Declarations of Conflict of Interest	5
4	Chairperson's Announcements	5
5	Late items of Urgent Business	5
6	Public Participation	5
7	Minutes of the Previous Meeting.....	5
8	General Items.....	15
8.1	Local Governance Statement 2019 Triennium.....	15
8.2	2019 Triennial Agreement.....	33
8.3	External body appointment	35
8.4	Amendment to Appointment and Remuneration Policy for Directors of Council Controlled Organisations.....	36
8.5	Independent committee members appointment	45
8.6	Māori Standing Committee Terms of Reference	47
8.7	Lemuel Te Urupu Trust papakāinga - Vesting Road in Council MOU.....	56
8.8	Patangata Bridge - Options moving forward.....	71
8.9	Half Year Performance 2019-20	142
8.10	Appointment of a Director on the QRS Board	198
8.11	CEO Report	206
9	Receipt of Minutes from Committees/Action Sheets.....	208
	Nil	
10	Public Excluded Items	209
10.1	Resolution for disposal of council owned asset - Lot 1 DP 7275	209
10.2	Procurement - Contract 19/02 Maintenance and operation of Wairoa and Frasertown Cemeteries	209
10.3	Procurement - Contract 19/01 Maintenance and operation of Mahia reserves.....	209
10.4	Resolution for disposal of council owned asset - Lot 1 DP 490941 & Section 3 SO 10466	209
10.5	Delegation to spend Tourism Infrastructure Funding.....	209

- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 26 November 2019

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 26 NOVEMBER 2019 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Hine Flood (Deputy Mayor), Cr Danika Goldsack, Cr Jeremy Harker, Cr Melissa Kaimoana, Mr Paul Kelly

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Charlotte Knight (Kaiarataki Kaupapa Here / Mana Ārahi Policy & Governance Team Leader)

1 KARAKIA

Given by Mr Paul Kelly.

2 APOLOGIES FOR ABSENCE

APOLOGY

RESOLUTION 2019/62

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the apologies received from Cr Tumataroa-Clarke, and Mr Kiwa Hammond be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

Introduce new democracy reporter present from Gisborne Herald – Aaron van Delden

This weekend there are 2 community events on Saturday – Pa Haka and Waka Ama.

5 LATE ITEMS OF URGENT BUSINESS

Te Wairoa e Whanake – next steps

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**RESOLUTION 2019/63**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the minutes of the Ordinary Meeting held on 31 October 2019 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 CEO REPORT NOVEMBER 2019**

Elected members discussed:

- Request explanation of graphics in future reports
- Information services – could this also consider communications
- Number of dogs impounded

RESOLUTION 2019/64

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council receive the report.

CARRIED

8.8 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

Stuart Mutch from Ernst & Young was in attendance for the item.

The Group Manager of Finance & Corporate Support presented the report.

Elected members discussed:

- Accuracy of financial projections in Long Term Plan
- Performance measures
- Explanations for variances from budget (1st year of LTP)
- Reviewing finances regularly throughout the year, particularly large expenditure services
- National inflation versus local inflation
- Level of services
- Lateness of process and improving for next financial year
- Review of process to be reported back to Council at a future meeting

RESOLUTION 2019/65

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council adopts the Annual Report for the Year Ended 30 June 2019, attached as **Appendix 1**, subject to minor editorial and formatting updates, including the edit to the foreword to include examples of projects delayed in paragraph 5 on page 2.

CARRIED

RESOLUTION 2019/66

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the public be excluded from the following parts of the proceedings of this meeting at 2.32pm and that Stuart Mutch is permitted to remain at this meeting after the public has been excluded because of their knowledge of the Annual Report. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because the public-excluded appendix is a report authored by Stuart.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.8 - ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2019	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

RESOLUTION 2019/67

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

That Council moves out of Closed Council into Open Council at 2.53pm

CARRIED

8.2 STANDING ORDERS**RESOLUTION 2019/68**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council receive the report and adopt the revised Standing Orders attached as Appendix 1.

CARRIED

8.3 ELECTED MEMBERS' CODE OF CONDUCT**RESOLUTION 2019/69**

Moved: Cr Jeremy Harker

Seconded: Cr Hine Flood

That Council:

- a. Adopt the new version of the Code of Conduct attached as Appendix 2
- b. Utilise the template Register of Interests form

CARRIED

8.4 COUNCIL APPOINTMENTS TO EXTERNAL BODIES**RESOLUTION 2019/70**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Council receive the report and appoint the following representatives:

- a. Regional Transport Committee alternative to the Mayor – Cr Harker
- b. Hawke's Bay Drinking Water Committee - His Worship the Mayor and Cr Eaglesome-Karekare
- c. Te Rohe o Te Wairoa Reserves Board – Matangirau – to be decided
- d. QRS Board liaison – Cr Kaimoana and Cr Goldsack
- e. Hawke's Bay Medical Research Foundation – Cr Flood
- f. Hawke's Bay Sports Council – Mike Bird
- g. Wairoa District Heritage and Museum Trust - His Worship the Mayor and Ross Harrison Snow
- h. Regional Cycling Governance Group - His Worship the Mayor, alternative Adventure Wairoa
- i. Community Partnership Group - His Worship the Mayor and alternative Cr Tumataroa-Clarke

CARRIED

8.5 DECISION-MAKING STRUCTURE 2019 TRIENNIUM**RESOLUTION 2019/71**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council:

- a. receive the report
- b. adopt the terms of reference attached as Appendix 1
 - i. Chief Executive Review Panel
 - ii. Economic Development Committee – amendment to membership to increase to 3 councillors
 - iii. Finance, Audit & Risk Committee
 - iv. Infrastructure Committee – amendment to membership to increase to 3 councillors
 - v. Conduct Review Committee
- c. extend the current tenure of the Maori Standing Committee to the end of March 2020.

CARRIED

Membership of structures**Chief Executive Review Panel**

- His Worship the Mayor
- Cr Flood
- Cr Harker

Economic Development Committee

- His Worship the Mayor
- Cr Eaglesome-Karekare
- Cr Kaimoana
- Cr Goldsack

Finance, Audit & Risk Committee

- His Worship the Mayor
- Cr Harker
- Cr Eaglesome-Karekare
- Cr Goldsack

Infrastructure Committee

- His Worship the Mayor
- Cr Tumataroa-Clarke
- Cr Eaglesome-Karekare
- Cr Flood

Chairpersons

His Worship the Mayor used his Mayoral Powers under LGA 2002 to appoint the chairpersons of the committees and panel.

- Economic Development Committee – Cr Eaglesome-Karekare
- Infrastructure Committee – His Worship the Mayor, Deputy Cr Tumataroa-Clarke
- Chief Executive Review Panel – Cr Flood
- Finance, Audit & Risk Committee – Cr Harker

8.6 COUNCILLORS' REMUNERATION POOL 2019-2020**RESOLUTION 2019/72**

Moved: Cr Danika Goldsack

Seconded: Cr Jeremy Harker

That Council receive the report and confirm their allocation of the remuneration pool as attached as Appendices 1 & 2.

CARRIED

8.7 MEETING SCHEDULE 2020**RESOLUTION 2019/73**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That Council receive the report and adopt the meeting schedule for 2020 as attached as Appendix 1.

CARRIED

8.9 UNSEALED ROADING DUST MITIGATION POLICY**RESOLUTION 2019/74**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Council adopts the Unsealed Roading Dust Mitigation Policy.

CARRIED

8.10 DISPOSAL OF SURPLUS EQUIPMENT**RESOLUTION 2019/75**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council resolve to first offer the assets to the War Memorial Hall services group and then dispose of the rest of the surplus equipment via public sale on Trademe.

CARRIED

8.11 PROPERTY DISPOSAL UPDATE

RESOLUTION 2019/76

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council receive the report.

CARRIED

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

None.

10 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2019/77

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 3.19pm and that Alex Powdrell, Roz Thomas and Courtney Hayward is permitted to remain at this meeting after the public has been excluded because of their knowledge of Te Wairoa e Whanake Project. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because they are consultants working on Te Wairoa e Whanake Project.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Development of Lot 1 DP 21920, Wairoa	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good

	commercial position of the person who supplied or who is the subject of the information	reason for withholding would exist under section 6 or section 7
10.2 - Library system budget	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.3 - TE WAIROA E WHANAKE PROJECT – NEXT STEPS	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

<p>RESOLUTION 2019/78</p> <p>Moved: Cr Hine Flood</p> <p>Seconded: Cr Melissa Kaimoana</p> <p>That Council moves out of Closed Council into Open Council at 4.17pm.</p> <p style="text-align: right;">CARRIED</p>

Closing karakia given by Mr Paul Kelly.

The Meeting closed at 4.18pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 11 February 2020.

.....

CHAIRPERSON

8 GENERAL ITEMS

8.1 LOCAL GOVERNANCE STATEMENT 2019 TRIENNIUM

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement

Appendices: 1. Local Governance Statement [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council on the Local Governance Statement for the 2019 Triennium.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council:

- a) Adopt the Local Governance Statement for the 2019 Triennium attached as Appendix One; and,
- b) Delegate the Chief Executive to make editorial updates to the document to reflect Council decisions and staffing changes.

2. BACKGROUND

- 2.1 Under section 40 of the Local Government Act (LGA) 2002 Council is required to prepare and make publicly available a Local Governance Statement within 6 months of the triennial election.
- 2.2 The intention is to ensure that principles in the Act relating to local authorities (s14), governance principles (s39), and obligations relating to contributions to decision making processes, are set out in a transparent manner. A Local Governance Statement must include information concerning functions, powers, electoral matters, members' roles, governance structures, meeting processes, consultation policies, policies in relation to Maori, management and employment policies.
- 2.3 The Local Governance Statement currently reflects decisions made to date by Council and current staffing arrangements. The document is informational reflecting other decisions and arrangements.

Further Information

None.

References (to or from other Committees)

None.

Signatories

	
Author Charlotte Knight	Approved by Kitea Tipuna

LOCAL GOVERNANCE STATEMENT

2019 TRIENNium



CONTENTS

1 WHO WE ARE

2 HOW WE GOT HERE

3 WHAT WE DO

4 HOW WE DO IT

5 HOW TO CONNECT WITH US



WHO WE ARE

Members' Roles

As elected members we represent our community for the next three years. There is no limit on the number of terms that we can serve. As representatives and leaders for our community we set policies, make regulatory decisions and review Council's performance.

During our term we will:

- Set policy direction
- Set and monitor budgets
- Monitor the performance of Council
- Represent the interests of our district
- Employ and monitor the performance of the Chief Executive Officer

Role of the Mayor

"As Mayor I share the same responsibilities as the Councillors but under legislation I have some additional responsibilities. I provide leadership to the other elected members as well as our community, and I have to perform a variety of civic duties as part of my role as Mayor. I lead the development of our plans, such as the Long Term Plan and Annual Plan, policies, and budgets."

**HIS WORSHIP THE MAYOR
CRAIG LITTLE**

Role of the Deputy Mayor

"As Deputy Mayor I have the same responsibilities as the other councillors to our community. If the Mayor is absent or incapacitated, or if the office of the Mayor is vacant, then I have to perform all of the Mayor's additional responsibilities and duties."

**DEPUTY MAYOR
HINE FLOOD**

Conduct

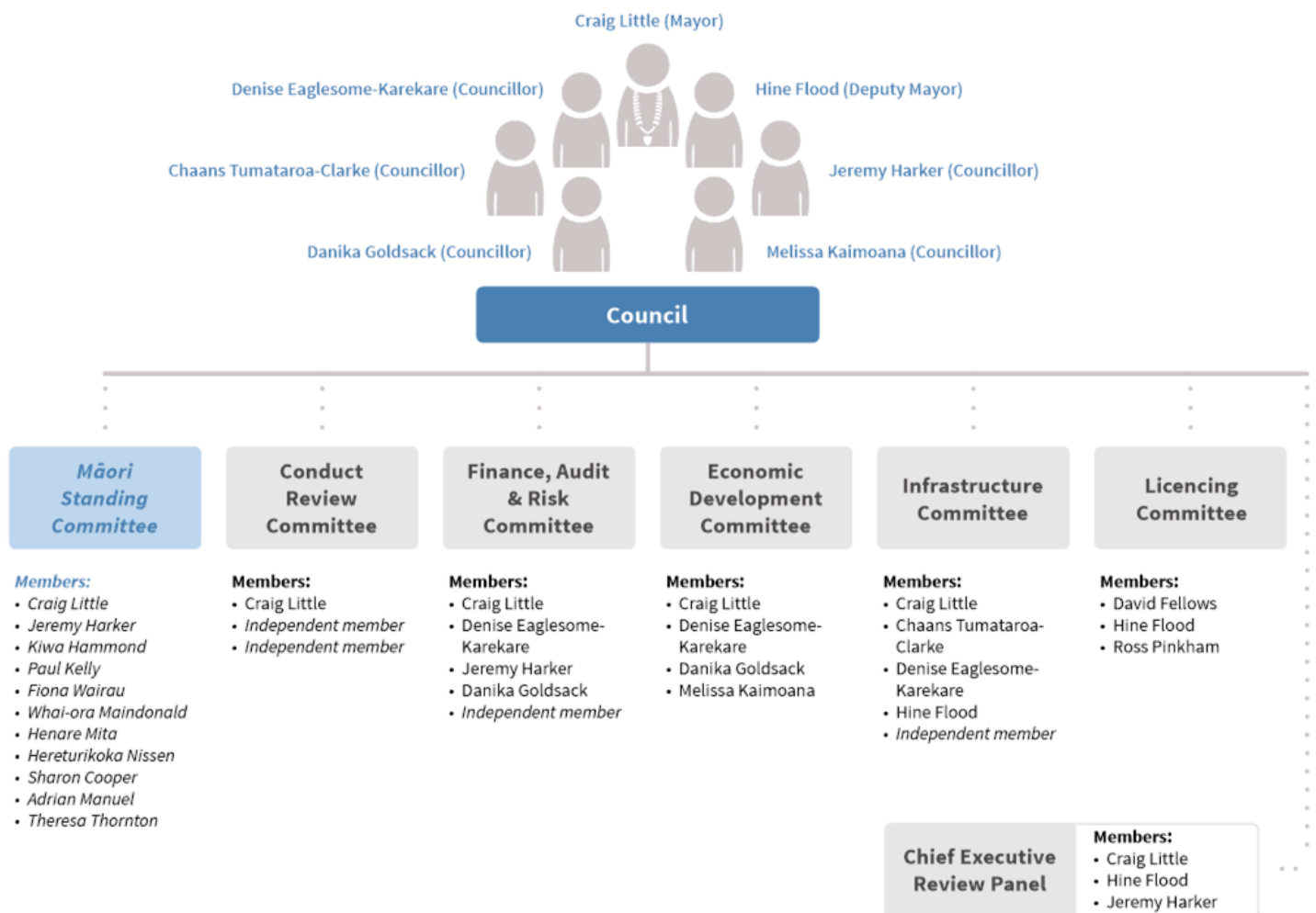
We have a Code of Conduct that we have adopted that sets out our understanding and expectations of how we will relate to one another, to staff, to the media, and to members of the public when undertaking our responsibilities and duties as elected members. Our Code of Conduct is published on our Council website as well as our Register of Interests forms we all complete.

We have to be mindful of our conflicts of interests during the decision-making process, particularly our financial interests. It is important that we declare these so that the public can have confidence that we are making decisions in the best interest of the community and not for our own personal gain. We also need to ensure that we approach our decision-making responsibilities with an open mind and do not come to the table with a predetermined approach. This approach makes New Zealand one of the least corrupt countries around the world.

Decision-making Structure and Processes

We have six committees and one panel that makes up our decision-making structure alongside Council. Each committee and panel has areas that it is responsible for and can make decisions about. Council cannot overturn decisions made by committees or panels under delegation. The terms of reference for the committees and the panel are on the Council's website.

Council Structure



Please note that the triennium selection process for the Māori Standing Committee is yet to be confirmed.

Management Structure



Management

As Council we only have one employee – the Chief Executive Officer. All other employees are employed by the Chief Executive Officer within the budget set by Council to undertake all of the work required. The Senior Leadership Team lead the work delivered by Council's employees and each member has a set area of focus for their department. The employees provide us with specialist technical advice within their respective areas of expertise. It is important that we work together in order to ensure that we make good decisions for the current and future needs of our community.

HOW WE GOT HERE

Our Electoral System

Council currently uses first past the post voting for our electoral system. This is the same voting system used to elect our local Members of Parliament to their constituency seats. The electors indicate their preferred candidate(s) and the candidate(s) that receive(s) the most votes is declared the winner regardless of the proportion of votes they received.

The other option is single transferable voting which is used by the Hawke's Bay District Health Board. We could resolve to change our electoral system to be used at the next two elections or conduct a binding poll on the system, or our electors can demand a binding poll if 5% of them sign a petition requesting a poll be held.

If we did this, the change would stay in place for the 2022 and 2025 elections.

If you want more information on how to change the electoral system please contact our Electoral Officer – Kitea Tipuna, or our Deputy Electoral Officer – Juanita Savage.



Representation Arrangements

The Process

Council reviews its representation arrangements at least once every six years. The procedure is set under the Local Electoral Act 2001, it includes the ability for the public to make submissions and be heard if they wish, and process to appeal any decision to the Local Government Commission.

The review includes:

- Number of elected members
- If elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into geographical wards for electoral purposes, or whether there will be a mix of “at large” and “ward” representation
- The boundaries and names of geographical wards (if they are to be in place) and the number of members that will represent each geographical ward
- Māori ward/wards for electors on the Māori roll
- Community boards – if so, how many, their boundaries and membership

Current Arrangements

Council's previous review was approved in July 2018. The review set out the following arrangements:

- A Mayor to be elected by all registered electors in the entire district
- Three (3) Councillors elected at large by electors on the General Roll from the General Ward
- Three (3) Councillors elected at large by electors on the Māori Roll from the Māori Ward
- No Community Boards
- First Past the Post voting system

The Māori Ward will remain in place for the next election in 2022 in line with the requirements under legislation following the results of the binding poll at the 2016 elections.

Our next review needs to be completed by



**JULY
2024**

WHAT WE DO



















Functions, Responsibilities and Activities

Council is here to enable democratic local decision-making and action by, and on behalf of, our community. We do this in a way that will promote the social, economic, environmental, and cultural wellbeing of our district in the present and for the future.

We exercise a number of powers and fulfil responsibilities that are conferred on us by legislation and this list keeps changing as central government creates and amends legislation frequently.

Council undertakes a range of activities from producing drinking water to providing a library. Our activities are explained in more detail in our Long Term Plan.

Council's biggest area of expenditure is our infrastructure. This is a snapshot of what we are responsible for:

	875km of roads		175 bridges		900 street lights
	3000 signs		4 water supplies		110km water pipes
	17 water reservoirs		4 waste water schemes		70km sewer pipes
	23,100m ² car parking		300 parcels of land		32 pensioner flats
	14 public toilets		5 public halls		6 playgrounds
	44,300m of footpaths		4 cemeteries		1 airport

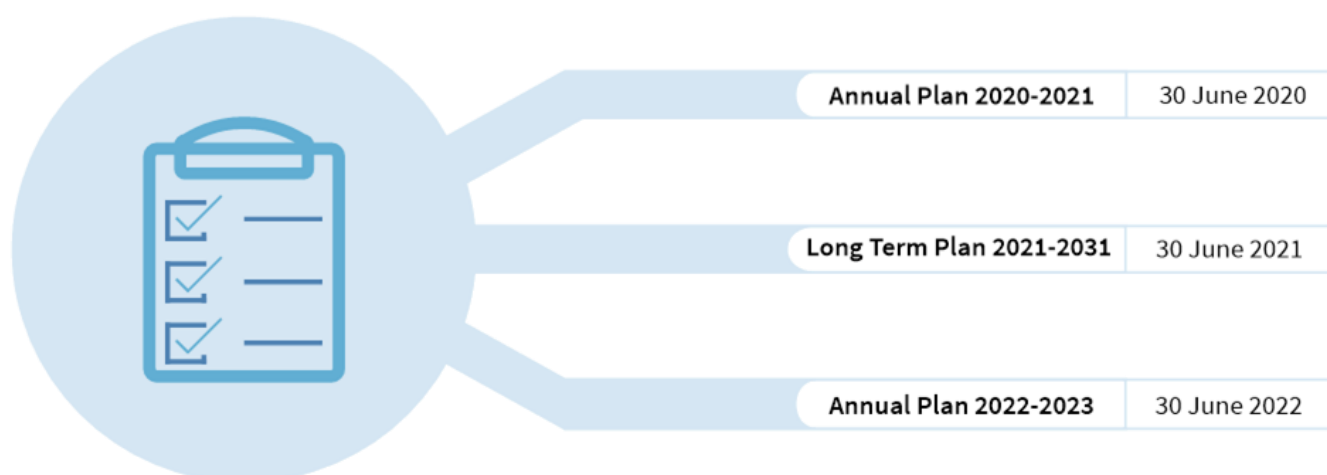
Key Approved Planning and Policy Documents

Council is required to have certain planning and policy documents under legislation. We also have other policies that we choose to set for our community.

During the triennium we will set two Annual Plans, and one Long Term Plan. These are based on budgets for the activities we deliver but the Long Term Plan also includes setting a lot of other important documents such as our Asset Management Plans, Infrastructure Strategy and our Financial Strategy.

We will also sign off three Annual Reports – these documents show how Council performed against their budget and performance indicators that we measure.

This triennium the plans we will develop and review will be:



We will let our community know when they have opportunities to engage formally in the processes but as your elected representatives we welcome your feedback at any time of the year.

Bylaws

Council creates and regularly reviews bylaws in order to regulate certain activities so we can respond to local issues, problems or concerns in a regulated manner. We provide delegations to employees who then monitor and enforce these bylaws.

Council has a consolidated bylaw that is currently made up of nine different parts.



Introductory

Ensures consistency in the administration and enforcement of the Council's bylaws.

Made

13 November 2007

Last review

11 June 2019

2 Land Transport

Provides for the regulation of roads and footpaths within the control of the Council.

Made

13 November 2007

Last review

13 August 2013

3 Public Safety

Ensures that acceptable standards of safety, convenience, visual amenity and civic values are maintained for the wellbeing of inhabitants and visitors to the district.

Made

13 November 2007

Last review

11 June 2019

4 Urban Fire Prevention

Minimises the risk of open air fires in urban areas posing a danger to persons and property, and to prevent smoke from causing a nuisance in urban areas.

Made

8 February 2011

Last review

-

5 Water Supply

Enables the Council as a Water Supply Authority to provide for the supply of water to its customers.

Made

14 June 2011

Last review

-

6 Cemeteries

Enables the Council to control and set standards for the operation of cemeteries within the boundaries covered by the Council's responsibility or ownership.

Made

14 June 2011

Last review

-

7 Dog Control

Enables the Council to set standards to be observed by dog owners and provide controls around the keeping of dogs in the Wairoa district in order to minimise danger, distress and nuisance caused by dogs.

Made

30 September 2011

Last review

22 August 2017

8 Trade Waste & Waste Water

Enables the Council as a Waste Water Authority to regulate:

- the discharge of trade waste to the sewerage system operated by it;
- the drainage of waste water from domestic premises into the system operated by it.

Made

14 August 2012

Last review

-

9 Freedom Camping

Control freedom camping in the district in order to protect local authority areas, health & safety of people who may visit local authority areas, and access to local authority areas.

Made

10 November 2015

Last review

10 September 2019

HOW WE DO IT

Meeting Processes

Council's meeting processes are set out in legislation and our Standing Orders. Our Council and committee meetings are open to the public but there may be some items that are public-excluded for reasons Council is allowed to withhold information under legislation. Our Standing Orders are available on the Council website.

The Mayor or Chairperson is responsible for maintaining order at the meeting and they decide on procedural matters during the meeting.

For each meeting there is an agenda and minutes. The public versions are available online:

<http://wairoa.infocouncil.biz/>

We encourage you to come along to a meeting and see us in action – haere mai!

Consultation Policies

Under legislation Council is sometimes required to consult using the special consultative procedure.

The steps for this are:

1. Develop a statement of our proposal that we are seeking feedback on
2. Publicly notify the proposal
3. Open the submission period for at least one month
4. Receive submissions on the proposal (written and/or verbal)
5. Deliberate on the proposal and submissions
6. Let everyone know what we decided

Council has a policy that sets the threshold for when we will or will not consult on a decision. This is called the Significance & Engagement Policy and it is available on our website.

It is important that we hear from you when we undertake public consultation – tukua mai!

Working with Māori

Council has a Māori Policy that outlines how we engage with Māori. It is based on the principles of tika, pono, manaakitanga, rangatiratanga, kaitiakitanga, whakapapa, kete mātauranga, kawenga, kotahitanga, whai mōhiotanga, upholding the principles of Te Tiriti o Waitangi, and encouraging, supporting and promoting the use of te reo Māori.

Council and Tātau Tātau o Te Wairoa Trust have a reserves co-management board (Te Rohe o te Wairoa Reserves Board - Matangirau) – it covers the following reserves:

- Ngamotu Lagoon Wildlife Management Reserve
- the Whakamahi Lagoon Government Purpose (Wildlife Management) Reserve
- the Rangihoua/Pilot Hill Historic Reserve
- two Local Purpose (Esplanade) Reserves

Council is a party to the Tripartite Relationship Agreement between Hawke's Bay Regional Council, Wairoa District Council, and Tātau Tātau o Te Wairoa Trust.

Equal Employment Opportunities Policy

Council recognises that equal employment opportunities is important in the recruitment, management, training, and promotion of our employees. The Chief Executive Officer is responsible for ensuring that no preference or discrimination is made on the basis of gender, marital & family status, religious or ethical belief, colour, race, ethnic or national origins, health, disability, age and sexual orientation.

We want to ensure that we have the right policy and culture in place so that Council is a workplace that is as diverse as our community.

— HOW TO CONNECT WITH US —

Public Participation at Meetings

We encourage you to attend and participate in our meetings. We have a public participation section at the start of our meetings which allows people to speak for up to 5 minutes (or longer if the chairperson allows) on a topic that is relevant to the responsibilities of that meeting. We appreciate you letting us know in advance if you would like to come and speak – that way you can reserve time in the event that we have a lot of people coming to that meeting to speak to us. Let our Chief Executive Officer know one clear day before the meeting if you would like to come along and speak at the meeting, including what topic you are speaking about.

If you want to present in te reo Māori or sign language please let us know so we can arrange for translation services.

Petitions

Members of the public can present a meeting with a petition as long as it falls under the terms of reference of that meeting. Petitions need to consist of fewer than 150 words (not including signatories), and have at least 20 signatures. Please don't use disrespectful, offensive language or malicious statements in your petition.

The Chief Executive Officer needs to receive the petition at least 5 working days before the date of the meeting that you want to present it at.

Petitions can be written in English or te reo Māori. If you want to present your petition in te reo Māori or sign language please let us know so we can arrange for translation services.

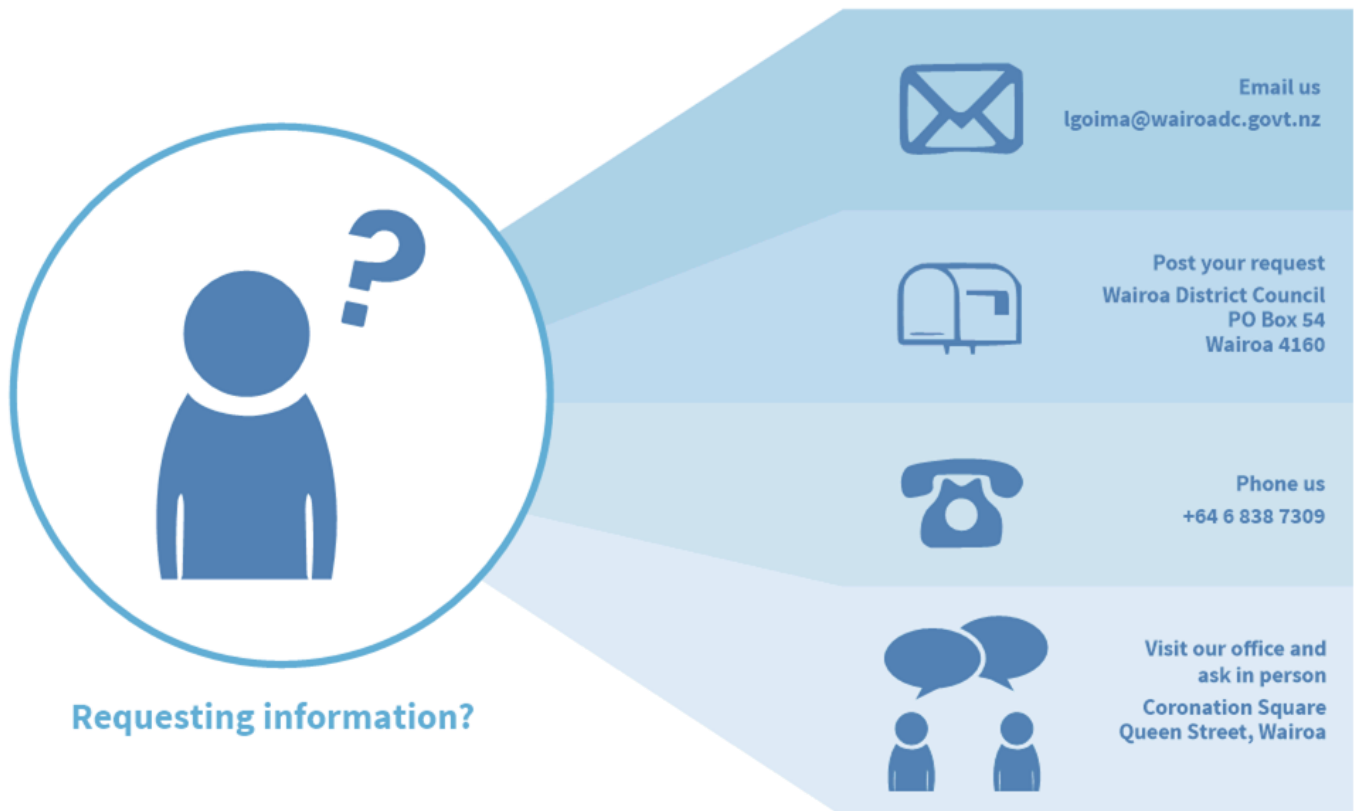


Requesting Information

Council is committed to being open and transparent in all of our dealings and we have a large amount of information available on our Council website.

Under legislation the public can request information from us, and we have to process this within 20 working days. We may withhold information requested if it meets a reason under legislation.

Council may also charge for processing the request due to the amount of work involved in getting together the information requested – this will be communicated before proceeding to give you the opportunity to withdraw or amend the request. Make sure you include either a postal or email address so we can provide you with a response. More information on requesting information is on our website.



Complaints

We, and the employees, try to do our best but sometimes the public don't think that we have got it right. Please direct any complaints to the Chief Executive Officer or His Worship the Mayor so that they can be investigated. Any complaint received will be investigated and responded to as soon as possible.



Contact Information - Elected Members

As your elected representatives we would like to hear your feedback. We also love to hear positive feedback where you think we or the employees have done an awesome job. You can contact us anytime using the information below.

**CRAIG LITTLE**

Mayor

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✉ craig.little@wairoadc.govt.nz

**HINE FLOOD**

Deputy Mayor

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✉ cllrflood@wairoadc.govt.nz

**DENISE EAGLESOME-KAREKARE**

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**DANIKA GOLDSACK**

Councillor

✉ cllrgoldsack@wairoadc.govt.nz

YOUR FEEDBACK IS WELCOME

GETTING IN TOUCH

Your feedback plays a big role in making our district a better place to live, work and play. We are keen to hear from you, and welcome your ideas and comments.

Here's how you can get in touch:



Online

www.wairoadc.govt.nz



Facebook

search for 'Wairoa District Council'



E-mail

info@wairoadc.govt.nz



Call us

(06) 838 7309



Visit our office

97-103 Queen Street,
Wairoa 4108



Post

Wairoa District Council,
P.O. Box 54, Wairoa 4160



8.2 2019 TRIENNIAL AGREEMENT

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kimberley Tuapawa, Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience

Appendices: Nil

1. PURPOSE

1.1 This report provides information for Council on the 2019 Triennial Agreement.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council delegate final signoff of the 2019 Triennial Agreement to His Worship the Mayor and the Chief Executive Officer.

2. BACKGROUND

- 2.1 Under the Local Government Act 2002 each region is required to adopt a triennial agreement by 1 March – Hawke's Bay Regional Council (HBRC) have coordinated the drafting of the document in conjunction with the CEOs and Mayors of the region.
- 2.2 Council received the draft document for comment at the beginning of December and feedback was sent to the HBRC. The deadline for feedback was 31 January.
- 2.3 The revised draft will be presented at the Hawke's Bay Regional Leaders Forum on 24 February for signoff.



Further Information

Local Government Act 2002

References (to or from other Committees)

None.

Signatories

	
Author	Approved by

Charlotte Knight	Kimberley Tuapawa
------------------	-------------------

8.3 EXTERNAL BODY APPOINTMENT

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kimberley Tuapawa, Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Council on an alternative required for an external body appointment.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council advise of the alternative for the Regional Cycling Governance Group.

2. BACKGROUND

- 2.1 At their meeting on 26 November 2019 Council appointed Adventure Wairoa as the alternative to the Mayor for the Regional Cycling Governance Group. Adventure Wairoa are unable to fulfil this commitment this triennium. Council now needs to appoint a new alternative member to this regional body.



Further Information

None.

References (to or from other Committees)

Council 26 November 2019 – Council appointments to external bodies

Signatories

	
Author Charlotte Knight	Approved by Kimberley Tuapawa

8.4 AMENDMENT TO APPOINTMENT AND REMUNERATION POLICY FOR DIRECTORS OF COUNCIL CONTROLLED ORGANISATIONS

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kimberley Tuapawa, Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience

Appendices: 1. Draft Policy [↓](#)

1. PURPOSE

- 1.1 For Council to consider an amendment to the policy required under the changes to the Local Government Act 2002 via the Local Government Act 2002 Amendment Act 2019.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council adopt the draft policy attached as Appendix 1.

2. BACKGROUND

- 2.1 Under the Local Government Act 2002 Amendment Act 2019 a new subsection (3) was included in section 57 of the Local Government Act 2002. This section requires Council to consider whether knowledge of tikanga Māori may be relevant to the governance of the CCO. This assessment takes place during the identification of skills, knowledge and experienced required prior to the role being advertised under Council's current policy.
- 2.2 Currently under the policy one of the core competencies is "*An understanding and commitment to Council's obligation to Te Tiriti o Waitangi and the working together principles outlined in Council's Maori Policy*". However this competency doesn't go as far as to consider knowledge of tikanga Māori as is now required under legislation.

3. OPTIONS

- 3.1 The options identified are:
- a. Status quo – keep the current policy
 - b. Adopt the revised policy attached as Appendix 1.
- 3.2 Option A: The current policy doesn't include the latest requirement under the Local Government Act 2002. This requirement to consider if knowledge of tikanga Māori may be relevant to the governance of the CCO would still need to be considered in the identification of skills, knowledge and experienced required by a director of any CCO.
- 3.3 Option B: The draft policy includes the requirement to consider if knowledge of tikanga Māori may be relevant to the governance of the CCO under the existing process. The assessment takes place during the identification of skills, knowledge and experienced required by the interview panel, in conjunction with the CCO chair, prior to the role being advertised for any new appointments. Under the reappointment process this consideration falls under the "Whether the current board skill composition is appropriate" part of the factors to be considered.

3.4 The preferred option is option B, this contributes to the following community outcomes

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
	6. Strong district leadership and a sense of belonging	

4. CORPORATE CONSIDERATIONS

What is the change?

4.1 Council will consider whether knowledge of tikanga Māori may be relevant to the governance of the CCO when appointing or reappointing directors of CCOs.

Compliance with legislation and Council Policy

4.2 This complies with relevant legislation.

What are the key benefits?

4.3 The assessment of whether knowledge of tikanga Māori may be relevant to the governance of the CCO will now be part of the appointment and reappointment processes for CCO directors.

What is the cost?

4.4 Not applicable.

What is the saving?

4.5 Not applicable.

Service delivery review

4.6 Not applicable.

Maori Standing Committee

4.7 This matter has not been referred to the committee.

5. SIGNIFICANCE

5.1 Low impact

6. RISK MANAGEMENT

6.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are:

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

There has been no public consultation. Further consultation is not required

Further Information

Local Government Act 2002.

References (to or from other Committees)



Council 19 March 2019 – Appointment and Remuneration Policy for Council CCOs

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Charlotte Knight	Approved by Kimberley Tuapawa

TE KAUPAPA HERE MŌ TE KŌWHIRINGA ME TE UTUNGA KI NGĀ KAIWHAKAHAERE O NGĀ WHAKAHAERE-Ā-KAUNIHERA APPOINTMENT AND REMUNERATION POLICY FOR DIRECTORS OF COUNCIL CONTROLLED ORGANISATIONS

CATEGORY:	Office of the Chief Executive	STATUS:	Draft
DATE POLICY ADOPTED:	[Insert meeting date]	APPROVAL BY:	Council
REVIEW PERIOD:	5 years	NEXT REVIEW DUE BY:	2025
DATE PREVIOUSLY ADOPTED:	19 March 2019	REVISION NUMBER:	4

PURPOSE

In accordance with section 57(1) of the Local Government Act 2002, the purpose of this policy is to set out the process for the appointment/reappointment of directors to Wairoa District's Council Controlled Organisations (CCOs). This policy also defines the skills required of directors and their remuneration.

BACKGROUND

Section 57 of the Local Government Act 2002:

“(1) A local authority must adopt a policy that sets out an objective and transparent process for—

(a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and

(b) the appointment of directors to a council organisation; and

(c) the remuneration of directors of a council organisation.

(2) A local authority may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to—

(a) guide the organisation, given the nature and scope of its activities; and

(b) contribute to the achievement of the objectives of the organisation.”

(3) When identifying the skills, knowledge, and experience required of directors of a council-controlled organisation, the local authority must consider whether knowledge of tikanga Māori may be relevant to the governance of that council-controlled organisation.

This policy is subject to review every 5 years and in addition it may be reviewed by the Finance, Audit & Risk Committee, Council, or relevant committee at any time.

SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED OF DIRECTORS

All directors are expected to meet a number of core competencies as well as relevant industry or other technical/specialist skills required for that board.

When identifying the skills, knowledge, and experience required of directors of a CCO, Council will consider whether knowledge of tikanga Māori may be relevant to the governance of that CCO.

CORE COMPETENCIES

The core competencies expected of all directors are:

- The ability to think strategically
- Public service ethos and awareness of a public media profile
- An understanding and commitment to Council’s obligation to Te Tiriti o Waitangi and the working together principles outlined in Council’s Maori Policy
- Clear communication and an ability to debate in a reasoned manner
- An understanding of the wider interests of the publicly accountable shareholder
- Commercial acumen
- Sound judgement and decision-making
- A high standard of personal integrity
- Commitment to the principles of good corporate citizenship
- Risk assessment and contingency management
- Effective teamwork and collaboration.

ELIGIBILITY FOR APPOINTMENT COUNCIL OFFICERS

Under this policy, council officers are ineligible to serve as a director on CCOs.

Any director applying for employment with the council should resign from the board immediately following an offer of appointment.

CCO STAFF

Board members should be independent from management and should not hold executive positions in the CCO.

In the event that a board decides that one of its members should fill a vacancy in the executive team, the board member must first resign from their position on the board.

CONFLICTS OF INTEREST OF CANDIDATES

Prior to being interviewed for a position on a board, an applicant will be required to declare formally any potential conflicts of interest. In making appointments to boards, Council will take into consideration an applicant's existing directorships, and any other sources of potential conflicts of interest.

Further guidance for directors as it relates to conflicts of interests can be found in the relevant CCOs constitution and sections 139 to 149 of the Companies Act 1993.

APPOINTMENT OF DIRECTORS

The Council is responsible for the appointment of board members to CCOs. The Finance, Audit and Risk Committee are responsible for monitoring the financial and non-financial performance and governance of CCOs.

TERMS OF APPOINTMENT

Directors are to serve a maximum of two terms, with the option of further reappointment possible where appropriate. To reflect current national and international best practice, Wairoa District Council's policy regarding board tenure is as follows:

- Tenure of three years – directors shall hold office for a term of up to 3 years from the date of his/her appointment. This may be varied at Council's discretion in order to reflect a board's succession plan.
- Expiry of tenure – upon expiry of their first term, the directors retire from the board and, subject to the directors' performance and skills continuing to be relevant to the board, may be eligible for reappointment
- Reappointment – a director who is retiring from their first term, deemed eligible for reappointment and who wishes to stand, may, at the sole discretion of the council (by ordinary resolution), be reappointed for a second term of up to three years.
- Tenure exceeding two consecutive terms – for circumstances where there are good reason/s for extension, a director retiring from a second term may be reappointed for a further term. Each case will be considered on its own merits and is at the sole discretion of the council.

Types of circumstances include (but are not limited to):

- The board member has a particular skill that would be hard to replace

- The board has undergone substantial change and stability is needed
- The director has institutional knowledge not held by other directors
- A director is a likely successor as chair

Where possible, terms will commence in June, and appointments are staggered so that one board member is rotated each year. Staggering appointments to the boards ensures there is an appropriate level of institutional knowledge retained on each board, which in turn provides for continuity in the management of CCOs.

APPOINTMENT PROCESS

REAPPOINTMENTS

Where a director's term of appointment has expired and he/she would like to be considered for reappointment, the Council may offer a further term following consideration of the performance of the director and the needs of the board as a whole. Factors to be considered include:

- The views of the board Chair
- Whether the current board skill composition is appropriate (including whether knowledge of tikanga Māori may be relevant to the governance of the CCO)
- Whether any aspects of board performance need to be addressed
- Whether the process offers an opportunity for increasing board diversity
- Whether the retiring director is a potential candidate for future Chair, or alternatively whether there is a need to recruit a director as a future successor to the Chair
- Alignment of the CCO board with the Council's strategic goals, plans and strategies

Directors should not be given any expectation that they will be offered a subsequent term of office.

After Council approval, the successful applicant/s will then be offered a letter of appointment.

Public announcement of the appointment will be made as soon as practicable after the Council has made its decision and the letter of appointment signed by the applicant.

NEW APPOINTMENTS

Once a vacancy has been established, the interview panel will identify the skills, knowledge and experience required for the position (including whether knowledge of tikanga Māori may be relevant to the governance of the CCO), in conjunction with the CCO chair. This may involve discussions with the Chair and consideration of the results of board performance reviews and composition on the board.

The position will be advertised and a complete list of applicants will be compiled. This list will then be screened by the Mayor and Council's CEO or their agent to ensure that the applicants have the required core competencies. The interview panel or their agent, in conjunction with relevant staff, will prepare a recommended short list of applicants for consideration by Council.

Council will then select applicants to interview; these interviews will be undertaken by an interview panel comprised of:

- CEO of Wairoa District Council (or representative)
- His/Her Worship the Mayor of Wairoa District Council
- Chair of the relevant CCO board
- Chair of the Infrastructure Committee (or representative)

The interview panel will assess candidates against the required skills, knowledge and experience. They will then recommend their preferred candidates to the Council for approval.

After Council approval, the successful applicant/s will then be offered a letter of appointment.

Public announcement of the appointment will be made as soon as practicable after the Council has made its decision and the letter of appointment signed by the applicant.

REMOVAL OF DIRECTORS

The office of a director is vacated through retirement, resignation, disqualification¹, or removal, and is required by Council resolution.

Without limiting the right of the Council, the following are likely reasons for Council to remove a director, where that director:

- Is regularly absent from board meetings without good justification
- No longer has the confidence of the board or the Council
- Has breached ethical standards and this reflects badly on the board and/or Council
- Does not act in the best interests of the organisation
- Breaches the confidence of the board in any way, including speaking publicly on board issues without the authority of the board, or
- Does not act in accordance with the principles of collective responsibility.

Where the board has concerns regarding the behaviour of one of its members it should be considered by the board in the first instance and, where necessary, the board may recommend the removal of the director to the Council.

¹ The Companies Act provides a list of those persons who are disqualified from being appointed or holding office as a director of a company (e.g. a person who is an undischarged bankrupt). See section 151(2) for further information

Directors who stand as a candidate in a local body or general election should advise the Chair of their board immediately. The Chair then need to advise the Council's Chief Executive Officer as soon as any directors of their board stand for political office.

Any director standing for political office must stand down from their position from nomination day until the election results are notified. This measure aims to ensure that governance of the CCO is not distracted by the director's election activity, and to prevent the possibility of any conflicts of interest – real or perceived.

REMUNERATION

Directors' fees will compensate directors fully for their normal contribution to the board, including attending board and Council/Committee meetings, meeting preparation, stakeholder management, and any other agreed tasks. These fees will reflect the element of public service in serving on the board of a CCO and will accordingly be set at or below the average for comparable private sector entities.

Annually, prior to the CCO's Annual General Meeting, the Council will approve a pool to be distributed by the board. Fees are to be met from the CCO's own resources.

The directors' remuneration pool will be reviewed by the Finance Audit & Risk Committee once per triennium following council elections. A full review will be conducted and will include benchmarking against comparative entities. The review will consider market movement and any recommendations resulting from this review will be taken to Council.

8.5 INDEPENDENT COMMITTEE MEMBERS APPOINTMENT

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kimberley Tuapawa, Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Council on committees with vacant positions for independent members.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council advise of any appointments of independent members and any names to add to the list of independent investigators under the Code of Conduct.

2. BACKGROUND

- 2.1 Council has vacant independent member positions on the following committees:
- 2.1.1. Finance, Audit & Risk – 1 vacancy
 - 2.1.2. Conduct Review – 2 vacancies
 - 2.1.3. Infrastructure – 1 vacancy
- 2.2 The Conduct Review Committee has no regular scheduled meetings so members are required on an ad-hoc, as-required basis.
- 2.3 Finance, Audit & Risk, and the Infrastructure Committees have regular meetings scheduled. The schedule was adopted at the previous Council meeting on 26 November.
- 2.4 Council under their Code of Conduct is also required at the beginning of the triennium to name a list of independent members – a minimum of 2 or naming an agency to go through to hire an investigator. They would need to be different to the 2 members required for the Conduct Review Committee.
- 2.5 Committee meetings will start in February 2020 and as no formal appointments have been made there may not be independent members at the first meetings of the relevant committees.
- 2.6 Council may wish to consider a process for appointing and remunerating independent members or they may wish to directly appoint and negotiate terms with each member.



Further Information

Council committees' terms of reference.

References (to or from other Committees)

Council 26 November 2019 – Decision-making Structure 2019 Triennium

Signatories

	
Author Charlotte Knight	Approved by Kimberley Tuapawa

8.6 MĀORI STANDING COMMITTEE TERMS OF REFERENCE

Author: Charlotte Knight, Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement

Appendices: 1. Role Description [↓](#)
2. Terms of Reference [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council on the review of the Māori Standing Committee terms of reference.

RECOMMENDATION

The Kaiarataki Kaupapa Here / Mana Ārahi Policy and Governance Team Leader RECOMMENDS that Council advise the terms of reference for the Māori Standing Committee for the 2019 triennium and the meeting schedule for the next term of the committee in 2020.

2. BACKGROUND

- 2.1 Council extended the term of the 2016 triennium members to the end of March 2020 at their meeting on 26 November 2019. No changes were made to the terms of reference at the meeting as an additional workshop was requested.
- 2.2 The selection process reflects the status quo. However, 3 options for the Wairoa Whānui representative are included for consideration.
- 2.3 Council held a workshop on 10th December 2019 and the points raised at the workshop are included in the draft terms of reference attached as Appendix 2.
- 2.4 A role description was created for the independent members as requested and is attached as Appendix 1. The description links to the draft terms of reference and is consistent with other role descriptions developed for other committees for the 2019 triennium. It also includes some information about tax and ACC obligations for clarity.
- 2.5 Meeting schedule – the draft terms of reference changes the meeting cycle from monthly to 6 weekly. A suggested schedule for the 6 weekly meetings is to have them on Thursday at 12.30pm (same week in the 6 week cycle as the FAR Committee) on the following dates:

16 April
28 May
9 July
20 August
1 October
12 November



Further Information

None

References (to or from other Committees)

Council 26 November 2019 – Decision-making Structure 2019 Triennium

Signatories

	
Author Charlotte Knight	Approved by Kitea Tipuna

INDEPENDENT MEMBER: MĀORI STANDING COMMITTEE



PURPOSE

The independent member of the Māori Standing Committee provides independent technical and specialist advice on matters that the Committee have responsibilities for.

EXPECTATIONS

- Conduct is consistent with the Council's Code of Conduct
- Ability to act independently and objectively
- Work constructively with management to achieve improvements
- A no surprises approach with other Committee members and Council staff
- Regular attendance at meetings
- Written takiwā/Wairoa Whānui report submitted for the agenda of ordinary meetings by the deadline circulated
- Communication within their respective takiwā on matters before the Committee
- Communication on any other Council matters as requested
- Appropriate diligence, time, effort and commitment
- Carrying out the work of the committee in a timely manner
- Proactive approach to advising the committee and Chief Executive Officer of matters that require further attention

SUPPORT RECEIVED FROM COUNCIL STAFF

- Assistance to submit written reports for ordinary meetings
- Assistance with development of communication materials about matters before the Committee and any other Council matters
- Support at external meetings as signed off by the Chief Executive Officer

REMUNERATION

- Remuneration is paid as a sitting fee for attendance of ordinary and extraordinary committee meetings, training, and events as approved by the Chief Executive Officer.
- Representatives are not employees of Council and are subject to withholding tax. Any final tax liability as calculated by IRD is the responsibility of the representative.
- The sitting fee is:

- Chair \$265
 - Deputy Chair \$230
 - Member \$200
- Mileage will be paid for travel in accordance with IRD rules and limits to ordinary and extraordinary committee meetings, training, and approved events
- Applicable ACC levies are to be met by members from within their sitting fee. Any queries about this process please speak to the Māori Relationships Manager

NGĀ PAEARU MAHI / TERMS OF REFERENCE: MĀORI STANDING COMMITTEE



NGĀ MEMATANGA/MEMBERSHIP

Eight takiwā representatives – one representative per takiwā (takiwā boundaries are defined by Council), One Wairoa whānui representative (to represent Māori who whakapapa back to hapū/iwi outside of Wairoa), His Worship the Mayor, 2 councillors.

The takiwā and Wairoa whānui representatives' term of office will expire at the end of the year in which the triennial local body elections is held.

TE KŌRAMA/QUORUM

6 members – of which 5 must be takiwā/Wairoa whānui representatives, and 1 must be an elected member.

NGĀ WĀ HUI/MEETING FREQUENCY

Every 6 weeks and as required.

TE KAUPAPA/PURPOSE

To assist Council with the implementation of policies and work programmes to enable effective governance, engagement, and service delivery for the district's Māori communities.

NGĀ KAWENGA/RESPONSIBILITIES

- Ensure that the work of the Committee is carried out in a way that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district
- To provide insight into strategic issues for Māori and the communities represented in the development of the Long Term Plan, the effectiveness of the District Plan and the delivery of the Annual Plan
- To provide advice on the District Plan review regarding provisions for wāhi tapu, papa kāinga, and other issues relevant to Māori

- To provide input to the development of the Long Term Plan and Annual Plan with particular reference to those issues of importance to Māori
- To advocate on behalf of Māori in the Wairoa district to support Council's objectives at a local, regional, and national level as appropriate
- Make submissions on Māori-related matters in conjunction with Council
- Investigate and report to Council on any issues that may have an implication for Māori as the Committee considers necessary
- To assist Council as appropriate in conducting and maintaining effective, good faith working relationships with the Māori community
- The Chair and one other representative will attend every scheduled ordinary, and extraordinary public meeting of full Council. These representatives will have speaking rights.
- Representatives to attend other committee meetings as indicated in the relevant terms of reference.
- Determine actions that Council should take to develop and enhance Māori capacity to contribute to Council's decision-making processes
- To provide strategic and appropriate tikanga guidance to the Council as requested

NGĀ TUKU MANA/DELEGATIONS

Create and delegate to any subcommittee any responsibilities that have been delegated by Council to the Committee, and to appoint members onto the subcommittee.

Make recommendations to the Chief Executive Officer on professional development opportunities which will enable members of the Māori Standing Committee to better contribute to its decision-making processes. The Chief Executive Officer will sign off on these in accordance with budget provisions.

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002
- b. Where the Committee's responsibility is limited to making a recommendation only
- c. Approval of expenditure
- d. The approval of final policy
- e. Deciding significant matters for which there is high public interest and which are controversial
- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council

NGĀ TUKANGA/PROCEDURES

- Minutes are submitted to Council for receipt

- There will be an appropriate induction for new members of the Committee

TE KŌWHIRINGA SELECTION PROCESS

In local government election year, the Māori Standing Committee shall schedule district-wide hui for the selection process to decide the membership of the next Māori Standing Committee.

TAKIWĀ REPRESENTATIVES

The following table outlines the eight takiwā as defined by Council. The marae listed are those that Council will invite to the selection process for that takiwā – marae can choose not to participate in the process.

Takiwā name	Marae
Pāhauwera	Kahungunu Te Huki Waipapa-ā-iwi Kurahikakawa
Waikaremoana	Te Putere Te Kūhā Tārewa Te Waimako
Te Wairoa Hōpūpū	Pūtahi Pākōwhai Whetū Marama Aranui Arimawha Rangiahua
Te Wairoa Hōnengenenge	Te Aka Matua Waihirere (Takitimu) Tawhiti-ā-Maru Ruataniwha Hinemihi Huramua
Te Wairoa Matangirau	Whaakirangi Taihoa Te Poho o Tiakiwai Te Rauhina (Kihitu) Iwitea Whakakī
Rakaipaaka	Kahungunu Manutai Kotahitanga Te Poho o Te Rehu Tamakahu

	Tānenuiārangi
Mahia Mai Tawhiti	Ruawharo Māhanga Te Rākatō Kaiuku Tuahuru Apaapa-ā-rangi
Ruakituri	Erepeti Pareroa Te Reinga

Independent members of the Māori Standing Committee shall be determined at a series of district-wide hui-ā-takiwā within each takiwā, held after the triennial elections, whereby those present will endorse representatives to the Committee.

The hui-ā-takiwā and hui-a-iwi processes will include the following:

- Confirmation of a meeting date and time (organised by the current takiwā representative with their respective marae) for the hui-a-takiwā
- Presentation by Council staff on the selection process
- Council requires the following information from a nominated contact person for the takiwā following the selection process the takiwā runs:
 - Confirmation of any people nominated by the marae or nominations supported by the marae in the takiwā
 - Confirmation of a nominated person that the marae has voted for or any abstention from the process (person receiving the majority of votes are selected for that takiwā)
- A hui-a-iwi is organised by Council once all of the selection information from the takiwā has been received
- The information from each takiwā is presented at the hui-a-iwi to present all of the chosen representatives from each takiwā

If a takiwā position is not filled during the initial selection process or becomes vacant during the term of office then the Committee will run another selection process for that particular takiwā in order for the takiwā to decide who they would like to fill the seat.

The newly selected Māori Standing Committee members will be confirmed by Council at its next available ordinary meeting.

WAIROA WHĀNUI REPRESENTATIVE

Option One: Status Quo

During the hui-a-iwi nominations are sought from the floor for a Wairoa Whānui representative and are then voted on at the meeting.

Option Two: Expressions of Interest

Council will request expressions of interest via advertising locally. A panel consisting of the Chief Executive Officer (or nominee), previous Chair of the Māori Standing Committee, and His Worship the Mayor will assess the expressions of interest and make an appointment.

Expressions of interest must be accompanied by 2 references from Māori who whakapapa back to hapū/iwi outside of Wairoa.

The expressions of interests will be assessed based on:

- Skills and knowledge of tikanga Māori and te reo Māori
- Access to existing networks for interacting with Māori who whakapapa back to hapū/iwi outside of Wairoa e.g. community groups, social media presence

Option Three: Remove this representative from the terms of reference of the Committee

REMOVAL OF TAKIWĀ REPRESENTATIVES

If a takiwā wish to remove their representative and replace them with another person then the majority of marae need to support this in order for Council to initiate an extraordinary selection process for the takiwā.

Council requires the following information from a nominated contact person for the takiwā following the selection process the takiwā runs:

- Confirmation of any people nominated by the marae or nominations supported by the marae in the takiwā
- Confirmation of a nominated person that the marae has voted for or any abstention from the process (person receiving the majority of votes are selected for that takiwā)

The newly selected Māori Standing Committee member will be confirmed by Council at its next available ordinary meeting.

8.7 LEMUEL TE URUPU TRUST PAKAKAINGA - VESTING ROAD IN COUNCIL MOU

Author: Mike Hardie, Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Acting Transport Asset Manager

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement

Appendices: 1. Raupunga Papakainga - Final Construction Drawings [↓](#)

1. PURPOSE

- 1.1 To get Council approval and memorandum of understanding for the Lemuel Te Urupu Trust to vest approximately 240metres of road leading to the Raupunga Papakainga in Council.

RECOMMENDATION

The Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Acting Transport Asset Manager RECOMMENDS that Council approve the 240m of sealed road to be vested in Council following completion and signoff by Wairoa District Council Community Assets and Services staff.

2. BACKGROUND

- 2.1 The 240m of access land leading to the block of land in which the Raupunga Papakainga is being developed is currently an unformed road owned by the Wairoa District Council.
- 2.2 The project managers of the Papakainga development intend to use this land to form a road which meets Wairoa District Council standards and then vest it in Council for future maintenance and renewals. Approval is sought before road construction starts.
- 2.3 Current situation for Council is that the land is used for accessing farmlands and is considered a farm track.
- 2.4 This proposal provides wider benefits for the Raupunga community including a contribution to the Council Visions & outcomes.
- 2.5 No previous resolutions on this matter

Road construction proposal 3.1 240m of road will be constructed to Wairoa District Council specification and will become a sealed road.

- 3.2 The road proposed to be vested in Council will not include the internal road of the Papakainga, which will be maintained by the residents.
- 3.3 The road will be approximately 4m wide, and will need to go through the road naming process.
- 3.4 The road connects onto Putere Road in the Raupunga township.
- 3.5 The road will have road side drains (watertables) which will become a Wairoa District Council asset as well as the road pavement
- 3.6 There are no plans or need for culverts to be installed, these will all be on private property and for the residents of the Papakainga to maintain.

4. OPTIONS

4.1 The options identified are:

- a. Council approve the 240m of sealed road to be vested in Council following completion and signoff by Wairoa District Council Community Assets and Services staff.
- b. Council do not approve the 240m of sealed road to be vested in Council, meaning the future maintenance and renewals will fall on Papakainga residents

4.2 Option A means future proofing the access to the Papakainga and allowing the residents safe access.

4.3 Option B has a potential negative impact in terms of no long term security of access, and the perception that Council are not investing in helping the smaller communities.

4.4 The preferred option is Option A, this contributes to the following community outcomes

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
1. A strong prosperous and thriving economy 2. A safe and integrated infrastructure	3. A community that values and promotes its culture and heritage 5. Supportive, caring and valued communities 6. Strong district leadership and a sense of belonging	7. A safe and secure community 8. A lifetime of good health, education and well-being 9. An environment that is appreciated, protected and sustained for future generations

5. CORPORATE CONSIDERATIONS**What is the change?**

- 5.1 Minor addition to the roading network
- 5.2 Minor impact on maintenance and renewals budgets

Compliance with legislation and Council Policy

- 5.3 Minor changes to the Annual and Long Term Plans.

What are the key benefits?

- 5.4 To be seen as a Council caring for the smaller communities, and future proofing access
- 5.5 Encourages people to live in the Wairoa District.
- 5.6 Provides safe access for residents

What is the cost?

- 5.7 No up front capital costs, all costs of road construction will be covered by the Lemuel Te Urupu Trust.

- 5.8 On-going maintenance costs: Working on an average for the Wairoa District Council of \$375/lane km of maintenance costs per year for Low Volume Roads, the maintenance costs are expected to be \$90 per year on average.
- 5.9 Renewals – every 15 - 20 years Council will need to consider resealing and/or carrying out a rehabilitation which will vary between \$10,000 and \$40,000 each time.

What is the saving?

5.10 Not applicable

Maori Standing Committee

5.11 This particular issue of vesting the road has not been referred to the MSC.

6. SIGNIFICANCE

6.1 Due to the low impact this will have, it is not considered significant.

7. RISK MANAGEMENT

7.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are:

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

No consultation has been carried out at this stage

Further Information

Not applicable

References (to or from other Committees)



Not applicable

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Mike Hardie	Approved by Kitea Tipuna

LEMUEL TE URUPU TRUST

RAUPUNGA PAPAKAINGA



DRAWING INDEX		
DRAWING NO.	SHEET TITLE	REV
17-068-G001	COVER SHEET, LOCALITY PLAN & DRAWING INDEX	B
17-068-C101	OVERALL SITE PLAN	B
17-068-C201	UNSEALED ROAD - PLAN & LONGITUDINAL SECTION	B
17-068-C202	INTERNAL ROAD - PLAN & LONGITUDINAL SECTION	B
17-068-C301	TYPICAL CROSS SECTION & CONSTRUCTION DETAILS	B
17-068-C401	UNSEALED ROAD CROSS SECTIONS - SHEET 1 OF 2	B
17-068-C402	UNSEALED ROAD CROSS SECTIONS - SHEET 2 OF 2	B
17-068-C411	INTERNAL ROAD CROSS SECTIONS - SHEET 1 OF 2	B
17-068-C412	INTERNAL ROAD CROSS SECTIONS - SHEET 2 OF 2	B

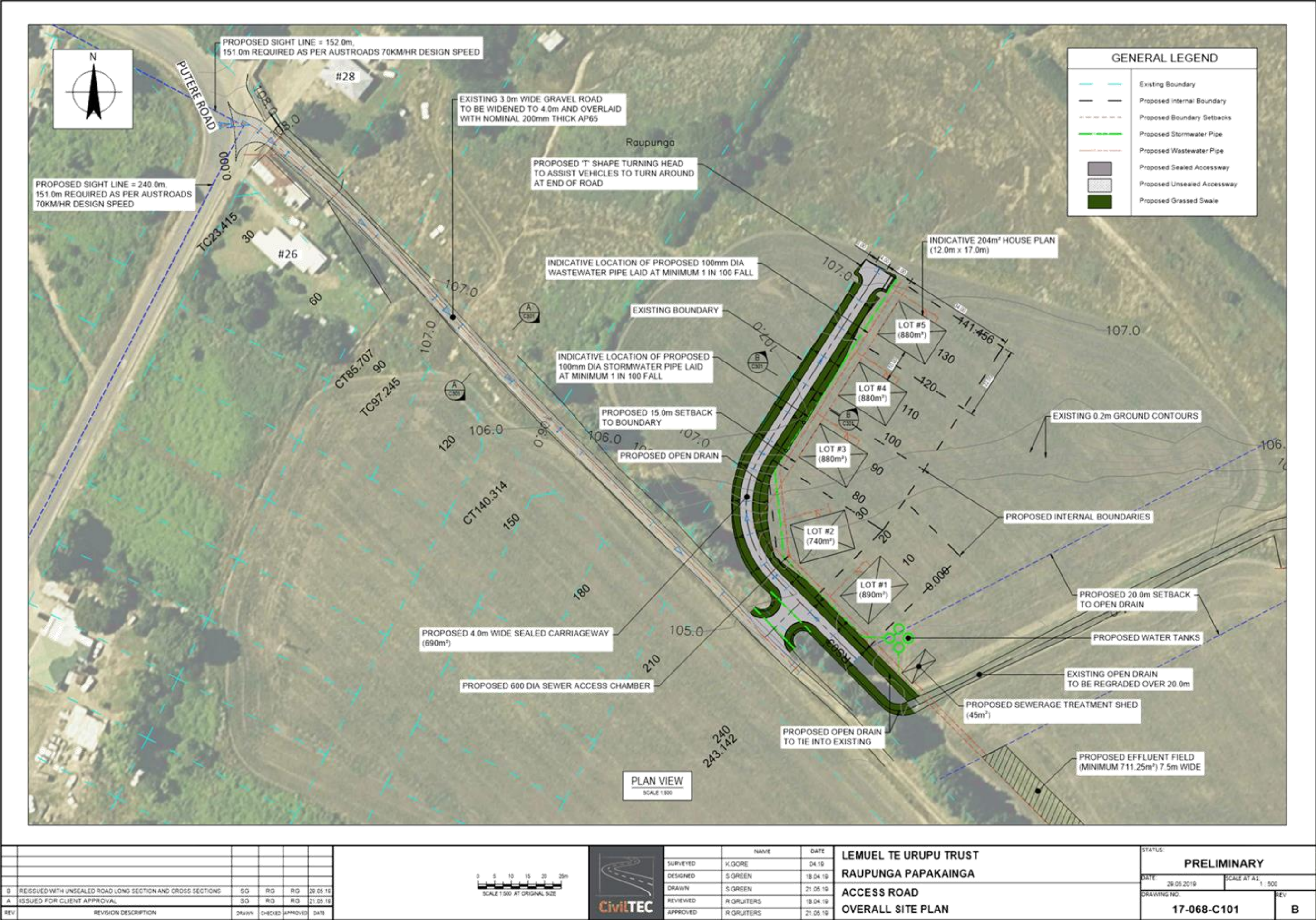
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A	ISSUED FOR CLIENT APPROVAL	SG	RG	RG	21 05 19



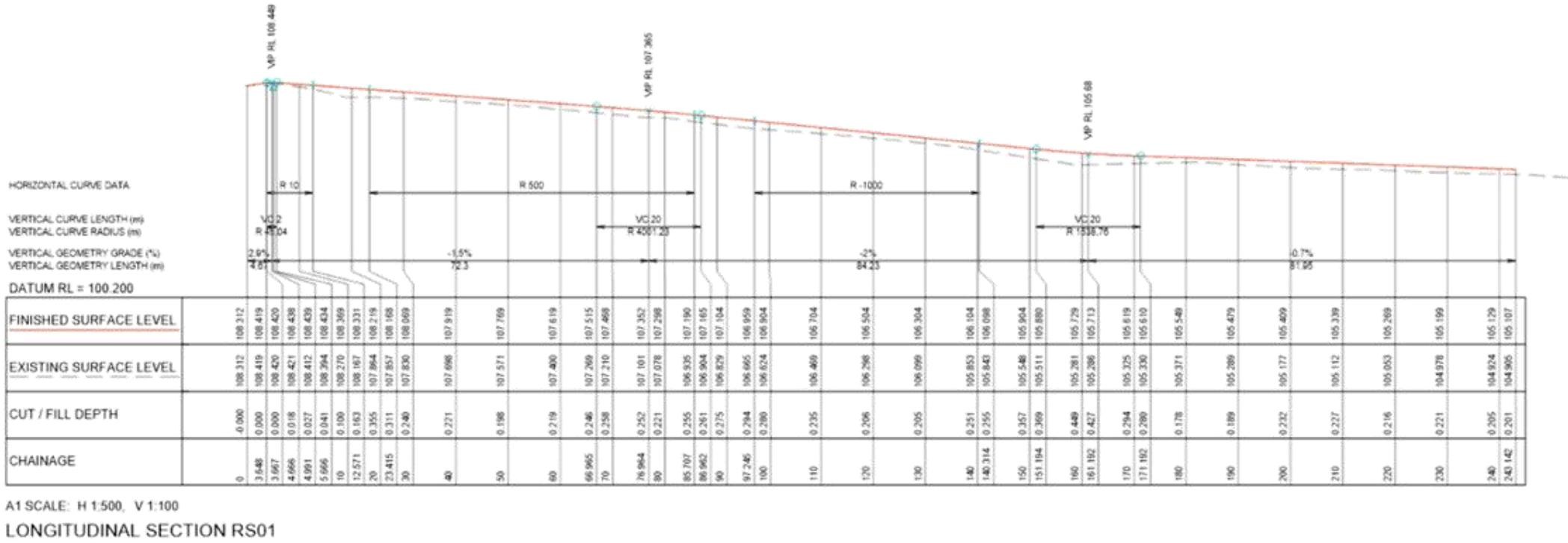
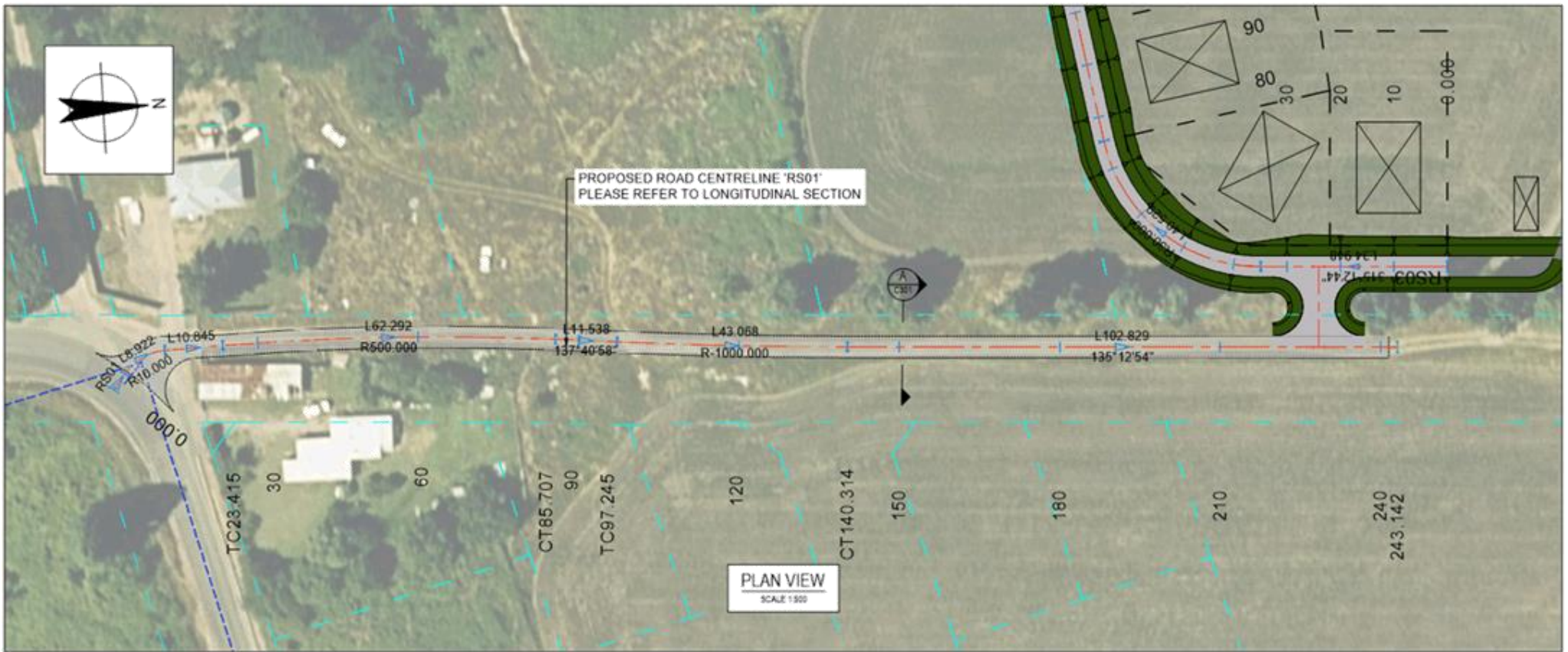
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DRAWN	S.GREEN	21.05.19
REVIEWED	R.GRUITERS	18.04.19
APPROVED	R.GRUITERS	21.05.19

LEMUEL TE URUPU TRUST
RAUPUNGA PAPAKAINGA
ACCESS ROAD
COVER SHEET, LOCALITY PLAN & DRAWING INDEX

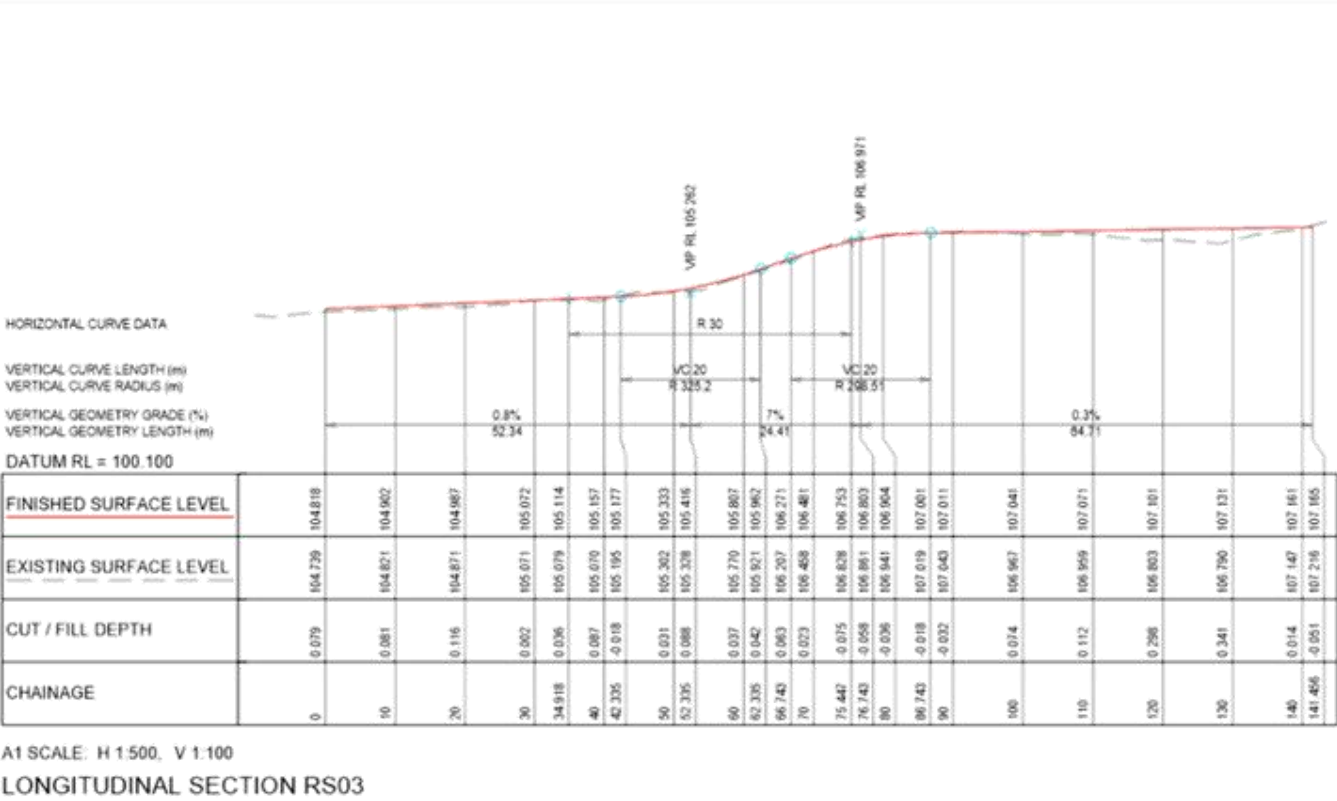
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						REVIEWED	R GRUITERS	18.04.19	
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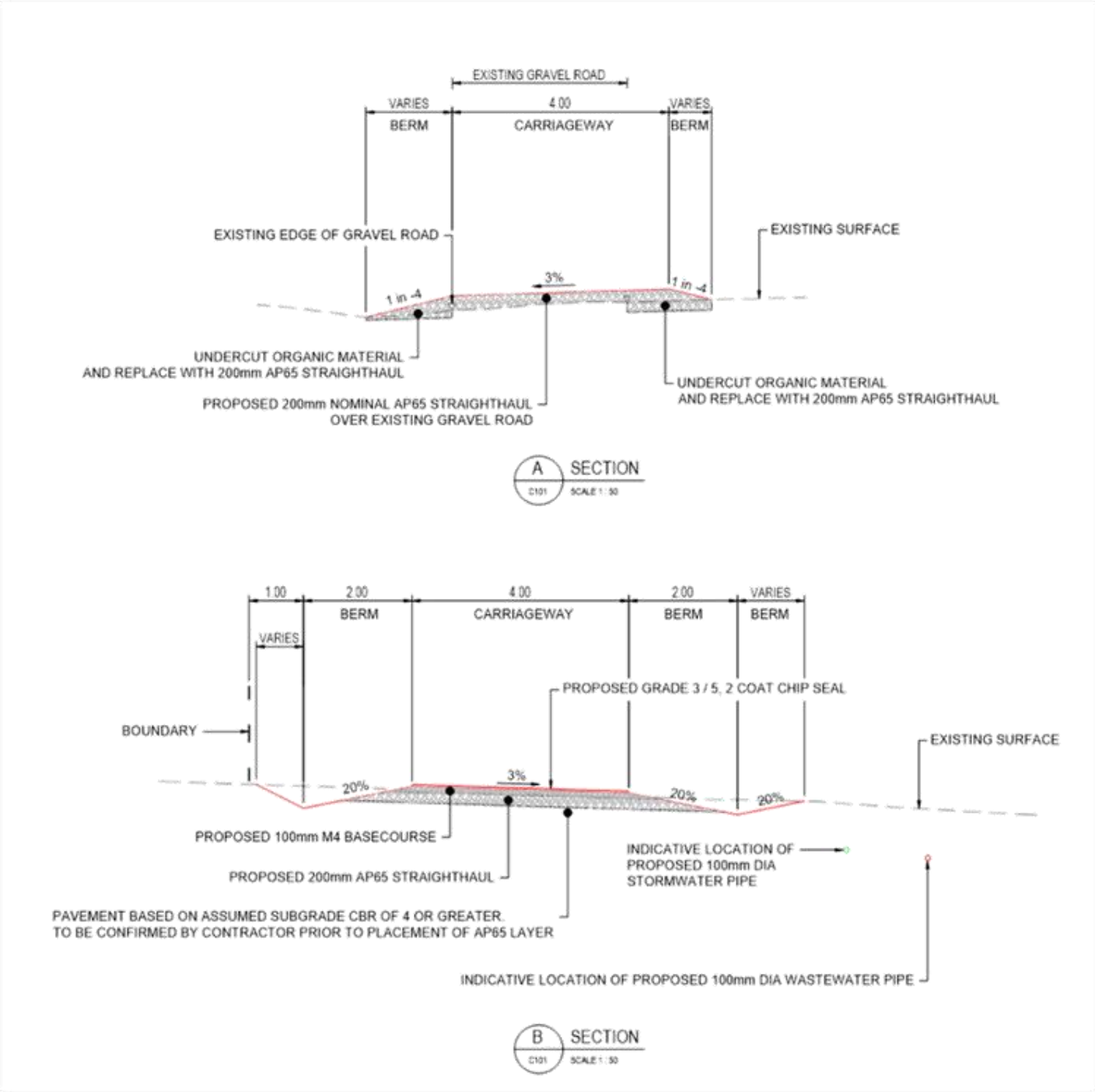
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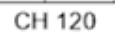
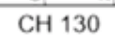
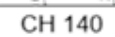
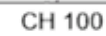
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APPROVED	R GRUITERS	21.05.19


LEMUEL TE URUPU TRUST
RAUPUNGA PAPAKAINGA
ACCESS ROAD
INTERNAL ROAD - PLAN & LONGITUDINAL SECTION

STATUS:	PRELIMINARY
DATE:	26 05 2019
SCALE AT A1:	AS SHOWN
DRAWING NO.	17-068-C202
REV	B



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											APPROVED		R GRUITERS	21.05.19				
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A	ISSUED FOR CLIENT APPROVAL				SG	RG	RG	21.05.19										
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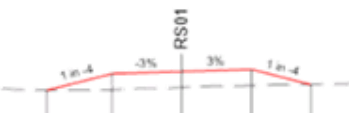
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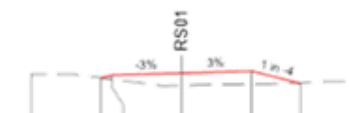
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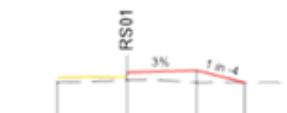
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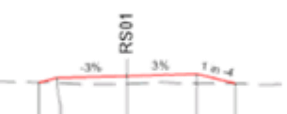
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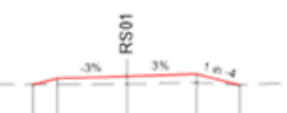
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DATUM RL 103.500

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OFFSET FROM CENTRELINE									


CH 210



DATUM RL 103.600

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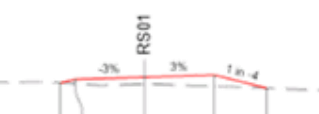
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CH 190



DATUM RL 103.200

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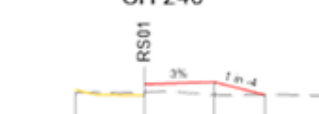
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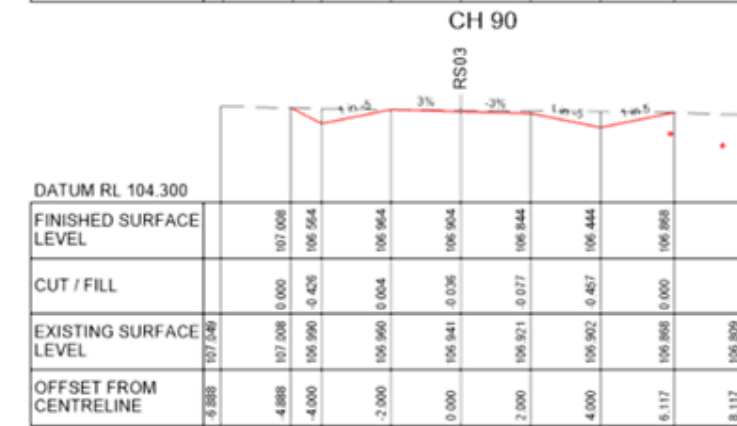
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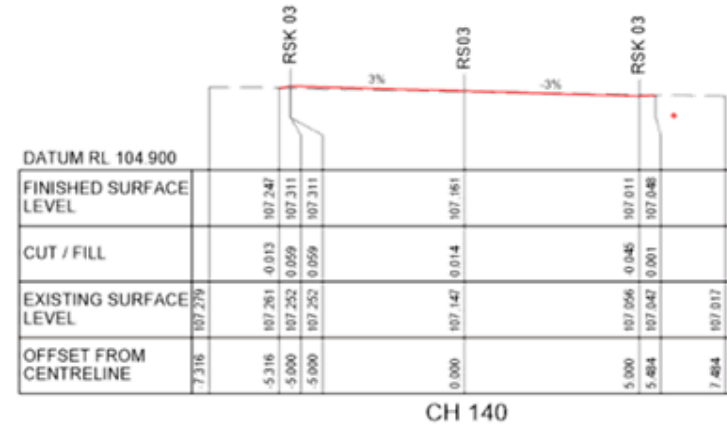
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APPROVED	R GRUITERS	21.05.19

LEMUEL TE URUPU TRUST
RAUPUNGA PAPAKAINGA
ACCESS ROAD
UNSEALED ROAD CROSS SECTIONS - SHEET 2 OF 2

STATUS:	PRELIMINARY
DATE:	29.05.2019
SCALE AT A2:	1:100
DRAWING NO.	17-068-C402
REV	B



STATUS:		PRELIMINARY	
DATE:	29.05.2019	SCALE AT A1:	1:100
DRAWING NO.:	17-068-C411	REV	B



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REV	REVISION DESCRIPTION				DRAWN	CHECKED	APPROVED	DATE			DRAWING NO.	17-068-C412		REV	B

8.8 PATANGATA BRIDGE - OPTIONS MOVING FORWARD

- Author:** Mike Hardie, Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Acting Transport Asset Manager
- Authoriser:** Stephen Heath, Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services
- Appendices:**
1. Patangata Business Case 2019 - WSP Report [↓](#)
 2. Public Submissions [↓](#)
 3. Property Advice - The Property Group [↓](#)

PURPOSE

- 1.1 This report provides all information needed for Council to consider upgrading the Patangata Bridge, Whakaki Lagoon Road.

RECOMMENDATION

The Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Acting Transport Asset Manager RECOMMENDS Option C, 4.3.a.2 – Do Something, replace Patangata Bridge with a new bridge to class 1. However, due to a non-budgeted activity the Acting Transport Asset Manager draws the Council's attention to Section 5.8 which is important in informing this recommendation.

2. BACKGROUND

- 2.1 In 2018, a bridge inspection showed the Patangata Bridge to be a safety issue. \$90,000 was spent to repair the issue, making it safe to use.
- 2.2 On 15 August 2019, during a routine inspection, it was recommended by professional services supplier WSP (formerly WSP Opus) that Patangata Bridge be restricted to vehicle access due to deterioration in the condition of the bridge abutments.
- 2.3 This caused serious concern for the safe passage of vehicles over the bridge. For health and safety reasons, the bridge is currently restricted to pedestrian and ATV access only.
- 2.4 The bridge is owned by the Wairoa District Council and is constructed on privately owned land
- 2.5 The Whakaki community have expressed concerns of significant disruption to access to urupā and the surrounding land, which has placed urgency on resolving the lack of access and selecting an optimum solution.
- 2.6 In December 2019, a Patangata Bridge Business Case – Justification for Funding for Wairoa District Council, was completed by WSP (formerly WSP Opus). This report set out options for the WDC to consider.
- 2.7 Information report received by Council March 2018 & May 2018.

3. WSP REPORT – JUSTIFICATION FOR FUNDING

- 3.1 The WSP Report – “Patangata Bridge Business Case – Justification for Funding for Wairoa District Council” is attached to this Council report. It outlines in-depth analysis of the situation and is aimed at funding this bridge work through re-allocation of funds. See

below in “What is the cost?” Section 5.8, for further information to aid the decision-making process.

4. OPTIONS

4.1 The options identified are:

- a) Do Nothing
- b) Do Minimum
- c) Do Something

4.2 Option a: The ‘Do Nothing’ scenario, would involve acceptance of the bridge in its current state with no action taken. This option is considered unacceptable, both from a health and safety perspective, and from a service viewpoint. The Council has an obligation to provide suitable infrastructure for the community and maintain the structure in a serviceable condition. Doing nothing would result in inadequate access to the island for the local community and expose people who may use the bridge to unacceptable risks to their own health and safety over time.

4.3 Option b: In a ‘Do Minimum’ scenario where the required additional funding is not available, the owner of the asset has a legal obligation to maintain the structure at a reasonable cost. Since the structure is currently closed to vehicular traffic, the structure would require the minimum amount of maintenance work to restore its previous low-level carrying capacity (2.5 tonne axles). Repairing the bridge is a temporary solution, but a cheaper one. Having a weight limit in place is one thing but monitoring it and enforcing it is another. The repair work will have a limited life expectancy and will fail again.

4.3 Option c: The ‘Do Something’ approach would be to replace the structure, using one of two options: - a temporary structure (such as a Bailey Bridge) or a permanent structure. Options in the ‘Do Something’ category are:

4.3.a.1. Repair Bridge to Class 1: \$230,000+GST, estimated 15-25 years life expectancy utilising the existing piles. This is based on pile condition being at an acceptable standard. This has not yet been validated and is a variable risk if this option is chosen.

4.3.a.2. New Bridge to Class 1: \$398,000+GST (including removal), 100-year life expectancy.

4.3.a.3. Bailey Bridge (Hire): \$163,000+GST capital costs, plus \$5000 per month hireage. After 5 years the cost of the Bailey Bridge would exceed the cost of a new structure.

4.4 The preferred option is Option C - 4.3.a.2, this contributes to the following community outcomes

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
1. A strong prosperous and thriving economy	3. A community that values and promotes its culture and heritage	7. A safe and secure community
2. A safe and integrated infrastructure	4. Safe and accessible recreational facilities	8. A lifetime of good health, education and well-being
	5. Supportive, caring and	9. An environment that is appreciated, protected and

	valued communities 6. Strong district leadership and a sense of belonging	sustained for future generations
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5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 The change is including a bridge replacement in the Annual and Long-Term plan that has not been included previously. Other identified bridge work will be pushed out, which will could have long term effects.

Compliance with legislation and Council Policy

- 5.2 Not in the Annual Plan for replacement
5.3 Not in the Long-Term Plan for replacement

What are the key benefits?

- 5.4 Replacement of the structure will ultimately protect the public from the hazards of a deteriorated structure
5.5 Ensure the safe continued use of Whakakī Urupā and adjoining land off Whakakī Lagoon.
5.6 Replacement or strengthening of the structure will also provide economic opportunities by making the land available to the prospects of agriculture.
5.7 The greatest benefit will be to the local community. Socially, the community will benefit the most from the provision of a safe vehicle-accessible structure, with the rich history of the Whakakī Lagoon being protected for future generations.

What is the cost?

- 5.8 From an asset management perspective, the best option is to replace the bridge in its entirety to Class 1. However, within that there are multiple options to fund this replacement.
- a) The Activity Management Plan for the current NZTA funding period (2018-2021) have identified bridges on critical routes that need strengthening and/or replacement. Patangata Bridge was not on this list of critical routes but can be included in the next NZTA funding cycle in July 2021 if Council choose to do so.
 - b) Reallocation of funds from other identified projects is the option which will get the timeliest result. NZTA have confirmed reallocation of funds is suitable. However, reallocation of funds from other projects will fix one issue (Patangata Bridge) but will not take an asset management lense of what is best for the Wairoa District as a whole. Reallocation of funds means that planned projects on already identified bridges will have to be pushed out to future years, potentially having future negative impacts for many road users and Wairoa District Council's asset management, thus increasing risk for Council.
 - c) Wairoa District Council started depreciating this bridge in 2017, meaning there is not enough in the depreciation fund to do any work on the bridge. However, funding out of reserves could be an option to consider.

- d) Other sources of funding such as Provincial Growth Fund. This is an option to explore with no definitive outcome.

What is the saving?

- 5.9 Constructing a new bridge is the most long-term, cost-effective solution. Up front capital costs are higher, but the long-term economic benefit is higher. Low maintenance costs, long life expectancy.
- 5.10 This item was not consulted on as part of an Annual Plan or Long-Term Plan.

Service delivery review

- 5.11 Not applicable

Maori Standing Committee

- 5.12 At the time of publication of this report, this paper has not been referred to the MSC. The Maori Relationships Manager has kept the committee updated throughout the whole process and will be presenting a report to them prior to the February Council meeting.

6. SIGNIFICANCE

- 6.1 Medium impact

7. RISK MANAGEMENT

- 7.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are:

Human	Financial	Regulatory
Medium	Medium	Low
Operations	Employees	Image & Reputation
Low	Low	Medium

Who has been consulted?

There have been discussions with the local Whakaki community focusing on the cultural and commercial areas. Please refer to attached submissions from affected parties in that area.

Further Information

Not applicable

References (to or from other Committees)

Council, 20 March 2018, Patangata Bridge Closure

Council, 1 May 2018, Update on Status of Patangata Bridge

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Mike Hardie	Approved by Stephen Heath

Project Number: 2-S5091.AM

Patangata Bridge Business Case

Justification for funding for Wairoa District Council

17 December 2019

CONFIDENTIAL



**Contact Details***Kyle Blyth*

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Document Details:

Date:

Reference:

Status: DRAFT

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**Document History and Status**

Revision	Date	Author	Reviewed by	Approved by	Status
A	06/12/2019	K. Blyth, C. Rusin	N. Uran/J. Taylor		

Revision Details

Revision	Details
A	First Draft Business Case Report



Contents

Works Cited	iv
1 Background	6
1.1 Introduction	6
1.2 Work Completed to Date	6
2 Context	6
2.1 Land Use and Locality	6
2.2 Function of the Bridge	7
2.3 Local Waterway Management	7
2.4 Management of Public Structures	7
3 Strategic Alignment & Stakeholders	9
4 Problems and Benefits	10
4.1 The problem	10
4.2 The Benefits	11
5 The approach taken to solve the problem	11
5.1 Do Nothing	11
5.2 Do Minimum	11
5.3 Do Something - Development of Options	11
6 Option Development	12
6.1 Assessing the Options	12
6.2 Assessment of Impacts	15
6.3 Options Summary Table	16
7 Assessing the Value of the Option	17
7.1 Economic Case	17
7.2 Predicted Land Use Benefits	17
7.3 Current Land Use Benefits	19
8 Preferred Option	20
9 Financial Case	21
9.1 Project Delivery	21
10 Implementation plan:	21
11 Management of the Structure	23



List of Figures

Figure 1 Whakaki Lagoon Aerial Plan	6
Figure 2 Section loss on web of steel H-Piles.....	10
Figure 3 Current View of Patangata Bridge.....	10
Figure 4 NPV Summary of Options A to C.....	17
Figure 5 Breakdown of Land Areas.....	18
Figure 6 Capital Land Value.....	19
Figure 7: Potential Capital Returns.....	19
Figure 8 Example Pictures of Clearing land to be used for Cattle Farming.....	20
Figure 9: Patangata Bridge Construction Programme Flow Chart	22

List of Tables

No table of figures entries found.

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Project Number: 2-S5091.TS BR009
Patangata Bridge Business Case

Executive Summary

This business case describes the case for a new structure located over the Rahui Channel, an outlet for the Whakakī Lagoon. The bridge is locally known as the Patangata Bridge. The new structure has an estimate for capital costs of \$345,000 + GST. Due to the fact that these costs are not allocated in the current activity Management Plan, the funds will need to be re-allocated from other activities, which has triggered the need for a business case.

The current Patangata Bridge has fallen into a state of disrepair over time, due to the age of the structure and the harsh environmental factors affecting the structure's materials. The bridge is no longer safe for vehicle or machinery access, though temporary works have enabled safe access by foot. The community living around the lagoon, including two nearby maraes, rely on the bridge to access a Urupā on the island, as well as high value farming land. The lack of access by vehicle is unacceptable to the community due to the walking distances required and the limited abilities of the people. The community are concerned and are urgently seeking the upgrade of the bridge.

Wairoa District Council (Council) sought legal advice to confirm the appropriate ownership of the asset as it is located on privately owned property. It was confirmed that Council have a responsibility to maintain the structure at an appropriate level of service, as the Council constructed the original bridge to provide public access.

Council commissioned WSP Opus to examine options for addressing the degradation of the structure, originally in 2017 then again in 2019. The 2017 investigations examined the maintenance improvements required to the structure, that would restore access to the same level of service available before recent issues occurred. Since that first round of investigations, further degradation of the foundations of the structure have occurred, and there is a need for more substantial works.

Of the suggested options, Option C, which proposes a new bridge be built to provide Class 1 Vehicle access, is the recommended option as it provides long-term security for access to the Whakakī Lagoon island and will minimise the longer-term costs for maintaining or rebuilding the bridge.

Since the work was commissioned, the local Maori community have expressed concerns that the bridge has not yet been upgraded which is causing significant disruption to access to the Urupā and other areas of significance to the community. This has placed urgency on resolving the lack of access and selecting an optimum solution.

On this basis, Option C (the new bridge) is still recommended, and a bridge structure supplied ready-built by the preferred supplier is proposed. This option would require only a 6-week lead-in timeframe to installation, which, following community consultation, would allow sufficient time for Council to confirm the design details of the structure and arrange removal of the existing structure. It is expected that the new bridge could be in place within 5 months of establishment of the contractor on site.

Based on the assessment of all options, including their potential environmental impacts it was concluded that impacts to the waterway and lagoon environment could be managed and any negative impacts minimised through this approach.

The initial cost for implementing the new structure will be \$345,000 excl. GST. This fee does not include MSQA (site management, surveillance, and quality assurance) fees or any additional time required for consultation for the required permits. At present, it is expected that Council will fund this by re-allocating funding committed to other projects in the district.

The next steps include discussions between Council and the local community to agree the form, location and function of the bridge, and to approve the terms of access on the privately-owned land and the use of the bridge. In addition, Council will need to liaise with the bridge supplier to agree finalised construction costs.



1 Background

1.1 Introduction

Patangata Bridge is located on Whakakī Lagoon Road south of State Highway 2 (SH 2), being approximately 19km East of Wairoa township. The bridge is owned by the local authority, Wairoa District Council (WDC) but is constructed on privately owned land.

The current bridge provided access for the local community to a urupā (burial site) and farming land but is currently unsuitable for vehicle access due to its deteriorated condition. Although large 4-wheel drive vehicles can use the Beach Road to gain access, the road is difficult to navigate and is unsuitable for normal vehicles. Therefore, no alternative access is available to the majority of vehicles.

The bridge was closed to vehicles on the 15th of August 2019 upon the recommendation of WSP (Formally WSP | Opus). A deterioration in the condition of the abutments caused serious concern for the safe passage of vehicles over the structure. The bridge had also previously been restricted to 2.5t maximum axle loads due to the condition and design of the timber deck.

Due to the extent of work required and the reprioritisation of Council budgets to accommodate this work, a fit-for-purpose business case report was required to justify the upgrade of the bridge. Council have also sought legal advice on the legal status of the structure and their responsibilities in regard to its management.

1.2 Work Completed to Date

WSP prepared an Options Report in 2018 (U18/05) that outlined several remedial work options. The intent of the report was to maintain the existing level of service of the bridge, with options to also accommodate Class 1 traffic. A supplementary memorandum was also submitted after the most recent closure. This memorandum identified two options which allowed for the quick re-opening of the bridge to vehicles.

Following the submission of the U18/05 Options report, WDC undertook \$90,000 in maintenance work on the deteriorated central pier. At the time, it was decided that the condition of the abutments was not deemed severe enough to warrant limited funding being spent on maintenance.

2 Context

2.1 Land Use and Locality

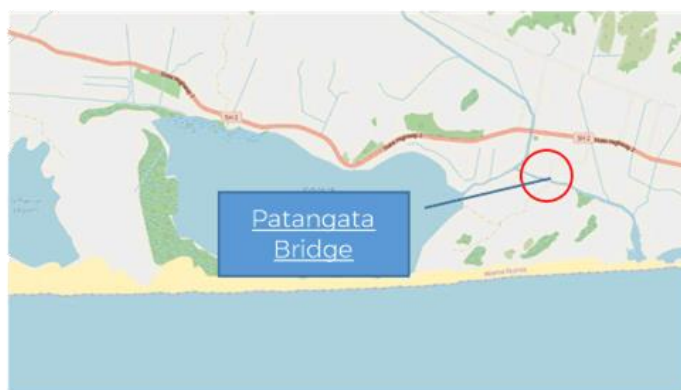


Figure 1 Whakakī Lagoon Aerial Plan

In the area, the additional key stake holder is the, The Whakakī Lakes Trust, which was established in 1969 to manage the Whakakī Lake property on behalf of the Māori owners. (HBRC, n.d.)

The Patangata Bridge is located on private owned land east of Te Whakakī Lagoon (Whakakī Lagoon) and is accessed from SH2 by private road. The bridge is also located within a unique physical environment.

The current bridge is owned by Wairoa District Council but is situated on land owned by several different individuals who make up part of The Fallen Memorial Trust who actively farm the area.

Project Number: 2-S5091.TS BR009

Patangata Bridge Business Case

The surrounding land is primarily used for agriculture, access to the lagoon, gamebird hunting, and access to the Whakakī Urupā.

2.2 Function of the Bridge

The bridge is predominantly used to provide access for the local community to the Urupā located on the opposite embankment. The Urupā and Whakakī Lagoon are of significant cultural value to the iwi and hapū of Te Rohe o Te Wairoa. Ngāti Kahukura, Ngāti Kirituna and Hapū of Te Whakakī Nui-a-Rua have cultural associations with the lake.

Agricultural land on the opposite side of the bridge is also deemed to hold significant value to the local community and they are open to developing the land further. Hence, they have requested that Class 1 vehicles be given access over the structure, to allow suitable plant to access the farm land.

The two marae (Whakakī Marae and Iwitea Marae) in close proximity to Whakakī Lagoon both have rich cultural history in the area. As such both parties are interested in the long-term future of the land and cultural history of the area. Whakakī Marae also require access to the Urupā located on the adjacent embankment which was currently serviced by Patangata Bridge.



Iwitea Marae – Left



Whakakī Marae – Right

2.3 Local Waterway Management

Whakakī Lagoon is one of six areas identified as an environmental priority area in Hawkes Bay Regional Council's 2017-18 Annual Plan and is considered to be a taonga (a highly prized natural resource) to the many hapū of Whakakī marae and Iwitea marae. As such the lagoon holds a significant value to the local area.

Whakakī lagoon and its waterways are currently managed by the Whakakī Lakes Trust. The trust has recently received approval to strengthen the lagoons environmental value with a \$3million grant. (Scoop, 2019) The aim of the grant is to act as a catalyst for further development, to assist in attracting an increase in research, science and technology to the area and also to increase visitor numbers.

The grant will see the construction of a new weir at the outlet of Whakakī Lagoon to help control the water levels within the lagoon. This weir would act as a 'water bar' to prevent excessive water loss from the lagoon during dry summer months and also help maintain a constant discharge in winter months.

It is not anticipated that the weir would have a significant effect on the overall water level in the lagoon, but communication should be sought with the Whakakī Lakes Trust to confirm findings prior to the construction of a new bridge, as proposed beam levels may need to be adjusted to prevent overtopping or early maintenance of the structure. Since during winter months, storm surges may see the occasional overtopping of the natural weirs and subsequent flooding of the lagoon with salt water, construction materials will need to be carefully considered to ensure they are appropriate for the environmental conditions.






2.4 Management of Public Structures

Recent global events have highlighted the criticality of ensuring bridge restrictions are not abused or maintenance neglected, to ensure the continued safe use of public structures.

Project Number: 2-S5091.TS BR009

Patangata Bridge Business Case

There have been numerous instances of bridge collapses in the past 5 years, due to overloading or poor maintenance regimes, which have resulted in fatalities. As such it is essential that the risks associated with the poor condition of Patangata Bridge are actioned promptly.

Location	Cause	Picture
North Dakota, USA	Overweight Vehicle	
Nanfang'ao Bridge, Taiwan	Poor Maintenance – Steel corrosion due to salt water ingress *	
Mirepoix-sur-Tarn, France	Possible Overweight Vehicle	
Morandi Bridge	Corrosion due to Sea Air	
Troja Footbridge, Prague	Poor Maintenance	

*Likely Cause, TBC

Project Number: 2-S5091.TS BR009
Patangata Bridge Business Case

3 Strategic Alignment & Stakeholders

Stakeholders involved in management and use of the bridge include:

- Local land owners,
- Whakakī Marae, located off State Highway 2 at Whakakī, east of Wairoa, North of Whakakī Lagoon
- Iwitea Marae, located on Iwitea Road, to the east of Wairoa, South of Whakakī Lagoon
- WDC Council (asset owners)

Wairoa District Council's priority is to provide the services and infrastructure that support liveability, environment, safety and opportunities in Wairoa. Therefore, Council has a vested interest in improving public infrastructure such as this bridge, particularly where it ensures strong positive outcomes for Wairoa communities.

Feedback from public consultation with the community is that this bridge provides an essential connection to actively used land, and the absence of the bridge prevents this community from accessing an Urupā and land of significance to local Māori.

Since Wairoa District Council originally constructed the bridge, they still maintain ownership legally, they are the problem owners and the community are key stakeholders for the project.

Engagement has been undertaken with key stakeholders in terms of what they would like to see from the project progressing.

Key Stakeholder	Key Feedback Received
Wairoa District Council	<ul style="list-style-type: none"> • Long Term Solutions – No medium-term solutions that require additional maintenance. • Cost effective solutions • Time efficient solutions
Fallen Soldiers Memorial Trust	<ul style="list-style-type: none"> • Bridge with Class 1 Requirements • Utilisation of land adjoined by Patangata Bridge. • Time efficient solutions
Whakakī Lagoon Trust	<ul style="list-style-type: none"> • Utilisation of land adjoined by Patangata Bridge. • Time efficient solutions
Whakakī Marae	<ul style="list-style-type: none"> • Continued vehicular access to the Urupā for all members of the community. • Time efficient solutions
Iwitea Marae	<ul style="list-style-type: none"> • N/A
Hereheretau Station	<ul style="list-style-type: none"> • Investments made to convert land for farming • Bridge with Class 1 Requirements • Utilisation of land adjoined by Patangata Bridge. • Time efficient solutions

Project Number: 2-S5091.TS BR009
Patangata Bridge Business Case

4 Problems and Benefits

4.1 The problem

Patangata Bridge was first constructed in 1959. Records are unable to show what the initial intention of the structure was. Initial construction consisted of timber piles and deck, with steel beams.

The structure is located in a harsh marine environment situated 1km from the ocean. The locality of the bridge has led to the dilapidated condition that the piles and abutments are now in.

In 1997 the timber piles of the central pier were replaced with steel H-Piles. Due to an insufficient paint system used on the steel H-Piles and a lack of regular maintenance in the



Figure 2 Section loss on web of steel H-Piles

harsh saltwater environment, substantial corrosion of the piles had occurred by 2018. This resulted in the closure of the structure until immediate repairs could be completed.

The repairs were undertaken as the 'do minimum' option to reopen the structure for local community use only. A weight restriction of 2.5 tonnes per axle was put in place to restrict loading of the structure. At the same time, it was noted that the abutments were in poor condition, but it was deemed too expensive to rectify in the given timescale.

Continued overuse of the structure has led to further rapid deterioration of the timber abutments, and on the 15th of August 2019 the structure was closed to ALL vehicular traffic and bollards were erected to ensure compliance with the restriction.



Figure 3 Current View of Patangata Bridge

Project Number: 2-S5091.TS BR009

Patangata Bridge Business Case

The resulting closure has impacted the local community who use the structure to visit the Urupā. Loss of the bridge access has resulted in an additional 1km walk to reach the Urupā. The additional walk particularly affects the kaumatua (Māori elders) and pakeke (senior adults) of the community.

If no maintenance is undertaken on the structure, it will continue to deteriorate and will eventually become a safety hazard and will require removal from site.

The lack of a trafficable bridge across the waterway also prevents development of high value land, for potential farming on the island.

4.2 The Benefits

Strengthening, upgrading, or replacement of the structure will ultimately protect the public from the hazards of a deteriorated structure and ensure the safe continued use of Whakakī Urupā and adjoining land off Whakakī Lagoon.

Replacement or strengthening of the structure will also provide economic opportunities by making the land available to the prospects of agriculture.

However, the greatest benefit will be to the local community. Socially, the community will benefit the most from the provision of a safe vehicle-accessible structure, with the rich history of the Whakakī Lagoon being protected for future generations.

5 The approach taken to solve the problem

5.1 Do Nothing

The 'Do Nothing' scenario, would involve acceptance of the bridge in its current state with no action taken. This option is considered unacceptable, both from a health and safety perspective, and from a service viewpoint. The Council has an obligation to provide suitable infrastructure for the community and maintain the structure in a serviceable condition. Doing nothing would result in inadequate access to the island for the local community and expose people who may use the bridge to unacceptable risks to their own health and safety over time.

5.2 Do Minimum

In a 'Do Minimum' scenario where the required additional funding is not available, the owner of the asset has a legal obligation to maintain the structure at a reasonable cost. Since the structure is currently closed to vehicular traffic, the structure would require the minimum amount of maintenance work to restore its previous low-level carrying capacity (2.5 tonne axles).

There are however risks involved with the 'Do Minimum' option, as it has already been shown that the weight restriction on the structure is unlikely to be adhered to. The bridge would likely continue to be overburdened with larger than allowable weights, such as farm machines or livestock. This over-loading of the structure would have an impact on the remaining useful life of the asset and may also result in total failure of the structure, which could potentially lead to loss of life.

However, through the annual maintenance inspections of the structure, Wairoa District Council would at least be able to monitor the health of the structure and would have an opportunity to provide necessary maintenance or strengthening works in the future.

5.3 Do Something – Development of Options

The 'Do Something' approach would be to replace the structure, using one of two options: - a temporary structure (such as a Bailey Bridge) or a permanent structure. The initial capital cost of a permanent structure is approximately 150% higher than a temporary structure, although the ongoing hire fee of a temporary structure quickly makes the temporary option unfavourable.

A temporary structure would see access restored to the community in a matter of weeks, where a brand-new structure would require approximately six months to complete from initial site investigations to completion of construction.

Project Number: 2-S5091.TS BR009

Patangata Bridge Business Case

Based on the above choices, the preferred option seems to be to replace the structure.

However, the selection of either a temporary or permanent structure is not straightforward. The options for replacing the structure are explored in more detail in Section 6.

6 Option Development

WSP had worked with Council for a number of years to develop possible repair options for the bridge. These investigations aimed to find options which prolonged the life of the existing structure with minimal cost and maximum effect. The options assessment involved site visits to appraise the condition of the current structure and the surrounding environment, as well as some consultation with the Council.

Since the initial closure of Patangata Bridge, various options have been put forward which address varying criteria for the structure. Development of the proposed options has focused primarily on the requirements of the community, predominantly involving development of an option that reduced the closure time of the bridge, allowing it to be reopened to the previous level of service, but also protecting the bridge from further deterioration.

However, since these original options were identified, further deterioration of the structure has occurred with widespread defects being identified. A more detailed inspection of the timber piles highlighted that the abutment piles, as with other parts of the structure, were near failure.

Taking this continued deterioration into account, the possibility of a full structural replacement is now being considered.

The following is an examination of four possible options, taking account of three main factors:

- Cost
- Time to implement.
- Future Use

A more detailed analysis was undertaken to determine the whole of life cost to benefit ratio.

6.1 Assessing the Options

The preferred option has been determined through a series of community meetings and with internal communication between WSP and WDC. The community meetings ensured that a solution was developed to directly benefit the community as well as reflecting the position of the local authority.

Options A to D present the most feasible options.

6.1.1 Option A – Repair Bridge to Previous Level of Service

Repairing the existing bridge to the previous Level of Service is a simple solution to restore access for the local community. This option will facilitate access to the urupā in the shortest possible time. This is the most economical option in the short term. However, due to the deteriorating deck, further maintenance would be required in 10-15 years' time.

6.1.1.1 Description

- Repair the existing bridge by exposing the beam ends and extending each beam with bolted splice connections. Diaphragms would also be installed between the beams to increase the beam capacity.
- Install new precast concrete abutments to support the extended beams.
- Extend the timber deck slab on the abutment ends.

6.1.1.2 Limitations/Risks

- There is a risk of minor vertical settlement because the abutments will be placed on existing ground.
- The maximum capacity of the bridge would still be limited to 2.5 tonne axle loads due to the condition of the timber deck.

6.1.1.3 Construction Time Frame

The total time to construct is 7-8 weeks and includes:

Project Number: 2-S5091.TS BR009

Patangata Bridge Business Case

- Design duration of 4 weeks
- 3 weeks for the installation of beam extensions, diaphragms, abutments and deck slabs;
- 1-week contingency.

6.1.1.4 Estimated Cost

The estimated capital costs is \$110,000.00 + GST including all design and construction costs.

6.1.1.5 Expected Life of Structure

Based on the current condition of the deck, the expected use and varying water levels, it is expected the bridge will last another 10 years before further maintenance is required.

6.1.2 Option B – Repair Bridge to Class 1

Option B is an expansion of Option A, whereby in addition to the work identified in Option A, a new timber deck would be installed to increase the capacity of the existing bridge to Class 1. However, the remaining useful life of the structure would still be limited by the design life of the beams and the condition of the substructure. There is a risk of subsidence, as the capacity of the pier is unknown, and the repair to the failed abutments from Option A is a short-term solution only, and potentially the remaining useful life could actually be reduced, due to the greater load acting on the structure from the new deck.

6.1.2.1 Description

- Repair the existing bridge as per Option A
- Install a new laminated timber deck over the full length of the structure

6.1.2.2 Construction Time Frame

The total time to construct is 9-11 weeks and includes:

- A design duration of 4 weeks subject to available resources;
- A duration of 3 weeks for the installation of beam extensions, diaphragms, abutments and deck slabs for abutment ends;
- A duration of 2 weeks for the installation of a timber deck;
- A 2-week contingency.

6.1.2.3 Cost

The estimated capital cost would be \$230,000.00 + GST including all design and construction costs, as well as deck removal costs.

6.1.2.4 Expected Life of Structure

The design life of this structure will be limited by the remaining life of the beams, which is estimated at 15-25 years. The remaining life may also be affected by the condition of the substructure (piles), which is currently unknown.

6.1.3 Option C – New Bridge to Class 1

Option C is the construction of a new Class 1 bridge to replace of the existing bridge. The new bridge would consist of steel beams, a concrete deck and new abutments. This option would facilitate long term access for the local community, permitting vehicle access for the foreseeable future, and being both a time and cost-effective option.

The option could be progressed in two different ways:

- a third-party bridge construction contractor could be sought to provide a design and build solution. Typically, these bridges are used for forestry access and local residential access.
- alternatively, WSP could carry out the design of the new bridge and procure local resources to complete the construction works. However, since the construction will rely on the interaction of multiple companies, it may result in a higher cost than a single quote from a design and build supplier.

Project Number: 2-S5091.TS BR009
Patangata Bridge Business Case

6.1.3.1 Description

- Install a new bridge comprising of steel beams, concrete deck and precast concrete abutments.
- The bridge would be a single span structure, 28m long with a 3.7m road width.
- There will be no speed restriction associated with the new bridge.

6.1.3.2 Construction Time Frame

- The total time for construction would be approximately 5 months from the appointment of the contractor to completion. This would exclude consultation and time-dependant permits (eg building and resource consents).

6.1.3.3 Cost

The estimated cost to build the new bridge, on a like-for-like basis at the same location, would be approximately \$330,000.00 + GST including design and construction costs, as well as costs associated with the dismantling of the old bridge (with the bridge components being left on site).

The 'Bridge It NZ' quote of \$330,000.00 + GST is inclusive of the new bridge being supplied and installed, as well as a site inspection, geotechnical investigation and site survey.

The quote does not include the removal of the existing structural components from the site, or any earthworks required to regrade the approaches. Removal costs have been estimated at \$15,000. However, WDC may choose to come to an agreement where the local land owners could take ownership of the old bridge components which would then be left on site.

Caveats include:

- Suitable access is available to both sides of the waterway
- the bridge is not prone to flooding
- removal of the central pier is not required.
- Final price is to be confirmed after the site inspection and geotechnical investigation are completed.

The quote was received from 'Bridge IT NZ', but other suppliers could be given the opportunity to quote during the tendering process.

There is also the potential for the new structure to be constructed off-line (ie not at the current position) which would maintain the pedestrian access over the existing bridge during construction works. However, this option has not been investigated at this stage.

6.1.3.4 Expected Life of Structure

The new bridge would have a design life of 100 years as per clause 2.1.5 of NZTA Bridge Manual 3rd Edition.

6.1.4 Option D – Bailey Bridge (Hire)

A Bailey Bridge could be installed over the existing structure providing quick vehicle access of Class 1 capacity. However, the monthly hire fee would make a Bailey Bridge less cost effective after a 5 year period, compared to providing a new structure. However, this option could be constructed in 3 weeks which would provide vehicle access quickly, for the local community.

6.1.4.1 Description

- A Bailey Bridge comprises of galvanised steel panels and a timber deck. A Triple Single Chord Reinforced (DSCR) frame would be founded on spread footings with 'ramped' approaches that would have granular fill and steel ramps.
- The bridge would have a span of 36.6m and be 3.28m wide (kerb face to kerb face).
- A speed restriction would be posted at 30km/h for the Bailey Bridge.

Project Number: 2-S5091.TS BR009
Patangata Bridge Business Case

6.1.4.2 Construction Time Frame

The total time to construct would be 3 weeks including:

- Construction of the footing being 1 week;
- Construction of the bridge being 1 week;
- A 1-week contingency.

6.1.4.3 Costs

The estimated capital cost would be \$163,600.00 + GST including erection, foundations, transport to site and dismantling/decommissioning, plus a hire-rate of \$5,150.00 per month (approx. \$225,400 after the first year).

This quote is based on a New Zealand Transport Agency (NZTA) quote for the hire of a Bailey Bridge.

6.1.4.4 Expected Life of Structure

After 5 years, the total cost of the Bailey Bridge would exceed the cost of constructing a new bridge, although the Bailey Bridge could remain in place for as long as it was required.

6.2 Assessment of Impacts

As they only entail repairs to the existing structure, Options A and B would have minimal impact on the community as far as access and safety is concerned and will also have little impact on the bridge and the surrounding environment. The repair activities can be safely contained and can be delivered relatively quickly. However, the long-term maintenance will be costly and require frequent visits to the site. There may be longer term impacts on the environment due to degradation of the current structural elements.

Should the bridge structure fail while a vehicle and/or people are on the structure, there could be serious safety consequences for the users. Diligent monitoring would be required until a more permanent solution was found. There would also potentially be negative impacts to the waterway through introduction of pollutants.

Options C and D require some earthworks around the current waterway to accommodate the new structure. Both options would also require the removal of the current structure, which would need to be managed carefully to minimise pollutants entering the waterway. However, both options offer a much more secure and safe option, requiring less ongoing monitoring.

Project Number: 2-S5091AM
 Patangata Business Case
 Funding Acquisition 2019

6.3 Options Summary Table



	Option A Repair Bridge to Existing Level of Service	Option B Repair Bridge to Class 1	Option C New Bridge to Class 1	Option D Bailey Bridge (Rent)
Advantages	Quick to achieve Lowest construction costs.	Quick to achieve. Low construction costs. Capacity restored to Class 1.	Capacity restored to Class 1. Minimal future maintenance costs. 100 year design life.	Quick to install. Low initial construction costs. Capacity restored to Class 1.
Disadvantages	Capacity limited to 2.5 tonne axle loads. Estimated lifespan of the structure before additional maintenance is required is low.	Scour issues may affect abutment Estimated lifespan of the structure before additional maintenance is required is low.	High initial costs Longer construction time. Difficult to maintain access during construction.	Foundation design required. Ongoing monthly costs of \$5,150.00 Not recommended for a coastal environment
Costs (±30%)	\$110,000.00 + GST	\$230,000.00 + GST	\$330,000.00 + GST + \$15,000 Deck Removal	\$163,600.00 + GST + Monthly maintenance/hire costs. (\$225,400 after the first year)
Construction Timeframe (From Site Start Date)	7-8 Weeks	9-11 Weeks *Subject to timber availability.	5 months from approval.	2-3 months *Subject to availability.
Time Before Additional Maintenance is Required	10-15 Years	15-25 Years	40+ Years	5 Years (Not recommended as a long-term solution)
Speed Restriction	10 km/hr	30 km/hr	None	30 km/hr

Project Number: 2-S5091AM
 Patangata Business Case
 Funding Acquisition 2019

7 Assessing the Value of the Option

7.1 Economic Case

A simplified economic Net Present Valuation (NPV) has been undertaken on the options. The simplified evaluation is taken from the NZTA Economic Evaluation Manual 2013 and assumes a rate of 6% per annum. The procedure provides a simplified method for evaluation of the costs and benefits of upgrading road infrastructure.

The full procedures set out in SP2 of the NZTA Economic Evaluation Manual require additional information which has been ignored in this NPV calculation. This NPV calculation only compares cost and no other benefits such as reduced vehicle operating costs and crash savings. The NPV was undertaken for a 40 year period.

The NZTA Economic manual requires that a new bridge is considered where the NPV value of maintaining a structure is greater than 50% of the total cost of a new structure.

For the basis of the NPV assessment preliminary design fee estimations have been included based at 15% of the total construction costs of the activity.

General Maintenance items have been factored into the tabulated results below:

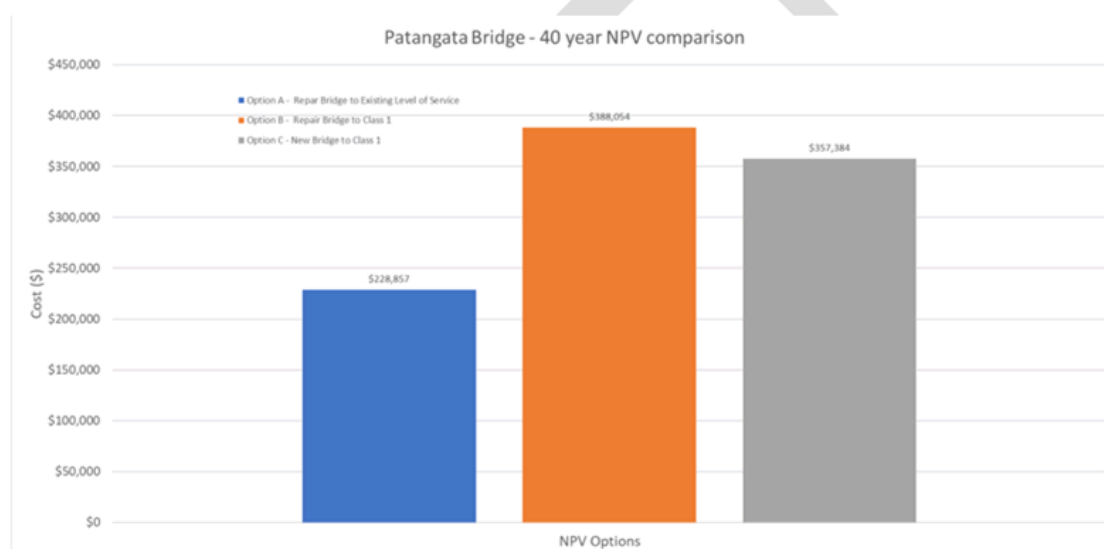


Figure 4 NPV Summary of Options A to C

The graphic shows that Option A provides the most cost effective upfront solution. However, the land adjacent to the Urupā would be unable to develop further. Options B and Option C would both open the opportunity to develop the land and provide access. The most expensive approach is Option B which is strengthening the structure to Class 1. A new structure is anticipated to be 90% of the strengthening cost. It is clear from the NPV of each of the three options considered that Option C is the most cost effective long-term solution that will continued to provide access.

The NPV investigation into the structure agrees with the upfront cost assessment, that a new structure should be sought to replace the existing.

Site construction monitoring fees have been excluded from the NPV assessment as these were deemed to be consistent for all options considered.

Cost estimates and preliminary received quotes can be found in Appendix A

7.2 Predicted Land Use Benefits

The construction of a new bridge would allow development of the farmland with suitable Class 1 access. This has the potential to increase land value and result in additional income for the community around this location.

Project Number: 2-S5091AM
 Patangata Business Case
 Funding Acquisition 2019

7.2.1 Summary

The land adjoined to the State Highway via Patangata Bridge consists of rough shrub land with areas of pooling water. The land is currently leased for farming by the Fallen Soldiers Memorial Trust and cattle currently graze the land and access it via the existing Patangata Bridge.

The predicted benefits of growing the available opportunities with a Class 1 structure have been analysed below.

Estimations have been made based on research that advises a potential percentage income based of the capital value of the land. the percentage return on capital values range from 1.9% to 4.2% which yields a return per annum of between \$18,000 and \$40,000.

7.2.2 Assumptions

To fully realise the potential utilisation of the land, a list of assumptions has been made:

- 75% of the land area is useable.
- The average capital value is \$4,700 per ha.
- Return percentages are average across New Zealand and are accurate as per the Research Article: *"The Reality of net capital gains and annual profit on NZ primary producing businesses: data from a recent survey of all farm types."*

7.2.3 Estimated Land Valuation

Total Utilisable Land for cattle farming.

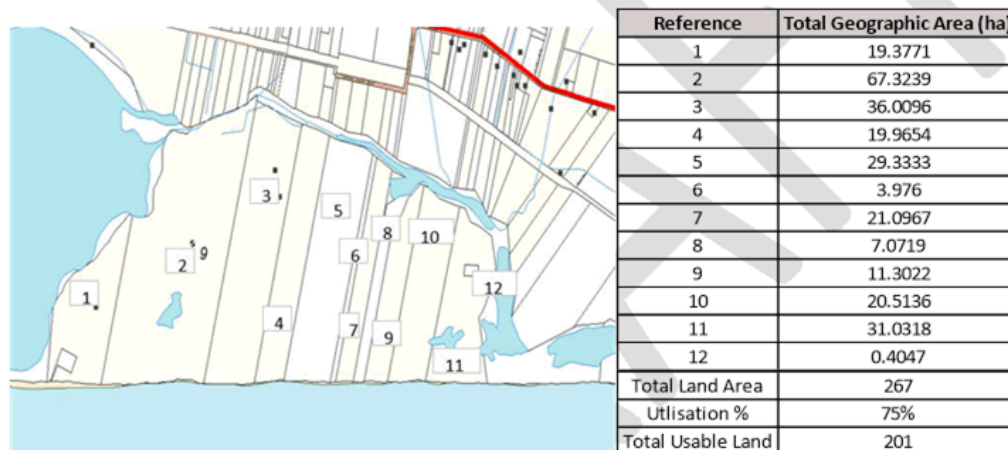


Figure 5 Breakdown of Land Areas

The assumption of 75% utilisable land is based on conditions such as standing water and beach areas located within the reference areas.

Proprietary software available holds deed title information which contained the land value information used in the return on capital calculations. The below table summarises the estimated land value per ha based on the available deed title information.

Project Number: 2-S5091AM
 Patangta Business Case
 Funding Acquisition 2019

Reference	Total Geographic Area (ha)	Capital Value	Land Value	Capital cost per ha	Land Value per ha
1	19.3771	\$ 66,000.00	\$ 61,000.00	\$ 3,406.08	\$ 3,148.05
2	67.3239	\$ 250,000.00	\$ 232,000.00	\$ 3,713.39	\$ 3,446.03
3	36.0096	\$ 144,000.00	\$ 131,000.00	\$ 3,998.93	\$ 3,637.92
4	19.9654	\$ 87,500.00	\$ 80,000.00	\$ 4,382.58	\$ 4,006.93
5	29.3333	\$ 64,500.00	\$ 61,000.00	\$ 2,198.87	\$ 2,079.55
6	3.976	\$ 11,000.00	\$ 11,000.00	\$ 2,766.60	\$ 2,766.60
7	21.0967	\$ 72,000.00	\$ 64,000.00	\$ 3,412.86	\$ 3,033.65
8	7.0719	\$ 143,000.00	\$ 136,000.00	\$ 20,220.87	\$ 19,231.04
9	11.3022	\$ 43,500.00	\$ 40,000.00	\$ 3,848.81	\$ 3,539.13
10	20.5136	\$ 73,500.00	\$ 72,000.00	\$ 3,582.99	\$ 3,509.87
11	31.0318	\$ 151,500.00	\$ 143,000.00	\$ 4,882.09	\$ 4,608.18
12	0.4047	\$ -	\$ -	\$ -	\$ -
Average				\$ 4,701.17	\$ 4,417.24

Figure 6 Capital Land Value

An estimation was made on the potential realisation income for the area. A study (Nuthall, 2018) completed in 2018 estimates the rates of various land usages and the return on capital per annum as a percentage.

The results of the survey are based on a wide variety of land quality and as such give an average outlook for the entirety of New Zealand. It is therefore an indication of the potential value and should not be taken as a given available opportunity.

Farm Type	Mean % Return on Capital	Total Area (ha)	Valuation per ha	Potential Return per Annum
All Farms	2.5%	201	\$ 4,701.17	\$ 23,623.38
Int. Sheep	2.8%	201	\$ 4,701.17	\$ 26,458.18
Ext. Sheep	1.9%	201	\$ 4,701.17	\$ 17,953.77
Beef	4.2%	201	\$ 4,701.17	\$ 39,687.28
Grazing	2.6%	201	\$ 4,701.17	\$ 24,568.31

Figure 7: Potential Capital Returns

The above table summarises the potential return of the land per annum. Although the NPV of the structure justifies the capital expenditure to replace the structure, taking into consideration a linear realisation of the above profit. The anticipated average return on invest cost would be 15 years.

7.3 Current Land Use Benefits

Engagement with Te Tumu Paeroa and Hereheretau farm has established that currently around half of the land is leased (Approx. 100 ha). Both parties have made financial investments into the area to further develop the potential of the land and help maintain the sustainability of the area. Current conditions and market value allows for \$60,000 Gross revenue to be earned over the course of the year by grazing beef cattle.

Currently there is significant beef protein deficit in global markets. As such there is a significant premium being paid for product. This makes the land significantly more valuable than the historical information and prediction in Section 7.2.

The total land area is currently only half utilised, with the remaining 100ha still unsuitable for cattle grazing. Reluctance to further invest money into the area until suitable access is in place keeps the full potential of the area limited. In addition to land area only being half utilised, the land can only support cattle through winter.

With the development of a new bridge structure, it would be possible to develop the area faster and sow drought tolerant species of grass into the area to utilise the land for the full year.

Project Number: 2-S5091AM
Patangta Business Case
Funding Acquisition 2019



Figure 8 Example Pictures of Clearing land to be used for Cattle Farming

8 Preferred Option

The preferred option is the construction of a new Class 1 Bridge (Option C). The construction of a new structure has strong local economic and social benefits. It is also the most secure option for the long term and requires the least maintenance activity.

Financially the construction of a new structure in the long term is the most viable and valuable option for WDC. The total whole of life costs for Option C would be \$351,192 as per the NPV calculations, with \$330,000 excl GST of up-front construction costs and \$15,000 for enabling works.

This option would open the land to the economic potential across the Rahui outlet, by providing a minimum of Class 1 access, acceptable for most farming machinery.

With the longest construction time of any of the proposed options, a clear community engagement plan would need to be developed to ensure continued good community relationships moving forwards.

Project Number: 2-S5091AM
 Patangta Business Case
 Funding Acquisition 2019

9 Financial Case

9.1 Project Delivery

9.1.1 Project Delivery costs

The estimated implementation costs (design and construction) for the preferred structure is \$345,000, based on a quote received from a third-party structure provider. The fee is subject to a site investigation and confirmation of satisfactory ground conditions which will need to be met to construct the new bridge.

9.1.2 Key Pre-Implementation and implementation Costs.

Criteria	Key costs (estimated)	Comments
Land Acquisitions	\$0	It is anticipated that no land purchase application will be necessary for the construction of the project.
Design and Construction Costs	\$330,000	Based on a quote received from Bridge Supplier – Bridge IT NZ. The proprietary design is included in the given estimate.
Removal from site of existing Structure	\$15,000	There is a potential to engage the local community who may be able to remove the structure.
Contingency	\$33,000	Based on 10% of Design and Construction costs
MSQA	\$20,000	For quality control on the design and construction of the new asset.
Total Fees	\$398,000	

9.1.1 Project Funding

Wairoa District Council have confirmed that the funding required to disassemble the current bridge and build a new structure is not available under current budgets, which have already been allocated to other activities in the district.

Since there is greater urgency associated with the replacement of this bridge, the current asset management budget held by WDC will have to be re-allocated to accommodate the works.

Provisional engagements with NZTA have taken place and suggest funding could be reallocated from already agreed budgets to accommodate the construction of the structure.

A re-prioritisation exercise will be required by WDC to determine the funding allocation.

9.1.2 Project Timing

It is recommended that the pre-implementation phase commences once the outcomes of the funding application have been received. Development from initial consultation to completion of the structure is anticipated to take 5 months providing no delays in permit applications, resource consents, and material supplies occur.

10 Implementation Plan

This implementation plan is developed based on the assumption that funding for the new structure is agreed and taken from the Local Authorities share of NZTA funding. The funding will be used to procure the quote company of BridgeIT NZ or similar. These companies offer bespoke single span solutions for low level of service structures across New Zealand.

Project Number: 2-S5091AM
Patangata Business Case
Funding Acquisition 2019

The below Flow Chart and table summarise the main steps involved in the procurement and construction phases.

It is currently assumed that the structure would be replaced like-for-like in the existing location. However, further discussions with local land owners could be sought to acquire land in a location up stream or downstream of the structure if preferred. This could mean that the existing structure would not need to be closed to locals during the construction phase.

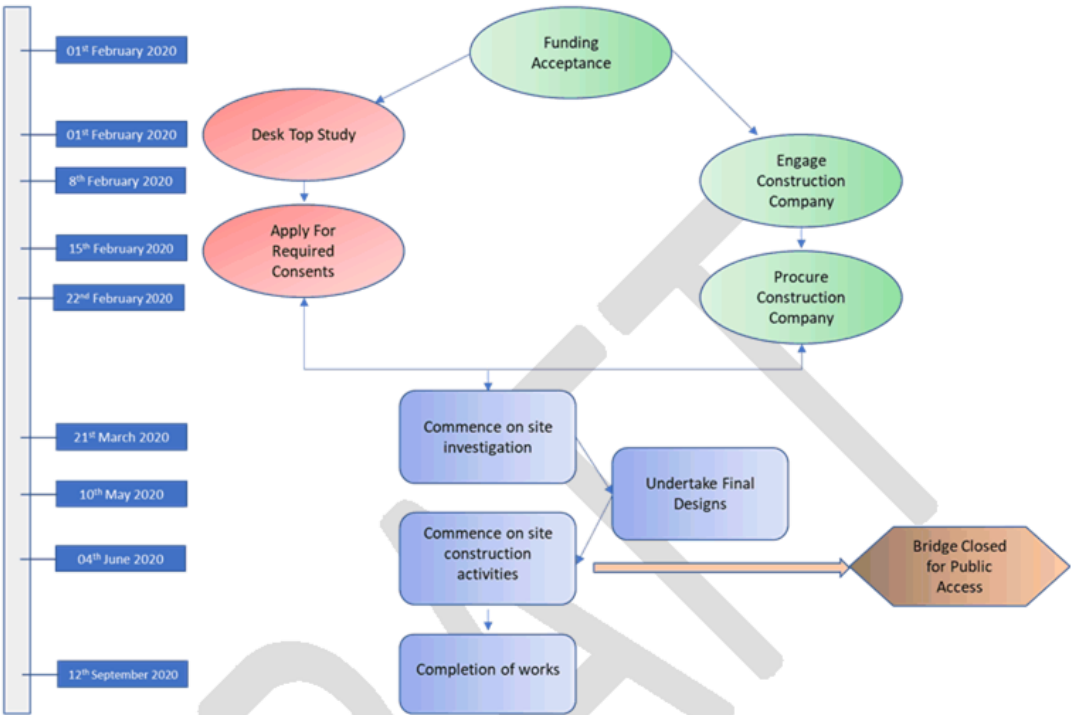


Figure 9: Patangata Bridge Construction Programme Flow Chart

Delivery times in the following table are for each individual activity. The flow chart above shows how concurrent activities can run to ensure a streamlined project delivery.

Project Number: 2-S5091AM
 Patangta Business Case
 Funding Acquisition 2019

Item	Delivery Time*	Description
Funding Acceptance	N/A	Acceptance of the proposal and funding allocation to commence starting operations for onsite activities.
Desk Top Study	14 Days	A Desk top study to assist with a resource consent application including archaeology, resource consents and land owner requirements.
Engage Construction Company	14 Days	Engage the preferred Design and Build construction company to undertake the works.
Apply for Required Consents	35 Days	Apply for all required consents on behalf of the contractor.
Procure Construction Company	7 Days	Procure the construction Company and sign all contracts and confirm all delivery targets.
Commence on site investigation	50	Lead in times for site investigations based on quote and information received from Bridge IT NZ.
Undertake Final Designs	25	Verify designs and confirm any changes required.
Commence on Site Construction Activities	100	Commence onsite construction activities, including the removal of the existing structure.
Bridge Closure	175	During the construction activities, the bridge will be fully closed to pedestrian and vehicular access.
Completion of work	28	Completion of work will be confirmed once all required documentation is submitted.

*Delivery times are estimates only.

11 Management of the Structure

It is expected that Wairoa District Council will have full ownership of the structure following the upgrade. On the basis that WDC are the asset owners, it will be their responsibility to monitor and maintain the structure.

A large graphic with a background of diagonal stripes in various shades of blue, teal, and light green. On the right side, there is a white, semi-circular shape that looks like a torn piece of paper. The text "Appendix A Preliminary Costs & Quotes" is written in red, sans-serif font across the middle of the graphic.

Appendix A Preliminary Costs & Quotes

WVS||2

Option A - Repair Bridge to Existing Level of Service					
ITEM	DESCRIPTION	UNIT	QTY	RATE (\$)	AMOUNT (\$)
1	Preliminary and General				
1.1	Establishment	LS	100%	\$20,000.00	\$ 20,000.00
1.2	Access and Temporary works	LS	100%	\$ 5,000.00	\$ 5,000.00
1.3	Traffic Management including Traffic Management Plan	LS	100%	\$ 2,500.00	\$ 2,500.00
1.4	Contractor confirmation of site dimensions and bolt locations prior to fabrication and drilling	LS	100%	\$ 2,000.00	\$ 2,000.00
					\$ 29,500.00
2	Creating New Abutments				
2.1	Excavation for new abutments	LS	100%	\$15,000.00	\$ 15,000.00
2.2	Reinforced Concrete spread footing	LS	100%	\$ 8,000.00	\$ 8,000.00
2.3	New Hold Down bolts	LS	100%	\$ 1,500.00	\$ 1,500.00
					\$ 24,500.00
3	Beam Strengthening				
3.1	Temporary Works	LS	100%	\$5,000.00	\$ 5,000.00
3.2	Drilling and fixing of bolt holes	LS	100%	\$ 2,500.00	\$ 2,500.00
3.3	Supply and install new I Beam Section to extend beam length	LS	100%	\$10,000.00	\$ 10,000.00
3.4	Supply an install new Diaphragms	LS	100%	\$20,000.00	\$ 20,000.00
					\$ 37,500.00
4	New Timber Deck				
4.1	Spiking Timber	m2	6	\$ 60.00	\$ 360.00
4.2	New Baulk timber Deck	m2	8	\$ 450.00	\$ 3,600.00
4.3	New Running Planks	m2	4	\$ 120.00	\$ 480.00
4.4	Kerb Detail	m	4	\$ 125.00	\$ 500.00
					\$ 4,940.00
5	Design Fees				
5.1	Design Fees	LS	100%	\$14,466.00	\$ 14,466.00
					\$ 14,466.00
				Total	\$ 110,906.00

WVS | 2

Option B - Repair ridge to Class 1					
ITEM	DESCRIPTION	UNIT	QTY	RATE (\$)	AMOUNT (\$)
1	Preliminary and General				
1.1	Establishment	LS	100%	\$40,000.00	\$ 40,000.00
1.2	Access and Temporary works	LS	100%	\$10,000.00	\$ 10,000.00
1.3	Traffic Management including Traffic Management Plan	LS	100%	\$ 2,500.00	\$ 2,500.00
1.4	Contractor confirmation of site dimensions and bolt locations prior to fabrication and drilling	LS	100%	\$ 2,000.00	\$ 2,000.00
					\$ 54,500.00
2	Creating New Abutments				
2.1	Excavation for new abutments	LS	100%	\$15,000.00	\$ 15,000.00
2.2	Reinforced Concrete spread footing	LS	100%	\$ 8,000.00	\$ 8,000.00
2.3	New Hold Down bolts	LS	100%	\$ 1,500.00	\$ 1,500.00
					\$ 24,500.00
3	Beam Strengthening				
3.1	Temporary Works	LS	100%	\$5,000.00	\$ 5,000.00
3.2	Drilling and fixing of bolt holes	LS	100%	\$ 3,500.00	\$ 3,500.00
3.3	Supply and install new I Beam Section to extend beam length	LS	100%	\$10,000.00	\$ 10,000.00
3.4	Supply an install new Diaphragms	LS	100%	\$40,000.00	\$ 40,000.00
					\$ 58,500.00
4	New Timber Deck				
4.1	Spiking Timber	m2	54	\$60.00	\$ 3,240.00
4.2	New Baulk timber Deck	m2	108	\$ 450.00	\$ 48,600.00
4.3	New Running Planks	m2	45	\$ 120.00	\$ 5,400.00
4.4	Kerb Detail	m	54	\$ 125.00	\$ 6,750.00
					\$ 63,990.00
5	Design Fees				
5.1	Design Fees	LS	100%	\$30,223.50	\$ 30,223.50
					\$ 30,223.50
				Total	\$ 231,713.50

WVS | 2

From: John Musgrave <john.musgrave@bridgeitnz.co.nz>
Sent: Thursday, 31 October 2019 10:29 AM
To: Kalani, Shona <Shona.Kalani@wsp.com>
Cc: Blyth, Kyle <kyle.blyth@wsp.com>
Subject: RE: Patangata Bridge - new bridge quote

Hello again Shona

Have had another discussion with Craig Langsford. Our view has changed. Our thoughts are the bridge span will need to increase to 28m. Reason for this are:

- Unsure how fit for purpose the existing abutments are
- Removes/reduces the need for bank protection/additional retaining. This reduces/eliminates the effect on the environment
- Timeframe from the signing of the contract to completion of the bridge is approximately 5 months

The price indication is \$330,000 plus GST. The bridge size is 28m x 4m steel beam concrete deck.

If you have any questions, please email/call. I look forward to hearing back from you

Kind regards

John Musgrave
Business Development Manager | Bridge It NZ Ltd

WSP

**WHAKAKI MARAE**

6 Hinepua Road
Whakakī, Wairoa 4196

T: 06 838 8241
E: whakakimarae1@gmail.com

Registered Charity: CC36016
GST: 55-278-180

24th January 2020

Steven May
Chief Executive
Wairoa District Council
97-103 Queen Street
WAIROA 4108

Tēnā koe e Steven,

Re: Pātangata Bridge, Whakakī

Tēnei ā mātau mihi e rere ana ki a koe mai te haukāinga o Te Whakakī.

Firstly, many thanks to you and Duane for attending our Marae AGM last Sunday, and for providing an update to everyone on Pātangata Bridge.

As discussed, vehicle access restrictions put in place on Pātangata Bridge by WDC in August 2019 has caused significant disruption to cultural activities involved in fare-welling and remembering our dead.

There are three urupā located on the far side of Pātangata bridge, and since August we've had to find alternatives for transporting three of our tūpāpaku from the bridge to the urupā. That said, our biggest issue is our inability to provide safe transportation for our kaumātua to the urupā, which means that they are unable to participate in the interment of our loved ones.

This has resulted in additional grief to those whānau affected, and the Marae Trust has received a huge amount of feedback on how unacceptable this situation is, and that it needs to be rectified as soon as possible.

In addition to this, some of our whānau groups who are landowners on the other side of the bridge have been economically impacted by the lack of vehicle access, and have raised their concerns. The Whakakī Lake Trust in partnership with Hawkes Bay Regional Council and Ministry for the Environment are currently scoping out work for their \$3 million Fresh Water Improvement initiative, and will need large vehicle access to the other side of the bridge.

As stated at our AGM, Whakakī Marae Trust fully endorses the recommendation to install a new class 1 bridge to replace the existing bridge. As this issue has impacted our community for the past five months, we urge our councilors to give this matter priority, and to expedite funding approval.

We look forward to discussing this further at the council meeting on Tuesday 11th February.

Otirā, nā koutou te rourou, nā mātou te rourou, ka ora ai tō tātou kāinga.

Nāku noā,

Bob Solomon
Chairman
Whakakī Marae Trust



22 January 2020

Richard Brooking
richard.brooking@gmail.com

139 Cobden Street,
PO Box 2038, Gisborne, 4040
Office: 06 869 0032
Fax: 06 868 6724
lw@lewiswright.co.nz
www.lewiswright.co.nz

PATANGATA BRIDGE

Hereheretau farm 550ha of land at Whakaki, of which approximately 265 hectares are on the seaward side of the Pantangata Bridge.

Hereheretau is a substantial farming business of 28,000 su's which is working alongside local Maori owners of the Whakaki area to release the potential of this fertile land, while protecting and enhancing its natural habitat.

To achieve the above access, across the channel is vital not only for normal farming activities, but also to work with local Maori and the Hawke's Bay Regional Council to achieve its goals regarding protecting the Whakaki Lagoon and surrounding wet areas.

Hereheretau would strongly recommend to the Wairoa District Council for a full replacement of the Patangata Bridge to a Class 1 bridge. This would give the community long term safe access to their urupa and farm lands.

Hereheretau (Maori Soldiers Trust) provide local employment, not only on the station, but the Affco Plant in Wairoa, where 100% of their stock are processed.

The bridge replacement would support the present land development at Whakaki being carried out by Hereheretau Station for the many owners of Whakaki.

A handwritten signature in blue ink, appearing to read "P J N McKenzie".

P J N McKenzie
Supervisor
Hereheretau Station

Steven May
Chief Executive Officer
Wairoa District Council

Tuesday 28 January, 2020

Re: Submission in support of installing a new Class 1 Pātangata Bridge.

Tēnā Koe Steven,

Thank you and Duane for attending our Marae AGM on January 19.

I am the Chairperson of our whānau Trust. We are shareholders in whakaki lake.

The current situation with no vehicle access across the rahui awa to Patangata, south side of our lake and whakaki beach is restrictive for a number of important kaupapa to us:

- We have multiple generations of our Tipuna in our urupā,
- We have practised our kaitiakitanga in collecting mahinga kai from our lake for generations,
- We have exercised our rangatiratanga along whakaki beach for generations,
- Through these cultural activities we enhance our whanaungatanga not only with ourselves, our hapū whanaunga but also our Taiao and our Taonga tuku iho, particularly our tuna.

Ultimately we are unable to practice, exercise and therefore pursue our Tino Rangatiratanga. These important tikanga, processes and methods that we have used for generations assist in restoring our balance through maintaining our connection with our tipuna, whenua, our moana, our Ūkaipō.

We support the recommendation of installing a new Class 1 Bridge at Patangata. This will assist in us exercising our Rangatiratanga and passing on our Tikanga to our future generations.

Ngā Mihi,
Thomas Walker
Chairperson
Walker Future Whānau Trust
87 Apatu Street, Wairoa

Submission to Wairoa District Council (WDC)**Re: The Pātangata Bridge - Whakakī****From: Richard Brooking****Date: 24 January 2020****Recommendation:**

That the Pātangata bridge is replaced by the Wairoa District Council, as a matter of urgency, with a Class 1 bridge to ensure that all associated cultural, economic, social and environmental activities of the Whakakī community continue to be met.

Background:

The Wairoa District Council (WDC) closed the Pātangata bridge in 2018 and reopened it after having the piles strengthened.

Unfortunately, it was closed again in 2019 to all but quad bikes, when the engineers noticed slumping of the buttress at the seaward end of the bridge.

Discussions involving the Wairoa District Mayor highlighted the level of concern that the Whakakī community had started raising at hui and through social media. Key to the discussions was the matter of bridge ownership which the Whakakī community knew had been built by the former Wairoa Catchment Board. The bridge provided heavy machinery access for flood protection activity by opening the Whakakī Lake directly to the sea at Te Awawaahi to drain the wetland.

When the bridge was first closed, a delegation from Whakakī attended a WDC meeting and a Māori Standing Committee meeting with an impassioned plea to reinstate vehicular access for cultural and economic reasons.

Culturally, our community require vehicular access to the urupa on the seaward side of the Rahui Channel. Several hundred people can turn up to tangihanga, including elders, unable to walk or ride a quad the kilometre or so along the track to the main urupa. Several thousands of us descend from the tipuna buried in the three urupa across the bridge creating a steady stream of visitors every year.

Economically, the land in that area has been farmed for many years generating revenue for the local community and rates for WDC. Closure of the bridge is seriously impacting on the economic viability of the farming operations in that area as outlined in the submission from the Māori Soldiers Trust - Hereheretau Station.

Also an Ahu Whenua Trust from that area has been looking at tree cropping options and a wetlands protection project. These are now waiting for the decision of WDC as to whether they continue with the projects.

The Hawkes Bay Regional Council and Ministry for the Environment have been developing a \$3 million Fresh Water Improvement Fund project with the Whakakī community to revitalise the entire Whakakī wetland. This requires some initial earthworks and then ongoing maintenance of planned recirculating wetlands, tree planting, pest management and flora/fauna research and monitoring.

Conclusion:

As the current Chairman of the Whakakī Lake Trust and a local resident I believe that the urgent replacement of the Pātangata bridge, for the reasons stated, is vitally important.

The use of the depreciation reserve, together with the subsidy from NZTA, is the mechanism for funding. The reprioritisation of the capital works schedule to accommodate this request can be done by Councillors at this meeting today. The Council executive can then get on with the job of replacing the bridge without further delay.

The question to you all is whether the proactive drive of the Whakakī community to strengthen our economic, social, cultural and environmental future is worthy of your support and deserving of the urgent action we are seeking.



Email Memorandum

The Property Group Limited

Napier Office
PO Box 49 Napier 4140
Level 1, 6 Albion St
Napier 4110

To Luke Knight – Wairoa District Council
From Rebecca Mackenzie/Carolyn Faulknor
Date 13 November 2019
Subject Wairoa District Council – Patangata Bridge

The information provided in this email is confidential and is for the sole use of the recipient. It may not be disclosed, copied or distributed in any form without the permission of The Property Group Limited. If the file note and its contents are passed on the writer must take care to ensure that the contents of this email memorandum accurately reflect the information presented. Views expressed in this communication may not necessarily reflect those of The Property Group Limited.

Thank you for your instructions dated 5 November 2019. We appreciate the opportunity to provide the Wairoa District Council (Council) with advice regarding the Patangata Bridge (Bridge).

Executive Summary

- Council is the Owner of the Bridge.
- The Bridge is located on privately owned land.
- The Council owned road (Whakaki Lagoon Road) does not provide direct access to the land on which the Bridge is located. Once the Council road stops, access is over Maori Roadway.
- The Bridge only provides access to privately owned land, although we note that this private land is vested in the Maori Trustee and could potentially be held for the benefit of a significant number of owners.
- As owner of the Bridge, Council is responsible for making decisions in respect of the Bridge and its future maintenance, or otherwise. Any such decisions would need to be made by following due process and in accordance with relevant Local Government Act 2002 provisions.

Background

The Bridge is located over an inlet to the Whakaki Lagoon, known as the Rahui Channel. The inlet is part of the land comprised in Record of Title 278281 (the Inlet Land), which is currently owned by a number of named Trustees, who we understand are the Trustees of the Whakaki Lake Trust. The Inlet Land has the status of Maori Freehold Land. The Bridge appears to be wholly located on the Inlet Land.

Access to the Bridge is from State Highway 2, over Whakaki Lagoon Road (Council owned road) then over part of the land comprised in Record of Title 312146 (Maori Roadway). Immediately on the other side of the Bridge is Maori Freehold Land held in two Records of Title, HB100/35 and HB101/200.

We have prepared a plan (Plan), attached at **Appendix One**, which identifies the Council road (outlined green), the Maori Roadway (Plan reference 1), the Inlet Land (Plan reference 2) and the land to the other side of the Bridge (Plan reference 3 and 4). The following table summarises the ownership of the parcels identified on the plan. We have attached copies of the Records of Title for each of the identified parcels of land at **Appendix Two**.

Plan Reference No.	Legal Description	Land Status	Record of Title Reference	Owner
1	Part Hereheretau B2J Road Lines	Maori Freehold Land (Roadway)	312146	Multiple Owners (refer to the attached Record of Title)
2	Part Hereheretau B2L2 Block and Part Hereheretau B2L2 Block and Part Hereheretau B2L2 Block	Maori Freehold Land	278281	Trustees of the Whakaki Lake Trust (refer to the attached Record of Title for named Trustees)
3	Hereheretau B2J5D	Maori Freehold Land	HB100/35	The Maori Trustee
4	Hereheretau B2H2F Block	Maori Freehold Land	HB101/200	The Maori Trustee

The Bridge is in need of significant repair and Council have closed the bridge to all vehicle traffic.

In 2018, Council commissioned an options report from WSP Opus (Opus) to consider strengthening repair options for the Bridge. Opus have advised Council that works to repair the Bridge are likely to be in the order of \$352,000.00 excluding GST, to maintain the existing level or service (prior to closure), to in excess of \$577,000.00 excluding GST to upgrade the Bridge to allow Class I traffic to cross.

Council seeks clarification regarding ownership of the land either side of the Bridge, the Bridge and Council's maintenance obligations in respect of the Bridge.

Advice

Maori Roadway

As noted above, the Bridge appears to be wholly located on the Inlet Land. Immediate access to the Inlet Land and Bridge from the State Highway 2 side of the Inlet Land is over the Maori Roadway which is accessed from Whakaki Lagoon Road. Landonline searches (attached at **Appendix Three**) confirm that the Hereheretau B2J Road Lines were laid out by the Native Land Court at a sitting on 20 August 1924, it being "ordered that until such time as the road lines shall be proclaimed public roads they shall be known as the 'Hereheretau B2J Road Lines'". We have found no evidence that the Maori Roadway has been declared public road and both Landonline records and Maori Landonline records confirm this position.

The order of the Native Land Court does not show any restrictions on who is able to access the Maori Roadway and we note in a Memorandum to the Maori Land Court dated 14 September 2006 it is recorded that the "block is a roadline for public access". Accordingly, although the Maori Roadway has not been declared a public road it would appear that there is a general right of access to the public to use it.

Google Earth imagery and Quickmap data indicates that the Maori Roadway is formed road. We do not know if Council has been responsible for this, but it does appear to be formed in the same manner as, and effectively as a continuation of, Whakaki Lagoon Road.

If it was of any benefit to Council, an application to the Maori Land Court to have the Maori Roadway declared legal road could be considered.

Land to the other side of the Bridge

The land identified on the Plan and in the above table as Plan references 3 and 4, is the land to which the Bridge provides access. This land is vested in the Maori Trustee.

We have not fully investigated the basis on which the Maori Trustee holds these titles or for whose benefit. It is possible that the land may be held for the benefit of a large number of individuals, potentially into the thousands.

Information provided by the Council indicates that an Urupa and a Marai are located on one or both of these parcels of land, and that 'locals' use the Bridge for access to these.

There are no registered interests on either of the titles to record a legal right of way over the land in favour of any person or entity.

The Bridge

The Council clearly do not own the land on which the Bridge is situated, being the Inlet Land, however, the available information does establish that Council owns the Bridge.

We are advised that the Bridge is recorded in Council's asset database.

A plan dating from the 1950's and extracts from Council minutes (undated) refer to the Patangata Outlet Bridge and the Patangata Bridge and indicate the involvement of the Ministry of Works in the design and construction of the Bridge. It is not clear who ownership of the Bridge was intended to be vested in at that time but subsequent information and actions of the Council and the owners of the Inlet Land (the Trustees) indicate that Council now own the Bridge, if not from its date of construction.

A document prepared by the Trustees in 1993 relating to management of the Inlet Land notes existence of the Bridge on the land recording that it was "established by the previous Wairoa County Council for access to sea wall openings". While this is not a Council document, it does provide some detail in what is otherwise limited information regarding the origin of the Bridge.

From the information we have been provided, we understand that Council has carried out maintenance on the Bridge over the years, and has treated the Bridge as a Council owned asset, culminating in the recent closure of the Bridge by Council to most vehicular traffic.

Plans dated June 1997, attached to the Opus report referred to above, reference underpinning repairs to be carried out by Council.

In August 2018 Council spent \$60,000.00 on repairs to the Bridge and the Resource Consent issued in respect of those repairs noted Council as the Applicant (ie owner of the Bridge).

There are no registered interests on the title for the Inlet Land recording any rights relating to the Bridge, however, the absence of such does not prevent ownership of the Bridge being distinct from ownership of that land. The information we have been provided indicates that the Trustees are of the view that Council owns the Bridge.

The Trustees believe that Council owns the Bridge. Council's actions indicate that Council believes it owns the Bridge. It is legally possible, where both parties are in agreement, for one party to locate property that it owns on the land of the other party. Formal recording of the arrangement is not strictly necessary.

As all of the available evidence points to Council being the legal owner of the Bridge, in the absence of any specific and direct evidence to the contrary, we consider that it must be assumed that Council does indeed own the Bridge.

Maintenance Obligations

As Council is the owner of the Bridge, the decision of whether to maintain it or otherwise is a decision for Council.

We have not identified any specific provisions in Local Government legislation which would impose a direct obligation on Council to maintain such a standalone structure/asset as the Bridge, and would suggest that Council's actions in respect of the Bridge should be considered in light of Council's overarching role as a local authority and the principles underpinning that.

In particular, in making any decision Council must give consideration to the provisions of the Local Government Act 2002, including s 10, 11, 12, 13 and 14.

Further, all Council decisions are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002 (including the decision not to take any actions).

We cannot provide advice as to whether Council should or should not carry out further repairs to the Bridge. Council will need to follow due process in its decision making in that regard. We do note that Council will need to maintain awareness of potential liabilities, particularly health and safety issues.

Possible Options

One option in terms of the Bridge would be for Council to transfer ownership of that to the Trustees, passing all future maintenance obligations to them, given the current state or repair of the Bridge.

Conclusion

Information provided by Council indicates that the Bridge, located on the Inlet Land, is owned by the Council.

Council must follow due process in its decision making in relation to future maintenance, or otherwise, of the Bridge.

Prepared by:



Carolyn Faulknor

Senior Corporate Counsel

06 834 1238 / 021 246 2402
cfaulknor@propertygroup.co.nz

Reviewed by:

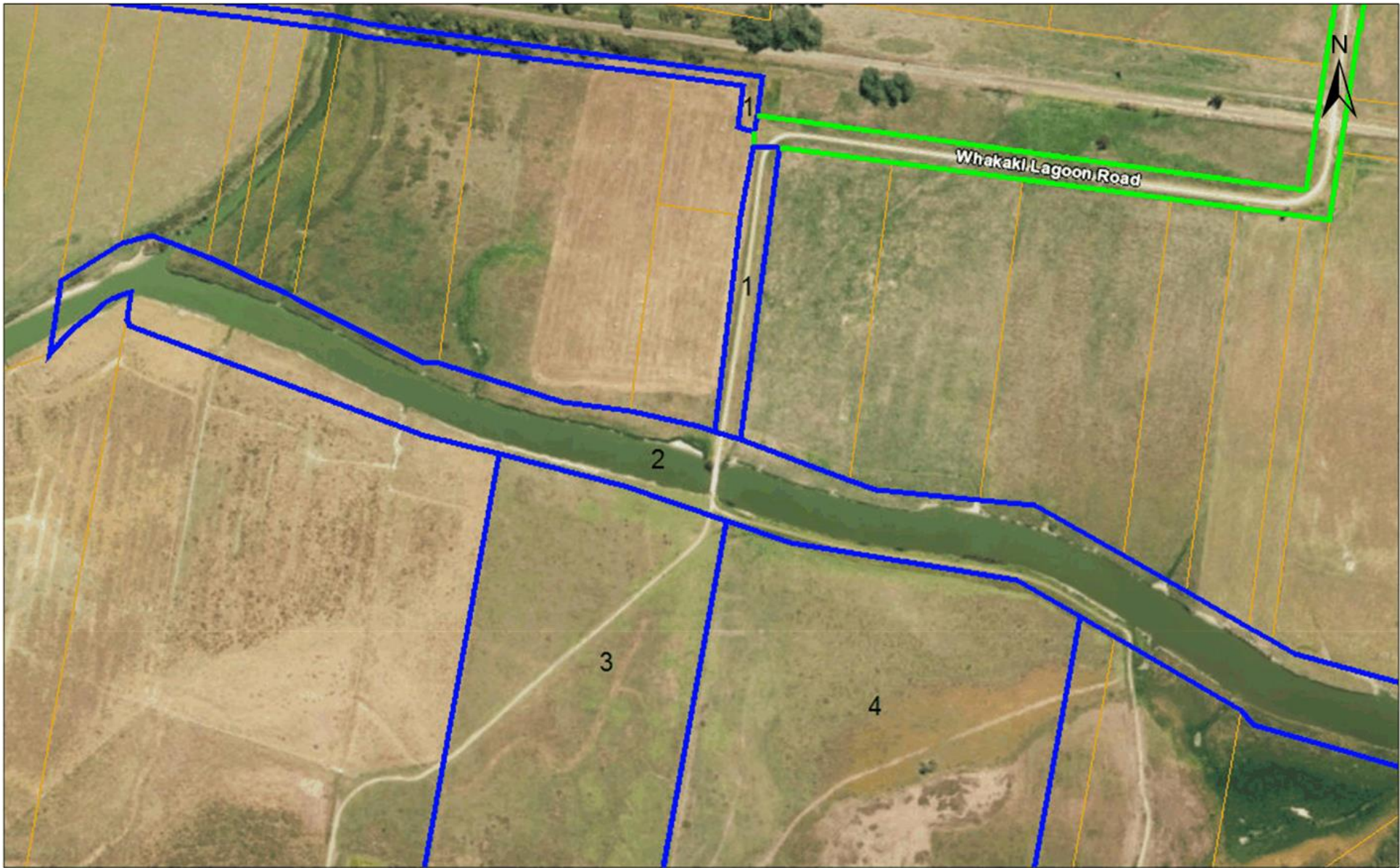




Rebecca Mackenzie

Regional Business Manager Central

06 834 2619 / 027 431 9127
RMackenzie@propertygroup.co.nz

Appendix One – Aerial Plan



 <p>the propertygroup</p> <p>Corporate Property Advisors and Negotiators®</p>	<p>Property boundaries and aerial imagery sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Areas are approximate and subject to survey.</p> <p>This map was produced with ArcGIS Online (Esri).</p>	<p>Parangata Bridge</p>	PREPARED BY	TPG REF
			The Property Group Ltd.	716164
			DATE	SHEET
			12/11/2019	1 OF 1
			A4 Scale:1:4,514	
				

Appendix Two – Record of Title



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier 278281
Land Registration District Hawkes Bay
Date Issued 06 March 2006

Prior References

278280

Estate	Fee Simple
Area	577.3971 hectares more or less
Legal Description	Part Hereheretau B2L2 Block and Part Hereheretau B2L2 Block and Part Hereheretau B2L2 Block

Registered Owners

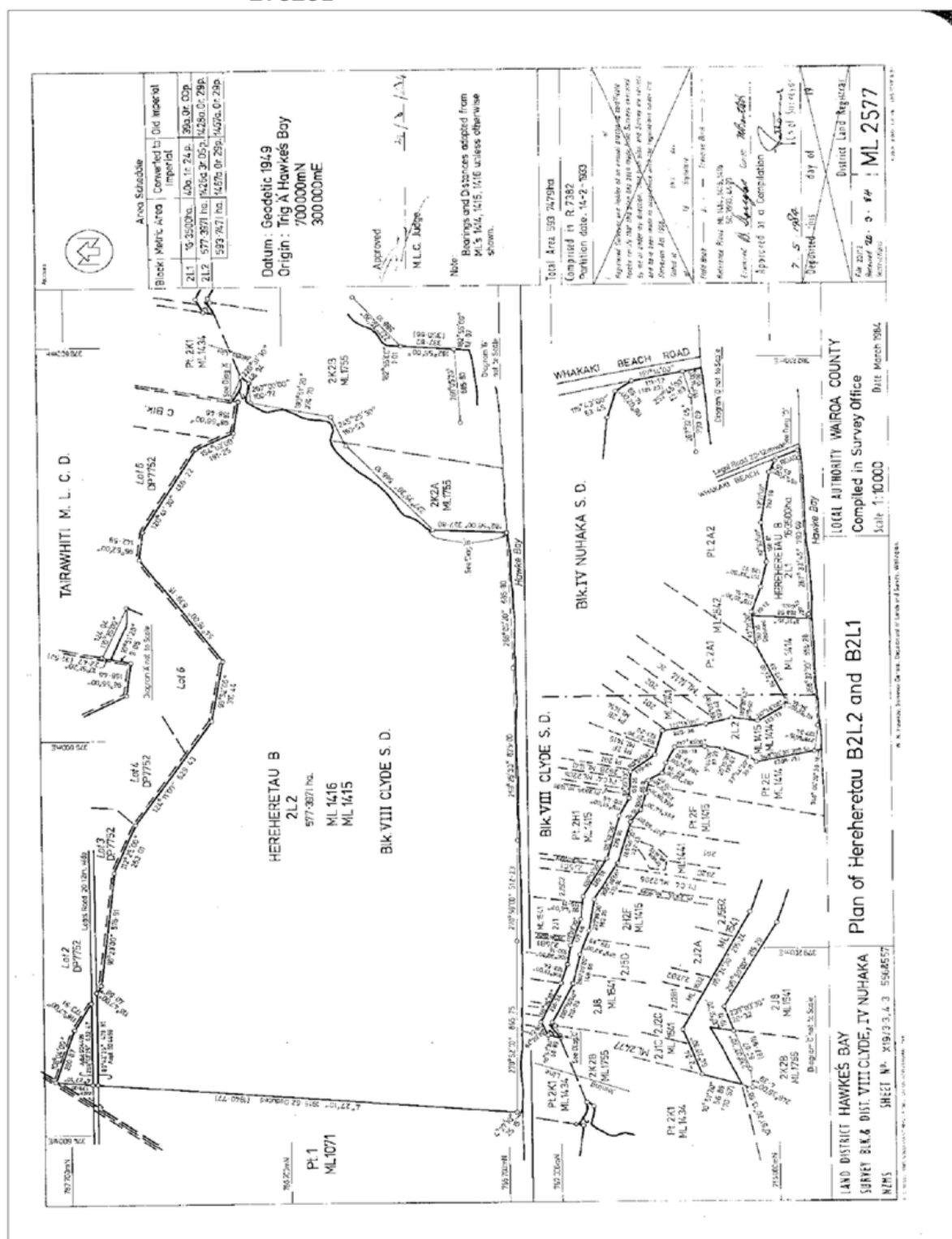
William Antony Kahukura, D J Michael Adams, Keita Parenga Ope Smith, Paihau Solomon, Richard Michael Wayne Brooking, Trevor Joseph Waikawa, Angela Gay Waimatao Maria Appleby Smith, Krystal Ahenata Phillips and Archie Fabian Waikawa as trustees

Interests

6775554.3 Status Order determining the status of the within land to be Maori Freehold Land - 6.3.2006 at 9:00 am

Identifier

278281




<i>Transaction Id</i>	
<i>Client Reference</i>	716164

Search Copy Dated 12/11/19 9:51 am, Page 2 of 2
Register Only



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**




R.W. Muir
Registrar-General
of Land

Identifier **312146**
Land Registration District **Hawkes Bay**
Date Issued 19 September 2006

Prior References
312145

Identifier 312146

Estate Fee Simple
Area 9232 square metres more or less
Legal Description Part Hereheretau B 2 J Road Lines

Registered Owners

Winton Kere Ropiha
 Agnes Olive Chapman
 Arthur Rowe
 Carl Edward Fowler
 David Pouwhare
 Dawn Tuatoroa Karangaroa
 Deborah Karu Whatuira
 Denise Sheree Whatuira
 Dianne Pouwhare
 Donna Walker
 Edward Rutene Whatuira
 Elizabeth Roberta Whatuira
 George Whatuira
 Gordon Redshaw Whatuira
 Hemi Kauta Walker
 Hineira Kahukura
 Hohepa Kahukura
 Hokaroa Pouwhare
 Jimmy Robinson Waikawa
 Joesphine Pouwhare
 Ka Honoria Ropiha
 Kahu Rangi Pohe and Linda Lee Pohe
 Kelly Manu Kahukura
 Kuini Pouwhare
 Kyle Rangi Kahukura
 Linda Te Oti Whatuira
 Marlene Fox
 Mary Pani Whatuira
 Michael Eric Rodger Kawana
 Pango Smith
 Pango Te Hei Kahukura for life with remainder to Manu Kahukura also known as Pango Peipe (1/3 share) , Bunny Kahukura (1/3 share) and Paul Stewart Kahukura (1/3 share)
 Pare Pouwhare
 Mark Pauarehua Puha as Trustee
 Leroy Puha, Nehe Puha, Rachel Morris, Rakaihoea Puha, Stewart Puha and Thomas Ranapaia as jointly Trustees.
 Rangi Te Rauna Paku
 Rebecca Te Rauna
 Renata James Rangi
 Ringakamu Apryll Ormond
 Rira Beverly Ormond
 Rona Kahukura
 Ruta Pouwhare
 Sam Smith
 Samuel Clark
 Sandra Lena Whatuira
 Sharon Walker

Identifier 312146**Registered Owners**

Tamakirangi Smith

Tawhi Kahukura

Te Iki Pouwhare

Thomas Achu

Tohaia Pouwhare

Tony James Kahukura

Maykam Te Moni (also known as May Anna Hedley) (also known as Mayonna Achu)

Emily Patricia Te Aho

Wade Harris

William Charles Aston for life or until remarriage to Marjory Neilson (1/8 share) , Charles Winiata Aston (1/8 share) , Michelle Aston (1/8 share) , Polly Melaine Hotai (1/8 share) , Justine Magola Aston (1/8 share) , Ernest Oliver Aston (1/8 share) , Rawiri Takoro Aston (1/8 share) and William Henry Gordon Aston (1/8 share)

Joseph Kahukura

Glenys Kahukura

Charlie Kahukura

Cyril Hira Rangi Taputu

Leo Whetu Babbington

Maurice William Babbington

Myra Dawnelle Babbington

Ramon Trevor Babbington

Agnes Olive Chapman

Aroha Munro

Poneke Karauria

Reremoana Tamatea

Ratahi Tamatea

Raymond Tamatea

Anita Anne Hooper

Hine Tuwhiria Tamatea

Killarney Hotere

Bill Tamatea

Joseph Patrick Tamatea

Allan Anthony Tamatea

Ross Tamatea

Martha Rewi

Queenie Tamatea

Hana Waitaiki Rauna Ngaronoa

Tiopira Hape Rauna

Kay Okeroa Rauna Rooseboom de Vries

Tiopira Ihimaera Rauna

Rewi Ihimaera Rauna

Miles Donald James Ngatoa

Shane Te Rauna Hape Ngatoa

Jennifer Anne Ormond

Eru Ruru Ormond

Mary Mere Paora Potini Epere as to a life interest or until re-marriage or entry into civil union or defacto relationship with remainder to Kitohi Epere, Kui Mary Huia (nee Epere) (1/11 share), Tukotahi Epere (1/11 share), Te Iwingaro Epere (1/11 share), Kahukura Epere (1/11 share), Hine Wilson (nee Epere) (1/11 share), Te Horeta Epere (1/11 share), Hāmi Sam Epere (1/11 share), Luke Koro Epere (1/11 share), Kiri Epere (1/11 share) and Patricia Kani (nee Epere) (1/11 share)

Identifier **312146**

Registered Owners

Mariana Kauna Te Rauna Seymour and Hilary Dawn Robin Hape Baker Seymour as responsible trustees jointly
no survivorship

Patricia Te Aho (also known as Patricia Campbell) (also known as Emily Patricia Te Aho)

Junior Solomon Kahukura

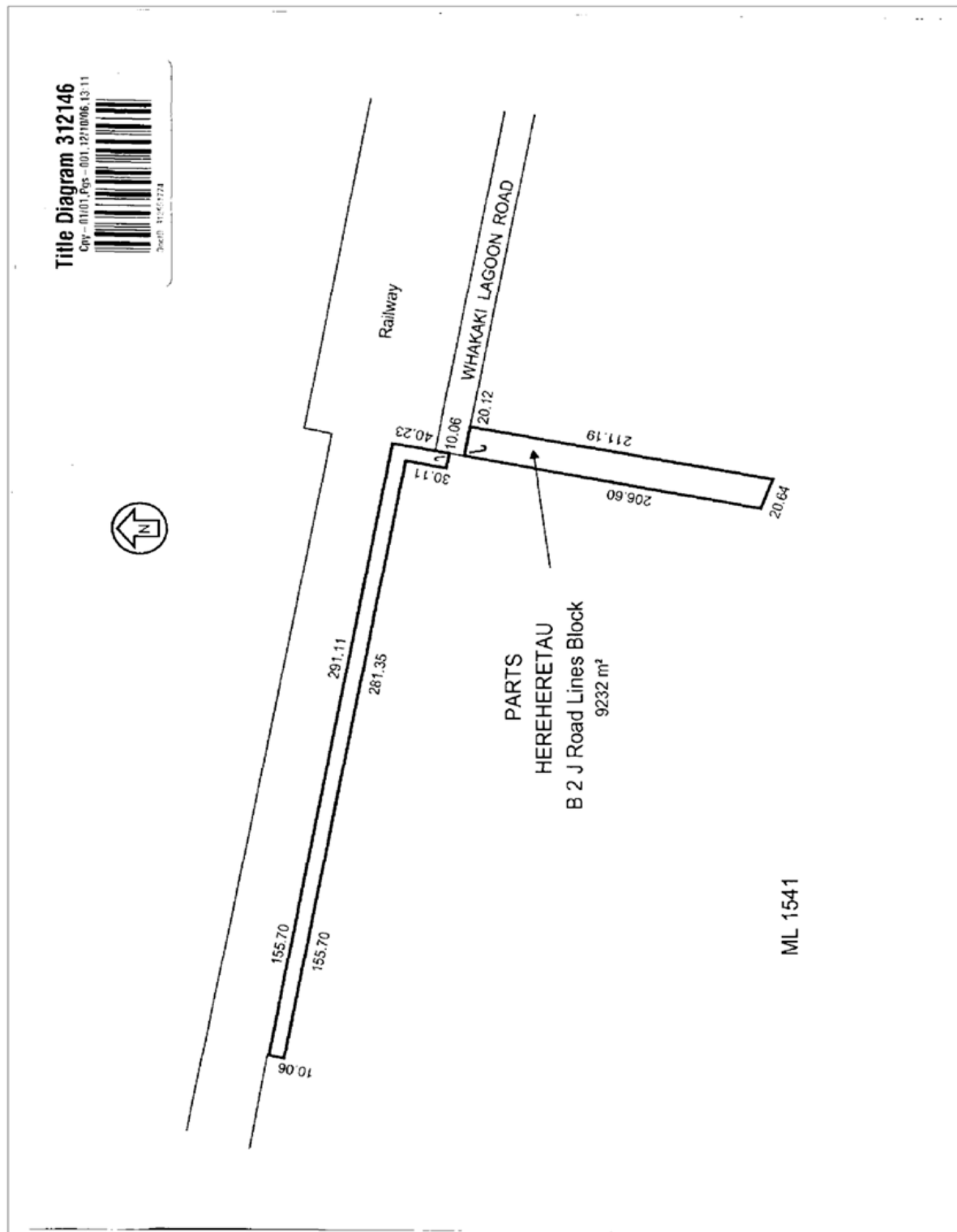
Interests

The proprietors listed above hold the shares as tenants in common in equal shares.

7034520.3 Status Order determining the status of the within land to be Maori Freehold Land - 19.9.2006 at 9:00 am

Identifier

312146





**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier **HB100/35**
Land Registration District **Hawkes Bay**
Date Issued 13 December 1937

Estate Fee Simple
Area 20.2343 hectares more or less
Legal Description Hereheretau B2J5D Block

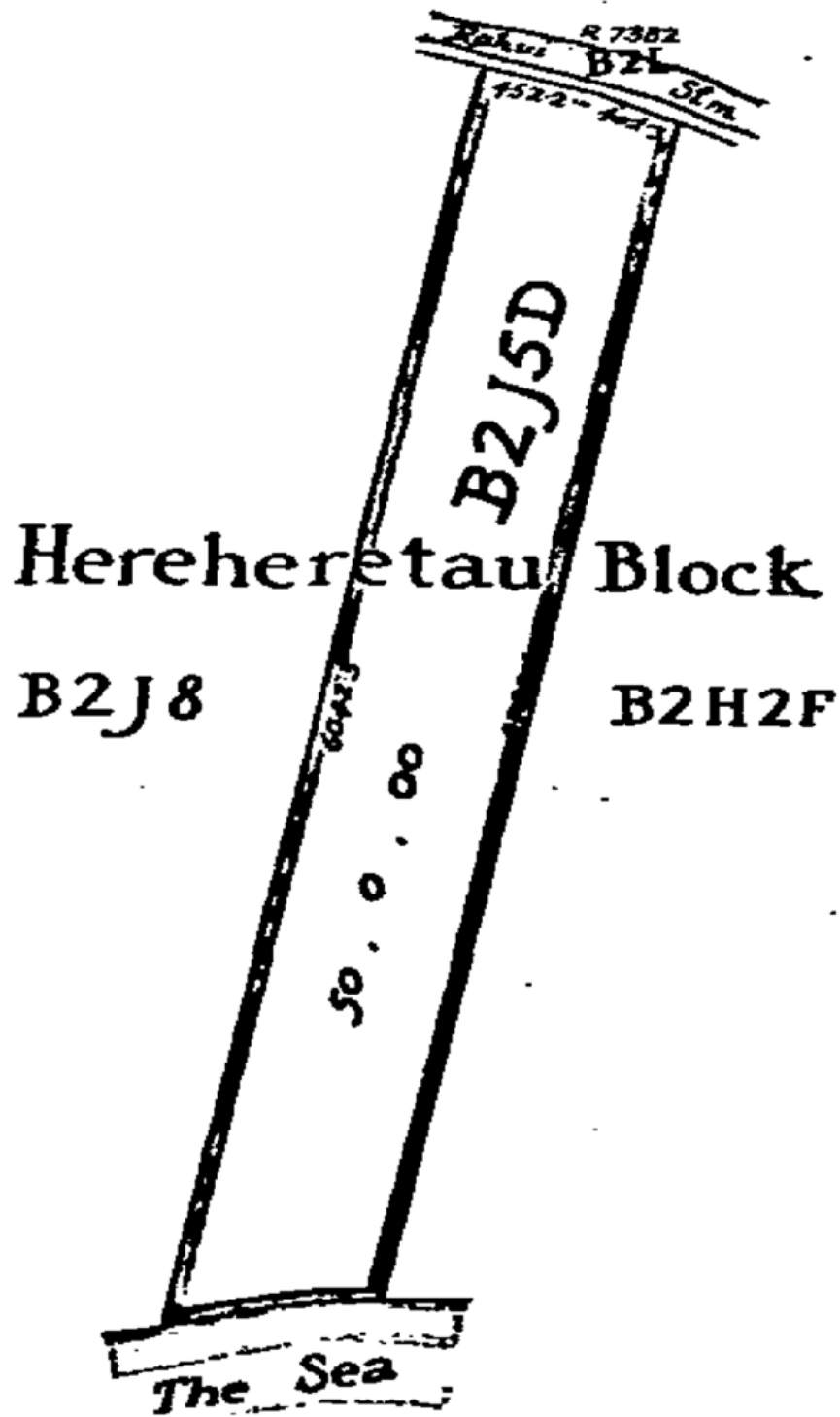
Registered Owners
The Maori Trustee

Interests

478196.2 ORDER PURSUANT TO SECTION 30 (L)(I) MAORI AFFAIRS ACT 1953 DETERMINING THE STATUS OF THE WITHIN LAND TO BE MAORI FREEHOLD LAND - 15.6.1987 AT 9.00 AM

Identifier

HB100/35



Transaction Id

Client Reference 716164

Search Copy Dated 12/11/19 9:51 am, Page 2 of 2

Register Only



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier **HB101/200**
Land Registration District **Hawkes Bay**
Date Issued 31 October 1938

Prior References
HBPR22/39

Estate	Fee Simple
Area	29.1955 hectares more or less
Legal Description	Hereheretau B2H2F Block

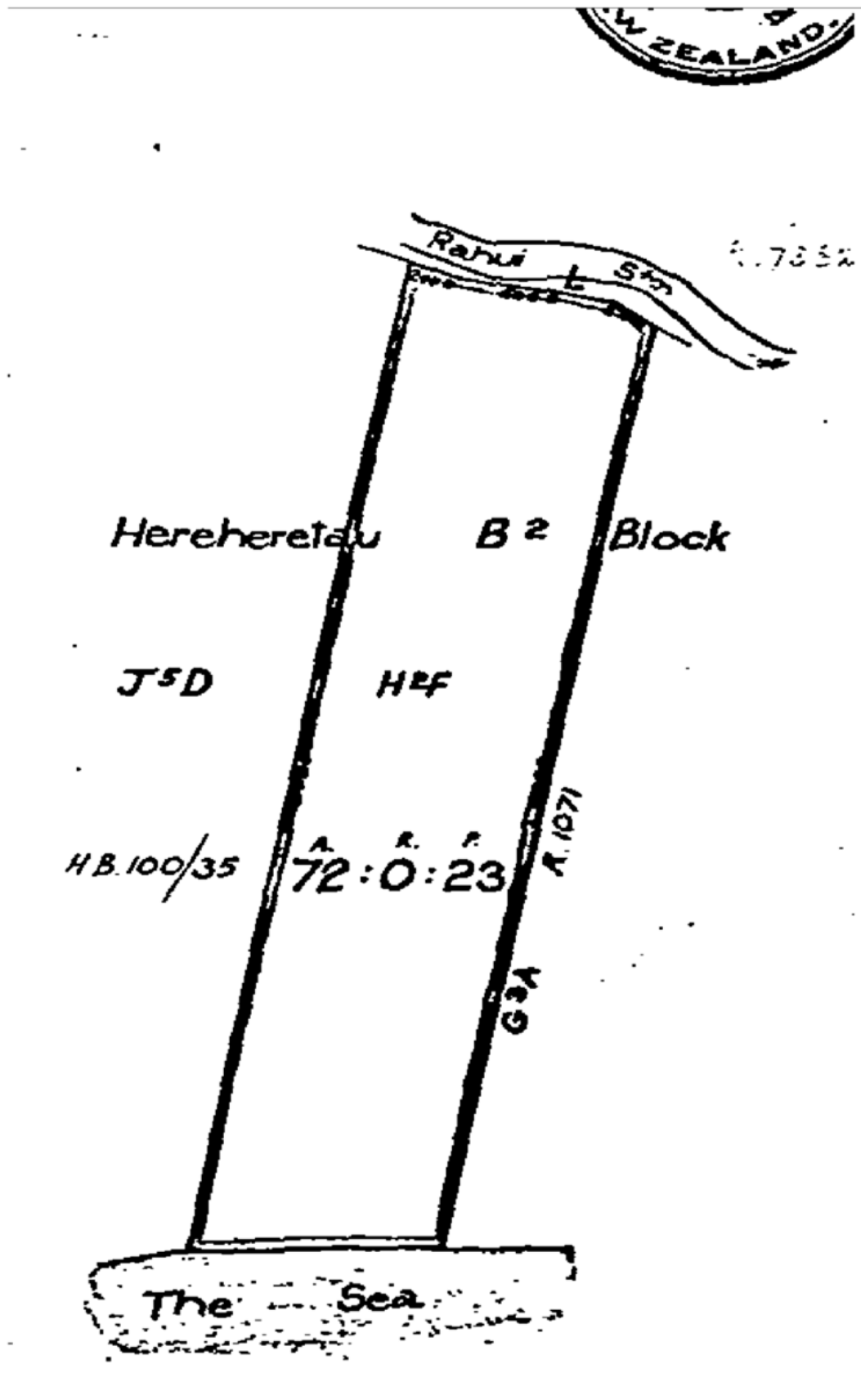
Registered Owners
The Maori Trustee

Interests

478196.1 DETERMINATION ORDER PURSUANT TO SECTION 30(1)(I) MAORI AFFAIRS ACT 1953
WHEREBY THE WITHIN LAND IS MAORI FREEHOLD LAND - 15.6.1987 AT 9.00 AM

Identifier

HB101/200



Transaction Id

Client Reference 716164

Search Copy Dated 12/11/19 9:51 am, Page 2 of 2

Register Only

Appendix Three – Maori Roadway Orders

DUPLICATE

The Native Land Act, 1909 and its Amendments.

W. M. Bks. 35/250
and 37/312.

In the Native Land Court
of New Zealand.
Tairāwhiti District.

MFPO 7034520.1 Part II

Cpy - 01/04, Pgs - 010, 18/09/08, 09:56



DocID: 312661881



Hereheretau B 2 J Road Lines.

Duplicates issued pursuant to Rule 67 of the
Maori Land Court Rules 1994 for registration
purposes.
Certified a correct copy.



DEPUTY REGISTRAR

the Matter of the Hereheretau B 2 J Block
and of road lines traversing the same.

At a sitting of the Native Land Court held at Wairoa on the 20th.
day of August, 1924, before Harold Carr, Esquire, Judge.

Whereas by order of the Court of even date herewith, the said
block was partitioned into several parcels, and the Court thinks it
necessary and expedient for the due settlement and use of the several
parcels that the road lines hereafter mentioned should be laid out;
Now therefore the Court in pursuance of the powers vested in it in that
behalf doth order and lay out upon the said Hereheretau B 2 J Block,
the road lines containing 2a. 1r. 05p. as the same are more particularly
shown in the diagram annexed; and it is hereby ordered that until
such road lines shall be proclaimed public roads ~~it~~ they shall be known
as the "Hereheretau B 2 J Road Lines".

As witness the hand of the Judge and the seal of the Court.



H. Carr

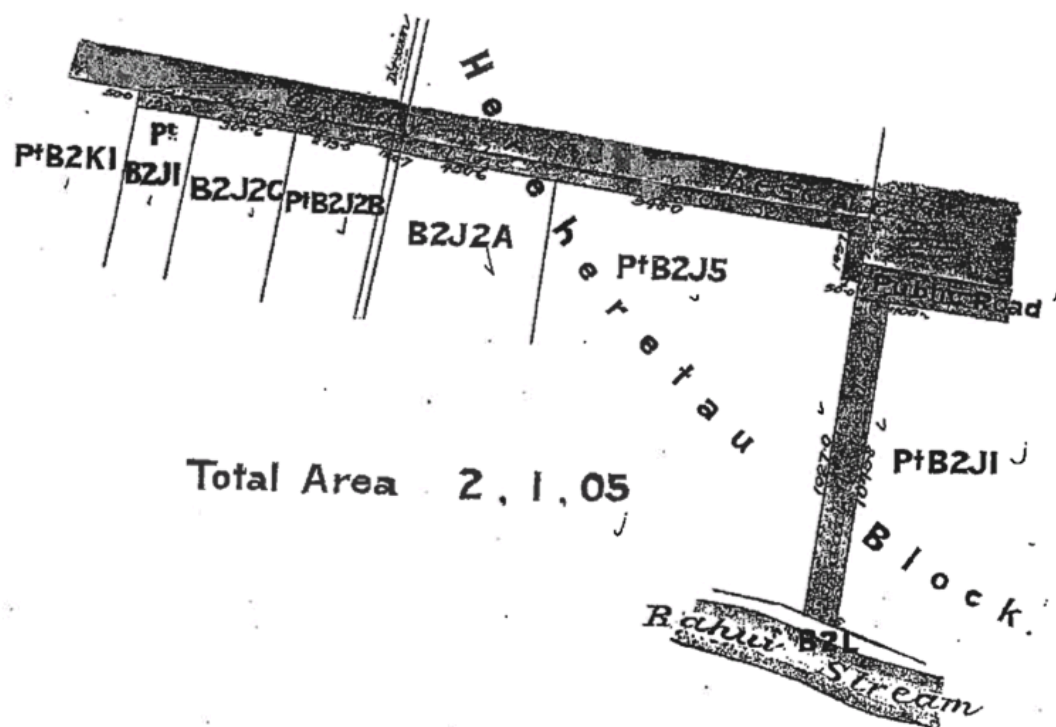
Judge.

SCHEDULE

Name
Harawira Kahukura
Pirihira Rupapera
Wiremu Rupapera
Harata Waaka Kereru
Hera Waaka or Hera Waaka Kereru
Harawira Kahukura
Karena Rawhi
Henare Paaka




Clyde S. D.
VIII



Surveyed by Grant & Cooke
 Chief Surveyor J.D. Thomson
 Draughtsman G. Burton
 Scale: 5 Chains to an Inch.
 Plan 1541 blue
 xel. C.B.

116

TE KOOTI W H E N U A M A O R I

 M A O R I L A N D C O U R T

Block Name: Hereheretau B2J Roadlines

BLOCK DETAILS REPORT

Maori Land Information System

Page 1 of 1

District:	Tairāwhiti	Title Order Type:	Partition Order	Surveyed:	Y
Total Shares:	0	Title Order Reference:	35 WR 250 & 37 WR 312	Plan No:	ML 1541
Total Area (ha):	0.9231	Date of Order:	20/08/1924	Survey District:	Blk VIII Clyde
No. of Current Owners:	71	Capital Valuation:			
LTO Reference:		Land Valuation:			
LTO District/s:	Hawkes Bay	Improvements:			
Block Status:	C	Valuation Ref:			
Land Status:	Maori Freehold Land	Date of Valuation:			

14 September, 2006



TE KOOTI WHENUA MAORI

MAORI LAND COURT

LIST OF CURRENT OWNERS REPORT
Maori Land Information System

Block Name: Hereheretau B2J Roadlines

District: Tairāwhiti

Title Order Reference: 35 WR 250 & 37 WR 312

Title Order Date: 20/08/1924

Title Order Type: Partition Order

Block Status: C

Land Status: Maori Freehold Land

LTO Reference:

LTO District/s: Hawkes Bay

Number of Owners: 71

Total Area (ha): 0.9231

Total Shares: 0

Block Balanced: Yes

Block ID: 23426

Ownership Last Modified: 29/03/2006

Shareholdings

Shareholder Name(s)	Ownership Type	Sex	Ratio/Remaindr Shares	Shares
Agnes Olive Chapman		F		0.0
Apirana Te Rauna Hape Whanau Trust Administrators: Alvy Wynray Hilton Belmont Jocanne Lee Magill				0.0
Archie Kahukura		M		0.0
Arthur Rowe		M		0.0
Carl Edward Fowler		M		0.0
Carolyn Desiree Hineuru Ormond		F		0.0
David Pouwhare		M		0.0
David Taylor		M		0.0
Dawn Tuataroa Karangaroa		F		0.0
Deborah Karu Whatuira		F		0.0
Denise Sheree Whatuira		F		0.0
Dianne Pouwhare		F		0.0
Donna Walker		F		0.0
Edward Rutene Whatuira		M		0.0
Elizabeth Roberta Whatuira		F		0.0
Emily Patricia Te Aho		F		0.0
George Whatuira		M		0.0
Gordon Redshaw Whatuira		M		0.0
Haami Epere Jnr		M		0.0
Hape Te Rauna		M		0.0
Hemi Kautu Walker		M		0.0
Hincira Kahukura		F		0.0
Hohepa Kahukura		M		0.0
Hokaroa Pouwhare		M		0.0
James Ngatoa		M		0.0
Jennifer Anne Ormond		F		0.0
Jimmy Robinson Walkawa		M		0.0
Josephine Pouwhare		F		0.0
Junior Solomon Kahukura		M		0.0
Ka Honoria Ropiha		F		0.0
Kahu Rangi Pohe	Joint Tenants	M		0.0
Related Owners: Linda Lee Pohe	Joint Tenants	F		0.0

14 September, 2006



Page 1 of 3

TE KOOTI WHENUA MAORI



MAORI LAND COURT

LIST OF CURRENT OWNERS REPORT
Maori Land Information System

Block Name: Hereheretau B2J Roadlines

District: Tairāwhiti

Shareholdings

Shareholder Name(s)	Ownership Type	Sex	Ratio/Remaindr Shares	Shares
Kelly Manu Kahukura		M		0.0
Kuini Pouwhare		F		0.0
Kyle Rangī Kahukura		M		0.0
Linda Te Oti Whatuira		F		0.0
Mariene Fox		F		0.0
Mary Pani Whatuira		F		0.0
Maykam Temoni		F		0.0
Maykam Temoni		F		0.0
Michael Eric Rodger Kawana		M		0.0
Moana Nui Akiwa Kahukura		F		0.0
Moe Roa Louana Kahukura		F		0.0
Molly Babbington		F		0.0
Pango Smith		F		0.0
Pango Te Hei Kahukura	Life Interest	F		0.0
Related Owners: Manu Kahukura	Remainder	F		
Alt Names: Pango Peipi	Remainder	M		
Bunny Kahukura	Remainder	M		
Paul Stewart Kahukura	Remainder	M		
Pare Pouwhare		F		0.0
Puha Whanau Trust				0.0
Administrators: Mark Pauarchua Puha				
Rakaihoe & Harata Kustau Kerei Puha Whana				0.0
Administrators: Leroy Puha				
Nehe Puha				
Rachel Morris				
Rakaihoea Puha				
Stewart Puha				
Thomas Ranapia				
Rangi Tamatea		M		0.0
Rangi Te Rauna Paku		M		0.0
Rebecca Te Rauna		F		0.0
Renata James Rangī		M		0.0
Ringakamu Apryll Ormond		F		0.0
Riria Beverly Ormond		F		0.0
Rona Kahukura		F		0.0
Ropina Kahukura		F		0.0
Ruta Pouwhare		F		0.0
Sam Smith		M		0.0
Samuel Clark		M		0.0
Sandra Lena Whatuira		F		0.0
Sharon Walker		F		0.0
Tahana Campbell		F		0.0
Tamakdrangi Smith		M		0.0
Tauaki Whaanga		M		0.0

14 September, 2006



Page 2 of 3

TE KOOTI WHENUA MAORI

MAORI LAND COURT

LIST OF CURRENT OWNERS REPORT

Maori Land Information System

Block Name: Hereheretau B2J Roadlines

District: Tairāwhiti

Shareholdings

Shareholder Name(s)	Ownership Type	Sex	Ratio/Remaindr Shares	Shares
Tawhi Kahukura		M		0.0
Te Iki Pouwhare		M		0.0
Thomas Achu		M		0.0
Tohain Pouwhare		M		0.0
Tony James Kahukura		M		0.0
Wade Harris		M		0.0
William Charles Aston	Life Interest until Remarriage	M		0.0
Related Owners:				
Majory Neilson	Remainder	F		
Charles Winiata Aston	Remainder	M		
Michelle Aston	Remainder	F		
Polly Melanie Hotai	Remainder	F		
Justine Magola Aston	Remainder	F		
Ernest Oliver Aston	Remainder	M		
Rawiri Takoro Aston	Remainder	M		
William Henry Gordon Aston	Remainder	M		
Total Shares:				0.0

14 September, 2006



Page 3 of 3

Special Jurisdictions Group



MEMORANDUM MAORI LAND COURT - TAIRAWHITI DISTRICT

Date: 14 September 2006
From: H Moeke
To: Land Information New Zealand
Subject: Hereheretau B2J Roadlines

Attached are the following orders for registration:

No.	Order	Court Order Ref. And Date.
1.	Maori Land Court Order	35 WR 250 20.8.1924
2.	Consolidated Order	110 WR 219-222 14.2.2006
3.	Status Determination Order	110 WR 219-222 14.2.2006
4.	CFR for Hereheretau B2J Roadlines	N/A

SUPPORTING DOCUMENTS:

No.	Order	Court Order Ref. And Date.
5.	Block Details	N/A
6.	List of Current Owners	N/A

OUTCOME:

CFR to issue in the names of those on the Consolidated Order dated 14 February 2006. Please note because the block is a roadline for public access the proprietors do not have shares in the block. That the block show as being Māori Freehold Land. A new CFR to issue for Hereheretau B2J Roadlines.

MFPO.1 CIR to issue in the name of Hereheretau B2J Roadlines as showing on the order lodged at No.1.
MFCN.2 Consolidated Order
MFCO.3 Status of Block to be Maori freehold land
MFNT.4 CFR to issue for Hereheretau B2J Roadlines Block

CHECKLIST FOR TITLE SEARCH IN LANDONLINE:

Appellation Search in Landonline: N/A
Spatial Search: Yes – ML 1541

Date and time printed 14/09/06 11:34

Page 1 of 2

Special Jurisdictions Group



LINZ TITLE SEARCH COMPLETED:

LINZ Title Reference	N/A
Current Title Searched?	N/A
Memorials on current and historic copies of titles checked?	N/A

A handwritten signature in black ink, appearing to be "H Moeke".

H Moeke
Case Manager
Registration Project

Landonline User ID: Maoriligi **HEREWITH**

LODGING FIRM: Maori Land Court Survey Plan (#)

Address: PO Box 849 Title Plan (#)

Gisborne Traverse Sheets (#)

Field Notes (#)

Calc Sheets (#)

Survey Report

Uplifting Box Number:

ASSOCIATED FIRM:

Client Code / Ref: A20060004306 / Missy

Other (state)

Dealing / SUD Number: (LINZ Use only)

Priority Barcoded Date Stamp (LINZ use only)

Plan Number Pre-Allocated or to be Deposited:

Rejected Dealing Number:

MFPO 7034520.1 Part 1
 Copy - 03/04, Page - 070, 18/09/08, 08:50
Copies
 (Inc. original)
 DocID: 31261881

Priority Order	CT Ref:	Type of Instrument	Names of Parties	DOCUMENT OR SURVEY FEES	MULTI-TITLE FEES	NOTICES	ADVERTISING	NEW TITLES	OTHER	RE-SUBMISSION & PRIORITY FEE	FEES \$ GST INCLUSIVE
1		MFPO	Maori Land Court Order								
2		MFCN	Consolidated Order								
3		MFCO	Status Determination Order								
4		MFNT	CFR for Heretereau B2J Roadlines								
5											
6											

Land Information New Zealand Lodgement Form

Annotations (LINZ use only)

Original Signatures?

Subtotal (for this page)

Total for this dealing \$0.00

Less Fees paid on Dealing #

Cash/Cheque enclosed for \$0.00

Fees Receipt and Tax Invoice
 GST Registered Number 17-022-895
 LINZ Form P005

LINZ Form P005 - PDF

Version 1.6: 15 March 2004

8.9 HALF YEAR PERFORMANCE 2019-20

- Author:** Gary Borg, Pouwhakarae – Pūtea / Tautāwhi Rangapū Group Manager Finance and Corporate Support
- Authoriser:** Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement
- Appendices:** 1. WDC Half Year Report 2019-2020 [↓](#)

1. PURPOSE

- 1.1 This report provides information on Council's performance for the 6 months ended 31 December 2019. No decisions are required by Council at this stage.
- 1.2 This is an information report-only report because it provides an update on Council's progress against objectives established and decisions previously made in the Annual Plan 2019-20 and Long-term Plan 2018-28.

RECOMMENDATION


The Pouwhakarae – Pūtea / Tautāwhi Rangapū Group Manager Finance and Corporate Support RECOMMENDS that Council receive the report.

2. BACKGROUND

- 2.1 Council's minimum statutory obligations regarding reporting, public accountability and financial management are contained in Part 6 of the Local Government Act 2002.
- 2.2 Beyond this, regular performance reporting is good practice, keeping Council and the community informed of its financial stability; and its delivery of service and value contributing to community outcomes.
- 2.3 In addition, reporting during the year provides an indication of full year outcomes and informs the decision-making process for each subsequent Annual Plan and Long-term Plan.
- 2.4 The half year report, attached as **Appendix 1**, sets out the financial and non-financial performance results against estimated phased budgets and service KPI for each Group of Activities and the whole of council. These schedules are supplemented by commentary and performance stories that explain the results.
- 2.5 It is intended that a comprehensive performance report in this format will be delivered to Council, or suitable Committee, every quarter. Summary reports containing financials and relevant headlines will be provided for the intervening months.

References (to or from other Committees)

Signatories

	
Author Gary Borg	Approved by Kitea Tipuna

HALF YEAR REPORT

TO 31 DECEMBER 2019



TE WAIROA
WAIROA DISTRICT

CONTENTS	PAGE
MESSAGE FROM THE CHIEF EXECUTIVE	3
ABOUT THIS DOCUMENT	4
FINANCIAL COMMENTARY	4
ACTIVITY GROUP ONE - WATER SUPPLY	5
ACTIVITY GROUP TWO – STORMWATER	8
ACTIVITY GROUP THREE – WASTEWATER	11
ACTIVITY GROUP FOUR - WASTE MANAGEMENT	14
ACTIVITY GROUP FIVE – TRANSPORT	17
ACTIVITY GROUP SIX - COMMUNITY FACILITIES	22
ACTIVITY GROUP SEVEN - PLANNING & REGULATORY	30
ACTIVITY GROUP EIGHT - LEADERSHIP & GOVERNANCE	37
ACTIVITY GROUP NINE - CORPORATE FUNCTIONS	43
APPENDIX 1: FINANCIAL STATEMENTS	50

MESSAGE FROM THE CHIEF EXECUTIVE

Kia ora tātou and welcome to the Wairoa District Council's inaugural half year report to 31 December 2019. I am pleased to share with you the highlights of a busy and challenging six months. This report is a summary of the Council's activities, performance and financial situation.

The reporting period of 1 July 2019 to 31 December 2019 can be characterised by steady progress against stated goals, and a focus on the innovations and improvements that have been implemented over this reporting period. In general terms, it has been business as usual at the Wairoa District Council with the most significant milestones in this reporting period including the following;

- Council elections saw the return of the incumbent Mayor and three incumbent Councillors, but also saw the election of three new Councillors from the newly established Māori Ward.
 - The demographic profile of Council now sees 71% Māori, 57% Female and more younger elected members.
- Confirmation of just over \$13M in Government funding for important projects across the district including
 - \$4.8M – CBD Enhancement Project
 - \$400,000 – Establishing a Regional Digital Hub
 - \$530,000 – Tourism Infrastructure (Clyde Court toilets, Pilot Hill toilets, Big Belly Bins)
- The application for a new wastewater consent is proceeding apace
- The Kitchener Street underground stormwater piping has commenced

There are other significant projects on Council's agenda for the remainder of the reporting year, these include

- The Review of the District Plan – significant work will need to be undertaken to ensure that we keep on track to delivering a new and updated District Plan for our community
- The Rates Review – A Stakeholder Group has been established and work is scheduled to be complete at the end of the year to coincide with development of a Revenue and Finance Policy for the next Long Term Plan
- The implementation of the 3 waters review

A huge achievement for my staff, and which I am proud of, was Council being awarded the most improved customer service awards across New Zealand.

A lot of time and energy has been put into producing this half yearly report, and I would like to thank all those who contributed to and participated in producing this report. It allows us to reflect on achievements to date, course correcting when necessary to ensure that we stay on track, and assists with reviewing goals to make sure they are still relevant. This report will also support us in preparing for our new Long Term Plan and understanding where the Wairoa District will need to prioritise over the next 5-10 years.



Steven May
Tumu Whakarae | Chief Executive Officer

ABOUT THIS DOCUMENT

This half year report covers the period 1 July 2019 to 31 December 2019. The report highlights our progress against the goals we have set ourselves. It gives particular focus to the statement of service performance (SSP) measures and performance stories for each activity.

The SSP measures and their targets are how we track and assess delivery of Council services. Our Long term plan 2018-2028 included a comprehensive update of the Council's suite of performance indicators and measures. These measures were implemented during 2018/19 and measured for the first time in the 2019 Annual Report. This half year check-in allows us to identify any areas of focus before the formal reporting at year end.

A number of SSP measures are measured through the Customer Service Request (CSR) system. This system is integrated into the Council's software package MagiQ, and the Customer Services team has undertaken a project to redesign the internal reporting methodology in order to facilitate easier and more accurate reporting of these through the year. The finalisation of the necessary reports, and associated training for staff is due to be delivered by MagiQ in early February and therefore is unavailable for this report. It would be over onerous to expect the activity managers to manually extract this data when in the near future we can pull automated reports for the same date range. This CSR data to 31 December 2019 will therefore be generated and included in the third quarter report.

FINANCIAL COMMENTARY

Wairoa District Council's interim report as at 31 December 2019 is unaudited. The unaudited interim financial statements can be found at Appendix 1, along with analysis of key variances identified.

The interim financial results reflect the Council's ongoing commitment to managing its finances prudently while delivering community services and critical infrastructure to support the district's growth. At the end of December 2019, Wairoa District Council had a Net Surplus on Operations of \$1,595K against a year to date (YTD) budget of \$2,357K. The lower than budgeted surplus is primarily a result of wastewater costs spend of \$458k on desludging of the oxidation ponds. The cost of this project is budgeted as a carry forward of a capital expense, however has been reported as an operating expenses at half year in line with financial reporting standards. It is proposed that the desludging process will occur approximately every 10 years for removal of non-biological solids, such as silts and is budgeted for in the long term plan - Finance and Community Assets and Services staff are working together to ensure the classification of projects are consistent in both budget and reporting, and that appropriate provisions are made where required for large but infrequent operating costs in the future.

Some unbudgeted increases in activity spend have been unavoidable, for example solid waste costs relating to government levies are higher due to an increase in the levies charged. Others relate to unpredictable phasing of activities throughout the period, such as maintenance on water treatment operations.

ACTIVITY GROUP ONE - WATER SUPPLY

The water supply activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓				✓		✓	✓	✓

OUR PERFORMANCE STORY

Network renewals

The installation of smart meters is underway. There is currently a high percentage of water loss and non-revenue water, smart meters enable us to better understand water consumption and water loss and also provide alerts such as leakage, tampering and backflow.

Critical valve replacements have taken place providing a more reliable supply.

Investigations and modelling

Intake pipeline relocation – The design of this is progressing. The physical work is planned for late March / April 2020.

Bridge Hangers – Design work for the securing of the bridge hangers and creating flexible joints where the pipes protrude through the concrete abutments is in progress.

Watermains – The replacement of the Achilles Street watermain is in progress. There is an opportunity with NZTA to assist with some funding for this in relation to traffic management and some of the costs associated with asset relocation. We have a methodology in place to relocate the section of pumping main in Carroll Street away from the eroding riverbank. Funding for this is to be secured, and we are exploring partnership with HBRC. In the event of the pipe failing, we will be able to blank the pipe off, with the other pumping main down Bridge Street still able to supply the town.

Major projects

Intake works – This work is complete. The final cost of the job was \$16k over the tendered price. This was a result of the new sheet pile conflicting with old sheet piles buried in the riverbank. The position of the wall was shifted 4m further into the bank to avoid this.

WATER SUPPLY PERFORMANCE DATA

The following section outlines Council performance measures for our Water Supply. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available), in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
Residents (%) satisfied with the water supply	81%	81%	This will be measured in our customer satisfaction survey Q4	≥80%
Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria) - Wairoa / Frasertown and Tuai	Compliant	Compliant	Annual measure which is undertaken by MOH	Compliant
Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria) - Māhanga	Not Compliant	Not Compliant	Annual measure which is undertaken by MOH	Compliant
Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria) - Wairoa / Frasertown and Tuai	Compliant	Compliant	Annual measure which is undertaken by MOH	Compliant
Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria) - Māhanga	Not Compliant	Not Compliant	Annual measure which is undertaken by MOH	Compliant
Percentage of real water loss from the local authority's networked reticulation system (calculated using minimum night flow).	50%	35.33%	Difficult to gauge at half year. Seasonal fluctuations in actual water consumption could skew annual results	46% (2019)
Average drinking water consumption (resident/day*litres).	535 litres	Not achieved	Difficult to gauge at half year without understanding water loss	550 litres / day (2019)
Number of complaints about water supply per 1000 connections:				
drinking water clarity	1 per 1000	0 per 1000	To be generated from CSR system in Q3	20 per 1000
drinking water taste	0 per 1000	1 per 1000	To be generated from CSR system in Q3	20 per 1000
drinking water odour	0 per 1000	0 per 1000	To be generated from CSR system in Q3	20 per 1000
drinking water pressure/flow	10 per 1000	8 per 1000	To be generated from CSR system in Q3	40 per 1000
continuity of supply	16 per 1000	11 per 1000	To be generated from CSR system in Q3	40 per 1000
responsive to issues	7 per 1000	0 per 1000	To be generated from CSR system in Q3	20 per 1000
Median response time for urgent callouts - Wairoa / Frasertown (attendance time in hours)	Not measured	Not measured	To be generated from CSR system in Q3	1 hour
Median response time for urgent callouts - other areas (attendance time in hours)	Not measured	Not measured	To be generated from CSR system in Q3	2 hours
Median response time for urgent callouts - Wairoa / Frasertown (resolution time in hours)	3.52 hours	24.75 hours	To be generated from CSR system in Q3	4 hours
Median response time for urgent callouts - other areas (resolution time in hours)	3.52 hours	24.75 hours	To be generated from CSR system in Q3	5 hours
Median response time for non-urgent callouts (attendance time in days)	3 hours	4.23 hours	To be generated from CSR system in Q3	2 days
Median response time for non-urgent callouts (resolution time in working days)	3 hours	4.23 hours	To be generated from CSR system in Q3	3 working days
Contingency plans shall be implemented for emergency events such as earthquake, tsunami and fire which result in the inability to provide the service (plan reviewed and presented to civil defence team meeting each year).	Compliant	Compliant	Scheduled with CD for 31 March	Compliant

FUNDING IMPACT STATEMENT - WATER SUPPLY

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	79	79	318
Targeted rates (other than a targeted rate for water supply)	565	565	2,261
Subsidies and grants for operating purposes	-	-	-
Fees and charges	142	155	324
Internal charges and overheads recovered	281	206	411
Internal interest income	-	-	-
Interest and dividends from Investments	-	33	65
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	1,068	1,038	3,381
Applications of operating funding			
Payments to suppliers	431	467	887
Employee benefit expenses	95	84	167
Depreciation	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	467	411	817
Internal interest charged	50	-	-
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	1,043	962	1,873
Surplus (deficit) of operating funding (A - B)	25	75	1,508
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	1	3	3
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	1	3	3
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	39	66	66
- to replace existing assets	88	241	324
Increase (decrease) in reserves	(102)	(229)	1,121
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	26	79	1,511
Surplus (deficit) of capital funding (C-D)	(25)	(75)	(1,508)
Funding balance ((A-B) + (C-D))	-	-	-

ACTIVITY GROUP TWO – STORMWATER

The stormwater activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓	✓		✓	✓		✓	✓	✓

OUR PERFORMANCE STORY

Network renewals

Kitchener Street - we piped from Robbie's dairy to SH2, this has made the stretch of road safer and will improve the aesthetic of the stretch of road once grass is reseeded and the landscape contoured. This project was done through NZTA assistance, so the impact to ratepayers was just 25% of the total project cost.

The design work for all of Kitchener St has been completed, so other sections of the project can be completed in the future.

Investigations and modelling

Piping of open drains at Mahia Beach is to be investigated. With growth and new development, the impact on stormwater infrastructure needs to be better understood.

STORMWATER PERFORMANCE DATA

The following section outlines Council performance measures for our stormwater. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available) in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

	2017/18	2018/19	2019/20	2019/20
Performance Measure	Actual	Actual	Half Year Actual	Target
Compliance with the resource consents for discharge from the stormwater system measured by the number of:				
Abatement notices	No consent	Not achieved, no consent	Consent application currently underway	0
Infringement notices	No consent	Not achieved, no consent	Consent application currently underway	0
Enforcement orders	No consent	Not achieved, no consent	Consent application currently underway	0
Convictions	No consent	Not achieved, no consent	Consent application currently underway	0
Number of flooding events in the district	14	Not measured?	To be generated from CSR system in Q3	≤10
Number of habitable floors per 1000 connected properties affected by a flooding event	3	Not measured?	To be generated from CSR system in Q3	≤50
Median response time for an emergency flooding event (attendance time in hours)	New	23.87 hours	To be generated from CSR system in Q3	1 hour
Median response time for an urgent flooding event (attendance time in hours)	New	23.87 hours	To be generated from CSR system in Q3	2 hours
Residents (%) "very satisfied" or "fairly satisfied" with the stormwater system	61%	71%	This will be measured in our customer satisfaction survey Q4	≥80%
Number of complaints about stormwater system performance per 1000 connections	40		To be generated from CSR system in Q3	≤50
Contingency plans shall be implemented for emergency events such as earthquake, tsunami and fire which result in the inability to provide the service (plan reviewed and presented to civil defence team meeting each year).	Compliant	Compliant	Scheduled with CD for 31 March	Compliant

FUNDING IMPACT STATEMENT - STORMWATER

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates (other than a targeted rate for water supply)	207	207	829
Subsidies and grants for operating purposes	-	-	-
Fees and charges	2	-	-
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	19	39
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	209	228	869
Applications of operating funding			
Payments to suppliers	74	64	118
Employee benefit expenses	-	-	-
Depreciation	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	43	27	55
Internal interest charged	74	80	159
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	191	172	332
Surplus (deficit) of operating funding (A - B)	18	55	537
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	66	116	231
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	66	116	231
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	66	116	231
- to replace existing assets	19	131	262
Increase (decrease) in reserves	()	(76)	275
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	84	170	768
Surplus (deficit) of capital funding (C-D)	(18)	(55)	(537)
Funding balance ((A-B) + (C-D))	-	-	-

ACTIVITY GROUP THREE – WASTEWATER

The wastewater activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓		✓		✓		✓	✓	✓

OUR PERFORMANCE STORY

Pump Station improvements

Pump Station improvements have included Health and Safety upgrades with the installation of new stairwells, wet well handrails and safety grills.

Investigations and modelling

CCTV investigations and analysis have been carried out.

Inflow and Infiltration investigations Ōpoutama/Mahia Beach – a letter has been drafted to be sent out to the property owners in Ōpoutama informing them of the proposed investigations.

Blue Bay Wastewater Expansion

Currently the Blue Bay wastewater scheme is discharging effluent outside of consent conditions. We have engaged Parklink to look at ways of optimising the plant to improve our effluent quality.

Major projects

The *pipe relining project* is ongoing. This method of renewal is less intrusive with minimal setup and reinstatement costs. Pipe relining is Councils preferred method of replacement with the majority of our wastewater reticulation located within private property boundaries and in some instances located under garages and fences. To use traditional open trench methods would have been impossible in some instances and reinstatement costs e.g. fence and building replacements made open trench replacements less feasible.

Wastewater Discharge Reconsenting: The consent application has been submitted late 2018 to the HBRC (Hawke's Bay Regional Council) which was effectively 6 months prior to consent expiry of May 2019, thus allowing Wairoa District Council to continue discharge. WDC have agreed with all key stake holders (Ministry of Health, Iwi, HBRC, community submitter)s that the best way forward is to have pre hearings before going to environmental court to try and reach agreement on any contentious issues. To date there has been one prehearing meeting in late 2019 with another pre hearing meeting scheduled for 28th February 2020. In the meantime WDC have been doing preparation work in the background such as new outfall pipe design, budget adjustments, and employing a new 3 waters staff member as the new consent has significantly more operating conditions to meet; this will also help achieve key milestones when the new consent is approved. An end date is hard to predict as the 3 waters review is also adding complexity; however it is assumed that consent approval will be achieved within the 2020 calendar year.

Inflow project – The inflow project is 99% completed. We have properties where there are broken or ground openings into sewer pipes as a result of the smoke testing and also 3 sewer manholes needing repairs. This work is programmed to be carried out. We will also do a check to ensure all the down pipes discharging into the sewer network have been picked up. We have diverted down pipes on 123 properties to date. 194 Gully Traps have been either replaced, repaired or raised, 13 sumps disconnected from the sewer pipe work and 12 open sewer pipes capped.

WASTEWATER PERFORMANCE DATA

The following section outlines Council performance measures for our wastewater. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available) in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
Compliance with the resource consents for discharge from the stormwater system measured by the number of:				
Abatement notices	0	2	0	0
Infringement notices	0	0	1	0
Enforcement orders	0	0	0	0
Convictions	0	0	0	0
<i>The infringement notice was issued due to a communications error which caused wastewater to discharge outside of consented hours. The fault was rectified and improvements have been made to make communications more robust.</i>				
Number of flooding events in the district	14	Not measured?	To be generated from CSR system in Q3	≤10
Number of habitable floors per 1000 connected properties affected by a flooding event	3	Not measured?	To be generated from CSR system in Q3	≤50
Median response time for an emergency flooding event (attendance time in hours)	New	23.87 hours	To be generated from CSR system in Q3	1 hour
Median response time for an urgent flooding event (attendance time in hours)	New	23.87 hours	To be generated from CSR system in Q3	2 hours
Residents (%) "very satisfied" or "fairly satisfied" with the stormwater system	61%	71%	This will be measured in our customer satisfaction survey Q4	≥80%
Number of complaints about stormwater system performance per 1000 connections	40		To be generated from CSR system in Q3	≤50
Contingency plans shall be implemented for emergency events such as earthquake, tsunami and fire which result in the inability to provide the service (plan reviewed and presented to civil defence team meeting each year).	Compliant	Compliant	Scheduled with CD for 31 March	Compliant

FUNDING IMPACT STATEMENT - WASTEWATER

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates (other than a targeted rate for water supply)	632	632	2,527
Subsidies and grants for operating purposes	-	-	-
Fees and charges	51	65	130
Internal charges and overheads recovered	1	222	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	32	64
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	684	952	2,722
Applications of operating funding			
Payments to suppliers	1,019	433	815
Employee benefit expenses	-	-	-
Depreciation	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	43	27	54
Internal interest charged	140	155	307
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	1,203	616	1,178
Surplus (deficit) of operating funding (A - B)	(519)	335	1,544
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	242	31	62
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	242	31	62
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	224	31	62
- to replace existing assets	346	368	737
Increase (decrease) in reserves	(848)	(255)	807
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	(277)	144	1,606
Surplus (deficit) of capital funding (C-D)	519	(113)	(1,544)
Funding balance ((A-B) + (C-D))	-	-	-

Payments to suppliers are \$586k higher than budgeted, primarily due to the cost of desludging the oxidation ponds. Capital expenditure to improve the level of service is \$211k higher than budgeted. This is due to compliance changes in the 3 waters which has resulted in projects being brought forward, therefore budget phasing was underestimated, resulting in the total 10 year budget being brought forward. The two key projects impacting this are the Wairoa wastewater discharge resource consent application and the Inflow and Infiltration project, to separate storm water and wastewater networks. The above statement shows how these variances have been funded by both an increase in debt (\$211k) and a decrease in reserves (\$848k).

ACTIVITY GROUP FOUR - WASTE MANAGEMENT

The waste management activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓	✓	✓	✓	✓		✓		✓

OUR PERFORMANCE STORY

We were successful in acquiring funding from the Responsible Tourism Fund (RTF), this meant that we were able to fund additional servicing and clean up operations at Mahia over the busy summer holiday period. We also extended the opening hours of the Wairoa Landfill and Recycling centre for this period. We are working on establishing an expanded recycling service in the Mahia area, on identification of a suitable site.

We were awarded a grant of \$25,000 from the Glass Packaging Forum. This was used to fund the construction of three new glass bunkers at the recycling centre. The bunkers are three times the capacity of the previous ones, meaning that a larger volume of glass material can be recovered and stored prior to transporting for recycling.

We supported Para Kore in the Wairoa District, meaning the district's marae are being supported to increase the reuse, recycling and composting of materials. This reduces waste coming to landfill.

We have been working with our waste management contractor to improve diversion of waste from landfill. We have seen improvements and will be making further operational changes to further increase diversion and waste recovery. **37.35 tonnes was diverted from landfill in the first half of this year compared to 0.82 tonnes in the preceding six months.**

We have continued remediation work to bring our landfill in line with best practice, this has included placing cover on the open landfill cell, helping to manage wind blown waste and improve stability.

WASTE MANAGEMENT PERFORMANCE DATA

The following section outlines Council performance measures for our waste management. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available) in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

	2017/18	2018/19	2019/20	2019/20
Performance Measure	Actual	Actual	Half Year Actual	Target
Council will operate and maintain the Wairoa landfill for the disposal of domestic and commercial refuse, being open for the public at least: · 6 hours per day · 4 days per week <i>These hours changed from 1st April 2019 following community consultation.</i>	100%	100%	100%	100%
Council shall provide for the community-run waste disposal and recycling service in Waikaremoana and Raupunga.	100%	100%	100%	100%
Missed household refuse service requests responded to by 12 pm the next day (on validation).	New	100%	To be generated from CSR system in Q3	100%
Minimum frequency of kerbside refuse and recycling service in Wairoa & Frasertown - fortnightly.	100%	100%	100%	100%
Minimum frequency of collection from specified drop-off points from Mahia, Nuhaka and Mohaka – twice a month.	100%	100%	95%	100%
<i>There was one service failure from contractor for Mahia/Nuhaka recycling due to vehicle faults. Remedial actions have been put in place and standby options with the contractor.</i>				
No health and safety breaches by waste services contractors.	0	0	0	0
Total significant non-compliance events with the resource consent conditions for the Wairoa Landfill	New	0	0	0
Total significant non-compliance events with the resource consent conditions for the closed landfill sites	New	0	0	0
The amount of material diverted from landfill by the Wairoa community (excluding green waste)	New	Not achieved	37.35 tonnes diverted year to date	>75 tonnes
Due to changes in contract, diversion was not prioritised in 2019. New waste contract has re-prioritised this. Waste diversion has improved following operational changes, further changes will be made in 2020 to increase diversion and waste recovery.				

FUNDING IMPACT STATEMENT – WASTE MANAGEMENT

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates (other than a targeted rate for water supply)	492	492	1,969
Subsidies and grants for operating purposes	-	-	-
Fees and charges	334	321	641
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	826	814	2,611
Applications of operating funding			
Payments to suppliers	758	650	1,299
Employee benefit expenses	-	-	-
Depreciation	-	-	-
Finance costs	-	11	23
Internal charges and overheads applied	21	18	36
Internal interest charged	103	113	224
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	882	792	1,583
Surplus (deficit) of operating funding (A - B)	(55)	21	1,029
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	214	375	570
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	214	375	570
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	214	375	570
- to replace existing assets	-	-	-
Increase (decrease) in reserves	(55)	21	1,029
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	159	396	1,599
Surplus (deficit) of capital funding (C-D)	55	(21)	(1,029)
Funding balance ((A-B) + (C-D))	-	-	-

Payments to suppliers are \$108k higher than budgeted. This is due to government levies being higher than those budgeted for (\$56k). Furthermore, landfill operations and monitoring costs are also higher than budgeted, as signing of new waste management agreement coincided with the 19/20 annual plan preparation. The above statement demonstrates how this variance have been by a decrease in reserves (\$76k) with debt funding applied to capital projects in this activity.

ACTIVITY GROUP FIVE – TRANSPORT

1. LAND TRANSPORT

The land transport activity contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓	✓	✓	✓	✓	✓	✓	✓	✓

OUR PERFORMANCE STORY

LED street lighting

We have undertaken significant work to assess and update our streetlight database. Procurement of LED light fittings has been completed. Procurement of the maintenance and renewal works contract is ongoing.

Network maintenance/renewal

Two new Network Maintenance contracts were implemented in late 2018 and early 2019, with the majority of work performed in the 6 months ended 31 December 2019. A major focus of each contract has been implementing Maintenance Intervention Strategies (MIS) bringing a focus on how and when we need to intervene with maintenance. These have made steady progress, but require continued development over the life of the contracts.

Major successes with the implementation of RAMM and Pocket RAMM programming have streamlined processes for both contractors and Wairoa District Council. General maintenance has trended as expected, however a concern in the near future will be the impact that a lot of forestry is having on the roading network. We are monitoring this impact closely, and basing our forward work programme around this.

We have:

- Replaced 12 culverts and 89 signs
- Resurfaced 23km of sealed road (8% of network; exceeded goal of 7.5% for the full financial year)
- Completed a Heavy Metal Build Up on 7km of road (1/3 of planned HMBU spend for the full financial year)
- Carried out 17km unsealed road drainage renewals (30km planned for the full financial year; 57% achieved)
- Applied 5,000m³ of maintenance metal (13,000m³ planned for the full financial year; 38% achieved)

One intervention has been carried on sealed roads which involves stabilising pavement failures, edge break, drainage and culvert clearing.

Network operations

A wide range of network operation work has been carried out:

- 40 Corridor Access Requests approved to work on our roading network. This is steadily on the increase, and there is a fair amount of contractors now using the Global CAR option.
- Supported such events such as Ross Shield traffic management, Christmas parade traffic management.
- Overweight permits have increased, and WDC are in process of moving this process to the NZTA O-Permit system which streamlines and makes this more user friendly.

Bridges

The majority of the Structural Bridge Repair 2018/2019 contract is completed, with a few minor items to finish off. Structural Bridge Repair contract for 2019/20 will be released in early 2020. 5 bridges have been identified in this contract. Routine Bridge inspections are carried out in conjunction with WSP and WDC inspectors. This is led to a good package of work for routine maintenance which will be released in early 2020 (see also PGF Bridge Strengthening under 'Major Projects' for more information.)

Retaining walls

Flood Damage repairs which consist mainly of retaining walls and retreats have been undertaken. The completion of Tuai Main Road dropout was a big achievement which involved a lot of cooperation between different organisations to ensure this was done successfully. Approximately 21 other sites in the Mohaka-Waiau and Waikaremoana-Ruakituri areas have been tendered and are either underway, near completion, or completed. The next package of work is coming out in early 2020, and then another one later in the year. This is all the work from the 2017 – 2018 weather events.

Pedestrian and cycle networks

Work is underway to implement the Walking and Cycling Strategy that has been on the cards for a number of years. This will be going to council in early 2020.

Vehicle network

The transport sector of WDC Community Assets and Services department is responsible for 875km of pavement (560km unsealed, 315km sealed), 346 retaining structures, 3000 signs, 23130m² of carparks & a large amount of guardrails/sight rails. We maintain the drains and culverts, vegetation control including roadside spraying, and any emergency events such as tree fell and slips.

Reactive maintenance

Reactive maintenance is a common occurrence. There was no significant rain event this first half year, however we have had a lot of wind with multiple trees down and close to Christmas we had a significant wind event which caused \$50-100k worth of damage. Our contractors worked hard to open the roads, working over the break to ensure the safety of road users, and to keep the roads open for the busy period.

Major projects*PGF Bridge Strengthening*

WDC have secured \$2.2m dollars to carry out bridge assessment and then bridge strengthening work to ensure the bridge network is up to standard for key routes, mainly focused around forestry routes. Big achievements this half year was getting this agreement signed and project plans in place to carry out this work which aligns to the Provincial Development Unit's key principles.

PGF Mahia East Coast Traction Sealing

WDC have also secured \$7m dollars to carry out 12.5km of traction sealing and associated improvements on Mahia East Coast Road. This financial aid is based around rocket lab and the positive impact that they have on the provincial area. An agreement has been signed, procurement plan approved, and the project plan is well underway.

PGF Nuhaka-Ōpoutama Alternative Route Investigation

Coastal erosion is driving the need to look at different options to get from Nuhaka to Ōpoutama. PGF have granted WDC \$300,000 dollars to investigate different options and provide a case to apply for further funding. Project planning is underway with an expectation that options will be delivered by June 2020

2. AIRPORT

The airport activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓	✓	✓	✓			✓	✓	✓

OUR PERFORMANCE STORY

Investigations

Upgrading the Airport Instrument Procedures has commenced.

Resurfacing

The airport runway, taxiway, and aprons have been resealed. A major undertaking to coordinate and work in with users of the airport was completed successfully without a hitch and resulted in a great asset improvement.

TRANSPORT PERFORMANCE DATA

The following section outlines Council performance measures for transport. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available) in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
1. Land Transport				
Sealed local road network that is resurfaced	3%	0%	8%	7.5% between 1 June 2018 and 31 July 2021
<i>In accordance with its activity management plan, Council has determined that between 1 June 2018 and 31 July 2021 that 7.5% (22.7km of 301.2km) of the sealed local road network will be resurfaced. It is more cost effective to bundle this work, so in 2018/19 we concentrated on pavement rehabilitation. The resurfacing work will be undertaken in 2019/20 and 2020/21. 23.8km were completed in the first half of year.</i>				
Number bridges not meeting HCV class 1 requirements	11	6	6	Improvement from previous year
<i>Ultimate goal is for all bridges on key industry transport routes meet HCV class 1 requirements to ensure the network is accessible to the industries for the efficient movement of freight.</i>				
Road users (% survey respondents) that consider the land transport service to be "fairly good, very good or better" - urban respondents	64%	75%	This will be measured in our customer satisfaction survey Q4	≥75%
Road users (% survey respondents) that consider the land transport service to be "fairly good, very good or better" - rural respondents	64%	56%	This will be measured in our customer satisfaction survey Q4	≥75%
Requests for service (%) relating to roads and footpaths responded to within 5 days	79%	Not measured	To be generated from CSR system in Q3	90%
Average sealed roads which meet smooth road standards for 'fair' ride quality	95	88	This is measured once a year, in Q4.	Average NAASRA of the sealed road network <110
Footpaths (%) in average condition or better (measured against WDC condition standards)	Not measured	Not measured	Not measured	95%
<i>Full network inspection being undertaken to inform works programme for 20-21, due for completion in February 2020.</i>				
The change from the previous financial year in the number of fatalities and serious injury crashes on the local network	-6	0	-7	Change is less than or equal to 0
Number fatal crashes	1	1	0	
Number serious injury crashes	6	6	0	
Reported result fatal and serious crashes	7	7	0	
2. Airport				
Maintenance, capital and renewal works carried out in accordance with the airport plan	New	Not achieved	Achieved	Achieve measure
<i>Runway resurfacing complete. Building maintenance and upgrade completed. Power supply remediation approved to be completed in 2019/20. Fuel farm project reviewed – no demand.</i> https://www.wairoa.govt.nz/assets/Document-Library/Plans/Asset-Management-Plans/Airport-Asset-Management-Plan.pdf				
Respondents (%) "very satisfied" or "fairly satisfied" with the airport service	Not measured	89%	This will be measured in our customer satisfaction survey Q4	≥80%

FUNDING IMPACT STATEMENT – TRANSPORT

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	31	31	125
Targeted rates (other than a targeted rate for water supply)	1,725	1,725	6,899
Subsidies and grants for operating purposes	2,760	3,372	6,744
Fees and charges	17	15	49
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	4,533	5,143	13,818
Applications of operating funding			
Payments to suppliers	3,425	4,117	8,238
Employee benefit expenses	252	255	509
Depreciation	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	8	1	3
Internal interest charged	738	826	1,635
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	4,423	5,200	10,385
Surplus (deficit) of operating funding (A - B)	110	(57)	3,432
Sources of capital funding			
Subsidies and grants for capital expenditure	4,449	5,015	10,029
Development and financial contributions	-	-	-
Increase (decrease) in debt	12	143	426
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	4,461	5,158	10,455
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	75	424	1,105
- to replace existing assets	5,964	5,529	11,472
Increase (decrease) in reserves	(1,468)	(852)	1,310
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	4,571	5,101	13,886
Surplus (deficit) of capital funding (C-D)	(110)	57	(3,432)
Funding balance ((A-B) + (C-D))	-	-	-

ACTIVITY GROUP SIX - COMMUNITY FACILITIES

1. CEMETERIES

The cemeteries activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓				✓

OUR PERFORMANCE STORY

We went to market for the Wairoa and Frasertown cemeteries maintenance contracts, tenders will close in January 2020.

We completed design and procurement for new headstone beams, to be constructed in early 2020. This will provide some additional capacity for burials in Wairoa.

2. PARKS & RESERVES

The parks and reserves activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
	✓		✓		✓	✓	✓	✓

OUR PERFORMANCE STORY

We completed the sealing and marking of the Marine Parade playground car park.

3. LIBRARY

The library activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓			✓	

OUR PERFORMANCE STORY

Winter warmers program July 2019 –we ran an in-house program but also took on Mohaka School as a trial of promoting rural connections – staff visited the school and connected with every enrolled child during the course of the program. Mohaka School had 100% completion of the program. There have been numerous requests from other rural schools to offer this in 2020.

Lego table – The CEO fund sponsored LEGO purchases, which enabled the library to set up a child-height LEGO table in the main library area. This has proven extremely popular with families, with some children coming into the library specifically to play with the LEGO set. This has increased the popularity of LEGO books and assisted with encouraging reading in the community.

Glass cabinets donated by a member of the community, have been setup with antique local history books owned by the library. These valuable books were previously stored in an inaccessible manner, the glass cabinets have proven engaging with the community, with some individuals spending many hours reading these through the glass.

Partnership with schools - a partnership relationship was trialled with Nuhaka and Ohuka schools over terms 3 and 4. Schools visited the library 2-3 times per term, with library staff providing stories and educational experiences. One comment from a Nuhaka teacher was *"this was amazing, I wish we had done it sooner ... the kids begged me to bring them back in."* The program is set to run again in term 1 and 2 of 2020, with more interest from schools throughout the district.

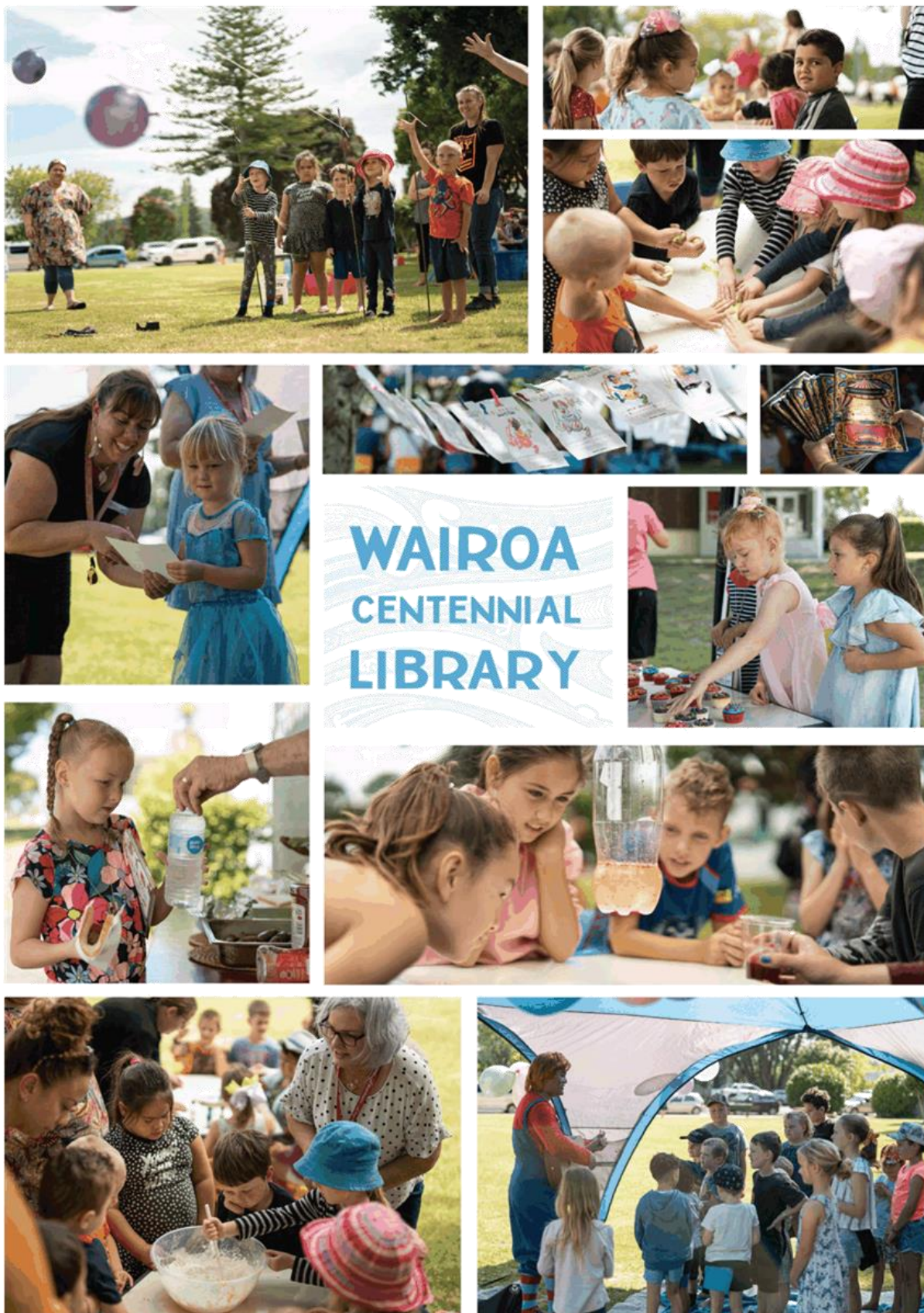
A project to enhance **local district history and reference material** is underway. These materials were not previously collated in one area, and so the project is designed to enhance the ease with which interested community members can engage with this information.

The 6 community computers from Aotearoa People's network were upgraded.

A project is underway to create a **classic book area** for both adults and children. It is predicted that creating designated areas to enhance engagement improves visitor numbers. A number of members of the public have requested that classic books be available from the library.

The **2019/2020 children's summer reading program "The Great Reading Carnival"** had a significant increase in participation from last year, with 115 children registered and 80 completing all required check-in's (2018: 70 enrolled, 33 completed). Children were required to complete check-in's by reporting on books read: overall staff listened to 424 reports. Library staff designed and ran various activities throughout the program, and these were extremely well attended with 60-70 children at each session. Next year, we plan to explore digital integration for check-ins to increase number of participants completing the program. At the finale, a grandparent of an enrolled child commented *"the library had come on leaps and bounds in the last year. The programmes and the facility was amazing, the building decorations were gorgeous and we should be very proud of what we had achieved."*

In term 1 2020, library staff are trialling a **STEM** program with 10 children per event, 3 events per week. Enrolments for this are already almost full, demonstrating community engagement with these initiatives. The program is targeted at children aged 8-13.



4. COMMUNITY SUPPORT

The community support activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓	✓	✓				

OUR PERFORMANCE STORY

WAIROA MUSEUM

Exhibitions - Temporary

Tama Tu Tama Ora - Sculptures – Dan Couper

An exhibition of five sculptures by local artist Daniel Couper, complemented by some large format images.

Waikawa – Portland Island

A social history exhibition focused on Waikawa Portland Island. The exhibition featured taonga loaned from the MTG in Napier from the time the whare wananga operated on the island several hundred years ago

The Mount Felix Tapestry

An exhibition of tapestries touring from the UK featuring stories of Mt Felix Hospital used as a convalescent hospital for NZ soldiers during WW1. This proved one of the most popular exhibitions ever displayed at the museum. We had a number of groups visiting - Wairoa Rotary, Lighthouse Lions, Gisborne Women's Institute, a number of Red Cross members from HB, a HB Tour Group, Wairoa Kaumatua Group, Caravan Club from Gisborne and CMT group from HB. Our advertising in the HB Today and Gisborne Herald created a lot of interest.

A Stranger Point of View – Photographs by John Bannister

A series of black and white photographs of local people and scenes – many with interesting stories and anecdotes attached

Pumanawa Touchtable Project

We have installed a fully interactive touch table in the museum. We received \$15K from the First Light Foundation, \$15K from Eastland Port and with \$12K from our own funds we had a budget of \$42K for the project. The Table is available to visitors to the museum in our main exhibition space. Users can access the collection and link objects with people, maps, videos, stories, photos, archives and much more. Several people can use the 65" Table simultaneously. We are continually digitizing our collections and adding additional features to the Table

Collections Acquisitions – some highlights

Map of Whakaki Estate; Preserved octopi and paper nautilus shells; Copies of three whakapapa books; Collection of woven potae and kete; NZ Railways Crockery

Building issues

We have been dealing with a number of issues regarding building maintenance. We recently completed work on the roof, replacing flashings and spouting above the office area. We have also completed work at the back of the building, which had been leaking.

Repatriation Project

We have recently begun working on, and fundraising for, this exciting project. The focus is on the repatriation of taonga/artifacts with provenance to Wairoa but located in museums across the country. We already have some idea of the extent of these collections and the report will be a major undertaking. It will include an inventory of taonga, their provenance, history, probability of successful repatriation and importantly their relationship to local whanau

and hapu. This report would also conclude with a set of recommendations. The repatriation exercise will see the museum partner and work alongside both individuals and agencies across the region– our role will be one of facilitation. We have had the project endorsed by both the Wairoa Taiwhenua and Tatau o Te Wairoa

Jenny Roper

The museum is heavily reliant on the Friends in a number of ways, the most significant being the hours they give operating front of house. This year one of our most valued, Jenny Roper, left with husband Mike for the South Island. Jenny's contribution to the museum was immeasurable – as a volunteer, curator, fundraiser, organiser, receptionist and so much more.

Visitor Numbers – (01 July 19 – 31 December 19) 2,346

OTHER

We completed the upgrade of the Wairoa CBD CCTV system, renewing the power supplies, cameras and server. This delivers a more reliable and accessible system to assist the police and other organisations.

COMMUNITY FACILITIES PERFORMANCE DATA

The following section outlines Council performance measures for our community facilities. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available), in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
1. Cemeteries				
Users (%) "very satisfied" or "fairly satisfied" - cemeteries	70%	75%	This will be measured in our customer satisfaction survey Q4	≥80%
2. Parks and Reserves				
Users (%) "very satisfied" or "fairly satisfied" - parks and reserves	89%	89%	This will be measured in our customer satisfaction survey Q4	≥80%
Playground assets complying with safety standards (%)	Equivalent measure achieved	Not measured	Not measured	≥85%
<i>Assessments not yet undertaken. Playgrounds are inspected daily by contractor for safety issues and these are rectified when identified.</i>				
Public toilets inspected and cleaned twice daily in all areas (%)	New	100%	100%	≥95%
<i>Carried out by contractors, good feedback has been received about cleanliness over the summer period.</i>				
Percentage of parks assets in satisfactory condition (condition grades 1, 2 or 3), <i>Not measured. No framework established, intention to modify this SSP</i>	New	Not measured	Not measured	≥95%
Playgrounds (%) maintained in a safe and clean condition	New	100%	100%	≥85%
Open space requests responded to within 24 hours (%)	New	Not measured	To be generated from CSR system in Q3	≥85%
<i>Single response performance measure covering cemetery internment requests, public toilet, playground and parks related urgent customer enquiries.</i>				
3. Library				
Implement new initiatives in response to community needs for library services	New	Achieved	Complete	1 new initiative per annum
<i>The library is currently trailing an outreach programme to rural schools. This is designed to be a reciprocal agreement where the schools will also come in and be educated about what the library has on offer for them.</i>				
Users (%) "very satisfied" or "fairly satisfied" - library	95%	95%	This will be measured in our customer satisfaction survey Q4	≥80%

COMMUNITY FACILITIES PERFORMANCE DATA (CONTINUED)

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
4. Community Facilities				
Total visits to the Wairoa Community Centre	New	Not measured	Awaiting data	Visitor numbers ≥ previous year
Total visits to the Wairoa Museum	New	Not measured	2,346	Visitor numbers ≥ previous year
Overall user satisfaction (%) of community facilities	Achieved	Achieved	This will be measured in our customer satisfaction survey Q4	≥80%
User (%) "very satisfied" or "fairly satisfied" - Wairoa Community Centre	90%	81%	This will be measured in our customer satisfaction survey Q4	≥80%
Users (%) "very satisfied" or "fairly satisfied" - Wairoa Museum	92%	78%	This will be measured in our customer satisfaction survey Q4	≥80%
Council grants to funded organisations are paid in accordance with funding contracts/agreements.	Compliant	Compliant	Compliant	Compliant
<i>Council administers SPARC and Creative NZ grants to provide funding for schools, clubs, individuals and organisations for rural travel to sport competitions and art related projects. The grants are distributed within the financial year according to contracts/agreements.</i>				
Resident (%) satisfaction with value for money through rates on supporting community facilities and organisations	55%		This will be measured in our customer satisfaction survey Q4	≥80%
Funded organisations achieve/exceed agreed service provision targets as specified in funding contracts/agreements	Achieved	Achieved	Under review	Achieved
<i>Grants and relationship agreements with the Community Centre and Museum are currently being reviewed in order to reset and clarify service provision targets.</i>				
Funding contract/agreements are reviewed annually/triennially in accordance with existing funding contract specifications	Achieved	Achieved	Achieved	Achieved

FUNDING IMPACT STATEMENT – COMMUNITY FACILITIES

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	383	383	1,533
Targeted rates (other than a targeted rate for water supply)	726	726	2,904
Subsidies and grants for operating purposes	108	40	60
Fees and charges	42	22	48
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	1,260	1,172	4,546
Applications of operating funding			
Payments to suppliers	780	754	1,420
Employee benefit expenses	161	159	317
Depreciation	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	67	12	23
Internal interest charged	139	151	299
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	1,147	1,076	2,061
Surplus (deficit) of operating funding (A - B)	112	95	2,486
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	154	51	142
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	154	51	142
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	207	63	112
- to replace existing assets	34	84	254
Increase (decrease) in reserves	26	(1)	2,262
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	267	146	2,628
Surplus (deficit) of capital funding (C-D)	(112)	(95)	(2,486)
Funding balance ((A-B) + (C-D))	-	-	-

Subsidy revenue is \$68k higher than budgeted which relates to unbudgeted grants received for Computers in homes (\$12k) along with higher than budgeted grants from Creative NZ (\$19k), the SPARC Rural Travel Grant (\$13k) and the Summer Reading Program (\$6k). Note that as some grants are not received evenly throughout the year and the timing of grant receipts can be difficult to predict. Capital expenditure is \$94k higher than budgeted, primarily due to expenditure on the first phase of the CBD enhancement (\$83k), CCTV camera installation (\$11k), investment in tourism infrastructure (\$20k) and installation of toilets (\$50k). This increased expenditure has been funded through an increase in debt (\$103k)

ACTIVITY GROUP SEVEN - PLANNING & REGULATORY

1. RESOURCE PLANNING

The resource planning activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
		✓					✓	✓

OUR PERFORMANCE STORY

There was almost triple the amount of planning consents last year as there was in the previous calendar year. This increase reflects growth in subdivision and development in the district. Consultant support was integral to ensuring that council could process resource consents as a core statutory function of council within statutory timeframes. Vital improvements in the planning administration system were made to increase efficiency and effectiveness. Staffing levels have been a challenge for the planning department particularly with the increasing development and associated consenting work. The District Plan Review will continue in 2020.

2. ENVIRONMENTAL HEALTH

The environmental health activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
				✓		✓	✓	

OUR PERFORMANCE STORY

Food businesses

The deadline for all food businesses to be signed up to the Food Act was the end of March 2019. These past 6 months have seen the final businesses register. We are working with food businesses to promote understanding of the requirements of the new Act.

The department has been taking a proactive approach to ensuring compliance, by monitoring posts on Wairoa Buy and Sell and other websites, to ensure those selling food have the appropriate certification.

Training

Craig Sproule has been with the Council for a little more than 6 months and is now able to work independently in many areas. Craig has undertaken on-line training, as required by MPI to enable him to be approved for the verification of risk based food safety plans. (Risk based measures-RBM's) he has attended face to face training courses and both he and Victor will be assessed by an independent auditor shortly to assess our abilities in the field of food verification.

Improvements

The Ministry for Primary Industries now requires that the verification of food premises be carried out under a Quality Management System. This office has developed a Quality Manual for that purpose and that document will be reviewed at the forthcoming assessment.

3. BUILDING CONTROL

The building control activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓			✓	✓		✓		✓

OUR PERFORMANCE STORY

Building consents

During the time period from 1st July 2019 – 31st December 2019 the number of building consents issued has increased by 27% over the same time period for the previous year. The value of the building work has also increased by 49% and was valued at \$7.0M for 1st July 2019 – 31st December 2019.

Improvements

Improving the consenting system is an on-going process which involves the continual changing of the Quality Management System to keep up to date with all relevant regulatory changes. This involved considerable development of our business processes. The online consenting platform has been further adapted by multiple councils as part of a wider initiative to simplify the delivery of Council services.

Challenges

This year our consenting units have met their performance measures for issuing building consents or code of compliance certificates within 20 working days, or LIMs within 10 working days.

While the consenting teams have managed to meet their required statutory timeframes, nationwide competition for skilled workers has increased during the year. Retaining skilled staff is essential for effective implementation of the consent processing system improvements, meeting consent processing performance targets, dealing with an increased workload from regulation changes, and the increasing complexity of consents being lodged.

New earthquake prone building and swimming pool legislation has led to an increase in compliance and monitoring requirements placing further strain on already limited resources.

Up-skilling staff

During the year a training plan has been developed and implemented which is to be rolled out during the start of the 2020 calendar year. The training includes having two of our officers obtaining qualifications which have been approved as compliant with the Regulations. All of our officers and those requiring technical competencies have either gained higher or maintained their level of competency within the national BCA competency assessment system. This is now providing us with the capacity to handle increasingly advanced residential and commercial consenting and inspections.

Inspections and requests for information

The demand for inspections has increased year on year. From 1st July 2019 – 31st December 2019, 21 percent more inspections were conducted than in the previous year. The increased inspections workload has meant it has become more challenging to ensure staff are available for up-skilling and accreditation, to retain existing staff, attract new

inspections staff and balance workloads. We have managed to hire new staff members which has allowed us to cope with this increase in workloads.

Along with inspections the Request for Further Information (RFI) workload increased to its highest level in years. With consents becoming more complex there is a corresponding increase in the information needed in building consent applications. We have responded to the increasing complexity by developing a recurring newsletter which is sent to our known trades people with the common RFI areas which are noticed. This has contributed to a reduction in RFIs per consent. This has also enabled capacity to be used in the actual processing of consents. As a result, we are now experiencing improved performance against targets.

Meeting our required targets

For the past six months we have placed an increased focus and emphasis on new pre-application meetings and discussions with those who are looking to undertake building work. This has seen us be able to cope with the increased workload with only an increase to the average stat day of 1 day (from 11 days to 12 days).

4. LIQUOR CONTROL

The liquor control activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
			✓			✓	✓	

OUR PERFORMANCE STORY

Alcohol licensing

Our District Licencing Committee consists of 3 members. We granted 2 new on-licences and 1 on-license renewal. We granted 2 new off-licences and 4 off-license renewals. There was 1 new club licence and 1 club license renewal. We also issued 9 new managers certificates, 17 manager certificate renewals and 16 special licences.

Training

Craig Sproule has undergone training to carry out duties under the Sale and Supply of Alcohol Act 2012. Craig is now writing reports on Liquor Licence applications to advise the District Licencing Committee on applications to enable the committee to decide on all applications received. Applications for licences usually spike around holiday periods during the summer, requiring more time to be devoted to processing applications than during other times of the year.

5. BYLAW COMPLIANCE

The bylaw compliance activity primarily contributes to the following community outcomes:

ACTIVITY	ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
	<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
Dog Control							✓	✓	
Livestock Control							✓		
General Bylaws Enforcement							✓	✓	✓

OUR PERFORMANCE STORY

Dog Control

In 2019 there have been more severe attacks from wandering dogs on both humans and stock than in previous years. In response, the compliance team has been promoting community responsibility for dogs, for owners to keep their dogs controlled and confined at all times (as if contained on a property the dog cannot bite or cause injury). This proactive focus over the past 6 months has been focused initially on education, however if owners refuse or do not comply the dogs are either impounded or the owners issued with infringement notices.

Monthly articles have been published in the Star to further educate owners on parts of the Act, and to increase public awareness of their responsibilities as dog owners. These articles also highlight work the compliance team has been doing.

The increase in proactive property inspections has resulted in more on time dog registrations and more legal cases to get dogs off the streets.

Violet has developed a farm information pack for registering working dogs. This was sent out to farmers with registration forms, and there has been a significant improvement in on-time working dog registrations.

Livestock Control

Better paddock security, based on recommendations from staff, has resulted in less wandering stock over the 6 month period.

General Bylaw Enforcement

Freedom camping breaches have been lower compared to previous years. As a result, there have been less infringements issued to 31 December 2019. New signage promoting the change in freedom camping rules has assisted in clarifying areas where freedom camping is prohibited. Furthermore, the compliance team has been assisted by local ambassadors, funded by MBIE. These ambassadors perform 2 patrols a day in Mahia and one in Wairoa. They go to all freedom camping sites, offer assistance and guide those in incorrect places to move on.

6. EMERGENCY MANAGEMENT:

Civil Defence

The Council is a member of the Hawke's Bay Civil Defence Emergency Management Group, which administers civil defence emergency functions in Hawke's Bay. The group is administered and funded by the Hawke's Bay Regional Council. The Hawke's Bay Regional Council's Long-term Plan contains information on the cost and implementation of civil defence in the district.

- Mahia tsunami signage - The HBCDEM positioned tsunami evacuation signage at Mahia, Nukaha and Whakaki, and Iwitea.
- Community brochure - As part of the completion of the Iwitea Community Resilience plan, HBCDEM developed a community brochure, which was approved by the Iwitea community champions group and hand-delivered to each household in Iwitea. An electronic copy is also attached to the marae booking form.
- Wairoa Community Resilience Plan - HBCDEM has started planning for the Wairoa Township Community Resilience Plan. The initial role of the stakeholder group is to develop a strategy to share information with the community about how to prepare for emergencies. The initial plan explored the various tsunami evacuation routes, which was practiced by a number of early childhood centres and also Wairoa Primary. The plan looked at the greatest effect from natural hazards on the Wairoa District and in particular the Wairoa township, the vulnerability of Wairoa being isolated, and how best to prepare the community to look after itself (potentially for up to 7 days).
- Two public education evenings were held. A presentation in early August (from GNS, GEONET and ECLAB scientists working on the Hikurangi subduction Zone) and one in October (looking at the local hazards and promoting household preparedness and Community connectivity) were led by the community representatives that have been part of the planning, supported by WDC, HBCDEM, and Wairoa Emergency Services. These presentations were well attended by the community.

PLANNING AND REGULATORY PERFORMANCE DATA

The following section outlines Council performance measures for our performance and regulatory departments. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available), in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
1. Resource Planning				
All applications processed within statutory timeframe set under the Resource Management Act	100%	100%	94%	100%
<i>Historical issues with consent delayed processing.</i>				
2. Environmental Health				
Premises registrations required under legislation completed (%)	100%	100%	100%	100%
Noise control (unreasonable noise) complaints responded to in accordance with legislation, regulations and Council policy.	100%	100%	100%	100%
3. Building Control				
Building consents (%) processed within statutory time frames	97%	100%	100%	100%
Certificates of acceptance (%) processed within statutory time frames	100%	100%	100%	100%
4. Liquor Control				
Management licenses (%) processed within 30 days	New	100%	100%	100%
Renewal and new licences (%) processed within statutory time frames	New	100%	100%	100%
5. Bylaw compliance				
Known dogs (%) registered by 30 June each year	Achieved	Achieved	This will be measured in Q4.	≥75%
Annual Report about the administration of Council's policy and dog control practices adopted by 30 August	Achieved	Achieved	Achieved	Achieved

FUNDING IMPACT STATEMENT – PLANNING AND REGULATORY

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	13	13	50
Targeted rates (other than a targeted rate for water supply)	542	542	2,167
Subsidies and grants for operating purposes	31	-	-
Fees and charges	319	316	452
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	904	872	2,671
Applications of operating funding			
Payments to suppliers	150	345	689
Employee benefit expenses	478	437	871
Depreciation	-	-	-
Finance costs	11	9	18
Internal charges and overheads applied	5	2	5
Internal interest charged	166	170	336
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	811	963	1,920
Surplus (deficit) of operating funding (A - B)	93	(92)	751
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	9	17
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	-	9	17
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	73	31	62
- to replace existing assets	38	-	-
Increase (decrease) in reserves	(18)	(115)	706
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	93	(83)	769
Surplus (deficit) of capital funding (C-D)	(93)	92	(751)
Funding balance ((A-B) + (C-D))	-	-	-

The unbudgeted subsidy revenue relates to a grant received for additional freedom camping signage in the district. This grant has not been fully spent as at 31 December 2019.

ACTIVITY GROUP EIGHT - LEADERSHIP & GOVERNANCE

1. COMMUNITY REPRESENTATION

The community representation activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓	✓	✓	✓	✓

OUR PERFORMANCE STORY

Council implemented Māori Wards during the 2019 elections. This has resulted in a highly diverse Council being elected. 71% of Councillors are Māori (5/7) 57% of Councillors are female (4/7) and there are more younger elected members.

Council has asked members participating in the Te Kawau Maro Youth Governance programme to develop an implementation plan for the YROA YNOT review. This plan will be made available by March 2020 and implementation will be undertaken through to June 2020.

2. MĀORI RELATIONSHIPS

The Māori relationships activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
		✓						

OUR PERFORMANCE STORY

The relationship between the Council and the Māori community has been intrinsic in the success of many projects throughout the Wairoa district. The Council has strived to fully appreciate and value the cultural complexities of ensuring that the Māori worldview is a priority when it comes to decision-making processes. The Māori world view is not to be understated and any engagement with Māori can be described as positive, over-arching and influential. These important components form the foundation of any successful relationship between the Council and the Māori community. Any Council achievements involving the Māori community can be attributed to a collaborative effort with all departments within Council.

Professional Development

In 2017 the Council adopted the Te Reo Māori Policy, this confirmed a high level of certainty that the Council is committed to recognising and promoting te reo Māori as the indigenous language of Aotearoa. The Council

acknowledges that te reo Māori is a taonga of iwi and Māori and pro-actively encourages its use in communications, hui and day to day operations of the organisation.

The Council has provided positive opportunities for staff to upskill their cultural awareness by way of te reo Māori programmes and qualifications. Staff were given the opportunity to learn basic te reo Māori sentence structures. This resource is for those individuals with limited or no previous background in te reo Māori. Participants learnt basic formal and formal greetings, introductory songs and vocabulary, how to introduce themselves, express family relationships and converse about basic day-to-day events.

Fourteen (14) Council staff, including His Worship the Mayor and the Chief Executive Officer, graduated with a National Certificate in Māori Management in October 2019. This qualification was offered by Skills Active, an industry training organisation (ITO) that supports workplaces to get staff on-job qualifications. The modules included te reo Māori in the Workplace, the Treaty of Waitangi, Building Relationships, History of our Ancestors and Māori Protocols.



Tuia 250

This commemoration was launched in 2019 to acknowledge 250 years since the first encounters between Māori and Pākehā. This included a flotilla of traditional waka sailing around Aotearoa starting in Gisborne and concluding in Mahia on 15-17 December 2019. This national event provided an opportunity for robust discussions around the past, the present and the future of New Zealand history. The Council played an integral part of this celebration by working closing with local iwi, Rongomaiahine, from the very outset in 2017. The Council was part of the Working Committee and oversaw the Mahia event, which included the welcoming ceremony of the waka hourua (double-hulled canoe) to Mahia and the official closing of Tuia 250 which was presided by the Right Honourable Jacinda Ardern, Prime Minister of New Zealand.



Māori Ward

The Local Government elections for 2019 saw the introduction of a Māori ward to the Wairoa district. This fundamentally changed the process of how the public voted during the Local Government elections. The Council was pro-active in engaging with the Māori community to give clarity to the process and how this will change the voting structure. The Council explained the differences in being enrolled on the General roll or the Māori roll and in particular their voting rights. As a result of this, three new Councillors were elected to Council through the Māori ward system.

3. ECONOMIC DEVELOPMENT

The economic development activity primarily contributes to the following community outcome:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
<i>A strong, prosperous and thriving economy.</i>	<i>A safe and integrated infrastructure</i>	<i>A community that values and promotes its culture and heritage.</i>	<i>Safe and accessible recreational facilities.</i>	<i>Supportive, caring and valued communities</i>	<i>Strong district leadership and a sense of belonging.</i>	<i>A safe and secure community</i>	<i>A lifetime of good health, education and well-being.</i>	<i>An environment that is appreciated, protected and sustained for future generations.</i>
✓								

OUR PERFORMANCE STORY

Gaiety Theatre

The Gaiety is projecting an increase in revenue generated compared to this time last year. Additional opportunities for revenue generating activities are being actively investigated.

Business growth

There has been steady growth with new businesses relocating to Wairoa, but more can be done in this space. The focus has been for Council to be involved in regional strategies, but this needs to be balanced against more focused deliberate localised strategies.

Wairoa promotion and events

Council has established an online calendar of events for the local community to actively participate in populating. This calendar will be located on the Visit Wairoa website. Council is also actively seeking to host regional and national events. The National Canoe Slalom Championships will be hosted on the Waikaretaheke River near Tuai in April. Council will seek to continue to be an active supporter of encouraging regional and national events to be hosted in Wairoa.

Strategic and partnership projects

Council continues to be an active participant in the following:

- The Hawke's Bay's Matariki Regional Economic Development Strategy
- Wairoa Community Partnerships Group (Both Governance and Implementation)
- Te Wairoa Kakapa Project

These projects ensure that the Wairoa District Council is actively participating at a regional level, particularly Hawke's Bay. Strengthening strategic relationships with Tairāwhiti Gisborne will be a focus for the remainder of the 2020 reporting year. Council will continue to champion its new relationship with Central Government with the approach taken with the Community Partnerships Group and Kakapa, the focus being locally led solutions that are supported and enabled by Central Government.

Provincial Growth Fund (PGF)

The Wairoa District Council has been successful in a number of PGF applications including the following;

- \$4.8M for the Wairoa CBD Enhancement Project
- \$7.3M for the Mahia Resilient Roads Project
- \$400,000 for a Regional Digital Hub to be established at the Wairoa Library

The Wairoa District Council will continue to actively apply to the PGF and to also support others in the community to make applications to the fund.

Additional grants

The Wairoa District Council has been successful in securing external government funding from the following sources:

- \$200,000 from the Responsible Camping Fund for the purposes of establishing the following over the 2019/2020 summer period
 - \$100,000 for Freedom Camping Ambassadors – feedback suggests a highly successful programme
 - \$50,000 for additional Freedom Camping Signage and collateral
 - \$50,000 for increased service provision for clearing rubbish and recycling from the Mahia Peninsula and services public toilets at the Mahia Peninsula.
- \$530,000 from the Tourism Infrastructure Fund for the following;
 - Upgrade to the Clyde Court Toilets
 - Installation of a Public Toilet Facility near Pilot Hill
 - Installation of Big Belly Bins across the district

Council will continue to apply to the Tourism Infrastructure Fund and the Responsible Camping Fund to support tourism related activities across the district.

LEADERSHIP & GOVERNANCE PERFORMANCE DATA

The following section outlines Council performance measures for our leadership and governance. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available), in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
1. Community Representation				
Respondents know how to make contact with elected members	New	82%	This will be measured in our customer satisfaction survey Q4	≥85%
Satisfaction rating for Mayor and Councillors (%) 'not very good or poor' is less than 10%.	17%	7%	This will be measured in our customer satisfaction survey Q4	<10%
2. Māori Relationships				
The required number of nominations are received within established timeframes and appointments made to Council's Māori Standing Committee - Vacancies filled - 2 councillors appointed as representatives to Māori Standing Committee	Achieved	Achieved	Partly achieved*	Achieved
<i>*As of early 2020, a new selection process is yet to be completed. We are awaiting confirmation from Council to approve the appointment of the Māori Standing Committee.</i>				
No less than bi-monthly meetings of the Māori Standing Committee are scheduled, advertised, and conducted on the advertised day. <i>Currently monthly, but will be moving to a six weekly cycle in 2020.</i>	Achieved	Achieved	Achieved	Achieved
Māori Standing Committee meetings, public meetings and special consultation meetings provide opportunities for Māori to contribute to the decision-making process.	Achieved	Achieved	Achieved	Achieved
Agreed levels of service are achieved within budget. Budgets clearly defined and accounted for.	Achieved	Achieved	Achieved	Achieved
3. Economic Development				
Actions in the Economic Development Plan and Action Plan completed (% of actions completed)	New measure	55%	75% of actions complete or in progress 13% of actions to be reviewed 11% of actions yet to start	40% 2019 60% 2020 80% 2021
The cost related to this activity did not exceed the approved budget	Achieved	Achieved	Achieved	Achieved

FUNDING IMPACT STATEMENT – LEADERSHIP & GOVERNANCE

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	1,352	1,352	5,410
Targeted rates (other than a targeted rate for water supply)	328	328	1,311
Subsidies and grants for operating purposes	(44)	-	-
Fees and charges	83	104	208
Internal charges and overheads recovered	-	-	-
Internal interest income	-	-	-
Interest and dividends from Investments	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	-
Total operating funding (A)	1,718	1,785	6,929
Applications of operating funding			
Payments to suppliers	439	430	776
Employee benefit expenses	398	458	934
Depreciation	-	-	-
Finance costs	6	2	4
Internal charges and overheads applied	6	1	3
Internal interest charged	806	827	1,630
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	1,654	1,718	3,347
Surplus (deficit) of operating funding (A - B)	64	66	3,582
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	-	6	6
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	-	6	6
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	-	11	11
- to replace existing assets	-	11	11
Increase (decrease) in reserves	64	51	3,567
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	64	72	3,588
Surplus (deficit) of capital funding (C-D)	(64)	(66)	(3,582)
Funding balance ((A-B) + (C-D))	-	-	-

The negative balance in subsidy revenue relates to a reversal of a June 2019 year end accrual for MBIE grants which were not received until January 2020. This line will therefore be back in balance at year end.

ACTIVITY GROUP NINE - CORPORATE FUNCTIONS

1. PROPERTY

The property activity primarily contributes to the following community outcomes:

ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓		✓		✓	✓	✓

OUR PERFORMANCE STORY

Pensioner housing

We have been undertaking the rebuild and renovation of two fire damaged flats, these will be completed in early 2020 and ready to rent out. We have adapted the funding model for pensioner flats by reviewing rental rates for the first time in 15 years, this means that the units are closer to being self-funding.

2. CORPORATE & FUNDS MANAGEMENT

The corporate and funds management activity primarily contributes to the following community outcomes:

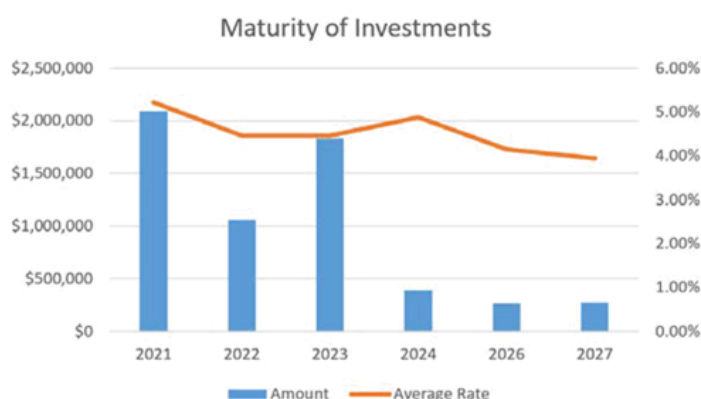
ECONOMIC WELL-BEING		SOCIAL AND CULTURAL WELL-BEING				ENVIRONMENTAL WELL-BEING		
A strong, prosperous and thriving economy.	A safe and integrated infrastructure	A community that values and promotes its culture and heritage.	Safe and accessible recreational facilities.	Supportive, caring and valued communities	Strong district leadership and a sense of belonging.	A safe and secure community	A lifetime of good health, education and well-being.	An environment that is appreciated, protected and sustained for future generations.
✓	✓	✓	✓	✓	✓	✓	✓	✓

OUR PERFORMANCE STORY

Investments

As at 31 December 2019 Council held a bonds portfolio with a market value of \$6 million. Due to phasing of major capital projects this is \$2 million lower than anticipated in the LTP.

However, the average rate of return on these investments is 4.7%, which is higher than the rate of 4.4% forecast in the LTP. The maturity profile by financial year of Council's investments is shown in the graph opposite.



In December 2019 Council received \$4 million of funding from the Provincial Growth Fund, being the initial payment towards the Mahia East Coast Road traction sealing agreement. Through careful planning of the early stages of this work Council was able to place this money on a short-term deposit that will generate an additional \$30,000 of interest revenue.

Council received a \$300,000 dividend from its CCTO.

An automated funds sweep was implemented with Council's bank, which has reduced transaction costs and secured interest revenue.

Borrowing

Due to the acceleration of capital works Council's external borrowing now stands at \$9 million, which is \$1.5 million higher than anticipated in the LTP. However, through its membership with LGFA Council has achieved average borrowing rates of 2.4%, which is far lower than the 4% forecast in the LTP.

Since joining LGFA in 2018, Council has been structuring its borrowings to align more closely with its liability management policy and it's anticipated future cash flows. This work will continue as terms beyond 5 years have only recently become available.

The table below illustrates Council's current debt maturity compared to the policy thresholds:

Maturity of Borrowings

	0 to 3 years	3 to 5 years	5 years plus
Minimum	15%	15%	10%
Actual	39%	61%	0%
Maximum	60%	60%	40%

3. SUPPORT SERVICES

Support Services are the costs of operating Council's administrative and support functions and other costs not directly attributable to any activity. These costs are allocated, except those that are attributed to a special reserves, via the overhead allocation process to the significant activities so that the net rated cost of support services is nil.

This group of activities includes finance, records and archives, administration and customer service, information services and GIS.

FINANCE AND ADMINISTRATION

Living wage The Living Wage provides workers and their families with the necessities of life and allows them to participate actively in the community. In 2019/20 the Council paid at least the Living Wage Aotearoa rate to all its staff.

Strategic Pay review

A review of the Council's pay rates was undertaken. This project was led by the Human Resource department with financial data analysed by Finance. Job descriptions for all positions at Council were sized by the third-party provider Strategic Pay. The sized jobs were compared to national sector-specific pay data compiled by Strategic Pay through their annual remuneration survey. It is identified the 85% is an entry level pay rate, with 100% being paid to a person performing satisfactorily in the role. It was identified that, on average (across all positions) Wairoa District Council pays staff 93% of the average salary. 12 staff were identified as being paid under 85%. In August 2019, all staff were aligned to being paid at least 85% of their roles' benchmarked salary.

RECORDS AND ARCHIVES

Major archival projects undertaken during the past six months have been the boxing and listing of Engineering bridge files and the processing of the council's agenda papers from 2006 to 2018. Priority was placed on processing the bridge files due to the need to digitise the series. Digitisation of these records is being undertaken by Desktop Imaging in Wellington and should be completed by the end of January. The archivist is currently undertaking quality checking of the digital files completed so far.

Candice Robinson has commenced as the part-time Archives Assistant. Under the direction of the archivist she is learning how to arrange and list archival series. She is proving a great asset and is allowing the archivist to focus on more conservation aspects of the collection and in-house documentation and procedures.

A significant percentage of researchers accessing the archival collection have been family historians; which is normal for archives. Other researchers have included an author, local history enthusiasts and professional researchers; one being a central government representative.

CUSTOMER SERVICES

The Wairoa District Council was recognised with two awards at the 2019 ALGIM Spring Conference. The first award for **"Best Digital Project"** recognised Council's creative talent and ability to work collaboratively with other Hawke's Bay Councils to deliver a great website experience for the Wairoa ratepayers and community.

The Wairoa District Council also received the **"2019 Most Improved Best Customer Service Experience"** award, which recognised Council's significant improvement in the delivery of quality customer service to its community. Although their previous ranking for "Customer Experience" was very low at number 67 out of 80 Councils, within only one year Wairoa District Council jumped 52 places to take out the number 15 spot in New Zealand.

Council's success was testament to the hard work carried out by Council's Customer Services team to deliver a high level of service to their community. While frontline service was often challenging, the award recognised the team's commitment to doing the best they could to support their people. It recognised their focus on customer care and on building a great experience for ratepayers and the wider community.

The value of the judging process was clear in that it was "Mystery Shopper" customers that had determined that the Wairoa District Council of any other Council in the country had delivered the most improved and best customer experience.

The Wairoa District Council received the Most Improved Best Customer Service Experience Award this year



The Customer Services team have also championed the implementation of a Knowledge Base, a system that enables increased consistency in the delivery of information to ratepayers and the community. In addition to this, the team have implemented a number of functional improvements to the Service Request system, making the input and maintenance of customer service request data more efficient and streamlined.

4.3 Rankings 1 to 80 New Zealand Councils and Council Controlled Organisations

2019 ALGIM Council Customer Experience Rankings

Rank 2019	Council
1	Western Bay of Plenty District Council
2	Great Lake Taupō
3	Northland Regional Council
4	Porirua City Council
5	Napier City Council
6	Ashburton District Council
7	Thames-Coromandel District Council
8	Hutt City Council
9	Timaru District Council
10	Waipa District Council
11	Invercargill City Council
12	Kāpiti Coast District Council
13	Central Hawke's Bay District Council
14	Gore District Council
15*	Wairoa District Council
16	Whangarei District Council
17	Upper Hutt City Council
18	Waitaki District Council
19	Horowhenua District Council
20	Southland District Council
21	Hauraki District Council
22	Queenstown Lakes District Council
23	Marlborough District Council
24	Environment Canterbury
25	Tauranga City Council
26	Central Otago District Council
27	Nelson City Council
28	Hastings District Council
29	Gisborne District Council
30	Waitomo District Council

Rank 2019	Council
31	Manawatu District Council
32	Christchurch City Council
33	Ruaapehu District Council
34	Wellington Water
35	Auckland Transport
36	Far North District Council
37	Tararua District Council
38	Matamata-Piako District Council
39	Waimakariri District Council
40	Tasman District Council
41	Dunedin City Council
42	Whakatāne District Council
43	South Waikato District Council
44	Whanganui District Council
45	Palmerston North City Council
46	New Plymouth District Council
47	Waikato Regional Council
48	Selwyn District Council
49	South Wairarapa District Council
50	Horizons Regional Council
51	South Taranaki District Council
52	Otago Regional Council
53	West Coast Regional Council
54	Taranaki Regional Council
55	Greater Wellington Regional Council
56	Opotiki District Council
57	Rotorua Lakes Council
58	Kaipara District Council
59	Grey District Council
60	Westland District Council

Rank 2019	Council
61	Waimate District Council
62	Bay of Plenty Regional Council
63*	Stratford District Council
64	Wellington City Council
65	Hurunui District Council
66	Masterton District Council
67	Buller District Council
68	Environment Southland
69	Auckland Council
70	Clutha District Council
71	Kaikoura District Council
72	Waikato District Council
73	Rangitikei District Council
74	Mackenzie District Council
75	Hamilton City Council
76	Otorohanga District Council
77	Kawerau District Council
78	Carterton District Council
79	Chatham Islands Council
80	Hawke's Bay Regional Council

Weightings for Ranking

70%	Call Enquiries
20%	Email Enquiries
10%	Facebook Enquiry



ALGIM: <http://www.algim.org.nz/>
 Facebook: <https://www.facebook.com/ALGIMinc/>
 Telephone: 06 351 6330
 Email: admin@algim.org.nz

* - did not have Facebook Messenger

* - most improved since 2018

INFORMATION SERVICES AND GIS

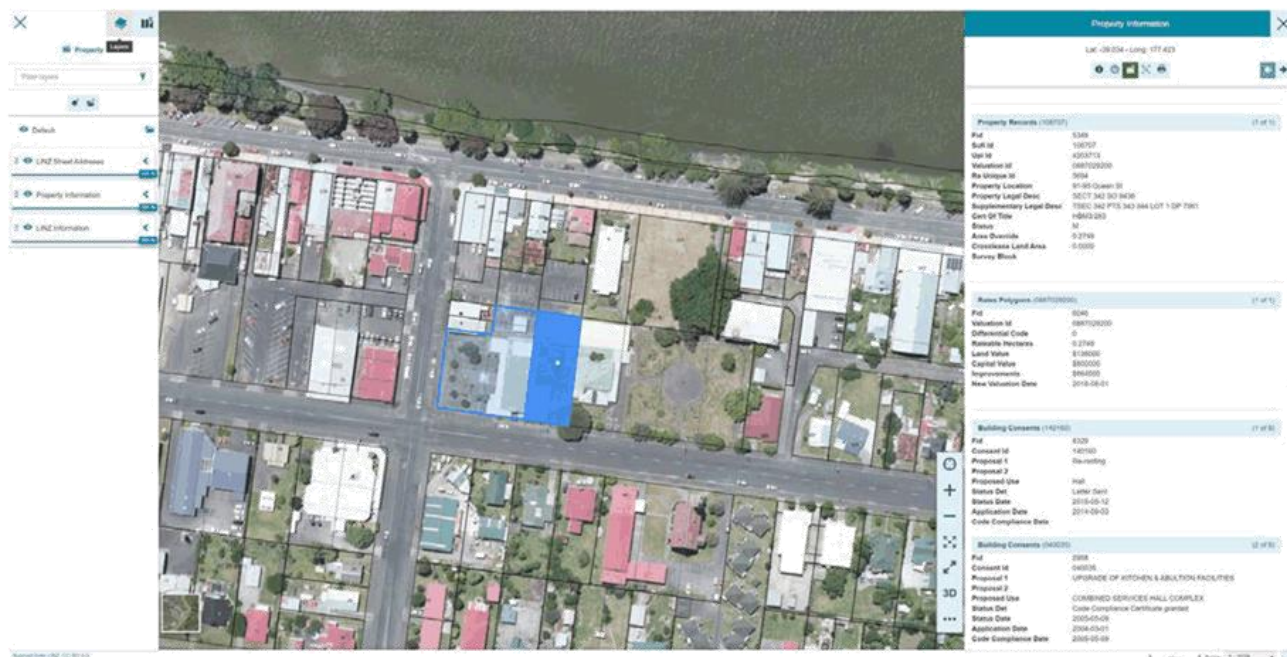
A number of exciting projects have rolled out in the IT department. These include the development and rollout of a **public Geographical Information System (GIS), a first in NZ Local Government**, and Wairoa District Council is leading the way in this space. The work Council is doing in **developing its Internal GIS is also a first for NZ Local Government**.

In addition to this, the IT team has developed Wairoa District Council's first Information Services Strategy. This sets the vision and long term direction for the delivery of quality information technology services for the benefit of the organisation and the community.

A thorough assessment of Council's IT systems has also been undertaken with the team coordinating the rollout of a full and inclusive ALGIM Cyber Security Audit. The aim of this was to understand the Council's vulnerability to attack and infiltration, and find solutions that address these while improving operational efficiencies and risk management practice.

Other projects the team have delivered include:

- The identification, removal and repurposing of all expired hardware to the Digital Wings Trust.
- The purchase and use of a "test and tag" power auditing system that tests all IT equipment for safety against NZ Standards.
- The upgrade of all Windows operating systems to ensure operational efficiencies for all staff.
- Updating and maintaining the main production and backup servers to maintain operational effectiveness.
- The replacement of computers within time and budget.



Further initiatives being investigated by the IT team include the replacement of Council's aged phone system with a modern calling solution. In their work towards renewing Council's copier contract, the team are also considering provider options for new print technology, and meanwhile have made considerable financial savings to the benefit of ratepayers.

In addition to this, they are investigating options for moving the organisation to a new Microsoft Office platform. They are also considering options for migrating their main regulatory and administrative system to the 'Cloud', and are investigating the options for a new Electronic Digital Records Management System (EDRMS). Meanwhile, the team are developing a register which records the Council's IT and digital assets.

The IT team are pleased to now have full staff resourcing, enabling them to operate at full capacity and provide full project support.

HEALTH AND SAFETY

The Health and Safety for the Wairoa District Council is managed by a Safety Committee comprising, Health and Safety Officer /Zero Harm Officer, six staff elected committee members and senior management as required. The purpose of the committee is to provide governance and oversight of the Health and Safety and Wellbeing of the staff of the Council.

The Committee convenes every six weeks (or as circumstances require) and discuss an agenda that is made up of staff requests, operational incidents, and introduction of new practices and management requests that involves the safe operation of the Council's workforce. The committee also discuss investigations and incidents that have occurred during the six week period and make recommendations to senior management on their findings.

The Health and Safety Officer provides a monthly report of activities, inspections and investigations carried out with recommendations for his approval. This is presented to the Finance Audit and Risk Committee of the Wairoa District Council when they meet.

During the 6 months ended 31 December 2019, a new three tier Health and Safety Policy has been introduced, along with an electronic reporting system that will simplify the way the staff report incidents. This makes the reporting of statistical data much more accurate and provides a quicker way of identifying trends that affect the Health and Safety of the staff at Wairoa District Council. This will be helpful in planning training and providing resources in the most needed areas.

CORPORATE FUNCTIONS PERFORMANCE DATA

The following section outlines Council performance measures for our corporate functions. It includes data for the last two full year reports, along with half year metrics to 31 December 2019 (where available), in order to show trends, and includes variance explanations for relevant areas. We use these performance measures to track how well we are delivering services against targets as set out in the long term and annual plans. This also provides information on trends that may influence our performance, including those outside of our control. The council undertakes a community survey on an annual basis which forms the basis of some of these metrics. This data is not available until year end.

Performance Measure	2017/18 Actual	2018/19 Actual	2019/20 Half Year Actual	2019/20 Target
1. Property				
Full compliance with legislative requirements through annual building warrant of fitness (BWOF)	Compliant*	Compliant	Compliant	Compliant
Full compliance with legislative requirements when undertaking repairs, refurbishment or demolition of buildings including asbestos material	Compliant*	Compliant	Compliant	Compliant
<i>All works undertaken by sitewise approved contractors, asbestos inspections being undertaken on all council property assets.</i>				
Safety defect requests (%) attended and made safe at building within 4 hours	100%*	100%	100%	100%
Other requests (%) responded to within 3 days	80%	Not measured	To be generated from CSR system in Q3	80%
Pensioner housing units (%) inspected six monthly	100%*	100%	Inspections due March 2020	100%
* Equivalent measure achieved				
Compliance with ACC pool safe accreditation	Compliant	Compliant	Compliant	Compliant
Council buildings (%) in satisfactory condition (condition grades 1, 2 or 3).	80%	Not measured	Not measured	80%
<i>Not measured. No framework established, intention to modify this SSP</i>				

FUNDING IMPACT STATEMENT – CORPORATE FUNCTIONS

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	115	115	462
Targeted rates (other than a targeted rate for water supply)	(604)	(604)	(2,417)
Subsidies and grants for operating purposes	-	-	-
Fees and charges	70	59	117
Internal charges and overheads recovered	2,066	2,589	5,119
Internal interest income	256	(84)	(169)
Interest and dividends from Investments	455	353	959
Local authorities fuel tax, fines, infringement fees, and other receipts	33	43	87
Total operating funding (A)	2,391	2,473	4,158
Applications of operating funding			
Payments to suppliers	1,193	957	1,786
Employee benefit expenses	1,568	1,641	3,273
Depreciation	-	-	-
Finance costs	115	19	249
Internal charges and overheads applied	13	32	64
Internal interest charged	(315)	61	122
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	2,575	2,710	5,495
Surplus (deficit) of operating funding (A - B)	(183)	(239)	(1,337)
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	19	223	437
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	19	223	437
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	81	165	271
- to replace existing assets	90	350	706
Increase (decrease) in reserves	(337)	(531)	(1,877)
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	(165)	(16)	(900)
Surplus (deficit) of capital funding (C-D)	183	239	1,337
Funding balance ((A-B) + (C-D))	-	-	-

APPENDIX 1: FINANCIAL STATEMENTS

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

For the period ended 31 December 2019

	Unaudited 6 months to 31 Dec 2019 \$000	6 months to 31 Dec 2019 \$000	Variance			Audited 12 months to 30 June 2019 \$000
			\$000	%		
Revenue						
Rates	6,587	6,587	-	0%		12,517
Subsidies and grants	7,305	8,427	(1,122)	-13%	A	14,070
Petrol tax	33		(10)	-23%		88
Fees and charges	1,342	1,273	69	5%	B	2,811
Investment income	454	437	17	4%		609
Miscellaneous income	-	-	-	0%		194
Total revenue	15,721	16,767				30,289
Expense						
Water supply	1,315	1,277	38	3%		2,535
Stormwater	287	274	13	5%		600
Wastewater	1,338	727	611	84%	C	1,903
Solid waste	940	842	98	12%	D	1,838
Transport	5,857	6,716	(859)	-13%	A	13,560
Community facilities	1,272	1,222	50	4%		2,462
Planning and regulatory	846	1,019	(173)	-17%	E	1,558
Leadership and governance	1,690	1,748	(58)	-3%		3,372
Corporate expense	581	585	(4)	-1%		614
Total expense	14,126	14,410				28,442
Net surplus (deficit) on operations	1,595	2,357				1,847
Taxation	-	-				-
Net surplus (deficit) after taxation	1,595	2,357				1,847
Other comprehensive income						
Increase (decrease) in revaluation reserve	-	-				-
Increase (decrease) in AFS reserve	15	-				-
Total comprehensive revenue and expense	1,610	2,357				1,847

Variance explanations (31 December 19 actual compared to annual plan)

- A** Subsidies and grants are \$1.1m less than budgeted. This relates to lower than budgeted NZTA subsidies for emergency works and renewals. As NZTA subsidy revenue is driven by expenditure, this is explained by transport expenditure being 13% (\$859k) lower than budgeted. Revenue is 80% of costs for both actual and budgeted YTD. This revenue does also capture capital expenditure subsidised by NZTA. The lower than budgeted expenditure is due to the unpredictability of emergency events, along with budget phasing.
- B** Fees and charges are 5% (70k) above budget. This is due to:
- Income from the Gaiety theatre (not budgeted in the 19/20 annual plan)
 - A greater number of on time dog registrations. This was driven by compliance staff being stricter on unregistered dogs, and therefore there have also been higher than budgeted infringements issued.
 - Higher than budgeted rental income from pensioner flats due to rent reviews and a move to make these closer aligned to market rates
 - Higher than budgeted water sales
- C** Wastewater costs are 86% (\$625k) higher than budget. This is primarily due to the \$458k spent YTD on desludging of the oxidation ponds. The cost of this project is budgeted as a capital expenditure in the long term plan, however, has been reported as an operating expenses in line with financial reporting standards. There is also higher than budgeted costs associated with Wairoa Wastewater treatment operations and maintenance (\$70k above budget) - along with greater costs at Mahia and Ōpoutama operations (\$60k over budget).
- D** Solid waste costs are 12% (\$98k) higher than budgeted. This is due to government levies being higher than those budgeted for (\$56k). Furthermore, landfill operations and monitoring costs are also higher than budgeted, as signing of new waste management agreement coincided with the 19/20 annual plan preparation.
- E** The planning and regulatory budget in the annual plan includes \$170k for plan management (District Plan review and e-plan maintenance) of which the spend YTD is nil. These savings have been slightly offset by higher than budgeted consulting costs. District Plan review work has been side-lined YTD due to staff shortages and high consent workload. It is expected that the District Plan review will have commenced by year end, therefore increasing costs in line with budget. It is also anticipated that recent new staff appointments will reduce reliance on contractors and therefore the associated costs.

STATEMENT OF FINANCIAL POSITION

As at 31 December 2019

	Unaudited As at 31 Dec 2019 \$000	Annual Plan As at 31 Dec 2019 \$000	Audited As at 30 June 2019 \$000	Variance		
				\$000	%	
Current Assets						
Cash and cash equivalents	6,773	4,219	2,473	4,300	174%	A
Inventories	35	58	55	(20)	-36%	
Trade and other receivables	3,393	3,038	5,908	(2,515)	-43%	B
Financial assets at fair value	509	-	509	-	0%	
Total current assets	10,710	7,315	8,945			
Current liabilities						
Trade and other payables	7,171	10,014	5,973	1,198	20%	C
Borrowings	-	-	1,500	(1,500)	-100%	D
Total current liabilities	7,171	10,014	7,473			
Working Capital	3,539	(2,699)	1,472			
Non current assets						
Property, plant and equipment	255,513	266,805	258,054	5,014	2%	E
Work in progress	15,724	8,002	8,169	-	0%	
Investment in subsidiary	1,250	1,250	1,250	-	0%	
Investment property	405	-	405	-	0%	
Biological asset - forestry	260	260	260	-	0%	
Available for sale financial assets	37	23	37	-	0%	
Intangible assets	45	242	69	(24)	-35%	
Financial assets held to maturity	144	-	56	88	157%	D
Financial assets at fair value	5,396	9,255	5,408	(12)	0%	
	278,774	285,837	273,708			
Non current liabilities						
Employee entitlements	120	114	121	(1)	-1%	
Landfill aftercare	1,054	730	1,055	(1)	0%	
Borrowings	9,025	6,536	3,500	5,525	158%	D
	10,199	7,380	4,676			
Net assets	272,114	275,758	270,504			
Represented by						
Equity	272,114	275,758	270,504			

Variance explanations (31/12/19 compared to 30/06/19)

- A** Cash reserves (including short term deposits) are 174% (\$4.3m) higher than at year end. This is due to an increase in WDC's short term deposits as a result of PGF funds received to allow cash for the Mahia East Coast Road project to commence. The reduction in trade debtors also represents greater cash collection since year end, further increasing cash reserves.
- B** Trade & other receivables have reduced by 43% (\$2.5m) since 30.06.19. Balances for both Rates Debtors and Trade Receivables have decreased. This is in part due to debt collection and measures taken to reduce debt, but also due to improvements in invoicing control.
- C** Trade and other payables are 20% (\$1.2m) higher than at year end. This is due to \$4m in prepayments received from PGF for roading projects (Alternative Route Nuhaka-Ōpoutama Road Investigation (\$400k) and Mahia East Coast Road Traction Sealing (\$3.6m), as described in [A] above.
- D** Borrowings increased due to an additional \$2m drawdown to fund capital works. The current portion at year end was refinanced and so all borrowings are now long term liabilities. The financial assets held to maturity represent notes issued in conjunction with the LGFA borrowing. The additional borrowing particularly supports the Wairoa Wastewater Reconsenting programme.
- E** The total spend year to date on capital WIP, less the depreciation charge on existing assets, results in a deficit. This deficit would be more significant if the desludging which has been funded by increased borrowings and the release of investments.

STATEMENT OF CHANGES IN EQUITY

For the period ended 31 December 2019

	Unaudited As at 31 Dec 2019 \$000	Annual Plan As at 31 Dec 2019 \$000	Audited As at 30 June 2019 \$000
Total equity - opening balance	270,504	273,401	268,657
Net surplus (deficit) for period	1,595	2,357	1,847
Other comprehensive income	15	-	-
Total comprehensive income	1,610	2,357	1,847
Total equity - closing balance	272,114	275,758	270,504
Components of equity			
Ratepayers equity - opening balance	135,156	144,312	132,248
Net surplus/(deficit) for period	1,595	2,357	1,847
Transfers from restricted reserves	782	2,001	6,030
Transfers to restricted reserves	(8)	(1,919)	(5,231)
Transfer from revaluation reserve on disposal	2,610	-	262
Ratepayers equity - closing balance	140,135	146,751	135,156
Special funds - opening balance	22,076	17,174	22,875
Transfer from ratepayer's equity	8	1,919	5,231
Transfer to ratepayer's equity	(782)	(2,001)	(6,030)
Special funds - closing balance	21,302	17,092	22,076
Revaluation reserves - opening balance	113,272	111,915	113,534
Net transfer from revaluation reserve on disposal	(2,610)	-	(262)
Transfer to revaluation	15	-	-
Revaluation reserves - closing balance	110,677	111,915	113,272
Total equity - closing balance	272,114	275,758	270,504

STATEMENT OF CASHFLOWS

For the period ended 31 December 2019

		Unaudited 6 months to 31 Dec 2019 \$000	Audited 12 months to 30 June 2019 \$000
Cash flows from operating activities			
<i>Cash was provided from:</i>	Rates received	6,839	12,552
	Other revenue	10,958	14,630
	Dividends received	319	110
	Finance income	135	500
		18,251	27,792
<i>Cash was applied to:</i>	Payments to suppliers and employees	10,251	21,883
	Taxation	-	-
	Interest paid	94	189
		10,345	22,072
Net cash flows from operating activities		7,906	5,720
Cash flows from investing activities			
<i>Cash was provided from:</i>	Sale of property, plant and equipment	-	285
	Repayment of advances	-	-
	Sale of financial assets	12	4,438
		12	4,723
<i>Cash was applied to:</i>	Purchase of intangibles	-	-
	Purchase of financial assets	88	-
	Purchase of property, plant and equipment	7,555	11,390
		7,643	11,390
Net cash flows from investing activities		(7,631)	(6,667)
Cash flows from financing activities			
<i>Cash was provided from:</i>	Loans raised	5,525	6,500
		5,525	6,500
<i>Cash was applied to:</i>	Borrowings repaid	1,500	6,512
		1,500	6,512
Net cash flows from financing activities		4,025	(12)
Net increase/(decrease) in cash and cash equivalents		4,300	(959)
Cash and cash equivalents at beginning of year		2,473	3,432
Cash and cash equivalents at end of year		6,773	2,473
Made up of:			
	Cash	(56)	22
	Short Term Deposits	6,829	2,451
	Bank Overdraft	-	-
Cash and cash equivalents at end of year		6,773	2,473

FUNDING IMPACT STATEMENT - WHOLE OF COUNCIL

For the period ended 31 December 2019

	Unaudited 31 Dec 2019 \$000	Annual Plan 31 Dec 2019 \$000	Annual Plan 30 June 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	1,974	1,974	7,898
Targeted rates (other than a targeted rate for water supply)	4,612	4,612	18,449
Subsidies and grants for operating purposes	2,854	3,412	6,804
Fees and charges	1,061	1,056	1,971
Internal charges and overheads recovered	256	(84)	(169)
Internal interest income	2,347	2,795	5,530
Interest and dividends from Investments	455	438	1,127
Local authorities fuel tax, fines, infringement fees, and other receipts	33	43	87
Total operating funding (A)	13,592	14,246	41,697
Applications of operating funding			
Payments to suppliers	8,268	8,216	16,028
Employee benefit expenses	2,954	3,034	6,071
Depreciation	-	-	-
Finance costs	131	41	293
Internal charges and overheads applied	256	121	243
Internal interest charged	2,319	2,795	5,530
Other operating funding applications	-	-	-
Total Applications of operating funding (B)	13,928	14,208	28,166
Surplus (deficit) of operating funding (A - B)	(336)	38	13,531
Sources of capital funding			
Subsidies and grants for capital expenditure	4,449	5,015	10,029
Development and financial contributions	-	-	-
Increase (decrease) in debt	708	956	1,895
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	5,157	5,970	11,924
Application of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve the level of service	979	1,281	2,490
- to replace existing assets	6,580	6,715	13,766
Increase (decrease) in reserves	(2,738)	(1,987)	9,200
Increase (decrease) of investments	-	-	-
Total applications of capital funding (D)	4,821	6,008	25,456
Surplus (deficit) of capital funding (C-D)	336	(38)	(13,531)
Funding balance ((A-B) + (C-D))	-	-	-

8.10 APPOINTMENT OF A DIRECTOR ON THE QRS BOARD

Author: Steven May, Tumu Whakarae Chief Executive Officer

Authoriser: Steven May, Tumu Whakarae Chief Executive Officer

Appendices: 1. **Appointment & Remuneration Policy for Directors of CCOs** [↓](#)

1. PURPOSE

1.1 This report is necessary to allow Council to confirm the reappointment of a Director of Quality Roding and Services (Wairoa) Limited whose term is about to expire.

RECOMMENDATION

The Tumu Whakarae Chief Executive Officer RECOMMENDS that Council reappoint Mr Tony Gray as a Director of Quality Roding and Services (Wairoa) Limited for a further three years effective March 1 2020.

2. BACKGROUND

The following shows the current term of Mr Tony Gray as a Director of Quality Roding and Services (Wairoa) Limited.

Director	Appointment	Term (Years)	Expiry
Tony Gray	15 February 2017	3	01 March 2020


Mr Tony Gray's term will expire on March 1 2020. The process for the reappointment of a Director of Quality Roding and Services (Wairoa) Limited is covered by the 'Appointment and Remuneration Policy for Directors of Council Controlled Organisations' which is attached.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
Author Steven May	Approved by Steven May

TE KAUPAPA HERE MŌ TE KŌWHIRINGA ME TE UTUNGA KI NGĀ KAIWHAKAHAERE O NGĀ WHAKAHAERE-Ā-KAUNIHERA APPOINTMENT AND REMUNERATION POLICY FOR DIRECTORS OF COUNCIL CONTROLLED ORGANISATIONS

CATEGORY:	Office of the Chief Executive	STATUS:	Final
DATE POLICY ADOPTED:	19 March 2020	APPROVAL BY:	Council
REVIEW PERIOD:	5 years	NEXT REVIEW DUE BY:	2024
DATE PREVIOUSLY ADOPTED:	27 November 2020	REVISION NUMBER:	3

PURPOSE

In accordance with section 57(1) of the Local Government Act 2002, the purpose of this policy is to set out the process for the appointment/reappointment of directors to Wairoa District's Council Controlled Organisations (CCOs). This policy also defines the skills required of directors and their remuneration.

BACKGROUND

Section 57 of the Local Government Act 2002:

“(1) A local authority must adopt a policy that sets out an objective and transparent process for—

(a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and

(b) the appointment of directors to a council organisation; and

(c) the remuneration of directors of a council organisation.

(2) A local authority may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to—

(a) guide the organisation, given the nature and scope of its activities; and

(b) contribute to the achievement of the objectives of the organisation.”

This policy is subject to review every 5 years and in addition it may be reviewed by the Finance, Audit & Risk Committee, Council, or relevant committee at any time.

SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED OF DIRECTORS

All directors are expected to meet a number of core competencies as well as relevant industry or other technical/specialist skills required for that board.

CORE COMPETENCIES

The core competencies expected of all directors are:

- The ability to think strategically
- Public service ethos and awareness of a public media profile
- An understanding and commitment to Council's obligation to Te Tiriti o Waitangi and the working together principles outlined in Council's Maori Policy
- Clear communication and an ability to debate in a reasoned manner
- An understanding of the wider interests of the publicly accountable shareholder
- Commercial acumen
- Sound judgement and decision-making
- A high standard of personal integrity
- Commitment to the principles of good corporate citizenship
- Risk assessment and contingency management
- Effective teamwork and collaboration.

ELIGIBILITY FOR APPOINTMENT COUNCIL OFFICERS

Under this policy, council officers are ineligible to serve as a director on CCOs.

Any director applying for employment with the council should resign from the board immediately following an offer of appointment.

CCO STAFF

Board members should be independent from management and should not hold executive positions in the CCO.

In the event that a board decides that one of its members should fill a vacancy in the executive team, the board member must first resign from their position on the board.

CONFLICTS OF INTEREST OF CANDIDATES

Prior to being interviewed for a position on a board, an applicant will be required to declare formally any potential conflicts of interest. In making appointments to boards, Council will take into consideration an applicant's existing directorships, and any other sources of potential conflicts of interest.

Further guidance for directors as it relates to conflicts of interests can be found in the relevant CCOs constitution and sections 139 to 149 of the Companies Act 1993.

APPOINTMENT OF DIRECTORS

The Council is responsible for the appointment of board members to CCOs. The Finance, Audit and Risk Committee are responsible for monitoring the financial and non-financial performance and governance of CCOs.

TERMS OF APPOINTMENT

Directors are to serve a maximum of two terms, with the option of further reappointment possible where appropriate. To reflect current national and international best practice, Wairoa District Council's policy regarding board tenure is as follows:

- Tenure of three years – directors shall hold office for a term of up to 3 years from the date of his/her appointment. This may be varied at Council's discretion in order to reflect a board's succession plan.
- Expiry of tenure – upon expiry of their first term, the directors retire from the board and, subject to the directors' performance and skills continuing to be relevant to the board, may be eligible for reappointment
- Reappointment – a director who is retiring from their first term, deemed eligible for reappointment and who wishes to stand, may, at the sole discretion of the council (by ordinary resolution), be reappointed for a second term of up to three years.
- Tenure exceeding two consecutive terms – for circumstances where there are good reason/s for extension, a director retiring from a second term may be reappointed for a further term. Each case will be considered on its own merits and is at the sole discretion of the council.

Types of circumstances include (but are not limited to):

- The board member has a particular skill that would be hard to replace
- The board has undergone substantial change and stability is needed
- The director has institutional knowledge not held by other directors
- A director is a likely successor as chair

Where possible, terms will commence in June, and appointments are staggered so that one board member is rotated each year. Staggering appointments to the boards ensures

there is an appropriate level of institutional knowledge retained on each board, which in turn provides for continuity in the management of CCOs.

APPOINTMENT PROCESS

REAPPOINTMENTS

Where a director's term of appointment has expired and he/she would like to be considered for reappointment, the Council may offer a further term following consideration of the performance of the director and the needs of the board as a whole. Factors to be considered include:

- The views of the board Chair
- Whether the current board skill composition is appropriate
- Whether any aspects of board performance need to be addressed
- Whether the process offers an opportunity for increasing board diversity
- Whether the retiring director is a potential candidate for future Chair, or alternatively whether there is a need to recruit a director as a future successor to the Chair
- Alignment of the CCO board with the Council's strategic goals, plans and strategies

Directors should not be given any expectation that they will be offered a subsequent term of office.

After Council approval, the successful applicant/s will then be offered a letter of appointment.

Public announcement of the appointment will be made as soon as practicable after the Council has made its decision and the letter of appointment signed by the applicant.

NEW APPOINTMENTS

Once a vacancy has been established, the interview panel will identify the skills, knowledge and experience required for the position, in conjunction with the CCO chair. This may involve discussions with the Chair and consideration of the results of board performance reviews and composition on the board.

The position will be advertised and a complete list of applicants will be compiled. This list will then be screened by the Mayor and Council's CEO or their agent to ensure that the applicants have the required core competencies. The interview panel or their agent, in conjunction with relevant staff, will prepare a recommended short list of applicants for consideration by Council.

Council will then select applicants to interview; these interviews will be undertaken by an interview panel comprised of:

- CEO of Wairoa District Council (or representative)
- His/Her Worship the Mayor of Wairoa District Council

- Chair of the relevant CCO board
- Chair of the Infrastructure Committee (or representative)

The interview panel will assess candidates against the required skills, knowledge and experience. They will then recommend their preferred candidates to the Council for approval.

After Council approval, the successful applicant/s will then be offered a letter of appointment.

Public announcement of the appointment will be made as soon as practicable after the Council has made its decision and the letter of appointment signed by the applicant.

REMOVAL OF DIRECTORS

The office of a director is vacated through retirement, resignation, disqualification¹, or removal, and is required by Council resolution.

Without limiting the right of the Council, the following are likely reasons for Council to remove a director, where that director:

- Is regularly absent from board meetings without good justification
- No longer has the confidence of the board or the Council
- Has breached ethical standards and this reflects badly on the board and/or Council
- Does not act in the best interests of the organisation
- Breaches the confidence of the board in any way, including speaking publicly on board issues without the authority of the board, or
- Does not act in accordance with the principles of collective responsibility.

Where the board has concerns regarding the behaviour of one of its members it should be considered by the board in the first instance and, where necessary, the board may recommend the removal of the director to the Council.

Directors who stand as a candidate in a local body or general election should advise the Chair of their board immediately. The Chair then need to advise the Council's Chief Executive Officer as soon as any directors of their board stand for political office.

Any director standing for political office must stand down from their position from nomination day until the election results are notified. This measure aims to ensure that governance of the CCO is not distracted by the director's election activity, and to prevent the possibility of any conflicts of interest – real or perceived.

¹ The Companies Act provides a list of those persons who are disqualified from being appointed or holding office as a director of a company (e.g. a person who is an undischarged bankrupt). See section 151(2) for further information

REMUNERATION

Directors' fees will compensate directors fully for their normal contribution to the board, including attending board and Council/Committee meetings, meeting preparation, stakeholder management, and any other agreed tasks. These fees will reflect the element of public service in serving on the board of a CCO and will accordingly be set at or below the average for comparable private sector entities.

Annually, prior to the CCO's Annual General Meeting, the Council will approve a pool to be distributed by the board. Fees are to be met from the CCO's own resources.

The directors' remuneration pool will be reviewed by the Finance Audit & Risk Committee once per triennium following council elections. A full review will be conducted and will include benchmarking against comparative entities. The review will consider market movement and any recommendations resulting from this review will be taken to Council.

8.11 CEO REPORT

Author: Steven May, Tumu Whakarae Chief Executive Officer

Authoriser: Steven May, Tumu Whakarae Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Council on information to Councillors from the CEO. No decisions are required by Council at this stage.

RECOMMENDATION

The Tumu Whakarae Chief Executive Officer RECOMMENDS that Council receive the report.

Events attended since last Council meeting

- Zone 3 Local Government meeting
- Department of Internal Affairs Three Waters workshop
- Taiwhenua Governance group
- Te Rohe o Te Wairoa Reserves Board workshop
- Regional Leaders' Forum
- CDEM CEG Meeting
- Māori Standing Committee
- Tuia-mai-Tawhiti Festival
- Hawke's Bay CEO meeting
- Mahia Police Station official opening
- PGF announcements
- Turning the soil on the construction of Rocket Labs second launch pad at Mahia
- Wairoa Christmas festival and parade

Strategic initiatives



- The January 2020 Coalition Government's PGF investment announcements for Wairoa has enabled Council to commence work on the Te Wairoa E Whanake Project. Four buildings in the CBD have been secured by Council to provide a strategic footprint which will maximise the impact of the Te Wairoa E Whanake Project. A website has been created for the community to follow process and have input into this community asset: www.tewairoaewhanake.co.nz
- On January 26, 2020 Kiwi Rail commenced transport of logs from the Wairoa inland port area. This operationalises the Government's PGF investment into opening the rail line from the Napier Port to Wairoa to reduce the impact of heavy transport vehicles on our roads.
- Funds secured from the Government's Tourism Infrastructure Initiative enabled Council to partner with Rongomaiwahine Iwi and establish Freedom Camping Ambassadors. The ambassadors conducted daily patrols of holiday spots advising freedom campers of their obligations. Compared to last year there was a reduction of 75% relating to the issuing of infringement notices and a reduction in Freedom Camping related complaints.

- Over the last 18-months, the five Hawke's Bay Councils have been collaborating to identify opportunities for greater coordination in three waters service delivery across the region. On January 27, 2020 the Government announced a \$1.55 million funding contribution to assist Hawke's Bay Councils to investigate voluntary changes to the region's three waters service delivery arrangements. In announcing the investment. Local Government Minister Nanaia Mahuta said" the Government is greatly encouraged by this initiative acknowledging the Hawke's Bay councils' constructive approach towards reform."

Looking ahead

- Council has been advised that in April this year our Building Consenting Authority will undergo its regular assessment by IANZ in order for continued accreditation to be approved.
- On the 17/2/2020 a second pre-hearing for the wastewater discharge Consent will be held in Wairoa.

Signatories

	
Author Steven May	Approved by Steven May

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Resolution for disposal of council owned asset - Lot 1 DP 7275	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2 - Procurement - Contract 19/02 Maintenance and operation of Wairoa and Frasertown Cemeteries	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.3 - Procurement - Contract 19/01 Maintenance and operation of Mahia reserves	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.4 - Resolution for disposal of council owned asset - Lot 1 DP 490941 & Section 3 SO 10466	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.5 - Delegation to spend Tourism Infrastructure Funding	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the

	disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	disclosure of information for which good reason for withholding would exist under section 6 or section 7
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